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Statehouse, West View

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## Appendix F: Parliamentary Procedure Guides



# House Committee Guide\*

## Legislative Service Commission

Number needed for certain House committee actions

Committee action	Number needed (citation)
Obtain a committee quorum	Majority of committee members (HR 35)
Meet	Any number of members; to do business, a quorum is needed and a member of the majority party must be present (HR 35)
Adjourn from time to time	Any number of members (HR 35)
Approve the minutes of the previous meeting	Majority of a quorum of the committee (HR 45 and Mason's §510)
Hear testimony and receive evidence	Any number of members, so long as a member of the majority party is present (HR 35)
Adopt amendments	Majority of a quorum of the committee; to vote a member must actually be present when the amendment is voted upon (HR 41 and Mason's §510)
Accept a substitute bill	Majority of a quorum of the committee; to vote a member must actually be present when the substitute is voted upon (HR 41 and Mason's §510)
Accept a subcommittee report	Majority of a quorum of the committee (Mason's §510)
Report a bill or resolution out of committee	Majority of all committee members; also, sponsor must appear before committee at least once before report, unless excused by chair or Speaker (HR 37 and 40)
Report a bill out of committee without first considering a local fiscal impact statement	2/3 of all the committee members (R.C. 103.143)
Report an amended bill out of committee without first considering a revised local fiscal impact statement	2/3 of all the committee members (R.C. 103.143)
Resolve questions, generally	Majority of a quorum of the committee (Mason's §510)

\*"HR" means the House Rules for the 133<sup>rd</sup> General Assembly. "Mason's" means Mason's *Manual of Legislative Procedure* (2010 edition), the parliamentary guide that governs in all cases not provided for in House Rules (HR 116).

See the House Clerk for answers to specific parliamentary questions.

Committee action	Number needed (citation)
Move to reconsider a vote	Motion made by member on prevailing side (HR 95)
Vote to reconsider	Majority of a quorum (HR 96)
Divide an amendment (if chair determines it has two or more distinct subjects)	One (HR 91)
Resolve a question of order	Decided by the committee chair (HR 31)
Postpone consideration of a bill or resolution indefinitely	Majority of all committee members (HR 40)
Meet at date, time, or place, or consider a bill, resolution, or other matter, other than that stated in the committee notice	By order of the House or the committee (but committee still must comply with the open meetings laws except in emergency situations, in which case the chair may revise the notice) (HR 36 and R.C. 101.15)
Discharge a bill from committee	A majority of members of the House (50) (HR 87)
Issue a subpoena	Issued by the committee chair when authorized by a majority vote of the committee (HR 33 and R.C. 101.41)
Order a person to appear and produce books, papers, electronic documents, or records and other tangible evidence	Committee chair, by majority vote of the committee, may issue the order (HR 33 and R.C. 101.81)
Sit during daily House session	Special leave of the House (HR 36)
Sit during recess from daily House session	Ordered by committee chair or Speaker (HR 31, 34, and 36)
Authorization	How obtained (citation)
Photograph, video record, or film a hearing	With prior notification to and under conditions prescribed by chair (HR 111 and 112)
Audio recording during hearing	With prior notification of committee chair (HR 112)
Live broadcast coverage of hearings	With prior notification to Speaker and under conditions prescribed by Speaker and committee chair (HR 112)



# Senate Committee Guide\*

## Legislative Service Commission

*Number needed for certain Senate committee actions*

Committee action	Number needed (citation)
Obtain a committee quorum	Majority of committee members (SR 23)
Make a motion, except a motion to adjourn	Quorum of the committee (SR 23)
Approve the minutes of the previous meeting	Majority of a quorum of the committee (Mason's §510)
Hear a measure	One or more committee members (SR 23)
Adopt amendments	Majority of a quorum of the committee (SR 23 and Mason's §510)
Accept a substitute bill	Majority of a quorum of the committee (Mason's §510)
Accept a subcommittee report	Majority of a quorum of the committee (Mason's §510)
Recommend a bill or resolution for passage	Majority of committee members (SR 24)
Report a bill out of committee without first considering a local fiscal impact statement	2/3 of all the committee members (R.C. 103.143)
Report an amended bill out of committee without first considering a revised local fiscal impact statement	2/3 of all the committee members (R.C. 103.143)
Reconsider a vote	Same number as were required originally to pass the matter to be reconsidered (SR 24)
Resolve questions, generally	Majority of a quorum of the committee (Mason's §510)

Committee action	Number needed (citation)
Postpone consideration of a bill or resolution indefinitely	Majority of committee members (SR 24)
Call a committee meeting that is not called by the committee chairperson	Majority of committee members, in the chairperson's absence or refusal to call the committee together (SR 21)
Discharge a bill from committee	A majority of members of the Senate (17) (SR 32)
Sit during daily Senate session	A majority of members of the Senate (17) (SR 22)
Issue a subpoena	Issued by committee chairperson when authorized by the President (SR 20 and R.C. 101.41)
Order attendance of witnesses or production of books, papers, and other tangible evidence	Issued by committee chairperson when authorized by President (SR 20 and R.C. 101.81)

Authorization	How obtained (citation)
Tape or film a committee hearing	Prior consent of the committee chairperson (SR 115)
Use a committee room for a purpose other than official Senate business	Prior approval of Senate Clerk and use must be appropriate (SR 106)

\*"SR" means the Senate Rules for the 133<sup>rd</sup> General Assembly. "Mason's" means Mason's *Manual of Legislative Procedure* (2010 edition), the parliamentary guide used by the Senate as authority in all cases not provided for in Senate Rules (SR 99).  
See the Senate Clerk for answers to specific parliamentary questions.



# House Floor Guide\*

## Legislative Service Commission

*Votes needed for certain House floor actions and number needed to make certain House floor motions*

Floor action	Votes needed (citation)
Meet	Any number of members; quorum (50) is needed to do business ( <i>Ohio Const., Art. II, §6 and HR 2</i> )
Pass a bill, generally	50 ( <i>Ohio Const., Art. II, §15(A)</i> )
Pass a bill as an emergency measure	66 ( <i>Ohio Const., Art. II, §1d</i> )
Propose a constitutional amendment	60 ( <i>Ohio Const., Art. XVI, §1</i> )
Pass a resolution involving the expenditure of money or the right of a member to a seat in the House	50, unless a greater majority is constitutionally required ( <i>HR 79</i> )
Concur in Senate amendments	The same number of members needed to pass the bill ( <i>Ohio Const., Art. II, §15(A)</i> )
Consider concurrence in Senate amendments without synopsis of Senate amendments	50 ( <i>HR 68</i> )
Override Governor's veto	60, unless original passage required a greater majority ( <i>Ohio Const., Art. II, §16</i> )
Offer an amendment	One ( <i>Mason's §155</i> ) To be in order, one paper copy of the amendment must be submitted to the Clerk before the amendment is offered during session, unless otherwise ordered by a majority of the House ( <i>HR 71</i> )
Adopt an amendment	Majority of a quorum ( <i>Ohio Const., Art. II, §6 and Mason's §510</i> )
Resolve questions, generally	Majority of a quorum ( <i>Ohio Const., Art. II, §6 and Mason's §510</i> )

\*"HR" means the House Rules of the 133<sup>rd</sup> General Assembly. "Mason's" means *Mason's Manual of Legislative Procedure* (2010 edition), the parliamentary guide that governs in all cases not provided for in House Rules (*HR 116*).

See the House Clerk for answers to specific parliamentary questions.

Floor action	Votes needed (citation)
Carry a motion, generally	Majority of a quorum ( <i>Ohio Const., Art. II, §6 and Mason's §510</i> )
Take a bill out of order	Majority of a quorum ( <i>HR 75</i> )
Vote to reconsider	Majority of a quorum ( <i>HR 96</i> )
Adjourn from time to time	Majority of a quorum (or a majority of a lesser number if a quorum is not present) ( <i>Ohio Const., Art. II, §6 and HR 2</i> )
Suspend the House rules, generally	2/3 of all members present ( <i>HR 115</i> )
Suspend the requirement that a bill be considered on three separate days	66 ( <i>Ohio Const., Art. II, §15(C)</i> )
Fill a vacant seat	A majority of the members elected by the same political party as the person last elected to the seat ( <i>Ohio Const., Art. II, §11</i> )
Explain a vote (must be before roll is closed)	Unanimous consent ( <i>HR 60</i> )
Consider conference committee report carrying an appropriation earlier than two calendar days after submission	50 ( <i>HR 66A</i> )
Consider a conference committee report without synopsis of the recommendations	50 ( <i>HR 68</i> )
Require a motion to be reduced to writing	Request of Speaker or presiding officer or any two members ( <i>HR 81</i> )
Compel attendance of absent members	Majority of a quorum (or a majority of a lesser number if a quorum is not present) ( <i>Ohio Const., Art. II, §6 and HR 2</i> )
Consider a reintroduced bill without reference to committee	2/3 majority ( <i>HR 118; see HR 118 for other procedural requirements</i> )
Expel a House member	66 ( <i>Ohio Const., Art. II, §6</i> )
Conduct House proceedings in secrecy	2/3 of members present <i>Ohio Const., Art. II, §13 and HR 120</i> )
Impeach a state officer	50 ( <i>Ohio Const., Art. II, §23</i> )

Floor action	Votes needed (citation)
Pay money on a claim not authorized by pre-existing law	66 ( <i>Ohio Const., Art. II, §29</i> )
Pay extra compensation to certain persons after they have rendered services	66 ( <i>Ohio Const., Art. II, §29</i> )
Declare the Governor unable to discharge the Governor's duties	66 ( <i>Ohio Const., Art. III, §22</i> )
Establish a new court	66 ( <i>Ohio Const., Art. IV, §15</i> )
Change the number of judges on Supreme Court or a court of common pleas	66 ( <i>Ohio Const., Art. IV, §15</i> )
Remove a judge from office	66 ( <i>Ohio Const., Art. IV, §17</i> )
Make a matter a special order of business	2/3 of members present ( <i>HR 4</i> )
Make a motion at the end of a speech, generally	Unanimous consent ( <i>HR 48</i> )
Reject a bill on first consideration	Majority of the members present ( <i>HR 61</i> )
Performance of Clerk, Chief Administrator Officer, or Sergeant-at-Arms duties in case of death or resignation	Speaker designates individual to perform duties until House fills vacancy ( <i>HR 27</i> )
Block recording of vote of a member after the vote is announced	Three ( <i>HR 58</i> )
Divide an amendment (if presiding officer determines it has two or more distinct subjects)	One ( <i>HR 91</i> )

How the numbers were determined:

- \* The House of Representatives has 99 members
- \* 50 is the next whole number over 1/2 of 99
- \* 60 is the next whole number over 3/5 of 99
- \* 66 is 2/3 of 99

50 is a quorum

Unless otherwise noted, a majority of a quorum is needed to carry a motion. (*Mason's §510*)

Floor motion	Number needed (citation)
Make a motion, generally	One ( <i>Mason's §155</i> )
Call the yeas and nays	One ( <i>Ohio Const., Art. II, §9 and HR 58</i> )
Make motion for the previous question	Written motion made by one member supported by four or more other members ( <i>HR 101</i> )
Make motion to explain the member's vote	Unanimous consent (must be requested by the member before the House votes on the matter) ( <i>HR 60</i> )
Appeal to the House the decision of the Speaker whether to call a member to order	One, supported by four or more members ( <i>HR 51</i> )
Appeal decision of Speaker on point of order or point of procedure	One, supported by four or more members ( <i>HR 51</i> )
Demand a call of the House	The Speaker or presiding officer or any two members, while transacting House business as set forth by the Rules and Reference Committee and appropriately placed on the calendar ( <i>HR 52</i> )
Make motion for reconsideration of a bill	Made by member who voted on the prevailing side not later than the second legislative day following the day on which the vote was taken: If the bill or resolution failed, the motion must be supported by the lesser of either five members or a sufficient number of members who either voted on the prevailing side or who did not previously vote on the question to achieve a constitutional majority. If the bill or resolution was passed or adopted, the motion must be supported by the lesser of either five members who voted on the prevailing side or a sufficient number of members who voted on the prevailing side whose change in position would result in failure to achieve a constitutional majority. ( <i>HR 95</i> )



# Senate Floor Guide\*

## Legislative Service Commission

*Votes needed for certain Senate floor actions and number needed to make certain Senate floor motions*

Floor action	Votes needed (citation)
Meet	Any number of members; quorum (17) is needed to do business ( <i>Ohio Const., Art. II, §6 and SR 11</i> )
Pass a bill, generally	17 ( <i>Ohio Const., Art. II, §15(A)</i> )
Pass a bill as an emergency measure	22 ( <i>Ohio Const., Art. II, §1d</i> )
Propose a constitutional amendment	20 ( <i>Ohio Const., Art. XVI, §1</i> )
Concur in House amendments	The same number of members needed to pass the bill ( <i>Ohio Const., Art. II, §15(A)</i> )
Override Governor's veto	20, unless original passage required a greater majority ( <i>Ohio Const., Art. II, §16</i> )
Offer an amendment	One ( <i>Mason's §155</i> ) A senator, other than the President Pro Tempore, Majority Floor Leader, Minority Leader, or Assistant Minority Leader, may propose not more than two amendments and one omnibus amendment to a bill or resolution or, to a bill that makes an appropriation, five amendments and one omnibus amendment ( <i>SR 53</i> ) The amendment must be submitted to the Clerk not less than 90 minutes before the scheduled beginning of the session. The deadline does not apply if a committee voted to report the bill or resolution on the calendar day of the session or on the previous calendar day ( <i>SR 79</i> )
Adopt an amendment, generally	Majority of a quorum ( <i>Ohio Const., Art. II, §6 and Mason's §510</i> )
Adopt an amendment that incorporates into a bill or resolution the substance of another bill or resolution pending before the Senate	17 ( <i>SR 50</i> )

Floor action	Votes needed (citation)
Resolve questions, generally	Majority of a quorum ( <i>Ohio Const., Art. II, §6 and Mason's §510</i> )
Carry a motion, generally	Majority of a quorum ( <i>Ohio Const., Art. II, §6 and Mason's §510</i> )
Revert to or advance to a new order of business	17 ( <i>SR 8</i> )
Recommit or refer a bill	17 ( <i>SR 37</i> )
Previous question	17 ( <i>SR 83</i> )
Adjourn from day to day	Majority of a quorum (or a majority of a lesser number if a quorum is not present) ( <i>Ohio Const., Art. II, §6 and SR 10</i> )
Suspend the Senate Rules, generally	20 ( <i>SR 98</i> )
Suspend the requirement that a bill be considered on three different days	22 ( <i>Ohio Const., Art. II, §15(C)</i> )
Use the Senate chamber for a purpose other than a legislative purpose	22 ( <i>SR 105</i> )
Reconsider a vote (other than previous question)	If the bill or resolution has been declared lost, the number of affirmative votes necessary to pass the bill or resolution. Otherwise, majority of a quorum ( <i>SR 86</i> )
Change one's vote after a roll call has been verified and the results declared	One. The change must be made before the Senate has proceeded to the next order of business. No senator may change the senator's vote if that change would alter the disposition of the question ( <i>SR 68</i> )
Fill a vacant seat	A majority of the members elected by the same political party as the person last elected to the seat ( <i>Ohio Const., Art. II, §11</i> )

\*"SR" means the Senate Rules of the 133<sup>rd</sup> General Assembly. "Mason's" means *Mason's Manual of Legislative Procedure* (2010 edition), the parliamentary guide used by the Senate as authority in all cases not provided for in Senate Rules (SR 99).

See the Senate Clerk for answers to specific parliamentary questions.

Floor action	Votes needed (citation)
Compel attendance of absent members	Majority of a quorum (or a majority of a lesser number if a quorum is not present) ( <i>Ohio Const., Art. II, §6 and SR 10</i> )
Expel a Senate member	22 ( <i>Ohio Const., Art. II, §6</i> )
Conduct Senate proceedings in secrecy	2/3 of members present ( <i>Ohio Const., Art. II, §13</i> )
Obtain a conviction of impeachment	22 (probably) ( <i>Ohio Const., Art. II, §23</i> )
Pay money on a claim not authorized by pre-existing law	22 ( <i>Ohio Const., Art. II, §29</i> )
Pay extra compensation to certain persons after they have rendered services	22 ( <i>Ohio Const., Art. II, §29</i> )
Declare the Governor unable to discharge the Governor's duties	22 ( <i>Ohio Const., Art. III, §22</i> )
Establish a new court	22 ( <i>Ohio Const., Art. IV, §15</i> )
Change the number of judges on the Supreme Court or a court of common pleas	22 ( <i>Ohio Const., Art. IV, §15</i> )
Remove a judge from office	22 ( <i>Ohio Const., Art. IV, §17</i> )
Make a bill or resolution a special order	20 ( <i>SR 39</i> )
Take up a bill ordered for third consideration at a particular time earlier than that ordered time	20 ( <i>SR 43</i> )
Waive requirement that a resolution proposing the creation of a special investigating committee be referred to the Rules and Reference Committee	22 ( <i>SR 54</i> )
Consider early a bill or resolution postponed until a time certain	20 ( <i>SR 93</i> )
Consider a bill or resolution for concurrence earlier than one calendar day after being returned by the House	17 ( <i>SR 44</i> )
Consider a conference committee report earlier than one calendar day after the report is filed with the Senate Clerk	17 ( <i>SR 44</i> )
Annex or incorporate into a bill or resolution the substance of another bill or resolution	17 ( <i>SR 50</i> )
Alter the Senate Rules	20 ( <i>SR 98</i> )
Initiation or defense of legal actions by the Senate	Decided by the President ( <i>SR 5</i> )

Floor motion	Number needed (citation)
Make a motion, generally	One ( <i>Mason's §155</i> )
Make motion for the quorum question	Demand of three ( <i>SR 83</i> )
Make motion for reconsideration of a bill	One member who voted on the prevailing side (made within the next two legislative days of the Senate after the vote was taken) ( <i>SR 85</i> )
Appeal to the Senate a decision of the President on a question of order	Three ( <i>SR 75</i> )
Call the yeas and nays	One, supported by another member ( <i>Ohio Const., Art. II, §9 and SR 58</i> )
Demand a call of the Senate	Motion made by one and seconded by three others ( <i>SR 12</i> )
Verify a vote	Any member may demand after the roll is called ( <i>SR 67</i> )
Call a member to order for transgressing the Senate Rules	The President shall, and any member may, call the member to order ( <i>SR 76</i> )

How the numbers were determined:

- \* The Senate has 33 members
  - \* 17 is the next whole number over 1/2 of 33
  - \* 20 is the next whole number over 3/5 of 33
  - \* 22 is 2/3 of 33
- 17 is a quorum

Unless otherwise noted, a majority of a quorum is needed to carry a motion. (*Mason's §510*)