

PROPOSED AMENDMENTS TO SENATE AND HOUSE RULES 203

1 **SECTION 1. AMENDMENT.** Senate Rule 203 is amended as follows:

2 **203. Duties of Secretary.** The Secretary of the Senate shall:

- 3 1. Keep correct journals of the proceedings of the Senate. The Secretary shall request
4 from the Secretary of State a list of all currently registered lobbyists, and shall print a
5 list of those lobbyists in the journal upon the adjournment of the legislative session.
- 6 2. Have the custody of all records, accounts, and other papers committed to the
7 Secretary.
- 8 3. Post appropriate notices of committee meetings and any other announcements or
9 notices.
- 10 4. Prepare a short orientation program for Senate employees which must be carried on
11 within the first ten days of each session.
- 12 5. Keep secure all records and papers belonging to the Senate. The Secretary shall
13 report all missing bills, resolutions, and papers to the presiding officer.
- 14 6. Exercise general supervision over all Senate employees and of all clerical duties
15 appertaining to the business of the Senate.
- 16 7. Keep a record showing the actions taken on and status of all the bills, memorials, and
17 resolutions.
- 18 8. Prepare the daily calendar to reflect the action taken and pending on all measures.
19 The Secretary shall provide for the distribution of the completed calendars.
- 20 9. Make available identification badges for all members of the Senate and employees
21 thereof as soon as such persons have been determined.
- 22 10. Ensure that all material that is to be distributed to the members' desks other than that
23 which is personally addressed is first submitted to the Secretary, who shall supervise
24 its distribution. No material may be distributed unless it clearly identifies the party
25 requesting the distribution. The Secretary shall have all properly identified material
26 distributed or submit the same to the Majority and Minority Leaders for their
27 instructions.
- 28 11. ~~At the close of each session, deposit for safekeeping in the office of the Secretary of~~
29 ~~State all books, bills, documents, resolutions, and papers in the possession of the~~

1 ~~Senate, correctly recorded, labeled, folded, and classified. The journal need not be~~
2 ~~deposited until it is indexed and completed.~~

3 42. Perform under the direction of the presiding officer all duties pertaining to the office
4 and any other duties as assigned by the presiding officer.

5 **SECTION 2. AMENDMENT.** House Rule 203 is amended as follows:

6 **203. Duties of Chief Clerk.** The Chief Clerk of the House shall:

- 7 1. Keep correct journals of the proceedings of the House. The Chief Clerk shall request
8 from the Secretary of State a list of all currently registered lobbyists, and shall print a
9 list of those lobbyists in the journal upon the adjournment of the legislative session.
- 10 2. Have the custody of all records, accounts, and other papers committed to the Chief
11 Clerk.
- 12 3. Post appropriate notices of committee meetings and any other announcements or
13 notices.
- 14 4. Prepare a short orientation program for House employees which must be carried on
15 within the first ten days of each session.
- 16 5. Keep secure all records and papers belonging to the House. The Chief Clerk shall
17 report all missing bills, resolutions, and papers to the Speaker.
- 18 6. Exercise general supervision over all House employees and of all clerical duties
19 appertaining to the business of the House.
- 20 7. Keep a record showing the actions taken on and status of all the bills, memorials, and
21 resolutions.
- 22 8. Prepare the daily calendar to reflect the action taken and pending on all measures.
23 The Chief Clerk shall provide for the distribution of the completed calendars.
- 24 9. Make available identification badges for all members of the House and employees
25 thereof as soon as such persons have been determined.
- 26 10. Ensure that all material that is to be distributed to the members' desks other than that
27 which is personally addressed is first submitted to the Chief Clerk, who shall supervise
28 its distribution. No material may be distributed unless it clearly identifies the party
29 requesting the distribution. The Chief Clerk shall have all properly identified material
30 distributed or submit the same to the Majority and Minority Leaders for their
31 instructions.

- 1 11. ~~At the close of each session, deposit for safekeeping in the office of the Secretary of~~
2 ~~State all books, bills, documents, resolutions, and papers in the possession of the~~
3 ~~House, correctly recorded, labeled, folded, and classified. The journal need not be~~
4 ~~deposited until it is indexed and completed.~~
- 5 12. Perform under the direction of the Speaker all duties pertaining to the office and any
6 other duties as assigned by the Speaker.