
HOUSE CONCURRENT RESOLUTION 4400

State of Washington

67th Legislature

2021 Regular Session

By Representative Sullivan

Prefiled 01/05/21.

1 BE IT RESOLVED, By the House of Representatives of the state of
2 Washington, the Senate concurring, That the following be adopted as
3 the Joint Rules of the Sixty-Seventh Legislature:

4 **JOINT RULES**
5 **OF THE SENATE AND THE**
6 **HOUSE OF REPRESENTATIVES**
7 **SIXTY-SEVENTH LEGISLATURE**

8 **2021-2022**

9 **JOINT RULE NO.**

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Ethics

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

Prohibited Political Activity

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

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

13 **Legislative Code of Conduct**

14 **Rule 3.** The legislature is committed to maintaining a
15 professional and respectful environment for all members of the
16 legislative community. As stewards of the public trust, each member
17 is expected to:

18 (1) Conduct themselves with self-awareness, self-respect, and
19 professionalism;

20 (2) Treat all others with respect, dignity, and civility,
21 regardless of status or position; and

22 (3) Refrain from engaging in hostile, intimidating, offensive, or
23 unlawful activities or behaviors that may amount to discrimination,
24 harassment, sexual harassment, or bullying.

25 **Employee Protection**

26 **Rule 4.** No retaliation shall be permitted against any legislative
27 employee for reporting in good faith the violation of any policy or
28 law.

29 **Sessions of the Legislature**

30 **Rule 5.** The sessions of the legislature shall be held annually,
31 convening on the second Monday of January each year, as provided by
32 RCW 44.04.010 in accordance with Art. 2, section 12 of the state
33 Constitution.

34 **Joint Session**

1 **Rule 6.** Whenever there shall be a joint session of the two
2 houses, the proceedings shall be entered at length upon the journal
3 of each house. The lieutenant governor or president of the senate
4 shall preside over such joint session, and the clerk of the house of
5 representatives shall act as the clerk thereof, except in the case of
6 the joint session held for the purpose of canvassing the votes of
7 constitutional elective state officers, when the speaker shall
8 preside over such joint sessions. The lieutenant governor in no case
9 shall have the right to give the deciding vote. During the COVID-19
10 state of emergency, any joint session must be held remotely. Members
11 participating remotely shall be considered present for purposes of a
12 quorum and voting.

13 **Motions for Joint Session**

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

19 **Business Limited**

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

23 **Joint Legislative Committees**

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

27 Joint legislative committees may have the powers of subpoena, the
28 power to administer oaths, and the power to issue commissions for the
29 examination of witnesses in accordance with the provisions of chapter
30 44.16 RCW. Before a joint legislative committee may issue any
31 process, the committee chairperson shall submit for approval of both
32 the executive rules committee of the house of representatives and the
33 rules committee of the senate, a statement of purpose setting forth
34 the name or names of those subject to process. The process shall not
35 be issued prior to approval by both the executive rules committee of

1 the house of representatives and the rules committee of the senate.
2 The process shall be limited to the named individuals.

3 **Joint Committee Meetings**

4 **Rule 10.** All meetings held by joint committees or held jointly by
5 house of representatives and senate standing committees must be
6 conducted in accordance with the rules of both the senate and the
7 house of representatives. Remote participation in committee meetings
8 is authorized to the extent it can be technologically supported by
9 legislative staff. When participating remotely, committee members
10 shall be considered present for purposes of a quorum and voting.

11 **Joint and Concurrent Resolutions - Memorials**

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

35 **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
4 amended.

5 **Bills, How Drawn**

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

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

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

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

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

28 **Amendments to State Constitution - Action by Legislature**

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

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

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

7 **Initiative Petition Before the Legislature**

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

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

30 **Conference Committee**

31 **Rule 17.** (1) In every case of difference between the two houses,
32 upon any subject of legislation, either house may request a
33 conference and appoint a committee for that purpose, and the other
34 house may grant the request for a conference and appoint a committee
35 to confer. The presiding officer of each house shall appoint on each
36 conference committee three members, selecting them so as to
37 represent, in each case, the majority and minority positions to the

1 extent possible as relates to the subject matter, and the majority
2 and minority caucuses. The committees, at the earliest possible hour,
3 shall confer upon the differences between the two houses indicated by
4 the amendment or amendments adopted in one house and rejected in the
5 other.

6 (2) Conference committee deliberations shall be conducted in a
7 manner consistent with the rules of the house of representatives and
8 senate applicable to deliberations of standing committees.

9 (3) Public notice of a conference committee meeting shall be
10 given by the secretary of the senate, for house bills, and the chief
11 clerk of the house of representatives, for senate bills, prior to the
12 convening of the meeting by distributing meeting notices via the
13 legislature's email system.

14 (4) The papers shall be left with the conferees of the house of
15 representatives if a senate bill, and with the conferees of the
16 senate, if a house bill, and the holders of the papers shall first
17 present the report of the committee to their house. Every report of a
18 conference committee must be recommended by a majority of the
19 conference committee members of each house. Conference committee
20 reports must be recommended at a meeting duly convened by the chief
21 clerk of the house of representatives for senate bills or the
22 secretary of the senate for house bills.

23 **Failure to Agree**

24 **Rule 18.** In case of failure of the conferees to agree on matters
25 directly at issue between the two houses, the committee may in
26 addition consider new proposed items within the scope and object of
27 the bill in conference. A report proposing new items shall include
28 all amendments to the bill or resolution agreed upon by the
29 conference committee. The proposed report may be in the form of a new
30 bill or resolution and such report must be recommended by a majority
31 of the members of the committee appointed from each house.

32 **Report of Conference Committee, How Made Out - Whom Returned to**

33 **Rule 19.** The conference committee shall submit the bill as
34 amended together with three copies of its report to the house of
35 representatives if a senate bill, and to the senate, if a house bill.
36 A copy of the report shall be distributed to each member of the
37 legislature at the time the report is received by this house. If this

1 house acts to approve the report and pass the bill as amended, it
2 shall then transmit its action, the bill, and two copies of the
3 report to the other house.

4 **Adoption of Reports**

5 **Rule 20.** No floor vote may be taken on any conference committee
6 report without a distribution to all members of a summary of
7 additions, changes, and deletions made by the conference committee
8 that is sufficiently explicit to inform the members of the effect of
9 said additions, changes, and deletions. The chief clerk of the house
10 of representatives and the secretary of the senate shall distribute
11 the reports to the members as soon as possible.

12 Each house shall have twenty-four hours from the time of proper
13 receipt, by the chief clerk of the house of representatives and the
14 secretary of the senate, and by distribution to the members before
15 considering reports from a conference committee which has proposed
16 new items within the scope and object of the bill in conference.

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

21 The report must be voted upon in its entirety and cannot be
22 amended. The report of a conference committee may be adopted by voice
23 vote.

24 Passage of a bill as amended by conference report shall be by
25 roll call and ayes and nays shall be entered on the journals of the
26 respective house. Passage requires a constitutional majority in both
27 houses, except in the case of constitutional amendments, which
28 require a two-thirds vote.

29 **Messages Between the Two Houses**

30 **Rule 21.** Messages from the senate to the house of representatives
31 shall be delivered by the secretary or the secretary's designee, and
32 messages from the house of representatives to the senate shall be
33 delivered by the chief clerk or the chief clerk's designee.

34 **Bills to be Engrossed**

35 **Rule 22.** Any bill amended in the house of its origin shall be
36 engrossed before being transmitted to the other house. The secretary

1 or clerk of the receiving house, as the case may be, may waive the
2 right to receive an engrossed bill.

3 **Final Action on Bills, How Communicated**

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

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

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

15 **Disposition of Enrolled Bills**

16 **Rule 25.** Whenever any bill shall have passed both houses, the
17 house transmitting the bill in its final form to the governor shall
18 also file with the secretary of state a copy of the bill together
19 with the history of such bill up to the time of transmission to the
20 governor.

21 **Adjournment**

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

25 **Adjournment Sine Die**

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

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

29 **Rule 28.** Each house of the legislature is the judge of the
30 qualifications and election of its members, and shall try all
31 contested elections of its members in such manner as it may direct.
32 (Const., art. 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
8 called. Members of the house of representatives or senate may present
9 a proposed resolution for the convening of a special legislative
10 session 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
14 of 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
24 house. The results of such vote shall be transmitted to the members
25 of the legislature and shall be a public record and shall be entered
26 upon the journal of the house of representatives and senate at the
27 convening of 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.

36 **Joint Rules to Apply for Biennium**

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

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