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# PROCEDURE

IN THE

SENATE OF THE UNITED STATES

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COMPILED BY

CHARLES G. BENNETT

SECRETARY OF THE SENATE

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JANUARY, 1913



WASHINGTON

1913



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## ORDER OF PROCEDURE.

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1. Journal.
2. Lay before the Senate:
  - Messages from the President.
  - Reports from the heads of Departments.
  - Communications addressed to the Senate.
  - Messages from the House of Representatives on the table.
3. Presentation of petitions and memorials.
  - Reports of committees.
  - Introduction of bills and joint resolutions.
  - Concurrent and other resolutions.
  - Resolutions coming over from previous day.
  - Morning business is closed. —RULE VII.
4. Calendar under Rule VIII is in order (until expiration of 2 hours after the meeting of the Senate).
  - Take up unobjected bills and resolutions in order, and each Senator shall be entitled to speak once and for 5 minutes only upon any question.
  - Objection may be interposed at any stage of the proceedings.
  - Motion to continue the consideration of the bill is in order, and shall be determined without debate; if carried the 5-minute provision shall not apply. —RULE VIII.
  - Motion to proceed to the consideration of any business is not subject to amendment, and shall be determined without debate.

—RULES VIII, IX, X.



## 5. Special orders.

Any subject so made by two-thirds vote.

Motion to change, or to consider other business, shall be decided without debate. —RULE X.

(When the Calendar under Rule VIII is completed and not later than 2 hours after the meeting of the Senate, and there are no special orders for that time, the Calendar of General Orders shall be taken up and proceeded with in its order.)

## 6. Calendar of General Orders (Rule IX) where last left off.

It is in order at any time, as privileged motions, to move (without debate)—

To adjourn.

To proceed to the consideration of executive business.

To consider appropriation or revenue bill.

To consider any other bill on the Calendar, which motion is not amendable.

To pass over the pending subject which, if carried, leaves it without prejudice in its place on the Calendar.

To place such subject at the foot of the Calendar.

Each of the foregoing motions shall be decided without debate and shall have precedence in the order above named, and may be submitted with all the rights of questions of order. —RULE IX.

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A Senator having the floor shall not be interrupted for the purpose of introducing any memorial, petition, report of a committee, resolution or bill. The Chair shall enforce this rule without any point of order.

—RULE VII-2.





## PRECEDENCE OF MOTIONS.

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Whenever a question is pending, no motion shall be received but——

(Without debate.)

To adjourn.

To adjourn to a day certain, or that when the Senate adjourn it shall be to a day certain.

To take a recess.

To proceed to the consideration of executive business.

To lay on the table.

(Debatable.)

To postpone indefinitely.

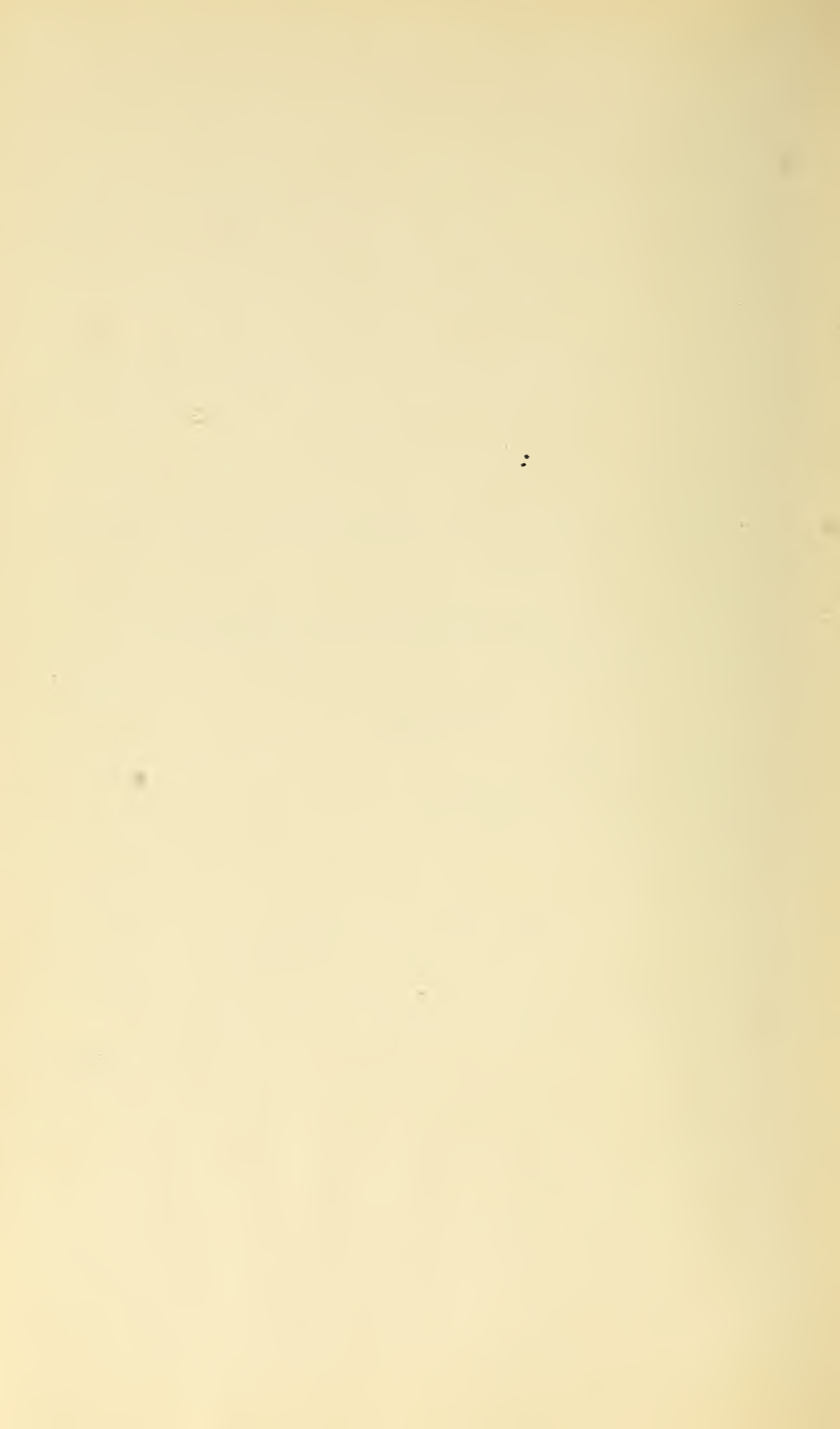
To postpone to a day certain.

To commit.

To amend.

Which several motions shall have precedence as they stand arranged; and the motions relating to adjournment, to take a recess, to proceed to the consideration of executive business, to lay on the table, shall be decided without debate.

—RULE XXII.



## WITHOUT DEBATE.

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### ABSENT SENATORS.

Motion to request or compel attendance of —RULE V-3.

### ADJOURN (Precedence of all other motions).

To a day certain, or that when the Senate adjourn it be  
to a day certain. —RULE XXII.

### APPROPRIATION BILLS.

To take up, or revenue bills. —RULE IX-1.

Relevancy of amendments to, when raised, shall be sub-  
mitted to the Senate. —RULE XVI-3.

### CONFERENCE REPORT (Privileged).

Consideration of, if raised, shall be immediately put.  
—RULE XXVII.

### CONSIDERATION

Motion to proceed to the, of any business.  
—RULES VIII, IX, X.

### DEBATE.

Motion to allow a Senator to speak more than twice on  
any one question in, on the same day. —RULE XIX-1.

Motion to allow a Senator to proceed in, after having  
been called to order. —RULE XIX-4.

### EXECUTIVE BUSINESS.

Motion to proceed to the consideration of.—RULE XXII.

### HOUSE OF REPRESENTATIVES

The Presiding Officer may lay before the Senate, or on  
motion, at any time, any matter from the, and any  
pending question shall be suspended for the purpose.  
—RULE VII-6.

Motion to request the, to return any matter the recon-  
sideration of which has been moved, must be acted  
upon immediately, and if determined in the negative  
shall be a final disposition of the motion to reconsider.  
—RULE XIII-2.



## LAY ON THE TABLE.

Motion to —RULES XIII; XVI-3; XX-1; XXII-XXIII.

## MOTION

A, to proceed to the consideration of any business.

—RULE VIII, IX, X.

## ORDER

Decision of a question of, by the Presiding Officer not debatable, but an appeal therefrom is debatable.

—RULE XX-1.

(Appeal not debatable, original motion being non-debatable.)

## PETITIONS AND MEMORIALS.

Presentation of

—RULE VII-4, 5.

## PRESIDENT OF THE UNITED STATES.

The Presiding Officer may lay before the Senate, or on motion, at any time, any matter from the, and any pending question shall be suspended for the purpose.

—RULE VII-6.

## QUORUM

When question of, is raised the roll shall be called forthwith.

—RULE V-2.

## READING OF A PAPER

When the, is objected to it shall be determined by the Senate.

—RULE XI.

## RECESS.

Motion to take a

—RULE XXII

## SPECIAL ORDERS

Motion to change, or to proceed to the consideration of other business.

—RULE X-2.

## VOTING.

Each Senator shall vote, on call of yeas and nays, unless excused by the Senate.

—RULE XII-1

Reasons for excusing a Senator from, shall be submitted to the Senate after the roll call and before the result is announced.

—RULE XII-2



## UNANIMOUS CONSENT

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### BILLS.

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The Senator from —— asks unanimous consent for the present consideration of the bill which the Secretary will report by title.

(Secretary reads title.)

The bill will be read for the information of the Senate.

(After the bill has been read.)

Is there objection to the present consideration of the bill?

(Pause.)

The Chair hears none and the bill is before the Senate as in Committee of the Whole and open to amendment.

### SIMPLE RESOLUTIONS.

The Senator from —— asks unanimous consent for the present consideration of the resolution which the Secretary will read for the information of the Senate.

(Secretary reads resolution.)

Is there objection to the present consideration of the resolution?

(Pause.)

The Chair hears none and the resolution is agreed to.





## PROCEDURE FOR PASSAGE OF BILLS.

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### SENATE BILL WITHOUT AMENDMENT.

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The bill is in Committee of the Whole and open to amendment.

(Pause.)

If no amendment be proposed the bill will be reported to the Senate.

The Senate, as in Committee of the Whole, has had under consideration,

(Secretary reads title.)

and has made no amendment thereto.

The bill is in the Senate and open to amendment.

(Pause.)

If no amendment be proposed the question is, Shall the bill be engrossed and read the third time?

Third reading of the bill.

(Secretary reads title.)

The bill having been read three times, the question is, Shall it pass?



## SENATE BILL WITH AN AMENDMENT.

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The bill is in Committee of the Whole and open to amendment.

The amendment will be reported.

(Secretary reports amendment.)

Without objection the amendment will be agreed to.

(If objection, put the question.)

The bill is still in committee and open to amendment.

(Pause.)

If no further amendment be proposed the bill will be reported to the Senate.

The Senate, as in Committee of the Whole, has had under consideration,

(Secretary reads title.)

and has made an amendment thereto.

The question is on agreeing to the amendment made in Committee of the Whole.

Without objection the amendment will be agreed to.

(If objection, put the question.)

The bill is in the Senate and still open to amendment.

(Pause.)

If no further amendment be proposed the question is, Shall the bill be engrossed and read the third time?

Third reading of the bill.

(Secretary reads title.)

The bill having been read three times, the question is, Shall it pass?



HOUSE BILL WITHOUT AMENDMENT.

---

The bill is in the Committee of the Whole and open to amendment.

(Pause.)

If no amendment be proposed the bill will be reported to the Senate.

The Senate, as in Committee of the Whole, has had under consideration,

(Secretary reads title.)

and has made no amendment thereto.

The bill is in the Senate and open to amendment.

(Pause.)

If no amendment be proposed the question is, Shall the bill be read the third time?

Third reading of the bill.

(Secretary reads title.)

The bill having been read three times, the question is, Shall it pass?



## HOUSE BILL WITH AN AMENDMENT.

---

The bill is in Committee of the Whole and open to amendment.

The amendment will be reported.

(Secretary reports amendment.)

Without objection the amendment will be agreed to.

(If objection, put the question.)

The bill is still in committee and open to amendment.

(Pause.)

If no further amendment be proposed the bill will be reported to the Senate.

The Senate, as in Committee of the Whole, has had under consideration,

(Secretary reads title.)

and has made an amendment thereto.

The question is on agreeing to the amendment made in Committee of the Whole.

Without objection the amendment will be agreed to.

(If objection, put the question.)

The bill is in the Senate and still open to amendment.

(Pause.)

If no further amendment be proposed the question is, Shall the amendment be engrossed and the bill read the third time?

Third reading of the bill.

(Secretary reads title.)

The bill having been read three times, the question is, Shall it pass?







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