

# Parliamentarily Speaking

A HANDBOOK FOR  
LEGISLATORS

**What** to say

**When** to say it



HOUSE OF REPRESENTATIVES  
STATE OF ARIZONA

(Revised 2017)

# Parliamentarily Speaking

## Introduction

This booklet will instruct you in the proper language to use in the very formal and serious business of lawmaking.

The strict formality of the organized meeting is the key to its successful accomplishment. The formalities must be observed to assure a setting of ordered objectivity. However limited your knowledge of the adopted parliamentary authority and the Rules of the House of Representatives, you can fulfill your responsibilities as Representative of your district and make yourself heard if you know

### What to say

### When to say it

This information is provided to help educate you as to the proper Order of Business so that you will know at what point in the session your remarks will be properly received. The proper motion and the exact wording of acceptable motions and other remarks you may have occasion to make are printed in **bold face type** for easier identification and reading. You may memorize the motions, or you may read the phraseology from these pages as you stand on the Floor of the House.

All of your remarks are addressed to the Chair. In formal session, you will rise when an order of business is concluded and say,

### **“Mr. Speaker”**

In the less formal Committee of the Whole, you will address the Chair as

### **“Mr. Chairman” or “Madam Chairman”**

You will remain standing until the Chair has recognized you unless another Member has been granted the privilege of the Floor by having been recognized first.

Upon being recognized you have the right to make a motion, to rise to a point of order or to speak on personal privilege or a privilege of the House.

You may not make comments on any subject, motion or discussion until you have been recognized by the Chair. You may not interrupt another Member during his allotted speaking time unless the Member speaking is attacking your personal integrity, or to call for a point of order, to correct a mistake or to move the previous question; and even in these instance you must be recognized by the Chair.

You address another Member of the House through the Chair, by saying:

**“Mr. Speaker or Mr. Chairman, will  
Representative \_\_\_\_\_ yield to a question?”**

Time spent familiarizing yourself with the House Rules and some of the finer points of parliamentary procedure will add to your appreciation and enjoyment of the serious business of lawmaking.

## **Order of Business**

### **Roll Call**

The Speaker takes the Chair and calls the House to order at the hour to which the House was adjourned at the previous meeting. Each Member must be at his desk to record his presence on the electronic voting system when the Speaker asks for the attendance roll call.

### **Prayer**

Invocation is offered by one of the Members of the House or by a clergyman or other person by invitation.

### **Pledge of Allegiance**

The Pledge of Allegiance to the Flag is led by a different Member each day.

### **Approval of the Journal**

The reading of the Journal of the previous day is dispensed with and approved as written unless objected to by a majority of the House membership.

(After approval of the Journal, Members usually take this opportunity to speak on personal privilege or introduce guests. Whenever offered, however, matters of personal privilege or introduction of guests shall be permitted only upon completion of any Order of Business.)

You may rise and upon being recognized say,

**“Mr. Speaker, I rise to a point of personal privilege for the purpose of \_\_\_\_\_.”**

After you state your purpose, the Speaker will permit you to speak for a period not exceeding five minutes.

## **Petitions, Memorials, and Other Communications**

At this point petitions, memorials, or other papers addressed to the House are read and later filed in the Chief Clerk's Office.

## **Reports of Standing Committees**

Reports from Standing Committees are read under this heading and placed on the proper calendars by the Speaker.

## **Reports of Select Committees**

Special committee reports are read and adopted or placed on file.

*Motion to adopt:*

**“Mr. Speaker, I move that the House adopt the Conference Committee report on \_\_\_\_\_ Bill \_\_\_\_\_.”**

## **Business on the Speaker's Desk**

Activities associated with Business on the Speaker's desk, such as committee appointments, personnel changes, suspension of Rules, are acted upon in this Order of Business. Also, letters received from the Governor giving notification of the Governor's action on bills are presented.

When the Governor vetoes a bill, it is returned with the Governor's reason for vetoing to the house of origin. If the House wishes to override the veto, an action requiring no fewer than 40 votes, the proper motion is:

**“Mr. Speaker, I move the passage of \_\_\_\_\_ to override the Governor's veto.”**

## **Bills and Other Business From The Senate**

All business from the Senate, including messages transmitting Senate Bills passed by the Senate and Senate action on House Bills, are read at this time. (The Senate Bills are placed on First Reading of Bills and take the ordinary course of House Bills.)

Upon receipt of message from the Senate asking for conferees on a Senate Bill amended by the House, the proper motion is:

**“Mr. Speaker, I move that the House accede to the Senate request and appoint a Free (or Simple) Conference Committee to consider the disagreement on House amendments to Senate Bill \_\_\_\_\_.”**

(For motions relating to acceptance or rejection of Senate amendments to House Bills, see **“Unfinished Business.”**)

## **Motions to Discharge Committees**

*To discharge a committee, the motion is:*

**“Mr. Speaker, I move that the Committee on \_\_\_\_\_ be discharged from further consideration of \_\_\_\_\_ Bill \_\_\_\_\_.”**

*To discharge a Conference Committee, the following motion is all that is required:*

**“Mr. Speaker, I move that the House Conference Committee be discharged from further consideration of House Bill \_\_\_\_\_ and that the Senate be requested to do likewise.”**

**First Reading of Bills**  
**Second Reading of Bills**  
**Third Reading of Bills**

The Constitution requires the reading of bills by sections on three different days unless an emergency is declared and two-thirds of the House deem it expedient to dispense with this Rule. To expedite moving the bills, the Speaker now announces on opening day of each regular and special session that this Rule will be suspended and that without objection all bills, resolutions, and memorials under the Order of Business First and Second Reading of Bills during the session will be read by numbers and short titles only. Numbers and full titles will be read at Third Reading and Final Passage of Bills.

On Third Reading and Final Passage a roll call vote is taken.

If you so wish, you may explain your vote. (Such explanation shall not exceed five minutes in length.)

You will rise and wait to be recognized by the Speaker:

**“Mr. Speaker, I wish to explain my vote.”**

After you have made your explanation, you will then register your “Aye” or “Nay” vote.

If you want your explanation noted in the Journal and placed on file in the Chief Clerk’s Office, your statement must be prepared in writing and signed. You will rise and wait to be recognized by the Speaker:

**“Mr. Speaker, I wish to explain my vote and have my explanation noted in the Journal and placed on file in the Chief Clerk’s Office.”**

## Unfinished Business

Business left over from a previous legislative day is handled at this time.

*To accept Senate amendments:*

**“Mr. Speaker, I move that the House concur in the Senate amendments to House Bill \_\_\_\_\_.”**

*To reject the Senate amendments and ask for a Conference Committee:*

**“Mr. Speaker, I move that the House do not concur in the Senate amendments to House Bill \_\_\_\_\_ and a Free (or Simple) Conference Committee be appointed to meet with a like committee from the Senate on the disagreement.”**

## Committee of the Whole Second Reading of Bills

The Calendar of the Committee of the Whole is printed and distributed prior to Committee of the Whole.

If a bill has not been previously second read, the reading of the bill by number and title in Committee of the Whole constitutes Second Reading. After the following motion has been moved and carried, the Speaker leaves the Chair and the Member he has selected to preside as Chairman of the Committee of the Whole assumes the Chair. Each bill on the Calendar is then open to debate and amendment at the time of its consideration.

**“Mr. Speaker, I move that the House resolve itself into a Committee of the Whole for the consideration of the bills on the Calendar.”**



## **Procedure in Committee of the Whole**

In Committee of the Whole, the Rules of the House shall govern whenever applicable.

A roll call vote shall be taken in Committee of the Whole when a motion to recommend is defeated. No other roll call votes shall be taken in the Committee of the Whole.

A majority of the Members of the House shall constitute a quorum to do business in Committee of the Whole.

No seconds are required to motions in Committee of the Whole.

When a bill is under debate in Committee of the Whole, the following recommendations to the House are in order:

Do pass

Recommitted to a committee or specific committee for further study.

Do pass as amended

Postpone indefinitely (This motion is not recommended until after the measure has been thoroughly discussed.)

Do not pass

Be retained on the Calendar

Retain its place on the Calendar

Call for the previous question

The following motions are **NOT** in order in Committee of the Whole:

To adjourn

Appoint, authorize or discharge committees

Lay on the table

Reconsideration

### **General Procedure and Motions Made in Committee of the Whole**

Pages 11 to 30 are arranged to show procedures in Committee of the Whole. For simplification, the remarks to be made by the Chairman are on the left-hand page with the responding remarks by a Member on the right-hand page.

*NOTE: Recommendations made during Committee of the Whole are not official until the report of the Committee of the Whole is adopted by the Membership after the Speaker resumes the Chair.*

## Chairman

**“The Committee of the Whole is called to order. Without objection, all amendments which are distributed will not be read in full. Hearing none - so ordered! The Clerk will read the first bill on the Calendar, together with the committee recommendations.”**

*(after this is done)*

**“The Chair will recognize Representative \_\_\_\_\_,  
sponsor of the bill.”**

Response →→→→

*(Reader then rereads **amended** committee reports and the Chair calls on Chairman of the committee to move the amendments.)*

**“The Chair will recognize Representative \_\_\_\_\_,  
Chairman of the Committee on \_\_\_\_\_.”**

Response →→→→

**Member**

**“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ do pass.”**

**“Mr. Chairman, I move that the amendment of the Committee on \_\_\_\_\_ be adopted.”**

*(The chairman of the committee will explain the amendment.)*

## Chairman

**“Are there any further amendments?”**

**“The question before you is that the amendment to the amendment by the Committee on \_\_\_\_\_ be adopted.”**

(If an amendment to a committee amendment is adopted, the Chair must then recognize the chairman of the committee to move the committee amendment as amended.)

Response →→→→

## **Member**

*(If any Member has an amendment to present to a Committee amendment, it should be offered before the Committee report is adopted.)*

**“Mr. Chairman, I move the following amendment to the Committee on \_\_\_\_\_ amendment.”**

(Substantive Floor amendments shall be printed and placed on each Member’s desk a reasonable time prior to Committee of the Whole as set forth in House Rules.)

(The sponsor will explain the amendment, and at this time others may wish to discuss the amendment or ask questions of the sponsor. The discussion is conducted through the Chair.)

**“Mr. Chairman, I move that the Committee on \_\_\_\_\_ amendment as amended be adopted”**

## Chairman

**“Is there any further discussion?”**

Response→→→→

**“Hearing None,” “The question before you is that the amendment by the Committee on \_\_\_\_\_ (or the Committee on \_\_\_\_\_ amendment as amended) be adopted. Those in favor will vote ‘aye’ (*waits for the vote*). Those opposed will vote ‘nay’ (*waits for the vote*). It appears that the ‘ayes’ (or ‘nays’) have it. The ‘ayes’ (or ‘nays’) do have it and so ordered.”**

**OR**

**“The Chair is in doubt.”** (or if a division has been called for)

Response→→→→

**“A division has been called for. Those in favor will please rise (*waits for the Clerk to count those standing*). Please be seated. Those opposed will please rise (*waits for the Clerk to count and report outcome of the vote.*) Please be seated. By a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays, the motion is carried (or the motion has failed).”**

## Member

(Comment. . . . .)

(If anyone disagrees with the Chair's decision of the vote, he may ask for a division. This is asked for directly after the Chair announces “**it appears that the ayes have it.**” The Member calls out “**Division,**” in case of tie vote, the Chair may cast a vote to decide the question.)



**Chairman**

**“Are there any further amendments?”**

*(if not)*

**“The Chair will recognize Representative \_\_\_\_\_, the sponsor of the bill.”**

Response →→→→

**“Is there any further discussion?”**

Response →→→→

## Member

(When a motion is under consideration, a motion to amend, and a motion to amend that amendment shall be in order. No amendment in the third degree shall be allowed. It shall also be in order to offer a further amendment by the way of a substitute amendment.)

**“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ as amended, do pass”**

*(The sponsor may at this time speak on the bill, and then the question is open to debate, and other Members may speak in favor of or against the measure.)*

*(Should the need or desire for further amending arise at this point, it is still permissible, using the same format.)*

## Chairman

**“The question before you is that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_, as amended, do pass. Those in favor will vote ‘aye’ (*waits for the vote*). Those opposed will vote ‘nay’ (*waits for the vote*). It appears that the ‘ayes’ (*or ‘nays’*) have it. The ‘ayes’ (*or ‘nays’*) do have it and so ordered.”**

**“The next bill on the Calendar is \_\_\_\_\_. The Clerk will read the bill together with the committee recommendations.”**

(The same procedure is followed on each bill on the Calendar)

(The same procedure is followed by the Chairman on these motions as on the other motions -- restating the motion, recognizing the sponsor of the motion, restating the motion and taking the vote.)

## Member

(These motions are in order for Committee of the Whole)

1. **“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ do pass.”**
2. **“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ be recommitted to a committee (or specific committee) for further study.”**
3. **“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_, as amended, do pass.”**
4. **“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ be postponed indefinitely.”**

(This motion is not recommended until after the measure has been thoroughly discussed.)

5. **“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ do not pass.”**

## Chairman

**“The motion before you is that the Committee of the Whole rise and report. Those in favor will vote 'aye' (*waits for the vote*). Those opposed will vote 'nay' (*waits for the vote*). It appears that the 'ayes' (*or 'nays'*) have it. The 'ayes' (*or 'nays'*) do have it and so ordered.”**

*(The Chairman remains at the rostrum until the Speaker assumes the Chair).*

6. **“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ be retained on the Calendar.”**

(The acceptance of this motion constitutes final action on the bill on this particular calendar.)

7. **“Mr. Chairman, I move that when the Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ retain its place on the Calendar.”**

(The acceptance of this motion places the bill at the end of this calendar for consideration. It is usually used for time delay in preparing amendments or waiting for the bill’s sponsor.)

8. **“Mr. Chairman, I call for the previous question.”**

When the calendar is completed, the following motion is in order:

**“Mr. Chairman, I move that the Committee of the Whole rise and report.”**

*or if the House wishes to rise before the Calendar is completed:*

**“Mr. Chairman, I move that the Committee of the Whole rise and report progress.”**

## **Disposition of Business from Committee of the Whole**

The Speaker returns to the Chair, calls the House to order and asks the Clerk to read the report of the Committee of the Whole.

After the report is read, a Member moves as follows:

**“Mr. Speaker, I move that the report of the Committee of the Whole be adopted and the bills be properly assigned.”**

The Speaker restates the motion and asks for the vote. Upon the motion being carried, he properly assigns the measures.

## **Announcements**

Under this Order of Business announcements of the time and place of the standing committee meetings and/or public hearings are made.

## **Sitting as in Committee of the Whole**

The House may, by a majority of those voting, elect to Sit as in Committee of the Whole for consideration of a specific subject, usually the amendment of a bill that has already been reported out of Committee of the Whole.

The following pages show the remarks made by the Speaker, as Chairman, and motions made from the Floor.

## Speaker

**“The question before you is that the House Sit as in Committee of the Whole for the purpose of amending (or further amending) House Bill \_\_\_\_\_. Those in favor will vote ‘aye’ (*waits for the vote*). Those opposed will vote ‘nay’ (*waits for the vote*). It appears that the ‘ayes’ (*or ‘nays’*) have it. The ‘ayes’ (*or ‘nays’*) do have it and so ordered.”**

**“The House Sitting as in Committee of the Whole is called to order.”**

**“The Chair will recognize Representative \_\_\_\_\_.”**

Response →→→→



## Member

**“Mr. Speaker, I move that the House Sit as in Committee of the Whole for the purpose of amending (or further amending) House Bill \_\_\_\_\_.”**

**“Mr. Speaker, I move that when the House Sitting as in Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ do pass (or as amended, do pass).”**

(The member explains the need for Sitting as in Committee of the Whole.)

## Speaker

**“The motion before you is that when the House Sitting as in Committee of the Whole rises to report, it recommends the amendment proposed by Representative \_\_\_\_\_ be adopted.”**

(If the motion carries, the Speaker again recognizes the sponsor, who makes the following motion:)

Response →→→→

(The Speaker restates the motion and it is open for discussion, and, if it carries, the following motion is in order:)

Response →→→→

(The Speaker restates the motion and asks for a vote which dissolves the House Sitting as in Committee of the Whole.)

(The Clerk then reads the report of the House sitting as in Committee of the Whole.)

## Member

**“Mr. Speaker, I move that when the House Sitting as in Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ be amended (or further amended) as follows. . . .”**

(The Member explains the amendment.)

**“Mr. Speaker, I move that when the House Sitting as in Committee of the Whole rises to report, it recommends that House Bill \_\_\_\_\_ as amended (or as further amended), do pass.”**

**“Mr. Speaker, I move that the House Sitting as in Committee of the Whole be dissolved.”**

## **Speaker**

(The Speaker restates the motion and asks for a vote. If the motion carries, he assigns the bill to the proper place as follows:)

**“House Bill \_\_\_\_\_, as amended (or as further amended) is referred Engrossing.”**

## Member

**“Mr. Speaker, I move that the report of the House Sitting as in Committee of the Whole be adopted and the bill be properly assigned.”**

### **Recess and Adjournment Motions:**

#### **Proper recess motions:**

**“Mr. Speaker, I move that the House stand at recess subject to the sound of the gavel.”**

**OR**

**“Mr. Speaker, I move that the House stand at recess until 2:00 p.m., today.”** (or any given time)

#### **Daily adjournment motion:**

**“Mr. Speaker, I move that the House stand adjourned until 11:00 a.m., Wednesday, January 13, 2012”** (or any given time or date)

*(The Constitution of the State of Arizona, Article IV, Part 2, Section 9, states “Neither House shall adjourn for more than three days, nor to any place other than that in which it may be sitting, without the consent of the other.”)*

### **Adjournment Sine Die Motions:**

#### **(Without Governor)**

**Mr. Speaker, I move that a committee be appointed to notify the Senate that the House has completed its labors and is ready to adjourn sine die.”**

**OR**

#### **(With Governor)**

**“Mr. Speaker, I move that a committee be appointed to notify the Senate that the House has completed its labors and is ready to adjourn sine die and to meet with a like committee from the Senate to wait upon the Governor to see if he has any further message for the Legislature.”**

**Then**

**“Mr. Speaker, I move that the House of Representatives of the  
\_\_\_\_\_ Legislature, \_\_\_\_\_ Session, do now adjourn  
sine die.”**