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28

### **Ethics**

29       **Rule 1.**       Legislators and legislative employees are subject to  
30 the provisions of the Ethics in Public Service Act, chapter 42.52 RCW.  
31 The house of representatives and senate may impose disciplinary action  
32 for violations of the act. Disciplinary actions for violation include:  
33 In the case of a legislator, reprimand, censure, or expulsion, and when  
34 applicable, restitution; and in the case of a legislative employee,  
35 reprimand, suspension, or dismissal, and when applicable, restitution.

1 **Prohibited Political Activity**

2 **Rule 2.** (1) A legislator shall not knowingly solicit, directly  
3 or indirectly, a political contribution from a legislative employee.

4 (2) A legislative employee shall not knowingly solicit or accept  
5 contributions for any candidate or political committee during working  
6 hours. At no time shall a legislative employee directly or indirectly  
7 solicit a contribution from another legislative employee for any  
8 legislative candidate, caucus political committee, or leadership  
9 political committee, nor coerce another employee into making a  
10 contribution to any candidate or political committee. No legislative  
11 employee, as a condition of becoming or remaining employed, may  
12 directly or indirectly be required to make any contribution to a  
13 political candidate, committee, or party.

14 **Employee Protection**

15 **Rule 3.** No retaliation shall be permitted against any  
16 legislative employee for reporting in good faith the violation of any  
17 policy or law.

18 **Legislative Questionnaires**

19 **Rule 4.** (1) The use of public funds by a legislator for  
20 questionnaires distributed by regular mail or electronic means is  
21 authorized only if the following criteria are met:

22 (a) The questionnaire is limited to soliciting opinions or facts  
23 relating to legislative issues or studies;

24 (b) The questionnaire is specifically authorized by the  
25 legislator and the identity of the legislator sponsoring the  
26 questionnaire is disclosed on the questionnaire; and

27 (c) The questionnaire complies with all other pertinent  
28 statutes, rules, and policies, including the restrictions in subsection  
29 (2) of this rule on when questionnaires can be mailed.

30 (2)(a) During the twelve-month period beginning on December 1st of  
31 the year before a general election for a legislator's election to  
32 office and continuing through November 30th immediately after, mass

1 mailing by regular or electronic means of a questionnaire is allowed  
2 only if it is included in the identical newsletter to constituents  
3 permitted at the beginning of a legislative session under RCW  
4 42.52.185.

5 (b) In any year in which a legislator is a candidate for another  
6 public office, no questionnaire may be sponsored by or authorized on  
7 behalf of such legislator during the period between June 1st and the  
8 general election of that year, or in the event of a special election,  
9 during the period between sixty days before the election or the date of  
10 the legislator's filing for the office, whichever occurs later, and the  
11 special election.

12 (3) The use of public funds by a legislative committee, for  
13 questionnaires distributed by regular mail or electronic means, is  
14 authorized only if the following criteria are met:

15 (a) The questionnaire is limited to soliciting opinions or facts  
16 relating to legislative issues or studies;

17 (b) The questionnaire is authorized by the committee membership  
18 and the identity of the committee sponsoring the questionnaire is  
19 disclosed on the questionnaire;

20 (c) The questionnaire complies with all other pertinent  
21 statutes, rules, and policies; and

22 (d) The questionnaire is approved by the secretary of the senate  
23 or the chief clerk of the house of representatives, as appropriate.

## 24 **Sessions of the Legislature**

25 **Rule 5.** The sessions of the legislature shall be held annually,  
26 convening at 12:00 o'clock noon on the second Monday of January each  
27 year, as provided by RCW 44.04.010 in accordance with Art. 2, section  
28 12 of the state Constitution.

## 29 **Joint Session**

30 **Rule 6.** Whenever there shall be a joint session of the two  
31 houses, the proceedings shall be entered at length upon the journal of  
32 each house. The lieutenant governor or president of the senate shall  
33 preside over such joint session, and the clerk of the house of

1 representatives shall act as the clerk thereof, except in the case of  
2 the joint session held for the purpose of canvassing the votes of  
3 constitutional elective state officers, when the speaker shall preside  
4 over such joint sessions. The lieutenant governor in no case shall  
5 have the right to give the deciding vote.

6 **Motions for Joint Session**

7 **Rule 7.** All motions for a joint session shall be made by  
8 concurrent resolution to be introduced by the house in which such joint  
9 session is to be held; and when an agreement has once been made, it  
10 shall not be altered or annulled, except by concurrent resolution.

11 **Business Limited**

12 **Rule 8.** No business shall be considered in joint session other  
13 than that which may be agreed upon before the joint session is called.

14 **Joint Legislative Committees**

15 **Rule 9.** Joint legislative committees may be created by  
16 concurrent resolution originating in either house and passed by a  
17 majority vote of both houses.

18 Joint legislative committees may have the powers of subpoena, the  
19 power to administer oaths, and the power to issue commissions for the  
20 examination of witnesses in accordance with the provisions of chapter  
21 44.16 RCW. Before a joint legislative committee may issue any process,  
22 the committee chairperson shall submit for approval of both the  
23 executive rules committee of the house of representatives and the rules  
24 committee of the senate, a statement of purpose setting forth the name  
25 or names of those subject to process. The process shall not be issued  
26 prior to approval by both the executive rules committee of the house of  
27 representatives and the rules committee of the senate. The process  
28 shall be limited to the named individuals.

1 **Joint Committee Hearings**

2 **Rule 10.** All public hearings held by joint committees or held  
3 jointly by house of representatives and senate standing committees  
4 shall be scheduled in accordance with the public notice requirements of  
5 both the senate and the house of representatives.

6 **Joint and Concurrent Resolutions; Memorials**

7 **Rule 11.** All memorials and resolutions from the legislature  
8 addressed to the President of the United States, to the Congress or  
9 either house thereof, to any other branch of the Federal government, to  
10 any other branch of state government, or to any unit of local  
11 government shall be in the form of joint memorials. Proposed  
12 amendments to the state Constitution shall be in the form of joint  
13 resolutions. Business between the two houses such as joint sessions,  
14 amendments to redistricting plans submitted by a redistricting  
15 commission created under chapter 44.05 RCW, adopting or amending joint  
16 rules, creating or empowering joint committees, opening and closing  
17 business of the legislature and all such related matters shall be in  
18 the form of concurrent resolutions. Joint memorials, joint  
19 resolutions, and concurrent resolutions, up to and including the  
20 signing thereof by the presiding officer of each house, shall be  
21 subject to the rules governing the course of bills. Concurrent  
22 resolutions may be adopted without a roll call. Concurrent resolutions  
23 amending a redistricting plan submitted by a redistricting commission,  
24 authorizing investigations or authorizing the expenditure or allocation  
25 of any money must be adopted by roll call, and the yeas and nays  
26 recorded in the journal. Concurrent resolutions amending a  
27 redistricting plan as well as all amendments to those resolutions must  
28 be agreed to by two-thirds of the members elected or appointed to each  
29 house.

30 **Amendatory Bills**

1       **Rule 12.** All amendatory bills shall refer to the section or  
2 sections of the official codes and statutes of Washington, and  
3 supplements thereto and to the respective Session Laws, to be amended.

4   **Bills, How Drawn**

5       **Rule 13.** Bills introduced in either house intended to amend  
6 existing statutes shall have the words which are amendatory to such  
7 existing statutes underlined. Any matter to be deleted from the  
8 existing statutes shall be indicated by lining out such matter with a  
9 broken line and enclosing the lined out material within double  
10 parentheses, and no bill shall be printed or acted upon until the  
11 provisions of this rule shall have been complied with.

12       New sections need not be underlined but shall be designated "NEW  
13 SECTION." in upper case type and such designation shall be underlined.

14       Sections of a bill that repeal a prior enactment shall include the  
15 section caption accompanying the section in the Revised Code of  
16 Washington.

17       No bill shall be introduced by title only, and, in the event a bill  
18 is not complete, at least section 1 shall be set forth in full before  
19 the bill may be accepted for introduction.

20       Amendments to bills will be acted upon in the manner provided in  
21 the Rules of the Senate and in the Rules of the House of  
22 Representatives. No amendment to a bill shall be considered which  
23 strikes the entire subject matter of a bill, and substitutes in lieu  
24 thereof entirely new subject matter not germane to the original or  
25 engrossed bill.

26   **Amendments to State Constitution; Action by Legislature**

27       **Rule 14.** Amendments to the state Constitution may be proposed in  
28 either branch of the legislature by joint resolution; and if the same  
29 shall be agreed to by two-thirds of the members elected to each of the  
30 two houses, such proposed amendment or amendments shall be entered on  
31 their respective journals with the ayes and nays thereon. (Const.,  
32 art. 23, sec. 1.)

1                   **Publicity of Proposed Amendments to State Constitution**

2           **Rule 15.**       The legislature shall provide methods of publicity of  
3 all laws or parts of laws, and amendments to the Constitution referred  
4 to the people with arguments for and against the laws and amendments so  
5 referred, so that each voter of the state shall receive the publication  
6 as soon as possible before the election at which they are to be voted  
7 upon. (Const., art. 2, sec. 1e.)

8                   **Initiative Petition Before the Legislature**

9           **Rule 16.**       Initiative petitions filed with the secretary of state  
10 not less than ten days before any regular session of the legislature  
11 shall take precedence over all other measures in the legislature except  
12 appropriation bills and shall be either enacted or rejected without  
13 change or amendment by the legislature before the end of such regular  
14 session. Upon certification from the secretary of state that an  
15 initiative to the legislature has received sufficient valid signatures,  
16 the secretary of state shall submit certified copies of the said  
17 initiative to the state senate and the house of representatives. Upon  
18 receipt of said initiative, each body of the legislature through its  
19 presiding officers shall refer the certified copies of the initiative  
20 to a proper committee.

21       Upon receipt of a committee report on an initiative to the  
22 legislature, each house shall treat the measure in the same manner as  
23 bills, memorials and resolutions, except that initiatives cannot be  
24 placed on the calendar for amendment. After the action of each body  
25 has been recorded on the final passage or any other action by  
26 resolution or otherwise which may refer the initiative to the people  
27 has been recorded, the president and secretary of the senate and the  
28 speaker and chief clerk of the house of representatives will certify,  
29 each for its own body, to the secretary of state the action taken.  
30 (Const., art. 2, sec. 1a.)

31                   **Conference Committee**



1       **Rule 17.**       (1) In every case of difference between the two  
2 houses, upon any subject of legislation, either house may request a  
3 conference and appoint a committee for that purpose, and the other  
4 house may grant the request for a conference and appoint a committee to  
5 confer. The senate shall appoint a committee of three with two members  
6 from the majority caucus and one from the minority caucus. The house  
7 of representatives shall appoint a committee of four with two members  
8 from each political caucus. The committees, at the earliest possible  
9 hour, shall confer upon the differences between the two houses  
10 indicated by the amendment or amendments adopted in one house and  
11 rejected in the other.

12       (2) Conference committee deliberations shall be conducted in a  
13 manner consistent with the provisions of Senate Rule 45(3) and House  
14 Rule 24(8) applicable to deliberations of standing committees.

15       (3) Public notice of a conference committee meeting shall be  
16 given by the secretary of the senate, for house bills, and the chief  
17 clerk of the house of representatives, for senate bills, prior to the  
18 convening of the meeting as follows:

19       (a) By posting a written notice in the following locations:

20       (i) The office of the secretary or clerk, as appropriate;

21       (ii) Near the doors of the appropriate chamber;

22       (iii) The legislative bill room; or

23       (iv) The public legislative message center;

24       (b) By announcing meetings during sessions of the senate and  
25 house of representatives; or

26       (c) By posting meeting notices on the legislature's electronic  
27 mail system.

28       (4) The papers shall be left with the conferees of the house of  
29 representatives if a senate bill, and with the conferees of the senate,  
30 if a house bill, and the holders of the papers shall first present the  
31 report of the committee to their house. Every report of a conference  
32 committee must have the signatures of a majority of the conference  
33 committee members of each house. Conference committee reports must be  
34 signed at a meeting duly convened by the chief clerk of the house of  
35 representatives for senate bills or the secretary of the senate for  
36 house bills.

37

**Failure to Agree**

1       **Rule 18.**       In case of failure of the conferees to agree on matters  
2 directly at issue between the two houses, the committee may in addition  
3 consider new proposed items within the scope and object of the bill in  
4 conference. A report proposing new items shall include all amendments  
5 to the bill or resolution agreed upon by the conference committee. The  
6 proposed report may be in the form of a new bill or resolution and such  
7 report must have the signatures of a majority of the members of the  
8 committee appointed from each house.

9                               **Report of Conference Committee, How**  
10                               **Made Out; Whom Returned to**

11       **Rule 19.**       The conference committee shall submit the bill as  
12 amended together with three signed copies of its report to the house of  
13 representatives if a senate bill, and to the senate, if a house bill.  
14 A copy of the report shall be placed upon the desk of each member of  
15 the legislature at the time the report is received by this house. If  
16 this house acts to approve the report and pass the bill as amended, it  
17 shall then transmit its action, the bill, and two copies of the report  
18 to the other house.

19                               **Adoption of Reports**

20       **Rule 20.**       No floor vote may be taken on any conference committee  
21 report without a distribution to all members of a summary of additions,  
22 changes, and deletions made by the conference committee with a  
23 reference in each instance to the page and line number or numbers in  
24 the report containing said additions, changes, or deletions. The clerk  
25 and the secretary shall place the reports on the desks of the members  
26 as soon as possible.

27       Each house shall have twenty-four hours from the time of proper  
28 receipt, by the chief clerk of the house of representatives and the  
29 secretary of the senate, and by distribution to the desks of the  
30 members before considering reports from a conference committee which  
31 has proposed new items within the scope and object of the bill in  
32 conference.

1       The foregoing provision relating to twenty-four hour intervals may  
2 be suspended by the senate or the house of representatives by two-  
3 thirds vote of the members present, and such suspension shall apply  
4 only to the house voting to suspend this provision.

5       The report must be voted upon in its entirety and cannot be  
6 amended. The report of a conference committee may be adopted by  
7 acclamation.

8       Passage of a bill as amended by conference report shall be by roll  
9 call and ayes and nays shall be entered on the journals of the  
10 respective house. Passage requires a constitutional majority in both  
11 houses, except in the case of constitutional amendments, which require  
12 a two-thirds vote.

### 13                                   **Messages Between the Two Houses**

14       **Rule 21.** Messages from the senate to the house of  
15 representatives shall be delivered by the secretary or the secretary's  
16 designee, and messages from the house of representatives to the senate  
17 shall be delivered by the chief clerk or the chief clerk's designee.

### 18                                   **Bills to be Engrossed**

19       **Rule 22.** Any bill amended in the house of its origin shall be  
20 engrossed before being transmitted to the other house. The secretary  
21 or clerk of the receiving house, as the case may be, may waive the  
22 right to receive an engrossed bill.

### 23                                   **Final Action on Bills, How Communicated**

24       **Rule 23.** Each house shall communicate its final action on any  
25 bill or resolution, or matter in which the other may be interested, in  
26 writing, signed by the secretary or clerk of the house from which such  
27 notice is sent.

1                   **Enrolled Bills - Presiding Officer to Sign**

2           **Rule 24.**     After a bill shall have passed both houses and all  
3 amendments have been engrossed therein, it shall be signed by the  
4 presiding officer of each house in open session, first in the house in  
5 which it originated. The secretary of the senate or the chief clerk of  
6 the house of representatives shall present the original bill to the  
7 governor for signature.

8                   **Disposition of Enrolled Bills**

9           **Rule 25.**     Whenever any bill shall have passed both houses, the  
10 house transmitting the bill in its final form to the governor shall  
11 also file with the secretary of state a copy of the bill together with  
12 the history of such bill up to the time of transmission to the  
13 governor.

14                   **Adjournment**

15           **Rule 26.**     Neither house shall adjourn for more than three days,  
16 nor to any place other than that in which they may be sitting, without  
17 the consent of the other. (Const., art. 2, sec. 11.)

18                   **Adjournment Sine Die**

19           **Rule 27.**     Adjournment sine die shall be made only by concurrent  
20 resolution.

21                   **Each House Judge of Its Own Membership**

22           **Rule 28.**     Each house of the legislature is the judge of the  
23 qualifications and election of its members, and shall try all contested  
24 elections of its members in such manner as it may direct. (Const., art.  
25 2, sec. 8.)

1                                   **Convening Special Legislative Sessions**

2           **Rule 29.**     The legislature may convene a special legislative  
3 session as follows:

4           (1)     A resolution calling for convening a special legislative  
5 session shall set forth the date and time for convening the session,  
6 the duration of the session which shall not exceed thirty days,  
7 together with the purpose or purposes for which such session is called.  
8 Members of the house of representatives or senate may present a  
9 proposed resolution for the convening of a special legislative session  
10 to the committee on rules of their respective houses.

11          (2)     The authority to place a resolution convening a special  
12 legislative session before the legislature is vested in the committee  
13 on rules of the house of representatives and the committee on rules of  
14 the senate.

15          (3)     Upon a majority vote of both the committee on rules of the  
16 house of representatives and the committee on rules of the senate in  
17 favor of a resolution convening a special legislative session, a vote  
18 of the house of representatives and senate shall be taken on such  
19 resolution.

20          (4)     The chief clerk of the house of representatives and the  
21 secretary of the senate shall conduct the vote on the resolution by  
22 written ballot of the members of their respective houses under such  
23 procedures as may be ordered by the committee on rules of their house.  
24 The results of such vote shall be transmitted to the members of the  
25 legislature and shall be a public record and shall be entered upon the  
26 journal of the house of representatives and senate at the convening of  
27 the next legislative session.

28          (5)     If two-thirds of the members elected or appointed to each  
29 house vote in favor of the resolution, then a special legislative  
30 session shall be convened in accordance with the resolution. (Const.,  
31 art. 2, sec. 12.)

32                                   **Amendments to Joint Rules**

33           **Rule 30.**     These joint rules may be amended by concurrent  
34 resolution agreed to by a majority of the members of each house,  
35 provided one day's notice be given of the motion thereof.

1

**Joint Rules to Apply for Biennium**

2       **Rule 31.**     The permanent joint rules adopted by the legislature  
3 shall govern any session called during the same legislative biennium.

--- END ---