

**HOUSE . . . . . No. 3932**

---

The text of House Order No. 3930, as amended by the House and as adopted. July 7, 2021.

---

**The Commonwealth of Massachusetts**



*House of Representatives, July 7, 2021*

**In the One Hundred and Ninety-Second General Court  
(2021-2022)**

1           *Ordered*, That the rules of the House of Representatives for the years 2021-2022 be  
2 adopted, as follows:

3 SPEAKER.

4           1. The Speaker shall take the Chair at the hour to which the House stands adjourned, call the  
5 members to order, and, on the appearance of a quorum, proceed to business. [1.]

6           1A. The House shall not be called to order before the hour of ten o'clock A.M. nor meet  
7 beyond the hour of nine o'clock P.M. At the hour of nine o'clock P.M., if the House is in session,  
8 the Speaker shall interrupt the business then pending and shall, without debate, place before the  
9 House the question on suspension of this rule which shall be decided by a majority of members  
10 present and voting by a recorded yea and nay vote. If the vote is in the affirmative, said vote  
11 shall permit the House to remain in session until the hour of midnight; provided that the session

12 shall not continue beyond the hour of midnight, unless by unanimous consent of the members  
13 present. The House shall then return to the pending business; and if no matter was pending, to  
14 the next order of business. However, if the vote is in the negative, the Speaker shall forthwith,  
15 and without further debate, adjourn or recess the House to a time not earlier than ten o'clock  
16 A.M. on the next succeeding calendar day.

17 [Adopted Jan. 12, 1983; Amended Jan. 11, 1985; Jan. 12, 1987; Jan. 14, 1997; May 16,  
18 2000.]

19 2. The Speaker shall preserve decorum and order in the House Chamber. While in the House  
20 Chamber, members, staff and guests shall be required to dress in proper and appropriate attire  
21 and be courteous and professional when using electronic devices.

22 Members, staff and guests shall not take photographs or videos of, or in, the House Chamber  
23 during formal or informal sessions unless otherwise permitted by this Rule. Members may take  
24 photographs at their assigned seats in the chamber during formal or informal sessions; provided,  
25 however that any photographs or video taken by members during formal or informal sessions  
26 shall not include images of any other member, staff or guest without their express written  
27 consent.

28 The Speaker may permit photographs or videos during special occasions, which shall include,  
29 but shall not be limited to, swearing-in ceremonies and addresses by constitutional officers or  
30 other dignitaries. The use of audio-visual aids including, without limitation, videos, computers,  
31 posters, displays or charts shall be permitted only upon approval of the Speaker.

32 The Speaker also may speak to points of order in preference to other members; and shall decide  
33 all questions of order, subject to an appeal to the House. [2.] (2.) [With regard to appeals, see  
34 Rule 77.]

35 [Amended Jan. 11, 1985; Jan. 9, 2003; Jan. 20, 2011; Jan. 29, 2015; Jan. 30, 2019.]

36 3. The Speaker shall declare all votes, subject to verification as hereinafter provided. [3.] (55.)  
37 [See Rules 49 to 53, inclusive.]

38 [Amended Jan. 11, 1985.]

39 4. In all cases the Speaker may vote. [4.] (3.)

40 [Amended Jan. 11, 1985.]

41 4A. The Speaker shall appoint a Speaker pro Tempore. The Speaker pro Tempore shall  
42 assist the Speaker in the coordination of policy development and the ceremonial functions of the  
43 House and shall perform such duties assigned to them by the Speaker. Upon a vacancy in the  
44 office of Speaker, the office of Speaker pro Tempore shall be considered vacant.

45 [Adopted Jan. 26, 2005, Amended, Jan. 23, 2007; Jan. 30, 2019.]

46 4B. (a) As used in this Rule, the following words shall have the following meanings:-

47 "Earned income", income derived from salaries, wages, tips and commissions for performing  
48 services as an employee of an employer.

49 "Unearned income", all other income that is not earned income.

50 (b) The Speaker shall not receive earned income for:

- 51 (1) affiliating with or being employed by a firm, partnership, association, corporation or other  
52 entity that provides professional services involving a fiduciary relationship;
- 53 (2) permitting their name to be used by such a firm, partnership, association, corporation or  
54 other entity;
- 55 (3) receiving compensation for practicing a profession that involves a fiduciary relationship; or
- 56 (4) serving as an officer or member of the board of an association, corporation or other entity.
- 57 (c) The provisions of this rule shall take effect on August 1, 2017.

58 [Added Feb. 2, 2017; Amended Jan 30, 2019.]

59 5. The Speaker may appoint a member to perform the duties of the Chair. In the event the  
60 Speaker fails to appoint a member to perform the duties of the Chair, the Speaker pro Tempore  
61 shall be the Acting Speaker until the Speaker otherwise provides or until a vacancy in the office  
62 of Speaker occurs. In the event that the Speaker pro Tempore is absent or is unable to perform  
63 the duties of Acting Speaker, the Majority Leader, the Assistant Majority Leader, the Second  
64 Assistant Majority Leader or other designee shall be the Acting Speaker. [7.] (4.)

65 [Amended April 18, 1979; Jan. 11, 1985; Jan. 14, 1997; Jan. 26, 2005.]

66 6. In case of a vacancy in the office of Speaker, or in case the Speaker or the member named  
67 by said Speaker in accordance with the preceding rule is absent at the hour to which the House  
68 stands adjourned, the senior member present shall call the House to order, and shall preside until  
69 a Speaker is elected, which shall be the first business in order. [8.] (5.)

70 [Amended Jan. 11, 1985, Amended, Jan. 23, 2007.]

71 7. At the beginning of the first year of the two-year General Court, the Speaker may, unless  
72 the House otherwise directs, appoint a Chaplain; and the Speaker shall promptly fill any vacancy  
73 in the office of Chaplain. [7A.] (4.)

74 [Amended Jan. 11, 1985; Jan. 29, 2015.]

75 SCHEDULING.

76 7A. There shall be appointed a standing committee on Steering, Policy and Scheduling  
77 consisting of eleven members. The committee shall not be subject to the provisions of Rule 17A,  
78 but shall be authorized to meet from time to time at the call of the Chair for the purpose of  
79 assisting the members of the House of Representatives in identifying the major matters pending  
80 before the General Court, the relative urgency and priority for consideration of such matters, and  
81 alternative methods of responding to such matters by the General Court. Said committee shall  
82 schedule legislative matters in a manner that will provide for an even distribution and orderly  
83 consideration of reports of legislative committees on the daily Calendar.

84 The committee on Steering, Policy and Scheduling shall not be authorized to recommend  
85 changes or amendments to legislation or recommend that a matter ought to pass or ought not to  
86 pass, but shall only report asking to be discharged from further consideration of a bill, and  
87 recommending that it be referred or recommitted to another committee; provided, however, that  
88 it shall not recommend that a matter be referred or recommitted to the committee on Rules or the  
89 committees on Rules of the two branches, acting concurrently, or what date a matter shall be  
90 scheduled for consideration by the House and placed in the Orders of the Day. All reports by the  
91 committee on petitions filed or approved by the voters of a city or town, or by the mayor and city  
92 council, or other legislative body of a city or the town meeting of a town with respect to a law

93 relating to that city or town shall be read and considered by the House at a formal or informal  
94 session before being accepted, rejected or otherwise acted upon. Any such petition and any  
95 attachment to the petition shall be filed in both paper and electronic format approved by the  
96 Clerk.

97 All matters received from the Senate or reported from standing committees of the House and  
98 joint standing committees of the General Court shall, unless subject to provisions of any other  
99 House or joint rules, be referred to the committee on Steering, Policy and Scheduling. All  
100 matters reported by said committee on Steering, Policy and Scheduling recommending that a  
101 matter shall be scheduled for consideration by the House shall be placed in the Orders of the Day  
102 for the next sitting. Said committee may report on a legislative matter within thirty days  
103 following the day the matter was referred. If the committee fails to report a matter within thirty  
104 days following the date of its reference, the Clerk shall place the matter on the Calendar of the  
105 House as if it had been scheduled for consideration by said committee on Steering, Policy and  
106 Scheduling.

107 [Adopted Jan. 14, 1997; Amended Jan. 26, 1999; Jan. 24, 2001; Jan. 9, 2003; Jan. 26, 2005.]

108 7B. The committee on Rules shall be authorized to originate and report special orders for the  
109 scheduling and consideration of legislation on the floor of the House. Said committee shall not  
110 be subject to the notification provisions contained in Rule 17A but may hold public hearings and  
111 shall accept testimony only from the members of the House. A majority of the members  
112 appointed to the committee shall constitute a quorum. When reported, such orders may be  
113 amended by a two-thirds vote of the members present and voting, and shall be subject to  
114 approval by a majority of the members of the House present and voting. Debate on the question

115 on adoption of such orders shall be limited to one hour. No orders adopted pursuant to this  
116 paragraph shall limit the powers of the Speaker as provided in Rules 1 to 6, inclusive. Such  
117 orders shall not be subject to reconsideration.

118 The committee on Rules shall not be subject to the provisions of Rule 17A, but may meet in  
119 private to discuss or consider the appointment, discipline or dismissal of any individual the  
120 committee is authorized by law or rule to appoint, discipline or dismiss.

121 [Adopted Jan. 14, 1997; Amended Jan. 24, 2001; Feb. 11, 2009; Jan. 30, 2019.]

122 7C. The committee on Rules may consider and make recommendations designed to improve  
123 and expedite the business and procedures of the House and its committees, and to recommend to  
124 the House any amendments to the Rules deemed necessary; provided that a majority of the  
125 members of the House present and voting shall be required to approve such recommendations.

126 The committee shall be privileged to report at any time.

127 [Adopted Jan. 14, 1997.]

128 7D. The Speaker shall, in consultation with the committee on Rules and the committee on  
129 Steering, Policy and Scheduling, establish a committee scheduling system that would minimize  
130 to the greatest extent possible scheduling conflicts for members of committees.

131 The Speaker shall determine a schedule for the House for each week relative to formal and  
132 informal sessions and shall make such schedule available to the members in writing or by  
133 electronic mail by 5pm on Friday of the preceding week; provided, however, that the Speaker  
134 may make, notwithstanding the provisions of Rule 7A, changes in the schedules to facilitate the  
135 business of the House in an efficient and timely fashion. The Speaker shall communicate notice

136 of any such scheduling change to the members in writing or by electronic mail as soon as  
137 practicable, and whenever possible, the Speaker shall provide such notice not less than twenty-  
138 four hours before the event so rescheduled is set to commence.

139 [Adopted Jan. 14, 1997; January 9, 2003; Jan. 30, 2019.]

140 MONITORS.

141 8. Two monitors shall be appointed by the Speaker for each division of the House, whose  
142 duty it shall be to see to the due observance of the rules, and, on request of the Speaker, to return  
143 the number of votes and members in their respective divisions. [9.]

144 9. If a member transgresses any of the rules after being notified thereof by a monitor, it shall  
145 be the duty of such monitor to report the case to the House.

146 It shall be the duty of a monitor to report their knowledge of the occurrence of a member  
147 voting for another member, in their division of the House, to the Speaker of the House and to the  
148 Minority Leader. [10.] [See Rules 16 and 16A.]

149 [Amended Jan. 9, 1991; May 5, 1993; Feb. 11, 2009; Jan. 30, 2019.]

150 9A. There shall be established a Floor Division Committee for each of the four divisions of  
151 the House. The Speaker shall appoint a Floor Division chairperson for each of the four divisions.  
152 Said committee shall consist of the members assigned to the respective divisions.

153 In order to create a continuous flow of debate, each chairperson shall be responsible for  
154 reviewing the daily Calendar and providing advance notice to committee members in the  
155 respective divisions of all matters scheduled for consideration in the Orders of the Day. Said



156 committee chairpersons shall provide information to members of their committees on pending  
157 legislation and other matters of business before the House.

158 In addition to the legislative duties, chairpersons shall oversee the physical appearance of the  
159 Chamber and the various areas under the jurisdiction of the House of Representatives. Said  
160 chairpersons shall be authorized to act as a committee and may meet at any time at the request of  
161 at least two chairpersons. Said chairpersons, as a committee, shall be authorized to meet with the  
162 appropriate agencies and historical commissions of the Commonwealth for the purpose of  
163 requesting expeditious appraisals and necessary repairs and renovations to the interior and  
164 exterior of the State House. The committee of chairpersons shall report directly to the Speaker  
165 the results of all consultations.

166 [Adopted Jan. 14, 1997.]

167 CLERK.

168 10. The Clerk shall keep the Journal of the House. The Clerk shall enter therein a record of  
169 each day's proceedings and, whenever practicable, submit it to the Speaker and the Minority  
170 Leader before the hour fixed for the next sitting, and shall cause the same to be available daily in  
171 a format to be determined by the Clerk; and provided further that a copy of said Journal shall  
172 also be made available to each member of the House. Any objection to the Journal shall be made  
173 before the House proceeds to the consideration of the Orders of the Day. [11.] (6.)

174 [Amended Jan. 12, 1981; Jan 11, 1985; Jan. 17, 1995; Jan. 9, 2003.]

175 10A. The Clerk shall be the official parliamentarian of the House of Representatives.

176 [Adopted Jan. 9, 1991.]

177 10B. The Clerk shall be the official keeper of records of the House of Representatives for  
178 legislative records that remain in the office of said Clerk at the end of each biennial session, and  
179 until such time as said records are transferred to the State Archives or destroyed in accordance  
180 with law. [Adopted Jan. 29, 2015.]

181 11. Every question of order with the decision thereof shall be entered at large in the Journal,  
182 and shall be noted in an appendix, which shall also contain the rules of the House and of the two  
183 branches. [12.] (6.)

184 12. The Clerk shall prepare and make available on each day of formal session a Calendar of  
185 matters in order for consideration and such other memoranda as the House or the Speaker may  
186 direct. The Clerk shall prepare a Calendar on which shall appear any question on passage of a  
187 bill or resolve notwithstanding the objections of Their Excellency the Governor which may be  
188 considered forthwith at the direction of the House or Speaker.

189 When, in the determination of the Clerk, a volume of matters exists for the next legislative  
190 day, the Clerk shall be authorized to prepare and cause to be made available an advance calendar  
191 of the matters in order of consideration for the next legislative day and such other memoranda as  
192 the House or Speaker may direct. The Clerk may indicate on the advance calendar that the  
193 matters contained therein are subject to change.

194 The Clerk shall be authorized to dispense with preparing and making available a Calendar for  
195 designated formal sessions of the House only after two-thirds of the members present and voting  
196 consent thereto on a recorded yea and nay vote. Debate on this question shall be limited to fifteen  
197 minutes, no member shall speak more than three minutes, and such question shall not be subject  
198 to reconsideration.

199 The Clerk shall dispense with preparing and making available a Calendar for designated  
200 Informal Sessions of the House.

201 As soon as practicable whenever the Clerk prepares a Calendar or advance Calendar under  
202 this rule, he also shall cause a true copy thereof to be posted on the Legislative Web Page that is  
203 generally available to all members and their staff, and reasonably promptly thereafter he shall  
204 cause the members and their staff to be notified of the same by way of electronic mail. [13.] (7.)

205 [Amended Jan. 12, 1983; Jan. 11, 1985; Jan. 12, 1987; May 5, 1993; Jan. 17, 1995; Jan. 24,  
206 2001; Jan. 9, 2003; Jan. 26, 2005, Jan. 23, 2007; Jan. 30, 2019.]

207 13. Any objection to the Calendar shall be made and disposed of before the House proceeds to  
208 the consideration of the Orders of the Day. [14.]

209 13A. The Clerk shall make available to all members electronically and, to the public via the  
210 Internet, the text of all dockets and bills introduced and admitted for consideration in the House.

211 [Adopted, Feb. 11, 2009; Jan. 30, 2019.]

212 COUNSEL

213 13B. (a) The House shall employ a full-time Counsel pursuant to section 51 of chapter 3 of the  
214 General Laws. The committee on Rules shall appoint a qualified person to act as Counsel at such  
215 compensation as the committee on Rules shall approve.

216 Counsel shall serve a term of two years from the date of appointment, unless the Counsel sooner  
217 resigns, retires or is removed; provided, however, that the Counsel may only be removed: (i) for  
218 misfeasance, malfeasance or nonfeasance, as determined by agreement of the Equal Employment  
219 Opportunity Officer appointed pursuant to Rule 89 and the Director of Human Resources

220 appointed pursuant to Rule 90 and approved by a majority vote of the committee on Rules; or (ii)  
221 by a majority roll call vote of the House.

222 Counsel may employ such legal and other assistants as may be necessary in the discharge of  
223 Counsel's duties, subject to the approval of the committee on Rules, and may expend with like  
224 approval such sums as may be necessary for the discharge of their duties.

225 (b) Counsel shall be the chief legal officer of the House and shall perform all duties generally  
226 required of a counsel to an organization and specifically those required pursuant to any general  
227 or special law, rule, regulation, or order of the House. Counsel shall provide legal and legislative  
228 drafting services to all members regardless of party or seniority.

229 [Added Jan. 30, 2019.]

230 MEMBERS.

231 14. No member shall stand up, to the inconvenience of others, while a member is speaking; or  
232 be involved in disturbing conversation while another member is speaking in debate; or pass  
233 unnecessarily between the Speaker of the House and the member speaking; or stand in the  
234 passages, or in the area in front of the Chair; or stand at the Clerk's desk while a roll call is in  
235 progress. [16.] [Amended Jan. 12, 1987; Jan. 9, 1989; Jan. 26, 1999.]

236 14A. [Adopted Feb. 11, 2009; Omitted Jan. 29, 2015.]

237 15. When it appears to the Chair that the presence of a quorum is endangered, the Chair shall  
238 order the doors closed. If a quorum is doubted the Chair shall order the doors closed and  
239 thereafter no member shall enter or leave the House until an initial determination has been made  
240 as to the presence of a quorum or lack thereof; and thereafter, provided that no quorum is

241 present, no member shall leave the House unless by permission of the Chair, but members shall  
242 be admitted, at any time.

243 Upon the doubting of a quorum and after ascertaining that a quorum is not present, the  
244 Speaker may order a recorded attendance roll call to be taken by use of the electronic roll call  
245 system.

246 Said roll call, if ordered, shall be taken at a time determined by the Speaker.

247 Members answering a quorum call shall vote "YES" on the roll call system. [17.] (11.)

248 [Amended Jan. 12, 1981; Feb. 22, 1982; Jan. 12, 1983; Jan. 12, 1987; Jan. 9, 1991.]

249 ETHICS.

250 16. There shall be appointed a committee on Ethics as authorized by Rule 17. The committee  
251 shall consist of 11 members, 7 of whom shall be appointed by the Speaker, 4 of whom shall be  
252 appointed by the Minority Leader.

253 A member appointed to the committee shall not be considered to be a member of the committee  
254 subsequent to the declaration of candidacy for any other state or federal elective office.

255 The committee shall investigate and evaluate, at the direction of the Speaker, by a sworn written  
256 complaint filed and delivered by a member, officer or employee to the chair, or by a majority  
257 vote of the members appointed to the Ethics committee, any matters relative to alleged violations  
258 of Rule 16A by a member, officer or employee.

259 Upon the receipt of said sworn written complaint, at the direction of the Speaker or by a  
260 majority vote of the members appointed to the Ethics committee, the committee shall notify any

261 person named of the nature of the alleged violation and a list of prospective witnesses, and also  
262 shall notify said person of the final disposition and the recommendations, if any, of the  
263 committee.

264 Any member, officer, or employee of the House named relative to an alleged violation shall  
265 be afforded the opportunity to appear before the committee on Ethics with counsel.

266 All proceedings including the filing of the initial complaint shall be considered confidential  
267 information.

268 If the alleged violation received in the manner described above is deemed to have merit by a  
269 majority vote of the members appointed to the committee, the committee shall file a report with  
270 the Clerk of the House. Said report shall be a public document. The committee shall not disclose  
271 any allegation deemed to be frivolous or without merit.

272 If a majority appointed finds that any member, officer, or employee of the House has violated  
273 any provision of Rule 16A, a majority appointed may, in the case of a member, recommend a  
274 reprimand, censure, removal from position of authority, including leadership, chair or vice chair,  
275 or expulsion; and in the case of an officer or employee, a majority appointed may recommend a  
276 reprimand, suspension, or removal from employment.

277 Should such an alleged violation be filed with the committee regarding a member or members  
278 of the House Ethics committee, said member or members shall not participate in the committee  
279 deliberations on said alleged violation.

280 Any member, officer, or employee of the House may request in writing from the House  
281 committee on Ethics or from the Counsel to the House appointed pursuant to Rule 13B a

282 confidential written advisory opinion on the requirements of chapters 268A and 268B of the  
283 General Laws as well as an opinion on any other general or special law, rule or regulation  
284 applicable to their official position or concerning any contemplated personal action which may  
285 conflict with their official position. The committee on Ethics or the Counsel to the House shall  
286 issue confidential written advisory opinions and clarification in response to said written request.

287 No member, officer or employee of the House shall be penalized in any manner for having  
288 acted within the guidelines of a written advisory opinion from the House committee on Ethics or  
289 from the Counsel to the House appointed pursuant to Rule 13B, provided that all pertinent facts  
290 are stated in the request for an advisory opinion.

291 A written advisory opinion from the House committee on Ethics or from the Counsel to the  
292 House appointed pursuant to Rule 13B shall be a defense in any proceeding arising from said  
293 opinion or advice unless material facts were omitted or misstated by the person in the request of  
294 the opinion.

295 The chair of the Ethics committee may convene the committee at any time.

296 The chair shall also convene the committee at the written request of at least 5 members of the  
297 committee.

298 The Committee may, upon the written and signed report of two-thirds of the members of the  
299 committee, file a special report containing legislation without said legislation being founded  
300 upon petition which shall be referred under the provisions of Rule 24 and consistent with the  
301 provisions of Joint Rule 13, to the appropriate joint standing committee. Any special report  
302 containing legislation filed pursuant to this paragraph shall be germane to subject matters

303 regularly considered by the committee. The committee shall not include in any such special  
304 report a bill that would have a fiscal impact as described in Rule 33.

305 Upon convening of the first annual session of the General Court and after the adoption of  
306 rules, all members, officers and employees of the House shall be provided with a current copy of  
307 the Code of Ethics contained in Rule 16A. [19.] (12A.)

308 [Amended Jan. 12, 1987; May 5, 1993; Jan. 17, 1995; Mar. 6, 1995; Jan. 14, 1997; Jan. 20,  
309 2011; Feb. 11, 2009; Jan. 29, 2015; Jan. 30, 2019.]

310 CODE OF ETHICS.

311 16A. (1.) While members, officers and employees should not be denied those opportunities  
312 available to all other citizens to acquire and retain private, economic and other interests;  
313 members, officers, and employees should exercise prudence in any and all such endeavors and  
314 make every reasonable effort to avoid transactions, activities, or obligations, which are in  
315 substantial conflict with or will substantially impair their independence of judgment.

316 (2.) No member, officer or employee shall solicit or accept any compensation or political  
317 contribution other than that provided for by law for the performance of official legislative duties.

318 (3.) No member, officer or employee shall serve as a legislative agent as defined in Chapter 3  
319 of the General Laws regarding any legislation before the General Court.

320 (4.) No member, officer or employee shall receive any compensation or permit any  
321 compensation to accrue to their beneficial interest by virtue of influence improperly exerted from  
322 their official position in the House.



323 (5.) No member, officer or employee shall accept employment or engage in any business or  
324 professional activity, which will require the disclosure of confidential information gained in the  
325 course of, and by reason of, their official position.

326 (6.) No member, officer or employee shall willfully and knowingly disclose or use  
327 confidential information gained in the course of their official position to further their own  
328 economic interest or that of any other person.

329 (7.) Except as provided in Rule 49, no member shall cast a vote for any other member, nor  
330 shall any officer or employee vote for any member, except that the Clerk or an assistant Clerk  
331 may record a vote for a member who votes late under the provisions of Rule 52, or is prohibited  
332 from voting from his desk due to a malfunction of the electronic roll call voting system; provided  
333 the Clerk's action shall not be construed as voting for said member.

334 (8.) No member shall use profane, insulting, or abusive language in the course of public  
335 debate in the House Chamber or in testimony before any committee of the General Court.

336 (9.) No member, officer or employee shall employ anyone from public funds who does not  
337 perform tasks which contribute substantially to the work of the House and which are  
338 commensurate with the compensation received. Unless their personnel record indicates  
339 otherwise, no officer or full-time employee of the House shall engage in any outside business  
340 activity during regular business hours, whether the House is in session or not, and all employees  
341 of the House are assumed to be full-time.

342 (10.) No member, officer or employee shall accept or solicit compensation for non-legislative  
343 services which is in excess of the usual and customary value of such services.

344 (11.) No member, officer or employee shall accept or solicit an honorarium for a speech,  
345 writing for publication, or other activity from any person, organization or enterprise having a  
346 direct interest in legislation or matters before any agency, authority, board or commission of the  
347 Commonwealth which is in excess of the usual and customary value of such services.

348 (12.) No member, officer or employee shall knowingly accept any gifts from any legislative  
349 or executive agent as prohibited by law. No member, officer or employee shall knowingly  
350 accept any gift from any person or entity having a direct interest in legislation before the General  
351 Court as prohibited by law. (For the purposes of this paragraph, the terms "gift" and "person"  
352 shall be the same as their definitions in section 1 of chapter 268B of the General Laws).

353 (13.) No member shall convert campaign funds to personal use in excess of reimbursements  
354 for legitimate and verifiable campaign expenditures. Members shall consider all proceeds from  
355 testimonial dinners and other fundraising activities as campaign funds.

356 ((14.) No member shall serve on any committee or vote on any question in which their private  
357 right is immediately concerned, distinct from the public interest. [19.]

358 (15.) No member, officer or employee shall violate the confidentiality of any proceeding  
359 before the Ethics committee. [19A.]

360 (16.) Members, officers and employees may utilize public resources to support charitable  
361 and community service activities consistent with the Conflict of Interest Law, G.L. c. 268A,  
362 pursuant to policies established by Committee on Human Resources and Employee Engagement  
363 pursuant to Rule 90(h)(2).

364 [Amended Jan. 12, 1981; May 5, 1993; Jan. 24, 2001; Feb. 11, 2009; Jan. 29, 2015; Jan. 30,  
365 2019.]

366 16B. The Committee on Human Resources and Employee Engagement shall develop and  
367 conduct an ethics law training program for every member, officer and employee of the House;  
368 provided further, that said training program shall include, without limitation, a review of the  
369 requirements and prohibitions of chapter 268A and chapter 268B of the General Laws, and the  
370 regulations of the State Ethics Commission, as they apply to legislators and legislative staff; and  
371 provided further, that said training program shall be offered virtually or in-person and shall be  
372 mandatory for all members, officers and employees.

373 [Adopted Jan. 9, 2003, Amended Feb. 11, 2009; Jan 20, 2011.]

374 16C. Bills involving lobbyists' reporting laws, and laws pertaining to the ethical conduct of  
375 public officials shall, after their first reading, be referred to the committee on Ethics, for report  
376 on their relation to the ethics laws of the Commonwealth. No new provisions shall be added to  
377 such measures by the committee, unless directly pertaining to ethics. [Adopted Feb. 11, 2009.]

378 COMMITTEES.

379 17. At the beginning of the first year of the two-year General Court, standing committees  
380 shall be appointed as follows:

381 A committee on Rules;

382 (to consist of 15 members).

383 A committee on Ways and Means;

384 (to consist of 35 members).

385 A committee on Bills in the Third Reading;

386 (to consist of 3 members).

387 A committee of each Floor Division;

388 (to consist of the members of each division).

389 A committee on Ethics;

390 (to consist of 11 members).

391 A committee on Human Resources and Employee Engagement ;

392 (to consist of 13 members).

393 A committee on Post Audit and Oversight;

394 (to consist of 11 members).

395 A committee on Steering, Policy and Scheduling;

396 (to consist of 11 members).

397 A committee on Global Warming and Climate Change;

398 (to consist of 11 members).

399 A committee on Federal Stimulus and Census Oversight;

400 (to consist of 11 members).

401 A committee on Operations, Facilities and Security;

402 (to consist of 11 members).

403 Committee meetings, insofar as practicable, shall not be scheduled in conflict with formal  
404 sessions of the House of Representatives. [20.] (12, 12A, 12B.)

405 [Amended March 6, 1979; Sept. 16, 1981; Jan. 11, 1985; Jan. 12, 1987; May 5, 1993; Oct. 6,  
406 1993; May 23, 1996; Jan. 14, 1997; Jul. 17, 2003; Jan. 26, 2005, Feb. 11, 2009; Jan. 29, 2015.]

407 17A. (a) For the purposes of this rule, the following terms shall, unless the context clearly  
408 requires otherwise, have the following meanings:

409 "Deliberation", a verbal exchange between a quorum of members of a committee attempting  
410 to arrive at a decision on any public business within its jurisdiction.

411 "Emergency", a sudden generally unexpected occurrence or set of circumstances demanding  
412 immediate action.

413 "Executive conference", any meeting or part of a meeting of a committee which is closed to  
414 certain persons for deliberation on certain matters.

415 "Executive session", any meeting or part of a meeting of a committee wherein the committee  
416 is voting on legislation and where public participation is limited to observance.

417 "Meeting", any corporal convening and deliberation of a committee for which a quorum is  
418 required in order to make a decision at which any public policy matter over which the committee  
419 has supervision, control, jurisdiction or advisory power is discussed or considered; provided,

420 however, that "meeting" shall not include an on-site visitation or inspection of any project or  
421 program.

422 "Quorum", a simple majority of a committee unless otherwise defined by constitution, rule or  
423 law applicable to such committee; provided further, that a quorum shall be presumed to be  
424 present unless otherwise doubted.

425 (b) All meetings, except executive conferences, of House standing and special committees,  
426 shall be open to the public and any person shall be permitted to attend any meeting except as  
427 otherwise provided pursuant to this rule or Rule 7A. Members of any House standing or special  
428 committee shall be permitted to participate remotely by telephone, teleconference, or other  
429 electronic means in all meetings, except executive conferences, of said committees. The public  
430 may also be permitted to participate remotely in all such committee meetings, except for  
431 executive conferences, by the same means made available by the committee. The chair of House  
432 standing or special committee shall have the discretion to determine the appropriate means and  
433 level of remote participation for all meetings, except executive conferences, of said committees.

434 No quorum of a committee shall meet in private for the purpose of deliberation except as  
435 provided pursuant to this rule.

436 No executive session shall be held until: (i) the committee has first convened in an open  
437 session for which notice has been given; (ii) the presiding officer has stated the authorized  
438 purpose of the executive session; (iii) a majority of the members of the committee present have  
439 voted to go into executive session and the vote of each member has been recorded on a roll call  
440 vote and entered into the minutes; and (iv) the presiding officer has stated before the executive  
441 session if the committee will reconvene after the executive session.

442 (c) Executive conferences shall be held only for the following purposes: (i) to discuss the  
443 reputation, character, physical condition or mental health rather than the professional  
444 competence of a member, officer or employee;

445 (ii) to consider the discipline or dismissal of, or to hear complaints or charges brought against  
446 a member, officer or employee; (iii) to discuss strategy with respect to litigation if an executive  
447 session or other open meeting may have a detrimental effect on the legal position of the  
448 committee; or (iv) to consider the purchase, exchange, lease or value of real property, if such  
449 discussions may have a detrimental effect on the negotiating position of the Commonwealth or a  
450 person, firm or corporation.

451 A member, officer or employee subject to an executive conference pursuant to clause (i) or  
452 clause (ii) shall be notified in writing no less than 48 hours prior to the proposed executive  
453 conference; provided, however, that upon agreement of the parties involved, the notification  
454 requirements of clause (i) and clause (ii) may be waived. Upon request of the member, officer or  
455 employee subject to an executive conference pursuant to clause (i) or clause (ii) the executive  
456 conference shall be open to the public.

457 A member, officer or employee subject to an executive conference pursuant to clause (i) or  
458 clause (ii) shall have the right to: (a) be present at such executive conference during discussions  
459 or considerations which involve that member, officer or employee; (b) have counsel or a  
460 representative of their own choosing present and attending for the purpose of advising said  
461 member, officer or employee; provided, however, that said counsel or representative shall not  
462 actively participate in the executive conference; and (c) to speak on their own behalf to the  
463 committee assembled in executive conference.

464 (d) This rule shall not apply to any chance meeting or social meeting at which matters relating  
465 to official business are discussed so long as no final agreement is reached. No chance meeting or  
466 social meeting shall be used in circumvention of the spirit or requirements of this section to  
467 discuss or act upon a matter over which the committee has supervision, control, jurisdiction, or  
468 advisory power.

469 (e) Except pursuant to an emergency, a notice and agenda of every meeting of a committee  
470 subject to this rule shall be filed with the Clerk of the House, publicly posted by the Clerk on the  
471 bulletin board outside the Clerk's Office and in such other places as are designated in advance for  
472 such purpose by said Clerk, made available to all members electronically and made available to  
473 the public via the Internet at least forty-eight hours, including Saturdays, but not Sundays and  
474 legal holidays, prior to the time of such meeting and a list of the bills, petitions, and resolutions  
475 to be considered for a vote or other action by the committee. The notice shall include the date,  
476 time and place of such meeting. Such filing and posting shall be the responsibility of the  
477 committee scheduling such meeting. If public testimony is being solicited, agendas may include  
478 an electronic mail address and physical mail address for the submission of testimony and the  
479 committee shall make reasonable efforts to ensure diversity among those from whom testimony  
480 is solicited. The notice and posting requirements shall not apply to executive conferences held  
481 pursuant to clause (i) or clause (ii) of part (c) of this rule unless the member, officer or employee  
482 subject to the executive conference requests that the executive conference be open to the public.

483 (f) A committee shall maintain accurate records of its meetings and hearings setting forth the  
484 date, time and place thereof, and recording any action taken at each meeting, hearing, executive  
485 conference or executive session. All votes requested to be taken in executive sessions shall be  
486 recorded roll call votes and shall become a part of the record of said executive sessions. The



487 record of each meeting shall become a public record and be available to the public; provided,  
488 however, that the records of any executive conference shall remain secret as long as publication  
489 may defeat the lawful purposes of the executive conference.

490 (g) Upon prior notification and approval of the chair, a meeting of a committee may be  
491 recorded by a person in attendance by means of a recorder or any other means of audio/visual  
492 reproduction; provided, however, that said recording shall not interfere with the conduct of the  
493 meeting. Executive conferences conducted pursuant to clause (i) or clause (11) of part (c) of this  
494 rule shall not be recorded unless upon the request of the member, officer or employee who is  
495 subject to said executive conference, and then only at such member's, officer's or employee's  
496 expense. Executive conferences conducted pursuant to clause (iii) or (iv) of part (c) of this rule  
497 may be recorded at the discretion of the chair.

498 (h) Copies of all redrafted bills that are to be voted on at an executive session by the House  
499 Ways and Means Committee shall be available to all members of the committee electronically in  
500 the form they will be considered no less than twenty-four hours prior to their consideration;  
501 provided, however, that said committee may vote on a bill that has not been available for said  
502 period of time by vote of a majority of the committee members present.

503 [Adopted Nov. 17, 1983; Amended Jan. 12, 1987; Jan. 9, 1991; May 5, 1993; Jan. 17, 1995;  
504 Jan. 14, 1997; Jan. 9, 2003, Jan. 23, 2007, Feb. 11, 2009; Jan. 30, 2019.]

505 17B. Whenever any member of a House committee present at the committee meeting so  
506 requests, the vote to give any legislation a favorable or adverse report shall be a recorded vote of  
507 the full committee. Such votes shall be recorded on appropriate forms that show all votes for and  
508 against the particular committee action; provided, that votes may also be recorded in LAWS. The

509 record of all such roll calls shall be kept in the offices of the committee and shall include the  
510 aggregate tally of members voting in the affirmative, members not voting or members reserving  
511 their rights, and the names of members voting in the negative on an individual bill, and shall be  
512 posted on the website of the General Court within 48 hours of the vote for public inspection.

513 No report of a House committee on any legislation shall be final until those members of the  
514 committee present and voting with the majority have been given the opportunity to sign such  
515 appropriate forms before the report is made to the House. No signature shall be valid unless the  
516 forms to which the signatures are affixed include the substantially complete text of the legislation  
517 being reported.

518 [Adopted Nov. 17, 1983; Amended Jan. 12, 1987, Amended Jan. 29, 2015.]

519 17C. There shall be a committee on Human Resources and Employee Engagement on the part  
520 of the House consisting of thirteen members.

521 Said committee shall discharge its duties pursuant to the Rules, including Rule 16B and Rules  
522 88 through 100, and shall also be responsible for the allocation of office space as equitably as  
523 possible among the various members and joint and standing committees. The committee shall  
524 allocate space among the various committees on the part of the House taking into account the  
525 work load, duties and responsibilities and size of staff of each.

526 The Speaker may make temporary office assignments in accordance with the foregoing  
527 principles.

528 The committee on Human Resources and Employee Engagement may from time to time make  
529 changes in the assignment of office space for committees and the various staffs in accordance  
530 with the established standards.

531 Said committee shall establish the staffing levels and positions for each joint and standing  
532 committee of the House together with a classification plan for all employees of the House of  
533 Representatives.

534 For each person who is employed or is to be employed by a joint or standing committee on  
535 the part of the House, each committee chair shall nominate each such person and the House  
536 members of the committee by a majority vote shall vote on whether to approve each said  
537 nominee. The House members of the committee shall approve such persons whose character and  
538 qualifications are acceptable to the majority of the House members of the committee and are in  
539 accordance with the qualifications established by the Human Resources and Employee  
540 Engagement committee.

541 The House staff members of each committee shall be appointed solely on the basis of fitness  
542 to perform the duties of their respective positions and consistent with section 4 of chapter 151B  
543 of the General Laws. The committee staff shall not:

544 (1) engage in any work other than legislative business during business hours unless pursuant  
545 to the pro-bono service policy or charitable and community service activity policy established by  
546 the committee on Human Resources and Employee Engagement pursuant to Rule 90(h)(2); and

547 (2) be assigned any duties other than those pertaining to legislative business.

548 The committee shall meet on request of the chair or any 3 members of the committee. Any  
549 such meeting requested shall be convened on or within the fifth business day following such  
550 request. All such requests shall be in writing and forwarded to the chair and each member of the  
551 committee.

552 Funds shall be allocated from the budget to carry out the determination of the committee.

553 [Adopted Jan. 11, 1985; Amended Jan. 16, 1985; Jan. 12, 1987; Jan. 9, 1991; Feb. 11, 2009;  
554 Jan. 29, 2015; Jan. 30, 2019.]

555 17D. [Omitted Jan. 26, 2005.]

556 17E. [Omitted Jan. 26, 2005.]

557 17F. [Omitted Jan. 26, 2005.]

558 18. The Speaker shall appoint, and may recommend the removal of, the Speaker pro  
559 Tempore, the Majority Floor Leader, Assistant Majority Floor Leader and two Second Assistant  
560 Majority Floor Leaders. The Minority Leader shall appoint, and may recommend the removal of,  
561 the Assistant Minority Floor Leader, Second Assistant Minority Floor Leader, and two Third  
562 Assistant Minority Floor Leaders, Ranking minority member of Ways and Means, Assistant  
563 Ranking minority member of the Ways and Means committee, Ranking minority member of the  
564 committee on Rules, Ranking minority member of the committee on Financial Services, Ranking  
565 minority member of the committee on Health Care Financing, Ranking minority member of the  
566 committee on the Judiciary, Ranking minority member of the committee on Bonding, Capital  
567 Expenditures, and State Assets, Ranking minority member of the committee on Public Safety  
568 and Homeland Security, Ranking minority member of the committee on Transportation and

569 Ranking minority member of the committee on Economic Development and Emerging  
570 Technologies. The Minority Leader shall be that member of the minority party who is selected  
571 for that position by the members of their party.

572 Each of the foregoing appointments or removals shall be ratified by a majority vote of the  
573 respective party caucus. In the event that an appointment is rejected by such caucus another  
574 appointment shall be made by the person designated to make the initial appointment, which shall  
575 also be subject to ratification in the same manner.

576 The Speaker shall appoint, and may recommend the removal of, the chair of each standing  
577 committee. The Speaker shall appoint, and may recommend the removal of, the vice chair and  
578 assistant vice chair of the Ways and Means committee, the vice chair of the Post Audit and  
579 Oversight committee, the vice chair of the committee on Rules, the vice chair of the committee  
580 on Revenue, the vice chair of the committee on Financial Services, the vice chair of the  
581 committee on Health Care Financing, the vice chair of the committee on Bonding, Capital  
582 Expenditures, and State Assets, the vice chair of the committee on State Administration and  
583 Regulatory Oversight, and the vice chair of the committee on Economic Development and  
584 Emerging Technologies.

585 The majority party shall then vote to accept or reject each such appointment or  
586 recommendation for removal by a majority vote.

587 In the event that any such appointment is rejected by the caucus, the procedure of this rule  
588 shall be repeated until an appointment for the said position has been approved by the caucus. A  
589 vacancy in any position to which the provisions of this section apply shall be filled in the same  
590 manner as provided in this section for original appointment.

591 No member shall receive more than one stipend pursuant to section 9B of chapter 3 of the  
592 General Laws.

593 The Speaker and the Minority Leader may, without a majority vote of their respective  
594 parties, remove a member appointed to a leadership position from said position pursuant to this  
595 rule if the member has been criminally indicted by a court of competent jurisdiction.

596 [Amended Jan. 16, 1979; Nov. 17, 1983; Jan. 11, 1985; Jan. 9, 1991; Jan. 14, 1997; Jan. 23,  
597 2007; Feb. 11, 2009; Jan 23, 2013; Jan. 29, 2015; Feb. 19, 2015; Jan. 30, 2019.]

598 18A. There shall be 1 member of the minority party on all committees of conference and 1 on  
599 the committee on Bills in the Third Reading. On all other standing and joint committees, the  
600 percent of minority party membership shall be at least equal to the percent of minority party  
601 membership in the House of Representatives as of the first day of the session; provided, further,  
602 that where such percentage results in a fraction of a number, the fraction shall be rounded off to  
603 the nearest whole; provided, however, that the minority party shall under no circumstances have  
604 less than 4 members on the committee on Ethics, 4 on the committee on Human Resources and  
605 Employee Engagement , 3 on the committee on Rules and 7 on the committee on Ways and  
606 Means. In no case shall minority party representation be less than 2 members on all other  
607 standing and joint committees.

608 The Speaker and the Minority Leader shall appoint the members of their respective party  
609 caucuses to be assigned to each standing committee. The Speaker shall appoint the vice chair of  
610 each standing committee. The appointments, except those to which Rule 18 applies, shall be  
611 voted upon together and shall be subject to ratification by majority vote of the appropriate party  
612 caucus.

613 No member shall be removed from a standing committee except upon the recommendation of the  
614 Speaker or Minority Leader, as the case may be, subject to the ratification by their respective  
615 caucuses; provided, however, that the Speaker and the Minority Leader may, without a majority  
616 vote of their respective parties, remove a member appointed to a standing committee pursuant to  
617 this rule if the member has been criminally indicted by a court of competent jurisdiction; and  
618 provided further, that if any vacancy occurs in a position to which Rule 18 does not apply,  
619 subsequent to the initial ratification, the Speaker or Minority Leader shall fill such vacancy.

620 The Speaker shall announce committee appointments of majority party members, and the  
621 member first named shall be chair, and the second named member shall be vice-chair. The  
622 Minority Leader shall announce committee appointments of minority party members. (13.)

623 [Adopted Jan. 11, 1985; Amended Jan. 12, 1987; Jan. 9, 1991; Jan. 14, 1997; Feb. 11, 2009;  
624 Jan. 30, 2019.]

625 18B. All votes on ratification by the caucus required by these rules shall be by written ballot  
626 and shall require a majority of those present and voting; provided, however, that if a motion to  
627 ratify the appointments by acclamation is made and seconded, no written ballot shall be required.  
628 [Adopted Jan. 11, 1985.]

629 18C. [Adopted, Jan. 11, 1985, Omitted Jan. 24, 2001.]

630 19. A majority and minority party caucus may be called by the Speaker or Minority Leader,  
631 respectively, or upon petition of 25 percent of the members of the respective party caucus. A  
632 caucus may entertain resolutions, motions, or other means of ascertaining the sense of the  
633 respective party members on any subject. (13B.)

634 [Adopted Nov. 17, 1983; Amended Jan. 11, 1985; Jan. 29, 2015.]

635 19A. The majority party and minority party shall establish caucus rules that shall dictate the  
636 procedures of each caucus.

637 19B. Any member caucus or group of members organized around a common legislative agenda  
638 that utilizes House resources, including staff time, shall register with the House Committee on  
639 Rules as a Legislative Member Organization, unless it is a party caucus. The chair of the House  
640 Committee on Rules shall notify the Clerk of the House of any Legislative Member Organization  
641 registering with the Committee and shall maintain a list of all Legislative Member Organizations.

642 Registration shall include the name of the Legislative Member Organization, its statement of  
643 purpose, identification of its officers, and a certification signed by its chair that any state  
644 resources used for the purposes of the Legislative Member Organization shall be not be used for  
645 any partisan political end.

646 A Legislative Member Organization may not include a non-legislator. Senators may belong to  
647 the Legislative Member Organization, but in order to use House resources at least one House  
648 member shall be an officer of the Legislative Member Organization. A Legislative Member  
649 Organization may, without limitation, sponsor informational or educational events, may invite  
650 outside speakers and groups to make presentations to the members of the Legislative Member  
651 Organization and others, and may distribute any report, analysis, or other research material  
652 prepared by others provided that the identity of the person or organization authoring the work is  
653 fully disclosed.

654 A member's official stationery may list his or her membership in a Legislative Member  
655 Organization.



656 [Adopted Nov. 17, 1983; Amended Jan. 14, 1997.]

657 20. The committee on Ways and Means shall report in appropriation bills the total amount  
658 appropriated. The General Appropriation Bill shall be available to the members at least 7  
659 calendar days prior to consideration thereof by the House. [25.] (27A.)

660 [Amended Jan. 11, 1985; Mar. 24, 1986; Jan. 14, 1997; Jan. 26, 2005; Jan. 29, 2015.]

661 20A. Notwithstanding the provisions of Rule 33A, amendments to the General Appropriation  
662 Bill shall be filed with the Clerk of the House in a format to be determined by the Clerk by 5  
663 o'clock P.M. within the close of 3 business days of said General Appropriation bill being made  
664 available in a format to be determined by the Clerk and release of said document by said Clerk if  
665 the release of said document occurs by 2 o'clock P.M. Otherwise, the day following the release  
666 shall be considered the first business day. The Clerk, with the assistance of the committee on  
667 Ways and Means, shall categorize the subject-matter of the amendments and arrange such  
668 amendments for consideration sequentially by subject as appearing in the published version of  
669 the General Appropriation Bill, or the Clerk, with the assistance of the committee on Ways and  
670 Means, shall categorize the subject-matter of the amendments and arrange such subject matters  
671 for consideration as determined by the committee on Ways and Means. Debate on the General  
672 Appropriation Bill shall not commence until a date and time to be determined by the House  
673 which is subsequent to the designated time established for filing of amendments.

674 Before the main question on the General Appropriation Bill is placed before the House, an  
675 amendment may be postponed or withdrawn at the request of the primary sponsor of the  
676 amendment or postponed by the committee on Ways and Means; provided, that further  
677 consideration of any amendment so postponed shall take place immediately subsequent to

678 consideration of the amendments within the particular subject-matter to which the postponed  
679 amendment was assigned according to the provisions of paragraph one of said rule; provided,  
680 that if more than one amendment is so postponed, subsequent consideration of said amendments  
681 shall be in the order determined by the committee on Ways and Means; provided further, an  
682 amendment so postponed shall not be subsequently considered outside of its assigned subject-  
683 matter; and provided further, that notwithstanding the provisions of Rule 33A, amendments  
684 submitted to the Clerk shall be in a format to be determined by the Speaker in consultation with  
685 said Clerk and shall include an original copy only; and provided further, that perfecting or  
686 substitute amendments, including, but not limited to an amendment consolidating more than one  
687 amendment, may be submitted by the committee on Ways and Means during consideration of the  
688 subject category to which the amendment or amendments were assigned; provided, however, that  
689 an amendment may be removed from the consolidated amendment at the request of the sponsor  
690 of said amendment for the purpose of it being offered as a further amendment to the consolidated  
691 amendment.

692 [Adopted Jan. 24, 2001; Amended Jan. 9, 2003; Jan. 26, 2005, Jan. 23, 2007; Jan 20, 2011;  
693 Jan. 29, 2015.]

694 20B. When the General Appropriation Bill is reported by the committee on Ways and Means, it  
695 shall be made available to all members electronically and to the public via the Internet in a  
696 format to be determined by the Speaker in consultation with the Clerk. The committee on Ways  
697 and Means shall provide the membership with a copy of its proposed text of said General  
698 Appropriation Bill, and an executive summary which shall include a list of outside sections, and  
699 a short summary of each outside section prior to full House consideration of such bill. When the  
700 House considers said General Appropriation Bill, it shall be read a second time and forthwith

701 ordered to a third reading without any amendments. The bill shall be immediately read a third  
702 time and then be open to amendments as previously determined by the House.

703 [Adopted Jan. 9, 2003, Jan. 23, 2007; Feb. 11, 2009.]

704 21. Whenever the committee on Ways and Means reports an appropriation bill or capital  
705 outlay bill, it shall make available to the members a report which includes an explanation of any  
706 increase or decrease of five percent or more which results in an increase or decrease of one  
707 million dollars or more for any item for which the Governor has made a recommendation, and an  
708 explanation for the deletion of an item recommended by the Governor, and for the addition of an  
709 item for which the Governor has made no recommendation. [25A.] (27A.)

710 22. Bills and resolves when ordered to a third reading shall be referred forthwith to the  
711 committee on Bills in the Third Reading, which shall examine and correct them, for the purpose  
712 of avoiding repetitions and unconstitutional provisions, and insuring accuracy in the text and  
713 references, and consistency with the language of existing statutes; but any change in the sense or  
714 legal effect, or any material change in construction, shall be reported to the House as an  
715 amendment.

716 The committee may consolidate into 1 bill any 2 or more related bills referred to it, whenever  
717 legislation may be simplified thereby.

718 Resolutions received from and adopted by the Senate or introduced or reported into the House,  
719 after they are read and before they are adopted, shall be referred to the committee on Bills in the  
720 Third Reading.

721 Amendments of bills, resolves and resolutions adopted by the Senate and sent to the House  
722 for concurrence, shall, subsequently to the procedure required by Rule 35 in respect to  
723 amendments, also be referred, in like manner, to the committee on Bills in the Third Reading.

724 When a bill, resolve or resolution has been so referred, no further action shall be taken until a  
725 report thereon has been made by the committee. Accompanying said report shall be a written  
726 explanation prepared by the committee defining any changes made in a bill, resolve or resolution  
727 so as to facilitate the proceedings of the House.

728 If a bill or resolve referred to the committee on Bills in the Third Reading requires a two-  
729 thirds vote because it contains an emergency preamble, or if it provides for the borrowing of  
730 money by the Commonwealth and comes within the provisions of Section 3 of Article LXII of  
731 the Amendments to the Constitution, or provides for the giving, loaning or pledging of the credit  
732 of the Commonwealth and comes within the provisions of Section 1 of Article LXII (as amended  
733 by Article LXXXIV) of the Amendments to the Constitution, or provides, upon recommendation  
734 of the Governor, for a special law relating to an individual city or town and comes within the  
735 provisions of clause (2) of Section 8 of Article LXXXIX of the Amendments to the Constitution  
736 or provides for environmental protection within the provisions of Article XLIX as amended by  
737 Article XCVII, the committee shall plainly indicate the fact on the outside of the bill or resolve,  
738 or on a wrapper or label attached thereto. [26.] (33.)

739 [Amended Jan. 12, 1983; Jan. 11, 1985; May 5, 1993; Jan. 29, 2015.]

740 23. Bills and resolves prepared for final passage shall be certified by the Clerk of the House,  
741 after comparison, to be the same as the bills or resolves passed to be engrossed; and if found to  
742 be properly prepared, the Clerk shall so endorse on the envelope thereof; and the question on

743 enactment or final passage or adopting an emergency preamble shall be taken thereon, without  
744 further reading, unless specifically ordered.

745 When a bill prepared for final passage contains an emergency preamble or when it provides  
746 for the borrowing of money by the Commonwealth and comes within the provisions of Section 3  
747 of Article LXII of the Amendments to the Constitution, or provides for the giving, loaning or  
748 pledging of the credit of the Commonwealth and comes within the provisions of Section 1 of  
749 Article LXII (as amended by Article LXXXIV) of the Amendments to the Constitution, or  
750 provides, upon recommendation of the Governor, for a special law relating to an individual city  
751 or town and comes within the provisions of clause (2) of Section 8 of Article LXXXIX of the  
752 Amendments to the Constitution, or provides for environmental protection within the provisions  
753 of Article XLIX as amended by Article XCVII, the Clerk shall plainly indicate the fact on the  
754 envelope thereof. [27.] (34.) [See Rule 40.]

755 [Amended Jan. 12, 1983; Jan. 29, 2015.]

756 23A. No member of the House, except the Speaker, Speaker pro Tempore, Majority Leader,  
757 Assistant Majority Leader, Second Assistant Majority Leader, Minority Leader, Assistant  
758 Minority Leader, Second Assistant Minority Leader, Third Assistant Minority Leader, Vice-  
759 Chairperson of the Committee on Ways and Means, Assistant Vice-Chairperson of the  
760 Committee on Ways and Means and committee chairs with respect to committee business, shall  
761 receive privileges or compensation for postage which is greater than seventy-five percent of the  
762 amount allowed as standard practice during the 186th biennial session of the General Court, as  
763 determined by the House Business Manager.

764 [Adopted Jan. 11, 1985; Amended Jan. 24, 2001; Jan. 26, 2005; Jan. 20, 2011.]

765 24. (1) Petitions, recommendations and reports of state officials, departments, commissions  
766 including legislative commissions, and boards, special reports including legislation initiated by  
767 the Committee on Ethics pursuant to rule 16, and reports of special committees and commissions  
768 including legislative commissions, shall be filed with the Clerk in a format to be determined by  
769 said Clerk, who shall, unless they are subject to other provisions of these rules or the rules of the  
770 two branches, refer them, with the approval of the Speaker, to the appropriate committees,  
771 subject to such change of reference as the House may make. The reading of all such documents  
772 may be dispensed with, but they shall be entered in the Journal of the same or the next legislative  
773 day after such reference except as provided in Joint Rule 13.

774 (2)(a) All orders, including motions or orders proposed for joint adoption, resolutions and  
775 other papers intended for presentation, except those hereinbefore mentioned, shall be filed with  
776 the Clerk in a format to be determined by said Clerk, who shall, prior to the procedure required  
777 by other provisions of these rules or of the rules of the two branches, refer them to the committee  
778 on Rules.

779 (b) A resolution for adoption by the House only or a resolution for joint adoption shall  
780 only be considered for adoption in the House if the resolution meets the criteria set forth in this  
781 rule.

782 (c) A resolution shall consist of: (i) no more than 5 clauses beginning with the word  
783 “WHEREAS”, which shall contain statements of facts or opinions; and (ii) no more than 2  
784 clauses beginning with the word “RESOLVED”.

785 (d) A resolution shall recognize, honor, commend, celebrate or commemorate a momentous  
786 achievement, special occasion or significant event or date; provided, however, that the following  
787 resolutions shall not be considered for adoption:

788 (i) a resolution recognizing, honoring, commending, celebrating or commemorating the birthday  
789 of a person under the age of 80;

790 (ii) a resolution recognizing, honoring, commending, celebrating or commemorating a wedding  
791 anniversary of a married couple of less than 50 years,

792 (iii) a resolution recognizing, honoring, commending, celebrating or commemorating an  
793 anniversary of an organization of less than 20 years;

794 (iv) a resolution recognizing, honoring, commending, celebrating or commemorating a class  
795 reunion;

796 (v) a resolution recognizing, honoring, commending, celebrating or commemorating a for-profit  
797 organization;

798 (iv) a resolution proclaiming certain days, weeks or months;

799 (vii) a resolution that includes a statement of policy or ideology.

800 (e) Suspension of this rule shall require unanimous consent of the members present.

801 (3) Petitions and other papers so filed which are subject to the provisions of Joint Rule 7A,  
802 7B, or 9 shall be referred by the Clerk to the committee on Rules. Petitions and other papers so  
803 filed, which are subject to the provisions of the second paragraph of Joint Rule 12, shall, prior to  
804 the procedure required by said rule, be referred by the Clerk to the committee on Rules. The

805 reading of all such papers may be dispensed with, but they shall be entered in the Journal of the  
806 same or the next legislative day after such reference.

807 (4) Matters which have been placed on file during the preceding year may be taken from the  
808 files by the Clerk upon request of any member or member-elect; and matters so taken from the  
809 files shall be referred or otherwise disposed of as provided above.

810 (5) Recommendations and special reports of state officials, departments, commissions and  
811 boards, reports of special committees and commissions, bills and resolves accompanying  
812 petitions, recommendations and reports, and resolutions shall be made available under the  
813 direction of the Clerk, who may cause to be made available, with the approval of the Speaker,  
814 any other documents filed as herein provided.

815 (6) All such legislation and reports filed with the Clerk shall be submitted in a format  
816 prescribed by said Clerk. Said documents shall contain the name or names of the primary  
817 sponsors and a list of the names of all petitioners praying for the legislation. Additional names  
818 may be added to the list of the petitioners; provided, however, that, such additional names shall  
819 be submitted in a format to be determined by the Clerk.

820 (7) Any petition so submitted that is a refile of a measure submitted in a previous session shall  
821 include, in the appropriate space provided, the session year for which the measure was filed and  
822 the House or Senate bill number or docket number assigned to such measure in such previous  
823 session.

824 (8) Debate upon the suspension of this rule shall be limited to 10 minutes, 3 minutes for each  
825 member, and the Speaker shall recognize the member presenting the order, resolution or petition  
826 first; provided, however, that suspension of this rule shall require unanimous consent of the



827 members present. Any order, except such order that would amend the Rules of the House,  
828 resolution or petition referred to the committee on Rules after the question of suspension of this  
829 rule has been negatived, or any order, resolution or petition filed after the beginning of the  
830 session and referred to the committee on Rules, shall not be discharged from said committee  
831 except by unanimous consent of the House. Motions to discharge the committee on Rules shall  
832 be subject to the provisions of paragraph 2 of Rule 28. [28.] (20.) [See Rules 36 and 85.]

833 [Amended April 27, 1981; Jan. 9, 1989; Jan. 9, 1991; Jan. 26, 2005; Feb. 11, 2009; Jan. 29,  
834 2015; Jan. 30, 2019.]

835 25. Every petition for legislation shall be accompanied by a bill or resolve embodying the  
836 legislation prayed for. [29.] [See Joint Rule 12.]

837 26. When the object of an application can be secured without a special act under existing  
838 laws, or, without detriment to the public interests, by a general law, the committee to which the  
839 matter is referred shall report such general law or ought not to pass, as the case may be. The  
840 committee may report a special law on matters referred to it upon (1) a petition filed or approved  
841 by the voters of a city or town, or the mayor and city council, or other legislative body, of a city,  
842 or the town meeting of a town, with respect to a law relating to that city or town; (2) a  
843 recommendation by the Governor; or (3) matters relating to erecting and constituting  
844 metropolitan or regional entities, embracing any two or more cities and towns, or established  
845 with other than existing city or town boundaries, for any general or special public purpose or  
846 purposes. [30.] (16.) [See Joint Rule 7.]

847 [Amended Feb. 11, 2009.]

848 27. With the exception of matters referred to the committee on Rules under the provisions of  
849 paragraph (3) of Rule 24, committees shall report on all matters referred to them. The committee  
850 on Ways and Means shall report the General Appropriation Bill not later than the second  
851 Wednesday of May; and provided further that said committee shall make available to the  
852 members all data compiled for justification of budgetary recommendations in all appropriation  
853 bills. [33.]

854 [Amended April 18, 1979; Jan. 14, 1997; Jan. 29, 2015.]

855 27A. [Omitted Jan. 23, 2007.]

856 28. (1) Motions directing the committee on Ways and Means to report certain matters to the  
857 House, or motions discharging said committees from further consideration of certain matters,  
858 shall not be considered until the expiration of seven calendar days and shall require a majority  
859 vote of the members present and voting for adoption. Committees so directed to report shall file  
860 a report with the Clerk within 4 legislative days. The committee on Ways and Means may not be  
861 directed to report or be discharged from further consideration of any appropriation or capital  
862 outlay measure.

863 (2) The committee on Rules, except as provided in Rule 24, and the committee on Bills in the  
864 Third Reading shall not be discharged from consideration of any measure or be directed to report  
865 on any measure within 10 calendar days of its reference without the unanimous consent of the  
866 House, or after such 10 day period except by a vote of a majority of the members present and  
867 voting thereon.

868 (3) Matters discharged under the provisions of this rule shall be placed in the Orders of the  
869 Day for the next sitting. Petitions discharged under the provisions of this rule shall be considered

870 as favorably reported and the bill, resolve, resolution or order accompanying such petitions shall  
871 be placed in the Orders of the Day for the next sitting.

872 (4) During the last week of the session, the provisions of paragraphs (1) and (3) of this rule  
873 shall be inoperative.

874 (5) A second motion to discharge a matter from a committee or a second motion to direct a  
875 committee to report a matter shall not be entertained until the first such motion has been disposed  
876 of.

877 (6) As an alternative procedure to that provided under the provisions of this rule, the members  
878 of the House may, by filing a petition signed by a majority of the members elected to the House,  
879 discharge the House committee on Ways and Means, the House committee on Bills in the Third  
880 Reading, and the House committee on Rules from further consideration of a legislative matter.  
881 Seven days following the filing of the petition with the House Clerk, the committee shall be  
882 discharged from further consideration of the legislative matter specified in the petition and the  
883 House Clerk shall place the matter in the Orders of the Day for the next calendar day that the  
884 House is meeting.

885 (7) For the purpose of this rule, matters not appearing on the Calendar which are not before  
886 any committee shall be deemed to be before the Rules committee. Notwithstanding the previous  
887 sentence, a bill which has been engrossed by the House and Senate shall be placed before the  
888 House for enactment. Any member may request to the House that a matter engrossed in the  
889 House and Senate, returned for final passage by the engrossing division, and reviewed and  
890 released by the Committee on Bills in Third Reading be placed before the House for enactment.

891 The Speaker shall, in response to such a request of a member, put the matter before the House at  
892 the conclusion of the matter then pending.

893 (8) This rule shall not be suspended unless by unanimous consent of the members present.  
894 (27C, 32A.)

895 [Amended Jan. 12, 1981; April 27, 1981; Jan. 12, 1983; Nov. 17, 1983; Jan. 11, 1985; Jan. 9,  
896 1989; Jan. 9, 1991; Jan. 24, 2001; Jan. 9, 2003; Jan. 26, 2005, Jan. 23, 2007; Jan. 29, 2015.]

897 28A. The committee on Bills in the Third Reading shall report on a legislative matter not later  
898 than 45 days following the day the matter was referred to it. The Clerk shall indicate on the  
899 Calendar entry of every matter before the committee on Bills in the Third Reading the date that  
900 said matter was referred to said committee.

901 [Adopted Jan. 11, 1985; Amended Jan. 9, 2003; Jan. 29, 2015.]

902 REGULAR COURSE OF PROCEEDINGS.

903 Petitions.

904 29. The member presenting a petition shall endorse their name thereon; and the reading  
905 thereof shall be dispensed with, unless specially ordered. [37.] (18.)

906 [Amended Jan. 11, 1985; Jan. 30, 2019.]

907 Motions Contemplating Legislation, etc.

908 30. All motions contemplating legislation shall be founded upon petition, except as follows:

909 The committee on Ways and Means may originate and report appropriation bills as provided  
910 in Rule 20. Messages from the Governor shall, unless otherwise ordered, be referred to the  
911 appropriate committee, which may report by bill or otherwise thereon. A similar disposition  
912 shall, unless otherwise ordered, be made of reports by state officers and committees authorized to  
913 report to the Legislature, and similar action may be had thereon.

914 Messages from the Governor returning appropriation bills, or parts of appropriation bills, with  
915 objections or reductions of sections or items thereof, shall be reconsidered subsequent to a report  
916 of the committee on Ways and Means. Messages or recommendations from the Governor shall  
917 be filed with the Clerk in a format to be determined by the Clerk. [40.] (19.)

918 [Amended Jan. 24, 2001.]

919 Bills and Resolves.

920 31. Bills shall be drafted in a format approved by the Counsel to the House and submitted in a  
921 format to be determined by the Clerk. Bills amending existing laws shall not provide for striking  
922 words from, or inserting words in, such laws, unless such course is best calculated to show  
923 clearly the subject and nature of the amendment. No repealed law, and no part of any repealed  
924 law, shall be re-enacted merely by reference. [42.] (17.)

925 [Amended Jan. 9, 2003; Jan. 26, 2005; Jan. 29, 2015.]

926 32. If a committee to which a bill is referred reports that the same ought not to pass, the  
927 question shall be "Shall this bill be rejected?". If the question on rejection is negatived, the bill, if  
928 it has been read but once, shall be placed in the Orders of the Day for the next sitting for a  
929 second reading without question; otherwise it shall be placed in the Orders of the Day for the

930 next sitting, pending the question on ordering to a third reading, or to engrossment, as the case  
931 may be. [43.] (30.)

932 [Amended Jan. 30, 2019.]

933 32A. [Omitted Jan. 26, 2005.]

934 33. Bills involving an expenditure of public money or grant of public property, or otherwise  
935 affecting the state finances, unless the subject matter has been acted upon by the joint committee  
936 on Ways and Means, shall, after their first reading, be referred to the committee on Ways and  
937 Means, for report on their relation to the finances of the Commonwealth.

938 New provisions shall not be added to such bills by the committee on Ways and Means, unless  
939 directly connected with the financial features thereof.

940 Orders reported in the House or received from the Senate involving the expenditure of public  
941 money for special committees, shall, before the question is taken on the adoption thereof, be  
942 referred to the committee on Ways and Means, whose duty it shall be to report on their relation  
943 to the finances of the Commonwealth.

944 Every such bill involving a capital expenditure for new projects, or an appropriation for  
945 repairs, or any legislation, the cost of which, in the opinion of the committee, exceeds the sum of  
946 one hundred thousand dollars when reported into the House by the committee on Ways and  
947 Means, shall be accompanied by a fiscal note indicating the amount of public money which will  
948 be required to be expended to carry out the provisions of the proposed legislation, together with  
949 an estimate of the cost of operation and maintenance for the first year if a new project is  
950 involved. [44.] (27.)

951 [Amended April 18, 1979; Jan. 12, 1981; Jul. 17, 2003; Jan. 26, 2005.]

952 33A. Copies of all bills shall be available, in a format to be determined by the Speaker in  
953 consultation with the Clerk, to all members of the House and the public at least 24 hours in  
954 advance of consideration by the House; provided further that, to the extent practicable, a  
955 summary of any bill containing meaningful policy changes to be considered by the House in a  
956 formal session shall be made available by the chair of the committee reporting the bill, to all  
957 members of the House prior to the commencement of roll calls for the formal session in which  
958 the bill will be considered.

959 All amendments offered by members to any legislative matter in the House shall be submitted  
960 in a format to be determined by the Speaker in consultation with the Clerk; and shall be  
961 considered chronologically as submitted to the Clerk, except for an amendment in the second  
962 degree; provided that all of said amendments shall be drafted in proper form acceptable to the  
963 clerk; and provided further that there shall be available to the members a duplicate copy of each  
964 amendment. (33A.)

965 [Adopted Nov. 17, 1983; Amended Nov. 28, 1984; Jan. 12, 1987; Jan. 9, 1991; Jan. 17,  
966 1995; Jan. 9, 2003; Jan. 26, 2005, Jan. 23, 2007; Jan. 29, 2015.]

967 33B. [Omitted Jan. 26, 2005.]

968 33C. [Omitted Jan. 26, 2005.]

969 33D. [Omitted Jan. 26, 2005.]

970 33E. No consolidated amendment offered by the committee on Ways and Means shall be  
971 considered by the House until the expiration of at least 30 minutes after the consolidated

972 amendment shall have been first filed with the Clerk and made available to the members. This  
973 rule shall not be suspended unless by unanimous consent of the members present.

974 [Added Feb. 4, 2010; Amended Jan. 29, 2015.]

975 33F. No consolidated amendment shall be adopted except by a roll call vote.

976 [Added Feb. 2, 2017.]

977 34. Bills from the Senate, after their first reading, shall be referred to a committee of the House.  
978 [45.] (26.)

979 [Amended Jan. 26, 1999.]

980 35. Amendments proposed by the Senate, and sent back to the House for concurrence, shall  
981 be referred to the committee on Bills in Third Reading, provided that the journal shall reflect the  
982 referral; and provided further that subsequent to a report from said committee, the amendments  
983 shall be considered forthwith. [46.] (36.)

984 [Amended April 18, 1979; Jan. 12, 1981; Jan. 26, 2005, Jan. 23, 2007; Jan. 23, 2013.]

985 36. No bill shall be proposed or introduced unless received from the Senate, reported by a  
986 committee, or moved as an amendment to the report of a committee. [47.] (36.)

987 37. Bills, resolves and other papers that have been, or, under the rules or usage of the House,  
988 are to be made available in a format to be determined by the Speaker in consultation with the  
989 Clerk, shall be read by their titles only, unless the full reading is requested by vote of a majority  
990 of those members present and voting.

991 [Amended Jan. 9, 2003, Amended, Jan. 23, 2007.] [48.] (29.)



992 38. When a bill, resolve, order, petition or memorial has been finally rejected or disposed of  
993 by the House, no measure substantially the same shall be introduced by any committee or  
994 member during the same session. This rule shall not be suspended unless by unanimous consent  
995 of the members present. [49.] (54.)

996 39. No bill shall be passed to be engrossed without having been read on three separate  
997 legislative days. [51.] (28.)

998 [Amended Jan. 11, 1985.]

999 40. No engrossed bill shall be amended, except by striking out the enacting clause. A motion  
1000 to strike out the enacting clause of a bill shall be received when the bill is before the House for  
1001 enactment. If the bill contains an emergency preamble, a motion to suspend this rule may be  
1002 received before the adoption of the emergency preamble and, if suspended, the amendment may  
1003 contain a new emergency preamble. This rule shall not apply to a bill or resolve returned by the  
1004 Governor with a recommendation of amendment in accordance with the provisions of Article  
1005 LVI of the Amendments to the Constitution; nor shall it apply to amendments of engrossed bills  
1006 proposed by the Senate and sent to the House for concurrence, which amendments shall be  
1007 subject to the provisions of Rule 35, provided, however, that an affirmative vote on a motion to  
1008 suspend this rule shall be required in order to offer an amendment to such an engrossed bill when  
1009 the question before the House is on adoption of an emergency preamble, re-enactment or  
1010 enactment, as the case may be. [53.] (49.)

1011 [Amended, Jan. 23, 2007; Jan. 20, 2011; Jan. 23, 2013; Jan. 29, 2015.]

1012 41. Bills received from the Senate and bills reported favorably by committees, when not  
1013 referred to another standing committee of the House, shall, prior to being placed in the Orders of

1014 the Day, be referred to the committee on Steering, Policy and Scheduling. Resolutions received  
1015 from and adopted by the Senate, or reported in the House by committees, shall, if proposed for  
1016 joint adoption, be referred to said committee on Steering, Policy and Scheduling. [56.] (26.)

1017 [Amended Jan. 14, 1997; Jan. 26, 1999.]

1018 42. Reports of committees, not by bill or resolve, including orders if proposed for joint  
1019 adoption, after they are received from the Senate, or made in the House, as the case may be,  
1020 shall, unless subject to the provisions of any other House or joint rules, be referred to the  
1021 committee on Steering, Policy and Scheduling; provided that the report of a committee asking to  
1022 be discharged from further consideration of a subject, and recommending that it be referred or  
1023 recommitted to another committee, or a report of a committee recommending that a matter be  
1024 placed on file, shall be immediately considered. Reports of committees on proposals for  
1025 amendments to the Constitution shall be dealt with in accordance with the provisions of Joint  
1026 Rule 23. [57.] (36.)

1027 [Amended Jan. 14, 1997; Jan. 29, 2015.]

1028 42A. The Clerk shall, prior to 3 o'clock P.M., on the day preceding a session, make available  
1029 by electronic communication or other means, a list of all reports of the committee on Steering,  
1030 Policy and Scheduling, asking to be discharged from further consideration of subjects, and  
1031 recommending that the subjects be referred to other committees.

1032 [Adopted Jan. 26, 2005; Amended Jan. 29, 2015.]

1033 43. Bills ordered to a third reading shall be placed in the Orders of the Day for the next day  
1034 for such reading. [58.] (32.)

1035 Special Rules Affecting the Course of Proceedings.

1036 44. The Speaker may designate when an informal session of the House shall be held provided  
1037 said Speaker gives notice of such informal session at a prior session of the House. The Speaker  
1038 may, in cases of emergency, cancel a session or declare any session of the House to be an  
1039 informal session. At an informal session the House shall only consider reports of committees,  
1040 papers from the Senate, bills for enactment or resolves for final passage, bills containing  
1041 emergency preambles and the matters in the Orders of the Day. Motions to reconsider moved at  
1042 such informal session shall be placed in the Orders of the Day for the succeeding day, and no  
1043 new business shall be entertained, except by unanimous consent.

1044 Formal debate, or the taking of the sense of the House by yeas and nays shall not be  
1045 conducted during such informal session.

1046 Upon the receipt of a petition signed by at least a majority of the members elected to the  
1047 House, so requesting, the Speaker shall, when the House is meeting in informal session under the  
1048 provisions of Joint Rule 12A, designate a formal session, to be held within seven days of said  
1049 receipt, for the purpose of considering the question of passage of a bill, notwithstanding the  
1050 objections of the Governor, returned pursuant to Article 2, Section 1, Clause 1, Part 2 of the  
1051 Massachusetts Constitution. This rule shall not be suspended unless by unanimous consent of the  
1052 members present. [59.] (5A.)

1053 [Amended Jan. 11, 1985; Jan. 12, 1987; Jan. 17, 1995; Jan. 14, 1997; Jan. 24, 2001; Jan. 9,  
1054 2003; Feb. 11, 2009.]

1055 45. After entering upon the consideration of the Orders of the Day, the House shall proceed  
1056 with them in regular course as follows: Matters not giving rise to a motion or debate shall first be

1057 disposed of in the order in which they stand in the Calendar; after which the matters that were  
1058 passed over shall be considered in like order and disposed. The provisions of this paragraph shall  
1059 not be suspended unless by unanimous consent of the members present.

1060 Notwithstanding the provisions of this rule, during consideration of the Orders of the Day, the  
1061 committee on Ways and Means and the committee on Bills in the Third Reading may present  
1062 matters for consideration of the House after approval of two-thirds of the members present and  
1063 voting, without debate. [59.] (37.) [See Rule 47.]

1064 [Amended Jan. 12, 1981; Jan. 12, 1983; Feb. 11, 2009.]

1065 46. When the House does not finish the consideration of the Orders of the Day, those which  
1066 had not been acted upon shall be the Orders of the Day for the next and each succeeding day  
1067 until disposed of, and shall be entered in the Calendar, without change in their order, to precede  
1068 matters added under Rule 7A; provided, however, that all other matters shall be listed in  
1069 numerical order by Calendar item.

1070 The unfinished business in which the House was engaged at the time of adjournment shall  
1071 have the preference in the Orders of the Day for the next day. [60.] (35.)

1072 [Amended Jan. 12, 1987; Jan. 26, 1999.]

1073 47. No matter which has been duly placed in the Orders of the Day shall be discharged  
1074 therefrom, or considered out of the regular course. [61.] (38.) [See Rule 45.]

1075 Voting.

1076 48. Members desiring to be excused from voting shall make application to that effect before  
1077 the division of the House or the taking of the yeas and nays is begun. Such application may be

1078 accompanied by a brief statement of reasons by the member. The Clerk shall, prior to the first  
1079 roll call of the sitting, announce the name of any member who has informed him/her to not call  
1080 their name or lock their voting station. The Clerk shall also announce prior to any subsequent  
1081 roll call of the sitting the name of any member who had informed their to not call their name or  
1082 lock their voting station since the taking of the immediately preceding roll call.

1083 A member absent from the House for a formal session period of a day or longer shall notify the  
1084 Clerk in writing of the intended absence. A member absent during a formal session for an  
1085 extended period or for the remainder of the session shall notify the Clerk in person. The Clerk  
1086 shall provide a written notice to any such absent member.

1087 The Clerk shall disable the voting station of any such member notifying the Clerk of an absence  
1088 pursuant to this Rule. The Clerk shall also disable the voting station of any member failing to  
1089 answer the first non-quorum roll call of a legislative sitting; provided, however, that the Clerk  
1090 shall reactivate the voting station upon receiving notification of the member's return to the House  
1091 Chamber. ([64.] (57.))

1092 [Amended Feb. 11, 2009; Jan. 30, 2019.]

1093 49. If the presence of a quorum is doubted, a count of the House shall be made. When a yea  
1094 and nay vote is taken, the members, with the exception of the Speaker, shall vote only from their  
1095 seats. A member who has been appointed by the Speaker to perform the duties of the Chair, or a  
1096 person who has been elected Speaker pro tempore, may designate some member or a court  
1097 officer to cast a vote for him/her on any vote taken on the electronic voting system while such  
1098 member is presiding. Said designated member performing the duties of the Chair, or Speaker pro

1099 tempore, may, if the Speaker is in the State House, cast a vote for the Speaker. The Speaker  
1100 shall state the pending question before opening the system for voting.

1101 The Speaker may direct the Clerk to cast a vote for a member who is in the House Chamber,  
1102 but who is unable to vote due to a malfunction of their voting station or inability to open their  
1103 voting station.

1104 Except in the case of a vote to ascertain the presence of a quorum, if a member is prevented  
1105 from voting personally using the electronic voting system because of physical disability, said  
1106 member shall, if present in the State House, be excused from so voting and the Speaker shall  
1107 assign a court officer to cast said member's vote so long as said physical disability continues;  
1108 provided that the Speaker shall announce the action of the Chair to the membership prior to  
1109 assigning a court officer to cast the member's vote and provided further that the Speaker shall  
1110 announce the action to the membership the first time a vote is cast for that member on each  
1111 successive day.

1112 A Member serving on active reserve military duty may participate remotely in a formal  
1113 session, subject to the requirements and limitations of federal law and regulation, including, but  
1114 not limited to, United States Department of Defense Directive 1344.10. A Member serving on  
1115 active reserve military shall notify the Clerk of such service as soon as practicable.

1116 A Member diagnosed with a serious medical condition may, upon submission of a  
1117 request for an accommodation to participate remotely to Counsel appointed pursuant to Rule  
1118 13B, accompanied by documentation from said Member's medical provider that an  
1119 accommodation is necessary, may participate remotely in a formal session. Upon receipt and  
1120 approval of a request for accommodation to participate remotely Counsel shall notify the Clerk

1121 that the Member filing the request has been authorized to participate remotely. Other than the  
1122 notification provided to the Clerk, Counsel shall maintain any request for accommodation  
1123 pursuant to this rule as confidential.

1124 A Member authorized to participate remotely in a formal session pursuant to this Rule  
1125 shall have the same privileges, rights and responsibilities as if the Member were physically  
1126 present in the House Chamber, including without limitation, the right, privilege and  
1127 responsibility to cast votes on all questions or other matters brought to a vote and the ability to  
1128 take the oath required pursuant to Part the Second, Chapter VI, Article I of the Constitution of  
1129 the Commonwealth.

1130 The Journal of the House for any formal session of the House where a Member is  
1131 participating remotely in a formal session pursuant to this Rule shall not specify which Members  
1132 participated remotely. [65.]

1133 [Amended April 18, 1979; Jan. 12, 1987; Jan. 9, 1991; Jan. 9, 2003; Jan. 20, 2011; Feb. 11,  
1134 2009; Jan. 30, 2019.]

1135 50. When a question is put, the sense of the House shall be taken by the voices of the  
1136 members, and the Speaker shall first announce the vote as it appears to the Speaker by the sound.  
1137 If the Speaker is unable to decide by the sound of the voices, or if the announcement made  
1138 thereupon is doubted by a member rising in their place for that purpose, the Speaker shall order a  
1139 division of the number voting in the affirmative and in the negative, without further debate upon  
1140 the question. [66.] (55.)

1141 [Amended Jan. 11, 1985; Feb. 11, 2009; Jan. 30, 2019.]

1142 51. When a return by division of the members voting in the affirmative and in the negative is  
1143 ordered, the members for or against the question, when called on by the Speaker, shall rise in  
1144 their places, and stand until they are counted. If, upon the taking of such a vote, the presence of a  
1145 quorum is doubted, a count of the House shall be had, and if a quorum is present the vote shall  
1146 stand. [67.]

1147 52. The sense of the House shall be taken by yeas and nays whenever required by ten percent  
1148 of the members elected. The Speaker shall, after waiting up to an interval of twelve minutes,  
1149 state the pending question and, after opening the electronic voting system, instruct the members  
1150 to vote for not less than two minutes and no more than twenty-two minutes, the Speaker shall  
1151 close said system and cause totals to be displayed and a record made of how each member  
1152 present voted; provided, that if at any time during said voting period any standing, joint or  
1153 conference committee is meeting in public or executive sessions, the Speaker shall leave the  
1154 electronic voting machine open for not less than 5 minutes.

1155 Any member desiring to be recorded as being "present" when a yea and nay vote is taken on  
1156 the electronic roll call system shall so notify the Clerk in person after said vote is ordered and  
1157 before the vote is announced.

1158 In the event the electronic voting system is not in operating order, the roll of the House shall  
1159 be called in alphabetical order; provided, however, that no member shall be allowed to vote or to  
1160 answer "present" who was not on the floor before the vote is declared; provided, however, that a  
1161 member, who was in the State House on a previous roll call, may be recorded by reporting to the  
1162 Clerk within five minutes after such vote is closed, unless objection is made thereto and it is  
1163 seconded; and provided further that the presiding officer shall not, for said purpose, interrupt the



1164 member who is speaking on the floor; provided, however, that such request may be announced to  
1165 the House subsequent to the five minutes. The Speaker shall not entertain any requests beyond  
1166 said five minute period. Once the voting has begun it shall not be interrupted except for the  
1167 purpose of questioning the validity of a member's vote before the result is announced. Except as  
1168 heretofore provided, any member who shall vote or attempt to vote for another member or any  
1169 person not a member who votes or attempts to vote for a member, or any member or other person  
1170 who willfully tampers with or attempts to impair or destroy in any manner whatsoever the voting  
1171 equipment used by the House, or change the records thereon shall be punished in such manner as  
1172 the House determines; and provided further, that such a violation shall be reported to the Ethics  
1173 Committee. [68.] (56, 57.)

1174 Upon completion of the tally by the Clerk and the announcement of the vote by the Speaker, the  
1175 results of all roll calls conducted shall be conspicuously posted on the General Court website.

1176 [Amended Jan. 12, 1983; Jan. 11, 1985; Jan. 12, 1987; Jan. 9, 1991; Jan. 24, 2001; Jan. 9,  
1177 2003; Jan. 26, 2005; Feb. 11, 2009; Jan 20, 2011.]

1178 53. The call for yeas and nays shall be decided without debate. If the yeas and nays have been  
1179 ordered before the question is put, the proceedings under Rules 50 and 51 relative to verification  
1180 of the vote by the voices of the members or by a return of divisions shall be omitted; if not, they  
1181 may be called for in lieu of a return by divisions when the Speaker's announcement is doubted by  
1182 a member rising in their place, and, if then ordered, the proceedings under Rules 50 and 51 shall  
1183 be omitted. [69.] (52.)

1184 [Amended Jan. 26, 1999; Jan. 30, 2019.]

1185 Reconsideration.

1186 54. No motion to reconsider a vote shall be entertained unless it is made on the same day on  
1187 which the vote was taken, or before the Orders of the Day have been taken up on the next day  
1188 thereafter on which a quorum is present. If reconsideration is moved on the same day, the motion  
1189 shall be placed first in the Orders of the Day for the succeeding day; but, if it is moved on the  
1190 succeeding day, the motion shall be considered forthwith except that if said motion is moved on  
1191 a day on which an informal session has been designated, it shall be placed in the Orders of the  
1192 Day for the succeeding day. If reconsideration is moved after July first of the second annual  
1193 session and thereafter, on any main question, it shall be considered forthwith. This rule shall not  
1194 prevent the reconsideration of a vote on a subsidiary, incidental or dependent question at any  
1195 time when the main question to which it relates is under consideration; and provided, further,  
1196 that a motion to reconsider a vote on any subsidiary, incidental or dependent question shall not  
1197 remove the main subject under consideration from before the House, but shall be considered at  
1198 the time when it is made. This rule shall not be suspended unless by unanimous consent of the  
1199 members present. [70.] (53.)

1200 [Amended Jan. 12, 1981, Jan. 23, 2007.]

1201 55. When a motion for reconsideration is decided, that decision shall not be reconsidered, and  
1202 no question shall be twice reconsidered; nor shall any vote be reconsidered upon any of the  
1203 following motions:

1204 to recess,

1205 to adjourn,

1206 on sustaining a ruling of the Chair,

1207 to close debate at a specified time,  
1208 to postpone if voted in the negative,  
1209 to discharge or direct a committee to report,  
1210 to commit or recommit,  
1211 for second or subsequent legislative days,  
1212 for the previous question, or  
1213 for suspension of rules.

1214 This rule shall not be suspended unless by unanimous consent of the members present. [71.]  
1215 (53.)

1216 [Amended Jan. 12, 1981; Jan. 12, 1983; Jan. 9, 1991.]

1217 56. Debate on motions to reconsider shall be limited to fifteen minutes, and no member shall  
1218 occupy more than three minutes, but on a motion to reconsider a vote upon any subsidiary or  
1219 incidental question, debate shall be limited to ten minutes, and no member shall occupy more  
1220 than three minutes.

1221 If the House has voted to close debate on any question, a motion to reconsider said question  
1222 shall be decided without debate. [72.] (52.)

1223 [Amended Jan. 12, 1981; Jan. 12, 1987.]

1224 RULES OF DEBATE.

1225 57. Every member, when about to speak, shall rise and respectfully address the Speaker and  
1226 shall confine himself/herself to the question under debate. [73.] (39.)

1227 [Amended Jan. 11, 1985.]

1228 58. Every member while speaking shall avoid personalities; and shall sit down when finished.  
1229 No member shall speak out of their place without leave of the Speaker. [73.] (39.)

1230 When two or more members rise at the same time, the Speaker shall name the member  
1231 entitled to the floor, preferring one who rises in their place to one who does not. [74.] (40.)

1232 [Amended Jan. 11, 1985; Jan. 30, 2019.]

1233 59. If a member repeatedly violates any of the rules of the House, or disrupts the orderly  
1234 procedure of the House, the Speaker, after warning the member of such violations, shall call the  
1235 member to order, and order that member to take their seat. A member so called to order shall lose  
1236 the right to speak on the pending subject-matter but shall not be debarred from voting. A member  
1237 so called to order shall remain seated until the House begins consideration of another subject-  
1238 matter or unless the Speaker earlier returns to the member their rights to the floor.

1239 If a member so called to order refuses to immediately take their seat, the Speaker shall  
1240 immediately name that member, who shall be escorted from the Chamber under escort of the  
1241 Sergeant-at-Arms. The matter shall thereupon, on motion, be referred to a special committee of  
1242 three to be appointed by the Speaker. Said special committee shall make a report to the House of  
1243 its recommendations, which report shall be read and accepted.

1244 Having been named, a member shall not be allowed to resume their seat until said member  
1245 has complied with the recommendations of the committee as accepted by the House.

1246 If, after a member is seated or named, the action of the Speaker is appealed, the House shall  
1247 decide the case by a majority vote of the members present and voting, but if there is no  
1248 immediate appeal, the decision of the Speaker shall be conclusive.

1249 [Amended Jan. 12, 1981; Jan. 11, 1985; Feb. 11, 2009; Jan. 30, 2019.]

1250 60. No member shall interrupt another while speaking except by rising to a point of order, to a  
1251 question of personal privilege, to doubt the presence of a quorum, or to ask the person speaking  
1252 to yield.

1253 Members may rise to explain matters personal to them by leave of the presiding officer, but  
1254 shall not discuss pending questions in such explanations.

1255 Questions of personal privilege shall be limited to questions affecting the rights, reputation, and  
1256 conduct of the member in their representative capacities.

1257 Members may rise to ask questions of parliamentary inquiry concerning the pending matter by  
1258 leave of the presiding officer, but shall not debate the pending questions. [75.] (42.)

1259 [Amended Jan. 12, 1981; Feb. 11, 2009; Jan. 30, 2019.]

1260 61. No member shall speak more than once to the prevention of those who have not spoken  
1261 and desire to speak on the same question.

1262 This prohibition shall not apply to those members designated by the committee or committees  
1263 reporting the bill.

1264 No member shall occupy more than thirty minutes at a time while speaking on any question  
1265 where debate is unlimited.

1266 Unless the operation of another rule provides to the contrary (such as previous question,  
1267 limitation of debate, etc.), no member shall be prohibited from speaking more than once on any  
1268 question when no other member who has not spoken is seeking recognition by the Chair. [76.]  
1269 (41.)

1270 Motions.

1271 62. Every motion shall be reduced to writing, if the Speaker so directs. [77.] (44.)

1272 63. A motion need not be seconded, except an appeal from the decision of the Chair, and may  
1273 be withdrawn by the mover if no objection is made. [78.] (44.)

1274 [Amended Jan. 12, 1981.]

1275 Limit of Debate.

1276 64. A motion to recess or adjourn shall always be first in order, and shall be decided without  
1277 debate; and on the motions to close debate at a specified time, to postpone to a time certain, to  
1278 commit or recommit, not exceeding ten minutes shall be allowed for debate, and no member  
1279 shall speak more than three minutes. On the motion to discharge any committee, or on a motion  
1280 directing any committee to report matters before it, not exceeding fifteen minutes shall be  
1281 allowed for debate, and no member shall speak more than three minutes.

1282 If the main motion is undebatable, any subsidiary or incidental motion made relating to it  
1283 shall also be decided without debate. [79.] (52.) [See Rules 56 and 83.]

1284 [Amended Jan. 12, 1981.]

1285        64A. Debate on the question on adoption of orders for second and subsequent legislative days  
1286 shall be limited to ten minutes, and no member shall speak more than three minutes. After  
1287 entering into a second or subsequent legislative day, the House shall immediately proceed to  
1288 consideration of engrossed bills, reports of committees, papers from the Senate or the Orders of  
1289 the Day. This rule shall not be suspended unless by unanimous consent of the members present.

1290        [Adopted Jan. 12, 1983.]

1291        65. When a question is before the House, until it is disposed of, the Speaker shall receive no  
1292 motion that does not relate to the same, except the motion to recess or adjourn or some other  
1293 motion that has precedence either by express rule of the House, or because it is privileged in its  
1294 nature; and the Speaker shall receive no motion relating to the same, except,—

1295        for the previous question, . . . . .

1296        to close debate at a specified time, . . . . .

1297        to postpone to a time certain, . . . . .

1298        to commit (or recommit), . . . . .

1299        to amend, . . . . . See Rules 66, 67 and 68

1300        See Rules 64, 69 and 70

1301        See Rules 64 and 70

1302        See Rules 64 and 71

1303        See Rules 72, 73, 74 and 75

1304 — which several motions shall have precedence in the order in which they are arranged in  
1305 this rule. [80.] (46.)

1306 [Amended Jan. 11, 1985.]

1307 Previous Question.

1308 66. Any member may call for the previous question on the main question.

1309 The previous question shall be put in the following form: "Shall the main question be now  
1310 put?" and all debate on the main question shall be suspended until the previous question is  
1311 decided.

1312 The adoption of the previous question shall require the affirmative vote of two-thirds of the  
1313 members present and voting and shall put an end to all debate, and bring the House to direct vote  
1314 upon pending amendments, if any, in their regular order, and then upon the main question.

1315 A motion to reconsider the vote on any of the pending amendments shall be decided without  
1316 debate. [81.]

1317 [Amended Jan. 12, 1981.]

1318 67. Any member may call for the previous question on any pending amendment.

1319 The previous question shall be put in the following form: "Shall the question on adoption of  
1320 the amendment be now put?" and all debate shall be suspended until the previous question is  
1321 decided.



1322 The adoption of the previous question on a pending amendment shall require the affirmative  
1323 vote of two-thirds of the members present and voting and shall put an end to all debate and bring  
1324 the House to a direct vote upon the pending amendment.

1325 A motion to reconsider the vote on the pending amendment shall be decided without debate.

1326 [Amended Jan. 12, 1981.]

1327 68. The previous question shall be decided without debate.

1328 Motion to Close Debate at a Specified Time.

1329 69. Debate may be closed at any time not less than thirty minutes from the adoption of a  
1330 motion to that effect. This rule shall not be suspended unless by unanimous consent of the  
1331 members present. [85.] (47.)

1332 Motion to Postpone to a Time Certain.

1333 70. When a motion is made to postpone to a time certain, and different times are proposed,  
1334 the question shall first be taken on the most remote time; and the time shall be determined before  
1335 the question is put on postponement, which may then be rejected if the House sees fit. [87.] (51.)

1336 Motion to Commit.

1337 71. When a motion is made to commit, and different committees are proposed, the question  
1338 shall be taken in the following order:

1339 a standing committee of the House,

1340 a select committee of the House,

1341 a joint standing committee,

1342 a joint selected committee;

1343 and a subject may be recommitted to the same committee or to another committee at the

1344 pleasure of the House. [88.] (48.)

1345 Motion to Amend.

1346 72. A motion to amend an amendment may be received; but no amendment in the third degree

1347 shall be allowed. This rule shall not be suspended unless by unanimous consent of the members

1348 present. [89.]

1349 [Amended Jan. 12, 1983.]

1350 73. No motion or proposition on a subject different from that under consideration shall be

1351 admitted under color of amendment. This rule shall not be suspended unless by unanimous

1352 consent of the members present. [90.] (50.)

1353 [Amended Jan. 12, 1987.]

1354 73A. No motion to amend a report from the committee on Ways and Means or a report from

1355 the committee on Bills in the Third Reading, when such an amendment contains an expenditure

1356 of public money or an increase or decrease in taxes, shall be considered unless a brief

1357 explanation of the amendment is stated.

1358 [Adopted Jan. 17, 1995; Amended Jan. 26, 1999.]

1359 74. A question containing two or more propositions capable of division shall be divided

1360 whenever desired by any member, if the question includes points so distinct and separate that,

1361 one of them being taken away, the other will stand as a complete proposition. The motion to  
1362 strike out and insert shall be considered as one proposition and therefore indivisible. The  
1363 question on ordering a bill or resolve to a third reading, or to be engrossed, or to be enacted, or  
1364 similar main motions shall be considered as indivisible under this rule. This rule shall not be  
1365 suspended unless by unanimous consent of the members present. [91.] (45.)

1366 [Amended Jan. 12, 1983.]

1367 75. In filling blanks, the largest sum and longest time shall be put first. [92.] (51.) [See Rule  
1368 70.]

1369 Declaration of Recess.

1370 76. The Speaker may declare a recess of 15 minutes duration, or less.

1371 [Amended Jan. 9, 1991; Jan. 29, 2015.]

1372 Appeal.

1373 77. No appeal from the decision of the Speaker shall be entertained unless it is seconded; and  
1374 no other business shall be in order until the question on the appeal has been disposed of. Debate  
1375 shall be limited to 15 minutes on the question of sustaining a ruling by the Chair, and no member  
1376 shall occupy more than three minutes. [94.] (43A.) [See Rule 2.]

1377 [Amended Jan. 9, 1989; Jan. 29, 2015.]

1378 Resolves.

1379 78. Such of these rules as are applicable to bills, whether of the House or of the Senate, shall  
1380 apply likewise to such resolves as require the concurrence of the Senate and approval by the  
1381 Governor in order to become law and have force as such. [95.]

1382 Seats.

1383 79. (1) The desk on the right of the Speaker shall be assigned to the use of the Clerk and such  
1384 persons as they may employ to assist said Clerk, and that on the left to the use of the chair and  
1385 vice-chair of the committee on Bills in the Third Reading.

1386 (2) The Speaker shall assign members to vacant seats. The seat assigned to any member, other  
1387 than seats assigned under paragraph (1) of this rule, shall be their seat for the year and for such  
1388 additional years as said member may elect so long as service in the House remains continuous.  
1389 An exchange of seats may be made with the approval of the Speaker. [98.]

1390 [Amended Jan. 11, 1985; May 5, 1993; Jan. 30, 2019.]

1391 Privilege of the Floor.

1392 80. The following persons shall be entitled to admission to the House of Representatives,  
1393 during the session thereof, to stand in an area designated by the Speaker in the rear of the  
1394 Chamber, unless otherwise invited by said Speaker to occupy seats not numbered:

1395 (1) The Governor and the Lieutenant-Governor, members of the Executive Council, Secretary  
1396 of the Commonwealth, Treasurer and Receiver-General, Auditor of the Commonwealth,  
1397 Attorney-General, Librarian and Assistant Librarian;

1398 (2) The members of the Senate;

1399 (3) Authorized employees of the House and persons in the exercise of an official duty directly  
1400 connected with the business of the House; or

1401 (4) Contestants for seats in the House, whose papers are in the hands of a special committee  
1402 of the House, may be admitted, while their cases are pending, to seats to be assigned by the  
1403 Speaker

1404 No other person shall be admitted to the floor during the session, except upon the permission  
1405 of the Speaker.

1406 No legislative agent or counsel may be admitted to the floor of the House Chamber during a  
1407 session unless that part of the session is ceremonial in nature in which no other legislative  
1408 business is conducted.

1409 The legislative reporters shall be entitled to the privileges of the reporters' galleries.

1410 This rule shall not be suspended unless by unanimous consent of the members present. [99.] (60,  
1411 61.)

1412 [Amended Jan. 9, 1991, Jan. 23, 2007; Jan. 30, 2019.]

1413 Representatives' Chamber and Adjoining Rooms.

1414 81. (a) Use of the Representatives' Chamber members' corridor or adjoining rooms shall be  
1415 for official business or educational purposes only and shall be subject to the approval of the  
1416 Speaker or the committee on Rules. The provisions of this paragraph shall not apply if the  
1417 purpose of admittance is to attend a meeting in an adjoining room to which members of the  
1418 general public are allowed to attend.

1419 (b) No legislative agent or counsel shall be admitted to the members' corridor or adjoining  
1420 rooms. No other person shall be admitted to the members' corridor or adjoining rooms, except  
1421 persons entitled to the privileges of the floor of the House unless upon written invitation of a  
1422 member bearing the name of the member and the person the member invites. Upon entering, the  
1423 invitation shall be given to the court officer assigned to the area. The provisions of this paragraph  
1424 shall not apply if the purpose of admittance is to attend a meeting in an adjoining room to which  
1425 members of the general public are allowed to attend.

1426 (c) No person shall be admitted to the north gallery of the House except upon a card of the  
1427 Speaker.

1428 (d) Subject to the approval and direction of the committee on Rules during the session and of  
1429 the Speaker after prorogation, the use of the reporters' galleries of the House Chamber shall be  
1430 under the control of the organization of legislative reporters known as the Massachusetts State  
1431 House Press Association and the State House Broadcasters Association.

1432 (e) Every legislative reporter desiring admission to the reporters' galleries shall state in  
1433 writing that they are not the agent or representative of any person or corporation interested in  
1434 legislation before the General Court, and will not act as representative of any such person or  
1435 corporation while retaining a place in the galleries; but nothing herein contained shall prevent  
1436 such legislative reporter from engaging in other employment, provided such other employment is  
1437 specifically approved by the committee on Rules and reported to the House.

1438 (f) All formal and informal sessions of the House of Representatives shall be open to both  
1439 commercial and public radio and television, except designated times during such sessions, as  
1440 determined by the House, reserved for the consideration of non-controversial business which

1441 does not give rise to debate. The manner and conditions of such broadcasts shall be established  
1442 by the Speaker. Television, radio or web-broadcasts may be prohibited on any given day by the  
1443 Speaker.

1444 All formal and informal sessions shall be broadcast live on House television and  
1445 livestreamed on the General Court website. Audio or video recordings of prior formal and  
1446 informal sessions for the current biennial session shall be made available to the public on the  
1447 General Court website.

1448 The Speaker may arrange for a limited number of remote connections at a location  
1449 outside of the Representatives' Chamber for commercial and public radio and television to obtain  
1450 audio and visual feeds of formal sessions being recorded or streamed by the House. Video or  
1451 audio obtained from such feed shall be used only for reporting purposes. Access to the  
1452 connections provided shall be on a first-come-first serve basis; provided, however, that  
1453 commercial and public radio and television acquiring access shall be required to share the audio  
1454 or video feeds with other any other commercial and public radio and television station seeking  
1455 access. The manner and conditions of access shall be established by the Speaker with the  
1456 approval of the House. Access may be prohibited by the Speaker with the approval of the House.

1457 Clauses (a) through (e) of this rule shall not be suspended unless by unanimous consent of the  
1458 members present. [100.] (59.)

1459 [Amended April 18, 1979; Jan. 12, 1983; Jan. 12, 1987; Jan. 9, 1991; Jan. 26, 1999, Jan. 23,  
1460 2007; Jan. 30, 2019.]

1461 Quorum.

1462 82. Eighty-one members shall constitute a quorum for the organization of the House and the  
1463 transaction of business. [See amendments to the Constitution, Art. XXXIII.]

1464 In the event that a quorum is not present, the presiding officer shall compel the attendance of  
1465 a quorum. During the absence of a quorum, no other business may be transacted or motions  
1466 entertained except a declaration of adjournment or a recess by the Speaker. [105.]

1467 [Amended Jan. 12, 1981; Jan. 14, 1997.]

1468 Debate on Motions for Suspension of Rules.

1469 83. The question of suspension of House Rules 45, 47, 56, 61, 64, 66, 67, 68, 69, 77 and 83  
1470 shall be decided without debate. Debate upon the motion for the suspension of any other House  
1471 rule, unless otherwise indicated, or any joint rule shall be limited to fifteen minutes and no  
1472 member shall occupy more than three minutes. This rule shall not be suspended unless by  
1473 unanimous consent of the members present. [102.] (52.)

1474 [Amended Jan. 12, 1981; Jan. 9, 1989.]

1475 84. Unless otherwise indicated, nothing in the House rules or joint rules shall be suspended,  
1476 altered or repealed unless two-thirds of the members present and voting consent thereto. This  
1477 rule shall not be suspended unless by unanimous consent of the members present. [103.] (63.)

1478 [Amended Jan. 12, 1981.]

1479 84A. The clerk may, due to technical limitations or upon exigent circumstances, elect to waive  
1480 any requirement relative to the electronic availability and posting on the internet of any bills,  
1481 resolves, summaries or other documents contained herein; provided, however, that if the clerk so  
1482 waives any such requirement he shall make paper copies of the documents available to all



1483 members and the public within the limitation established for the electronic availability and  
1484 posting on the internet of any bills, resolves, summaries or other documents contained herein.

1485 [Adopted Feb. 11, 2009.]

1486 Reference to Committee on Rules.

1487 85. All motions or orders authorizing committees of the House to travel or to employ  
1488 stenographers, all propositions involving special investigations by committees of the House, all  
1489 resolutions presented for adoption by the House only, and all motions and orders except those  
1490 which relate to the procedure of the House or are privileged in their nature or are authorized by  
1491 Rule 65, shall be referred without debate to the committee on Rules, which shall report thereon,  
1492 recommending what action should be taken. The committee shall not recommend suspension of  
1493 Joint Rule 9, unless evidence satisfactory to the committee is produced that the petitioners have  
1494 previously given notice, by public advertisement or otherwise, equivalent to that required by  
1495 Chapter 3 of the General Laws. [104.] (13A.)

1496 [Amended Jan. 29, 2015.]

1497 85A. The House Business Manager, with the approval of the Counsel appointed pursuant to  
1498 Rule 13B, shall provide that outside, independent audits of House financial accounts be  
1499 conducted for each fiscal year upon receipt of the fiscal year end appropriation activity with  
1500 balance report from the comptroller of the Commonwealth. The audit shall be conducted in  
1501 accordance with auditing standards generally accepted in the United States of America and the  
1502 standards applicable to financial audits contained in Government Auditing Standards, issued by  
1503 the Comptroller General of the United States. The House Business Manager shall provide the  
1504 independent auditor with requested documents for such audit. A copy of such audit shall be filed

1505 with the Clerk of the House and said copies shall be made available to the members and the  
1506 general public upon request. The procurement of an independent auditor pursuant to this rule  
1507 shall not be subject to rule 87.

1508 [Adopted Jan. 11, 1985, Amended Jan. 20, 2011; Jan. 30, 2019.]

1509 Parliamentary Practice.

1510 86. The rules of parliamentary practice shall govern the House in all cases to which they are  
1511 applicable, and in which they are not inconsistent with these rules or the joint rules of the two  
1512 branches. (62.)

1513 Procurement.

1514 87. (a) All procurements for goods or services shall be completed by the House Business  
1515 Manager.

1516 (b) All procurements for goods or services shall, to the extent practicable, be made pursuant to a  
1517 statewide procurement contract established by the operational services division.

1518 (c) Upon certification by the House Business Manager that a necessary procurement cannot be  
1519 made using a statewide procurement contract established by the operational services division, the  
1520 House Business Manager may procure the required goods or services pursuant to the following:

1521 (i) for a procurement of a supply or service in an amount of less than \$10,000, the House  
1522 Business Manager shall use sound business practices;

1523 (ii) for a procurement of a supply or service in an amount of \$10,000, but less than \$100,000,  
1524 the House Business Manager shall seek written or oral quotations from no fewer than 3 persons

1525 customarily providing such supply or service. The House Business Manager shall record the  
1526 names and addresses of all persons from whom quotations were sought, the names of the persons  
1527 submitting quotations and the date and amount of each quotation. The House Business Manager  
1528 shall award the contract to the responsible person whose quotation offers the needed quality of  
1529 supply or service and which represents the best value for the House;

1530 (iii) for a procurement of a supply or service in an amount exceeding \$100,000, the House  
1531 Business Manager shall seek proposals through a competitive bid process established by the  
1532 Counsel appointed pursuant Rule 13B, referred to in this rule as “Counsel” ; provided, however,  
1533 that the Counsel shall file the competitive bid process with the Clerk of the House no later than  
1534 July 31st of the first year of the session.

1535 (d) Notwithstanding subsection (a) and (b), all procurements for legal consulting services and  
1536 legal resources shall be handled exclusively by Counsel in compliance with the provisions of this  
1537 rule..

1538 (e) The House Business Manager shall maintain a file on each contract not executed using a  
1539 statewide procurement contract established by the operational services division and in excess of  
1540 \$10,000 and shall include in such file a copy of all documents constituting the agreement for  
1541 goods and services and all documents evidencing compliance with this rule. The House Business  
1542 Manager shall make the file available for inspection within said office by members of the House  
1543 for at least 3 years from the date of final payment under the contract; provided, however, that the  
1544 Business Manager, in consultation with Counsel, shall redact from said file any information  
1545 which (i) is legally privileged; (ii) is proprietary; (iii) is related to individual members or House  
1546 personnel; or (iv) is otherwise protected by state or federal law.

1547 (f) Whenever the time required to comply with a requirement of this rule would endanger the  
1548 health, safety or convenience of the members, staff or visitors to the House of Representatives,  
1549 the House Business Manager may make an emergency procurement without satisfying the  
1550 requirements of this rule; provided, however, that both the House Business Manager and Counsel  
1551 certify in writing: (i) that an emergency exists and explain the nature thereof; (ii) that said  
1552 emergency procurement is limited to only supplies or services necessary to meet the emergency;  
1553 (iii) that said emergency procurement conforms to the requirements of this rule to the extent  
1554 practicable under the circumstances; and (iv) shall include each contractor's name, the amount  
1555 and the type of each contract, the supplies or services provided under each contract, and (vii) the  
1556 basis for determining the need for an emergency procurement. Such certification shall be filed  
1557 with the Clerk of the House prior to an emergency procurement. [Adopted Jan. 20, 2011,  
1558 Amended Jan. 23, 2013; Jan. 29, 2015; Feb. 19, 2015; Jan. 30, 2019.]

1559 Professional Standards and Conduct

1560 88. (a) As used in Rules 88 to 99, inclusive, the following terms shall, unless the context  
1561 clearly requires otherwise, have the following meanings:-

1562 "Authorized party", a party authorized to receive a complaint of harassment or retaliation  
1563 pursuant to Rule 93.

1564 "Counsel", Legal Counsel to the House appointed pursuant to Rule 13B.

1565 "Director", the Director of Human Resources appointed pursuant to Rule 90.

1566 "Discriminatory harassment", verbal or physical conduct that:

1567 (1) demeans, stereotypes, or shows hostility or aversion toward an individual or group because  
1568 of the individual's race, color, religion, national origin, sex, ancestry, sexual orientation, age,  
1569 disability status, genetic information, gender identity, active military personnel status,  
1570 transgender status or membership in any other protected class and;

1571 (2) (i) has the purpose or effect of creating an intimidating, hostile, humiliating or offensive  
1572 working environment;

1573 (ii) has the purpose or effect of unreasonably interfering with a member, officer, intern or  
1574 employee's work performance or official duties; or

1575 (iii) otherwise adversely affects a member, officer, intern or employee's employment  
1576 opportunities or ability to fulfill their official duties or conduct business before the House.

1577 "EEO Officer", the Equal Employment Opportunity Officer appointed pursuant to Rule 89.

1578 "Harassment", discriminatory harassment or sexual harassment engaged in by a member, officer,  
1579 intern or employee of the House or by a third party.

1580 "Sexual harassment", sexual advances, requests for sexual favors and verbal or physical conduct  
1581 of a sexual nature when:

1582 (1) submission to or rejection of such advances, requests or conduct is made either explicitly or  
1583 implicitly a term or condition of employment or as a basis for employment decisions, or as a  
1584 term, condition or basis for the support of certain policy objectives, political aspirations or  
1585 business before the House; or

1586 (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering  
1587 with a member, officer, intern or employee's work performance or official duties by creating an  
1588 intimidating, hostile, humiliating or sexually offensive work environment.

1589 Under this definition, direct or implied requests for sexual favors in exchange for actual or  
1590 promised (i) employment benefits such as favorable reviews, salary increases, promotions,  
1591 increased benefits or continued employment or (ii) support for certain policy objectives, political  
1592 aspirations or business before the House, shall constitute sexual harassment.

1593 The definition of sexual harassment is broad and may include other sexually oriented conduct,  
1594 whether or not it is intended to violate this Rule, that is unwelcome and has the effect of creating  
1595 a workplace environment that is hostile, offensive, intimidating or humiliating to a member,  
1596 officer, intern or employee of the same or different gender, or those who do not identify as  
1597 gender binary.

1598 "Supervisor", a member, officer or employee having direct authority or oversight over one or  
1599 more employees.

1600 "Third party", any person visiting the House of Representatives, or conducting official business  
1601 or work with any member, officer or employee of the House.

1602 (b) The House is committed to providing fair and equal opportunity for employment and  
1603 advancement to all employees and applicants.

1604 It is our policy and practice to assign, promote and compensate employees on the basis of  
1605 qualifications, merit, and competence. Employment practices shall not be influenced nor  
1606 affected by virtue of an applicant's or employee's race, color, religion, national origin, sex,

1607 ancestry, sexual orientation, age, disability status, genetic information, gender identity, active  
1608 military personnel status, transgender status or membership in any other protected class.

1609 This policy governs all aspects of recruiting, hiring, training, on-the-job treatment, promotion,  
1610 transfer, discharge and all other terms and conditions of employment.

1611 Without limiting the applicability of the foregoing, the House is committed to creating and  
1612 maintaining a work environment in which all members, officers, interns and employees of the  
1613 House, and all third parties, are treated with respect and free from any form of harassment,  
1614 including harassment based on an individual's membership in any protected class. To that end,  
1615 the House will not tolerate harassment of any kind by any member, officer, intern, employee or  
1616 third party in the workplace or otherwise in connection with the official duties or employment  
1617 responsibilities of a member, officer, third party, intern or employee. Any individual who  
1618 believes that they may have been the object of harassment, or any individual who witnesses  
1619 something they think may be harassment, is strongly encouraged to report that information to an  
1620 authorized party.

1621 The House shall promote the safety and respectful treatment of all members, officers, interns and  
1622 employees of the House, and all third parties, by establishing uniform procedures for making and  
1623 receiving complaints of harassment and initiating, conducting and concluding investigations into  
1624 complaints of harassment.

1625 A violation of this policy will subject the member, officer, employee or intern to discipline  
1626 pursuant to Rule 95 and Rule 96.

1627 (c) (1) Discriminatory harassment may include, but is not limited to, the following conduct:

- 1628 (i) epithets, slurs, insults or negative stereotyping related to the protected classes;
- 1629 (ii) acts or jokes that are hostile or demeaning with regard to the protected classes;
- 1630 (iii) threatening, intimidating or hostile acts that relate to the protected classes;
- 1631 (iv) displays of written or graphic material that demean, ridicule or show hostility toward an  
1632 individual or group because of membership in a protected class, including material circulated or  
1633 displayed in the workplace, including District Offices, such as on an employee's desk or  
1634 workspace, or on House equipment or bulletin boards, including but not limited to House-issued  
1635 computers, laptops and personal device assistants;
- 1636 (v) verbal or non-verbal innuendo, and micro-aggressions; and
- 1637 (vi) other conduct that falls within the definition of discriminatory harassment set forth above.
- 1638 (2) Sexual harassment includes, but is not limited to, the following conduct:
- 1639 (i) gender-based bullying, including bullying based on transgender or non-gender binary status;
- 1640 (ii) attempts to coerce an unwilling person into a sexual relationship;
- 1641 (iii) repeatedly subjecting a person to unwelcome sexual or romantic attention;
- 1642 (iv) punishing a person's refusal to comply with a request for sexual conduct; and
- 1643 (v) conditioning a benefit on submitting to sexual advances.
- 1644 (3) Conduct that, if unwelcome, and depending upon the totality of the circumstances, including  
1645 the severity of the conduct and its pervasiveness, may constitute sexual harassment includes, but  
1646 is not limited to, the following:



- 1647 (i) unwelcome sexual advances, flirtations or propositions, whether they involve physical  
1648 touching or not;
- 1649 (ii) sexual "kidding," epithets, jokes, written or oral references to sexual conduct;
- 1650 (iii) gossip regarding one's sex life;
- 1651 (iv) comment on a person's body or an individual's sexual activity, deficiencies, or prowess;
- 1652 (v) displaying sexually suggestive objects, pictures, posters or cartoons;
- 1653 (vi) unwelcome leering or staring at a person;
- 1654 (vii) sexual gestures and suggestive or insulting sounds, such as whistling or comments with  
1655 sexual content or meaning;
- 1656 (viii) uninvited physical contact, such as touching, hugging, purposely brushing against the body,  
1657 patting or pinching;
- 1658 (ix) indecent exposure;
- 1659 (x) inquiries into one's sexual experiences;
- 1660 (xi) discussion of one's sexual activities;
- 1661 (xii) sexual emails; and
- 1662 (xiii) sexting, or sexual messages or images posted on social media, for example, texts, instant  
1663 messages, Facebook posts, tweets, Snapchat, Instagram or blog entries.
- 1664 (d) No member, officer or employee of the House shall retaliate, including against a member,  
1665 officer, intern, or employee of the House who has complained about harassment or participated

1666 in an investigation into an allegation of harassment or retaliation. Any person who believes that  
1667 they may have been the subject of retaliation for having complained of harassment or retaliation,  
1668 or for having participated in an investigation related to an allegation of harassment or retaliation,  
1669 is strongly encouraged to report that information to an authorized party.

1670 [Added Mar. 15, 2018; Jan. 30, 2019.]

1671 89. (a) The House shall employ a full-time Equal Employment Opportunity Officer. The  
1672 committee on Rules shall appoint a qualified person with expertise in harassment prevention,  
1673 conduct of investigations, and identifying barriers to equal employment opportunity to act as the  
1674 EEO Officer at such compensation as the committee on Rules shall approve.

1675 The EEO Officer shall serve a term of two years from the date of appointment, unless the EEO  
1676 Officer sooner resigns, retires or is removed; provided, however, that the EEO Officer may only  
1677 be removed: (i) for misfeasance, malfeasance or nonfeasance, as determined by agreement of  
1678 Counsel and the Director, and approved by a majority vote of the committee on Rules; or (ii) by  
1679 a majority roll call vote of the House.

1680 The EEO Officer may employ such assistants as may be necessary in the discharge of the EEO  
1681 Officer's duties, subject to the approval of the committee on Rules, and may expend with like  
1682 approval such sums as may be necessary for the discharge of their duties.

1683 (b) The EEO Officer shall receive, review and investigate all complaints alleging a violation of  
1684 Rule 88, the House Anti-Harassment Policy, or the House Equal Employment Policy, including,  
1685 but not limited to complaints alleging harassment or retaliation. Complaints shall be received,  
1686 reviewed and investigated pursuant to Rules 93 to 96, inclusive.

1687 The EEO Officer shall develop and implement written policies and procedures for receiving,  
1688 investigating, resolving and maintaining records of complaints against members, officers, interns  
1689 or employees of the House, or against third parties, made in accordance with Rules 93 to 98,  
1690 inclusive.

1691 (c) (1) The EEO Officer, in conjunction with the committee on Human Resources and Employee  
1692 Engagement and the Director, shall provide for training of members. . Training shall include,  
1693 without limitation, instruction on: (i) House equal employment policies, including the complaint  
1694 and investigation process; (ii) workplace harassment specifically, including techniques for  
1695 bystander intervention and other best practices; (iii) prohibition on retaliation; (iv) best  
1696 management practices; (v) professionalism and respect; and (vi) practices for monitoring the  
1697 workplace for issues and identifying risk factors. Each member shall make a signed, written  
1698 acknowledgement of the member's completion of the training, which shall be retained by the  
1699 EEO Officer.

1700 (2) The EEO Officer, in conjunction with the committee on Human Resources and Employee  
1701 Engagement and the Director, shall provide for annual training for all appointed officers and  
1702 employees. . Training shall include, without limitation, instruction on (i) House equal  
1703 employment policies, including the complaint and investigation process; (ii) workplace  
1704 harassment specifically, including techniques for bystander intervention and other best practices;  
1705 (iii) prohibition on retaliation; and (iv) professionalism and respect.

1706 Separate trainings shall be held for those appointed officers and employees who are supervisors  
1707 and those appointed officers and employees who are not supervisors. The content of the training

1708 shall be tailored appropriately to the recipients. Supervisors shall be specifically trained on best  
1709 management practices.

1710 Each appointed officer and employee shall make a signed, written acknowledgement of their  
1711 completion of the training, which shall be retained by the EEO Officer, who shall provide a copy  
1712 to the Director to be maintained in their personnel file.

1713 (3) The EEO Officer shall provide for appropriate additional training to members, officers or  
1714 employees at any time that the EEO Officer deems necessary or appropriate, including upon the  
1715 request of a member, officer or employee.

1716 (4) The EEO Officer, in conjunction with the Director, shall provide for training for interns  
1717 during the intern orientation process. The training shall include without limitation, instruction  
1718 on: (i) House equal employment policies, including the complaint and investigation process; (ii)  
1719 workplace harassment specifically, including techniques for bystander intervention and other  
1720 best practices; (iii) prohibition on retaliation; and (iv) professionalism and respect. Each intern  
1721 shall make a signed, written acknowledgement of the intern's completion of the training, which  
1722 shall be retained by the EEO Officer, who shall provide a copy to the Director to be maintained  
1723 in the Director's records.

1724 (d) The EEO Officer shall develop practices and procedures for auditing House offices, including  
1725 random audits, to ensure the maintenance of best practices. Audits may include interviews and  
1726 in-office observation. All members, officers, interns and employees shall comply with a request  
1727 from the EEO Officer to conduct an audit. [Adopted Mar. 15, 2018.]

1728 90. (a) The House shall employ a full-time Director of Human Resources. The committee on  
1729 Rules shall appoint a qualified person to act as the Director at such compensation as the  
1730 committee on Rules shall approve.

1731 The Director shall serve a term of two years from the date of appointment, unless the Director  
1732 sooner resigns, retires or is removed; provided, however, that the Director may only be removed:  
1733 (i) for misfeasance, malfeasance or nonfeasance, as determined by agreement of the EEO Officer  
1734 and Counsel and approved by a majority vote of the committee on Rules; or (ii) by a majority  
1735 roll call vote of the House.

1736 (b) The Director may employ such assistants as may be necessary in the discharge of the  
1737 Director's duties, subject to the approval of the committee on Rules, and may expend with like  
1738 approval such sums as may be necessary for the discharge of their duties.

1739 (c) The Director shall develop and oversee standardized practices and procedures, which shall  
1740 apply to all applications for employment. The practices and procedures shall include, but shall  
1741 not be limited to: (i) a standard application for employment; (ii) mandatory background and  
1742 reference checks, the results of which shall be reported by the Director to the applicant's  
1743 prospective appointing authority; and (iii) a standard offer letter for each position within the  
1744 House.

1745 (d) The Director shall develop and oversee standardized practices and procedures, which shall  
1746 apply to all employees and appointed officers of the House. These practices and procedures shall  
1747 include or address, without limitation: (i) regular meetings between the Director, the EEO  
1748 Officer and employees who are supervisors, including an initial meeting within 14 days of the  
1749 employee assuming such a role; (ii) guidelines for conducting employee performance reviews;

1750 (iii) a program of progressive discipline; and (iv) separations from employment including exit  
1751 interviews for terminated employees.

1752 (e) The Director shall develop employee classifications, which shall include written job  
1753 descriptions, salary ranges and schedules. The classifications shall be published in the employee  
1754 and supervisor handbooks. The Director may develop a seniority system on which employee  
1755 salaries may be based. A seniority system shall be published in the employee handbook.

1756 (f) The Director shall develop practices and procedures for receiving, investigating and  
1757 resolving personnel complaints unrelated to Rule 88, the House Anti-Harassment Policy, or the  
1758 House Equal Employment Policy.

1759 (g) The Director shall annually publish: (i) an Employee Handbook; and (ii) an Intern  
1760 Handbook. Each handbook shall be developed with the advice and approval of the EEO Officer  
1761 and Counsel, and shall be submitted to the committee on Human Resources and Employee  
1762 Engagement for review and approval at least 14 days prior to publication.

1763 The handbooks shall be available as follows:

1764 (i) the Director shall post both handbooks on the human resources web portal;

1765 (ii) the Director shall email an electronic copy of the Employee Handbook to each employee  
1766 within 10 days of its publication and require that each employee sign a written acknowledgement  
1767 of receipt and return such acknowledgement to the Director within 5 days;

1768 (iii) the Director shall email an electronic copy of the Employee Handbook to each new  
1769 employee within 5 days of the employee's start date and require that the employee sign a written  
1770 acknowledgement of receipt and return such acknowledgement to the Director within 5 days;

1771 (iv) the committee on Human Resources and Employee Engagement shall provide an Intern  
1772 Handbook to each intern on the first day of their internship. Upon receipt of the Intern  
1773 Handbook the intern shall sign a written acknowledgement of receipt that day, which shall be  
1774 maintained by the committee, with a copy sent to the Director;

1775 (vi) hard copies of each handbook shall be available in the offices of the Director, the EEO  
1776 Officer, Counsel and the Clerk;

1777 (vi) the Director shall cause electronic copies of each handbook to be downloaded onto the  
1778 desktop of each House computer; and

1779 (vii) in formats accessible to all members, officers and employees.

1780 (h) (1) The Committee on Human Resources and Employee Engagement , in consultation with  
1781 the Director, shall develop policies to address individuals who provide services to the House in a  
1782 volunteer capacity or otherwise without receiving compensation

1783 (2) The Committee on Human Resources and Employee Engagement , in consultation with the  
1784 Director and subject to the approval of Counsel, shall develop policies pro-bono service and  
1785 charitable and community service activities by members, officers and employees of the House.

1786 [Added Mar. 15. 2018; Amended Jan. 30, 2019.]

1787 91. The Director shall, in consultation with the EEO Officer, create and maintain an internal web  
1788 portal for members, officers and employees. The web portal shall provide relevant information  
1789 on human resource policies and procedures, including, without limitation, the Rules of the  
1790 House, each handbook published by the Director, explanations of complaint and investigation

1791 procedures, contact information for the Director, the EEO Officer and Counsel, training  
1792 opportunities and schedules and the directory of committee staff required pursuant to Rule 92.

1793 [Added Mar. 15, 2018.]

1794 92. (a) The House shall employ a full-time Director of Employee Engagement. The committee  
1795 on Human Resources and Employee Engagement shall appoint a qualified person to act as the  
1796 Director of Employee Engagement at such compensation as the committee on Human Resources  
1797 and Employee Engagement shall approve.

1798 (b) The Director of Employee Engagement shall, in consultation with the Director of Human  
1799 Resources: (i) develop methods for enhancing the skills and professional development of  
1800 employees including skills for providing constituent services and engaging with, and ensuring  
1801 the privacy of, members of the public who visit the State House; (ii) explore and develop  
1802 partnerships with national trade organizations to maximize the opportunities for professional  
1803 development available to employees; and (iv) engage employees in roundtable discussions on  
1804 issues of importance or concern.

1805 (c) The Director of Employee Engagement shall assist the committee on Human Resources  
1806 and Employee Engagement with duties as may be assigned by the committee or the Director of  
1807 Human Resources.

1808 (d) The Director of Employee Engagement shall prepare and publish on the house intranet a  
1809 directory of committee staff.

1810 [Added Mar. 15, 2018.]



1811 93. (a) (1) A member who believes that they have been the object of harassment or retaliation,  
1812 who witnesses harassment or retaliation, or who becomes aware of harassment or retaliation  
1813 may make a complaint, either orally or in writing with the EEO Officer, Counsel, or the Director.  
1814 Upon receipt of a complaint pursuant to this subsection, a recipient other than the EEO Officer  
1815 shall forthwith provide a detailed account of the complaint to the EEO Officer for assessment  
1816 pursuant to Rule 94.

1817 (2) An appointed officer, employee or intern of the House who believes that they have been  
1818 the object of harassment or retaliation, who witnesses harassment or retaliation, or who becomes  
1819 aware of harassment or retaliation may make a complaint, either orally or in writing, to any of  
1820 the officer's, employee's or intern's supervisors, the Director, the EEO Officer or Counsel. Upon  
1821 receipt of a complaint pursuant to this subsection, a recipient other than the EEO Officer shall  
1822 forthwith provide a detailed account of the complaint to the EEO Officer for assessment pursuant  
1823 to Rule 94.

1824 (3) A third party who believes that they have been the object of harassment, or who witnesses  
1825 harassment or retaliation may make a complaint, either orally or in writing, with the EEO  
1826 Officer. Upon receipt of a complaint pursuant to this subsection, the EEO Officer shall assess  
1827 the complaint pursuant to Rule 94.

1828 (b) The EEO Officer shall provide guidance for authorized parties who may receive  
1829 complaints under subsection (a), both in the form of the training referenced in Rule 89 and  
1830 otherwise. The guidance shall instruct authorized parties on the proper way to receive  
1831 complaints and to advise complainants on issues including, but not limited to, confidentiality,

1832 prohibition on retaliation and the availability of additional resources and avenues for action for  
1833 the complainant, including possible criminal action where appropriate.

1834 (c) If a complaint, made pursuant to subsection (a), is against the EEO Officer or an employee  
1835 appointed by the EEO Officer, the recipient of the complaint shall notify Counsel, who shall, in  
1836 consultation with the Director, investigate the complaint pursuant to Rules 94 to 96, inclusive.

1837 (d) If, based on the nature and circumstances of the complaint, the EEO Officer believes that  
1838 they cannot objectively assess or investigate a complaint made pursuant to subsection (a) the  
1839 EEO Officer shall refer the matter to Counsel who shall assume responsibility for the assessment  
1840 or investigation or refer the complaint to outside counsel for investigation. The EEO Officer  
1841 shall consult with Counsel to establish guidelines used to identify matters that should be referred  
1842 to Counsel or outside counsel pursuant to this subsection.

1843 [Added Mar. 15, 2018; Amended Jan. 30, 2019.]

1844 94. (a)(1) All complaints alleging harassment or retaliation by or against a member, officer,  
1845 intern or employee of the House, or by or against a third party, received by any member, officer  
1846 or employee of the House, shall be immediately referred to the EEO Officer for assessment.

1847 (2) Upon receiving a complaint alleging harassment or retaliation by or against a member, officer  
1848 or employee of the House, or by or against a third party, the EEO Officer shall promptly  
1849 undertake an assessment to determine whether the complaint is plausible and requires  
1850 investigation. Such assessment shall be completed within two weeks from the date of receiving a  
1851 complaint.

1852 Upon a determination by the EEO Officer that a complaint is plausible and requires  
1853 investigation, the EEO Officer shall commence an investigation of the complaint.

1854 Upon a determination by the EEO Officer that a complaint is not plausible and does not require  
1855 investigation, the EEO Officer shall submit a report to Counsel and the Director describing the  
1856 complaint and the EEO Officer's basis for determining that the complaint lacked plausibility and  
1857 did not require investigation. If either Counsel or the Director objects to the EEO Officer's  
1858 determination, the EEO Officer shall commence an investigation of the complaint.

1859 (b) The EEO Officer shall assess complaints and conduct investigations pursuant to written  
1860 policies and procedures, which shall be established by the EEO Officer pursuant to Rule 98 and  
1861 published on the human resources web portal. The policies and procedures shall ensure that all  
1862 assessments, investigations and reports are confidential to the fullest extent practicable under the  
1863 circumstances and shall include, without limitation, the following: trauma-informed techniques;  
1864 mechanisms for investigating complaints made by witnesses or third parties; standards for  
1865 collecting and maintaining evidence; consideration of interim measures; and methods to tailor  
1866 each investigation to the specific needs of the complainant and particular circumstances of the  
1867 complaint.

1868 (c) The EEO Officer shall complete investigations within 90 days; provided, that the EEO  
1869 Officer may extend the investigation in extraordinary circumstances. The EEO Officer shall  
1870 regularly, but no less frequently than every 2 weeks, update the complainant on the status of the  
1871 investigation. If the EEO Officer believes that interim measures are warranted to protect  
1872 complainants during the investigation, then the EEO shall recommend such measures to the  
1873 appropriate supervisory individual or body.

1874 (d) Upon the conclusion of an investigation, the EEO Officer shall prepare a report summarizing  
1875 the complaint, the EEO Officer's investigation, findings and recommendations, if any, for  
1876 disciplinary, remedial or preventative action, or any combination thereof.

1877 [Added Mar. 15, 2018.]

1878 95. (a) (1) If after completion of an investigation pursuant to Rule 94, the EEO Officer  
1879 determines that a member has violated Rule 88, the EEO Officer shall recommend disciplinary,  
1880 remedial or preventative action, or any combination thereof, as is appropriate and proportional  
1881 under the circumstances, subject to the limitations set forth in paragraphs (2) and (3).

1882 (2) Where the EEO Officer's action recommended pursuant to paragraph (1) does not include  
1883 reprimand, censure, removal from position as a chair or other position of authority, or expulsion,  
1884 prior to imposing such action the EEO Officer shall notify the member of the action and provide  
1885 the member with a copy of the EEO Officer's report. The member may, within 10 days of  
1886 receiving notice, request in writing that the Speaker and Minority Leader appoint a special  
1887 committee pursuant to Rule 96 to review the findings and recommendations of the EEO Officer.  
1888 Upon receipt of said request, the Speaker and Minority Leader shall convene a special committee  
1889 pursuant to Rule 96.

1890 If the member fails to request the appointment of a special committee pursuant to Rule 96 within  
1891 10 days, the EEO Officer shall implement the recommended action.

1892 (3) If the action recommended pursuant to subsection (a) includes reprimand, censure, removal  
1893 from position as a chair or other position of authority, or expulsion, the EEO Officer shall  
1894 request that the Speaker and Minority Leader convene a special committee pursuant to Rule 96  
1895 to review the findings and recommendations of the EEO Officer. Upon receipt of said request

1896 from the EEO Officer, the Speaker and Minority Leader shall appoint a special committee  
1897 pursuant to Rule 96.

1898 (4) Upon the request for a special committee made by the EEO Officer or a member pursuant to  
1899 this subsection, the EEO Officer shall provide the Speaker and Minority Leader with a copy of  
1900 the EEO Officer's report.

1901 (b) (1) If after completion of an investigation pursuant to Rule 94 the EEO Officer concludes that  
1902 an appointed officer, intern or employee has violated Rule 88, the EEO Officer shall notify the  
1903 appointing authority for the appointed officer, intern or employee and recommend and  
1904 implement remedial, preventative or disciplinary action, or any combination thereof, as is  
1905 appropriate and proportional under the circumstances, subject to the limitations set forth in  
1906 paragraph (2). Notwithstanding Rule 97, the appointing authority may inform any other  
1907 supervisors of the appointed officer, intern or employee of the remedial, preventative or  
1908 disciplinary action if the appointing authority believes that sharing such information is necessary  
1909 for maintaining proper supervision of the appointed officer, intern or employee.

1910 (2) If after completion of an investigation pursuant to Rule 94 the EEO Officer concludes that an  
1911 appointed officer, intern or employee has violated Rule 88 and the EEO Officer's action  
1912 recommended pursuant to paragraph (1) includes termination of employment or internship, the  
1913 EEO Officer shall forward the recommendation, with all supporting documentation, to Counsel  
1914 for review and approval. Counsel shall have two business days to review the EEO Officer's  
1915 recommendation. If Counsel approves the recommendation, Counsel shall notify the EEO  
1916 Officer and the Director and the Director shall immediately terminate the individual's

1917 employment or internship. If Counsel rejects the EEO Officer's recommendation, he shall notify  
1918 the EEO Officer and the Speaker and the Speaker shall determine the action to be implemented.

1919 [Added Mar. 15, 2018.]

1920 96. (a) Upon receipt of a request pursuant to Rule 95, the Speaker and Minority Leader shall  
1921 confidentially convene a Special Committee on Professional Conduct, which shall consist of 7  
1922 members, 5 of whom shall be appointed by the Speaker and 2 of whom shall be appointed by the  
1923 Minority Leader. To the extent practicable, membership on the special committee shall be  
1924 apportioned in a way that takes into account the nature of the complaint and the commitment of  
1925 the House to providing fair and equal opportunity in employment. The Speaker shall appoint a  
1926 member to serve as chair. No member who has declared their candidacy for any other local,  
1927 state or federal office shall be appointed to a special committee. Upon appointment of members  
1928 to the committee, the Speaker and Minority Leader shall notify the EEO Officer and the member  
1929 who is the subject of the complaint of the identity of the members appointed. The existence of  
1930 the committee and the identity of the members appointed to the committee shall otherwise  
1931 remain confidential.

1932 (b) The EEO Officer shall provide the members of the special committee with all records  
1933 relevant to the investigation. The special committee shall review all records and may further  
1934 investigate, to the extent that it is necessary to resolve the complaint. The special committee  
1935 may summon witnesses, administer oaths, take testimony and compel the production of books,  
1936 papers, documents and other evidence in connection with its review.

1937 (c) In the case of a special committee convened under this section upon the request for a review  
1938 by a member pursuant to paragraph (2) of subsection (a) of Rule 95, the committee shall

1939 determine whether the EEO Officer's intended action is proportional and appropriate under the  
1940 circumstances. If a majority of the committee so finds, it shall order that the action  
1941 recommended by EEO Officer be implemented, along with any additional disciplinary, remedial  
1942 or preventative action, or any combination thereof, the committee determines to be proportional  
1943 and appropriate under the circumstances, subject to the limitations set forth in subsection (d). If  
1944 a majority of the committee finds that the intended action was not proportional or appropriate  
1945 under the circumstances, it may make a new recommendation for disciplinary, remedial or  
1946 preventative action, or any combination thereof, subject to the limitations set forth in said  
1947 subsection (d). All determinations of the committee pursuant to this subsection shall be final.

1948 (d) (1) If a majority of the committee finds that a member has violated Rule 88, it may take any  
1949 disciplinary, remedial or preventative action, or any combination thereof, as it determines to be  
1950 proportional and appropriate under the circumstances; provided, however, that if the committee  
1951 determines that reprimand, censure, removal from position as a chair or other position of  
1952 authority, or expulsion is proportional and appropriate under the circumstances, it shall file a  
1953 report with the Clerk recommending that the House vote to implement the disciplinary action.

1954 (2) Upon the filing of a report pursuant to paragraph (1), the Clerk shall promptly: (i) make the  
1955 report available to all members electronically; (ii) cause the report to be posted on the website of  
1956 the General Court; and (iii) place the matter in first position in the Orders of the Day for the next  
1957 calendar day that the House is meeting; provided, however, that no business shall be conducted  
1958 on that calendar day or any day thereafter until the question of acceptance or rejection of the  
1959 special committee's recommendation for discipline is decided by a majority of the members  
1960 voting and present by a recorded roll call vote. If a majority of the members vote to accept the

1961 recommendation for discipline, the member shall be disciplined in the manner so recommended.  
1962 Unless a majority of the members vote to accept the report, the member shall not be disciplined.

1963 (3) All findings and determinations of the committee, including instances where the special  
1964 committee does not file a report with the Clerk pursuant to paragraph (1), shall be reported to the  
1965 EEO Officer and shall be final. The EEO Officer shall maintain confidential records of such  
1966 findings and determinations, except that a report filed pursuant to paragraph (1) shall be public.

1967 (e) The committee may consult with Counsel, the EEO Officer or the Director in discharging its  
1968 duties pursuant to Rules 88 to 97, inclusive.

1969 [Added Mar. 15, 2018; Amended Jan. 30, 2019.]

1970 97. (a) Any information obtained by a member or employee in their official capacity and relating  
1971 to a complaint or investigation of harassment pursuant to Rules 93 to 96, inclusive, and any  
1972 records of such information shall be confidential to the fullest extent possible. Confidentiality  
1973 shall be specifically subject to subsections (b), (c), (d) and (e).

1974 (b) (1) The EEO Officer, in reviewing a complaint and conducting an investigation, shall keep  
1975 the complaint confidential and shall not disclose the identity of the complainant or the person  
1976 against whom the complaint is made or any other details of the complaint with any member or  
1977 employee; provided, however, that the EEO Officer may share information to the extent  
1978 necessary to interview witnesses or parties to the investigation or to consult with Counsel if the  
1979 EEO Officer determines that such consultation is required in connection with the investigation.

1980 (2) In the case of a complaint against a staff person, the EEO Officer shall maintain  
1981 confidentiality throughout their investigation and implement all remedial actions and discipline  
1982 short of termination confidentially, without sharing the identity of the complainant or the person



1983 against whom the complaint is made or any other details of the complaint with any member or  
1984 employee; provided, however, that the EEO Officer may share information to the extent  
1985 necessary to implement any remedial actions or discipline or to consult with Counsel if the EEO  
1986 Officer determines that such consultation is required in connection with the investigation. This  
1987 paragraph shall not limit the EEO Officer's ability to transmit the resolution of a complaint,  
1988 including any discipline resulting therefrom, to the Director for inclusion in the employee's  
1989 personnel file.

1990 (3) In the case of a complaint against a staff person, where the EEO Officer recommends  
1991 termination, the EEO Officer shall share information with Counsel for review. If Counsel and  
1992 the EEO Officer disagree as to whether termination is the appropriate discipline, confidentiality  
1993 shall only be expanded to the extent needed to inform the Office of the Speaker and reach a  
1994 resolution.

1995 (4) In the case of a complaint against a member, the EEO officer shall maintain confidentiality  
1996 throughout their investigation by: (i) not disclosing information to any member or employee who  
1997 is not a witness or party to the investigation, except to consult with Counsel if the EEO Officer  
1998 determines that such consultation is required in connection with the investigation; and (ii)  
1999 confidentially recommending all remedial actions short of reprimand, censure, removal from  
2000 position as a chair or other position of authority, or expulsion of a member. This paragraph shall  
2001 not limit the EEO Officer's ability to: (i) share their report with the Office of the Speaker and the  
2002 Minority Leader upon the request for a special committee pursuant to Rule 95; and (ii) share any  
2003 records relevant to the investigation with the special committee convened pursuant to Rule 96;  
2004 provided, that when sharing their report with the Office of the Speaker and the Minority Leader,

2005 the EEO Officer may use pseudonyms, redaction and other methods the EEO Officer considers  
2006 appropriate to address the needs of a complainant or the circumstances of a complaint.

2007 (c) (1) The establishment of a special committee pursuant to Rule 96 shall be completely  
2008 confidential, except that the Speaker and Minority Leader shall disclose the names of their  
2009 respective appointments to the EEO Officer. The EEO Officer shall maintain a confidential  
2010 record of the membership of each special committee that is convened.

2011 (2) All proceedings of a special committee convened pursuant to Rule 96 shall be confidential  
2012 and members of the committee shall not share any information about the complaint and  
2013 investigation for which the committee was convened with any other member or employee,  
2014 including their own appointed staff; provided, however, that the committee may consult with  
2015 Counsel if the chair of the committee determines that such consultation is required in connection  
2016 with the investigation.

2017 (3) A special committee convened pursuant to Rule 96 shall implement all actions short of  
2018 reprimand, censure, removal from position as a chair or other position of authority, or expulsion  
2019 of a Member confidentially, except that the special committee shall submit a final report to the  
2020 EEO Officer and may consult with Counsel if the chair of the committee determines that such  
2021 consultation is required in connection with their recommended action. The committee's  
2022 recommendation, if any, for reprimand, censure, removal from position as a chair or other  
2023 position of authority, or expulsion of a member, shall be a public document; provided, however,  
2024 that the committee may use pseudonyms to conceal the identity of the complainant if the  
2025 circumstances of the complaint so warrant.

2026 (d) All authorized parties shall keep complaints confidential, except to share the complaint with  
2027 the EEO Officer.

2028 (e) Nothing in this Rule shall limit the ability of the EEO Officer to share information with a  
2029 complainant, to the extent appropriate, in order to properly conclude the complaint or  
2030 investigation process.

2031 [Added Mar. 15, 2018; Amended Jan. 30, 2019.]

2032 98. The EEO Officer and the Director shall establish all policies, procedures and guidelines  
2033 required by Rules 88 to 97, inclusive, and may develop supplemental policies, procedures and  
2034 guidelines necessary to implement or enforce Rules 88 to 97, inclusive; provided, that no policy,  
2035 procedure or guideline shall take effect without the prior review and written approval of Counsel  
2036 and the committee on Human Resources and Employee Engagement. Where appropriate, these  
2037 policies, procedures and guidelines shall be included in the handbooks.

2038 The EEO Officer and the Director may consult with each other, Counsel, and the committee on  
2039 Human Resources and Employee Engagement to carry out the requirements of Rules 88 to 97,  
2040 inclusive.

2041 [Added Mar. 15, 2018.]

2042 99. In the event of a vacancy in the office of EEO Officer appointed pursuant to Rule 89,  
2043 Counsel may, notwithstanding House Rule 87 and utilizing sound business practices, procure the  
2044 services of an Equal Employment Opportunity Officer, hereinafter the Contract EEO Officer, to  
2045 perform the duties of the EEO Officer established in Rules 88 to 100, inclusive, during said  
2046 vacancy as required.

2047 Notwithstanding Rules 88 to 100, inclusive, all complaints alleging a violation of Rule 88, the  
2048 House Policy Prohibiting Discrimination, Harassment and Retaliation, or the House Equal  
2049 Employment Policy, including, but not limited to complaints alleging harassment or retaliation  
2050 shall be referred to the Contract EEO Officer for review and, if necessary, investigation pursuant  
2051 to Rules 88 through 100.

2052 Counsel shall consult with the Chair of the House Committee on Rules prior to executing a  
2053 contract for services pursuant to this Rule.

2054 [Added March 15, 2018.]

2055 100. (a) No member, officer or employee shall execute any agreement to settle any legal claim or  
2056 potential legal claim by any current or former member, officer or employee unless said  
2057 agreement is executed pursuant to this rule.

2058 (b) No member, officer or employee shall execute any agreement to settle any legal claim or  
2059 potential legal claim brought by any current or former member, officer or employee without the  
2060 approval of Counsel, the Director and the EEO Officer. Counsel, the Director and the EEO  
2061 Officer shall each independently review the claim or potential legal claim brought by any current  
2062 or former member, officer or employee and confirm that the claim or potential claim does not  
2063 relate to sexual harassment or retaliation based on a claim of sexual harassment. Counsel, the  
2064 Director and the EEO Officer shall not approve any settlement of a legal claim or potential legal  
2065 claim brought by any current or former member, officer or employee pursuant to this subsection  
2066 if Counsel, the Director or the EEO Officer reasonably believes such legal claim or potential  
2067 legal claim relates to sexual harassment or retaliation based on a claim of sexual harassment.

2068 (c) No member, officer or employee shall execute any agreement to settle any legal claim or  
2069 potential legal claim of sexual harassment, or retaliation based on a legal claim or potential legal  
2070 claim of sexual harassment, by any current or former member, officer or employee unless said  
2071 agreement is executed pursuant to this subsection.

2072 No member, officer or employee shall execute any agreement to settle a legal claim or potential  
2073 legal claim of sexual harassment, or retaliation based on a legal claim or potential legal claim of  
2074 sexual harassment, by any current or former member, officer or employee unless:

2075 1. the request to negotiate said agreement was initiated, in writing, by the person filing or eligible  
2076 to file the legal claim or potential legal claim or a person legally authorized to represent that  
2077 person;

2078 2. the person filing the legal claim or eligible to file the legal claim is given 15 days to review  
2079 and consider the agreement;

2080 3. the duration of any non-disclosure or non-disparagement provision of the agreement to settle  
2081 the legal claim or potential legal claim is for a finite period of time as agreed to by the parties;

2082 4. the agreement to settle the legal claim or potential legal claim specifically provides that no  
2083 provision of the agreement, including any non-disclosure or non-disparagement provision of the  
2084 agreement, shall preclude any party from participating in an investigation by Counsel, the  
2085 Director, the EEO Officer, a Committee on Professional Conduct or any law enforcement  
2086 agency; and

2087 5. the agreement is approved in writing by Counsel, the Director and the EEO Officer.

2088 (d) In the case of an agreement to settle any legal claim or potential legal claim of sexual  
2089 harassment pursuant to this Rule by a member, the Speaker and Minority Leader shall appoint a  
2090 Special Committee on Professional Conduct pursuant to Rule 96 to determine if the member  
2091 shall be required to personally reimburse the House for all or part of the settlement amount.  
2092 Upon a determination by the Special Committee that the member shall be required to personally  
2093 reimburse the House for all or part of the settlement amount, it shall determine the amount to be  
2094 reimbursed and immediately notify the member of that amount

2095 (e) Upon request of the party described in paragraph numbered 1 above or the complainant,  
2096 Counsel shall waive any non-disclosure or non-disparagement provision of any agreement  
2097 executed prior to the effective date of this Rule by the House and any current or former member,  
2098 officer or employee, to allow said current or former member, officer or employee to report or  
2099 discuss a claim of sexual harassment or retaliation based on sexual harassment.

2100 [Added Mar. 15, 2018; Amended Jan. 30, 2019.]

2101 101. The following temporary emergency rules for the operation of the House of Representatives  
2102 in the event of a declared state of emergency by the House of Representatives. A state of  
2103 emergency in the House of Representatives shall only be declared, and the Temporary  
2104 Emergency Rules shall only be activated, upon the adoption of an Order by the House declaring  
2105 a state of emergency:

2106 Temporary Emergency Rules for the Operation of the House of Representatives

2107 Emergency Rule 1. As used in Temporary Emergency Rules 1 through 18, inclusive, the  
2108 following terms shall have the following meanings:-

2109 “Clerk”, the Clerk of the House of Representatives.

2110 “Formal session”, a formal session of the House during a declared state of emergency within the  
2111 House.

2112 “House”, the House of Representatives.

2113 “House Chamber”, the House Chamber within the Massachusetts State House in Boston or the  
2114 location to which the House at its previous formal or informal session adjourned to meet.

2115 “Member”, a Member of the House of Representatives.

2116 “Monitor”, one of the Members appointed by the Speaker pursuant to Standing Rule 8.

2117 “Participating remotely” or “remotely present”, participating by telephone, teleconference, video  
2118 conference or other means.

2119 “Present”, a Member either physically present in the House Chamber for a formal session or  
2120 remotely present, and participating in a formal session.

2121 “Quorum”, eighty-one Members present for a formal session.

2122 “Speaker”, the Speaker of the House or the Member presiding at the formal session of the House  
2123 after being appointed by the Speaker to perform the duties of the Chair pursuant to Standing Rule  
2124 5.

2125 “Standing rules”, House Rules 1 through 100, inclusive.

2126 Emergency Rule 2. (a)(1) During a state of emergency within the House, the House may  
2127 assemble in a formal session with Members participating remotely. Members participating

2128 remotely in a formal session may vote on any question or other matter before the House.  
2129 Members participating remotely in a formal session shall be considered present and in attendance  
2130 at the formal session for all purposes, including for purposes of determining a quorum pursuant  
2131 to Article XXXIII of the Amendments to the Constitution of the Commonwealth or any standing  
2132 rules and for purposes of appearing before the governor and council pursuant to Part the Second,  
2133 Chapter VI, Article I of the Constitution of the Commonwealth.

2134 (2) A Member participating remotely in a formal session shall have the same privileges, rights  
2135 and responsibilities as if the Member were physically present in the House Chamber, including  
2136 without limitation, the right, privilege and responsibility to cast votes on all questions or other  
2137 matters brought to a vote and the ability to the take the oath required pursuant to Part the Second,  
2138 Chapter VI, Article I of the Constitution of the Commonwealth (3)

2139 (4) At the commencement of a formal session, the Speaker shall take the Chair at the hour to  
2140 which the House stands adjourned, call the House to order and immediately order a quorum roll  
2141 call.

2142 (5) (i) The House shall not be called to order before the hour of 10:00 A.M. nor meet beyond the  
2143 hour of midnight unless by unanimous consent of the Members present.

2144 (ii) All votes taken on the enactment of any bill or resolve during any formal session where  
2145 Members are participating remotely shall be by roll call vote.

2146 (6) The Clerk shall prepare a Journal for the House for any formal session of the House held  
2147 during the state of emergency within the House. The Journal for the House may reflect that the  
2148 formal session was convened pursuant to emergency rules, but shall not deviate in any  
2149 substantive manner from the Journal of the House required to be prepared by the Clerk pursuant



2150 to Standing Rule 10. The Journal of the House for any formal session of the House held during  
2151 the state of emergency within the House shall not specify which Members participated remotely.

2152 (b)(1) The Speaker shall preside from within the House Chamber over any formal session of the  
2153 House where any Member is participating remotely. The Minority Leader, Chair of the  
2154 committee on Ways and Means, Ranking Minority Member of the committee on Ways and  
2155 Means, the House Chair and Ranking Minority Member of the joint committee from which any  
2156 bill being debated at the formal session has been reported, or their designees, and the division  
2157 monitors may also be physically present. All other Members are strongly encouraged to  
2158 participate remotely in a formal session.

2159 (2) Officers and employees essential to the conduct of the formal session may be present in the  
2160 House Chamber during a formal session with the express authorization of the Speaker in  
2161 consultation with the Minority Leader. The Speaker and Minority Leader may have one  
2162 employee from their office present in the House Chamber during a formal session. No other  
2163 officer or employee shall be physically present in the House Chamber unless deemed essential to  
2164 the conduct of the formal session by the Speaker.

2165 (3) All Members, officers and employees physically present in the House Chamber during a  
2166 formal session shall, at the direction of the Speaker, undertake any mitigation measures ordered  
2167 by the Speaker. Court Officers shall strictly enforce mitigation measures directed by the Speaker  
2168 by and between Members, officers and employees in and around the House Chamber. Any  
2169 Member, officer or employee in violation of the mitigation measures ordered by the Speaker  
2170 shall be removed from the House Chamber.

2171 Emergency Rule 3. (a) For purposes of this emergency rule, “bill or resolve” shall mean any bill  
2172 or resolve, other than the General Appropriation Bill.

2173 (b)(1) Any bill or resolve to be considered by the House at a formal session shall be available to  
2174 all Members electronically and to the public via the Internet in a format to be determined by the  
2175 Speaker in consultation with the Clerk no later than 12:00 P.M. the day prior to consideration  
2176 thereof by the House in a formal session.

2177 (2) When the House considers any bill or resolve, it shall be read a second time and, subsequent  
2178 to the consideration of any amendments recommended by a committee or committees, it shall  
2179 forthwith be considered by the House, the question being on ordering it to a third reading,  
2180 without any other amendments. A bill or resolve so ordered to a third reading shall be  
2181 immediately referred to the committee on Bills in the Third Reading and, upon being released by  
2182 said committee, it shall be read a third time and shall then be open to amendments, the main  
2183 question being on passing the bill or resolve to be engrossed.

2184 (c)(1) Notwithstanding Standing Rule 33A, amendments to any bill or resolve to be considered  
2185 by the House at a formal session shall be filed with the Clerk in a format to be determined by the  
2186 Clerk by 5:00 P.M. on the day the bill is made available to the Members pursuant to subsection

2187 (b). The Clerk shall print each amendment so filed and such printed copy shall be considered to  
2188 be the official amendment for that bill.

2189 (2) Notwithstanding Standing Rule 33A, the committee on Ways and Means may direct the  
2190 Clerk to categorize, with the assistance of the committee, the subject-matter of amendments to  
2191 any bill or resolve to be considered at a formal session and arrange such amendments for

2192 consideration sequentially by subject as appearing in the bill or resolve or as otherwise  
2193 determined by the committee.

2194 (3) Before the main question on any bill or resolve is placed before the House, an amendment  
2195 may be postponed or withdrawn at the request of the primary sponsor of the amendment or  
2196 postponed by the committee on Ways and Means. In the event that the committee on Ways and  
2197 Means directs the Clerk to categorize amendments pursuant to paragraph (2), further  
2198 consideration of any amendment so postponed shall take place immediately subsequent to  
2199 consideration of the amendments within the particular subject-matter to which the postponed  
2200 amendment was assigned pursuant to paragraph (2); provided, that if more than 1 amendment is  
2201 so postponed, subsequent consideration of said amendments shall be in the order determined by  
2202 the committee on Ways and Means; and provided further, an amendment so postponed shall not  
2203 be subsequently considered outside of its assigned subject-matter. The committee on Ways and  
2204 Means may submit perfecting or substitute amendments for any bill or resolve to be considered  
2205 by the House at a formal session, including, but not limited to, an amendment consolidating more  
2206 than 1 amendment; provided, however, that an amendment may be removed from a consolidated  
2207 amendment at the request of the primary sponsor of said amendment for the purpose of it being  
2208 offered as an amendment in the first degree to the bill under consideration.

2209 (4) Except for consolidated amendments or perfecting amendments offered by the committee on  
2210 Ways and Means pursuant to paragraph (3), no proposition on a subject different from the  
2211 amendment under consideration shall be admitted under color of a further amendment to the bill  
2212 being considered by the House.

2213 (5) Any amendment may be removed from a consolidated amendment offered pursuant to  
2214 paragraph (3) by the primary sponsor of the amendment. Any such amendment so removed from  
2215 a consolidated amendment shall be offered as an amendment to the bill being considered by the  
2216 House, to be acted upon in the first degree before action is taken on the consolidated amendment,  
2217 except that any amendment so removed from the consolidated amendment may be moved by the  
2218 committee on Ways and Means from 1 subject category to any category not yet disposed of in  
2219 consideration of the resolve or bill.

2220 (6) Notwithstanding Standing Rule 74, consolidated amendments offered pursuant to paragraph  
2221 (3) may not be divided.

2222 (7) Any amendment not complying with this emergency rule shall be considered withdrawn.

2223 Emergency Rule 4. (a) A Member participating remotely may make any motion authorized  
2224 pursuant to the standing rules, raise a point of order, raise a point of personal privilege, or raise a  
2225 point of parliamentary inquiry. Members participating remotely shall notify their division  
2226 monitor of their desire to make a motion, raise a point of order, raise a point of personal privilege  
2227 or raise a point of parliamentary inquiry. The division monitor shall immediately notify the  
2228 Speaker who shall recognize the Member seeking to make a motion, raise a point of order, raise  
2229 a point of personal privilege or raise a point of parliamentary inquiry. No Member shall interrupt  
2230 another Member while that Member is speaking, including to request that the Member speaking  
2231 yield, except for the reasons authorized herein.

2232 (b) A vote on any motion made pursuant to subsection (a) shall be conducted by voice vote as  
2233 prescribed by subsection (b) of Emergency Rule 6, unless the Constitution or the standing rules  
2234 specifically require a roll call vote.

2235 (c) A motion made by a Member participating remotely may be made and submitted by the  
2236 division monitor for the floor division of the House wherein the seat assigned to said Member  
2237 pursuant to Standing Rule 79 is located.

2238 Emergency Rule 5. (a) A Member participating remotely wishing to speak on any question  
2239 before the House shall notify the monitor for the floor division of the House wherein the seat  
2240 assigned to said Member pursuant to Standing Rule 79 is located as follows:

2241 (i) A Member wishing to speak on a bill, resolve or the General Appropriation Bill, or an  
2242 amendment thereto, shall notify their floor division monitor no later than 10:00 A.M. on the day  
2243 that the bill, resolve, General Appropriation Bill, or amendment thereto, is scheduled to be  
2244 considered by the House. Said notification shall include: (1) the number of the bill, resolve  
2245 General Appropriation Bill, or amendment thereto, that the Member wishes to speak to; and (2)  
2246 whether the Member wishes to speak in favor of or in opposition to the bill, resolve, General  
2247 Appropriation Bill, or amendment thereto.

2248 (ii) A Member wishing to speak on a consolidated amendment shall notify their floor division  
2249 monitor no later than 45 minutes after the consolidated amendment shall have been first filed  
2250 with the Clerk and made available electronically to the Members. Said notification shall include:  
2251 (1) the number or letter of the consolidated amendment the Member wishes to speak to; and (2)  
2252 whether the Member wishes to speak in favor of or in opposition to the consolidated amendment.

2253 (iii) A Member wishing to speak on a conference committee report filed pursuant to Joint Rule  
2254 11B shall notify their floor division monitor no later than 10:00 A.M. on the day the conference  
2255 committee report is scheduled to be considered by the House. Said notification shall include: (1)  
2256 the bill number of the conference committee report; and (2) whether the Member wishes to speak

2257 in favor of, or in opposition to the report. The provisions of this paragraph shall be inoperative if  
2258 the conference committee report is filed later than 8:00 P.M. on the day preceding its  
2259 consideration by the House.

2260 (b) The monitor for each division shall prepare a list of Members of their division notifying the  
2261 monitor of said Member's desire to speak in favor of a question before the House and a list of  
2262 Members of their division notifying the monitor of said Member's desire to speak in opposition  
2263 to a question before the House. Each list shall be arranged in order of the time the monitor  
2264 received the notification with the notification received the earliest being first.

2265 (c) Upon completion of the lists required pursuant to subsection (b), the monitors for each  
2266 division shall transmit the lists to the Speaker and the Minority Leader. The Speaker shall  
2267 combine the lists received from each of the division monitors and, in consultation with the  
2268 Minority Leader, shall prepare a consolidated list of Members notifying their monitor of the  
2269 Member's desire to speak in favor of a question before the House and a consolidated list of  
2270 Members of their division notifying the monitor of said Member's desire to speak in opposition  
2271 to a question before the House.

2272 (d) The Speaker shall distribute the lists compiled pursuant to subsection (c) to all Members  
2273 electronically prior to the commencement of the formal session. The Speaker shall distribute the  
2274 list compiled pursuant to subsection (a)(ii) as soon as practicable upon completion.

2275 (e) The consolidated lists prepared by the Speaker pursuant to subsection (c) and distributed to  
2276 the membership pursuant to subsection (d) shall be the order in which Members are recognized  
2277 during the debate of the respective question. In recognizing Members from said lists, the Speaker

2278 shall, to the extent practicable, alternate between Members wishing to speak in favor of the  
2279 question and Members wishing to speak in opposition to the question.

2280 (f) A Member participating remotely may, in lieu of speaking on a bill, resolve, amendment,  
2281 consolidated amendment or a conference committee report, submit written remarks in favor of,  
2282 or in opposition to, any bill, resolve, amendment, consolidated amendment or conference  
2283 committee report to the Clerk before the adjournment of the formal session in which said bill,  
2284 resolve, amendment, consolidated amendment or conference committee report was considered by  
2285 the House. Said remarks shall be transmitted to the Clerk electronically in a format prescribed by  
2286 the Clerk. The Clerk shall include any remarks submitted by a Member participating remotely  
2287 pursuant to this section in the Journal of the House required to be kept by the Clerk pursuant to  
2288 Standing Rule 10 and Emergency Rule 2.

2289 Emergency Rule 6. (a) Notwithstanding Standing Rules 50 through 52, inclusive, during a formal  
2290 session where Members are participating remotely a vote on any question shall be by either a  
2291 voice vote of the Members present and voting pursuant to subsection (b) or a roll call vote of the  
2292 Members present and voting pursuant to subsection (c). Any question that would require a  
2293 standing vote under the Standing Rules shall be decided by a voice vote of the Members present  
2294 and voting pursuant to subsection (b).

2295 (b) When a question is put, the sense of the House shall be taken by the voices of the Members,  
2296 and the Speaker shall first announce the vote as it appears to the Speaker by the sound. If the  
2297 Speaker is unable to decide by the sound of the voices, or if the announcement made thereupon is  
2298 doubted by a Member, the Speaker shall order the division monitors to ascertain the number of  
2299 Members within in their division voting in the affirmative and the number of Members within in

2300 their division voting in the negative, without further debate upon the question. The division  
2301 monitors shall report the total vote of their division count to the Speaker. After receiving the  
2302 reports of the total vote counts from each of the division monitors, the Speaker shall tally said  
2303 votes and then announce the vote.

2304 (c) The sense of the House shall be taken by yeas and nays whenever required by 10 percent of  
2305 the Members elected or when required pursuant to the Constitution of the Commonwealth. The  
2306 Speaker shall state the pending question and shall order the division monitors to commence the  
2307 roll call of the Members. The division monitors shall call the roll of the Members assigned to  
2308 said division in alphabetical order. The division monitors shall record the votes of each Member  
2309 on a form prescribed by the Clerk. Upon completion of the roll call, the division monitors shall  
2310 sign the form upon which the roll call for their division was recorded and submit the completed  
2311 form to the Clerk. The Clerk shall tally the votes of the Members of each division and shall enter  
2312 the votes into the electronic roll call machine. Upon completion of the tally and the entry of the  
2313 votes into the electronic roll call machine, the Clerk shall notify the Speaker that the vote has  
2314 been completed. Upon instruction from the Speaker, the Clerk shall display the tally of the vote  
2315 on the 2 monitors in the House Chamber. The Speaker shall then announce the vote.

2316 (d) If a Member doubts the presence of a quorum, the Speaker shall order the division monitors  
2317 to ascertain the number of Members within in their divisions who are present. Any Member  
2318 confirmed by the division monitor to be participating remotely shall be considered present. The  
2319 division monitors shall report the total number of Members present to the Speaker. After  
2320 receiving the reports of the total number of Members present from each of the division monitors,  
2321 the Speaker shall tally the numbers and then announce the number of Members present. If, after



2322 tallying the numbers from each of the division monitors a quorum is not present, the Speaker  
2323 shall order a roll call vote pursuant to subsection (c).

2324 (e) The call for yeas and nays shall be decided without debate. If the yeas and nays have been  
2325 ordered before the question is put, the proceedings under subsection (b) shall be omitted.

2326 (f) Except as heretofore provided, any Member who shall vote or attempt to vote for another  
2327 Member or any person not a Member who votes or attempts to vote for a Member, or any  
2328 Member or other person who willfully tampers with or attempts to impair or destroy in any  
2329 manner whatsoever the voting equipment used by the House, or change the records thereon shall  
2330 be punished in such manner as the House determines; and provided further, that such a violation  
2331 shall be reported to the committee on Ethics.

2332 Emergency Rule 7. No consolidated amendment to any bill offered by the committee on Ways  
2333 and Means shall be considered by the House until the expiration of at least 30 minutes after the  
2334 consolidated amendment shall have been first filed with the Clerk and made available  
2335 electronically to the Members. This rule shall not be suspended unless by unanimous consent of  
2336 the Members present.

2337 Emergency Rule 8. No consolidated amendment to any bill offered by the committee on Ways  
2338 and Means shall be adopted except by a roll call vote.

2339 Emergency Rule 9. Notwithstanding any standing rule to the contrary, with the approval of the  
2340 Speaker, a Member, officer or employee may take photographs and videos of, and in, the House  
2341 Chamber provided said photographs or videos are to facilitate the remote participation in the  
2342 formal session by a Member.

2343 Emergency Rule 10. (a) Notwithstanding any standing rule to the contrary, unless authorized  
2344 pursuant to subsection (b) or subsection (c), no Member participating in a formal session shall be  
2345 recognized more than once on any question before the House without unanimous consent or on  
2346 any question before the House for more than 10 minutes without unanimous consent.

2347 (b) The following Members may, notwithstanding subsection (a), be recognized more than once  
2348 on any question before the House: (1) the Minority Leader; (2) the Member carrying the report of  
2349 the committee; (3) and the Ranking Minority Member of the committee reporting the bill.

2350 (c) Notwithstanding subsection (a), after all Members have been recognized pursuant to  
2351 Emergency Rule 5, a Member who is the primary sponsor of a bill, resolve or an amendment, or  
2352 a designee of said Member, may, in addition to being recognized pursuant to Emergency Rule 5,  
2353 be recognized for purposes of providing rebuttal or further explanation. If a Member who is the  
2354 primary sponsor of a bill, resolve or amendment or their designee is recognized pursuant to this  
2355 subsection a Member from the opposite political party designated by the Member carrying the  
2356 report of the committee or the Ranking Minority Member of the committee reporting the bill  
2357 may also be recognized in addition to being recognized pursuant to Emergency Rule 5. No  
2358 Member shall be recognized pursuant to this subsection for more than 5 minutes without  
2359 unanimous consent.

2360 Emergency Rule 11. Notwithstanding any standing rule to the contrary, any formal session  
2361 where Members are participating remotely shall be webcast live on the General Court website.  
2362 Audio or video recordings of all such sessions shall be made available to the public on the  
2363 General Court website. All House sessions conducted by electronic means shall be broadcast on  
2364 House television.

2365 Emergency Rule 12. Notwithstanding any standing rule to the contrary, no technical failure that  
2366 breaks the remote connection of a Member or Members of the House of Representatives  
2367 participating remotely in a formal session shall invalidate any action taken by the House of  
2368 Representatives.

2369 Emergency Rule 13. Notwithstanding Standing Rule 49, Members participating remotely may  
2370 vote in a quorum roll call.

2371 Emergency Rule 14. Standing Rule 1A, Standing Rule 80 and Standing Rule 82 are hereby  
2372 waived for the duration of an emergency.

2373 Emergency Rule 15. Except as otherwise indicated, Emergency Rules 1 through 18, inclusive,  
2374 shall not be suspended unless by a 2/3 vote of the Members present and voting. Debate upon a  
2375 motion for the suspension of Emergency Rules 1 through 18, inclusive, shall be limited to 15  
2376 minutes and no Member shall speak for more than 3 minutes.

2377 Emergency Rule 16. The provisions of any standing or emergency rules pertaining to procedures  
2378 of the House may be suspended and alternative procedures may be used if said alternative  
2379 methods are approved by a 2/3 majority of the committee on Rules and approved, in writing, by  
2380 the Speaker and the Minority Leader. The Clerk shall enter any such approvals in the House  
2381 Journal for the formal session required to be kept by the Clerk pursuant to Standing Rule 10 and  
2382 Emergency Rule 18.

2383 Emergency Rule 17. Except to the extent that they conflict with Emergency Rules 1 through 18,  
2384 inclusive, the standing rules shall remain in full force and effect.

2385 Emergency Rule 18. Emergency Rules 1 through 18, inclusive, shall remain activated for no  
2386 longer than 30 days after the adoption of the Order declaring a state of emergency or until (i) a  
2387 majority of the House adopts a subsequent Order declaring that the state of emergency continues  
2388 to exist in which the Emergency Rules shall remain activated for another 30 days; or (ii) a  
2389 majority of the House adopts an Order declaring that the state of emergency within the House  
2390 has ceased.

2391 102. These rules shall take effect on Friday, October 1, 2021.

House of Representatives, July 7, 2021.

A D O P T E D

A handwritten signature in black ink that reads "Steven T. James". The signature is written in a cursive style with a large initial 'S' and a distinct 'T'.

192nd GENERAL COURT (2021-2022 SESSION).

INDEX TO THE HOUSE RULES

[The figures refer to the numbers of the Rules.]

Adjourn, motion to, 55, 64, 65, 82.

Adjournment at hour of midnight, unless by unanimous consent, 1A.

Admission to the floor, 80.

Advance Calendar, 12.

Advertising, Joint Rule 9, 85.

Advisory opinions of the Ethics Committee, 16.

AMENDMENTS:

amendment to amendment, etc., 72.

bill may be moved as, 36.

committee changes, twenty-four hours, 33A.

consolidated, 20A, 33E.

engrossed bill not to be amended, except, 40.

from Senate, sent back for concurrence, 22, 35, 40.

in filling blanks, largest sum, etc., 75.

motions to amend, 65, 72 to 75.

not to be admitted of a different subject, 73.

of rules, 84.

striking out enacting clause, 40.

submission to Clerk, 33A.

to be reduced to writing, 62.

to be referred to committee on Bills in the Third Reading, 22.

to be reported by committee on Bills in the Third Reading, 22.

to General Appropriation Bill, 20A.

when previous question is in order, 66, 67.

when question is divided, 74.

Appeals from the decision of the Speaker, 2, 55, 59, 77.

Appropriation bill, general, available seven days prior to debate, 20.

Appropriation bill, general, procedures for consideration, 20A, 20B.

Appropriation bill, general, time for reporting, 27.

Appropriation bills, explanations, 20B, 21.

Appropriation bills returned by the Governor, 30.

Attire, dress in proper and appropriate for all sessions, 2.

Audio/visual reproduction of

committee meetings, 17A.

House Chamber, 2.

Auditing of House accounts, 85A.

Ballot or acclamation ratification in caucus, 18B.

#### BILLS:

##### 1. Preliminary.

accompanying petitions, 24.

availability electronically and on Internet, of, 13A, 20B (GAB).

for special legislation, not to be reported if object is attainable by

general or existing laws, 26.

how to be drafted, 31.

how to be introduced, 36.

motions contemplating legislation, etc., to be founded upon petition

or upon bill or resolve, 30.

summaries of to be made available prior to roll call, 33A

to be deposited with Clerk, 24.

to be read by titles only, unless, etc., 37.

2. As reported by committees.

copies, twenty-four hour availability, 17A, 33A.

general rather than special, 26.

restriction or regulation of reports, 17, 17B, 26, 33A, 38.

3. Before the second reading.

from the Senate, or from committees, 7A, 41.

if opposed, question on rejection, etc.; otherwise, second reading,

32, 41.

involving expenditures of public money, referred to committee on

Ways and Means, 33.

referred to committee, etc., 34.

4. Before the third reading.



duties and powers of committee on Bills in the Third Reading, 22,

79(1).

referred to said committee, 22.

placed in Orders of the Day, 43.

5. After the third reading.

not to be engrossed unless read on three several days, 39.

6. After engrossment.

certified by Clerk for final passage, 23.

not to be amended, except, 40.

returned by Governor with recommendations of amendment, 40.

7. Provisions applicable at several stages.

arrangement of matters in Orders of the Day, 12, 46.

consideration of matters in Orders of the Day, 45.

final disposition precludes renewal of subject, 38.

matters not to be discharged from Orders of the Day, 47.

motion to strike out enacting clause, when receivable, 40.

provisions respecting bills also applicable to resolves, 78.

Bills in the Third Reading, committee on, 17, 18A, 22, 28, 28A, 35, 45, 79(1).

floor amendments, 73A.

motion to discharge or report, 28, 55, 64.

time for reporting, 28A.

written explanation of changes, 22.

Blanks, filling of, 75.

Business Manager of the House

financial account audits, 85A.

procurement of goods and services, 87.

Calendar, 12, 13, 28A, 45, 46, 47.

Calendar, dispense with printing of, 12.

Capital outlay bills, 20, 21.

Caucuses and caucus groups, 17C, 18, 18A, 18B, 19, 19A, 19B.

Chairpersons and ranking members, appointment, etc.

nomination and caucus approval, 18, 18A.

removal of if criminally indicted, 18., 18A.

Chaplain, may be appointed by Speaker, 7.

Charitable and community service, 16A, 17C, 90.

Charts, displays, posters and visual aids, regulate use, 2.

CLERK, 7A, 10, 10A, 11, 12, 13A, 14, 16A, 17A, 17C, 20, 23, 24, 28, 30, 33B, 42A, 48, 79(1),  
84, 85A, 87A.

amendments, submission to, 33A.

announce members not voting prior to roll calls, 48.

availability of bills, etc., by the, 7D, 10, 12, 17A, 20, 20A, 20B, 21, 24(5), 33A, 37, 42A, 84A,  
85A.

cast votes for members due to malfunction of voting station, 49.

certifying bills for final passage, 23.

disable voting station of certain absent members, 48.

keeper of records, 10B.

Legislative web page Internet posting, 13A, 17A, 20B.

Code of Ethics, 16A, 16B.

Commit, motion to, 64, 65, 71.

COMMITTEES:

Audio/visual reproduction of meetings of, 17A.

bill summaries to be made available prior to roll calls, 33A.

chairpersons of, ratification, 18.

conference, minority member, 18A.

duty of committee on Ways and Means, 20, 20A, 21, 27, 28, 30, 33.

hearings and House sessions, scheduling, 7B, 7D, 17.

members of, ratification, 18A.

motions to discharge, etc., 28, 55, 64.

no member to serve where their private right, etc., 16A(14).

office space, 17C.

on Bills in the Third Reading, 17, 18A, 22, 28, 28A, 45, 79(1).

on each Floor Division, 9A, 17.

on Ethics, 16, 16A.

on Rules, 7B, 7C, 7D, 17, 85.

on Steering, Policy and Scheduling, 7A, 7D, 17, 41, 42, 42A.

open meetings, 17A.

ought not to pass reports on bills, question on rejection, 32.

ranking members of, appointment, etc., 18.

records of to be maintained, 17A.

records of to be published in LAWS and on website, 17B.

remote participation in, 17A.

reports, 17B.

reports on local matters, 7A.

staff directory, 91, 92.

staffing, 17C.

standing, to be appointed, 17.

Testimony solicitation, 17A

time for reporting appropriation bill, 27.

to be appointed by Speaker and Minority Leader, 18.

to discharge or direct to report, 7A, 28, 42A, 55, 64.

to make report on all matters, except, 27.

to report adversely in certain cases, 26, 32, 85.

Travel, propositions for, to committee on Rules, 85.

voting, 16A, 17B.

Voting in House Chamber, period of time if committees are meeting, 52.

Community and charitable service, 16A, 17C, 90.

Conduct, standards of, 88 to 100.

Consolidated amendments, 20A, 33E, 33F.

Constitution, proposals for amendment, 42.

## COUNSEL TO THE HOUSE

Appointment, duties, removal and service of, 13B.

Audits of House financial accounts, 85A.

Procurement of goods and services, 87.

Standards of conduct responsibilities, 88 to 91, 93, 94 to 100.

Credit, pledging of, 22, 23, 17A.

DEBATE, RULES OF, 57 to 61, 64.

during informal sessions, prohibit, 44.

matters to be disposed of without debate, 45, 47, 48, 50, 53, 56, 61,

64, 66 to 69, 77, 83.

motions for suspension of rules, 83.

motions to be decided without debate, 64, 83.

motions to close debate, 55, 64, 65, 69.

motions to commit or recommit, 64.

motions to discharge or direct committee to report, 64.

motions to postpone to a time certain, 55, 64, 70.

motions to reconsider, 56.

second, etc., legislative days, 55, 64A.

Speaker may speak to points of order, etc., 2.

thirty minute limit, 61, 77.

yielding, 60.

Disabled members, voting by, 49.

Discharge of a committee, 7A, 24(6), 28, 55, 64.

Discharge reports, 7A, 42, 42A.

Discharges from Orders of the Day, 47.

Discrimination complaints, 99.

Displays, charts, posters and visual aids, regulate use, 2.

Division of a question, 74.

Elections, to fill vacancies, 6.

Electronic devices, 2.

Electronic mail and Legislative Web Page, 7D, 12, 17A, 42A.

Electronic voting system, 15, 49, 52.

Emergency preamble, 22, 23, 40.

Emergency Rules, 101 (Historical note: see House document numbered 4690 of the 191<sup>st</sup> General Court, and House documents numbered 59 and 3929 of the 192<sup>nd</sup> General Court).

Employee Engagement Officer, 92

Employees,

committee staff directory, 91.

charitable and community service, 16A.

classification plan, 17C(b).

partnerships with national trade organizations, 92.

training opportunities and professional development, 91, 92.

Enacting clause, when motion to strike out, receivable, 40.

Engrossed bills, 23, 28(6), 40.

Equal employment complaints, 99.



Equal Employment Opportunity (EEO) Officer, 13B, 89 to 100.

Ethics, 16, 16A

advisory opinions, 16.

training, 16B.

Ethics, code of, 16A.

Ethics committee, 16, 16C, 17, 52.

bills pertaining to certain subjects referred to after first reading, 16C.

candidacy for state or federal office, 16.

create committee bills, 16, 24(1).

voting violations, referred to, 52.

Excused from voting, time for application for, 48.

Executive conference, 17A.

Executive session, 17A.

Federal Stimulus and Census Oversight committee, 17.

Files, taking of matters from, 24.

Final passage, to be certified by Clerk, 23.

Financial accounts, auditing, 85A.

Fiscal note on bills, 33.

Floor leaders, 18.

Formal session to consider veto, petition for, 44.

Formal sessions, dress code and cellular telephones, 2.

General appropriation bill, 20, 20A, 27.

General bill rather than special, 26.

Global Warming and Climate Change, committee on, 17.

GOVERNOR:

messages from, to be referred, unless, 30.

messages setting terms of de-authorizing or authorizing bonds and notes, 17A.

messages or recommendations from, to be filed in a format determined by the Clerk, 30.

return of appropriation bills by, 30.

return of bills and resolves by, 40.

Session to consider vetoes of, 44.

Harassment policies, complaints, etc., 88-100

Home rule matters, reports on to be considered, 7A.

House Chamber, photography or video recording, 2.

Hours of meetings, 1A.

Human Resources and Employee Engagement, committee on, 16A, 16B, 17, 17C, 18A, 89, 90, 92, 98.

Human Resources Director, 13B, 88, 90, 92, 94.

Informal sessions, 12, 44, 54, 81.

Internet availability of bills and notices, 13A, 17A, 20B, 84A.

Investigations, propositions involving special, by committees, to be referred to committee on Rules, 85.

Journal, 10, 11, 24.

Leadership positions, removal upon indictment, 18.

Legal Counsel of the House, advisory opinions by, 16.

Legal counsel representation at executive conferences, 17A.

Legislative days, second or subsequent, 55, 64A.

Legislative or executive agents or counsels, 16A, 80, 81.

Legislative web page or Internet, 13A, 17A, 20B, 81, 84A.

Loan bills, 22, 23.

Local matters, reports on to be considered and to be filed in paper and electronic form, 7A.

Majority Leader, etc., Acting Speaker, 5.

Majority leaders, 18.

Meetings

definition of, 17A.

regulating hours of, 1A.

MEMBERS, 14, 15.

about to speak, to rise and address the Speaker, etc., 57.

attire of, 2.

desiring to be excused from voting, etc., 48.

first named, to be chair of committee, etc., appointment, 18A.

journal, 10.

may request an enactment, 28(6).

may request the taking of matters from the files, 24.

medical concerns, remote voting, 49.

military obligations, remote voting 49.

monitors, regulating voting, 9.

naming or seating, 59.

not to interrupt another, etc., 60.

not to speak more than once, etc., 61.

not to stand at Clerk's desk during roll call, 14.

not to stand up, etc., 14.

not to serve on committee where their private right, etc., 16A(14).

not to vote for other members, 16A.

not to vote where their private right, etc., 16A(14).

notify Clerk of absences, 48.

number of, on each standing committee, 17.

photography during session, 2.

privilege of the floor, 80. See Voting.

ranking members, appointment, etc., 18.

ratification and removal, 18.

remote voting, 49.

seats, 79.

Speaker, recognition of members, 58.

stipends, prohibit more than one, 18.

to deposit petition, etc., with the Clerk, 24.

to endorse name on certain papers, 29.

video recording during session, 2.

voting, recording within five minutes, 52.

Messages from the Governor

to be filed in a format determined by the Clerk, 30

to be referred, etc., 30.

MINORITY LEADER:

to call a caucus, 19.

to nominate Assistant Minority Floor Leader, etc., 18.

to nominate committee members, 18A.

Minority party, caucus rules, 19A.

Minority party, percentage of committee membership, 18A.

Mobile devices, 2.

Monitors, 8, 9.

Motions, 62 to 75, 83, 85.

to be reduced to writing, 62.

Naming of members, 59.

Notice to parties, 85.

Office space, 17C.

Open meetings, 17A.

Operations, Facilities and Security committee, 17.

Order. See Questions of Order.

Orders:

filing of, 24.

involving expenditures for special committees, 33.

once rejected or disposed of, not to be renewed, 38.

providing that information be transmitted to the House, 85.

reported by committees, 42.

Orders of the Day, 12, 13, 28, 41 to 47.

Parliamentarian, 10A.

Parliamentary inquiry, 60.

Personal privilege, 60.

PETITIONS, 24, 25, 29, 30.

final disposition precludes renewal, 38.

Petitions and other papers, availability, 12, 20, 20A, 24, 33A.

Petition for formal session to consider veto, 44.

Petitions to discharge a committee, 28(6).

Photographs, taking of during session, 2.

Placed on file, 24(4), 42.

Pledging credit, bills providing for, 22, 23, 17A.

Points of order, 2, 11, 60, 77.

Political subdivisions, 17A.



Postage, regulating, 23A.

Post Audit and Oversight, committee on, 17.

Posters, charts, displays and visual aids, regulate use, 2.

Postpone to a time certain, motion to, 55, 64, 65, 70.

"Present", recording of members as being, 52.

Previous question, 55, 65 to 68.

Privilege of the floor, 80.

Procurements, 85A, 87.

Question of order, 2, 11, 60, 77.

Quorum, 1, 15, 17A, 49, 51, 82.

Radio, television broadcasting and web-broadcasting and access of sessions, 81.

Ratification in caucus, by ballot or acclamation, 18B.

Reading of papers, 24, 29, 37.

Recess, 55, 64, 65, 76, 82.

Recommendations and reports of state officials, etc., to be referred,

etc., 24, 30.

Recommit, motion to, 42, 64, 65, 71.

Reconsideration, 54, 55, 56.

Records, Clerk official keeper of, 10B.

Redrafted bills to be voted on by Ways and Means, availability, 17A.

Rejected bills, 32, 38, 41.

Remote participation,

Committee meetings, 17A.

House sessions, 49.

Repealed laws not to be re-enacted by reference, 31.

Reporters' gallery, 80, 81.

Reports of committees, 17B, 26, 27, 41, 42. See Bills.

Representatives' Chamber and adjoining rooms, 80, 81.

Resolutions, 22, 24(2), 41, 85.

Roll calls, availability on website, 52.

Rules, observance, suspension or transgression of, 8, 9, 24, 55, 83,

84, 86.

Rules, committee on, 7B, 7C, 7D, 17, 24(2,3), 27, 28, 81, 85.

    motion to discharge, 24, 28.

Rules, violations of, 59.

Rulings of the Chair, 2, 55, 77.

Schedule, House sessions, 7A, 7B, 7D, 44.

Seating of a member, 59.

Seats, 79.

Second, etc., legislative days, 55, 64A.

SENATE, papers from, 22, 34, 35, 36, 41, 42.

Sessions

    informal, 44, 54.

    radio, television and web broadcasting of, 81.

    regulating hours of, 1A.

Sessions and committees, scheduling, 7A, 7B, 7D, 44.

SPEAKER, 1 to 7.

    adjourn or recess, 2, 82.

appeal of decisions, 77.

Calendar of House, 12.

casting of vote for, 49

committee scheduling, 7D.

consultation with Clerk, bill format and availability, 33A.

consultation with Clerk, budget amendment format, 20A.

consultation with Clerk, budget availability format, 20B.

decorum and order, 2.

income, earned and unearned, 4B.

may declare a recess, 76.

may direct motion to be reduced to writing, 62.

may invite visitors to seats on the floor, 80.

shall assign seats, 79.

to appoint monitors, 8.

to approve reference of petitions, etc., and printing of certain

documents, 24.

to call a caucus, 19.

to declare informal sessions, 44.

to name member entitled to floor, 58.

to nominate committee members, 18A.

to nominate Majority Leader, etc., 18.

Speaker pro Tempore, 4A, 5, 18, 23A, 49.

Special bills reported by committee, 26.

Standing committees, staffing, 17C.

State Ethics Commission, 16B.

State finances, 33.

Steering, Policy and Scheduling, committee on, 7A, 42A.

Stenographers, employment of, by committees, 85.

Stipends, prohibit more than one, 18.

Strike out and insert, motion to, 74.

Strike out enacting clause, 40.

Summaries of bills, availability prior to roll calls, 33A.

SUSPENSION OF RULES, 55, 83, 84.

limit of debate on motion for, 83.

Tampering with electronic voting system, 52.

Tape recordings, committees, 17A.

Television, radio and web broadcasting of all sessions and access, 81.

Third Reading, Bills in the, committee on, 17, 18A, 22, 28, 43, 45, 79(1).

    motions to discharge or report, 28, 55, 64.

    time for reporting, 28A.

Title, bills to be read by title only, 37.

Travel, orders authorizing committees to, referred to committee on Rules, 85.

Undebatable matters and motions, 64. See Debate, Rules of.

Unfinished business, 46.

Vacancies, filling of, 5, 6, 7.

Veto of bill or resolve, printing of Calendar, 12.

Veto, petition for formal session to consider, 44.

Videos/audio

radio and television access, 81.

recording of during session, 2.

reproduction of committee meetings, 17A

Violations of rules and questions of conduct, 16, 52 (voting), 59.

Visual aids, charts, displays and posters, regulate use, 2.

Votes, roll calls made available on website, 52.

VOTING, 3, 4, 9, 16A, 48 to 53.

Warning a member, 59.

Ways and Means, committee on, 17, 17A, 20, 20A, 21, 27, 28, 30, 33, 45.

consolidated amendments, 20A, 33E.

Floor amendments, 73A.

Motions directing, to report, etc., 28, 55, 64.

Redrafts of, availability, 17A.

Web-broadcasting, 81.

Yeas and nays, 33F, 48 to 53.

Yeas and nays, during informal sessions, prohibition, 44.

Yielding floor in debate, 60.