Standing Rules and Orders

1.

Hour of Meeting

The Convention shall meet each day of sitting at 10 O'clock A. M. unless it shall adjourn to some other hour

2.

Recess

The Convention shall take a recess each day from 12 O'clock M. to 1. O'clock P. M.

(No 2)

3.

Number of Members to Constitute a Quorum

Not less than seventy seven Members shall constitute a quorum for the transaction of business.

4.

Duties of President

The President, or in his absence the President pro tem, or in the absence of both, such Chairman as shall be selected by the members present shall take the Chair at the hour to which the Convention shall have adjourned, and shall immediately call the members to order.

5.

To Preserve Order, to Decide Points of Order, and may speak to same

He shall preserve decorum and order; may speak to points of Order in preference to other members, and shall decide all questions of order subject to an appeal to the Convention by any five members, on which appeal no member shall speak more than once except by leave of the Convention.

6.

Appointment of Committees.

All Committees shall be appointed and announced by the President, unless otherwise specially directed by the Convention.

6.

7.

Signing of Writs, Warrants and Subpoenas

All writs, warrants, and subpoenas issued by order of the Convention shall be under his hand and attested by the Secretary

7.

8.

May call any Member to the Chair

The President shall have the right to name any member to perform the duties of the Chair, but such substitution shall not extend beyond an adjournment.

8.

9.

To Have Direction of the Hall.

The President shall have the general direction of the Hall of the Convention and of the galleries. No persons, excepting members, officers and ~~attendants~~ attaches of the Convention and such persons as may be invited by the Convention or by the President, shall be admitted within the bar of the Convention. The Chairman of each Committee of the Whole during the sitting of such Committee shall have the like power of preserving order in the Hall and in the galleries.

9.

10.

Duties of Secretary

The Secretary must attend each day, and call the roll, read the Journal and all propositions or resolutions. He shall have the direction of the Assistant Secretaries [~~and supervise all copying to be done for the Convention~~] unless otherwise ordered.

11.

Duties of Assistant Secretaries

The Assistant Secretaries must attend each day, take charge of all resolutions, propositions, petitions, memorials and other papers presented to the Convention, file and enter the same in the books provided for that purpose, and perform such other duties as may be directed by the Secretary or the Convention.

12.

Duties of Minute Clerk

The Minute Clerk must keep a correct record of the proceedings of the Convention.

13.

Duties of Journal Clerk

The Journal Clerk must record each day's proceedings in the Journal, from which they must be read each day by the Secretary, and then be authenticated by the signature of the President

12.

14.

Duties of Sergeant at Arms

The Sergeant at Arms must give a general supervision under the direction of the President to the hall of the Convention and rooms attached, attend during the sittings of the Convention, execute its commands and all process issued by its authority; keep an account of pay and mileage of members, attaches and employees and prepare checks for the same.

15.

Duties of Assistant Sergeant at Arms

The Assistant Sergeant at Arms must attend the sittings of the Convention each day, prohibit all persons except members, officers and employees, and such other persons as may have the privilege of the floor assigned them by the rules of the Convention from entering within the bar, unless upon invitation, and keep order in the halls, lobbies and galleries.

13.

16

Duties of Officers at the close of the Session

The Secretary and Assistant Secretaries, at the close of the session of the Convention, must deliver to the Secy of State duly marked, labeled, and arranged all propositions, resolutions, petitions, memorials and other papers belonging to the Convention, and also [~~deliver them with~~] all books belonging to the same ~~Convention~~ [~~to the Secretary of State~~]

Order of Business

1. Roll Call
2. Reading and Approval of the Journal
3. Presentation of Petitions and Memorials under which head shall be included Remonstrances, Communications from Individuals and Public Bodies.
4. Communications from State Officers, under which head shall be embraced also, communications from Public Officers, and from Corporations in response to calls for information
5. Reports of Standing Committees in the order in which they stand in the Rules
6. Reports of Select Committees
7. Introduction of Resolutions and Propositions relating to the Constitution
8. Unfinished Business
9. Special Orders
10. General Order
11. Miscellaneous Motions and Resolutions.

15.

18.

Precedence of Motions during Debate

When a question is under debate, or before the Convention, no motion shall be received, but:

1st to adjourn;
2d to lay on the table;
3d for the previous question;
4th to postpone to a day certain;
5th to commit or amend;
6th to postpone indefinitely; which several motions shall have precedence in the order in which they are named: but the first three shall be decided without debate; and no motion to postpone to a day certain, to commit, or to postpone indefinitely being decided, shall again be allowed on the same day and at the same stage of the proceedings.

16.

19.

Priority of Business

All questions relating to the priority of business shall be decided without debate.

Reference of Resolutions ~~&c~~ When Committees must report

When a motion is made to refer any subject and different Committees should be proposed the question shall be taken in the following order

1st the Committee of the Whole Convention

2d A Standing Committee

3d A Select Committee

Every Committee of the Convention to whom a resolution or proposition has been referred shall report the same to the Convention within ~~fifteen~~ ten days from the time it is received by the Chairman of the Committee, unless further time to report is granted, unless otherwise ordered by the Convention Every proposition or resolution shall be referred to the appropriate Standing Committee as indicated by its name given herein.

18.

21

Motion to Divide Question to strike out, or insert

Any member may call for the division of a question when the sense will admit of it. A motion to strike out and insert shall be deemed indivisible: but a motion to strike out being lost shall neither preclude amendment, nor a motion to strike out and insert.

19.

Call of the Convention

Upon a call of the Convention, the names of the Members shall be called over by the Secretary and the absentees noted; after which the names of the absentees shall again be called over. The doors shall then be shut, and those for whom no Excuse or insufficient excuses are made, may, by order of those present be taken into custody as they appear, or may be sent for and taken into custody wherever to be found by the Sergeant at Arms, or by Special Messenger to be appointed for that purpose

20.

23.

Division and Count of Convention

Upon a division or count of the Convention on any question, no person without the bar shall be counted.

21.

Calling the Yeas and Nays

On all questions and motions whatsoever, the President shall take the sense of the Convention by yeas and nays provided ~~one fifth of the~~ five members present shall so require. When the yeas and nays are taken no member shall be allowed to vote who shall have entered the Convention after the calling of the roll is finished. The names of members shall be called in alphabetical order. Provided further that on all resolutions and propositions relating to the Constitution the final vote shall be taken by yeas and nays.

25.

Explaining or Changing Vote

No member shall be allowed to explain his vote or discuss the question while the ayes and noes are being called: and no member shall be allowed to change his vote after the vote is announced from the chair.

23.

26.

Motion to Instruct Committees.

It shall be the duty of each member who moves that any Committee be instructed to inquire into the expediency of amending or revising the Existing Constitution to point out the amendment which he deems expedient, in writing to accompany his motion.

24.

27.

Committment and Recommittment of Motions and Reports

Motions and reports may be committed or recommitted at the pleasure of the Convention. [and with or without instructions from the Convention]

Motion or proposition of a subject different from that under consideration inadmissible under color of amendment

No motion or proposition of a subject different from that under consideration shall be admitted under color of amendment.

26.

29

When Motion or resolution may be withdrawn

A motion or resolution may be withdrawn by leave of the Convention, at any time before amendment or decision.

Motions to Adjourn

A motion to adjourn shall always be in order. The Secretary shall enter on the Journal the name of any member moving an adjournment and also the hour at which the motion is made.

28.

31.

Motions to be stated by the President shall be reduced to writing

No motion shall be debated until the same shall be seconded, and distinctly announced by the President; and it shall be reduced to writing, if desired by the President or any member, and shall be read by the Secretary before the same shall be debated.

29.

32.

Substitutes

A substitute shall be deemed an amendment and be treated in all respects as such.

Previous Question. How Demanded

The previous question shall only be put when demanded by five members

Questions of Order after Previous Question is Ordered.

All incidental questions of order arising after a motion is made for the previous question, and pending such motion or previous question shall be decided whether on appeal or otherwise without debate.

The Previous Question. How Put

The previous question shall be put in the following form "Shall the main question be now put?" and all debate upon the main question, shall be suspended until the previous question shall be decided. After the adoption of the previous question the sense of the Convention shall forthwith be taken upon amendments, reported by a Committee, upon pending amendments, and then upon the main question without debate.

Question to Indefinitely Postpone.

When a question is indefinitely postponed, the same shall not be again introduced during the session of the Convention, &c. Carried by a majority vote, which shall be decided without debate.

Notice of Reconsideration

On the day succeeding that on which a final vote on any proposition or resolution concerning the Constitution, or other resolution, has been taken said vote may be reconsidered on motion of any member: provided, notice of intention to move such reconsideration shall have been given on the day on which such final vote was taken, by a member voting with the majority; and it shall not be in order for any member to move a reconsideration on the day on which such final vote was taken. Such motion of reconsideration shall have precedence over every other motion except a motion to adjourn. No notice of reconsideration shall be in order on the day preceeding the last day of the session.

35.

38.

Protest of Members—

It shall be in order for any Member or Members to protest in writing against action of the Convention, and have such protest entered upon the minutes

36.

39.

Question of Privilege

A question of privilege shall be entitled to supersede other business. But when a member brings forward such question, he shall first present his complaint either verbally or in writing; and the presiding officer shall decide, in the first instance, whether such statement, however brought forward, involves a question of privilege. If such decision shall be in favor of the question of privilege, the member may then make such observations, as may be pertinent to the question of privilege, and may submit such resolution or motion as he may desire for the consideration of the Convention.

40.

Author to Speak Last

The author of a motion, proposition or resolution shall have the privilege of closing the debate, unless the previous question has been sustained.

38.

41.

Duty of member rising to speak

Every member when about to speak, shall rise and respectfully address the President, shall confine himself to the question under debate, and avoid personality, and shall sit down when he has finished. No member shall speak out of his place without leave of the President.

39.

42.

No Interruption of Member while Speaking

No member speaking shall be interrupted by another, but by rising up to call to order.

40.

43.

Times a Member May Speak

No member shall speak more than twice on one question, without first obtaining leave of the Convention; nor more than once until other members who have not spoken shall speak, if they desire it to.

44.

Call to order for offensive words in Debate

If any member be called to order for offensive words spoken in debate, the person calling him to order shall report the words excepted to, and they shall be taken down in writing at the Secretary's table: and no member shall be held to answer or be subject to censure of the Convention for language used in debate, if any member has spoken or other business has intervened after the words spoken, and before exception to them shall have been taken.

45.

Order in speaking to questions lost by Adjournment

If a question pending be lost by adjournment of the Convention, and revived on the succeeding day, no member who shall have spoken on the preceding day shall be permitted again to speak without leave of two thirds of the Convention

Calling members to order when transgressing rules. If any member, in speaking or otherwise, transgress the rules of the Convention, the President shall, or any member may, call to order: in which case the member so called to order shall immediately sit down, unless permitted to explain: and if called to order by a member, such member shall immediately state the point of order. If the point of order be sustained by the Chair, the member shall not be allowed to proceed; but if it be not sustained then he shall be permitted to go on. Every such decision from the Chair shall be subject to an appeal to the Convention, but no discussion of a question of order shall be allowed, unless an appeal be taken from a decision of the Chair.

47.

The President to decide who is entitled to the floor

When two or more members shall rise at once, the President shall decide who is first to speak.

45.

48.

Taking up Propositions or Resolutions out of Order

When a member shall ask leave to have a proposition or resolution taken up out of its regular order, he shall, in making the motion, give the number and title of the same.

~~48~~ ~~47.~~

46

49

~~51~~

~~50.~~

Reading of Resolutions before final action thereon

Every resolution proposing any alteration in the Constitution shall be read on two several days before it is finally acted upon and adopted by the Convention.

~~49~~
~~46.~~

50 ~~52.~~
~~54.~~

47

Endorsement and Statement of Object, of Papers Introduced

Every member presenting to the Convention a petition, memorial, or remonstrance, ~~or proposition or resolution relating to the Constitution~~; shall endorse his name thereon together with a brief statement of the nature and object of the instrument; [~~and the reading of the same shall in all instances be dispensed with unless specially ordered by the Convention.~~]

~~46.~~ 51

48 ~~49.~~

Title and Numbering of Propositions and Resolutions

Propositions and resolutions proposing matter to be incorporated in the Constitution, shall be prefaced with a title briefly indicating the subject to which they ~~to~~ refer. They shall be in writing on legal cap paper, and shall be numbered by the Secretary in the order in which they are introduced.

~~47~~

~~49~~

52 ~~50~~ ~~48~~

~~50~~

49

Resolutions limited to one subject, reading and reference of same

Propositions and resolutions mentioned in the last foregoing rule ~~rules~~ shall embrace but one subject: they shall be read once when introduced, and then referred without debate to an appropriate Committee

50.

53. ~~53.~~

General File

All propositions and resolutions, embracing matter proposed to be incorporated in the Constitution reported by a standing or a special Committee, shall be read when reported, and shall be placed on a general file to be kept by the Secretary, in the order in which they are reported. They shall be taken from the file and acted upon in the order in which they ~~stand~~ are placed therein, unless otherwise ordered by the Convention: provided, that Engrossed propositions and resolutions shall be placed at the head of the file, in the order in which they are received. Two hundred and forty copies of the file for each day shall be printed

51.

54.

Committees not to sit during Session

No Committee shall sit during the session of the Convention, without leave

55.

Committee of the Whole.

In forming a Committee of the Whole Convention, the President may preside or appoint a member to preside. Propositions or resolutions relating to the Constitution shall be committed to a Committee of the Whole Convention; and shall be read in Committee of the Whole by sections. All amendments shall be voted and reported to the Convention by the Chairman. After report, the proposition or resolution shall again be subject to amendment before the final ~~vote~~ question is taken.

53.

56

The rules of the Convention shall be observed in Committee of the Whole, so far as they may be applicable; except for limiting the times ~~for~~ of speaking, and except that the yeas and nays shall not be taken, and that the previous question shall not be moved.

57.

A motion that the Committee rise, shall always be in order and shall be decided without debate.

58.

Orders, Resolutions etc which shall be considered in Committee of the Whole

Every Order or resolution which proposes an alteration in the Constitution, and all reports of Committees appointed to consider the propriety and expediency of making any alteration therein, shall be considered in Committee of the Whole, before they are debated and finally acted on in Convention.

Parliamentary Rules

The rules of parliamentary practice contained in "Cushing's Law and Practice of Legislative Assemblies", shall govern the ~~Constitution~~ Convention in all cases to which they are applicable, and in which they are not inconsistent with the Standing Rules and Orders of the Convention.

57.

60.

Suspending and Changing Rules

No standing rule or order of the Convention shall be rescinded or changed without a vote of two thirds, and one days notice being given of the motion therefor; but a rule or order may be suspended temporarily by a vote of two thirds of the members present except Rules 50, 51, 52, 53 and 55.

61.

Reading of Papers

When the reading of a paper is called for, except petitions and memorials and the same is objected to by any member it shall be determined by a vote of the Convention without debate.

59.

62.

Filling Blanks

In filling up Blanks the least sum or number and shortest time shall be first put

60.

63.

Members at Secretary's Desk

No member or other person shall remain by the Secretary's desk while the ayes and noes are being called or while the votes are being counted.

64.

Leave of Absence

No member shall be absent more than two days without leave of the Convention; and a vote of leave of absence shall be inoperative unless the member obtaining it shall avail himself of it within five days.

62.

65.

Members absent not to draw pay except in case of sickness or on Committee duty

No member shall receive pay for any week day on which he has not actually attended the Convention except in case of sickness, or when he is absent on Committee duty

66.

Papers to be left with Secretary by members on leave of absence

Every member before availing himself of a leave of absence shall deposit with the Secretary all papers then in his possession belonging to the Convention

6.

Smoking in the Hall

No smoking shall be allowed within the Hall of the Convention during the time of its session.

65.

68.

Use of Hall

The Hall of the Convention shall not be used for any public or private business other than that of the Convention except by unanimous consent.

66.

69.

Extra Pay

No increase of pay, nor any Extra pay, shall be allowed any Officer or attache of the Convention, by resolution or otherwise except by unanimous Consent

67.

70.

Extra Assistance and Compensation

No proposition for additional help in any clerical or other Department of the Convention shall be entertained except by resolution in writing therefor and before the final action by the Convention thereon, such resolution shall be referred to the Committee on Mileage and Contingent Expenses, which Committee shall inquire into the necessity therefor and the amount of compensation proper if the same shall be required and report without unnecessary delay; and upon receipt of such report the Convention shall forthwith proceed to consider and vote upon the passage of the resolution.

68.

71.

Printing

~~Five Hundred~~ Four hundred and fifty Copies of each proposition or resolution embodying matter proposed to be introduced into the Constitution shall be printed.

69.

72.

Employment of Committee Clerks

No Committee shall be permitted to employ a clerk at the expense of the State without first obtaining leave of the Convention for that purpose.

70

73.

Standing Committees

The Standing Committees of the Convention shall be as follows.

1. On Preamble and Bill of Rights to consist of	9	members
2. " Right of Suffrage " " "	11	"
3. " Legislative Department " " "	15	"
4. " Executive Department " " "	9	"
5. " Judiciary and Judicial Department " " "	19	"
6. " Military Affairs " " "	11	"
7. " State and Municipal Indebtedness " " "	15	"
8. " Education " " "	9	"
9. " State Institutions and Public Buildings " " "	11	"
10. " City, County and Township Organizations " "	15	"
11. " Apportionment and Representation " "	15	"
12. " Revenue and Taxation " "	15	"
13. " Corporations other than Municipal " " "	15	"
14. " Miscellaneous Subjects " " "	9	"
15. " Future Amendments " " "	9	"
16. " Schedule " " "	11	"
17. Revision and Adjustment " " "	9	"
18. " Water and Water Rights " " "	15	"
19. " Agriculture, Manufactures and Commerce " " "	11	"
20. " Mining " " "	11	"
21. " Immigration " " "	15	"
22. " Reporting and Printing " "	5	"
23. " Privileges and Elections " "	15	"
24. " Mileage and Contingent Expenses " "	9	"
25. " Pardoning Power " "	9	"
26. " Harbors, Tide Water and Navigable Streams " "	9	"
27. " Labor and Capital " "	9	"
28. " Engrossment and Enrollment (a) " "	7	"

X

M M Estee
Chairman

7B

X 29 on Chinese to consist of 15 members
30 on Land and Hommestead Exemption - 9 - Members.

(7)

List of Standing Committees

1	Preamble & Bill of Rights. consisting of	9 members
2	Right of Suffrage " "	11 "
3	Legislative Department	15 "
4.	Executive Department	9 "
5	Judicial Department	19 "
6	Military Affairs	11 "
7	State and Municipal Indebtedness	15 "
8	Education	9 "
9	State Institutions and Public Buildings	7 "
10th	City County and Township Organizations.	15 "
11	Apportionment and Representation	11 "
12	Revenue & Taxation	15 "
13	Corporations other than Municipal	15 "
14	Miscellaneous Subjects	9 "
15	Future Amendments	9 "

16	Schedule	consisting of	11 members
17	Revision and Adjustment		9 "
18	Water and Water Rights		15 "
19	Immigration		15 "
20	Reporting and Printing		5 "
21	Privileges and Elections		15 "
22	Mileage and Contigent Expenses		9 "

Original Copy of
Rules, & Standing
Committees