



## **ACKNOWLEDGEMENT**

The Joint Committee on Legislative Management wishes to thank Information Technology employee Robert Caroti for the cover photograph of the State Capitol. Also thank you to the legislators and staff who participated in the selection of this year's photo.













































































































































































































































































## COMMITTEE ASSIGNMENTS - 2016 Session

### GENERAL LAW COMMITTEE

SENATORS LEONE, (Chair), 27th District; LARSON, (Vice Chair), 3rd ; SLOSSBERG 14th.

SENATORS WITKOS, (Ranking Member), 8th District; KISSEL 7th.

REPRESENTATIVES BARAM, (Chair), 15th District; KINER, (Vice Chair), 59th ; ALTOBELLO 82nd; ARCONTI 109th; ESPOSITO 116th; NICASTRO 79th; ORANGE 48th; ROVERO 51st.

REPRESENTATIVES CARTER, (Ranking Member), 2nd District; AMAN 14th; D'AMELIO 71st; RUTIGLIANO 123rd; ZUPKUS 89th.

Clerk: Nick Rogers

LCO Attorney: Richard R. Hanratty  
OLR Researchers: Duke Chen and Kristen Miller

Room 3500, LOB 860-240-0470

### GOVERNMENT ADMINISTRATION AND ELECTIONS COMMITTEE

SENATORS CASSANO, (Chair), 4th District; GERRATANA, (Vice Chair), 6th .

SENATORS MCLACHLAN, (Ranking Member), 24th District.

REPRESENTATIVES JUTILA, (Chair), 37th District; BECKER 19th; HADDAD 54th; LESSER 100th; MILLER 145th; STEINBERG 136th.

REPRESENTATIVES SMITH, (Ranking Member), 108th District; DEVLIN 134th; FRANCE 42nd; LABRIOLA 131st; REBIMBAS 70th.

Clerk: Mike Piersall

LCO Attorneys: Shannon M. McCarthy  
(Govt Admin) and Michael L. Tellerico  
(Elections)  
OLR Researchers: Kristin Sullivan and  
Terrance Adams

Room 2200, LOB 860-240-0480

## COMMITTEE ASSIGNMENTS - 2016 Session

### HIGHER EDUCATION AND EMPLOYMENT ADVANCEMENT COMMITTEE

SENATORS BARTOLOMEO, (Chair), 13th District; FLEXER, (Vice Chair), 29th .

SENATORS WITKOS, (Ranking Member), 8th District.

REPRESENTATIVES WILLIS, (Chair), 64th District; LOPES, (Vice Chair), 24th ; CANDELARIA 95th; DILLON 92nd; GENTILE 104th; HADDAD 54th; JANOWSKI 56th; MCCRORY 7th; SANCHEZ 25th; WALKER 93rd.

REPRESENTATIVES BETTS, (Ranking Member), 78th District; ACKERT 8th; ALBERTS 50th; BOCCHINO 150th; CARNEY 23rd; LEGEYT 17th; MACLACHLAN 35th.

Clerk: Jeanie Philips

LCO Attorney: Eileen Lawlor-Parker  
OLR Researchers: Terrance Adams and  
Marybeth Sullivan

Room 1800, LOB 860-240-0280

### HOUSING COMMITTEE

SENATORS WINFIELD, (Chair), 10th District; OSTEN, (Vice Chair), 19th .

SENATORS HWANG, (Ranking Member), 28th District.

REPRESENTATIVES BUTLER, (Chair), 72nd District; ROSE, (Vice Chair), 118th; ADAMS 146th; ARCE 4th; ARCONTI 109th; BRYCKI 45th.

REPRESENTATIVES KUPCHICK, (Ranking Member), 132nd District; BYRON 27th; DAVIS 57th; FREY 111th.

Clerk: Brandon McCall

LCO Attorneys: Katharine Klebes and  
Shannon M. McCarthy  
OLR Researchers: Julia Bansal and Kristin  
Sullivan

Room 2700, LOB 860-240-0340

## COMMITTEE ASSIGNMENTS - 2016 Session

### HUMAN SERVICES COMMITTEE

SENATORS MOORE, (Chair), 22nd District; SLOSSBERG, (Vice Chair), 14th .

SENATORS MARKLEY, (Ranking Member), 16th District.

REPRESENTATIVES ABERCROMBIE, (Chair), 83rd District; MCGEE, (Vice Chair), 5th ; BUTLER 72nd; COOK 65th; MORRIS 140th; PORTER 94th; RANDALL 44th; SANTIAGO 84th; STALLWORTH 126th.

REPRESENTATIVES WOOD, (Ranking Member), 141st District; BUCK-TAYLOR 67th; BYRON 27th; CASE 63rd; FERRARO 117th; ZUPKUS 89th.

Clerk: Kristen Traini

LCO Attorney: Marie Grady  
OLR Researchers: Katherine Dwyer and  
Mary Fitzpatrick

Room 2000, LOB 860-240-0490

### INSURANCE AND REAL ESTATE COMMITTEE

SENATORS CRISCO, (Chair), 17th District; HARTLEY, (Vice Chair), 15th .

SENATORS KELLY, (Ranking Member), 21st District.

REPRESENTATIVES MEGNA, (Chair), 97th District; ZONI, (Vice Chair), 81st ; ABERCROMBIE 83rd; ARCE 4th; CURREY 11th; DARGAN 115th; JOHNSON 49th; RANDALL 44th; RILEY 46th.

REPRESENTATIVES SAMPSON, (Ranking Member), 80th District; FLOREN 149th; KUPCHICK 132nd; MACLACHLAN 35th; NOUJAIM 74th; SCOTT 40th; VAIL 52nd.

Clerk: Diane Kubeck

LCO Attorney: Kumi Sato  
OLR Researchers: Janet Kaminski Leduc  
and Alexander Reger

Room 2800, LOB 860-240-0510

## COMMITTEE ASSIGNMENTS - 2016 Session

### INTERNSHIP COMMITTEE

SENATORS KENNEDY, (Ranking Member), 12th District; FONFARA 1st; MAYNARD 18th.

SENATORS LINARES, (Chair), 33rd District; FASANO 34th; GUGLIELMO 35th.

REPRESENTATIVES CONROY, (Chair), 105th District; FLEISCHMANN 18th; GODFREY 110th; TONG 147th.

REPRESENTATIVES CASE, (Ranking Member), 63rd District; GIEGLER 138th; SREDZINSKI 112th; ZAWISTOWSKI 61st.

Director: Lisa Roy

Room 5150, LOB 860-240-0520

### JUDICIARY COMMITTEE

SENATORS COLEMAN, (Chair), 2nd District; DOYLE, (Vice Chair), 9th ; BYE 5th; FLEXER 29th; GERRATANA 6th; WINFIELD 10th.

SENATORS KISSEL, (Ranking Member), 7th District; LINARES 33rd; MCLACHLAN 24th; WITKOS 8th.

REPRESENTATIVES TONG, (Chair), 147th District; FOX, (Vice Chair), 148th; BARAM 15th; BERGER 73rd; CURREY 11th; DILLON 92nd; GODFREY 110th; GONZALEZ 3rd; GRESKO 121st; HEWETT 39th; LEMAR 96th; MORRIS 140th; PORTER 94th; RILEY 46th; SERRA 33rd; SIMMONS 144th; STAFSTROM 129th; VERRENGIA 20th; WALKER 93rd.

REPRESENTATIVES REBIMBAS, (Ranking Member), 70th District; ADINOLFI 103rd; AMAN 14th; BUCK-TAYLOR 67th; CANDELORA 86th; CARPINO 32nd; DUBITSKY 47th; HARDING 107th; LABRIOLA 131st; MCGORTY 122nd; O'DEA 125th; O'NEILL 69th; SAMPSON 80th; SHABAN 135th; SMITH 108th.

Senior Committee Administrator:  
Deborah Blanchard

LCO Attorneys: William F. O'Shea and  
Angela R. Rehm  
OLR Researchers: Christopher Reinhart,  
James Orlando and Michelle Kirby

Room 2500, LOB 860-240-0530

## COMMITTEE ASSIGNMENTS - 2016 Session

### LABOR AND PUBLIC EMPLOYEES COMMITTEE

SENATORS GOMES, (Chair), 23rd District; OSTEN, (Vice Chair), 19th .

SENATORS HWANG, (Ranking Member), 28th District.

REPRESENTATIVES TERCYAK, (Chair), 26th District; ESPOSITO, (Vice Chair), 116th; KINER 59th; LUXENBERG 12th; PORTER 94th; VARGAS 6th.

REPRESENTATIVES RUTIGLIANO, (Ranking Member), 123rd District; MINER 66th; SMITH 108th; VAIL 52nd.

Clerk: Virginia Monteiro

OLR Researchers: Lee Hansen and John Moran

Room 3800, LOB 860-240-0540

### LEGISLATIVE MANAGEMENT

SENATORS LOONEY, (Chair), 11th District; DUFF, (Vice Chair), 25th ; BYE 5th; COLEMAN 2nd; CRISCO 17th; FONFARA 1st; HARTLEY 15th.

SENATORS FASANO, (Ranking Member), 34th District; FRANTZ 36th; KELLY 21st; WITKOS 8th.

REPRESENTATIVES SHARKEY, (Chair), 88th District; ARESIMOWICZ, (Vice Chair), 30th ; CANDELARIA 95th; COOK 65th; ESPOSITO 116th; GENTILE 104th; GODFREY 110th; MCCRORY 7th; MORIN 28th; ORANGE 48th; RYAN 139th.

REPRESENTATIVES KLARIDES, (Ranking Member), 114th District; CANDELORA 86th; HOYDICK 120th; MINER 66th; O'NEILL 69th; PISCOPO 76th.

Clerk: Sandra Forté

LCO Attorney: Louise M. Nadeau  
OLR Researcher: Stephanie A. D'Ambrose

Room 5100, LOB 860-240-0100

## **COMMITTEE ASSIGNMENTS - 2016 Session**

### **PLANNING AND DEVELOPMENT COMMITTEE**

SENATORS OSTEN, (Chair), 19th District; CASSANO, (Vice Chair), 4th ; FONFARA 1st.

SENATORS LINARES, (Ranking Member), 33rd District; FASANO 34th.

REPRESENTATIVES MILLER, (Chair), 36th District; D'AGOSTINO, (Vice Chair), 91st ; CONROY 105th; FOX 148th; HAMPTON 16th; REED 102nd; RITTER 1st; ROJAS 9th; SANTIAGO 130th.

REPRESENTATIVES AMAN, (Ranking Member), 14th District; BELSITO 53rd; DUBITSKY 47th; FRANCE 42nd; SIMANSKI 62nd; SRINIVASAN 31st; ZAWISTOWSKI 61st.

Clerk: Wade Packer

LCO Attorneys: Richard R. Hanratty and Sarah O'Connor  
OLR Researchers: Rute Pinho and Julia Bansal

Room 2100, LOB 860-240-0550

### **PROGRAM REVIEW AND INVESTIGATIONS COMMITTEE**

SENATORS FONFARA, (Chair), 1st District; COLEMAN 2nd; MAYNARD 18th.

SENATORS KISSEL, (Ranking Member), 7th District; GUGLIELMO 35th; MARKLEY 16th.

REPRESENTATIVES MUSHINSKY, (Ranking Member), 85th District; GENGA 10th; MILLER 36th.

REPRESENTATIVES CARPINO, (Chair), 32nd District; BETTS 78th; PAVALOCK 77th.

Clerk: Olivia Puckett

LCO Attorney: Contact: Christopher J. Cordima  
OLR Researcher: Stephanie D'Ambrose

Room 506, Capitol 860-240-0300

## COMMITTEE ASSIGNMENTS - 2016 Session

### PUBLIC HEALTH COMMITTEE

SENATORS GERRATANA, (Chair), 6th District; CRISCO, (Vice Chair), 17th ;  
KENNEDY 12th; MOORE 22nd.

SENATORS MARKLEY, (Ranking Member), 16th District; KANE 32nd.

REPRESENTATIVES RITTER, (Chair), 1st District; RILEY, (Vice Chair), 46th ; BAKER  
124th; CONROY 105th; COOK 65th; DEMICCO 21st; GENGA 10th; RYAN 139th;  
SAYERS 60th; SCANLON 98th; TERCYAK 26th; ZONI 81st.

REPRESENTATIVES SRINIVASAN, (Ranking Member), 31st District; ADINOLFI  
103rd; BERTHEL 68th; BETTS 78th; CANDELORA 86th; CARPINO 32nd; MCCARTY  
38th; PERILLO 113th; WILMS 142nd.

Senior Committee Administrator:  
Beverley Henry

LCO Attorneys: Heather Bannister and  
Eileen Lawlor-Parker  
OLR Researchers: Nicole Dube and James  
Orlando

Room 3000, LOB 860-240-0560

### PUBLIC SAFETY AND SECURITY COMMITTEE

SENATORS LARSON, (Chair), 3rd District; COLEMAN, (Vice Chair), 2nd ; GOMES  
23rd.

SENATORS GUGLIELMO, (Ranking Member), 35th District; FORMICA 20th.

REPRESENTATIVES DARGAN, (Chair), 115th District; VERRENGIA, (Vice Chair),  
20th ; ADAMS 146th; ARCONTI 109th; BOUKUS 22nd; ESPOSITO 116th; GONZALEZ  
3rd; KINER 59th; NICASTRO 79th; ORANGE 48th; ROVERO 51st; SIMMONS 144th.

REPRESENTATIVES ZUPKUS, (Ranking Member), 89th District; D'AMELIO 71st;  
FERRARO 117th; GIEGLER 138th; MINER 66th; SREDZINSKI 112th; VAIL 52nd;  
YACCARINO 87th.

Clerk: Jaime Hobart

LCO Attorney: Catriona N. Stratton  
OLR Researchers: Veronica Rose and Duke  
Chen

Room 3600, LOB 860-240-0570

## COMMITTEE ASSIGNMENTS - 2016 Session

### REGULATION REVIEW COMMITTEE

SENATORS DOYLE, (Ranking Member), 9th District; GOMES 23rd; SLOSSBERG 14th.

SENATORS CHAPIN, (Chair), 30th District; KELLY 21st; WITKOS 8th.

REPRESENTATIVES BECKER, (Chair), 19th District; ALTOBELLO 82nd; GODFREY 110th; HEWETT 39th.

REPRESENTATIVES O'NEILL, (Ranking Member), 69th District; CANDELORA 86th; O'DEA 125th; WOOD 141st.

Committee Administrator:  
Kirstin Breiner

LCO Attorney: Louise M. Nadeau, Richard  
Hanratty, William F. O'Shea, Bradford M.  
Towson, Shannon M. McCarthy, H  
OLR Researcher: Stephanie A. D'Ambrose

Room 011, Capitol 860-240-0580

### TRANSPORTATION COMMITTEE

SENATORS MAYNARD, (Chair), 18th District; LEONE, (Vice Chair), 27th ; CASSANO 4th; KENNEDY 12th; OSTEN 19th.

SENATORS BOUCHER, (Ranking Member), 26th District; FRANTZ 36th; MARTIN 31st.

REPRESENTATIVES GUERRERA, (Chair), 29th District; ARCE, (Vice Chair), 4th ; JANOWSKI 56th; JUTILA 37th; LEMAR 96th; LOPES 24th; MCCARTHY VAHEY 133rd; MORIN 28th; ROSARIO 128th; SAYERS 60th; SCANLON 98th; SERRA 33rd; STEINBERG 136th; VERRENGIA 20th.

REPRESENTATIVES O'DEA, (Ranking Member), 125th District; BUMGARDNER 41st; CARNEY 23rd; DEVLIN 134th; GIEGLER 138th; LABRIOLA 131st; LAVIELLE 143rd; MACLACHLAN 35th; SIMANSKI 62nd; WILMS 142nd; ZAWISTOWSKI 61st.

Clerk: Phil Mainero

LCO Attorneys: Catriona N. Stratton (DMV)  
and Coty Sibbach (DOT)  
OLR Researchers: Paul Frisman and Heather  
Poole

Room 2300, LOB 860-240-0590

**COMMITTEE ASSIGNMENTS - 2016 Session**

**VETERANS' AFFAIRS COMMITTEE**

SENATORS FLEXER, (Chair), 29th District; GOMES, (Vice Chair), 23rd ; OSTEN 19th.

SENATORS MARTIN, (Ranking Member), 31st District; HWANG 28th.

REPRESENTATIVES HENNESSY, (Chair), 127th District; NICASTRO, (Vice Chair), 79th ; CONROY 105th; GUERRERA 29th; ROSE 118th.

REPRESENTATIVES YACCARINO, (Ranking Member), 87th District; ADINOLFI 103rd; STANESKI 119th; TWEEDIE 13th.

Clerk: Paul Tarbox

LCO Attorney: Michael L. Tellerico  
OLR Researchers: Duke Chen and Veronica  
Rose

Room 509A, Capitol 860-240-8467

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# **STAFF OFFICES**

The Address for all staff offices at the Legislative Office  
Building/Capitol is:

(Office Name)  
LOB/Capitol  
Hartford, CT 06106-1591

## OFFICE OF JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

860-240-0100  
[jclm@cga.ct.gov](mailto:jclm@cga.ct.gov)

Room 5100, LOB  
<http://www.cga.ct.gov/olm>

The Joint Committee on Legislative Management is the administrative arm of the General Assembly. All appropriations for the legislative branch of government are under the jurisdiction of this committee and are administered by its nonpartisan staff.

The president pro tempore of the Senate and the speaker of the House serve as co-chairs of the committee. The remaining members include Senate and House majority and minority leaders, deputy and assistant leaders, and other members appointed by the four caucus leaders pursuant to the joint rules of the House and Senate.

The Office of Legislative Management provides administrative and operational support for the Connecticut General Assembly. The office, while implementing the policies of the Joint Committee on Legislative Management, provides administrative and financial services, administers compensation and human resources services, coordinates training and staff development services, and oversees the management and maintenance of all buildings and grounds under the supervision and control of the Legislature. The Office of Legislative Management ensures the daily functioning of the Legislature for the benefit of the legislators, their staff, and the general public.

### Staff

Jim Tracy, *Executive Director*  
John Harnick, *Financial Administrator*  
Jim Tamburro, *Human Resources Administrator*  
Eric Connery, *Facilities Administrator*  
Sandra Forté, *Senior Executive Assistant*

Frances Antinerella, *Senior Office Technician*  
Melissa Bartolomeo, *Principal ITS Analyst*  
Diane Bouchard, *Senior Office Technician*  
Liz Conroy, *Senior Legislative Secretary*  
Eric Crockett, *Contract Analyst*  
Leslie DelTosta, *Administrative Assistant*  
Kitten Digges, *Facilities Project Manager*  
Jay Drew, *Facilities Project Manager*  
Carl Fazzino, *Office Technician*  
Elizabeth Ferruggiaro, *Legislative Analyst II*  
Christy Gould, *Senior Administrative Assistant*  
Lori Grayson, *Staff Assistant*  
Liz Harwood, *Payroll Specialist*  
Charles Hennessey, *Office Technician*  
Lavonie Irby, *Human Resources Assistant*  
Debra Maselek, *Administrative Services Coordinator*  
Barbara Matthews, *Business Officer*  
Molly McAllister, *Training & Staff Development Coordinator*  
Tina Mohr, *Principal Legislative Analyst*  
Tina Roy, *Purchasing Officer*  
Nancy Serrano, *Senior Legislative Secretary*  
Susan Skehan, *Principal Legislative Analyst*  
Andrea Walker, *Principal Legislative Analyst*  
Beth Waters, *Payroll Supervisor*  
Lisa Zaugg, *Human Resources Specialist*

## OFFICE OF INFORMATION TECHNOLOGY SERVICES

860-240-0000 Help Desk  
[its@cga.ct.gov](mailto:its@cga.ct.gov)

Room 014, Capitol  
<http://www.cga.ct.gov/its>

The Office of Information Technology Services (ITS) provides high-quality, customer-focused information technology services and solutions for the Connecticut General Assembly (CGA). ITS is responsible for the selection, development, implementation, and management of application and web development, infrastructure, communication, site support and training services.

### Mission

The Mission of the Information Technology Services Department is to provide strategic technology solutions, services and exceptional support for the Connecticut General Assembly.

### Vision

The Vision of the Information Technology Services Department is to exceed our customers' expectations in our role as the innovative technology resource recognized for partnership, leadership, innovation, and customer service excellence.

### Services

Application and Web Development. ITS works closely with the legislative offices to identify, recommend, design, develop, implement, and maintain IT custom applications and website solutions.

Infrastructure and Communication. ITS designs and maintains a secure, efficient, and reliable hardware and software foundation to support all IT services and solutions for daily legislative business. The team implements an effective security structure to protect resources and data from unauthorized access and provides continued availability of critical systems

Site Support Services. ITS provides the CGA community a first point of contact for requesting ITS services at the General Assembly through the service desk. The team provides phone, e-mail, and desk-side assistance for applications, hardware, software, telephone, and network connectivity questions. During the legislative session, Site Support is available Monday through Friday from 8:00 a.m. to 7:00 p.m. or until the Chambers adjourn. During the interim, Site Support is available Monday through Friday 8:00 a.m. to 5:30 p.m.

To place a call for assistance, dial x0000 (860-240-0000). To check for current system outages, call x8686 (860-240-8686).

Training. ITS develops and provides training and documentation for CGA custom applications and third-party software. Training is tailored to the needs of the audience. Specialized training is arranged upon request. The ITS Training room is equipped with a multimedia projector and computers for up to 12 students. More than 200 courses per year are taught on a wide variety of information technology topics.

## Staff

Ken Greene, *Director*  
Sophie King, *Sr. Admin Services Coordinator*

### Application Development

Paul Alderucci, *Development Manager*  
Susan Marsh, *Manager*  
Cheryl Smith, *Manager*  
Dan Jalbert, *Manager*  
Jackie Allo, *Principal Analyst*  
David Beckman, *Principal Analyst*  
Gerry Eigo, *Senior Analyst*  
Rino Feole, *Principal Analyst*  
Tatyana Ganzman, *Senior Analyst*  
Steven Johnson, *Principal Analyst*  
Erik McKeone, *Senior Analyst*  
Ryan Pennant, *Senior Analyst*

### Technology Support

John Mockler, *Technology Manager*  
Robert Caroti, *Senior Analyst*  
Becky Fede, *Chief Analyst*  
Donna Galvin, *Senior Analyst*  
Daniel Gonzalez, *Assistant Analyst*  
Jim Gorbolino, *Analyst*  
Alfred Grabka, *Senior Analyst*  
Dave Listro, *Senior Analyst*  
Donna Pulsifer, *Analyst*  
Tim Putnam, *Chief Analyst*  
Roger Schyns, *Chief Analyst*  
Kim Skonieczny, *IT Training Specialist*

## OFFICE OF THE STATE CAPITOL POLICE

860-240-0240 (24-Hour Dispatch Center) Room 1300 LOB, Administration  
<http://www.cga.ct.gov/cop>

The State Capitol Police Department is a law enforcement agency whose core values are Integrity, Duty, Respect, and Tolerance. The men and women of the department have the awesome responsibility of “*Protecting Democracy*” in an environment that must be accessible to the public yet diligently patrolled.

It is the mission of the State Capitol Police Department to support the Connecticut General Assembly by creating a safe and secure environment in which to conduct the legislative process. We will carry out this role in a manner that respects the rights and dignity of all persons.

State Capitol Police Officers patrol a seventeen acre campus that includes the Capitol and Legislative Office Buildings, garages and the Old State House campus located on Main Street in Downtown Hartford. The State Capitol Police Department works in partnership with the City of Hartford and the State Police Departments.

State Capitol Police Officers are highly trained, well equipped professionals. An emphasis is placed on training and preparedness. Officers are provided with the most up-to-date training, equipment and technology available to do their job. Officers meet and maintain police officer certification standards, as mandated by state law and regulated by the Police Officer Standards and Training Council. The department has been nationally accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 2003. The department has been state accredited since 2006.

### **Chief of Police**

Walter Lee Jr.

### **Lieutenants**

Glen Richards  
Keith Zengel

### **Sergeants**

Jeffrey Barter  
John Sylvester  
Timothy Boyle

### **State Capitol Police Corporals**

Armando Segovia  
John O'Reilly  
Erica O'Connor  
Curtis Sinatro  
Jamie Axson  
Tim Murphy

### **State Capitol Police Officers**

James Giansanti  
Todd Tranter  
Jeffrey Vaccarro  
James Parker  
Thomas Soudier  
Scott Driscoll  
Milton Hardy  
Ryan Wilson  
Drew O'Connor

Anthony Lombardi (Senior Police Officer)  
Michael Bermudez  
James Zaniewski  
Reymundo Diaz  
Gregory Wright  
Peter Lynch  
Stanley Masternack  
Philip Caseria  
Gregory Wimble

### **Reserve Officer**

Sgt. Paul Longo

### **Security Technicians**

Donald Arcari  
Richard Gilgosky  
Martin Hart, Jr.  
Robert Highter  
Janice Horan  
Gordon Jones  
Richard Kisluk  
Francis Dubose-Watson  
Joseph Frederick  
Daniel Gilhuly  
Gino Giansanti

Glen Kolat  
Anthony Martinez  
Andrew Morace  
Gary Norman  
Dennis O'Connell  
Stephen Piersa  
Robert Rakauskas  
Jeffrey Roy  
Brian Skehan  
Angelo Tosi  
Timothy Triggs  
David Trudel

### **Executive Secretary**

Tracey Morin

## OFFICES OF THE SENATE CLERK AND HOUSE CLERK

Senate: State Capitol, Room 305  
860-240-0500  
<http://www.cga.ct.gov/sco>

House: State Capitol, Room 109  
860-240-0400  
<http://www.cga.ct.gov/hco>

The Clerk of the Senate and Clerk of the House of Representatives are officers of the General Assembly and are elected on Opening Day of the odd-year Regular Session for a two-year term. The Assistant Clerks in both houses are also appointed on Opening Day for a two-year term.

The Clerks' Offices are charged with the publication of the Journals, Calendars, Bulletins, Bill Indices, and other documents of the General Assembly. The Connecticut General Statutes provide that each house shall have a full-time Permanent Assistant Clerk. The Permanent Assistant Clerk is responsible for the daily operation of the Clerk's Office. In addition to the Permanent Assistant Clerk, the staff in the Clerks' Offices includes a Journal Clerk, Calendar Clerk, Bill Clerk and an Office Assistant. During sessions, additional personnel are added as necessary.

A bill or resolution is not officially filed until it is presented in proper form to the Clerk in the introducer's Chamber and signed by the introducer. The needs of the Members of the General Assembly are tended to with respect to bill/resolution filing, indexing, proofreading and storing of the record of all legislation introduced in the Senate or House of Representatives. Five permanent staff personnel in each of the Clerk's Offices serve the legislative requests of the 36 Members of the Senate and the 151 Members of the House of Representatives on a range of legislative matters. Member services also include preparation of citations, co-sponsorship of legislation as well as answering questions on the legislative process in each of the respective Chambers.

The Journals, which are published in accordance with the Constitution and the Rules, contain all of the legislative actions taken on each session day including the text of all amendments acted upon. The roll call vote on each action in the Senate or House of Representatives appears in that Chamber's Journal immediately following the description of actions on the bill or amendment. The Calendar is a daily compilation of bills and resolutions awaiting action in the Senate or House of Representatives. The Rules require that the Journal and Calendar must be on the desks of all members each day.

During regular sessions, the Clerks' Offices are responsible for the operation of the Information and Bulletin rooms. The Clerks' Offices oversee the publication of the Legislative Bulletin. The Bulletin illustrates the schedule for legislative sessions, public hearings, committee meetings and other events containing notes of interest to legislators, staff and interested members of the public. The Bulletin is published daily when the General Assembly is in session.

During the interim, legislative information is provided by the Clerks' Offices.

**Senate Clerk's Office**

Garey E. Coleman, *Clerk*  
Michael Jefferson, *Assistant Clerk*  
Timothy B. Kehoe, *Permanent  
Assistant Clerk*  
Linda Buchanan, *Journal Clerk*  
Michael Shonta, *Calendar Clerk*  
Frank A. Forzano, *Bill Clerk*  
Alice Ann Joseph, *Office Assistant*  
Reverend James J. Nock, *Chaplain*  
Rabbi Philip Lazowski,  
*Deputy Chaplain*

**House Clerk's Office**

Martin J. Dunleavy, *Clerk*  
Charles R. Augur, *Assistant Clerk*  
Ann M. Clark, *Permanent  
Assistant Clerk*  
John N. Barry, *Bill Clerk*  
Mary Alice Hughes, *Calendar Clerk*  
Bryan M. D'Auria, *Office Assistant*  
Kerri E. Malloy, *Journal Clerk*  
Rabbi Craig H. Marantz, *Chaplain*  
Reverend Charles E. Jacobs,  
*Deputy Chaplain*  
Imam Refai Arefin, *Deputy Chaplain*

## LEGISLATIVE COMMISSIONERS' OFFICE

860-240-8410  
Fax 860-240-8414  
[lco@cga.ct.gov](mailto:lco@cga.ct.gov)

Suite 5500, LOB  
<http://www.cga.ct.gov/lco>

The Legislative Commissioners' Office ("LCO") serves as the legal counsel to the members and committees of the General Assembly. The attorneys and support staff of the office are responsible for drafting the legislation considered by the General Assembly and for assuring that it is clear, concise and constitutionally sound. The office publishes a variety of legislative documents and carries out other duties assigned by law to the Legislative Commissioners.

The staff, in serving the members and committees of the State Legislature:

- Drafts bills, file copies and amendments, and performs related legal research;
- Reviews all bills and resolutions favorably reported by legislative committees for statutory consistency, clarity, and constitutionality prior to final action by the General Assembly;
- Prepares and prints file copies of bills favorably reported by legislative committees;
- Prepares and certifies the accuracy of the final version of each bill (the engrossed bill) before it is signed by the Governor;
- Provides other legal services to the General Assembly including advice on statutes that govern the General Assembly, advice on legislative rules, issuing confidential opinions of law to members or committees of the General Assembly, and reviewing proposed regulations submitted by state agencies; and
- Publishes public acts and special acts of each session, codifies the public acts, revises the Connecticut General Statutes, prepares legislative histories and annotations of Connecticut court cases, and publishes the revised General Statutes and Supplements thereto.

Each LCO attorney is assigned to one or more legislative committees and has expertise in the committee's areas of cognizance. In addition to drafting bills and amendments, the attorneys advise the committees on applicable state and federal statutes and regulations, case law affecting the committees' jurisdiction, and rules of procedure. All attorneys in the Legislative Commissioners' Office are admitted to practice law in Connecticut.

The Legislative Commissioners' Office is under the supervision of two commissioners, one a Democrat and one a Republican, who are appointed by the General Assembly for staggered four-year terms. A nonpartisan Director manages the day-to-day operations of the office. All full-time staff of the Legislative Commissioners' Office are nonpartisan.

## Commissioners

Edwin J. Maley, Jr., *Democrat*  
William A. Hamzy, *Republican*

*Director, Louise M. Nadeau*

## Legislative Attorneys Committee Assignments

Committee	Attorney
<i>Aging</i>	Marie P. Grady
<i>Appropriations</i>	Jo A. Roberts and Nicholas F. Bombace
<i>Banking</i>	Katharine E. Klebes
<i>Children</i>	Jeremy Sauer and Sarah O'Connor
<i>Commerce</i>	Nicholas F. Bombace
<i>Education</i>	Christopher J. Cordima
<i>Energy and Technology</i>	Lynn A. Kirshbaum
<i>Environment</i>	Bradford M. Towson
<i>Executive and Legislative Nominations</i>	Jo A. Roberts and Shannon M. McCarthy
<i>Finance, Revenue and Bonding</i>	Ailla Wasstrom-Welz and Kumi Sato
<i>General Law</i>	Richard R. Hanratty
<i>Government Administration and Elections</i>	Shannon M. McCarthy and Michael L. Tellerico
<i>Higher Education and Employment Advancement</i>	Eileen Lawlor-Parker
<i>Housing</i>	Katharine E. Klebes and Shannon McCarthy
<i>Human Services</i>	Marie P. Grady
<i>Insurance and Real Estate</i>	Kumi Sato
<i>Judiciary</i>	William F. O'Shea and Angela R. Rehm
<i>Labor and Public Employees</i>	Jeremy Sauer
<i>Legislative Management</i>	Louise M. Nadeau
<i>Planning and Development</i>	Sarah O'Connor and Richard R. Hanratty
<i>Program Review and Investigations</i>	(Contact: Christopher J. Cordima)
<i>Public Health</i>	Heather Bannister and Eileen Lawlor-Parker
<i>Public Safety and Security</i>	Catriona N. Stratton
<i>Regulation Review</i>	Richard R. Hanratty, Bradford M. Towson, William F. O'Shea, Shannon M. McCarthy Heather Bannister Kumi Sato and Louise M. Nadeau
<i>Transportation</i>	Catriona N. Stratton and Coty Sibbach
<i>Veterans' Affairs</i>	Michael L. Tellerico

**Bill Review** - Richard D. Taff

### **Support Staff**

*Supervisor of Legislative Documents*, Diana H. Caliendo

Maureen Breyan

Miriam Colon

Audrey Giorgio

Evelyn Huertas

Theresa A. Kruczek

Deborah Morin

Maria del Pilar Noble

Cynthia Papallo-Slepski

Amy Weidlich

### **Legislative Editor**

Patricia Egan

### **Statute Revision**

*Supervisor*, Arthur S. Donovan

*Statute Revision Specialist*, Jill W. Upton

*Staff Assistant*, Mary Ellen McGuire

## OFFICE OF LEGISLATIVE RESEARCH

860-240-8400  
[olr@cga.ct.gov](mailto:olr@cga.ct.gov)

Room 5300, LOB  
<http://www.cga.ct.gov/olr>

The nonpartisan Office of Legislative Research (OLR) helps the General Assembly make policy and serve the public by providing accurate, timely, and objective research, policy analysis, and assistance in the development of legislation. Our major services include report writing, committee staffing, and legislative analyses. We also maintain Intra- and Internet websites.

### Committee Staffing

OLR assigns one or more researchers to assist each standing and select committee except Appropriations. Researchers help committee leaders and members develop legislation, screen bills, analyze issues, answer research questions, and otherwise assist committees in their work. During the interim between sessions, OLR also works with special committees and task forces to develop recommendations and write reports.

### Research

OLR provides research for, and answers questions from, individual legislators and legislative staff. We prepare written reports for legislators, in addition to answering questions in person and by e-mail and making presentations.

Legislators and staff can access all OLR reports through OLR's Intranet (<http://cgalites/olr>) and Internet (<http://www.cga.ct.gov/olr>) web pages or the General Assembly's Intranet and Internet home page. Copies are also available from the Legislative Library.

### Legislative Analysis

**Bill Analyses.** A key part of OLR's charge is to write plain-language analyses of all nonappropriations bills that reach the floor of the General Assembly. Each analysis contains a summary of the bill's legal effect; a further explanation for those who want more details; and, where appropriate, background information on relevant court decisions, agency practices, and related legislation. We also highlight any technical problems with the bill draft. And we summarize each adopted amendment. Bill analyses are printed on the bill files and appear on the Internet and Intranet bill status pages.

**Public Act Summaries.** After the session, OLR summarizes each public act passed by the General Assembly. In addition, within a week of adjournment, we issue short summaries of the session's major public acts. And, between summaries of the public acts and publication of the *Major Public Acts*, we issue the *Acts Affecting ...* reports. These are brief, informal abstracts of new laws that affect specific groups or topics, such as children, seniors, municipalities, and education.

### Electronic OLR

**Websites.** OLR maintains both Internet (<http://www.cga.ct.gov/olr>) and Intranet (<http://cgalites/olr>) websites. These sites, which are continually updated, contain a searchable database of all OLR reports, major issues, focus areas (areas we focused on during the interim), a daily news blog of articles and reports, bill analyses and public act summaries, and other information and services from OLR.

## Staff

Director, Stephanie A. D' Ambrose  
Senior Administrative Services Coordinator and Webmaster, Tracey Otero

## Committee Assignments

<i>Aging</i>	Nicole Dube and Alex Reger
<i>Banking</i>	Michelle Kirby and Christopher Reinhart
<i>Children</i>	Katherine Dwyer and Paul Frisman
<i>Commerce</i>	John Rappa and Heather Poole
<i>Education</i>	John Moran and Marybeth Sullivan
<i>Energy &amp; Technology</i>	Lee Hansen and Mary Fitzpatrick
<i>Environment</i>	Kristen Miller and Janet Kaminski Leduc
<i>Executive &amp; Legislative Nominations</i>	Tracey Otero
<i>Finance, Revenue &amp; Bonding</i>	Rute Pinho , John Rappa and Heather Poole
<i>General Law</i>	Duke Chen and Kristen Miller
<i>Government Administration &amp; Elections</i>	Kristin Sullivan and Terrance Adams
<i>Higher Education &amp; Employment Advancement</i>	Terrance Adams and Marybeth Sullivan
<i>Housing</i>	Julia Bansal and Kristin Sullivan
<i>Human Services</i>	Katherine Dwyer and Mary Fitzpatrick
<i>Insurance</i>	Janet Kaminski Leduc and Alexander Reger
<i>Judiciary</i>	Christopher Reinhart, James Orlando and Michelle Kirby
<i>Labor &amp; Public Employees</i>	Lee Hansen and John Moran
<i>Legislative Management</i>	Stephanie D' Ambrose
<i>Planning &amp; Development</i>	Rute Pinho and Julia Bansal
<i>Public Health</i>	Nicole Dube and James Orlando
<i>Public Safety &amp; Security</i>	Veronica Rose and Duke Chen
<i>Regulation Review</i>	Stephanie D' Ambrose
<i>Transportation</i>	Paul Frisman and Heather Poole
<i>Veterans' Affairs</i>	Duke Chen and Veronica Rose

## Support Staff

Carease Gadson, *Senior Legislative Secretary*  
Brandon Seguro, *Legislative Secretary*

## LEGISLATIVE LIBRARY

[library@cga.ct.gov](mailto:library@cga.ct.gov)

<http://www.cga.ct.gov/lib>

860-240-8888  
Room 5400, LOB

The Legislative Library staff of professional librarians provides nonpartisan assistance to General Assembly members and staff by

- Collecting information resources for use by the General Assembly
- Developing and maintaining relevant research tools
- Educating its users in the research process.

Its Intranet home page (<http://cgalites/lib>) provides remote access to materials within its collection and to outside resources. The Library also offers limited assistance to government agencies, other libraries, and members of the public. Services also include email news alerts for a variety of subjects

The collection includes

- current and historical Connecticut legislative materials
- federal statutes
- case law from all Connecticut
- print resources such as treatises and periodicals
- legislative task force reports
- a unique collection of research reports written by the Office of Legislative Research analysts, indexed for computer retrieval as well as available in hard copy in the library's subject files.

On-line access and training in legal and general research sources is available in consultation with library staff.

The Legislative Library is open daily from 8:30 - 5:00 with extended hours when either House or Senate is in session.

### Staff

Jennifer Bernier, *Co-Head Librarian*  
Carrie Rose, *Co-Head Librarian*  
Christine McCluskey, *Librarian*  
Elizabeth Covey, *Library Assistant*.

## OFFICE OF FISCAL ANALYSIS

860-240-0200  
Fax 860-240-0052  
[ofa@cga.ct.gov](mailto:ofa@cga.ct.gov)

Room 5200, LOB  
<http://www.cga.ct.gov/ofa>

The Office of Fiscal Analysis (OFA) provides the General Assembly with independent, accurate, and timely fiscal information to assist members in making budgetary decisions and to inform members of the fiscal impact of legislation under consideration.

OFA acts as the fiscal support staff to the committees on Finance, Revenue and Bonding and Appropriations. The staff reviews and does analyses of the Governor's recommended budget, including revenues, appropriations, bond authorizations and various federal aid programs available to Connecticut.

In addition to analyzing the budget, OFA also assists the two committees in analyzing the fiscal impact of all individual money bills which may be referred to them. OFA prepares fiscal notes or fiscal impact statements that are appended to the file copy of all favorably reported bills; fiscal notes are also prepared on amendments.

The office provides information to individual legislators in areas concerning taxes, expenditures and other budgetary matters. A detailed report on the adopted State budget is prepared at the end of each session.

During the interim, OFA assists in legislative overview of State operations to assure that legislative intent is carried out during execution of the budget by the various agencies. This activity includes monitoring agency programs and expenditures and conducting in-depth analyses of selected programs. Also, State revenues are analyzed on a continual basis, and research is conducted on other finance matters such as bonding, investments, tax policy, and the total federal-state-local fiscal system.

Periodic reports are prepared on the state's current fiscal condition, and long-range budget projections are developed for future years. Other publications by the office include: Connecticut Tax Expenditure Report, Connecticut Budget and Economic Data, and the annual Fiscal Note Compilation. The office also analyzes fiscal notes on proposed regulations submitted by executive agencies to the legislative Regulation Review Committee for approval.

**Staff**  
Neil Ayers, *Director*

Christine Ashburn, *Section Chief*

<b>Analyst</b>	<b>Major Responsibilities</b>
Sarah Bourne, <i>Principal Analyst</i>	<i>Elementary Education, Office of Higher Education, Town Education Grants</i>
Rachel Della Pietra, <i>Principal Analyst</i>	<i>Children and Families, Public Health, Medical Examiner, Department of Veterans' Affairs</i>
Christina Gellman, <i>Principal Analyst</i>	<i>Banking, Dept. of Insurance, Dept. of Developmental Services, Teachers' Retirement, Dept. of Rehabilitative Services,</i>
Alan Shepard, <i>Principal Analyst</i>	<i>Board of Regents for Higher Education, UCONN, UCONN Health Center, Consumer Protection</i>

Michael Murphy, *Section Chief*

<b>Analyst</b>	<b>Major Responsibilities</b>
Evelyn Arnold, <i>Associate Analyst</i>	<i>Economic Development, Housing, Culture and Tourism,</i>
Anne Bordieri, <i>Associate Analyst</i>	<i>Energy Funds, Consumer Counsel, Transportation Fund, Transportation Bonding, Motor Vehicles, Dept. of Transportation, Soldiers, Sailors and Marines'</i>
Grant Gager, <i>Associate Analyst</i>	<i>Attorney General, Treasurer, Debt Service, Bonding</i>
William Lederman, <i>Principal Analyst</i>	<i>Budget Information System, Income Tax Modeling</i>
Chris Wetzel, <i>Principal Analyst</i>	<i>Dept. of Labor, Tax Policy &amp; Revenue Analysis, Dept. of Revenue Services, Spending Cap</i>

Chris Perillo, *Section Chief*

<b>Analyst</b>	<b>Major Responsibilities</b>
Don Chaffee, <i>Principal Analyst</i>	<i>Legislative Management, Emergency Services &amp; Public Protection, Office of Governmental Accountability, Secretary of the State, State Personnel</i>
Dan Dilworth, <i>Associate Analyst</i>	<i>Office of Policy &amp; Mgmt., Grants to Towns (PILOTS, Pequot), Municipal Funds, Federal Funds</i>
Meghan Green, <i>Analyst I</i>	<i>Dept. of Administrative Services, State Personnel, Statewide Issues</i>
Marcy Ritsick, <i>Principal Analyst</i>	<i>Environment, Agriculture, Agriculture Experiment Station, Council on Environmental Quality, Commission on Human Rights &amp; Opportunities</i>

Rob Wysock, *Section Chief*

<b>Analyst</b>	<b>Major Responsibilities</b>
Jonathan Palmer, <i>Associate Analyst</i>	<i>Military, Corrections, Budget Information System</i>
Phoenix Ronan, <i>Principal Analyst</i>	<i>Dept. of Insurance, Criminal Justice, Judicial, Public Defender, Probate</i>
Emily Shepard, <i>Principal Analyst</i>	<i>Dept. of Social Services, Mental Health and Addiction Services, Psychiatric Security Review Board, Office of Early Childhood</i>
Holly Williams, <i>Associate Analyst</i>	<i>State Comptroller, Dept. of Social Services, Office of Health Care Advocate, State Employee Fringe Benefits, Workers' Compensation</i>

**Administrative Staff**

Laurie L. Wysock, *Administrative Assistant IV*  
Theresa Kelly, *Administrative Assistant II*  
Lisa Kiro, *Administrative Assistant III*

**LEGISLATIVE PROGRAM REVIEW AND  
INVESTIGATIONS COMMITTEE**

860-240-0300  
Fax: 860-240-0327  
[pri@cga.ct.gov](mailto:pri@cga.ct.gov)

Room 506, Capitol  
<http://www.cga.ct.gov/pri>

The Legislative Program Review and Investigations Committee serves as the General Assembly's "watchdog" over the executive branch of government. The committee is a bipartisan committee of twelve members. Pursuant to statute, the President Pro Tempore of the Senate, the Speaker of the House, and Senate and House Minority Leaders each appoint three members to the committee. (C.G.S. Sec. 2-53g).

By law, the committee is charged with the duty of examining " . . . state government programs and their administration to ascertain whether such programs are effective, continue to serve their intended purposes, are conducted in an efficient and effective manner, or require modification or elimination."

The committee may also cite " . . . inadequate operating or administrative system controls or procedures, inaccuracies, waste, extravagance, unauthorized or unintended activities or programs or other deficiencies . . . " in its reports on agencies or programs reviewed by the committee.

The committee may conduct investigations on "any matter" when requested by a joint resolution of the General Assembly or, when the legislature is not in session, by a joint standing committee, or at its own initiative, subject to the approval of the Joint Committee on Legislative Management.

**Committee Staff**

Carrie Vibert, *Director*

Brian R. Beisel, *Principal Analyst*  
Michelle Castillo, *Principal Analyst*  
Maryellen Duffy, *Principal Analyst*  
Miriam P. Kluger, *Principal Analyst*  
Scott M. Simoneau, *Principal Analyst*  
Janelle Stevens, *Principal Analyst*  
Eric Michael Gray, *Associate Analyst*  
Jennifer Proto, *Associate Analyst*  
Susan Phillips, *Associate Analyst*

**Executive Secretary**

Olivia Puckett

## CONNECTICUT LAW REVISION COMMISSION

c/o Legislative Commissioners' Office

Room 5500, LOB

860-240-8410

Fax: 860-240-8414

The Connecticut Law Revision Commission conducts an ongoing review of Connecticut Law and recommends appropriate revisions to antiquated, unconstitutional, and inequitable laws. The Commission assists the Judiciary Committee and other legislative and executive bodies on specific revision proposals and solicits the expertise of numerous state legal authorities in arriving at its consensus on recommendations.

The Governor, Leadership of the General Assembly, and Judiciary Committee Co-Chairmen and Ranking Members each appoint members to the Commission.

The Law Revision Commission is supported by the staff of the Legislative Commissioners' Office.

### Commission Membership

Representative Arthur J. O'Neill, *Chairperson*

Judge Julia L. Aurigemma

William R. Breetz

Senator Eric D. Coleman

Jon P. FitzGerald

Representative Daniel J. Fox

Representative John W. Hetherington

Senator John A. Kissel

Brenden P. Leydon

Eleanor Michael

Michele C. Mount

Neal Ossen

Senator Andrew Roraback

Joel I. Rudikoff

Joseph J. Selinger, Jr.

Professor Colin C. Tait

Thomas J. Welsh

## CAUCUS STAFFS

The majority and minority leadership of each chamber is provided with funding for the employment of partisan professional staffs. These staffs, often referred to as caucus staffs, are responsible for serving the legislators of their respective parties in their respective chambers. Among the services normally provided to legislators by their caucus staffs are research, press releases, speech writing, secretarial services and constituent casework.

### SENATE MAJORITY CAUCUS

President Pro Tempore  
860-240-8600  
<http://www.senatedems.ct.gov>

Vincent Mauro, Jr.	<i>Chief of Staff</i>
Courtney Cullinan	<i>Deputy Chief of Staff</i>
Joseph Quinn	<i>Chief Legal Counsel</i>
Joel Rudikoff	<i>Director of Policy and Budget</i>
Adam Joseph	<i>Director of Communications</i>
Carla Smith	<i>Executive Secretary</i>

Majority Leader  
860-240-8600

Dean O'Brien	<i>Executive Assistant to the Majority Leader</i>
Ken Saccente	<i>Special Assistant to the Majority Leader</i>
Darcy Jones	<i>Counsel to the Majority Leader</i>

### HOUSE MAJORITY CAUCUS

Speakers Office  
860-240-8500

Maureen Magnan	<i>Chief of Staff</i>
Richard Baltimore	<i>Chief Legal Counsel</i>
David Velez	<i>Director of Legislative Operations and Human Resources</i>
Brian O'Connor	<i>Policy Director</i>
Gabe Rosenberg	<i>Director of Communications</i>
Kathleen Salvio	<i>Assistant to the Speaker</i>

Majority Leader  
860-240-8500

Christy Scott	<i>Chief Advisor and Legal Counsel</i>
Liz Connelly	<i>Legislative Communications Advisor</i>
Dorian Lockett	<i>Policy Advisor</i>
Patrick Shortell	<i>Policy Advisor</i>

## SENATE REPUBLICAN CAUCUS

Senate Republican Leader  
860-240-8800

Rob Poudrier  
Jennifer Macierowski

*Director of Operations  
Chief Legal Counsel & Director of  
Research*

Chris Fletcher

*Senior Chief Counselor to the  
Republican Leadership*

Adam Liegeot

*Director of Communications and  
Multimedia*

## HOUSE REPUBLICAN CAUCUS

House Republican Leader  
860-240-8700

Jennifer Skehan  
Sarah Fryxell  
Jackie Bertolone

*Chief of Staff  
Chief Counsel  
Executive Assistant  
to the House Republican Leader  
Press Secretary  
to the House Republican Leader*

Pat O'Neil

## **GOVERNOR'S GOVERNMENT AFFAIRS OFFICE**

860-566-4840

Room 400, Capitol

The Governor's Government Relations Office provides the communications channel between the Governor, agencies' liaisons, legislative leadership, legislative committees, and individual legislators. The service includes providing information relating to the administration's position on legislation and other issues, arranging meetings with members of the executive branch, and assisting legislators with any other issues or concerns they may have with regards to the Executive Branch.

### **Director of Government Affairs**

Paul H. Mounds, Jr.

### **Deputy Director of Government Affairs**

Chris F. Smith

### **Associate, Government Affairs**

Emma Cimino

**SUPPORT  
SERVICES**

## **BILL ROOM**

860-240-0333

Rooms 1400, 1410, LOB

The Bill Room, which is located on the first floor of the Legislative Office Building, operates during legislative session periods. Copies of bills and legislative documents may be obtained from the bill room staff.

### **Documents Available in the Bill Room**

In addition to bills, the List of Bills, the Legislative Bulletin, daily journals, and daily calendars are also available to the public in the bill room. A copy of each of these documents is placed on each legislator's desk on each session day.

A List of Bills is adopted by each chamber on almost every session day during the early weeks of a regular session. Adoption of a list constitutes the first reading of each bill appearing on it. The daily lists should be retained for reference until a cumulative index has been printed.

The Legislative Bulletin is published daily throughout the session. It contains information on public hearings, committee meetings and other legislative activities.

The Senate and House Journals are the official constitutional records of actions taken by the two chambers of the General Assembly. They are published daily throughout the session, with a final comprehensive compilation printed for each house several months after the conclusion of each regular session.

The Senate and House Calendars are published daily and constitute the agenda of bills for the current and subsequent session days. A bill that has received final committee action appears on the calendar on the day after it has been officially read in the chamber. It is listed by introductory number, by calendar number and title (and also by file number once that has been assigned) on the first day. On the next following calendar, that listing will include one star and, on the subsequent calendar, the listing will have two stars. At that point, the bill is ready for action by the chamber.

## **LEGISLATIVE INFORMATION ROOM**

860-240-0555

Vault 5, Capitol

The Legislative Information Room is in operation throughout each regular legislative session and for a few weeks after adjournment. Through use of the General Assembly's computerized bill-status system, the Legislative Information Room staff can provide an up-to-the-minute status report of any bill introduced into the Senate or House.

## **Information Services Available on Legislative Action**

Computer terminals are available outside the Legislative Information Room in the Capitol basement and near the Bill Room on the LOB first floor to provide information on bill status, bills by subject and bills by introducer.

The information that appears on the computer terminal screen is listed in abbreviated form and in chronological order. If the last action listed is "Ref. to Committee," the bill has not been reported out of committee. If the last action is "Filed L.C.," the bill has been reported out by the committee and is in the Legislative Commissioners' Office for preparation of a favorable report and return to the house of origin to be read-in and placed upon the Calendar. If a committee has reported unfavorably on a bill, the computer terminal screen will read "Filed L.C., Unfavorable."

"Amendment Adopted, Ref. L.C.," means that the bill has been amended and returned to the Legislative Commissioners' Office for reprinting in the files and will return to the Calendar to be acted upon as amended.

"House Passed" and "Senate Passed" means the bill has passed and will be going to the other house for action. Bills are held one day for reconsideration unless the rules are suspended for immediate transmittal. The screen will indicate "R/S" in cases where the rules have been suspended for transmittal. The same code is used to indicate a bill has been acted upon under a suspension of the rules.

After a bill has passed both houses in identical form, it is returned to the Legislative Commissioners' Office to be engrossed. The engrossed copy is signed by one of the Legislative Commissioners and by the Clerks of both chambers, and then transmitted to the Secretary of the State who, in turn, transmits it to the Governor for her signature or veto. Each of these actions, if taken, is also recorded under a bill's history.

If the last action listed on the computer terminal screen indicates that the bill is still in committee, further information on the bill may be obtained from the committee clerk or secretary in the committee's office.

## **LEGISLATIVE INTERNSHIP PROGRAM**

Lisa Roy, *Director*

860-240-0520  
<http://www.cga.ct.gov/isc>

Room 5150, LOB  
[CGAIntern@cga.ct.gov](mailto:CGAIntern@cga.ct.gov)

In recognition of the importance of providing college students with opportunities that are not typically available in a traditional academic setting, the General Assembly sponsors a college student internship program. The program, which is coordinated by a bipartisan twelve-member committee of legislators, encourages a high level of personal contact and interaction between legislators and the student interns.

The basic purpose of the legislative internship program is to afford students an opportunity to participate in the legislative process firsthand while providing legislators with staff assistance. Interns spend a majority of their time doing legislative work and are exposed to the wide variety of experiences available in the General Assembly. The program also seeks to provide a sound theoretical understanding of State government by inclusion of a strong academic component.

Some of the legislative interns serve on a full-time basis while others serve part-time. Appointments are announced in December by the Legislative Internship Committee which selects the individual interns after interviewing applicants for the program.

The Legislative Internship Committee assigns the interns to individual legislators with preference given to legislative leaders, committee chairs and ranking members. A workable and mutually beneficial relationship between legislator and intern is a major goal of the internship program. Every effort is made to assure a match satisfactory to both legislator and intern.

For more detailed information about the Legislative Internship Program, please access our website at <http://www.cga.ct.gov/isc>

### **STATE LIBRARY LEGISLATIVE REFERENCE UNIT**

860-757-6590  
<http://www.cslib.org>

State Library Building  
231 Capitol Avenue

The Legislative Reference Unit of the State Library is part of the executive branch of the State government. It provides reference services to all three branches of government as well as the general public. In addition it serves as the Archives for the General Assembly. Library staff will furnish bill copies from previous sessions; identify and provide statutes from other states; check on the history of prior legislation; create and maintain legislative histories for CT legislation; and respond to information requests related to legislation and the legislative process.

### **STATE LIBRARY BILL ROOM**

860-757-6550  
<http://www.cslib.org/billroom.htm>

State Library Building  
231 Capitol Avenue

The Legislative Bill Room of the State Library is open to the public, members of the bar, and state agency personnel throughout the entire year. Staff provide information regarding bills introduced and passed during the current legislative session. The Bill Room also provides copies of current session bills and public acts, to individuals upon request. Legislative histories for public acts passed during the most recent legislative session are also available.

### **STATE CAPITOL AND LEGISLATIVE OFFICE BUILDING TOURS**

860-240-0222  
860-240-0224

Room 101, Capitol  
1st Floor, West Entrance, LOB

Guided tours of the Capitol and Legislative Office Building are conducted by the League of Women Voters of Connecticut and sponsored by the Joint Committee on Legislative Management. Tours are conducted year-round on each regular workday. Closed all state holidays and weekends. No guided tours December 24 – January 1, but Self-Guided Tour Booklets are available. Advanced reservations may be made by calling Capitol Information and Tours at 860-240-0222 between 9:00 a.m. and 3:00 p.m. on regular workdays.

web: [www.cga.ct.gov/capitol tours](http://www.cga.ct.gov/capitol tours)  
email: [capitol.tours@cga.ct.gov](mailto:capitol.tours@cga.ct.gov)

**MISCELLANEOUS  
AGENCIES  
AND  
FUNCTIONS**

## AUDITORS OF PUBLIC ACCOUNTS

860-240-8651

*Auditor*, John C. Geragosian (Dem.)  
Room 116, Capitol

860-240-8653

*Auditor*, Robert M. Ward (Rep.)  
Room 114, Capitol

The Auditors of Public Accounts are appointed by the General Assembly and are responsible to that body. The bipartisan nature of the office, including a Democratic and Republican auditor, makes it possible for this office to function independently of partisan or special interest considerations.

The Auditors of Public Accounts are required by statute to audit, biennially, the accounts of each agency of state government, all institutions supported by the state, and all quasi-public bodies created by the General Assembly. The auditors not only provide this fiscal audit function, but also are authorized to examine the operations and performance of state agencies to determine their effectiveness in achieving legislative purposes.

In accordance with law, they must report any unauthorized, illegal, irregular or unsafe handling or expenditure of state funds to the Governor, the State Comptroller, the clerk of each house of the General Assembly, the Legislative Program Review and Investigations Committee, and the Attorney General. Under the provisions of Section 4-61dd, known as the Whistleblower Act, the auditors investigate all whistleblower complaints and matters of corruption, unethical practices, and violations of State laws or regulations and report their findings and recommendations to the Attorney General. At the request of the Attorney General or on their own initiative, they assist in any continuing investigation.

Copies of audit reports as well as other pertinent information regarding the Auditors of Public Accounts can be found on their website (<http://www.cga.ct.gov/apa/>).

## COMMISSION ON EQUITY AND OPPORTUNITY

860-240-1424  
[ceo@cga.ct.gov](mailto:ceo@cga.ct.gov)

18-20 Trinity Street  
<http://www.cga.ct.gov/ceo>

The Commission on Equity and Opportunity was created through SSPA 16-3 with the mandate to focus its efforts on the quality of life for members of the African-American, Asian Pacific-American and the Latino and Puerto Rican populations in the state of Connecticut.

The entity is to have 63 board members, as all current Commissioners will continue in the new entity through the end of their current terms. The commission carries over some of the best components of its predecessors' legislative mandates, which aimed at improving and promoting the economic development, education, health and political well-being of the African-American, Asian Pacific-American and the Latino and Puerto Rican communities in the State of Connecticut. Through best practice models and partnerships with local, state and national organizations, the Commission on Equity and Opportunity will use a cross-cultural lens to inform public policy and involve traditionally underserved populations in the legislative process.

This will be an opportunity to unite minority communities in the policy arena. In the next year, the Commission on Equity and Opportunity will focus on education, economic security and criminal justice in achieving its underlying mission.

Subira Gordon, *Executive Director*  
Alok Bhatt, *Commission Analyst*  
Werner Oyanadel, *Commission Analyst*  
Denise Drummond, *Information Officer*  
Lucia Goicoechea Hernández, *Special Projects Coordinator*  
Mui Mui Hin-McCormick, *Special Projects Coordinator*  
Clarisa Cardone, *Administrative Assistant*

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## COMMISSION ON WOMEN, CHILDREN AND SENIORS

860-240-1475  
[cwcs@cga.ct.gov](mailto:cwcs@cga.ct.gov)

18-20 Trinity Street  
<http://www.ctcwcs.com>

The Commission on Women, Children and Seniors (CWCS) is a non-partisan arm of the Connecticut General Assembly. As staff to the legislature, the CWCS researches best practices, coordinates stakeholders, and promotes public policies that are in the best interest of Connecticut's underserved and underrepresented women, children and older adults.

The agency recognizes that the experiences and needs of each population, while interconnected, are unique and may require individual public policy action. Therefore, the commission's legislative priority areas are meant to:

### For Women:

- *Enhance women's economic security through leadership development and such family-friendly workplace policies as paid family leave and pay equity;*
- *Ensure wellness throughout the lifespan, including access to the full range of reproductive healthcare; and*
- *Eliminate gender-based discrimination in the workplace and in government.*

### For Children:

- *Empower families and community leaders to be change agents on behalf of children;*
- *Remove the economic and academic obstacles that prevent children and their families from reaching their full potential; and*
- *Promote the physical, social and emotional wellbeing of children.*

### For Seniors:

- *Promote economic security, choice and independence for older adults in both work and retirement;*
- *Support livable and accessible communities where older adults can retain their dignity and age in place; and*
- *Enhance the safety and wellbeing of seniors by preventing physical abuse and financial exploitation.*

### Staff

Steven Hernández, *Executive Director*  
Joan Barere, *Senior Policy Analyst-Children & Family*  
Christine Kovel, *Senior Policy Analyst-Aging*  
Rosemary López, *Senior Resource Coordinator*  
Michelle Noehren, *Special Projects Coordinator & Special Digital Specialist*  
Christine Palm, *Public Information Officer*  
Heather Petit, *Senior Special Projects Coordinator*

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## CAPITOL CHILD DEVELOPMENT CENTER

860-240-0330

450 Broad Street  
<http://www.cga.ct.gov/ccdc>

In 1987, the Connecticut General Assembly passed Special Act No. 87-78 allowing for the Joint Committee on Legislative Management to establish an on-site daycare facility. In 1988, the Capitol Child Development Center, Inc., was created to provide quality developmental childcare for legislators and employees of the Legislative, Judicial and Executive branches of the state government.

### **Board of Directors of The Capitol Child Development Center**

Melissa L. Buckley, *President*

Andrew Clark, *Secretary*

Lisa Hammersley, *Treasurer*

Debra P. Forand

Jillian Gilchrest

Bethany Hamilton

Jessica Lloyd

Judy Moriarty

Roderick O'Connor

Carol Sinicrope (ex officio)

Barbara Jo Warner (ex officio)

### **Management Staff**

Carol Sinicrope, *Co-Director*

Barbara Jo Warner, *Co-Director*

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**LEGISLATIVE  
REPORTERS**

## LEGISLATIVE REPORTERS

Rooms 409, 409A, Capitol

Associated Press	Susan Haigh	860-524-7857 860-524-7858 860-246-6876
Connecticut Post	Ken Dixon	860-549-4670
Conn. Radio Network	Steve Kotchko Mark Sims	860-527-1901
CtNewsJunkie.com	Christine Stuart Hugh McQuaid Melissa Ozols Doug Hardy	860-978-1446 860-634-4651 860-227-1820 860-543-9453
Danbury News-Times	Ken Dixon	860-549-4670
Hartford Courant	Christopher Keating Jon Lender Daniela Altimari	860-241-6656 860-241-6524 860-241-3850
Journal Inquirer	Mike Savino Don Michak	860-547-1066 860-646-0500 ext. 343
New London Day		860-442-2200
Stamford Advocate	Ken Dixon	860-549-4670
Waterbury Republican-American	Paul Hughes	860-727-0460 860-877-5101
News 12 Connecticut	Kristi Olds	203-849-1321
New Haven Register	Angela Carter Mary O'Leary	203-848-7829 203-641-2577
WFSB TV Channel 3	Susan Raff	860-244-1700
WSHU-FM Radio	Ebong Udoma	203-520-8645 800-365-2005
WTNH TV News 8	Mark Davis	860-883-6773 203-784-8801
NBC Connecticut	Gen. Assignment Desk	860-313-6300
WTIC 1080 AM	Matt Dwyer John Silva	860-284-9800
Fox Connecticut	Jenn Bernstein Louisa Moller	860-727-0082
WNPR	Jeff Cohen	860-558-2957 860-275-7272
The CT Mirror	Mark Pazniokas Jacqueline Rabe Thomas Keith Phaneuf Arielle Levin Becker Alvin Chang	860-983-0926 202-494-8607 860-803-5773 203-901-2363 913-244-5557
Greenwich Time	Ken Dixon	860-549-4670
The Hartford Guardian	Ann-Marie Adams Adams Stulhman	860-403-0055

**GENERAL  
INFORMATION**

## **OFFICIALS AND THEIR DUTIES**

### **THE SENATE**

#### **President of the Senate**

The Lieutenant Governor is the President of the Senate by virtue of the office. The duties of the Lieutenant Governor include presiding over the Senate, recognizing members wishing to address the Senate, putting all questions to vote, deciding questions of order and referring bills to committees. In the event of a tie vote, the Lieutenant Governor may cast a vote to break the tie.

#### **President Pro Tempore**

The President Pro Tempore is elected by the Senate from its own members. The duties of the President Pro Tempore include presiding over the Senate in the absence of the President and appointing the Senate members of all committees, except when committee appointments are made by resolution.

#### **Majority Leader**

The Senate Majority Leader is appointed by the President Pro Tempore and serves as the majority party's leading spokesperson in floor debate.

#### **Minority Leader**

The Senate Minority Leader is elected by the minority party and serves as the minority party's leading spokesperson in floor debate.

#### **Clerk and Assistant Clerk**

The Clerk of the Senate is elected by the members. The Clerk appoints an assistant to help in carrying out the duties of the clerk. The Clerk reads all bills, resolutions and other documents presented to the Senate, keeps a record of the day's business, enters on the Calendar the bills and resolutions received from the House or from committees, prepares the Journal, keeps a record available to members of the action to date on all resolutions and bills and sees that copy for printing is prepared and that the daily Journal, Legislative Bulletin, Calendar and personal mail are distributed to the members. The Clerk also signs bills upon engrossment.

#### **Messengers and Doorkeepers**

The majority and minority leadership of the Senate appoint doorkeepers, messengers, and a sergeant-at-arms. They serve under the direction of the Clerk and are responsible for addressing the needs of the Senate with respect to messenger service and the distribution of documents.

## **THE HOUSE**

### **Speaker**

The Speaker is elected by the House from its own members. The duties of the Speaker include presiding over the House during its sessions, appointing House members of all committees not appointed by resolution, recognizing all persons wishing to address the House, putting all questions to vote, deciding questions of order and referring bills to committees.

### **Deputy Speakers**

Deputy Speakers are appointed by the Speaker of the House and assume the duties of the Speaker in the absence of the Speaker.

### **Majority and Minority Leader**

The House Majority Leader and House Minority Leader are elected by their respective caucuses and serve as their parties' leading spokespersons in floor debate.

### **Clerk and Assistant Clerk**

The Clerk of the House is elected by the members and an Assistant Clerk is appointed by resolution. It is the duty of the Clerk to keep adequate records of the proceedings of the House, to read all bills, resolutions and other instruments presented for action, to keep the Journal and a daily Calendar including accurate records of all transactions between the House and Senate, to keep a record available to members of the action to date on all resolutions and bills, to supervise the distribution of the Journal, Legislative Bulletin, and Calendar, and to sign bills upon engrossment.

### **Messengers and Doorkeepers**

The majority and minority leadership of the House appoint doorkeepers, messengers and a sergeant-at-arms. They serve under the direction of the Clerk and are responsible for handling the needs of the House with respect to messenger service and the distribution of documents.

## **COMMITTEES**

There are eight classes of committees in the General Assembly: standing committees, statutory committees, select committees, joint special committees, senate special committees, house special committees, conference committees and special interim committees.

### **Standing Committees**

Standing committees are those to which bills and resolutions are referred. The names and duties of these committees are designated in the rules. If joint rules are adopted, these committees are joint standing committees. If joint rules are not adopted, as was the case in the 1951 and 1955 sessions,

each house appoints its separate committees. Senate members on such committees are appointed by the President Pro Tempore and House members by the Speaker. Under the rules, minority party members of the committees are nominated by the minority party leader of each house.

The joint rules prohibit a standing committee from meeting when either house of the General Assembly is meeting in floor session. Committee appointments are usually made on the opening day of a two-year term. The first representative and senator named to a committee by the Speaker and the President Pro Tempore, respectively, become the chairpersons. The rules require that the chairperson or co-chairpersons of each committee schedule an organizational meeting after appointment of the members. In all meetings of a joint committee, and at all public hearings, the Senate and House chairpersons mutually agree as to who shall preside. All questions of order and other proceedings and questions relating to evidence are determined by a majority vote. All matters reported on are first reported to the house in which they originate.

### **Statutory Committees**

Statutory committees are permanent joint committees that exist by statute and are charged with specific tasks and responsibilities. There are four such committees: the Joint Committee on Legislative Management (Sections 2-71a to 2-71w, inclusive, of the general statutes); the Program Review and Investigations Committee (Sections 2-53d to 2-53k, inclusive, of the general statutes); the Regulation Review Committee (chapter 54 of the general statutes); and the Committee for Legislative Internships (Sections 2-81 to 2-82, inclusive, of the general statutes).

### **Joint Special Committees**

These committees are appointed to perform a special task and are discharged when that task is completed. The number of members is usually determined by the resolution calling for their appointment. Generally, it is the practice that Senate members are appointed by the President Pro Tempore and House members are appointed by the Speaker. Examples of joint special committees are the committees to inform the Governor that the House and Senate are in joint session, and special investigating committees to function during the session.

## **Senate Special Committees**

Senate special committees are generally of a temporary nature and arise either from the Senate rules or from specific resolution. Unless otherwise designated, the members are appointed by the President Pro Tempore. Committees in this group may include the committee on Senate appointments and the committee on canvass of vote for State senators.

## **House Special Committees**

House special committees are also of a temporary nature and arise either from the House rules or from specific resolution. Unless otherwise designated, the members are appointed by the Speaker. Committees in this group include the committee on canvass of vote for State representatives and the committee on seating arrangements.

## **Committee of Conference**

When the Senate and House pass differing versions of the same bill, a committee of conference is appointed to reconcile the differences and propose compromises which may make the matter acceptable to both houses. The rules provide that such committee shall consist of three members from each house, appointed by the President Pro Tempore of the Senate and the Speaker of the House, respectively. If the vote was not unanimous, at least one of the appointments from each house must be from the non-prevailing side of the vote in that house and at least one of the appointments from each chamber must be from that chamber's minority party membership.

## **Special Interim Committees**

The General Assembly sometimes establishes special joint study committees to examine a particular topic during the interim period between regular sessions. In addition, all standing committees continue in operation and may study issues during interim periods.

## **ENACTMENT OF BILLS**

Prior to the opening of the odd-year session and for a limited time thereafter as established in the joint rules, members and members-elect of the General Assembly may file proposed bills and resolutions in the house in which they serve. The State Constitution provides that in even-year sessions, individual legislators may introduce only those proposed bills and resolutions that are of a fiscal nature. Standing committees may introduce bills on any topic in any regular session of the General Assembly.

Proposed bills state briefly, usually in a single paragraph, the substance of the proposed legislation in informal, nonstatutory language. The text of the proposed bill is followed by a statement of purpose of not more than 150 words. Bills written in formal statutory language may be introduced only by a committee, with few exceptions. Proposed bills may be jointly sponsored by senators and representatives, and any member may co-sponsor a proposed bill originating in either house by requesting the

Clerk, in writing, of the house in which the proposed bill is filed to add the name of such member as a sponsor. In the case of a proposed bill in possession of the Legislative Commissioners' Office, such request may be made in writing to the Legislative Commissioners' Office.

The member presents the proposed bill to the Clerk of the House or Senate who assigns it a number. First reading of a proposed bill or resolution is by title and reference to a committee or by acceptance by the house of a printed list, distributed to the members, of the bills and resolutions with their numbers, sponsors, and titles, and the committees to which they have been referred. It is then recorded in the Journal by number and title, with a brief statement of purpose. It is next sent to the other house for concurrent reference.

Each committee separates the proposed bills referred to it into subject categories and, after providing legislators with time to express their views on these proposed bills, may vote to have the Legislative Commissioners' Office fully draft any of these bills. Fully drafted bills that are based on proposed bills are called "committee bills." A committee may also vote to have the Legislative Commissioners' Office draft bills on topics that did not originate as proposed bills. Such bills are called "raised bills." Like proposed bills, committee bills and raised bills are also sent to both houses for a first reading, and then referred to their original committee for consideration.

### **Public Hearing**

The staff of the committee to which the bill is assigned sends notice of the date and place of a public hearing to the member who introduced any proposed bill upon which the committee bill that is being heard is based. Upon request, such notices are also provided to other interested persons. Hearing notices must also be published in the Legislative Bulletin five calendar days in advance of the public hearing. In determining whether this five-day rule is met for a hearing notice, the first day of publication, the last day of publication, and any intervening weekend days and holidays are counted.

### **Committee Action**

After the public hearing, the committee meets to decide upon its action on the bill. Notice of such meeting is published in the Legislative Bulletin and all meetings are open to the public. The committee may: (1) vote a "favorable" report of the bill, which indicates that a majority of the committee favors the bill and recommends its passage (called a "JF" to signify that it is a favorable vote by a joint committee); (2) vote a "favorable substitute" report of the bill with revised language from the language in the original raised or committee bill (called a "JFS"); (3) vote to reject, or to "box" the bill; (4) take no action on the bill, which has the same effect as boxing it, but does not entail a vote of the committee; (5) vote an "unfavorable" report, which indicates that a majority of the committee opposes the bill and recommends its rejection but, for whatever reason, decides that the entire General Assembly should have the opportunity to consider the bill, or (6) vote a "change of reference" or a "favorable change of reference" to another committee.

As the General Assembly seldom accepts or rejects a bill contrary to a committee's recommendation, it is important for any member interested in its passage or rejection to secure substantial backing and to present convincing arguments on the matter to the committee. The rules permit the members of a committee from each house to divide the committee into separate House and Senate committees for purposes of considering and voting on bills to their respective houses.

### **The Bill in the House and Senate**

Upon a favorable vote, the bill must be first reviewed by the Legislative Commissioners' Office and approved by a Legislative Commissioner before being sent to the house in which it was introduced. The Legislative Commissioners then deliver the bill to the Clerk of the House or Senate, as the case may be, who, under the order of business, "Reports of Committees," presents the report to the particular house. Without discussion, the bill is read the second time (by title only) and laid on the table. Each favorably reported bill is printed and receives a file number distinct from the original bill number. Each file consists of the bill as reported by the committee and drafted by the Legislative Commissioners' Office, a fiscal note prepared by the Office of Fiscal Analysis, and an analysis of the bill prepared by the Office of Legislative Research. No further action on the bill may be taken until the second day succeeding the day on which it is placed in the files on the desk of each member. Bills are placed on the Calendar by title, file number, and bill number in the order in which they are received from committees. Bills that are ready for action (that is, which have been in the files of the members for two days) are marked with an "XX" on the Calendar. The third and final reading of the bill is ordinarily by title only, but any member may request that it be read in full. Following the reading of the bill, a member of the committee that reported it explains the committee's reasons for so doing, and a general debate on the bill is in order. There may be a consent calendar consisting of bills, designated by the majority and minority leaders of the house in which they are pending, which are placed and passed on motion without debate. Any member may move for removal of a bill from the consent calendar and, when so removed, the bill is considered on the regular calendar.

Amendments are prepared by the Legislative Commissioners' Office at the request of a member and may be offered any time prior to final passage of a bill. If a bill is amended on third reading other than to correct clerical errors or mistakes as to forms or dates, the amendment must be approved by a Legislative Commissioner and the bill, as amended, must be reprinted and returned in its new form to the members' files before it can be passed.

### **Passage and Engrossment**

After a bill has passed on the third reading, it is held for one day for a motion to reconsider, which can only be made by a member on the prevailing side of the vote. If not reconsidered, the bill is transmitted to the other house. If the other house amends the bill, it comes back to the first house for concurrence in the amendments. If the amendments are not

concurred in, a conference committee may be appointed to resolve the differences. When passed by both houses, the bill is delivered to the Legislative Commissioners' Office for engrossing (preparation of the text into official format) and supervision of printing in its final form. It is then certified by a Legislative Commissioner signed by the Clerk of the Senate and the Clerk of the House, and transmitted by the Clerks to the Secretary of the State who presents it to the Governor for approval or veto.

### **Action by the Governor**

If the Governor receives the bill while the legislature is in session, the Governor has five calendar days, exclusive of Sundays and holidays, to sign it or return it to the house in which it originated with a statement of objections. In the latter case, the bill may be reconsidered and, if passed by at least two-thirds of the members of each house of the General Assembly, it becomes law. If the Governor does not sign or veto the bill within five calendar days after presentment, Sundays and holidays excepted, the bill automatically becomes law unless the General Assembly has adjourned the regular or special session. If the regular or special session has adjourned, the bill becomes law unless the Governor, within fifteen calendar days after presentment, transmits it to the Secretary of the State with objections. In such case, the bill does not become law unless it is reconsidered and repassed by the General Assembly by at least two-thirds of the members of each house of the General Assembly at the time of its reconvening for its constitutionally mandated session to reconsider such vetoes.

### **Veto Session**

If the Governor vetoes any bill or bills after the General Assembly has adjourned, the Secretary of the State must reconvene the General Assembly on the second Monday after the last day on which the Governor is either authorized to transmit or has transmitted every bill to the Secretary with objections (Section 15 of Article IV of the State Constitution), except if such Monday falls on a legal holiday, the General Assembly is reconvened on the next following day. The reconvened session is for the sole purpose of reconsidering and, if the General Assembly so desires, repassing such bills. The General Assembly must adjourn sine die not later than three days following its reconvening.

## **TRANSCRIPTS OF PROCEEDINGS**

A verbatim typewritten record is prepared of all debate on the floor of the Senate and House and of all testimony at public hearings. Transcripts of floor debate and public hearing testimony from previous sessions are available in the legislative reference section of the State Library and on the Connecticut General Assembly's Internet and Intranet web sites.

## **CONSTITUTIONAL, STATUTORY AND REGULATORY PROVISIONS**

The State Constitution contains a number of provisions that pertain to the General Assembly. Among the most important of them are those that state the length and dates of legislator terms and of legislative sessions. The Constitution also provides that special sessions may be called by the Governor on special emergencies or by a majority of the members of the General Assembly as the members deem necessary. Other provisions specify the minimum and maximum number of members in the Senate and House and the procedure for reapportionment that occurs after every decennial census. The Constitution also prohibits a General Assembly from approving a salary increase for its members during the term of office for which they were elected. Finally, the Constitution prohibits members of the General Assembly from holding or accepting any appointive position or office in the State's executive or judicial branch of government during the term of office for which they have been elected. Members are immune from cases of civil process during the legislative session, and speech and debate in each house is privileged.

Most of the statutory provisions concerning the General Assembly appear in chapters 16 to 28a, inclusive, of the general statutes.

The joint rules, which are adopted for the two-year term on the opening day of the odd-year session, provide details on bill, committee and floor procedures. In addition, each chamber adopts its own rules, which take precedence over the joint rules in the event of conflict. The Senate and House rules contain provisions stating that Mason's Manual of Legislative Procedure govern the Senate or House whenever applicable and whenever not inconsistent with the joint rules or with the rules of the Senate or House.

## SENATE AND HOUSE FLOOR PROCEDURE

When speaking in a body that operates under rules of parliamentary procedure, the consistent use of the same terms conveys but a single meaning to the listener and thus serves to resolve any doubts in the listener's mind as to what the speaker means. Failure to use the accepted phraseology may create confusion and lead to questions from the floor as to the speaker's intent. The language and style illustrated below are the accepted form in the Connecticut General Assembly, and it is recommended that this language be used whenever possible.

### Language of Motions - Senate

Members who wish to offer a motion from the floor in connection with the progress of legislation should, after being recognized by the presiding officer and under the proper order of business, use the following language on motions indicated below: (Please note that it is not necessary to second any motion except appeals of rulings from the President.)

*Senate Resolution:* "Mr./Madam President, I move acceptance of the Senate Committee's favorable report and adoption of the resolution,"\* or (if it's a congratulatory) "Mr./Madam President, I move adoption of the resolution. Would the clerk please read the resolution?"

*Joint Resolutions:* "Mr./Madam President, I move acceptance of the Joint Committee's favorable report and adoption of the resolution,"\* or (if it's a congratulatory) "Mr./Madam President, I move adoption of the resolution."\* "Would the clerk please read the resolution?" \*\*

*Passage of a Bill:* "Mr./Madam President, I move the acceptance of the Joint Committee's favorable report and passage of the bill."

*Adoption of Senate Amendment (Prior to Passage of a Bill):* After a bill has been called and passage moved: "Mr./Madam President, the Clerk has an amendment, LCO #####. Will the Clerk please call the amendment?" \*\* "Mr./Madam President, I move the adoption of the amendment and move to waive the reading. I would seek leave of the Chamber to summarize." \*

*Passage of Bill with Amendment:* "Mr./Madam President, I move the acceptance of the Joint Committee's favorable report and passage of the bill in concurrence with the House (or Senate),"\* or "Mr./Madam President, I move acceptance of the Joint Committee(s) favorable report and passage of the bill. I move rejection of House Amendment Schedule(s) \_\_\_\_\_."\*

*Rejection of a Bill:* "Mr./Madam President, I move the acceptance of the Joint Committee's unfavorable report and rejection of the bill," \* or "Mr./Madam President, I move rejection of the Joint Committee's favorable report and rejection of the bill."\*

*Reconsideration:* "Mr./Madam President, I move to reconsider the vote on Senate or House Bill No. \_\_\_\_\_ which was passed on \_\_\_\_\_." (This motion can only be used on the same day the bill is passed or the next succeeding regular session day. The bill to be reconsidered must be in the Senate's possession and must be offered by a member who was on the prevailing side of the vote.)

*Recommittal:* "Mr./Madam President, I move this bill be recommitted to the Joint Committee on \_\_\_\_\_."

*Referral:* "Mr./Madam President, I move this bill be referred to the Joint Committee on \_\_\_\_\_."

*Immediate Transmittal:* "Mr./Madam President, I move suspension of the rules for the immediate transmittal of this bill to the House," or "Mr./Madam President, I move the immediate transmittal of this bill to the Governor." (or to the House during the last five days)

\* Indicates presiding officer will remark at this time.

\*\* Indicates senate clerk will remark at this point.

Following any motion, when the presiding officer asks "Will you remark?" an explanation of the bill or amendment or motion is order.

All questions in the Senate Chamber from one Senator to another Senator must go through the Chair. "Through you Mr./Madam President."

### **Language of Motions - House of Representatives**

Members who desire to offer a motion from the floor in connection with progress of legislation should, after being recognized by the Speaker and under the proper order of business, use the following language on motions indicated below: (Please note that it is not necessary to second any motion except on ruling from the Speaker.)

*House Resolution:* "Mr./Madam Speaker, will the Clerk please read the resolution?"\*\*\* "Mr./Madam Speaker, I move the adoption of the resolution," or "Mr./Madam Speaker, I move acceptance of the House Committee's favorable report and adoption of the resolution."

*House Joint Resolution:* "Mr./Madam Speaker, I move suspension of the rules for the immediate consideration of this resolution." \*\*\* "Will the Clerk please read the resolution?" or "I move the reading of the resolution be waived." \*\*\* "Mr./Madam Speaker, I move the adoption of the resolution." \*\*\* or "Mr./Madam Speaker, I move acceptance of the Joint Committee's favorable report and adoption of the resolution."

*Passage of a Bill:* "Mr./Madam Speaker, I move the acceptance of the Committee's favorable report and passage of the bill."

*Adoption of House Amendment Prior to Passage of a Bill:* "Mr./Madam Speaker, the Clerk has an amendment. It is LCO #\_\_\_\_. Would you

please ask the Clerk to call and I be allowed to summarize," or "Mr./Madam Speaker, the Clerk has an amendment." "Will the Clerk please read the amendment?" \*\*\* (Following explanation of amendment) "Mr./Madam Speaker, I move the adoption of the amendment." (If adopted) "Mr./Madam Speaker, I move the acceptance of the Committee's favorable report and passage of the bill as amended by House Amendment Schedule 'A.'"

*Rejection of a Bill:* "Mr./Madam Speaker, I move the acceptance of the Committee's unfavorable report and rejection of the bill."

*Retain Bill on Calendar:* "Mr./Madam Speaker, I move this bill be passed over retaining its place on the Calendar."

*Reconsideration:* "Mr./Madam Speaker, I move to reconsider the vote on House Bill \_\_\_\_\_ which was passed on \_\_\_\_\_." (This motion can only be used on the next succeeding session day and offered by a member who was in the prevailing vote. The rules may also be suspended in order to reconsider a bill on the same day that the bill is passed.)

*Recommittal:* "Mr./Madam Speaker, I move this bill be recommitted to the Committee on \_\_\_\_\_."

*Order of the Day:* "Mr./Madam Speaker, I move this bill be made the order of the day for \_\_\_\_\_ at \_\_\_\_\_ o'clock."

*Starred for Action:* "Mr./Madam Speaker, I move this bill be starred for action on \_\_\_\_\_."

*Immediate Transmittal:* "Mr./Madam Speaker, I move suspension of the rules for the immediate transmittal of this bill to the Senate." \*\*\* "Mr./Madam Speaker, I move the immediate transmittal of this bill to the Senate," or "Mr./Madam Speaker, I move suspension of the rules for the immediate transmittal of this bill (or Bill #\_\_\_\_) to the Governor."

\*\*\* Indicates remarks of presiding officer.

### **Senate Bills**

The motions listed above are the same for House action on Senate bills except that it is important to add the phrase "in concurrence with the Senate" at the end of each motion when that is the intent of the individual moving the bill.

Following the motion, when the presiding officer asks, "Will you remark?" an explanation of the bill or amendment is in order.

**ADMINISTRATIVE  
REGULATIONS**

**REGULATIONS CONCERNING  
STATE CAPITOL BUILDING,  
LEGISLATIVE OFFICE BUILDING  
AND SURROUNDING GROUNDS**

**1. Statutory Authority**

1.1 Under Section 2-71h of the *Connecticut General Statutes*, the supervision, security, utilization and control of the State Capitol Building and the Legislative Office Building and their parking facilities and surrounding grounds are the sole responsibility of the Joint Committee on Legislative Management. The only exceptions to this jurisdiction are the offices and parking of the Governor, Lieutenant Governor, Secretary of the State and Secretary of the Office of Policy and Management and their respective staff.

1.2 Section 2-71h also requires that the Joint Committee on Legislative Management adopt regulations for the maintenance of order within the Capitol Building and the Legislative Office Building and their surrounding grounds and that it establish the regular business hours for the Capitol Building and the Legislative Office Building and for all offices located within the buildings.

1.3 The Joint Committee on Legislative Management's Office of State Capitol Police shall be responsible for enforcement of these regulations. Any person(s), group, or organization violating any of these regulations shall be fined not more than one hundred dollars, except that any person who parks a motor vehicle in violation of such regulations shall have committed an infraction and shall be fined not more than ninety dollars.

**2. Business Hours**

2.1 The public business hours of the State Capitol Building and the Legislative Office Building shall be from 8:00 a.m. to 5 p.m., Monday through Friday (holidays excepted) and at such other times as official public business of the General Assembly may be conducted.

2.2 Entrance to any office under the supervision of the Joint Committee on Legislative Management after regular work hours or on days when those offices would normally be closed is prohibited except for contractors whose work requires their presence after hours and except for the following who may be admitted to office areas assigned to them for their use in carrying out their official responsibilities: a) members of the General Assembly; b) official employees of the General Assembly; c) executive branch employees who normally work in the Capitol Building; d) representatives of the news media who have offices in the Capitol Building; and e) legislative interns who have made prior arrangements for such entrance with the legislator(s) to whom they are assigned and with the Office of the State Capitol Police.

### **3. Parking in Legislative Office Building Garage and on the Capitol Grounds**

3.1 The Legislative Office Building Parking Garage is open from 7:00 a.m. to 6:30 p.m. on all regular work days during non-session periods and from 7:00 a.m. to 8:00 p.m. on all regular work days during session periods. On days that either chamber of the General Assembly meets in regular session beyond 8:00 p.m., the garage will remain open for one hour after the chamber has completed its session.

3.2 Supervision and operation of the Legislative Office Building Parking Garage and of the parking areas on the Capitol grounds are the responsibility of the State Capitol Police.

3.3 No fee shall be charged for parking in the garage unless extra staff must be hired for a particular private event.

3.4 Requests for use of the parking garage for a private function must be made in writing to the Joint Committee on Legislative Management or the Office of the State Capitol Police. Such requests may be approved by the Committee, acting through its chairpersons, provided such use of the garage will not interfere with its use for official State business. Any group or organization receiving approval for use of the garage will be required to provide advance proof of acceptable insurance coverage and to pay the Committee in advance for all operational costs associated with its use of the facility.

3.5 No vehicle, other than emergency vehicles acting in an emergency capacity, shall park so as to block any other vehicle in or around the garage or on the Capitol grounds.

3.6 Vehicles may park only in marked and/or designated parking areas. No vehicle may be parked so as to occupy more than one marked parking space.

3.7 From October 15 through April 15, no vehicle may be parked on the top level of the garage or on the State Capitol Grounds before 7:00 a.m. or after 6:30 p.m. Monday through Friday, or at any time on Saturday, Sunday or State holidays until such area has been cleared of snow. Exceptions will be granted if either house of the General Assembly is meeting in floor session.

3.8 Specific regulations concerning parking in the Legislative Office Building parking garage or on the Capitol grounds during legislative session periods will be issued by the Joint Committee on Legislative Management acting through its Office of the State Capitol Police.

3.9 The Office of the State Capitol Police may have vehicles towed from any area under the control of the Joint Committee on Legislative Management if such vehicle is in violation of any of the rules or regulations governing use of such areas. Any expense incurred by such removal will be the responsibility of the vehicle's owner/operator.

#### **4. Assembly on Capitol or Legislative Office Building Grounds**

4.1 No person or group of persons may hold any meetings or erect any tent, shelter, privy, stage, platform or other temporary structure on the State Capitol or Legislative Office Building grounds (including Minuteman Park) without first making a written request to do so and receiving written permission to do so from the Joint Committee on Legislative Management acting through its co-chairs.

4.2 No person or group of persons shall use any electronic loudspeaker, bullhorn or other amplifying device on the grounds of the State Capitol or Legislative Office Building (including Minuteman Park) or within the State Capitol Building or Legislative Office Building without prior permission of the Joint Committee on Legislative Management acting through its Office of the State Capitol Police.

4.3 No person or group of persons shall camp on, sleep on, or otherwise occupy the grounds of the State Capitol Building or Legislative Office Building (including Minuteman Park) between the hours of 11:00 p.m. and 7:00 a.m. without prior permission to do so from the Office of the State Capitol Police.

4.4 No person or group of persons shall use lighted candles without the prior approval of the State Capitol Police, and no person or group of persons shall set, or cause to be set, any fire or fireworks on the grounds of the State Capitol Building or Legislative Office Building or in Minuteman Park.

4.5 No person or group of persons shall deposit or abandon paper, glass, cans, garbage or other refuse on the grounds of the State Capitol Building or the Legislative Office Building or in Minuteman Park except in receptacles provided for such purposes.

#### **5. Animals in the Capitol Building or Legislative Office Building and on Surrounding Grounds**

5.1 Animals may not be brought into the Capitol Building or Legislative Office Building without prior permission from the Office of the State Capitol Police or unless otherwise permitted by law.

5.2 Animals may not be brought onto the Capitol or Legislative Office Building grounds when an authorized activity is in progress without

permission from the Office of the State Capitol Police or unless otherwise permitted by law.

5.3 When permission is granted under rule 5.1 or 5.2 to bring an animal into the Capitol Building or the Legislative Office Building or onto the Capitol or Legislative Office Building grounds, and when animals are brought onto such grounds at times not requiring permission, such animals shall be the responsibility of the person or persons bringing them into the building or onto the grounds, and such person or persons shall have them under control at all times.

## **6. Public Use of the Capitol Building or Legislative Office Building**

6.1 The number of persons permitted within the lobbies, offices, committee rooms, galleries and other areas of the Capitol Building and Legislative Office Building shall not exceed the limits established by the State Fire Safety Code.

6.2 Signs, banners, placards or other display materials may not be brought into the Capitol or Legislative Office Building if, in the opinion of the State Capitol Police, they present a hazard to the health and safety of the public.

6.3 Radio or television equipment, recording equipment, or sound-making or amplifying equipment may not be brought into the Capitol Building or Legislative Office Building by anyone other than credentialed representatives of the news media (note: this regulation shall not prevent persons from bringing hand-held cameras or portable recording equipment into the buildings).

6.4 The Office of the State Capitol Police may clear the Capitol Building and/or the Legislative Office Building of persons and close the building(s) to the public in the event that there is a disturbance within the building(s) or specific threat from outside that might prevent official business from being conducted or that might endanger any member or officer of the General Assembly or any officer or employee of the State of Connecticut or the general public. The State Capitol Police Department may permit credentialed representatives of the news media not participating in such disturbance to remain within the building(s) at such times that the building(s) may be closed for the purposes stated herein.

6.5 When the Capitol Building or Legislative Office Building is closed for the purposes stated in rule 6.4, the building(s) shall remain closed only as long as is necessary to avoid the disruption of official business and/or to ensure the safety of members or officers of the General Assembly, officers or employees of the State of Connecticut, or the general public.

6.6 No person or group of persons shall commercially solicit, peddle or sell any goods, products or services within the Capitol Building or Legislative Office Building without permission of the Joint Committee on Legislative Management through its Office of the State Capitol Police.

6.7 No person shall be allowed access to or use of the Capitol Building or Legislative Office Building while wearing a mask, hood or other device which conceals his or her identity, unless such mask, hood or device is: a) incidental to an authorized amusement or entertainment event; b) for the purpose of ensuring the person's physical safety while he or she is employed in either of the buildings; c) prescribed as part of a civil defense drill or exercise; or d) prescribed by the practice of the person's religious beliefs.

6.8 Access to the mechanical, engineering and systems control rooms and areas in the Capitol and Legislative Office Buildings is restricted to authorized personnel.

### **7. Use of the Capitol Building or Legislative Office Building Facilities by Private Groups and Organizations**

7.1 During periods that the General Assembly is in regular or special session, the Legislative Office Building and those areas of the Capitol Building under the supervision of the Joint Committee on Legislative Management may be used only for official meetings or public hearings of legislative committees or for activities sponsored by the Joint Committee on Legislative Management acting through its co-chairmen.

7.2 During the periods that the General Assembly is not in regular or special session, the Legislative Office Building and those areas of the Capitol Building under the supervision of the Joint Committee on Legislative Management may be made available to a public or private group or organization for the purpose of holding a meeting, provided that the purpose for using the facilities is not to further the candidacy of any individual running for public office or to raise funds for other than charitable purposes. No group or organization receiving permission to meet in the Capitol Building or Legislative Office Building shall charge admission for attendance at such meeting other than a per capita amount necessary to defray the charges for use of the facilities. No weddings, wedding receptions, wedding pictures, proms, or dances are permitted in the Legislative Office Building or Capitol facilities.

7.3 Individuals, groups or organizations seeking permission to use the Capitol Building or Legislative Office Building facilities may do so only after submission of a completed building use application form to, and notification of permission from, the Joint Committee on Legislative Management, acting through its co-chairmen.

7.4 A group or organization that receives permission to use the Capitol Building or Legislative Office Building facilities will be responsible for payment in advance of all special maintenance and security costs and for any additional staff overtime costs necessitated by its use of the facilities.

7.5 No tape or other foreign object may be affixed to the walls, doors, or woodwork in the hallways or meeting rooms of the Capitol or Legislative Office Building without permission from the Office of the Joint Committee on Legislative Management.

7.6 Groups or organizations receiving permission to serve food at a function in the Capitol Building or Legislative Office Building are encouraged to make arrangements for the purchase and service of such food with the food service contract operator of the Legislative Office Building on the basis of established price schedules approved by the Joint Committee on Legislative Management.

7.7 A private group or organization that receives permission to use the Capitol Building or the Legislative Office Building facilities will be responsible for providing proof of combined single limit liability coverage of at least one million dollars for use of the facilities with the Joint Committee on Legislative Management to be named in such coverage as an additional insured.

7.8 With permission from the Joint Committee on Legislative Management, a group or organization receiving permission to use the Capitol Building or Legislative Office Building facilities may serve wine or beer, provided that the service of such beverages must be handled by the food service contract operator of the Legislative Office Building and limited to the building's first floor atrium and cafeteria areas and to Room 310 and the Old Judiciary Room at the Capitol and, provided further, that if such function is held on a regular work day, such wine or beer may not be served until after 4:30 p.m.

7.9 The Capitol Building and Legislative Office Building volunteer tour program operates between 9:00 a.m. and 3:00 p.m. on regular work days and on Saturday from April through October between the hours of 10:15 a.m. and 3:15 p.m. A group receiving permission to use the Capitol Building or Legislative Office Building facilities outside of these hours may, on its own, try to make special arrangements with the director of the volunteer tour program for special tours during the period of its approved function.

## **8. Press Conferences**

8.1 No person or group of persons shall hold a press conference in the Legislative Office Building or in any part of the Capitol Building that is under the control and supervision of the Joint Committee on Legislative Management except the following:

- a) An individual who has a personal office in one of the buildings and uses such office for this purpose;
- b) Legislators and Commissioners and Deputy Commissioners of State agencies, provided the purpose of the press conference concerns their official activities; and
- c) Incumbent office holders and major party candidates for President, Vice President, United States Senator, United States Representative, Governor, Lieutenant Governor, Secretary of the State, Comptroller, Treasurer and Attorney General.

8.2 The Senate majority and minority caucus rooms, Room 310 and the Old Judiciary Room in the Capitol Building, and the Capitol offices of the Senate President Pro Tempore and the Senate majority and minority leaders, and the Speaker of the House and the House majority and minority leaders may be used for press conferences by those individuals and under those conditions specified in 8.1, if permission to use such rooms is granted by the President Pro Tempore of the Senate in the case of the Senate majority caucus room and the Old Judiciary Room, by the Senate minority leader in the case of the Senate minority caucus room, by the Speaker of the House in the case of Room 310, or by the appropriate House leader in the case of the three House offices.

### **9. Prohibition on Smoking in Capitol Building and Legislative Office Building**

Smoking is not permitted in the Capitol Building or Legislative Office Building.

### **10. Prohibition on Weapons**

Weapons shall be prohibited as provided in Section 2-1e of the *Connecticut General Statutes*.

## RULES ON MAILING PRIVILEGES

The funding, regulation and supervision of State mailing privileges by members and employees of the General Assembly are the responsibility of the Joint Committee on Legislative Management. In carrying out said responsibilities, the Joint Committee on Legislative Management has promulgated the following rules for the use of the State mails by legislators:

1. Except as provided below, legislators may utilize the State mail service during their term of office for the purpose of carrying out the duties and responsibilities of that office. For legislators other than the President Pro Tempore of the Senate, Speaker of the House, and the Majority Leader and Minority Leader of each house, such duties and responsibilities shall include but not necessarily be limited to:

a) replies to direct inquiries from constituents in the legislator's personal district;

b) replies to direct inquiries by individuals from outside the legislator's personal district;

c) unsolicited communications with constituents of the legislator's personal district under the conditions set out in #2, #3, #4 and #5 (below);

d) communications with legislators from other States, with members of Congress, and with federal, State and local governmental agencies and political subdivisions relative to official business; and

e) intrastate and interstate communications, and communications within the legislator's personal district, under the conditions set out in #2, #3, #4 and #5 (below), for the purpose of gathering information on present or prospective State or federal legislation.

2. Under Section 2-15a of the Connecticut General Statutes, each legislator is entitled to send out one district-wide mailing per year. One such mailing may be sent out in each calendar year as a one-page (up to 17 inches by 11 inches or 187 square inches) four-color newsletter, with the postage cost to be at the most economic bulk rate available. These guidelines do not prohibit any caucus from including alternative criteria in their district-wide newsletter specifications; however, any criteria above and beyond those included in the standards cited above must be paid for out of caucus funds.

3. Except as provided in #2 (above) and #4 (below), no legislator, other than the President Pro Tempore, Majority Leader and Minority Leader of the Senate, and the Speaker, Majority Leader and Minority Leader of the House, shall use the State mailing privileges for the purpose of mailing more than one thousand (1,000) first-class items in a week in the case of a

senator or more than five hundred (500) first-class items in a week in the case of a representative.

4. A legislator, other than the President Pro Tempore, Majority Leader or Minority Leader of the Senate, or the Speaker, Majority Leader or Minority Leader of the House, who wishes to use the State mailing privileges to send more than one thousand (1,000) pieces of a single mailing in a week in the case of a senator or more than five hundred (500) pieces of a single mailing in a week in the case of a representative shall be permitted to do so under the following conditions:

a) the total number of excess pieces of first-class mail for any or all mailings in a single calendar year shall not exceed 9,728 in number in the case of a senator and 2,432 in number in the case of a representative. A legislator (other than those excluded above) who wishes to send more than the above-authorized excess pieces may elect, at the beginning of a calendar year, to use a bulk mail permit, provided legislators who elect to use such a permit shall not use it to send more than 12,500 excess pieces in a given calendar year in the case of a senator or 3,125 excess pieces in a given calendar in the case of a representative.

b) a legislator (other than those excluded in #1 above) may use the State mailing privileges for the purpose of sending more than the maximum number of excess items or the district-wide mailing authorized under this section, provided all costs associated with sending more than said maximum number of excess items or more than said district-wide mailing shall be paid from said legislator's caucus budget.

5. Legislators shall not use the State mailing privileges for the purposes of:

a) sending campaign letters or for the conducting of campaign business (campaign business shall be considered as any act which is part or product of an organized or systematic effort to obtain a majority or plurality of the votes to be cast in an election for public office);

b) polling or surveying individuals for opinions or views with the exception of (1) constituents within the legislator's own district; (2) surveys by the President Pro Tempore, Majority Leader and Minority Leader of the Senate, and the Speaker, Majority Leader and Minority Leader of the House;

c) sending State highway maps, travel guides or other such promotional materials produced by State government agencies;

d) sending letters of congratulation, felicitation or sympathy unless limited to specific individuals with outstanding, unusual or special circumstances; not to include new voter letters; or e) mass mailings to

graduates, students, etc., or on the subjects of engagements, marriages, births or similar such matters, not to include new voter letters.

6. Legislators who are candidates for reelection shall not use the State mailing privileges during the period commencing on July sixteenth and ending on election day in even-numbered years for the purpose of sending an unsolicited mailing to an individual residing in their district.

Section 9-610(d)(1), Connecticut General Statutes. No incumbent holding office shall during the three months preceding an election in which he or she is a candidate for reelection or election to another office use public funds to mail or print flyers or other promotional materials intended to bring about the election or reelection of said person.

7. The office of the Joint Committee on Legislative Management shall keep and maintain specific records concerning the number of pieces mailed by each member of the General Assembly.

## **RULES ON CORRESPONDENCE AND MULTIPLE-COPY LETTERS**

1. The Joint Committee on Legislative Management contracts with private secretarial service agencies to assist legislators in the preparation of correspondence that they wish to send in conjunction with the fulfillment of their official duties and responsibilities.

2. The official duties and responsibilities for which legislators may utilize the contractual secretarial services shall include but not necessarily be limited to:

a) replies to direct inquiries from constituents in the legislator's personal district;

b) replies to direct inquiries by individuals from outside the legislator's personal district;

c) unsolicited communications with constituents of the legislator's personal district;

d) communication with legislators from other States, with members of Congress, and with federal, State and local governmental agencies and political subdivisions relative to present or prospective State or federal legislation;

e) intrastate and interstate communications, and communications within on present or prospective State or federal legislation; and

f) the typing of personal press releases to newspapers and radio and television stations that cover the legislator's personal district, provided such press releases concern present or prospective State or federal legislation.

3. Legislators shall not use the contractual secretarial services for the purposes of:

a) the preparation of campaign letters or the conducting of campaign business (campaign business shall be considered as any act which is part or product of an organized or systematic effort to obtain a majority or plurality of the votes to be cast in an election for public office);

b) the preparation of polls intended to elicit opinions or views from individuals other than constituents within the legislator's own district, except for new voter letters;

c) the preparation of letters of congratulation, felicitation or sympathy, unless limited to specific individuals with outstanding, unusual or special circumstances or new voter letters; or

d) the preparation of mass mailings to graduates, students, etc., or on the subjects of engagements, marriages, births or similar such matters, except for new voter letters.

4. Section 9-610(d)(1), Connecticut General Statutes. No incumbent holding office shall, during the three months preceding an election in which he or she is a candidate for reelection or election to another office, use public funds to mail or print flyers or other promotional materials intended to bring about his or her election or reelection.

5. The office of the Joint Committee on Legislative Management shall keep and maintain specific records concerning the number of letters requested by each member of the General Assembly from the contractual letter-service firms under contract to said committee.

## LEGISLATOR AND STAFF TRAVEL REGULATIONS

1. Section 2-15, Connecticut General Statutes. The comptroller shall draw his order on the treasurer for a transportation allowance for each member or member-elect of the general assembly, and the treasurer shall pay to such member as an allowance for transportation, such rate per mile equal to the federal General Services Administration (GSA) rate, as amended from time to time. The allowance shall be paid for each mile on each day that such member is required to travel: (1) From his home to the State Capitol and return therefrom to attend a session of the general assembly or a meeting of a committee of the general assembly or a public hearing held by any such committee or for other official legislative business, or (2) from his home to such other location within the State at which any such committee meeting or public hearing is held and return therefrom.

2. Members of the General Assembly who wish to receive reimbursement for official out-of-State travel must submit a written request for such reimbursement to the Executive Director of the Joint Committee on Legislative Management at least two weeks prior to their planned departure. Upon receipt of such a written request, the Executive Director shall immediately transmit such request to the Legislative Management Committee's personnel policies subcommittee (whose membership consists of the President Pro Tempore, Majority Leader and Minority Leader of the Senate, and the Speaker, Majority Leader and Minority Leader of the House). The request will first be forwarded to the member's own caucus leader/leaders for approval. Once approved by the member's leadership, the request will be sent on to the other caucus leaders for approval. Reimbursement shall be made if four of the six subcommittee members approve the request.

3. Legislative staff members who wish to receive reimbursement for official out-of-State travel must request approval for such reimbursement from their office director and from the Executive Director of the Joint Committee on Legislative Management at least two weeks prior to their planned departure.

4. Consideration of approval for requests for reimbursement for out-of state travel under #2 and #3 (above) shall be limited to meetings, conferences and seminars sponsored by the National Conference of State Legislatures, the Council of State Governments and other nonpartisan and non-ideological groups and organizations. Funds appropriated to the Joint Committee on Legislative Management for the purpose of legislator out-of-State travel reimbursement by approval of its personnel policies subcommittee shall not be used for reimbursement for attendance at any meetings, conferences or seminars of any partisan, or ideological, group or organization.

5. All air travel shall be tourist class unless no such accommodations are available.

6. Legislators and legislative staff who travel to an approved out-of-state conference using (a) their own cars shall be reimbursed at the rate of the in-state mileage reimbursement up to the cost of a round-trip tourist class airfare to the site of the conference, and (b) a train or bus shall be reimbursed up to the cost of a round-trip tourist class airfare to the site of the conference.

7. Legislators and staff shall be reimbursed for the cost of a single room at the hotel or motel at which the conference they attend is being held or to which the legislator or staff member is assigned. If space is available in the place where the conference is being held or where the legislator or staff member is assigned and the individual chooses to stay elsewhere, he or she shall be reimbursed for no more than the cost of a room at the hotel or motel where the conference is held or to which the individual is assigned, as applicable.

8. Thirty-three dollars (\$33.00) per day shall be the maximum amount that may be reimbursed for meals in any one day.

9. Receipts should, if possible, be submitted for all expenditures, other than meals, exceeding Twenty-five dollars (\$25.00).

10. Legislator requests for reimbursement for approved out-of-State travel or in-State mileage expenses must be submitted no later than ninety (90) days after the completion of the two-year legislative term in which the expense occurred or, in the case of a legislator who leaves office prior to the completion of the two-year term to which he or she was elected, within ninety (90) days of the legislator's final day in office. No reimbursement payments may be made after such deadlines except by approval of a majority of the membership of the Legislative Management Committee's personnel policies subcommittee.

**GUIDELINES  
CONCERNING EXHIBITS AND DISPLAYS IN THE CAPITOL  
AND LEGISLATIVE OFFICE BUILDINGS**

**1. Statutory Authority**

Under Section 2-71h of the Connecticut General Statutes, the supervision and maintenance of the interior, exterior and surrounding grounds of the Capitol Building and the Legislative Office Building, and decisions concerning use of these buildings and assignment of office space within them, are the responsibility of the Joint Committee on Legislative Management.

**2. Plaques or Permanent Displays**

2.1 The Joint Committee on Legislative Management may approve the permanent placement of plaques or displays in the Capitol or Legislative Office Buildings, provided that such plaques commemorate significant events or persons in the history of the State and provided that, with regard to plaques and displays placed in the Capitol, the location of such plaque or display shall be consistent with artistic standards and guidelines adopted by the Commission on Capitol Preservation and Restoration.

2.2 A plaque that is authorized for placement in the Capitol or Legislative Office Buildings shall be of appropriate size for its place of installation. Plaques shall be made of bronze or other suitable material and shall be installed to the Committee's specifications and at the expense of the sponsoring group.

2.3 An application for installation of a plaque or a permanent display must include a detailed design sketch and specifications. Prior to casting, a rubbing shall be submitted for final approval.

**3. Temporary Displays or Exhibits**

3.1 The Joint Committee on Legislative Management or acting through its co-chairpersons may approve placement of a temporary display or exhibit in the Capitol Building or in the Legislative Office Building for a period not to exceed four weeks during the interim and two weeks during regular session, provided that the display or exhibit shall be of quality and character deemed suitable for viewing by any individual, including school-age children, who may visit the buildings.

3.2 Requests for approval to place a temporary display or exhibit in the Capitol or the Legislative Office Buildings shall be submitted in writing to the Executive Director of the Joint Committee on Legislative Management and shall include a description and/or photograph of the display or exhibit, an explanation of the amount of space that will be required, and security provisions, if any, that will be provided.

3.3 The Joint Committee on Legislative Management shall not be responsible for any damage to a temporary display or exhibit during the period that it resides in the Capitol or Legislative Office Buildings.

3.4 Temporary displays or exhibits must meet all fire and building safety code regulations.

3.5 Upon approval of an application for a temporary display or exhibit in either the Capitol Building or Legislative Office Building, the applicant may be asked to provide a security deposit or bond in an amount specified by the Executive Director of the Joint Committee on Legislative Management sufficient to cover the expense of removal in the event the applicant fails to remove the display or exhibit in a timely manner.

3.6 No pricing may appear on any display items.

#### **4. Grounds Surrounding Capitol and Legislative Office Buildings**

All plantings on the grounds surrounding the Capitol and the Legislative Office Buildings shall be consistent with a master site and landscaping plan approved by the Joint Committee on Legislative Management and, insofar as such plan concerns the grounds adjacent to the Capitol Building, by the Commission on Capitol Preservation and Restoration.

**COMMISSION ON CAPITOL PRESERVATION  
AND RESTORATION  
GUIDELINES CONCERNING BASIC ARTISTIC STANDARDS  
FOR CONNECTICUT CAPITOL BUILDING**

A. The United States Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" shall serve as basic guidelines with regard to renovation, restoration and rehabilitation of the Connecticut State Capitol Building.

B. Interior of Building

The integrity of the location, design, setting, materials, decoration, feeling and appearance of all interior surfaces shall be maintained, whenever possible, as originally designed, constructed and created. All restoration shall be consistent with the design, materials and appearance of the original plans of Richard M. Upjohn, original architect, and William J. McPherson, original decorator, of the building. There shall be no changes to the interior structure or finishes, including walls, floors, ceilings or partitions, without approval of the Commission on Preservation and Restoration of the State Capitol or its designated subcommittee.

C. Exterior of Building

The integrity of the location, design, setting, material, decoration and appearance of all exterior structure, surfaces, and finishes shall be maintained, whenever possible, as originally designed and created. All restoration shall be consistent with the design, materials and appearance of Richard M. Upjohn, original architect, and William J. McPherson, original decorator, of the building. There shall be no changes to the exterior structure, surfaces, or finishes without approval of the Commission on Preservation and Restoration of the State Capitol or its designated subcommittee.

Adopted by the Commission on Preservation and Restoration of the State Capitol in accord with Section 4b-60, C.G.S. (1981).

**State Capitol Preservation & Restoration Commission Members**

Robert D. Harris, Jr., *Chairperson*  
Representative Emil "Buddy" Altobello  
Senator Joseph J. Crisco, Jr.  
Lorraine Guilmartin  
Sally M. Martin  
William Morgan  
Thomas Ritter  
John Ruffalo, III  
Barry Williams

Dr. Walter W. Woodward, *State Historian*  
Commissioner of Department of Construction Services, *ex officio*

Elizabeth A. Conroy, *Clerk*

**ADMINISTRATIVE REGULATIONS  
RULES OF PROCEDURE OF THE JOINT COMMITTEE ON  
LEGISLATIVE MANAGEMENT**

1. The President Pro Tempore of the Senate and the Speaker of the House shall be co-chairs of the committee and shall preside at meetings thereof on an alternating basis. When a meeting has been scheduled in accord with these rules and neither co-chair is present, the presiding officer at that meeting shall be the Senate vice-chair and House vice-chair, the Senate or House Majority Leader or, in their absence, Deputy President Pro Tempore of the Senate, a Deputy Majority Leader of the Senate or a Deputy Speaker of the House.
2. The committee shall meet at such times and locations as determined by the co-chairs.
3. The committee shall hold special meetings upon the written request of five (5) members of the committee. Such a meeting shall be held within five (5) days of receipt by the co-chairs of such written request.
4. Written notice of all meetings shall be according to the notice requirements of the Joint Rules of the House and Senate for all legislative committees.
5. A majority of the committee shall constitute a quorum, provided that at least five (5) of such members shall be of the minority party and at least four (4) of such members shall be from each chamber.
6. The executive director shall prepare a written record of all committee proceedings and distribute copies of such record to all members prior to the next meeting of the committee.
7. There shall be a Personnel Policies Subcommittee consisting of the President Pro Tempore of the Senate, the Speaker of the House, and the Majority Leader and the Minority Leader of each chamber. The President Pro Tempore and the Speaker shall be co-chairs of the subcommittee and shall preside at its meetings on an alternating basis. Such subcommittee shall be empowered to (a) approve compensation schedules and recommendations for appointments and promotions for nonpartisan employees and the employees of the Senate and House Clerk's offices, and cost-of-living adjustments in lieu of collective bargaining agreements for all employees; (b) approve the award of all contracts of more than \$50,000 in value, provided such award is made to the lowest qualified and responsible bidder in accord with the provisions of Section 2-71p of the General Statutes and, provided also, that if the subcommittee determines that the lowest bidder should be disqualified, it shall present such recommendation and a recommendation for award of the contract in question to the full committee which shall award the contract; (c) approve

emergency purchases made in accord with the provisions of subsection (d) of section 2-71p of the General Statutes; and (d) create the legislative branch budget.

8. There shall be bipartisan subcommittees on physical facilities, the Connecticut Network (CTN) and information technology with each subcommittee comprised of an equal number of committee members from each party and each chamber.

9. The co-chairs shall appoint chairs and members of such other subcommittees as the committee shall agree to create. At least one (1) member of each such subcommittee shall be a member of the minority party and at least one (1) member shall be from each chamber.

10. All actions of the Personnel Policies Subcommittee shall be by a majority vote of those present and voting, except that: (1) no major policy decision, contract in excess of \$50,000, expenditure in excess of \$10,000 that was not previously authorized, or the employment of any person by the personnel policies subcommittee to a full-time nonpartisan position, shall be effective without the concurrence of two-thirds (2/3) of the members present and/or voting, provided that such concurrence shall include the affirmative vote of at least one (1) member of the minority party and (2) if a committee member present and voting of either chamber requests, a vote of the majority of the members of each chamber present and voting shall be required for approval of a question by the full subcommittee.

11. Expenditures of appropriations for the operations of the Senate Majority office, the Senate Minority office and the House Majority office and the House Minority office shall be subject to the exclusive approvals of the Senate President Pro Tempore, the Senate Minority Leader, the Speaker of the House and the House Minority Leader, respectively, except for contracts in excess of \$50,000.

12. A written agenda of business shall be sent to all members of the committee by the executive director prior to each committee meeting in accordance with the Joint Rules. Such agenda shall not be altered after having been sent out except with the approval of the co-chairs of the committee.

13. All information on the activities or decisions of the committee shall be issued through the co-chairs or the executive director, and no other employee of the committee shall be authorized to do so without the express permission of the co-chairs or the executive director.

14. The rules of parliamentary practice comprised in the 2000 edition of *Mason's Manual of Legislative Procedure* shall govern all proceedings of the committee.

15. The co-chairs of the committee shall be members, ex-officio, of all Legislative Management Committee subcommittees without the right to vote, except that they shall have the right to vote in those subcommittees to which they have been assigned as regular members.

16. The affirmative vote of two-thirds (2/3) of the members present and voting shall be necessary for suspension or amendment of these rules of procedure.

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**RULES**  
**of the**  
**GENERAL ASSEMBLY**

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## JOINT RULES OF THE SENATE AND THE HOUSE OF REPRESENTATIVES

That the following shall be the Joint Rules of the Senate and House of Representatives for the regular sessions of the General Assembly and for interim periods during the 2015-2016 legislative term.

### MESSAGES BETWEEN CHAMBERS

1. Messages from one chamber to the other shall be delivered to the presiding officer.

### JOINT CONVENTIONS

2. Joint conventions shall be held in the Hall of the House. Either chamber may request a convention stating the purposes thereof in its message. The President of the Senate shall preside. The President and the Speaker shall make reports to their respective chambers of the proceedings of the convention which shall be printed in the respective journals.

### JOINT COMMITTEES

3. (a) **Designation of Committees.** There shall be twenty-two joint standing committees as provided in subsection (b) of this rule. There shall be three statutory committees as provided in subsection (c) of this rule. Committees shall consider all matters referred to them and report as required by these rules.

(b) **Standing Committees.** Each joint standing committee shall consist of not more than nine senators and not more than thirty-five representatives, except that the joint standing committees on Appropriations and Finance, Revenue and Bonding shall consist of not more than thirteen senators and not more than forty-five representatives. The joint standing committees shall be divided into Group A and Group B as follows:

#### GROUP A

(1) A committee on APPROPRIATIONS that shall have cognizance of all matters relating to appropriations and the operating budgets and all matters relating to state employees' salaries, benefits and retirement, teachers' retirement and veterans' pensions and collective bargaining agreements and arbitration awards for state employees. In addition, any bills or resolutions carrying or requiring appropriations, or creating or enlarging a state mandate to local governments, defined in subsection (a)(2) of section 2-32b of the general statutes, and favorably reported by any other committee, except the payment of claims by the state, shall be referred to the committee, unless such reference is dispensed with by at least a two-thirds vote of each chamber, provided the committee's consideration shall be limited to their fiscal aspects and appropriation provisions of such bills or resolutions and shall not extend to their other substantive provisions or purpose,

## THE JOINT RULES

except to the extent that such other provisions or purpose relate to the fiscal aspects and appropriation provisions of such bills or resolutions.

(2) A committee on EDUCATION that shall have cognizance of all matters relating to (A) the Department of Education and the Office of Early Childhood, and (B) school building projects, local and regional boards of education, the substantive law of collective bargaining covering teachers and professional employees of such boards, vocational rehabilitation, and libraries, including the State Library, museums and historical and cultural associations.

(3) A committee on ENVIRONMENT that shall have cognizance of all matters relating to (A) the Department of Energy and Environmental Protection concerning the preservation and protection of the air, water and other natural resources of the state and the Department of Agriculture, including farming, dairy products and domestic animals, and (B) conservation, recreation, pollution control, fisheries and game, state parks and forests, water resources and flood and erosion control, and the preservation and protection of the air, water and other natural resources of the state.

(4) A committee on FINANCE, REVENUE AND BONDING that shall have cognizance of all matters relating to (A) the Department of Revenue Services, and (B) finance, revenue, capital bonding and taxation. Any bill or resolution favorably reported by another committee relating to finance, revenue, capital bonding, taxation, employer contributions for unemployment compensation purposes, all matters relating to the Department of Revenue Services and the revenue aspects of the Gaming Division within the Department of Consumer Protection shall be referred to the committee, provided the committee's consideration shall be limited to the financial provisions and purposes of such bill or resolution, such as finance, revenue, bonding, taxation and fees, and shall not extend to the other substantive provisions or purposes, except to the extent that such other provisions or purposes relate to the financial provisions of such bills or resolutions.

(5) A committee on GOVERNMENT ADMINISTRATION AND ELECTIONS that shall have cognizance of all matters relating to (A) (i) the Department of Administrative Services, including purchasing and central collections, but excluding personnel and labor relations, fire marshals, the fire safety code, the state building code and school building projects, (ii) the administrative functions of the Office of Governmental Accountability, including the office's personnel and employment policies and information technology, and (iii) the Freedom of Information Commission, the Office of State Ethics, the Citizen's Ethics Advisory Board and the State Elections Enforcement Commission, (B) state government organization and reorganization, structures and procedures, (C) leasing, construction, maintenance, purchase and sale of state property and facilities, (D) state and federal relations, (E) interstate compacts, (F) compacts between the state and Indian tribes, (G) constitutional amendments, and (H) all matters relating to elections and election laws. Any bill favorably reported by

## THE JOINT RULES

another committee that authorizes the conveyance of real property, or any interest therein, by the state, or any resolution favorably reported by another committee that proposes a constitutional amendment shall be referred to the committee on Government Administration and Elections.

(6) A committee on JUDICIARY that shall have cognizance of all matters relating to (A) the Judicial Department, the Department of Correction and the Commission on Human Rights and Opportunities, (B) courts, judicial procedures, criminal law, probate courts, probation, parole, wills, estates, adoption, divorce, bankruptcy, escheat, law libraries, deeds, mortgages, conveyancing, preservation of land records and other public documents, the law of business organizations, uniform laws, validations, authorizations to sue and to appeal, claims against the state, (C) all (i) judicial nominations, (ii) nominations of workers' compensation commissioners, and (iii) nominations of members of the Board of Pardons and Paroles, and (D) all bills carrying civil penalties that exceed the sum of, or that may exceed in the aggregate, five thousand dollars. Any bill favorably reported by another committee that carries a criminal penalty, other than an infraction, shall be referred to the committee, provided the committee's consideration shall be limited to the criminal penalties established in such bill and shall not extend to the other substantive provisions or purposes of such bill.

(7) A committee on PLANNING AND DEVELOPMENT that shall have cognizance of all matters relating to local governments, housing, urban renewal, fire, sewer and metropolitan districts, home rule, and planning and zoning, regional planning and development activities, the state plan of conservation and development and economic development programs impacting local governments.

(8) A committee on PUBLIC HEALTH that shall have cognizance of all matters relating to (A) the Department of Public Health, the Department of Mental Health and Addiction Service and the Department of Developmental Services, and (B) health, including emergency medical services, all licensing boards within the Department of Public Health, nursing homes, pure foods and drugs, and controlled substances, including the treatment of substance abuse.

(9) A committee on TRANSPORTATION that shall have cognizance of all matters relating to (A) the Department of Transportation, the Office of the State Traffic Administration and the Department of Motor Vehicles, and (B) transportation, including highways and bridges, navigation, aeronautics, mass transit and railroads.

### GROUP B

(10) A committee on BANKING that shall have cognizance of all matters relating to (A) the Department of Banking, and (B) banks, savings banks, bank and trust companies, savings and loan associations, credit unions, the supervision of the sale of securities, fraternal benefit societies and secured and unsecured lending.

## THE JOINT RULES

(11) A committee on ENERGY AND TECHNOLOGY that shall have cognizance of all matters relating to (A)(i) the Public Utilities Regulatory Authority, and (ii) the Department of Energy and Environmental Protection concerning energy, energy policy planning and regulation, telecommunications, information systems and related technology, and (B) energy, energy policy planning and regulation, telecommunications, information systems and related technology.

(12) A committee on GENERAL LAW that shall have cognizance of all matters relating to (A) the Department of Consumer Protection, except legalized gambling, and (B) alcoholic beverages, fair trade and sales practices, consumer protection, mobile homes and occupational licensing, except licensing by the Department of Public Health.

(13) A committee on INSURANCE AND REAL ESTATE that shall have cognizance of all matters relating to (A) the Insurance Department, and (B) insurance law and real estate law.

(14) A committee on LABOR AND PUBLIC EMPLOYEES that shall have cognizance of all matters relating to (A) the Labor Department, (B) workers' compensation, unemployment compensation, conditions of employment, hours of labor, minimum wages, industrial safety, occupational health and safety, labor unions and labor disputes, and (C) conditions of employment of state and municipal employees and the substantive law of state and municipal employees' collective bargaining.

(15) A committee on HUMAN SERVICES that shall have cognizance of all matters relating to the Department of Social Services, including institutions under its jurisdiction, the Office of Protection and Advocacy for Persons with Disabilities and the Department of Rehabilitation Services.

(16) A committee on PUBLIC SAFETY AND SECURITY that shall have cognizance of all matters relating to (A) the Department of Emergency Services and Public Protection, and (B) civil preparedness and homeland security, state police, the state-wide organized crime investigative task force, municipal police training, fire marshals, the fire safety code, the state building code, and legalized gambling.

(17) A committee on COMMERCE that shall have cognizance of all matters relating to the Department of Economic and Community Development and Connecticut Innovations, Incorporated.

(18) A committee on HIGHER EDUCATION AND EMPLOYMENT ADVANCEMENT that shall have cognizance of all matters relating to (A) the Board of Regents for Higher Education and the Office of Higher Education, and (B) public and independent institutions of higher education, private occupational schools, post-secondary education, job training institutions and programs,

## THE JOINT RULES

apprenticeship training programs and adult job training programs offered to the public by any state agency or funded in whole or in part by the state.

(19) A committee on HOUSING that shall have cognizance of all matters relating to housing.

(20) A committee on AGING that shall have cognizance of all matters relating to senior citizens.

(21) A committee on CHILDREN that shall have cognizance of all matters relating to (A) the Department of Children and Families, including institutions under its jurisdiction, and (B) children.

(22) A committee on VETERANS' AFFAIRS that shall have cognizance of all matters relating to military and veterans' affairs, except veterans' pensions.

(c) *Statutory Committees.* In addition, there shall be:

(1) The committee on LEGISLATIVE MANAGEMENT that shall conduct the business affairs of the General Assembly. The committee shall be responsible for the operation of the General Assembly, coordination and supervision of committee work, improvement of legislative operations, deciding on matters of organization, procedures, facilities and working conditions of the General Assembly, compensation of employees of the legislative branch, and the facilitation of positive relationships with the federal government and other state governments. All bills and resolutions relating to such matters may be referred to the committee. The committee shall consist of (A) twenty members of the House who shall be (i) the Speaker, (ii) the deputy speakers, (iii) the majority leader, (iv) four members appointed by the Speaker, (v) three members appointed by the majority leader, (vi) the minority leader, (vii) two deputy minority leaders appointed by the minority leader, and (viii) five members appointed by the minority leader, and (B) thirteen members of the Senate who shall be (i) the President Pro Tempore, (ii) the majority leader, (iii) a deputy majority leader appointed by the majority leader, (iv) five members appointed by the President Pro Tempore, (v) the minority leader, (vi) an assistant minority leader appointed by the minority leader, and (vii) three members appointed by the minority leader. In matters of legislative operations, the legislative commissioners and the clerks of each chamber shall serve as ex-officio, non-voting members of the committee. The committee shall be chaired by the President Pro Tempore and the Speaker. A majority of the membership shall constitute a quorum and all actions shall require the affirmative vote of a majority. At any meeting, if a committee member present of either chamber requests, a vote of the majority of the members present of each chamber shall be required for approval of a question.

(2) The committee on EXECUTIVE AND LEGISLATIVE NOMINATIONS shall consist of (A) seventeen members of the House who shall be (i) the majority leader, or the majority leader's designee, (ii) the minority leader, or the minority

## THE JOINT RULES

leader's designee, (iii) nine members appointed by the Speaker, and (iv) six members appointed by the minority leader, and (B) six members of the Senate who shall be (i) the majority leader, or the majority leader's designee, (ii) the minority leader, or the minority leader's designee, (iii) three members appointed by the President Pro Tempore, and (iv) one member appointed by the minority leader. The chairpersons and ranking members of the committee or committees having cognizance of matters relating to the duties of a nominee for the position of a department head, as defined in section 4-5 of the general statutes, shall serve as ex-officio, non-voting members of the committee on executive and legislative nominations for the consideration of such nomination. All executive and legislative nominations requiring action of either or both chambers, except judicial nominations, nominations of workers' compensation commissioners and nominations of members of the Board of Pardons and Paroles, shall be referred to the committee on executive and legislative nominations.

(3) A committee on LEGISLATIVE PROGRAM REVIEW AND INVESTIGATIONS, the members of which shall be appointed as provided in section 2-53e of the general statutes, except that any member may be appointed to the committee, which may originate and report any bill it deems necessary concerning a program, department or other matter under review or investigation by the committee, in the manner prescribed in these rules.

(d) *Committee Appointments.* Appointments of committee members, except to fill a vacancy caused by death or incapacity or by resignation from the General Assembly or a committee of the General Assembly, shall be made on or before the fifth regular session day of the first year of the term and, except as otherwise provided in the rules of each chamber, shall be for the entire term for which the members were elected. Committee appointments of a member elected after the fifth regular session day of the first year of the term shall be made not later than five calendar days after the member takes the oath of office, and may be made, at the discretion of the appointing authority, to any committee.

Senate and House committees shall be appointed and organized in accordance with the rules of each chamber and members of the minority party shall be appointed on nomination of the minority leader of each chamber.

### LEADERS ON COMMITTEES

4. The President Pro Tempore of the Senate, Speaker of the House, and majority and minority leaders of the Senate and the House shall be ex-officio members of all committees, with the right to be present at all meetings and to take part in deliberations but without the right to vote, except as to those committees to which they are appointed members.

## THE JOINT RULES

### COMMITTEE MEETINGS AND PROCEDURES

5. (a) **Scheduling.** Except as otherwise provided in subsection (b) of this rule and in Rule 15, chairpersons of committees shall jointly schedule meetings during periods when the General Assembly is in session as follows:

(1) Committees may meet on any day from January 7 through January 14 in 2015 and from February 3 through February 5 in 2016. The chairpersons of each committee shall jointly call a meeting during said period in 2015 for the purpose of organization and to consider such other business as is deemed necessary.

(2) Beginning on January 15 in 2015 and on February 8 in 2016, and ending on the committee's deadline to report bills and resolutions in such year, as provided in Rule 15, Group A committees shall meet on Mondays, Wednesdays and Fridays only and Group B committees shall meet on Tuesdays and Thursdays only.

(3) Statutory committees, as described in subsection (c) of Rule 3, may meet on any day.

(4) Committees, except conference committees, may not meet during a session of either chamber without the consent of each chamber which is in session.

#### **(b) Exceptions to Scheduling Requirements.**

(1) The committees on Appropriations and Finance, Revenue and Bonding may meet on any day. The committee on Judiciary may meet on any day after March 27 in 2015 and after March 16 in 2016.

(2) Any committee may meet at the State Capitol or in the Legislative Office Building on any day, provided certification of a significant need for the meeting is made in writing by the Speaker of the House and the President Pro Tempore of the Senate or their designees.

(3) If, in any week, the designated meeting day of a committee falls on a holiday or on a day when the State Capitol or Legislative Office Building is officially closed, the committee may meet on another day, not so designated, within seven calendar days before or after such day, provided certification of the need for the meeting is made, in writing, by one of the following: The President Pro Tempore of the Senate, the Speaker of the House, the majority leader of the Senate or the majority leader of the House and all reasonable efforts have been made to notify each member of the committee of the meeting.

(c) **Conduct of Meetings.** A chairperson or a vice chairperson shall convene all meetings. If a meeting, other than a meeting on the day of the committee's deadline to report bills and resolutions, as provided in Rule 15, is not so convened within fifteen minutes following its scheduled starting time, the meeting shall be deemed cancelled. In all meetings of joint committees, and at all public hearings held by such committees, the Senate and House chairpersons shall mutually agree

## THE JOINT RULES

as to who shall preside and in the absence of agreement the Senate chairperson and the House chairperson shall alternately preside. A chairperson shall recognize each member wishing to be heard prior to ordering the vote on the final question of a favorable or unfavorable report, a favorable change of reference or the boxing of a bill or resolution. All questions of order, hearings and other proceedings including the raising of bills or resolutions and questions relating to evidence shall be determined by a majority of votes but, if the majority of the committee members present of either chamber so request, the committee members of each chamber shall separately determine all questions. A vote of a committee may be reconsidered only at the next regular meeting of the committee, except that any vote on the day of the committee's deadline to report bills and resolutions as provided in Rule 15, may be reconsidered at the same meeting not later than 5:00 p.m.

(d) **Final Action.** Except as otherwise provided, at each committee meeting, the vote on the final question of a favorable or unfavorable report, a favorable change of reference or the boxing of a bill or resolution shall be recorded to show the names of the members voting yea and the members voting nay. No motion to dispense with the recording of the names of the members voting yea and the members voting nay shall be entertained and no bill or resolution shall be reported to either chamber unless the names of the members voting yea and the members voting nay have been recorded and a record of the names of the members voting yea and the members voting nay has been attached to the bill or resolution submitted to the Legislative Commissioners' Office as provided in Rule 13. A copy of the voting record shall be sent to the clerk of the appropriate chamber, by the Legislative Commissioners' Office, with the favorably or unfavorably reported bill or resolution and retained by the clerks.

(e) **Proxies.** No member may vote by proxy and no committee shall record a vote cast by any member as a proxy for any other member.

(f) **Notice Requirements.** Notice of the date, time and place of committee meetings during periods when the General Assembly is in session shall be (1) given to the clerk of each chamber at least one day in advance of the meeting, and (2) when practicable, (A) given to the Legislative Bulletin clerk for inclusion in the next Legislative Bulletin, and (B) posted on the General Assembly's web site. The committee clerks shall post notice of the meetings in a conspicuous place in or near their respective committee offices.

(g) **Exception to Notice Requirements.** A meeting may be held on less than one calendar day's notice, provided announcement of the meeting is made from the floor of the Senate or House during a session and both chairpersons have approved the date, time, place and agenda for the meeting. Such approval shall not be unreasonably withheld. If the announcement cannot be made in one or both chambers because no regular session is being held on that day, an emergency meeting may still be held, provided certification of the need for the meeting is

## THE JOINT RULES

made, in writing, by one of the following: The President Pro Tempore of the Senate, the Speaker of the House, the majority leader of the Senate or the majority leader of the House, and all reasonable efforts have been made to notify each member of the committee of the meeting.

(h) *Agendas*. An agenda, approved by both chairpersons, shall be prepared for each meeting and made available at least one day before the meeting, except that for a meeting held under subsection (g) of this rule, the agenda shall be prepared and made available prior to the meeting. Items not on the agenda may be considered upon a majority vote of the committee members present.

(i) *Substitute Language*. A committee clerk shall, as soon as practicable, post on the committee's web site any written substitute language offered at a committee meeting by a committee member that has been prepared by the Legislative Commissioners' Office and assigned an LCO number by that office and reported favorably without any changes at such committee meeting.

## PUBLIC HEARINGS

### 6. (a) *Scheduling*.

(1) A committee may hold subject matter public hearings on any subject and on specified proposed bills and proposed resolutions, and on committee and raised bills and resolutions, during sessions, except that subject matter public hearings on proposed bills and proposed resolutions shall be held not later than twenty-one calendar days in 2015 and fourteen calendar days in 2016 before the committee's reporting out date designated in the schedule shown in Rule 15.

(2) Public hearings shall be scheduled for the convenience of the public and in accordance with the schedule for committee meetings of that committee as provided in Rule 5.

(3) In the event of inclement weather on the day on which a committee has scheduled a public hearing:

(A) If the State Capitol and Legislative Office Building have been officially closed due to inclement weather:

(i) If the hearing has been convened prior to the official closing, the committee may continue the hearing or may recess the hearing as provided in subsection (c)(5) of this rule.

(ii) If the hearing has not been convened prior to the official closing, the hearing shall be deemed cancelled and shall be rescheduled pursuant to subsection (a)(3)(D) of this rule.

(B) If the State Capitol and Legislative Office Building have not been officially closed:

## THE JOINT RULES

(i) If the hearing has been convened, the committee may recess the hearing as provided in subsection (c)(5) of this rule.

(ii) If the hearing has not yet been convened, the chairpersons of the committee may cancel the hearing if, in their opinion, the seriousness of the weather conditions is likely to reduce substantially the attendance at the hearing by members of the public or members of the committee.

(C) If the State Capitol and Legislative Office Building have not been officially closed, the committee clerk shall give notice of cancellation to the clerk of each chamber and shall post notice of the cancellation in a conspicuous place in or near the committee office, at the location of the scheduled hearing and on the General Assembly web site.

(D) The chairpersons shall reschedule a cancelled hearing on the earliest feasible date that is on a day specified for that committee in Rule 5(a) or 5(b) or on any other day with the approval of the President Pro Tempore of the Senate, the Speaker of the House, the majority leader of the Senate or the majority leader of the House. The committee clerk shall give notice of the rescheduled hearing to the clerk of each chamber and, when practicable, to the Legislative Bulletin clerk for inclusion in the next Legislative Bulletin and shall post notice of the rescheduled hearing in a conspicuous place in or near that committee office and on the General Assembly web site. The notice of the rescheduled hearing shall include the date, time, place and subject matter of the rescheduled hearing, together with a list of the numbers and titles of each bill and resolution to be considered, which subject matter and list shall be identical to the subject matter and list in the notice of the original hearing. The notice of the rescheduled hearing is not subject to subsection (b) of this rule if the notice of the original hearing complied with said subsection (b).

(4) Committees may group bills and resolutions by subject matter and schedule hearings so that similar bills and resolutions are heard at the same time.

(b) **Notice Requirements.** During the periods when the General Assembly is in session, notice of the date, time, place and subject matter of each hearing, together with a list of the numbers and titles of each bill and resolution to be considered shall be published in the Legislative Bulletin at least five calendar days in advance of the hearing. In no event shall a bill or resolution be listed for a hearing unless copies of the bill or resolution have been made in accordance with section 2-23 of the general statutes, and the original bill or resolution has been returned from the printer and is in the possession of the committee.

For the purpose of meeting the hearing requirements under this rule, the day of publication in the Legislative Bulletin during the time the General Assembly is in session and the day of the hearing shall both be counted as full days.

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### (c) *Conduct of Hearings.*

(1) *Convening and Procedures.* A chairperson or a vice chairperson shall convene all hearings. If a hearing is not so convened within fifteen minutes following its scheduled starting time, any member of the committee may convene that hearing. The time of commencement of the public hearing shall be designated in the published notice. The order of testimony of the witnesses and the length of time that each witness may testify shall be determined by the presiding chairperson who shall give due regard for the convenience of the public. Members of the public who wish to testify at a public hearing may place their names on a list, which shall be made available at a time and place to be determined by the chairpersons. Members of the public shall either (A) place their own name on the list, if they wish to testify, or (B) place the name of one other person on the list who will testify. Members of the public placing the name of another person on the list shall also place their own name on the list next to the name of the person who will testify. The placement of another person's name on the list by a person who receives a fee solely for that service shall be ineffective and the person so named shall not be permitted to testify.

(2) *Testimony by Public Officials.* A committee may permit legislators who are not members of the committee, representatives of state agencies, and municipal chief elected officials testifying in their official capacity to testify during but not beyond the first hour of a public hearing. The public portion of the hearing shall be uninterrupted by testimony from a legislator, a representative of a state agency or a municipal chief elected official. If any legislators, representatives of state agencies or municipal chief elected officials are unable to testify during the first hour, they may testify at the end of the hearing after all members of the public wishing to testify have been heard.

(3) *Written Testimony.* Legislators, representatives of state agencies, municipal chief elected officials and members of the public may submit to the committee written testimony on a bill or resolution or subject matter in person, by mail or facsimile transmission, or electronically at any time and the written testimony may be included by the committee in the transcript of the hearing. If the written testimony is not included in the transcript, it shall be attached to the transcript. Committee chairpersons should encourage a witness to submit a written statement and confine oral testimony to a summary of that statement, but the full written statement shall be included in or attached to the transcript of the hearing.

(4) *Notifying Other Committees.* Each bill or resolution referred by one committee to another with a favorable report shall be accompanied by a notation of the date or dates on which public hearings were held by the first committee. The chairpersons of any committee other than Appropriations or Finance, Revenue and Bonding to which any bill or resolution calling for an appropriation or a bond issue is referred shall notify the chairpersons of the committee on Appropriations or Finance, Revenue and Bonding of the date, time and place of the hearing thereon.

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(5) **Recessing.** The committee may recess any public hearing to a date, time and place specified at the time of the recess, which shall be on a day specified for that committee in Rule 5(a) or 5(b) or on any other day with the approval of the President Pro Tempore of the Senate, the Speaker of the House, the majority leader of the Senate or the majority leader of the House. The committee clerk shall give notice of any hearing recessed to another date to the clerk of each chamber and, when practicable, to the Legislative Bulletin clerk for inclusion in the next Legislative Bulletin, and shall post notice of the recessed hearing in a conspicuous place in or near that committee office.

### BILLS AND RESOLUTIONS GENERALLY

7. (a) **Definitions.** As used in these rules:

(1) "Proposed bill" means a bill drafted in informal, non-statutory language setting forth the substance of a proposal;

(2) "Proposed resolution" means a resolution drafted in informal, non-statutory language setting forth the substance of a proposal;

(3) "Committee bill" means a bill drafted in formal statutory language that incorporates the principles expressed in a proposed bill or proposed bills;

(4) "Committee resolution" means a resolution drafted in formal statutory language that incorporates the principles expressed in a proposed resolution or proposed resolutions;

(5) "Raised bill" means an original bill drafted in formal statutory language raised by a committee without reference to a proposed bill or proposed bills;

(6) "Raised resolution" means an original resolution drafted in formal statutory language raised by a committee without reference to a proposed resolution or proposed resolutions;

(7) "Emergency certified bill" means a bill drafted in formal statutory language that is certified by the President Pro Tempore of the Senate and the Speaker of the House to be of an emergency nature, pursuant to subsection (c) of Rule 9; and

(8) "Governor's bill" means a bill drafted in formal statutory language that accompanies the Governor's budget or other message.

(b) **Numbering.** Senate bills shall be numbered from 1 to 5000, House bills shall be numbered from 5001 to 9999 and resolutions shall be numbered starting with 1 in each chamber.

(c) **Preparation and Alteration.** Each proposed bill, proposed resolution, committee bill, raised bill, committee resolution, raised resolution, emergency certified bill and Governor's bill shall be prepared by the Legislative Commissioners' Office. No such bill or resolution shall be altered after such bill or resolution has been filed, except by the legislative commissioners, in accordance with the provisions of Rule 13.

## THE JOINT RULES

(d) **Form and Format.** (1) Each proposed bill, proposed resolution, committee bill, committee resolution, raised bill, raised resolution, emergency certified bill and Governor's bill shall be printed without interlineation or erasure. All such bills and resolutions shall be printed on white-colored and yellow-colored paper and filed with the clerk of the chamber of the introducer in the form required by these rules. Each copy of such bill or resolution shall include the number of such bill or resolution, the session of introduction, the introducer or introducers of such bill or resolution, and, if applicable, the committee to which it was referred. In the case of a committee bill or committee resolution, each copy of such committee bill or committee resolution shall also include the names of any co-sponsors.

(2) Each committee bill, raised bill, emergency certified bill or Governor's bill amending a statute or special act shall set forth in full the section or subsection of the statute or the special act to be amended. Text to be deleted or repealed shall be surrounded by brackets or overstricken so that the deleted or repealed text remains readable, and new text shall be indicated by capitalization, underlining or italics. In the case of a section or subsection not amending an existing section of the general statutes but intended to be part of the general statutes, the section or subsection shall be preceded by the word (NEW).

(e) **Statement of Purpose.** At the conclusion of each proposed bill, proposed resolution, committee bill and raised bill there shall be a statement of its purpose in not more than one hundred fifty words, to be printed under the caption "STATEMENT OF PURPOSE". The statement of purpose shall not be a part of such bill or resolution for consideration and enactment into law.

(f) **Sponsors.** (1) Any member of the General Assembly may co-sponsor (A) a proposed bill or proposed resolution by requesting the Legislative Commissioners' Office, in writing, to add such member's name to such proposed bill or proposed resolution in its possession, or (B) a proposed bill, proposed resolution, committee bill, committee resolution, raised bill, raised resolution, emergency certified bill or Governor's bill by requesting the clerk of the chamber in which such bill or resolution has been filed, in writing, to add such member's name as a co-sponsor of such bill or resolution, provided such request is made not later than the date of the signing of such bill, or the deadline for the signing of such bill, by the Governor, whichever is earlier, or the date of the adoption of such resolution.

(2) A member of the General Assembly may request the clerk of the chamber in which a proposed bill, proposed resolution, committee bill, committee resolution, raised bill, raised resolution, emergency certified bill or Governor's bill was filed, in writing, to remove such member's name as an introducer or a co-sponsor of such bill or resolution, provided such request is made not later than the time specified in subsection (f)(1)(B) of this rule. The clerk shall notify the Legislative Commissioners' Office of such removal and the member's name shall be removed from the legislative database for such bill or resolution.

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(g) **Clerks' Certified Copies.** The clerk of each chamber shall certify and keep on file in the clerk's office at all times a duplicate copy of each proposed bill, proposed resolution, committee bill, committee resolution, raised bill and raised resolution. The certified duplicate copy shall be made on yellow-colored paper of the same size and format as the original. If the original proposed bill, proposed resolution, committee bill, committee resolution, raised bill and raised resolution cannot be located, a copy of the certified duplicate copy of such bill or resolution shall be made by the clerk and used in lieu of such original. The clerk shall make a notation on the original of the certified duplicate copy of all action taken on the original proposed bill, proposed resolution, committee bill, committee resolution, raised bill and raised resolution.

(h) **Copies.** Sufficient copies of proposed bills, proposed resolutions, committee bills, committee resolutions, raised bills, raised resolutions and Governor's bills shall be prepared, in accordance with section 2-23 of the general statutes, for use by the General Assembly and the public and shall be available in the legislative bill room.

(i) **Types of Bills and Resolutions in 2016 Session.** In the 2016 session, only the following bills and resolutions may be introduced: Those (1) relating to budgetary, revenue and financial matters, (2) raised by committees of the General Assembly, and (3) relating to matters certified in writing by the President Pro Tempore of the Senate and the Speaker of the House to be of an emergency nature.

### PROPOSED BILLS AND PROPOSED RESOLUTIONS

8. (a) **Introduction by Members. Deadline.** Members of the General Assembly may introduce proposed bills or proposed resolutions for consideration by the joint standing committees and the Legislative Management committee. The deadline for members of the General Assembly to submit a request to the Legislative Commissioners' Office to draft a proposed bill or proposed resolution shall be January 16, 2015, for the 2015 session and on February 5, 2016, for the 2016 session, in each session at 5:00 p.m. or at an hour the presiding officer of each chamber designates. The chamber of origin for a proposed bill or proposed resolution shall be the chamber of the first introducer of such proposed bill or proposed resolution.

(b) **Preparation.** At the request of any member of the General Assembly, the Legislative Commissioners' Office shall prepare a proposed bill or proposed resolution and return the proposed bill or proposed resolution to the member who submitted the request or file the proposed bill or proposed resolution with the clerk of the appropriate chamber not later than ten days after the receipt of the request, unless the President Pro Tempore of the Senate and the Speaker of the House consent, in writing, to a request by a legislative commissioner for an extension of time.

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(c) ***Suggested Committee Referral.*** The Legislative Commissioners' Office shall make a notation as to the suggested committee reference for each proposed bill and proposed resolution based on its subject matter. The clerk of the appropriate chamber shall, on introduction of each such proposed bill or proposed resolution, make a tentative reference for the President Pro Tempore of the Senate or the Speaker of the House.

(d) ***Receipt by Clerk; Initial Reference to Committee.*** The clerk of the Senate or House shall receive each proposed bill and proposed resolution and shall cause copies to be prepared in accordance with subsection (h) of Rule 7. After copies of the proposed bill or proposed resolution have been made, the proposed bill or proposed resolution shall receive its first reading as set forth in Rule 16. The President Pro Tempore of the Senate or the Speaker of the House shall refer the proposed bill or proposed resolution to the appropriate joint standing committee or the Legislative Management committee and then send such proposed bill or proposed resolution to the other chamber for concurring reference. The original of the proposed bill or proposed resolution shall be delivered forthwith to the clerk of the appropriate committee.

### COMMITTEE BILLS AND RESOLUTIONS, RAISED BILLS AND RESOLUTIONS, EMERGENCY CERTIFIED BILLS AND GOVERNOR'S BILLS

#### 9. (a) ***Committee Bills and Committee Resolutions.***

(1) ***Introduction.*** Committee bills and committee resolutions may be introduced only by committees. A committee, upon receiving the proposed bills or proposed resolutions referred to it pursuant to Rule 8, may separate them into subject categories and may vote to have committee bills or resolutions on the subjects prepared by the Legislative Commissioners' Office. Each committee bill and committee resolution shall be (A) identified as a committee bill or committee resolution, (B) endorsed with the signature of each chairperson of the committee, except such chairperson may permit the vice chairperson of the same chamber to sign any such bill or resolution, (C) filed with the clerk of the appropriate chamber, and (D) assigned a number in accordance with the provisions of subdivision (3) of this subsection.

#### (2) ***Deadlines.***

(A) ***Initial Committee Action.*** The deadline for committees to vote (i) to reserve proposed bills and proposed resolutions for subject matter public hearings under Rule 6, or (ii) to have the Legislative Commissioners' Office prepare committee bills and committee resolutions shall be 5:00 p.m. on the following dates in 2015:

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February 3	Aging Banking Housing Children Veterans' Affairs
February 5	Energy and Technology Higher Education and Employment Advancement Insurance and Real Estate General Law Public Safety and Security
February 10	Labor and Public Employees Legislative Management Commerce Human Services
February 11	Education Environment Planning and Development Public Health Transportation
February 18	Government Administration & Elections Judiciary Finance, Revenue and Bonding Appropriations

In 2016, such deadline shall be 5:00 p.m. on February 17 for the committees in Group A and on February 18 for the committees in Group B and the Legislative Management committee.

**(B) Committee Action on Bills and Resolutions Reserved for Subject Matter Public Hearings.** The deadline for committees to vote to have the Legislative Commissioners' Office prepare committee bills and committee resolutions based on proposed bills or proposed resolutions that have been reserved for subject matter public hearings under subparagraph (A) of this subdivision and on which subject matter public hearings have been held under Rule 6 shall be 5:00 p.m. on the seventeenth calendar day in 2015 and the tenth calendar day in 2016 prior to the committee's deadline to report bills and resolutions in such year, as provided in Rule 15.

**(3) Numbering.** Each committee bill and committee resolution shall have the same number and chamber of origin as the proposed bill or proposed resolution on which it is based. Such number and chamber of origin shall be used in any reference to such proposed bill, proposed resolution, committee bill or committee resolution. When a committee bill is based on two or more proposed bills, or a committee resolution is based on two or more proposed resolutions, the members

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of the committee shall designate the proposed bill or proposed resolution number to be used on the committee bill or committee resolution. The numbers of any other proposed bills or proposed resolutions that the committee bill or committee resolution is based on shall be listed at the end of the committee bill or committee resolution with the names of the introducers and co-sponsors. The number of any committee bill or committee resolution based on proposed bills or proposed resolutions on which subject matter public hearings have been held under Rule 6 shall be determined by the committee in the same manner as provided in this subdivision.

### (b) *Raised Bills and Raised Resolutions.*

(1) **Introduction.** Raised bills and raised resolutions may be introduced only by committees. A committee may vote to raise bills and resolutions and have such raised bills or raised resolutions prepared by the Legislative Commissioners' Office. Each raised bill and raised resolution shall be (A) identified as a raised bill or raised resolution, (B) endorsed with the signature of each chairperson of the committee, except such chairperson may permit the vice chairperson of the same chamber to sign any such bill or resolution, (C) filed with the clerk of the appropriate chamber, and (D) assigned a number by such clerk.

(2) **Deadline. Exceptions.** (A) Except as otherwise provided in subparagraph (B) of this subdivision, the deadline for committees to vote to have the Legislative Commissioners' Office prepare raised bills and raised resolutions shall be, (i) in 2015, (I) 5:00 p.m. on February 18 for the committees in Group A, and the Program Review and Investigations Committee, and (II) 5:00 p.m. on February 17 for the committees in Group B and the Legislative Management committee, and (ii) in 2016, (I) 5:00 p.m. on February 19 for the committees in Group A and the Legislative Program Review and Investigations Committee, and (II) 5:00 p.m. on February 18 for the committees in Group B and the Legislative Management committee.

(B) The following may be raised at any time: (1) Bills or resolutions to provide for the current expenses of government, (2) emergency certified bills or resolutions the President Pro Tempore of the Senate and the Speaker of the House certify in writing to be, in their opinion, of an emergency nature, (3) bills or resolutions the Governor requests in a special message addressed to the General Assembly, which message sets forth the emergency or necessity requiring such bills or resolutions, and (4) the legislative commissioners' revisor's bill.

(c) **Emergency Certified Bills.** Emergency certified bills may be introduced by the President Pro Tempore of the Senate and the Speaker of the House. Such bills shall be certified by the President Pro Tempore of the Senate and the Speaker of the House to be of an emergency nature. Each emergency certified bill shall be identified simply as a bill, filed with the clerk of the appropriate chamber, and assigned a number by such clerk.

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### (d) *Governor's Bills.*

(1) **Introduction.** Any fully drafted bill accompanying the Governor's budget or other message may be introduced by the legislative leaders of the Governor's party in the Senate and the House, provided one copy of each bill is supplied by the Governor to the legislative leaders of both parties. Each bill accompanying the Governor's budget or other message shall be identified as a Governor's bill, filed with the clerk of the appropriate chamber, and assigned a number by such clerk.

(2) **Suggested Committee Referral; Receipt by Clerk; Initial Reference to Committee.** The Legislative Commissioners' Office shall make a notation as to the suggested committee reference for each Governor's bill based on its subject matter. The clerk of the appropriate chamber shall, on introduction of each such Governor's bill, make a tentative reference for the President Pro Tempore of the Senate or the Speaker of the House. The clerk of the Senate or House shall receive each Governor's bill.

## SUBSTITUTE BILLS OR RESOLUTIONS

10. A bill or resolution redrafted with a favorable report by a committee shall be reported as a substitute bill or resolution.

Any substitute bill or resolution reported favorably shall be printed on white-colored and yellow-colored paper and filed with the clerk of the chamber where the bill or resolution originated. The yellow-colored copy shall be certified by the clerk and shall be kept at all times in the clerk's office. If the original bill or resolution cannot be located, a copy of the certified copy shall be made by the clerk and used in lieu of the original. The clerk shall make a notation on the certified copy of all action taken on the original.

## PETITION FOR PREPARATION OF BILLS OR RESOLUTIONS

11. Not later than 5:00 p.m. on the seventh calendar day after the deadline of a committee to request the drafting of a committee bill or resolution, set forth in Rule 9, any member of the General Assembly may present to the clerk of the member's chamber, who shall present the same to the Legislative Commissioners' Office, a written petition requesting preparation of a bill or resolution based on a proposed bill or proposed resolution, introduced or co-sponsored by such member and previously referred to such committee, unless the proposed bill or resolution has been scheduled for a subject matter public hearing to be held after the committee's deadline to request a committee bill or resolution, in which case the petition may be presented not later than 5:00 p.m. on the seventh calendar day before the committee's reporting out date designated in the schedule shown in Rule 15. The petition shall be signed in the original by at least fifty-one members of the House if a House petition and by at least twelve members of the Senate if a Senate petition. The Legislative Commissioners' Office shall prepare the requested bill or resolution and forward it to the clerk of the chamber of origin for processing and

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referral to the appropriate committee which shall hold a public hearing on the bill or resolution, except that if the committee has already held a subject matter public hearing on the bill or resolution no further public hearing shall be required.

### AMENDMENTS

12. All amendments to any bill or resolution in the Senate or House shall be prepared by the Legislative Commissioners' Office. An original of each amendment to be offered and a copy of such amendment shall be printed. The clerk of the appropriate chamber shall certify the copy of each amendment and keep such certified copy of such clerk's office at all times.

### LEGISLATIVE COMMISSIONERS' PROCESS AFTER COMMITTEE ACTION

13. (a) **Receipt.** When a committee reports a bill or resolution favorably it shall be submitted forthwith to the Legislative Commissioners' Office which shall immediately enter the receipt of the bill or resolution in the legislative database and notify the Office of Fiscal Analysis and the Office of Legislative Research of the bill or resolution number and the committee's action.

(b) **Examination and Correction.** The legislative commissioners shall examine the bill or resolution and make any correction therein as may be necessary for the purpose of avoiding repetition and unconstitutional provisions, and of ensuring accuracy in the text and references, clearness and conciseness in the phraseology and consistency with existing statutes. Whenever the legislative commissioners make any changes in a bill or resolution, other than corrections of spelling, grammar, punctuation or typographical errors the correction of which in no way alters the meaning, they shall prepare a statement which describes each change, where it was made, and explicitly why they made the change. This statement shall be entered into the legislative database and printed with the file copy of the bill or resolution and shall bear the same file number as the bill or resolution.

(c) **Deadline.** Unless the President Pro Tempore and the Speaker consent, in writing, to a request by a legislative commissioner for an extension of time, the Legislative Commissioners' Office shall complete its examination of the bill or resolution within ten calendar days, excluding holidays, after its receipt. If the bill or resolution is approved by a commissioner, the commissioner shall notify the Office of Fiscal Analysis and the Office of Legislative Research of the approval and, if a substitute, furnish each office with a copy of the bill or resolution for preparation of a fiscal note and bill analysis and, when requested pursuant to Rule 15(c)(2), a racial and ethnic impact statement. Unless the President Pro Tempore and the Speaker consent, in writing, to a request by the director of the Office of Fiscal Analysis or the director of the Office of Legislative Research for an extension of time, a legislative commissioner shall transmit the bill or resolution

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with his or her approval to the clerk of the chamber in which it originated within five calendar days, excluding holidays, after such notice.

(d) ***Bills or Resolutions Returned to Committee.*** If the commissioner finds upon completion of the examination of a bill or resolution that the bill or resolution is unconstitutional or is already law, the commissioner shall return the bill or resolution to the committee and shall notify the Office of Fiscal Analysis and the Office of Legislative Research of its return. Whenever a bill or resolution has been so returned to the committee, it may nevertheless be reported favorably by the committee and be returned to the Legislative Commissioners' Office for completion of the procedures prescribed above, notwithstanding the provisions of Rule 15. If a bill or resolution is returned after the committee's reporting out date designated in the schedule shown in Rule 15, the committee shall take such action before the start of the session on the third regular session day of the chamber making the referral after the bill or resolution is returned by the Legislative Commissioners' Office. The clerk shall enter it on the calendar under a heading "Favorable Report, Matter Not Approved by Legislative Commissioner" unless the committee reports a substitute bill or resolution which the legislative commissioners approve.

(e) ***Change of Reference.*** Favorable changes of reference shall be treated as provided in this rule except that no fiscal note or bill analysis shall be required. When a committee votes a straight change of reference, the bill or resolution shall be submitted to the Legislative Commissioners' Office which shall prepare the change of reference jacket and deliver the bill or resolution to the clerk of the chamber of origin. Reading and referral of straight changes of reference shall be by printing in the House and Senate journals.

### REPORTING OF BILLS OR RESOLUTIONS

14. Except as provided in Rules 19 and 20, all bills and joint resolutions reported by any committee shall be first reported to the chamber of origin, but any bill or resolution favorably reported by only one chamber shall first be reported to that chamber regardless of the chamber of origin.

### FINAL COMMITTEE ACTION

15. (a) ***Deadline for Favorable Reports.*** The deadline for committees to vote to report favorably and submit bills and resolutions proposing amendments to the constitution and other substantive resolutions to the Legislative Commissioners' Office shall be 5:00 p.m. on the dates designated in the following schedule:

Committee	2015	2016
Aging	March 10	March 10
Children	March 10	March 10
Veterans' Affairs	March 10	March 10
Housing	March 12	March 10

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Committee	2015	2016
Banking	March 12	March 17
Program Review and Investigations	March 16	March 11
General Law	March 17	March 15
Labor and Public Employees	March 17	March 17
Legislative Management	March 18	March 14
Public Safety and Security	March 19	March 15
Insurance & Real Estate	March 19	March 17
Transportation	March 23	March 18
Commerce	March 24	March 22
Higher Education and Employment Advancement	March 24	March 15
Energy & Technology	March 26	March 24
Human Services	March 26	March 22
Environment	March 27	March 18
Education	March 30	March 21
Planning and Development	March 30	March 21
Public Health	April 1	March 23
Government Administration and Elections	April 1	March 23
Judiciary	April 13	March 30
Appropriations	April 30	March 31
Finance, Revenue and Bonding	May 1	April 1

(b) **Hearing Requirement for Favorable Report.** Except as provided in Rule 32 (2)(A), no bill and no resolution proposing an amendment to the constitution or other substantive resolution shall be reported favorably by a committee unless a public hearing has been held as provided in Rule 6, but no further public hearing shall be required for a favorable report on a substitute for such bill or resolution, provided the substitute is based on or is germane to the subject matter of the original bill or resolution, or for a bill or resolution petitioned under Rule 11 on which a subject matter public hearing has been held.

(c) **Fiscal Notes and Bill Analyses; Bills or Resolutions Unfavorably Reported; List of Reported Bills or Resolutions.** (1) Any bill or resolution reported favorably by any committee which if passed or adopted, would affect state or municipal revenue or would require the expenditure of state or municipal funds, shall have a fiscal note attached, as required by section 2-24 of the general statutes with respect to bills. The fiscal note for a bill or resolution and the analysis of a bill shall be printed with the bill or resolution and shall bear the same file number as the bill or resolution. Any fiscal note printed with or prepared for a bill or resolution and any analysis of a bill printed with or prepared for a bill, are solely for the purpose of information, summarization and explanation for members of the General Assembly and shall not be construed to represent the intent of the General Assembly or either chamber thereof for any purpose. Each such fiscal note and bill analysis shall bear the following disclaimer: "The following Fiscal Impact

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Statement and Bill Analysis are prepared for the benefit of the members of the General Assembly, solely for purposes of information, summarization and explanation and do not represent the intent of the General Assembly or either chamber thereof for any purpose." When an amendment is offered to a bill or resolution in the House or the Senate, which, if adopted, would require the expenditure of state or municipal funds or affect state or municipal revenue, a fiscal note shall be available at the time the amendment is offered and, in the case of an amendment which is substantially similar to a favorably-reported bill for which a racial and ethnic impact statement has been prepared pursuant to this rule, such fiscal note may include a copy of such impact statement. Any fiscal note prepared for such an amendment shall be construed in accordance with the provisions of this rule and shall bear the disclaimer required under this rule. Each fiscal note prepared under this subdivision shall include a brief statement of the sources of information, in addition to the general knowledge of the fiscal analyst, consulted or relied on to calculate the fiscal impact.

(2) Whenever a committee reports a bill favorably which, if passed, would increase or decrease the pretrial or sentenced population of correctional facilities in this state, a majority of the committee members present may request that a racial and ethnic impact statement be prepared. The racial and ethnic impact statement shall be prepared by the Office of Legislative Research and the Office of Fiscal Analysis, which may, in the preparation of such statement, consult with any person or agency including, but not limited to, the Judicial Branch, the Office of Policy and Management, the Department of Correction and the Connecticut Sentencing Commission. The statement shall indicate: (A) Whether the bill would have a disparate impact on the racial and ethnic composition of the correctional facility population and an explanation of that impact, (B) that it cannot be determined whether the bill would have a disparate impact on the racial and ethnic composition of the correctional facility population, or (C) that the offices cannot determine within the time limitation specified in Rule 13(c) whether the bill would have a disparate impact on the racial and ethnic composition of the correctional facility population. The racial and ethnic impact statement shall be attached to and printed with the bill and shall bear the same file number as the bill. Any racial and ethnic impact statement printed with or prepared for a bill is solely for the purpose of information, summarization and explanation for members of the General Assembly and shall not be construed to represent the intent of the General Assembly or either chamber thereof for any purpose. Each racial and ethnic impact statement shall bear the following disclaimer: "The following Racial and Ethnic Impact Statement is prepared for the benefit of the members of the General Assembly, solely for purposes of information, summarization and explanation and does not represent the intent of the General Assembly or either chamber thereof for any purpose."

(3) All bills or resolutions unfavorably reported by a committee shall be submitted to the Legislative Commissioners' Office not later than 5:00 p.m. on the

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final reporting out date for favorable reports for that committee, designated in the schedule shown in this rule.

(4) The legislative commissioners shall prepare a list of the bills or resolutions submitted to them which at the deadline time for each committee are not printed and in the files and the clerks shall print the same in the House and Senate journals.

(d) ***Bills or Resolutions Not Acted on by Committee; Bills or Resolutions Not Printed and in Files.*** All bills or resolutions not acted on by the committees within the time limits established by this section shall be deemed to have failed in committee, except that (1) a bill or resolution shall be reported to the chamber in which it originated if the Speaker of the House and the President Pro Tempore of the Senate certify, in writing, the facts which in their opinion necessitate it being acted on by the General Assembly or (2) if a majority of the members of either chamber present to the clerk of such chamber a written petition as provided by Rule 19, requesting that a bill or resolution be reported, it shall be reported to the chamber in which the petition originated. Any bill or resolution not printed and in the files of the members of the General Assembly may be acted upon by the General Assembly if the Speaker of the House and the President Pro Tempore of the Senate certify, in writing, the facts which in their opinion necessitate an immediate vote on the bill or resolution, in which case a copy of the bill or resolution, accompanied by a fiscal note, shall nevertheless be upon the desks of the members, but not necessarily printed, before the bill or resolution is acted upon.

(e) ***Bills Authorizing Conveyance of Real Property by State.***

Notwithstanding any provision of these rules to the contrary (1) no bill authorizing the conveyance of real property, or any interest therein, by the state of Connecticut to any person or entity shall be printed or placed on the calendar or in the files for action unless the bill has received a favorable or unfavorable report from the joint standing committee on government administration and elections, and (2) no bill which has been amended to authorize the conveyance of real property, or any interest therein, by the state of Connecticut to any person or entity shall be passed by either chamber unless such bill, as amended, has been referred to the joint standing committee on government administration and elections, and that committee has reported favorably or unfavorably on such amended bill to the chamber from which it was referred at any time thereafter but before the start of the session on the third regular session day of the chamber making the referral after the date that the motion to refer is adopted, but no later than seven calendar days after such date of adoption.

(f) ***Referral of Bill or Resolution by Chamber to Committee After Deadline.***

(1) Whenever a bill or resolution favorably or unfavorably reported by one committee is referred by the House or the Senate to another committee after its deadline under subsection (a) of this rule has passed, the committee receiving such

## THE JOINT RULES

referred bill or resolution shall meet to consider such bill or resolution on any day of the week and at any time (A) before the start of the session of the third regular session day of the referring chamber after the date that the motion to refer is adopted, or (B) not later than seven calendar days after such date of adoption, whichever occurs first. Such committee may take the following action on such referred bill or resolution: (i) report it favorably or unfavorably in accordance with the provisions of subdivisions (2) and (3) of this rule, (ii) box it, or (iii) take no action. Under no circumstances shall such committee refer such bill or resolution to another committee.

(2) If the committee reports the bill or resolution favorably or unfavorably, and the bill or resolution has not been amended in either chamber, the committee may report a substitute bill or resolution, in which case, there shall be a reprinting of the file. The entry on the calendar in both chambers shall indicate the actions of the committee.

(3) If the committee reports the bill or resolution favorably or unfavorably, and the bill or resolution has been amended in either chamber, the committee shall include in its report its recommendation on the adoption or rejection of each amendment, and may submit additional amendments to be offered on the floor. In such a case there shall be no reprinting of the file. The entry on the calendar in both chambers shall indicate the actions and recommendations of the committee.

### BILLS AND RESOLUTIONS - READINGS

16. First reading of all bills and resolutions shall be (1) by the acceptance by each chamber of a printed list of bills and resolutions, prepared by the clerks of the House and Senate, setting forth numbers, introducers, titles and committees to which referred, or (2) by title, number and reference to a committee.

Second reading shall be the report of a committee.

Third reading shall be passage or rejection of a bill or adoption or rejection of a resolution on the calendar. Each bill and each resolution proposing an amendment to the constitution shall receive three readings in each chamber prior to passage or adoption, and no bill or resolution proposing an amendment to the constitution shall be read twice on the same day.

### FAVORABLE REPORTS

17. (a) *Committee Clerk's Signature.* When the House and Senate members of any committee jointly vote to report a committee or raised bill or resolution favorably, the committee clerk shall sign the committee report form.

## THE JOINT RULES

(b) *Resolutions on Appointments and Nominations.* A favorable report by a joint standing committee of a resolution concerning a General Assembly appointment or a nomination requiring joint confirmation and a favorable report of any committee to which executive and legislative nominations are referred shall be tabled for the calendar and printed by number and title only. The report may be accepted and the resolution adopted after it has appeared on the calendar for two days.

(c) *File Copies Available to Members.* All bills and all resolutions proposing amendments to the constitution and other substantive resolutions reported favorably by the committees to which they have been referred, or by a majority of the members of the Senate or House committee making the report, before third reading, shall be laid upon the table, and sufficient copies of each bill or resolution together with the number of committee members voting yea and the number voting nay shall be printed under the supervision of the Legislative Commissioners' Office for the use of the General Assembly.

(d) *Timing of Action by Chambers.* Each bill and each joint resolution proposing an amendment to the constitution and each other substantive resolution so printed shall be in the files and on the calendar with a file number for two session days and shall be starred for action on the session day next succeeding, except that: (1) A bill or resolution certified in accordance with section 2-26 of the general statutes, if filed in the House, may be transmitted to and acted upon first by the Senate with the consent of the Speaker; and if filed in the Senate, may be transmitted to and acted upon first by the House with the consent of the President Pro Tempore, (2) any bill or resolution certified in accordance with section 2-26 of the general statutes may be acted upon immediately and may be transmitted immediately to the second chamber and may be acted upon immediately when received by the second chamber, (3) if one chamber rejects an amendment adopted by the other chamber, the bill or resolution after final action may be transmitted immediately to and may be placed on the calendar immediately in the second chamber, (4) during the last five calendar days of the session, if one chamber rejects an amendment adopted by the other chamber or adopts an amendment to a bill or resolution received from the other chamber, or takes any action on such bill or resolution requiring further action by the other chamber, the bill or resolution after final action may be transmitted immediately to the second chamber and placed immediately on the calendar and may be acted upon immediately in the second chamber, or (5) during the last five calendar days of the session, any bill or resolution, after final action in one chamber, may be transmitted immediately to the second chamber and may be placed on the calendar immediately in the second chamber.

(e) *Action on Calendar.* All bills and resolutions starred for action shall be acted upon only when reached and any bill or resolution not acted upon shall retain

## THE JOINT RULES

its place on the calendar, unless it is put at the foot of the calendar or unless its consideration is made the order of the day for some specified time.

(f) **Other Provisions.** When the House or Senate members only of a committee vote to report a bill or resolution favorably, the House or Senate chairperson of the committee, as the case may be, shall sign the bill or resolution. When the House members and Senate members of a committee vote to report separate versions of a bill or resolution and each chamber adopts its own version, both bills or resolutions may be referred by a joint resolution to a committee of conference, appointed as provided in Rule 22, with instructions to report a bill or resolution, as the case may be. If no bill or resolution is reported within three session days following the committee's appointment, the committee shall submit an interim report to both chambers and shall continue to report every second session day thereafter until a final decision is reached. If a bill or resolution is agreed upon by the committee it shall be submitted to the Legislative Commissioners' Office as a favorable report for processing as provided in Rule 13. A legislative commissioner shall transmit the bill or resolution with his or her approval to the clerk of the chamber which initiated the joint resolution for a committee of conference and the bill or resolution shall thereupon be tabled for the calendar and printing. The report of the committee may be accepted or rejected, but the bill or resolution may not be amended.

No bill or resolution shall appear on the calendar of either chamber unless it has received a joint favorable report or a favorable report of the members of the committee of that chamber, except as provided in this rule or in Rule 19 or 20.

(g) **Roll Call Requirement.** Each bill and each resolution proposing an amendment to the constitution and each other substantive resolution appearing on the regular calendar shall be voted upon by a roll call vote.

### REPRINTING AFTER AMENDMENT

18. Whenever a bill or resolution is substantively amended there shall be no action on passage of the bill or resolution until it has been re-examined by the legislative commissioners for the purposes set forth in Rule 13 and it has been reprinted as amended. The chamber in which the bill or resolution is pending shall not take final action thereon until the reprinted bill or resolution has been made available to the members. This rule shall not apply to amendments offered solely for the purposes of correcting clerical defects or imperfections, such as but not limited to, grammatical or spelling errors or mistakes as to form or dates, or to make other changes which do not alter the substance of a bill or resolution. Reprinting of amended bills or resolutions shall not be required for bills or resolutions passed after May 30, 2015, for the 2015 session and April 30, 2016 for the 2016 session.

## THE JOINT RULES

### PETITION FOR COMMITTEE REPORT

19. Upon presentation to the clerk of either chamber of a petition signed in the original by not less than a majority of the members of either chamber requesting a joint standing committee to report a bill or resolution in its possession, the clerk shall immediately give notice to the committee of the filing of the petition. The petition may not be presented sooner than the day following the committee's deadline, designated in the schedule shown in Rule 15, to report the bill or resolution out of committee and not later than 5:00 p.m. on the seventh calendar day after that deadline. Within two regular session days thereafter the committee shall report the bill or resolution with or without its recommendations to the chamber from which the petition was received. If no recommendation is made, the bill or resolution shall be considered as having received an unfavorable report and the procedures in Rule 20 shall be followed. Each petition or page of the petition shall contain a statement of its purpose and may be circulated only by a member of the chamber whose clerk will receive the petition. If the committee members of one chamber vote to report a bill or resolution favorably, the petition so circulated and presented to the clerk may be signed only by the members of the other chamber.

Any bill or resolution so petitioned, except those carrying or requiring appropriations, shall not be referred to any other committee without first having been voted upon by the House or Senate. Those carrying or requiring appropriations shall be referred first to the joint standing committee on Appropriations. The Appropriations committee shall, within two session days after such reference, report such bill or resolution back to the chamber in which the petition originated with either a favorable or unfavorable report thereon and the bill or resolution shall then be voted upon. In the event of a conflict between the report of the original committee and that of the Appropriations committee, the vote shall be on the report of the Appropriations committee.

### UNFAVORABLE REPORTS

20. All bills and resolutions reported unfavorably shall first be printed under the supervision of the legislative commissioners, without correction and without their approval, and shall be in the files and on the calendar as if favorably reported but shall appear on the calendar under the heading "Unfavorable Reports." If the unfavorable report is rejected by the chamber of origin, the bill or resolution shall be returned to the legislative commissioners for their approval and reprinting in final form, except that in the case of an unfavorable report of the committee on executive and legislative nominations, or an unfavorable report of the committee on judiciary of a judicial nomination, a nomination of a workers' compensation commissioner or a nomination of a member of the Board of Pardons and Paroles, the resolution shall not be returned to the legislative commissioners and may be acted upon immediately. If the bill or resolution is returned to the legislative commissioners after May 20, 2015, in the 2015 session or April 20, 2016, in the

## THE JOINT RULES

2016 session, the legislative commissioners shall transmit the bill or resolution, with or without approval, to the clerk of the chamber from which it was received, not later than five calendar days after it is received. It shall then be in the files, with special marking on the calendar, as if favorably reported with a file number for two session days and starred for action on the session day next succeeding in the chamber of origin. If the unfavorable report is accepted by the chamber of origin, the bill or resolution shall be lost.

When an unfavorable report is rejected by the first chamber and the bill is passed or the resolution adopted by that chamber, it shall then be in the files and on the calendar of the other chamber, but shall appear on the calendar under the heading "Unfavorable Reports".

### RECALL FROM OTHER CHAMBER FOR RECONSIDERATION

21. No resolution or motion to recall a bill, resolution or other matter from the other chamber shall be allowed for the purpose of reconsideration or amendment after the time has elapsed for the reconsideration of any vote thereon except when there has clearly been a mistake in such vote or an error in the language of the bill, resolution or other matter.

### COMMITTEE OF CONFERENCE

22. (a) ***Appointment of Committee.*** When one chamber rejects an amendment adopted by the other chamber, the bill or resolution shall be returned to the other chamber for further action. If that chamber readopts the rejected amendment, the readoption constitutes a matter for a committee of conference, and a committee of conference shall be appointed by the Speaker and the President Pro Tempore. The committee of conference shall be comprised of three members from each chamber. If the vote has not been unanimous there shall be at least one member of the committee who was not on the prevailing side in such member's chamber, except that in all cases, at least one member in each chamber shall be a member of the minority party.

(b) ***Committee Reports.*** The committee may propose any changes within the scope of the bill or resolution, but any action, including changes, taken by the committee shall be by a majority vote of the members of each chamber on the committee. The committee report shall be made to both chambers at the same time. The committee report shall contain the following information: The bill or resolution number and title, the members of the committee, the action of the committee, indicating the adoption or rejection of each House or Senate amendment previously adopted, identified by schedule letter, which accompanied the bill or resolution, the adoption of a new amendment, if any, and the signature of the members of the committee accepting or rejecting the report. A member's refusal to sign shall be deemed a rejection. Any new amendment shall be prepared by the Legislative Commissioners' Office and shall be attached to and made a part

## THE JOINT RULES

of the report and shall be identified by a schedule letter of the chamber which created the disagreeing action.

(c) **Action by Chambers.** Each chamber shall vote to accept or reject the report. A vote by either chamber to accept the report of the committee shall be final action by that chamber on the bill or resolution. If both chambers vote to accept the report of the committee, the bill is passed or the resolution is adopted as of the time the last chamber votes to accept the report. If either chamber rejects the report of the committee, the bill or resolution is defeated and the second chamber shall not be required to consider the committee report. The report of the committee may be accepted or rejected, but it may not be amended.

### RETURN OF BILL FROM GOVERNOR OR LEGISLATIVE COMMISSIONERS

23. Whenever a bill has passed both chambers and has been transmitted to the Governor for approval, or to the legislative commissioners for engrossing, if either chamber desires its return for further consideration, the General Assembly may, by resolution adopted by both chambers, appoint a joint committee of one senator and two representatives to be sent to the Governor or the commissioners to request the return of the bill. In the case of a bill transmitted to the Governor, if the Governor consents, and in the case of a bill transmitted to the legislative commissioners, the bill shall be returned first to that chamber in which the motion for its return originated, and the bill may then be altered or totally rejected by a concurrent vote of the two chambers; but, if not altered or rejected by concurrent vote, it shall be again transmitted to the Governor or the legislative commissioners, as the case may be, in the same form in which it was first presented to the Governor or the legislative commissioners.

### EXAMINATION OF BILLS AND RESOLUTIONS

24. (a) **Examination and Correction.** All bills, and all resolutions proposing amendments to the constitution, when finally passed or adopted, shall be examined immediately by the legislative commissioners. If the legislative commissioners find that any correction should be made in the text, they shall report it to the committee on legislative management. If the committee believes that no correction should be made, it shall so inform the legislative commissioners. If the committee believes a correction should be made, it shall so inform the legislative commissioners who shall report the bill or resolution to the chamber which last took action upon it, with the proposed correction in the form of an amendment, within five calendar days, Sundays and holidays excepted, after its passage or adoption.

(b) **Consideration of Proposed Correction.** The report shall be placed at the head of the calendar, and shall take precedence of all other business on the calendar; and the only question on the report shall be, "Shall the proposed

## THE JOINT RULES

amendment be adopted?" If the proposed amendment is adopted by both chambers, the bill or resolution shall stand as amended. If the proposed amendment is rejected by either chamber, the bill or resolution shall not be transmitted to the other chamber, but shall stand as originally passed or adopted. If, in the consequence of the adjournment of the General Assembly subject to reconvening for the consideration of vetoed bills or for any other reason, any bill or resolution which has been passed or adopted by both chambers fails to be amended as recommended by the commissioners, the bill or resolution shall stand as originally passed or adopted.

### ENGROSSING OF BILLS AND RESOLUTIONS

25. All bills, all resolutions proposing amendments to the constitution and all resolutions memorializing Congress when finally passed or adopted shall be engrossed under the direction of the legislative commissioners, and immediately thereafter shall be transmitted to the clerks. The legislative commissioners shall carefully compare all engrossed bills and resolutions with the bills and resolutions as finally passed or adopted, and a commissioner shall certify by his or her signature to the correctness of the engrossed copies. As soon as engrossed and certified, as herein provided, the bill or resolution and amendment shall be presented to the House and Senate clerks, who shall sign the engrossed and certified copies.

### TRANSMITTAL TO GOVERNOR

26. (a) *Transmittal of Copy.* On the passage of a bill by both chambers, the clerk of the chamber last taking action thereon shall forthwith cause a copy to be sent to the Governor.

(b) *Engrossed Bills and Resolutions.* Each bill and resolution, with the engrossed copy, shall be transmitted by the clerks of the House and Senate to the Secretary of the State as soon as it has been signed, as herein provided, and not later than the twelfth day after the expiration of the time allowed for reconsideration under the rules of the General Assembly, Sundays and legal holidays excepted; and the Secretary of the State shall forthwith present the engrossed copy of each bill to the Governor for approval.

(c) *Records of Transmittal.* The Secretary of the State shall give the clerks a receipt for each bill or resolution, and shall notify them of the date and time at which each bill was presented to the Governor. The Secretary of the State shall give the Governor a receipt showing the date and time at which the Governor approved it or returned it to the Secretary of the State with a statement of his or her objections and shall notify the clerks of the dates and times. The clerks shall record the dates and times of presentation and approval or return in the journals of the House and Senate.

## THE JOINT RULES

(d) **Immediate Transmittal.** The chamber last taking action on a bill, before engrossing, may order immediate transmittal of the bill to the Governor, in which case the clerk of that chamber shall forthwith present the bill to the Governor, taking a duplicate receipt therefor showing the date and time at which the bill was deposited in the executive office, one of which receipts the clerk shall deliver to the Secretary of the State. Except as provided in this subsection, a bill shall be transmitted to the Governor only after engrossing.

### BILLS AND RESOLUTIONS NOT REPORTED

27. The official copies of all bills and joint resolutions not reported by committees shall be delivered to the Secretary of the State by the clerk of the committee.

### DISTURBANCES

28. If there is any disturbance, disorderly conduct or other activity in or about the State Capitol or the Legislative Office Building or the grounds thereof which, in the opinion of the President Pro Tempore and the Speaker, may impede the orderly transaction of the business of the General Assembly or any of its committees, they may take whatever action they deem necessary to preserve and restore order.

### AMENDMENT AND SUSPENSION OF RULES

29. These rules shall not be altered, amended or suspended except by the vote of at least two-thirds of the members present in each chamber.

Motions to suspend the rules shall be in order on any session day.

Suspension of the rules shall be for a specified purpose. Upon accomplishment of that purpose, any rule suspended shall be again in force.

### RESTRICTIONS

30. (a) **Smoking.** No person shall smoke in the State Capitol or Legislative Office Building.

(b) **Nonpartisan Offices.** Lobbyists shall be prohibited from the Legislative Commissioners' Office, the Office of Fiscal Analysis and the Office of Legislative Research but not from the legislative library.

(c) **Wireless Telephones.** No person shall operate a wireless telephone or similar device in the senate chamber while the senate is meeting, in the house chamber while the house is meeting, or in any room while a committee is meeting or holding a public hearing in that room.

## THE JOINT RULES

### COLLECTIVE BARGAINING AGREEMENTS

31. When a collective bargaining agreement, negotiated under the provisions of chapter 68 of the general statutes, or a supplemental understanding reached between the parties to such agreement, or an arbitration award resulting from an arbitration proceeding under that chapter, is submitted to the General Assembly for approval as provided in section 5-278 of the general statutes, the following procedures shall apply:

(1) In the case of a collective bargaining agreement or supplemental understanding, the bargaining representative of the employer shall file one executed original and five photocopies of the agreement, or of the master agreement and individual working agreements or the supplemental understanding, to the clerk of the House, and one executed original and five photocopies to the clerk of the Senate. In the case of an arbitration award, the bargaining representative of the employer shall file five photocopies of the original arbitration award, showing that the original award was signed by the arbitrator, and a statement setting forth the amount of funds necessary to implement the award, to the clerk of the House and to the clerk of the Senate. The bargaining representative of the employer shall file with such agreement, supplemental understanding or award: (A) A list of the sections of the general statutes or state agency regulations, if any, proposed to be superseded, and (B) the effective date and expiration date of the agreement, supplemental understanding or award. An agreement shall be deemed executed only when it has been approved, in the case of an executive branch employer, including the division of criminal justice, by the Governor's designee, in the case of a judicial branch employer, by the chief administrative officer or such officer's designee, and in the case of a segment of the system of higher education, the chairperson of the appropriate board of trustees, and by the executive committee or officers of the respective bargaining unit or units and has been ratified by the membership of such bargaining unit or units.

(2) (A) During periods when the General Assembly is in session, the agreement or supplemental understanding or the award shall be filed with the clerks, and the clerks shall stamp such agreement or supplemental understanding or award with the date of receipt and, within two calendar days thereafter, the Speaker of the House and the President Pro Tempore of the Senate shall cause separate House and Senate resolutions to be prepared proposing approval of the agreement or supplemental understanding or, in the case of an award, separate House and Senate resolutions concerning the sufficiency of funds for implementation of the award. The agreement or supplemental understanding or the award shall be submitted to the General Assembly on the date that both such resolutions are filed with the clerks. Each resolution shall be given a first reading in the appropriate chamber. Resolutions proposing approval of a collective bargaining agreement or a supplemental understanding, together with a copy of the agreement or supplemental understanding, and resolutions concerning the sufficiency of funds

## THE JOINT RULES

for implementation of an arbitration award, together with a copy of the award, shall be referred to the committee on Appropriations. With respect to each resolution referred to the committee on or before the deadline of the committee to report favorably on a bill or resolution as designated in the schedule shown in Rule 15, the committee shall hold a public hearing on each such resolution, and within fifteen days after the referral, shall report the appropriate resolutions approving or disapproving the agreement or supplemental understanding or concerning the sufficiency of funds for implementation of the award to the House and the Senate, notwithstanding the provisions of Rule 15. If the Appropriations committee fails to take action within the time period set forth in this rule, the agreement or supplemental understanding shall nevertheless be deemed approved or, in the case of an award, the sufficiency of funds affirmed and the resolutions shall be reported to the House and the Senate as favorable reports.

(B) If an agreement or supplemental understanding is reached or an arbitration award is made during the interim between sessions, the provisions of subsection (b) of section 5-278 of the general statutes, as amended, shall apply.

(3) Each resolution, favorably or unfavorably reported, shall be read in, and tabled for the calendar and printing, in the appropriate chamber. Copies of the master agreement and individual working agreements, identified by the resolution numbers, copies of the salary schedules and appendices, and copies of the arbitration awards, identified by the resolution numbers, and the statements setting forth the amount of funds necessary to implement the awards, shall be made available in the clerks' offices.

(4) The Office of Fiscal Analysis shall prepare an analysis of each agreement, supplemental understanding and award and a fiscal note both of which shall be upon the desks of the members, but not necessarily printed in the files, before the resolution is acted upon.

(5) The respective resolutions shall be in the files and on the calendar with a file number for two session days and shall be starred for action on the session day next succeeding unless it has been certified in accordance with section 2-26 of the general statutes. The House and the Senate shall vote to approve or reject each resolution proposing approval of a collective bargaining agreement or a supplemental understanding and each resolution concerning the sufficiency of funds for implementation of an arbitration award within thirty days after the date of the filing of the agreement, supplemental understanding or award with the clerks of the House and Senate.

(6) Notwithstanding the provisions of Rule 15, when a resolution proposing approval of a collective bargaining agreement or a supplemental understanding or a resolution concerning the sufficiency of funds for implementation of an arbitration award is referred to the committee on Appropriations after the deadline of the committee to report favorably on a bill or resolution as designated in the schedule

## THE JOINT RULES

shown in Rule 15, but was filed more than thirty days before the end of a regular session, the committee may act on such resolutions provided it reports such resolutions to the House and Senate not later than twelve days after such referral.

(7) If the General Assembly is in regular session when an award, agreement or supplemental understanding is filed with the clerks, it may vote to approve or reject such award, agreement or supplemental understanding within thirty days after the date of filing. If the General Assembly does not vote to approve or reject such award, agreement or supplemental understanding within such thirty days, the award, agreement or supplemental understanding shall be deemed approved. If the regular session adjourns prior to such thirtieth day and the award, agreement or supplemental understanding has not been acted upon, the award, agreement or supplemental understanding shall be deemed to be filed on the first day of the next regular session.

### AGREEMENTS OR STIPULATIONS UNDER SECTION 3-125a

32. When an agreement or stipulation is submitted to the General Assembly as provided in section 3-125a of the general statutes, the following procedures shall apply:

(1) Six copies of the agreement or stipulation shall be submitted to the clerk of the House, and six copies to the clerk of the Senate.

(2) (A) During periods when the General Assembly is in session, the agreement or stipulation shall be stamped by the clerks with the date of receipt and, within two calendar days thereafter, Saturdays, Sundays and holidays excepted, the Speaker of the House and the President Pro Tempore of the Senate shall cause separate House and Senate resolutions to be prepared proposing approval of the agreement or stipulation. Each resolution shall be given a first reading in the appropriate chamber. The President Pro Tempore and the Speaker shall designate the committees of cognizance and the committees, if any, that will hold a public hearing on each agreement or stipulation. Each resolution, accompanied by the agreement or stipulation, shall be referred to the committees of cognizance, which shall report thereon.

(B) If an agreement or stipulation is submitted during the interim between regular sessions, it shall be deemed to be submitted on the first day of the next regular session.

(3) Each resolution, favorably or unfavorably reported, shall be read in, and tabled for the calendar and printing, in the appropriate chamber.

(4) The Office of Fiscal Analysis shall prepare an analysis of each agreement or stipulation and a fiscal note both of which shall be upon the desks of the members, but not necessarily printed in the files, before the resolution is acted upon.

## THE JOINT RULES

(5) The resolution shall be in the files and on the calendar with a file number for two session days and shall be starred for action on the session day next succeeding unless it has been certified in accordance with section 2-26 of the general statutes. The House and the Senate may vote to approve or reject each resolution within thirty days of the date of submittal of the agreement or stipulation.

(6) Notwithstanding the provisions of Rule 15, when an agreement or stipulation is referred to a committee of cognizance after the deadline of the committee to report favorably on a bill or resolution as designated in the schedule shown in Rule 15, but not later than the time of submission specified in subdivision (7) of this rule, the committee may act on such resolution provided it reports such resolution not later than twelve days after such referral.

(7) Any agreement or stipulation submitted to the clerks within thirty days before the end of a regular session and not acted upon dispositively before the end of such session shall be deemed to be submitted on the first day of the next regular session.

## SPECIAL SESSIONS

33. A majority of the total membership of each chamber shall be required for the calling of a special session by the General Assembly.

## INTERIM

34. (a) **Meetings.** During the interim between sessions, chairpersons of a committee may schedule meetings on any day. Notice of the date, time and place of committee meetings shall be given to the Office of Legislative Management.

(b) **Public Hearings.** A committee may hold subject matter public hearings on any subject and on specified proposed bills and proposed resolutions, and on committee and raised bills and resolutions. Notice of any public hearing shall be given, not later than ten calendar days before the hearing, to the Office of Legislative Management for appropriate publication by that office at least five calendar days in advance of the hearing. The notice shall contain the date, time, place and general subject matter of the hearing and the title of the bills or resolutions, if any, to be considered. In no event shall a bill or resolution be listed for a public hearing unless the committee holding the public hearing has copies available for the public. For the purpose of meeting the hearing requirements under this rule, the day of publication by the Office of Legislative Management and the day of the hearing shall both be counted as full days.

(c) **Raised Bills - Hearing During Session Required.** During the interim between the 2015 and 2016 sessions, a committee may, on or after October 1, 2015, raise bills and resolutions for public hearing and consideration during such

## **THE JOINT RULES**

interim, but no such bill or resolution shall be reported by any committee unless a public hearing has been held during the 2016 session, as provided in Rule 6.

### **SEXUAL HARASSMENT POLICY**

35. The sexual harassment policy set forth in section 2.2 of the Connecticut General Assembly Employee Handbook, as amended from time to time, is incorporated by reference in these rules.

**RULES TO REGULATE  
THE PROCEEDINGS OF THE SENATE  
OF THE  
STATE OF CONNECTICUT**

Resolved by the Senate:

That the following are the Senate Rules for the 2015 and 2016 sessions:

1. The President shall take the chair on each session day, at the hour to which the Senate stands adjourned. The President shall thereupon call the Senate to order and after prayer and recitation of the pledge of allegiance, if a quorum is present, proceed to business.

2. In the absence of a quorum, the President may adjourn the Senate to a subsequent time on that day or to the next session day. At all other times an adjournment shall be pronounced by the President on motion.

3. The President shall preserve order and decorum and shall decide all questions of order, upon which no debate shall be allowed except at the request of the President; but the decision shall be subject to an appeal to the Senate which must be seconded and on which no member shall speak more than once. No other business shall be in order until such appeal is disposed of.

4. The President shall rise to put a question or to address the Senate, but may read sitting.

5. If there is any disturbance, disorderly conduct or other activity in or about the Senate Chamber which, in the opinion of the presiding officer, may impede the orderly transaction of the business of the Senate, the presiding officer may take such action as is deemed necessary to preserve and restore order.

6. If the President while presiding, wishes to leave the chair, the president pro tempore shall preside, or, in the absence of the president pro tempore, the president pro tempore's designee shall preside for a period not exceeding one day.

7. Within one week after appointment, the President Pro Tempore shall nominate a chaplain and up to three deputy chaplains, and if such nominations are confirmed by the Senate by a majority vote, the candidates so nominated and confirmed shall serve for the 2015 and 2016 sessions.

8. The clerk shall keep a journal of the Senate, and shall enter therein a record of each day's proceedings and record any amendment that may be offered to any bill or resolution.

9. (a) Upon acceptance of a Senate agenda, the clerk's office shall act upon the items listed as indicated and shall incorporate the items by reference in the Senate journal and Senate transcript. The clerk shall keep a Calendar on which he or she shall enter daily (1) all bills and joint resolutions received from the House for action except (a) bills and resolutions which do not have a favorable report of a

## THE SENATE RULES

joint committee which shall, upon being read by the clerk, be referred without further action to the appropriate committee, (b) all bills and joint resolutions received from the House for action by the Senate which have not been referred by the Senate to any committee, and (2) all bills and resolutions favorably reported to the Senate from any committee; and these shall be entered on the Calendar in the order in which they are received. Each joint resolution proposing an amendment to the constitution and each bill so entered shall be printed and in the files and on the Calendar, with a file number for two session days and shall be starred for action on the session day next succeeding, except that:

(A) A resolution may be acted on in accordance with joint rule 17(b),

(B) A bill or resolution certified in accordance with section 2-26 of the general statutes, if filed in the House, may be transmitted to and acted upon first by the Senate with the consent of the speaker; and if filed in the Senate, may be transmitted to and acted upon first by the House with the consent of the president pro tempore,

(C) Any bill or resolution certified in accordance with section 2-26 of the general statutes, may be acted upon immediately in the first house, may be transmitted immediately to the second house and may be acted upon immediately when received by the second house,

(D) If the Senate rejects an amendment adopted by the House, the bill or resolution after final action by the Senate may be transmitted immediately to the House, or if the House rejects an amendment adopted by the Senate, the bill or resolution when received from the House may be placed immediately on the Calendar,

(E) During the last five calendar days of the session, if the Senate rejects an amendment adopted by the House, or adopts a Senate amendment to a bill or resolution received from the House, or takes any action on the bill or resolution requiring further action by the House, the bill or resolution after final action in the Senate, may be transmitted immediately to the House, or if the House rejects an amendment adopted by the Senate or adopts a House amendment to a bill or resolution received from the Senate, or takes any action on the bill or resolution requiring further action by the Senate, the bill or resolution when received from the House may be placed immediately on the calendar and may be acted upon immediately,

(F) During the last five calendar days of the session, any bill or resolution after final action by the senate may be transmitted immediately to the house, or

(G) During the last five calendar days of the session, any bill or resolution received by the senate after final action by the house may be placed on the calendar immediately.

## THE SENATE RULES

All bills and resolutions started for action shall be acted upon only when reached in their regular order, and any bill or resolution passed over when so reached shall retain its place on the Calendar unless it is passed temporarily, put on the foot of the Calendar or its consideration is made the order of the day for some specified time.

(b) On any day that is not scheduled as a session day, the President Pro Tempore and the Minority Leader, or their designees, may call the Senate into session for purposes of transacting business of a procedural nature by filing with the clerk or the clerk's designee a written instruction to conduct a pro forma Senate session with or without the presence of a senator. Said direction shall include a written motion to adopt the day's Senate agenda and act on all items as indicated and incorporate the items by reference into the Senate journal and Senate transcript. Said motion shall be read into the record and shall have the same force and effect as if the Senate were convened with a presiding officer and senator.

10. The clerk shall retain all bills, resolutions and other papers, in reference to which any member has a right to move a reconsideration, until the right of reconsideration has expired, and no longer.

11. The clerk shall also keep a record of all petitions, resolutions, and bills for all acts which are presented for the consideration of the Senate, and said record shall be so kept as to show by a single reference the action of the Senate on each of them to that date.

12. The assistant clerk shall have the same powers and perform the same duties as the clerk, subject to the direction of the clerk. The bill clerk and the journal clerk shall perform such duties as are assigned to them by the clerk.

13. The clerk shall cause the journals and calendars to be distributed on the desks of the members daily, before the opening of the session.

14. No member shall speak more than twice upon the same question without leave of the Senate, except to explain.

15. No member who is interested in the decision of any question in such manner that he or she cannot vote thereon may stay in the Senate when such question is discussed or decided.

16. If a member, in speaking or otherwise, transgresses the rules and order of the Senate, the president shall, or any member may, call such member to order; and if speaking, such member shall sit down, unless permitted to explain; and if a member is guilty of a breach of any of the rules and orders, such member may be required by the Senate, on motion, to make satisfaction therefor, and until satisfaction has been made shall not be allowed to vote or speak except by way of excuse.

## THE SENATE RULES

17. If a candidate for the Senate notifies the clerk on or before the opening day of the session that such candidate contests the results of the election for his or her district, a committee of three shall be appointed by the President Pro Tempore within the first two days of the session. If a candidate for the Senate in a special election notifies the clerk no later than fourteen days following such election that such candidate contests the results of the election for his or her district, a committee of three shall be appointed by the president pro tempore no later than sixteen days following such election. The committee shall take into consideration such contested election and report the facts with its opinion thereon.

18. The majority leader shall be elected by the members of the majority party in the Senate. The other leaders of the majority party in the Senate and the chairperson and vice chairpersons of each standing committee shall be appointed by the president pro tempore of the Senate. Chairpersons and vice chairpersons shall serve at the pleasure of the president pro tempore and the majority leader. The clerks of the standing committees and the chairpersons of the subcommittees thereof shall be appointed by the chairpersons of the respective committees with the approval of the president pro tempore of the Senate. The minority leader shall be elected by the members of the minority party in the Senate and the other leaders of the minority party in the Senate shall be appointed by the minority leader. The minority leader shall appoint ranking minority members to each standing committee. Such ranking members shall serve at the pleasure of the minority leader. All standing committee members shall be appointed by the president pro tempore by the fifth regular session day of the first year of the term, except to fill a vacancy caused by death or incapacity or resignation from the Senate or from a committee; and except that the president pro tempore may appoint any member elected after the fifth regular session day of the first year of the term to any committee within five calendar days after the member takes the oath of office. Not more than nine senators shall be appointed to any standing committee, except that the joint standing committees on Appropriations and Finance, Revenue and Bonding shall consist of not more than eleven senators. The member first named shall be chairperson. The chairperson of each committee may appoint one of the members of the committee as clerk thereof. All Senate leaders, standing committee assignments, chairpersons, vice chairpersons and clerks and subcommittee chairpersons shall serve for both the 2015 and the 2016 sessions.

19. The order of business shall be as follows:

1. Reception of petitions.
2. Reception of communications from the Governor, secretary of the state, annual and biennial reports, interim committee reports and reports.
3. Introduction of bills and resolutions.

## THE SENATE RULES

4. Reports of committees.
5. Reception of business from the House.
6. Business on the calendar.
7. Introduction of guests.
8. Miscellaneous business.
9. Resolutions removed from consent calendar.

20. Before any petition or resolution is received, a brief statement of its object shall be made by the introducer.

21. When a motion is made, it shall be stated to the Senate by the president before any debate is had thereon, and every motion shall be reduced to writing if the president so directs or any member desires it.

22. When a motion is stated by the president, or read by the clerk, it shall be deemed to be in the possession of the Senate. It may be withdrawn by the mover at any time before decision or amendment, but not after amendment, unless the Senate gives leave.

23. If the question under debate consists of two or more independent propositions any member may move to have the question divided. The president shall rule on the order of voting on the divisions of a question.

24. The yeas and nays shall be taken on the roll call machine on all final action on bills on the regular calendar and on all other questions at the desire of one-fifth of the members present, expressed at any time before a declaration of the vote.

25. Whenever the result of a vote as stated by the presiding officer is doubted, it shall be taken again by rising.

26. When a vote has been taken, it shall be in order for any senator on the prevailing side to move for a reconsideration thereof on the day of the vote or on the next succeeding session day, if the bill is still in the possession of the Senate; provided also that there shall be no reconsideration of the following motions: To adjourn, for the previous question or to reconsider, and no question shall be twice reconsidered.

27. Pairs may be made by senators whose votes if they were present would be cast on opposite sides of any question, by filing with the clerk of the Senate a memorandum, containing the names of the senators, and their votes, who are thus paired and the subject matter or matters to which such pairs apply. Senators making any such pairs shall be excused from voting upon the merits of the matters

## THE SENATE RULES

involved while the pair continues, but no pairs shall operate while both of the senators paired are present.

28. Persons, other than members of the General Assembly, shall not be permitted on the floor of the Senate while it is in session. Lobbyists shall be prohibited from the floor of the Senate on any day during which the Senate is in session except during a public hearing in the Senate chamber. This rule shall not apply to the staff of the General Assembly, to any state or municipal official or member of the media who has been given permission to be on the Senate floor by the president of the Senate, president pro tempore, majority leader or minority leader, or to persons invited to the Senate for purposes of recognition or ceremony. Other persons who desire to speak with a member of the Senate while it is in session shall communicate such desire through one of the messengers and shall not converse with such member in the chamber while the Senate is in session.

29. When a question is under debate, no motion shall be received except:

1. To adjourn.
2. To recess.
3. For the previous question.
4. To close the debate at a specified time.
5. To pass temporarily.
6. To pass retain.
7. To postpone to a certain time.
8. To commit or recommit.
9. To divide the question.
10. To amend.
11. To refer to another committee.
12. To postpone indefinitely.
13. To place at foot of calendar.

These several motions shall have precedence in the order listed in this rule, and no motion to commit or recommit, to continue to the next General Assembly or to postpone indefinitely, having been once decided, shall be again allowed at the same session and at the same state of the bill or subject matter.

30. Amendments shall be filed with the clerk of the Senate before 12 noon on the day the bill is acted upon. Exceptions to this rule shall be allowed (1) upon approval of any two of the following: The president pro tempore, the majority

## THE SENATE RULES

leader of the Senate, the minority leader of the Senate or (2) in the case of bills or resolutions not starred for action or bills or resolutions reported in accordance with subparagraph (a) of paragraph (d) of Rule 15 of the joint rules of the Senate and the House of Representatives.

Any member who offers an amendment, originating in the Senate which, if adopted, would reduce state revenues or increase state expenditures by a specified amount or which would involve a significant fiscal impact, shall make available to the president, president pro tempore, the majority leader of the Senate and the minority leader of the Senate at the time the amendment is offered, in addition to a fiscal note, a signed and typewritten explanation, of the decrease in expenditures or the source of the increased revenues required to balance the state budget.

Whenever a bill or resolution is substantively amended, it may be referred to the legislative commissioners to be re-examined for the purposes set forth in Rule 13 of the joint rules of the Senate and the House of Representatives and to be reprinted as amended. The legislative commissioners' office shall complete its examination of any such bill within three calendar days of its receipt. It shall then be printed in the files with a file number and marked on the calendar starred for action on the session day on which it appears.

31. There shall be a consent calendar on which shall be entered such bills and resolutions as the majority and minority leaders of the respective house shall designate. All bills and resolutions starred for action on the consent calendar shall be passed on motion without discussion unless, at any time before voting has commenced, a member requests removal of a bill or resolution from the consent calendar in which case such bill or resolution shall be so removed.

32. The rules of parliamentary practice comprised in the 2010 edition of Mason's Manual of Legislative Procedure shall govern the Senate whenever applicable and whenever they are not inconsistent with the standing rules and orders of the Senate or the joint rules of the Senate and House of Representatives.

33. The rules of the Senate shall take precedence over the joint rules of the Senate and House of Representatives or Mason's Manual of Legislative Procedure in the event of conflict.

34. No person shall smoke in the Senate chamber or the gallery. No person shall operate a wireless telephone or similar device in the Senate chamber or gallery or use any such device to take photographs or to make video or sound recordings while the Senate is in session. The presiding officer shall enforce this rule.

35. These rules shall not be altered, amended or suspended except by vote of at least two-thirds of the members present.

## **THE SENATE RULES**

Motions to suspend the rules shall be in order on any session day. Suspension of a rule shall be for a specified purpose; after the accomplishment of such purpose, the rule shall remain in force as before.

36. Every member present in the Senate Chamber when a question is put by the presiding officer shall vote, unless excused under Rule 15.

**RULES TO REGULATE  
THE PROCEEDINGS OF THE  
HOUSE OF REPRESENTATIVES  
OF THE  
STATE OF CONNECTICUT**

Resolved by this House:

That the following shall be the rules to regulate the proceedings of the House of Representatives for the 2015 and 2016 sessions:

**THE SPEAKER.**

1. The speaker shall take the chair every day at the hour to which the House has adjourned and shall immediately call the House to order and, after prayer and recitation of the pledge of allegiance, proceed to business if a quorum is present.

2. In the absence of a quorum, the speaker may adjourn the House to a later time or to the next session day. At all other times an adjournment shall be pronounced by the speaker on motion.

3. The speaker shall preserve order and decorum and shall decide all questions of order and discipline, upon which no debate shall be allowed except at the speaker's request, but the decision shall be subject to an appeal to the House, which must be seconded and on which no member shall speak more than once. No other business shall be in order until the disposition of such appeal.

4. The speaker shall rise to put a question or to address the House.

5. If there is any disturbance, disorderly conduct or other activity in or about the House chamber which, in the opinion of the speaker, may impede the orderly transaction of the business of the House of Representatives, the speaker may take such action as the speaker deems necessary to preserve and restore order.

6. If the speaker wishes to leave the chair, a deputy speaker or a member may be designated by the speaker to perform the duties of the chair.

7. If the speaker or a deputy speaker or the member named by the speaker in accordance with the preceding rule, is absent at the hour to which the House has adjourned, the clerk shall call the House to order and first business shall be the election of an acting speaker, which shall be done immediately without debate, by ballot or otherwise, as the House shall determine, also without debate; and the person thus elected shall preside in the House and discharge all the duties of the speaker until the speaker's return. In the case of the death, resignation or permanent disability of the speaker, a deputy speaker shall then call the House to order and the first business shall be the election of a speaker, which the House shall immediately proceed to do without debate. The person thus elected shall immediately assume the duties of speaker during the continuance of the General Assembly.

## THE HOUSE RULES

### DEPUTY SPEAKERS

8. There shall be such deputy speakers as determined and appointed by the speaker of the House. The speaker shall designate a deputy speaker to assume the duties of the speaker in the speaker's absence.

### CHAPLAIN AND DEPUTY CHAPLAINS

9. Within one week after the appointment of the speaker, the speaker shall nominate a chaplain and up to three deputy chaplains, and if such nominations are confirmed by the House by a majority vote, the candidates so nominated and confirmed shall serve for the regular sessions and any special sessions during the 2015-2016 legislative term.

### CLERK

10. The clerk shall keep a journal of the House, and shall enter therein a record of each day's proceedings, record any amendment that may be offered to any bill or resolution and record the date of filing of an agreement, award or stipulation that is filed in accordance with Joint Rule 31 or 32.

11. The clerk shall keep a calendar and shall enter daily on such calendar (1) all bills and joint resolutions received from the senate except (a) bills and resolutions which do not have the favorable report of a joint committee which shall, upon being read by the clerk, be referred without further action to the appropriate committee and (b) all bills and joint resolutions received from the senate which have not been referred by the House to any committee; and (2) all bills and resolutions favorably reported to the House from any committee and these shall be entered on the calendar in the order in which they are received. Each joint resolution proposing an amendment to the constitution and each bill so entered shall be printed and in the files and on the calendar for two session days with a file number and shall be starred for action on the session day next succeeding, except that:

(A) A bill or resolution certified in accordance with section 2-26 of the general statutes, if filed in the House, may be transmitted to and acted upon first by the senate with the consent of the speaker; and if filed in the senate, may be transmitted to and acted upon first by the House with the consent of the president pro tempore,

(B) Any bill or resolution certified in accordance with section 2-26 of the general statutes may be acted upon in the House (i) on the same session day that electronic notice of the filing and number of the bill or resolution is provided to the majority leader and the minority leader, who shall be responsible for forwarding such notice to the members of their respective caucuses, except the bill or resolution may not be acted upon less than six hours after the House is called to order or less than six hours after such notice is provided to said leaders, whichever

## THE HOUSE RULES

is later, (ii) at any time on the next session day following the day that such notice is provided to said leaders, or (iii) during the last five calendar days of the session, immediately, and in any such case may be transmitted immediately to the senate,

(C) If the House refers a bill or resolution to another committee and that committee favorably reports the bill or resolution not as a substitute on the same session day as the House referral, the clerk shall immediately enter the bill or resolution on the calendar and the House may act upon it on the same session day,

(D) If the House rejects an amendment adopted by the senate, the bill or resolution after final action in the House, may be transmitted immediately to the senate, or if the senate rejects an amendment adopted by the House, the bill or resolution when received from the senate may be placed immediately on the calendar,

(E) During the last ten calendar days of the session, if the House rejects an amendment adopted by the senate, or adopts a House amendment to a bill or resolution received from the senate, or takes any action on the bill or resolution requiring further action by the senate, the bill or resolution after final action in the House, may be transmitted immediately to the senate, or if the senate rejects an amendment adopted by the House or adopts a senate amendment to a bill or resolution received from the House, or takes any action on the bill or resolution requiring further action by the House, the bill or resolution when received from the senate may be placed immediately on the calendar and may be acted upon immediately,

(F) During the last ten calendar days of the session, any bill or resolution, after final action in the House, may be transmitted immediately to the Senate,

(G) During the last five days of the session, any bill or resolution received by the House after final action by the senate may be placed on the calendar immediately and the bill or resolution may be acted upon after it has appeared on the calendar for two session days, or

(H) A report by a joint standing committee of a resolution concerning a judicial or workers' compensation commissioner nomination may be acted upon after it has appeared on the calendar for two days.

All bills and resolutions starred for action shall be acted upon only when called and any bill or resolution not acted upon shall retain its place on the calendar unless it is moved to the foot of the calendar or unless its consideration is made the order of the day for some specified time. When a bill or resolution is removed from the foot of the calendar, it shall not be acted upon before the next regular succeeding session day.

Prior to the convening of the House on each session day, the speaker shall make available on the floor of the House a list of bills and resolutions intended to

## THE HOUSE RULES

be acted upon during that session day. Such list shall set forth the action intended to be taken on each bill or resolution so listed. The list shall be for informational purposes only.

12. The clerk shall retain all bills, resolutions and other papers, in reference to which any member has a right to move a reconsideration, until the right of reconsideration has expired, and no longer.

13. The clerk shall keep a record of all petitions, resolutions, joint resolutions and bills for all acts presented for consideration of the House, and said record shall be so kept as to show by one and a single reference thereto the action of the House on any specified petition, resolution, joint resolution or bill up to the time of such reference.

14. The clerk shall supervise all clerical work to be done for the House and shall supervise all employees subject to the direction of the speaker. The assistant clerk shall have the same powers and perform the same duties as the clerk, subject to the direction of the clerk. The bill clerk, the journal clerk and the calendar clerk shall perform such duties as are assigned to them by the clerk.

15. Upon the request of any member, the clerk shall provide a calendar to such member on each session day.

### MEMBERS

16. When any member is about to speak in debate or deliver any matter to the House, the member shall rise and address the chair as "Mr. Speaker" or "Madam Speaker," as the case may be.

If two or more rise at the same time, the speaker shall name the member entitled to the floor, preferring one who rises in place to one who does not.

17. No member shall speak on the same question more than twice without unanimous consent of the members of the House present.

18. The speaker shall, or any member may, call to order any member who in speaking or otherwise, transgresses the rules and orders of the House. If speaking, the member shall sit down, unless permitted to explain; and if a member is guilty of a breach of any of the rules and orders, the member may be required by the House, on motion, to make satisfaction therefor, and shall not be allowed to vote or speak except by way of excuse until such satisfaction is made.

### COMMITTEES AND LEADERS

19. At the opening of each session a committee on contested elections, consisting of four members, at least two of whom shall be members of the minority party in the House, shall be appointed by the speaker to take into consideration all

## THE HOUSE RULES

contested elections of the members of the House and to report the facts, with their opinion thereon in a manner that may be directed by House resolution.

20. (a) Majority Election and Appointments. The majority leader shall be elected by the members of the majority party in the House and the deputy majority leaders shall be appointed by the majority leader and shall serve at the pleasure of the majority leader. The assistant deputy speaker, majority caucus chairperson, deputy majority caucus chairperson, assistant majority leaders and majority whips shall be appointed by the speaker in consultation with the majority leader, and shall serve at the pleasure of the speaker.

The chairpersons, and where appropriate, vice-chairpersons, of the standing committees shall be appointed by the speaker of the House and shall serve at the pleasure of the speaker, except when a chairperson is designated or appointed by the minority leader pursuant to these rules or the joint rules, in which case, the person so designated or appointed shall serve at the pleasure of the minority leader. Notwithstanding any provision of the general statutes, during the 2015-2016 biennium (1) the chairperson of the Legislative Regulation Review Committee shall be appointed by speaker of the House, and (2) the chairperson of the Legislative Program Review and Investigations Committee shall be appointed by the minority leader.

(b) Minority Election and Appointments. The minority leader shall be elected by the members of the minority party in the House and the deputy minority leaders, the minority caucus chairperson, the assistant minority leaders, the minority whips and the ranking members of each joint standing committee shall be appointed by the minority leader and shall serve at the pleasure of the minority leader except when a ranking member is designated or appointed by the speaker pursuant to these rules or the joint rules, in which case, the person so designated or appointed shall serve at the pleasure of the speaker. Notwithstanding any provision of the general statutes, during the 2015-2016 biennium (1) the ranking member of the Legislative Regulation Review Committee shall be appointed by the minority leader, and (2) the ranking member of the Legislative Program Review and Investigations Committee shall be appointed by the speaker of the House.

(c) Number of Leaders. The number of members appointed to the positions of assistant majority leader and majority whip shall not exceed thirty-three per cent of the total membership of the majority party in the House. The number of members appointed to the positions of assistant minority leader shall not exceed thirty-three per cent of the total membership of the minority party in the House. Notwithstanding the provisions of this subsection, the chairpersons of the bonding subcommittees of the joint standing committee on finance, revenue and bonding may be assistant majority leaders and the ranking members of said subcommittees may be assistant minority leaders.

## THE HOUSE RULES

(d) Committees. The staff clerks of the standing committees shall be appointed by the speaker of the House. Chairpersons of sub-committees may be appointed by the chairpersons of the respective standing committees with the approval of the speaker of the House.

All standing committee members shall be appointed by the speaker on or before the fifth regular session day of the first year of the term, except to fill a vacancy caused by death or incapacity, or resignation or removal from the House or from a committee, and except that the speaker may appoint any member elected after the fifth regular session day of the first year of the term to any committee, within five calendar days after the member takes the oath of office. The member first named shall be chairperson. All members of standing committees shall serve for both sessions of the term, except that: (i) The speaker may accept the resignation, for good cause, of a member of a standing committee prior to the expiration of the term, and (ii) the speaker may remove a member, provided the speaker's removal of a member of the minority party shall require the concurrence of the minority leader. Chairpersons, vice-chairpersons and sub-committee chairpersons shall serve for both sessions of the term unless removed by the speaker.

(e) Referrals to Committees. (1) The House may refer any matter to a committee either before or after the deadline of that committee (i) at any regular session of the House or (ii) at a technical session of the House provided the majority leader has notified the minority leader or the minority leader's designee in writing, not later than 5 p.m. the day before the technical session, of the majority leader's intent to move for the referral, and received the approval of the minority leader or the minority leader's designee for the referral, and provided further that no matter may be recommitted at a technical session.

(2) The House may but need not refer to a committee before or after its deadline a bill or resolution that was favorably or unfavorably reported by another committee, except that every bill and resolution shall be referred to the committees on Legislative Management, Appropriations, Finance, Revenue and Bonding, Government Administration and Elections, or Judiciary if such referral is specifically required under Joint Rule 3 or subsection (e) of Joint Rule 15.

(f) Meetings in Representatives' Chamber. Committee meetings shall not be held in the representatives' chamber on session days.

### REGULAR ORDER OF BUSINESS

21. The order of business shall be as follows:

1. Reception of petitions.
2. Reception of communications from the Governor, secretary of the state, annual and biennial reports, interim committee reports and special reports.

## THE HOUSE RULES

3. Introduction of bills and resolutions.
4. Reports of committees.
5. Reception of business from the senate.
6. Business on the calendar.
7. Miscellaneous.

### RULES AND MOTIONS

22. The rules of parliamentary practice comprised in the 2000 edition of Mason's Manual of Legislative Procedure shall govern the House whenever applicable and whenever they are not inconsistent with the standing rules and orders of the House or the joint rules of the senate and the House of Representatives.

23. The rules of the House shall take precedence over the joint rules of the House and senate or Mason's Manual of Legislative Procedure in the event of conflict.

24. When a motion is made, it shall be stated to the House by the speaker before any debate is had thereon.

25. When a motion is stated by the speaker, or read by the clerk, it shall be deemed to be in the possession of the House.

It may be withdrawn by the mover at any time before decision or amendment, but not after amendment, unless the House approves by a majority vote.

26. The question first moved shall be first put, except as modified in Rule 28.

27. If the question under debate consists of two or more independent propositions any member may move to have the question divided. If the House adopts the motion to divide, the speaker shall rule on the order of voting on the divisions of a question.

28. When a question is under debate, no motion shall be received except:

1. To adjourn, which is not debatable
2. To recess
3. To postpone temporarily retaining position on the calendar
4. To pass until next session day retaining position on calendar
5. To close the debate at a specified time
6. To postpone to a certain time

## THE HOUSE RULES

7. To refer or recommit to a committee

8. To amend

9. To place at foot of calendar.

These motions shall have precedence in the order listed in this rule, except that a point of order may be raised at any time.

29. When the consideration of a question regularly on the calendar is interrupted by adjournment, the question comes up in its proper place on the next session day's calendar.

30. A vote can be reconsidered only on the next regular succeeding session day, provided there shall be no reconsideration of the vote upon the following motions: To adjourn, or to reconsider, and no question shall be twice reconsidered.

### AMENDMENTS

31. (a) Amendments shall be filed with the clerk of the House before 10 a.m. on the day on which the bill or resolution is to be acted upon, except that (1) the following may each sponsor or authorize amendments at any time: The presiding officer, the majority leader or, in the majority leader's absence, the majority leader's designated deputy majority leader, the minority leader or in the minority leader's absence, the minority leader's designated deputy minority leader; (2) the presiding officer may waive the filing requirement upon the request of the majority leader or the minority leader; (3) after any amendment or amendments have been adopted, any member may offer a further amendment only if it is directly related to the amendment or amendments adopted.

(b) Notwithstanding subsection (a) of this rule, if a bill or resolution has been scheduled for consideration on a date certain pursuant to a special order, all amendments relating to that bill or resolution must be filed with the clerk of the House before 5 p.m. on the last day the clerk's office is open preceding the day on which the bill or resolution has been scheduled for consideration. The only exceptions to this filing requirement shall be: (1) The persons named in subdivision (1) of subsection (a) of this rule may each sponsor an amendment at any time; (2) after any amendment or amendments have been adopted, any member may offer a further amendment only if it is directly related to the amendment or amendments adopted.

(c) Members may co-sponsor an amendment that is in the possession of the clerk of the House, or remove their names as co-sponsors, by submitting a written request to the clerk not later than 10 a.m. on the day following adoption or rejection of the amendment, excluding weekends and holidays. Co-sponsorship of an amendment does not constitute co-sponsorship of the bill it would amend unless the member so specifies pursuant to Joint Rule 7(c).

## THE HOUSE RULES

(d) After a motion for passage of a bill or resolution has been made, a motion to amend the bill or resolution is in order.

A pending amendment may not be amended. No substitute amendment may be offered for a pending amendment.

(e) No independent new question may be introduced as an amendment.

(f) Whenever a bill is amended, the speaker may order that it be returned to the legislative commissioners for the purposes of re-examination pursuant to Joint Rule 13 and for reprinting as amended.

### SEATS

32. Immediately after the adoption of these rules the speaker shall appoint a committee of four, who shall assign seats to all members of the House.

33. The seats assigned to members shall be their seats for their term of office.

### REPRESENTATIVES' CHAMBER

34. Use of the representatives' chamber shall not be granted for non-legislative use during a General Assembly session except by a vote of the House, or by a vote of the legislative management committee or with the permission of the speaker. The speaker shall grant use of the chamber for legislative use and between General Assembly sessions.

### PARLIAMENTARY PRACTICE

35. No debate shall be allowed after a question is put and while it remains undecided.

36. In all cases when a voice vote is taken without a division, the speaker shall determine whether it is or is not a vote; and in all doubtful cases the speaker shall state "The chair is in doubt." Whereupon, the speaker shall try the question again by a voice vote or roll call, as the speaker may so order.

After the speaker has declared a vote, it shall not be taken again unless by a regular motion for reconsideration, made by a member in the prevailing vote of the House.

37. If a division is called for, the House shall divide, those in the affirmative first rising from their seats and standing until counted, and afterwards those in the negative. For the purpose of more conveniently counting upon the division of the House, the floor thereof shall be divided by aisles into four divisions, to be numbered first, second, third and fourth sections, commencing on the right of the chair; for each of which divisions the speaker shall appoint a member whose seat is in said division to be a teller and to count and report to the chair.

38. In case of a tie vote or an equal division, the question shall not be passed.

## THE HOUSE RULES

39. The yeas and nays shall be taken on the roll call machine on all final action on all bills, resolutions proposing amendments to the constitution and all other substantive resolutions, except bills and resolutions on the consent calendar. On all other questions, a roll call vote shall be taken at the request of one-fifth of the members present, expressed at any time before a declaration of the vote. In the event the roll call machine is not functioning properly, the roll may be called by the clerk.

40. Every member present in the House chamber, when a question is put by the speaker, shall vote, unless excused by the speaker and no member shall absent herself or himself from the House chamber without leave, unless there is a quorum without such member's presence.

Whenever any vote is to be taken, the speaker may order the doors closed and thereupon no member shall leave the House unless by permission of the speaker, or the House, until the vote is declared, but members shall be admitted at any time.

When a vote has been taken, if any member raises a question of an excess of votes cast over the number of members present, a count of the House shall be had, and if it appears that such excess of votes exists, the speaker shall order the vote to be again taken.

41. No representative may vote or change his or her vote on a roll call after the speaker has requested that the clerk announce the tally.

42. While the House is in session, admission to the floor of the House shall be limited to members of the General Assembly, authorized members of the press, authorized staff of the General Assembly, and such other persons as may be authorized by the presiding officer. On any day during which the House is in session, lobbyists shall be prohibited from the floor of the House except during a public hearing on the floor of the House or as may be authorized by the presiding officer for purposes of recognition or ceremony.

Electronic media equipment and media personnel shall occupy only those areas designated by the presiding officer.

Proper facilities for transmitting messages to members of the House shall be provided by the clerk and administered by the messengers.

The sergeant at arms, doorkeepers and messengers shall enforce this rule and shall see that the aisles and the seats of the members are not occupied by persons other than members of the General Assembly, while the House is in session.

43. There shall be a consent calendar on which shall be entered such bills and resolutions as the majority leader and the minority leader or their designees shall agree, and shall be proposed to the House by the majority leader or the designee of the majority leader in the form of a motion to move to the consent calendar. The consent calendar may be acted upon on the day of such motion or on a subsequent

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day. At the request of a member made from the floor any bill or resolution shall be removed from those included in the motion. All bills and resolutions starred for action on the consent calendar shall be passed on motion without discussion unless, at any time prior to the motion for passage, a member requests from the floor removal of a bill or resolution from the consent calendar in which case such bill or resolution shall be so removed and placed on the regular calendar. Any bill or resolution so removed shall be considered as having appeared on the regular calendar for a period of time equivalent to that during which it appeared on the consent calendar.

44. Upon motion made and adopted, the House may schedule consideration of any matter appearing on the calendar for a date certain by special order, but no sooner than the later of (i) the second day, excluding weekends and holidays, after the adoption of the special order or (ii) the day after the matter first appears on the calendar double starred.

### RESTRICTIONS

45. No person shall smoke in the House chamber or the gallery. No person shall conduct a conversation on a wireless telephone or similar device in the House chamber while the House is meeting. No person shall take or possess a sign, banner, placard or other display material in the gallery. The presiding officer and the sergeant at arms shall enforce this rule.

### SUSPENSION OF THE RULES

46. These rules shall not be altered, amended or suspended except by the vote of at least two-thirds of the members present.

47. Motions to suspend the rules shall be in order on any session day. Suspension of the rules shall be for a specified purpose. Upon accomplishment of that purpose, any rule suspended shall be again in force.

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## DIRECTORY OF THE CAPITOL

### Basement

<b>Room</b>	<b>East Side</b>	<b>West Side</b>	<b>Room</b>
011	Aging Committee	Office of Information Technology Services	014
011	Children Committee	Information Technology Training	014
011	Regulation Review Committee		
Vault 5	Legislative Information Room		

### First Floor

<b>Room</b>	<b>East Side</b>	<b>West Side</b>	<b>Room</b>
101	League of Women Voters	State Capitol Police	100
	Information and Tours Office	Secretary of the State	104
103-107	House Democrat Offices	Commerce Committee	110
109	House Clerk's Office	Auditors of Public Accounts	114-116
113	House Republican Office		

### Second Floor

<b>Room</b>	<b>East Side</b>	<b>West Side</b>	<b>Room</b>
201-207A	House Democrat Offices	Governor's Office	200
207B-215	House Republican Offices		

<b>Third Floor</b>			
<b>Room</b>	<b>East Side</b>	<b>West Side</b>	<b>Room</b>
305	Senate Clerk's Office	Senate Democrat Offices	300-302
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409-409A	Press Room	Office of Policy and Management	402
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<b>Fifth Floor</b>			
<b>Room</b>	<b>North Side</b>	<b>South Side</b>	<b>Room</b>
501	Program Review and Investigations	Program Review and Investigations	502-506
509	Veterans' Affairs Committee	Legislative Bulletin Clerks' Office	508

## DIRECTORY OF THE LEGISLATIVE OFFICE BUILDING

### First Floor

West Entrance	League of Women Voters Information and Tours Desk
1000	Executive & Legislative Nominations Committee
1100	Cafeteria
1200, 1300	State Capitol Police
1210	Mail Room
1220	Copy and Supply Center Underground Concourse to the Capitol
1400, 1410	Bill and Document Room
1500	Newsstand
1800	Higher Education and Employment Advancement Committee
	1A through 1E Hearing Rooms

### Second Floor

2000	Human Services Committee
2100	Planning and Development Committee
2200	Government Administration and Elections Committee
2300	Transportation Committee
2400	Banking Committee
2500	Judiciary Committee
2600	Conference Room
2700	Appropriations Committee
2700	Housing Committee
2800	Insurance and Real Estate Committee
	2A through 2E Hearing Rooms

### Third Floor

3000	Public Health Committee Garage Entrance
3100	Education Committee
3200	Environment Committee
3300	Senate Democrat Leaders Terrace Entrance to the Capitol Grounds
3400	Senate Republican Leaders
3500	General Law Committee
3600	Public Safety and Security Committee
3700	Finance, Revenue and Bonding Committee
3800	Labor and Public Employees Committee
3900	Energy and Technology Committee

#### **Fourth Floor**

4000 - 4086	Individual House Member Offices
4100	House Democrat Leaders
4200	House Republican Leaders

#### **Fifth Floor**

5000 - 5009	Individual House Member Offices
5100	Joint Committee on Legislative Management
5150	Legislative Internship Program
5200	Office of Fiscal Analysis
5300	Office of Legislative Research
5400	Legislative Library
5500	Legislative Commissioners' Office

2015

January

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## 2016

January							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31							31						

February							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29						28	29	30	31			

March							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	

April							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
							30	31					

May							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	31					27	28	29	30			

June							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	3
5	6	7	8	9	10	11	4	5	6	7	8	9	10
12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	29	30			25	26	27	28	29	30	31

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