

LEGISLATURES

**Table 3.24
RULES ADOPTION AND STANDING COMMITTEES: PROCEDURE**

State	Constitution permits each legislative body to determine its own rules	Committee meetings open to public*		Specific, advance notice provisions for committee meetings or hearings	Voting/roll call provisions to report a bill to floor
		Senate	House		
Alabama	★	★	★	Senate: none House: 24 hours.	Senate: final vote on a bill is recorded. House: recorded vote taken upon request by a member.
Alaska	Sec. 12, Art. II "The houses of each legislature shall adopt uniform rules of procedure."	★ (a)	★ (a)	For meetings, by 4:00 p.m. on the preceding Thurs.; for hearings, 5 days.	Roll call vote on any measure taken upon request by any member of either house.
Arizona	★	★	★	Senate: agenda submitted to secretary 5 days prior to meeting. House: agenda available on previous day prior to meeting.	Senate: roll call vote taken upon request. House: roll call vote required for final action on any bill.
Arkansas	★	★	★	Senate: 2 days House: 24 hours	Senate: roll call votes are recorded. House: each member's vote is recorded upon request by a member.
California	★	★ (a)	★	Senate: none House: none	Senate: disposition of bills by roll call vote only. House: committee action on bills recorded by roll call vote.
Colorado	★	★	★	Senate: final action on a measure is prohibited unless notice is posted 1 calendar day prior to its consideration. House: none	Senate: final action by recorded roll call vote. House: final action by recorded roll call vote.
Connecticut	★	★	★	** 1 day	** Votes on favorable or unfavorable report recorded to show the names of members voting.
Delaware	★	★	★ (a)	Senate: agenda released the day before meetings. House: agenda for meetings released on last legislative day of preceding week.	Senate: results of any committee vote are recorded. House: results of any committee vote are recorded.
Florida	★	★	★	Senate: during session—4 hours notice for first 50 days, 2 hours thereafter. House: during session—4 days notice for first 45 calendar days, 24 hours thereafter.	Senate: vote on final passage is recorded. House: vote on final passage is recorded.
Georgia	★	★	★	Senate: a list of committee meetings shall be posted by 10:00 a.m. the preceding Friday. House: none	Senate: recorded roll call taken if one-third members sustain the call for yeas and nays. House: recorded roll call taken if one-fifth members sustain the call for yeas and nays.
Hawaii	★	★ (a)	★ (a)	Senate: 72 hours before 1st referral committee meetings, 48 hours before subsequent referral committee meetings. House: 48 hours.	Senate: final vote is recorded. House: a record is made of a committee quorum and votes to report a bill out.
Idaho	★	★ (a)	★ (a)	Senate: none House: none	Senate: bills can be voted out by voice vote or roll call. House: bills can be voted out by voice vote or roll call.
Illinois	★	★ (a)	★ (a)	Senate: 6 days House: 6 days	Senate: votes on all legislative measures acted upon are recorded. House: votes on all legislative matters acted upon are recorded.
Indiana	★	★	★	Senate: 48 hours House: prior to adjournment or the meeting day next preceding the meeting	Senate: all final votes are recorded. House: all final votes are recorded.
Iowa	★	★	★	Senate: none House: none	Senate: final action on any bill or resolution is by roll call. House: committee reports include the roll call vote on final disposition.
Kansas	★	★	★	Senate: none House: none	Senate: vote recorded for any action on a bill upon request by a member. House: the total for and against actions are recorded.

See footnotes at end of table.

RULES ADOPTION AND STANDING COMMITTEES: PROCEDURE — Continued

State	Constitution permits each legislative body to determine its own rules	Committee meetings open to public*		Specific, advance notice provisions for committee meetings or hearings	Voting/roll call provisions to report a bill to floor
		Senate	House		
Kentucky	★	★	★	Senate: none House: none	Senate: each member's vote recorded on the disposition of each bill. House: each member's vote recorded on the disposition of each bill.
Louisiana	★	★ (a)	★ (a)	Senate: no later than 1:00 p.m. the preceding day. House: no later than 4:00 p.m. the preceding day.	Senate: any motion to report an instrument is decided by a roll call vote. House: any motion to report an instrument is decided by a roll call vote.
Maine	**Implied as part of organizational session.	★	★	**public hearings must be advertised 2 weekends in advance.	**Recorded vote is required to report a bill out of committee.
Maryland	★	★	★	Senate: none House: none	Senate: the final vote on any bill is recorded. House: the final vote on any bill is recorded.
Massachusetts	★	★	★ (a)	Senate: 48 hours for public hearings. House: 48 hours for public hearings.	Senate: voice vote or recorded roll call vote at the request of 2 committee members. House: recorded vote upon request by a member.
Michigan	★	★	★	Senate: none House: none	Senate: committee reports include the vote of each member on any bill. House: the daily journal reports the roll call on all motions to report bills.
Minnesota	★	★	★ (a)	Senate: 3 days House: 3 days	Senate: recorded vote upon request of one member. Upon the request of 3 members, the record of a roll call vote and committee report are printed in the journal. House: recorded roll call vote upon request by a member.
Mississippi	★	★	★ (a)	Senate: none House: none	Senate: bills are reported out by voice vote or recorded roll call vote. House: bills are reported out by voice vote or recorded roll call vote.
Missouri	★	★	★	Senate: none House: 1 day	Senate: yeas and nays are reported in journal. House: bills are reported out by a recorded roll call vote.
Montana	★	★	★	Senate: 3 legislative days House: none	Senate: every vote of each member is recorded and made public. House: every vote of each member is recorded and made public.
Nebraska	U	★ (a)	★	public hearings, 7 calendar days.	Roll call votes are taken on final action.
Nevada	★	★	★	Senate: none House: none	Senate: recorded vote is taken upon final committee action on bills. House: recorded vote is taken on any matter pertaining to bill at chair's request.
New Hampshire	★	★	★	Senate: 5 days House: 4 days	Senate: committees may report a bill out by voice or recorded roll call vote. House: committees may report a bill out by voice or recorded roll call vote.
New Jersey	★	★	★ (a)	Senate: 5 days House: 5 days	Senate: the chair reports the vote of each member present on a motion to report a bill. House: the chair reports the vote of each member present on motions with respect to bills.
New Mexico	★	★	★	Senate: none House: none	Senate: the vote on the final report of the committee taken by yeas and nays. Reported roll call upon request when voice vote is uncertain. House: the vote on the final report of the committee taken by yeas and nays. Reported roll call upon request when voice vote is uncertain.
New York	(b)	★ (a)	★ (a)	Senate: 1 week House: 1 week	Senate: each report records the vote of each Senator. House: at the conclusion of a committee meeting a roll call vote is taken on each of the bills considered.
North Carolina	(c)	★ (a)	★	Senate: none House: public hearings, 5 calendar days	Senate: no roll call vote may be taken in any committee. House: roll call vote taken on any question when requested by member & sustained by one-fifth of members present.
North Dakota	★	★	★	Senate: notice posted the preceding Wed. or Thurs., depending on the committee. House: notice posted the preceding Wed. or Thurs., depending on the committee.	Senate: minutes include recorded roll call vote on each bill referred out. House: minutes include recorded roll call vote on each bill referred out.
Ohio	★	★	★	Senate: 2 days House: 5 days	Senate: bills are reported out by recorded roll call vote. House: every member present must vote and all votes are recorded.

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State	Constitution permits each legislative body to determine its own rules	Committee meetings open to public*		Specific, advance notice provisions for committee meetings or hearings	Voting/roll call provisions to report a bill to floor
		Senate	House		
Oklahoma	★	★	★	Senate: none House: 3 legislative days for public hearings that are requested by members.	Senate: recommendations to the Senate of legislative measures are by recorded roll call vote. House: bills may be reported out by voice vote or by signing a written report.
Oregon	★	★	★	Senate: 24 hours House: 24 hours	Senate: the vote on all official actions is recorded. House: motions on measures before a committee are by recorded roll call vote.
Pennsylvania	★	★ (a)	★ (a)	Senate: none House: none	Senate: every member, unless excused, must attend and vote on each question; absentee members may vote in writing. Votes and results are open to the public. House: all votes are recorded.
Rhode Island	★	★ (a)	★ (a)	Senate: 2 days House: 3 days	Senate: "public bills" are decided by a recorded roll call vote other bills by yeas and nays. House: bills are reported out by recorded roll call vote.
South Carolina	★	★ (b)	★ (b)	Senate: 24 hours House: 24 hours	Senate: no bill may be polled out unless at least 2/3 of the members are polled. Poll results are certified and published in journal. House: generally, bills can be reported out by voice vote or roll call vote.
South Dakota	★	★	★	**1 legislative day	**Final disposition of a bill requires a majority vote of the members by roll call.
Tennessee	★	★	★	Senate: 6 days House: 72 hours when House is recessed or adjourned.	Senate: aye and no votes cast by name on each question are recorded. House: bills are reported out by recorded roll call vote.
Texas	★	★ (a)	★ (a)	Senate: 24 hours House: 24 hours	Senate: bills are typically reported by recorded roll call vote. House: committee reports include the record vote by which the report was adopted, including the vote of each member.
Utah	★	★	★	Senate: 24 hours House: 24 hours	Senate: each member present votes on every question and all votes are recorded. House: each member present votes on every question and all votes are recorded.
Vermont	(d)	★	★	Senate: none House: none	Senate: vote is recorded for each committee member for every bill considered. House: vote is recorded for each committee member for every bill considered.
Virginia	★	★ (a)	★	Senate: none House: none	Senate: generally, a recorded vote is taken for each measure. House: vote of each member is taken and recorded for each measure.
Washington	★	★	★	Senate: 5 days House: 5 days	Senate: bills reported from a committee carry a majority report which must be signed by a majority of the committee. House: every vote to report a bill out of committee is by yeas and nays; the names of the members voting are recorded in the report.
West Virginia	★	★ (a)	★ (a)	Senate: none House: none	Senate: each member of the committee when a ye or nay vote is taken. House: recorded vote taken on motions to report a bill.
Wisconsin	★	★	★	Senate: a list of public hearings is filed Monday of the preceding week. House: a list of public hearings is filed Monday of the preceding week.	Senate: number of ayes and noes, and members absent or not voting are reported. House: number of yeas and nays recorded.
Wyoming	★	★	★	Senate: by 3:00 p.m. of previous day. House: by 3:00 p.m. of previous day.	Senate: bills are reported out by recorded roll call vote. House: bills are reported out by recorded roll call vote.

Sources: State constitutions, rule books and manuals.

Key:

★ — Yes

* — Notice of committee meetings may also be subject to state open meetings laws; in some cases, listed times may be subject to suspension or enforceable only to the extent "feasible" or "whenever possible."

** — Joint rules/committees.

U — Unicameral.

(a) Certain matters may be discussed in executive session. (Other states permit meetings to be closed for various reasons, but their rules do not specifically mention "executive session.")

(b) Not referenced specifically, but each body publishes rules and there are joint rules.

(c) Not referenced specifically, but each body publishes rules.

(d) The Senate is referenced specifically as empowered to "make its own rules."