

## HOUSE RULES Table of Contents

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### CHAPTER 1. PRESIDING OFFICER

#### STATUTORY PROVISIONS

***§ 2-5-3. Elective officers of house.***

*The elective officers of the House of Representatives shall be a speaker and a speaker pro tempore, who shall be members of that body, one chief clerk and such other officers as shall be necessary to properly conduct the business of the House of Representatives.*

***§ 2-5-3.1. Tie vote for organizing House of Representatives.***

*In the event that there is a tie vote for purposes of organizing the House of Representatives then, for the purposes of organization, the political party's candidate for speaker of the house, speaker pro tempore and clerk, then having a member of its party duly elected as the Governor of the state of South Dakota shall be deemed to be elected.*

#### RULES

**H1-1. Elective officers, employees.** The officers of the House of Representatives are a speaker, a speaker pro tempore, a chief clerk and such other officers necessary to conduct the business of the House, who shall be formally elected by a majority vote of the members-elect of the House. Employees necessary to conduct the business of the House shall be appointed and announced by the speaker.

**H1-2. Actions of the speaker pro tempore, other presiding officers.** The speaker pro tempore shall act as presiding officer of the House of Representatives if the speaker is absent or unable to serve. The acts of the speaker pro tempore have the same validity as those of the speaker. If the speaker and the speaker pro tempore are absent or unable to serve, any member called to the chair by the House of Representatives may serve as presiding officer. When in session, the presiding officer, in the absence of the pro tempore, may designate any member to perform the duties of the presiding officer, but the designation may not extend beyond an adjournment. The member's actions have the same validity as those of the speaker.

**H1-3. Votes by the speaker.** The speaker shall vote on all questions taken by yeas and nays and shall vote in any election or division called for by any member. The speaker may, by relinquishing the chair, assume all rights and privileges of a member of the House.

**H1-4. Hour of meeting.** The hour of meeting of the House of Representatives is 2:00 p.m. on each legislative day unless otherwise ordered by the House.

**H1-5. Seating assignments.** The speaker of the House shall, with the advice of the majority and minority leaders, make seating assignments for the floor of the House of Representatives.

## **CHAPTER 2. DECORUM**

**H2-1. Repealed.**

**H2-2. Repealed.**

**H2-3. Repealed.**

## **CHAPTER 3. COMMITTEES**

**H3-1. Appointment of standing committees.** The speaker of the House of Representatives shall, with advice from the minority leader, appoint the members of the following standing committees with the number of members as indicated after each committee and shall appoint the chair and vice chair of each committee:

1. Agriculture and Natural Resources (13)
2. Appropriations (9)
3. Commerce and Energy (13)
4. Education (15)
5. Government Operations and Audit (5)
6. Health and Human Services (13)
7. Judiciary (13)
8. Legislative Procedure (7)
9. Local Government (13)
10. Retirement Laws (5)
11. State Affairs (13)
12. Taxation (15)
13. Transportation (13)

In the absence of the committee chair, the vice chair shall act as chair. The speaker and speaker pro tempore are members of the legislative procedure committee, and the speaker shall serve as chair of the legislative procedure committee.

## **CHAPTER 4. RULES**

**H4-1. Adoption, suspension, or amendment of House rules.** A motion to adopt rules of the House of Representatives shall be decided by a majority of the members-elect and is subject to debate. A motion to suspend or amend a rule of the House of Representatives shall be decided by a two-thirds majority of the members-elect and is subject to debate.

**H4-2. Proceedings governed by Mason's Manual.** *Mason's Manual of Legislative Procedure* governs the proceedings of the House of Representatives in all cases not covered by these rules or the Joint Rules.

**H4-3. Conflicting rules.** If the rules of the House of Representatives and the Joint Rules conflict, the rules of the House of Representatives govern.

## CHAPTER 5. VOTING PROCEDURE

**H5-1. Electronic voting system.** The electronic voting system is under the control of the presiding officer and shall be operated at the presiding officer's direction by the chief clerk or the chief clerk's designee. The names of the members shall be listed on the electronic roll call board in alphabetical order, except the name of the speaker of the House, which shall be last.

**H5-2. Votes to be taken on the electronic system.** On any question requiring the "yeas" and "nays" to be entered upon the journal, the electronic voting system shall be used. On any such question, neither individual votes nor vote totals may be displayed to any person including the presiding officer until the time for voting has expired and the voting system has been locked. If the electronic voting system is not in operating order at the time to vote on any such question, the presiding officer shall order that all "yea" and "nay" votes be taken by calling the roll in alphabetical order, except the name of the speaker of the House, which shall be last.

**H5-3. Other votes.** On all other questions to be voted upon, except upon elections, the presiding officer may order the "yeas" and "nays" to be taken by the electronic voting system, voice vote, or standing vote. Upon demand of a member requesting a division before the result of a vote has been announced by the presiding officer, the "yeas" and "nays" shall be taken by the electronic voting system.

**H5-4. Electronic voting system malfunctions.** The vote of any member which has not been recorded because of malfunction of the electronic voting system shall be entered upon the journal, if the member was in the House chamber at the time of the vote and voted at the appropriate time, and the malfunction is reported to the presiding officer before the presiding officer's announcement of the result of the vote.

**H5-5. Voting procedures.** When the House is ready to vote upon any question using the electronic voting system, the presiding officer shall state: "The question is . . . (designating the matter to be voted upon). All in favor of such question shall vote 'yea', all opposed shall vote 'nay'." The presiding officer shall then direct the chief clerk to unlock the voting system and announce, "The House will now proceed to vote."

When, in the judgment of the presiding officer, reasonable time has been allowed all members present in the House to vote, the presiding officer shall ask the question: "Have all members present voted?" After a pause, the presiding officer shall direct the chief clerk to record those members who are "Absent" or "Excused" and to lock the voting system after late votes, if any, are recorded, and to display and record the individual and total votes. The presiding officer shall then announce the vote. The chief clerk shall enter upon the journal the result in the manner provided by the joint rules of the Legislature.

**H5-6. Changing votes.** Any member may change a vote after the vote recording equipment has started to operate if the member rises and, when recognized by the presiding officer, announces the change before the result of the vote has been announced by the presiding officer.

**H5-7. Voting records.** On any question requiring the "yeas" and "nays" to be entered upon the journal, the chief clerk shall retain one copy of the recorded vote on the electronic voting system and provide it for purposes of the daily journal.

**H5-8. Members to vote electronically from their desks, exceptions.** A member may vote on the electronic voting system only when at the member's desk. However, the presiding officer may authorize the chief clerk to call the names of members who are on the floor but not at their desks at the time of a vote and to record the votes of such members on the electronic voting system. If a member other than the speaker of the House is presiding, the chief clerk shall switch the voting system to allow the designated member presiding to vote in the presiding officer's station.

**H5-9. Voting by proxy prohibited.** No member may vote for another member; nor may any other person cast a vote for a member, except as otherwise provided in these rules. Any member who votes or attempts to vote for another member, or a person not a member who votes or attempts to vote for a member, is in contempt of the House and may be punished pursuant to law.

**H5-10. Tampering with electronic voting equipment prohibited.** Any member or other person who willfully tampers with or attempts to disarrange, deface, impair or destroy in any manner whatsoever the electronic voting equipment used by the House of Representatives, or who instigates, aids or abets with the intent to destroy or change the record of votes thereon, is in contempt of the House and may be punished pursuant to law.

**H5-11. Voting machine for session use only.** The electronic voting equipment may only be used when the House of Representatives is in session.

## **CHAPTER 6. DISCIPLINE AND EXPULSION OF MEMBERS**

**H6-1. Select Committee on Discipline and Expulsion.** Any two representatives may by written motion first delivered to the Speaker move for the establishment of a Select Committee on Discipline and Expulsion to investigate the conduct of any other representative. Upon being seconded, the motion is debatable, and passage of the motion requires a majority vote of the members-elect. The Select Committee on Discipline and Expulsion shall be composed of nine members of the House of Representatives. The chair and vice chair of the select committee shall be chosen by the Speaker of

the House and may not both be members of the same political party. The other seven members of the select committee shall be chosen by the Speaker of the House in consultation with the majority leader and the minority leader. No more than five members may be of the same political party.

**H6-2. Meetings; notice; quorum; vote.** All meetings of the Select Committee on Discipline and Expulsion shall be held in the Capitol. A majority of the members of the committee constitutes a quorum. The affirmative vote of a majority of those present and voting, assuming a quorum, is required for actions of the committee.

All meetings of the Select Committee on Discipline and Expulsion are open meetings in like manner to any other House of Representatives committee meeting. All meetings shall be webcast and archived in like manner to any other House of Representatives committee meeting.

All meetings of the Select Committee on Discipline and Expulsion shall be scheduled at times that are not in conflict with any other official House of Representatives business. All members of the House of Representatives have the right to be present during all of the select committee's meetings.

**H6-3. Oath.** Prior to consideration of any matter referred to it, except establishing a quorum, the members of the select committee shall subscribe to the following oath, which shall be administered by the Chief Clerk of the House of Representatives:

"I do solemnly swear (affirm) that in all things appertaining to the matter referred to this select committee, I will do impartial justice according to the Constitution, laws, Joint Rules, and House Rules of the State of South Dakota. I do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent upon me as a member of the House Select Committee on Discipline and Expulsion in the aforesaid matter, according to the best of my ability and understanding, so help me God."

**H6-4. Procedure in committee.**

The Select Committee on Discipline and Expulsion shall:

- (1) Conduct all hearings in like manner to any other House of Representatives committee meeting, and only after informing the member who is the subject of the hearing in writing of the date and time of each meeting held for the purpose;
- (2) Invite the member who is the subject of the hearing to attend all meetings of the committee in person and to be accompanied by legal counsel, or to be represented at the hearings by legal counsel of the member's choice and at the member's own expense;
- (3) Afford the member full opportunity to present the member's position, to present witnesses in support of the member's position, and extend the opportunity to confront and to question witnesses called by the committee;

(4) Advise the member immediately of the date and time of each meeting, in cases where the committee adjourns prior to completing its work and submitting its report to the House of Representatives.

If the House of Representatives is called into special session for the express purpose of investigating the conduct of a Representative, the member is deemed to have received constructive notice within the provisions of this rule.

**H6-5. Subpoena power; punishment for contempt.** The select committee is hereby specifically and expressly granted the power and authority, with the written approval of the chair of the committee, to hold hearings, subpoena witnesses, administer oaths, require the production of books and records, and to do all other things necessary to accomplish the purpose of its hearings and deliberations.

If a subpoena is not honored, the select committee also has the power to punish for contempt and to provide for the prosecution of any person for refusal to testify, false swearing, or perjury before the select committee in accordance with law.

**H6-6. Receipt of resignation; authority of the chair.** If, prior to resolution of the investigation, a written resignation signed by the representative who is the subject of the investigation has been received by the chair, the chair may terminate the meetings of the select committee.

**H6-7. Select committee report.** Any action to expel, censure, discipline, or exonerate a representative shall be proposed in a select committee report of the Select Committee on Discipline and Expulsion. If the select committee report calls for expulsion, censure, or discipline, the report shall set forth the causes and grounds for which expulsion, censure, or discipline is being recommended by the House of Representatives, and it shall state the particular form of action recommended to the House of Representatives. If the select committee report calls for exoneration, the report shall set forth the reasons why exoneration is appropriate.

**H6-8. Procedure in the House of Representatives.** Adoption of a select committee report for the expulsion of a representative requires the favorable vote of a two-thirds majority of the elected members. Adoption of a select committee report for the censure or discipline of a representative requires the favorable vote of a three-fifths majority of the elected members. Adoption of a select committee report for the exoneration of a representative requires the favorable vote of a majority of the elected members.

## **CHAPTER 7. CONSENT CALENDAR**

**H 7-1. Consent calendar.** Notwithstanding Joint Rule 13-1, a bill requiring a two-thirds vote of the members-elect may not be voted on the House consent calendar. If such a bill is placed on the House consent calendar, the presiding officer shall order it removed and placed on the next legislative day's regular bill calendar.

**H7-2. Approval of consent calendar is final disposition.** Notwithstanding Joint Rule 13-4, after allowing a reasonable time for questions from the floor on the bills and resolutions on the consent calendar and after permitting the proponents to answer the questions, the Speaker of the House shall call for a vote on the consent calendar. Approval of the consent calendar by a majority of the members-elect of the House is considered final disposition of all the bills and resolutions on the consent calendar.