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0175 Legislator's Handbook

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Colorado Legislator's Handbook

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1971

COLORADO LEGISLATOR'S
HANDBOOK

These rules are current
as of December, 1971 _____

PREFACE

This handbook was originally prepared under the provisions of Section 1, House Joint Resolution No. 22, which was passed by the Forty-first General Assembly in the 1957 session:

The Legislative Council is hereby directed to prepare for the use of legislators a handbook of information as a convenient reference guide to procedures and practices of Colorado's General Assembly, as well as the statutory and constitutional provisions relating thereto. In addition, there should be included such other information as will assist individuals in their day-to-day functioning as members of the General Assembly. This material is to be prepared in such form that it may be kept up-to-date from year to year.

Members of the General Assembly are provided with a loose-leaf binder containing dividers to separate each section of the handbook. This paper-backed edition, prepared for general distribution, does not contain dividers. Therefore, we have prepared a brief guide to the organization and contents of the handbook. We hope that the guide will add to the usefulness of this document.

Lyle C. Kyle, Director
Colorado Legislative
Council

ORGANIZATION AND CONTENTS OF HANDBOOK

The handbook is divided into eight sections, "a" through "h". Each section is numbered individually. To find the section you want, note the small letter which is part of the page number given at the bottom of each page.

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RULES OF THE HOUSE OF REPRESENTATIVES
OF THE COLORADO GENERAL ASSEMBLY

1. CONVENING

- (a) At 10 o'clock a.m. on the first Wednesday after the first Tuesday of January of each odd numbered year, the House of Representatives shall be called to order by the Speaker of the next preceding session of the House or, in his absence, by the person or one of them holding a certificate issued by the Secretary of State under the authority of the state canvassing board as a member and having served the longest continuous time in the House of Representatives, and the House shall proceed to organize as hereinafter provided for in Rule 2.
- (b) At 10 o'clock a.m. on the first Wednesday after the first Tuesday of January of each even numbered year, and at such time as the General Assembly is convened in special session by the Governor the House of Representatives shall be called to order by the Speaker, as provided for in Rule 4 hereof.

2. ORGANIZATION

Upon convening pursuant to Rule 1(a) hereof, the order of business or organization shall be:

- (a) Election of a clerk for the time being.

- (b) Reading of the official announcement and designation of all members elected to the House of Representatives as certified by the Secretary of State.
- (c) Calling of the roll.
- (d) Consideration of and action upon the credentials of the persons entitled to membership in the House of Representatives.
- (e) Administration of the oath of office.
- (f) Election of a presiding officer, who shall be called the Speaker and who shall hold office until his successor shall be elected and qualified.

3. POWERS AND DUTIES OF THE SPEAKER

- (a) All officers of the House shall be subordinate to the Speaker in all that relates to the prompt, efficient, and correct discharge of their official duties under his supervision.
- (b) Possessing the powers and performing the duties herein described, the Speaker shall:
 - (1) Take the chair at the hour to which the House stands adjourned, call the members to order, and upon the appearance of a quorum, proceed to business.

- (2) Preserve order and decorum and have general direction of the chamber of the House and the approaches thereto, and in the event of any disturbance or disorderly conduct therein, order the same to be cleared.
- (3) Decide all questions of order, subject to a member's right to appeal to the House. On appeal from such decisions, the Speaker shall have the right, in his place, to assign the reason for his decision.
- (4) Rise to put a question, but may state it while sitting. He shall announce the result promptly on the completion of every vote, but if he be in doubt, or if a division of the House be called for before the announcement of the result, the House shall divide; those voting in the affirmative shall first rise from their seats to be counted; afterward those voting in the negative.
- (5) Have the right to name any member to perform the duties of the chair, but such substitution shall not extend beyond three days of actual session.
- (6) When the House shall resolve itself into committee of the whole, name a chairman to preside thereover, and shall call him to the chair.
- (7) Have the power to accredit the persons who shall act as representatives of the public, press, radio, and television, and assign them seats.

- (8) Appoint all committees, whether reference, joint or special.
- (9) Refer each bill, and may refer any joint resolution, joint memorial, resolution, or memorial upon introduction, to the appropriate committee of reference of the House.
- (10) Sign all bills, resolutions and memorials passed by the General Assembly, in the presence of the House, immediately after announcement to that effect and public reading of their numbers and titles, which facts shall be entered on the journal.
- (11) Sign all writs, warrants, and subpoenas issued by order of the House or by any committee thereof, and the same shall be attested by the chief clerk.
- (12) Administer all oaths required in the discharge of the business of the House.
- (13) Receive all messages and communications from other departments of the government and announce them to the House.
- (14) Represent the House, declare its will, and in all things obey its commands.
- (15) Vote upon all questions except upon appeals from his decisions.
- (16) Be a member of the committee on rules.

(c) The Speaker may, in addition to the exercise of the above powers and duties:

(1) Speak to points of order in preference to other members, rising from his chair for that purpose.

(2) Speak as other members on general questions when he shall call some other member to the chair.

4. HOUR OF MEETING -- PRESIDING
OFFICER -- ATTENDANCE OF MEMBERS

(a) The regular hour of meeting of the House of Representatives shall be 10:00 a.m. daily, unless otherwise ordered.

(b) Every member shall be present in his place at the hour to which the House was last adjourned, unless he shall have been excused by the House, or unless he shall be sick and unable to attend.

(c) The Speaker shall take the chair each day promptly at the hour to which the House stands adjourned. He shall call the House to order and upon ascertainment of a quorum shall proceed to business.

(d) If at the hour of meeting of the House the Speaker shall be absent, and if the Speaker shall not have designated a member to perform the duties of the Speaker, then the chief clerk shall call the House to order and the first order of business thereafter shall be the election by all members present of a member to act as presiding officer,

and, when elected, such acting presiding officer shall continue to preside with all the powers and privileges of the Speaker until the Speaker shall appear.

5. QUORUM

A majority of all members elected to the House of Representatives shall constitute a quorum, but a smaller number may adjourn from day to day, or for less than a day, and may compel the attendance of absent members.

6. ORDER OF BUSINESS

- (a) The House shall be called to order at the hour to which it shall have adjourned.
- (b) Before proceeding to business, the roll of the members shall be called, the names of those absent recorded on the journal and the Speaker shall declare the presence or absence of a quorum. The foregoing procedure shall in no event be postponed or omitted.
- (c) If a quorum be present, the journal of the preceding day or the second preceding day shall be corrected and approved, and the House shall then take up business in the following order:
 - (1) Special orders, if any, unfinished on previous legislative day.
 - (2) Reports of committees of reference.
 - (3) Reports of special committees.

- (4) Messages from the Senate, messages from the Governor, messages from the revisor, and communications from state officers.
- (5) Introduction of bills, first reading, by title.
- (6) Introduction of resolutions and memorials.
- (7) Third reading of bills.
- (8) General orders.
- (9) Conference committee reports - majority and minority reports.
- (10) Consideration of resolutions and memorials.

After having considered business in the above order the House may as necessary return to take up reports, introduction of measures, messages and consideration of resolutions and memorials.

- (d) When the House shall have proceeded to consideration of general orders, no other business, unless it be a special order, shall be in order until general orders shall have been disposed of, except upon the affirmative vote of a majority of all members elected.
- (e) After a bill has been returned to the House by a committee of reference for consideration by the House sitting as a committee of the whole, such bill may be made a special order for a par-

particular day or hour. Whenever any bill shall be so made a special order for a particular day or hour and consideration thereof shall not be completed at that sitting, such bill shall retain its place as a special order and shall be considered again as a special order immediately following approval of the Journal on the next day of actual session. Whenever a special order shall be under consideration, it shall take precedence over any special order for a subsequent hour of the same day, but such subsequent special order may be taken up immediately after the previous special order shall have been disposed of.

- (f) Except as provided in paragraph (b) of this rule, the House may, upon the affirmative vote of a majority of all members present, proceed out of order to any order of business or return to an order already passed, but should any business be set for consideration on a certain day and hour, it shall in no event be considered at an earlier day or hour.
- (g) Notice of recall of a bill by the Senate shall be read immediately upon receipt if such bill shall then be under consideration by the House, otherwise upon conclusion of the business then before the House, and thereafter the House shall take no action on such bill except to return it to the Senate.

7. MOTIONS

- (a) No motion shall be debated until it has been seconded and put by the chair; if requested by any member the motion shall be reduced to writing, delivered to the chief clerk's desk, and read.
- (b) Any motion, other than a motion to reconsider, may be withdrawn or modified by the mover, with the consent of the second, at any time before amendment, decision, or ordering of the ayes and noes; a motion to reconsider may not be withdrawn except upon a motion adopted by a majority of all members elected.
- (c) When a question shall be under debate, the Speaker shall entertain no motion except:
 - (1) To call the House.
 - (2) To adjourn.
 - (3) To recess.
 - (4) To reconsider.
 - (5) To strike the enacting clause.
 - (6) To close debate at a specified time.
 - (7) For the previous question.
 - (8) To postpone to a date certain.
 - (9) To refer to committee.

(10) To amend.

- (d) Subject to Rules 8, 14 and 16, such motions shall take precedence in the order named and, except for differing amendments, only one each of such motions may be entertained in the course of the disposition of the main question, unless a vote on some other motion has intervened.
- (e) No motion on a subject different from that under consideration shall be admitted under color of amendment.

8. MOTIONS TO ADJOURN OR RECESS

A motion to adjourn, except when an appeal from a decision of the chair is pending, and a motion to recess shall always be in order; but, having been decided in the negative, such a motion shall not be entertained again unless some motion other than for a call of the House, to adjourn, or to recess, shall have intervened.

9. MOTION TO REFER

Motions to refer shall take precedence in the following order:

- (a) To a committee of reference of the House.
- (b) To a special committee of the House.
- (c) To a joint committee of reference or to a joint special committee.

10. QUESTIONS OF ORDER

Questions of order shall not be debatable except in the ~~course~~^{course} of an appeal from the decision of the chair.

11. APPEAL

An appeal may be taken from any decision of the chair, in which event the member appealing shall state his reason therefor, taking not more than ten minutes for such purpose, to which the Speaker may respond. Such appeal shall be acted upon immediately, and no motion other than a motion to recess shall be entertained until the question: "Shall the decision of the chair be overruled?" be directed by the vote of a majority of all members elected.

12. DIVISION OF QUESTION

A question containing two or more propositions capable of division shall be divided whenever requested by any member. A motion to strike out and insert shall be divisible, but a motion to strike out having been decided in the negative, such action shall neither preclude amendment nor a motion to strike out and insert a different proposition.

13. RECOGNITION -- SPEAKING -- LIMITATION ON SPEAKING

- (a) No member rising to speak, debate, give a notice, make a motion, submit a report,

or for any other purpose, shall proceed until he shall have addressed the chair and shall have been recognized, whereupon he may proceed to address the House from the central microphone, or from his desk, confining his remarks to the purpose for which he rose.

- (b) When two or more members shall rise at once, the Speaker shall name the one who shall speak first.
- (c) While a member is speaking, no one shall pass in front of him or otherwise interfere with his remarks or with the ability of others to hear them.
- (d) No member shall speak more than twice upon the same question without consent of the House, except the chairman of the committee of reference or the mover of the question, who may close the debate; and no member shall speak longer than ten minutes without consent of the House.

14. LIMITING DEBATE

Upon the affirmative vote of a majority of all members elected, debate may be closed at a time not less than one hour from the adoption of a motion to that effect, and such motion having been made, no other motion except to adjourn or to take recess shall be entertained until the motion to close debate and fix an hour for the vote upon the pending question shall have been decided.

15. QUESTIONS DECIDED WITHOUT DEBATE

The following questions shall be decided without debate:

- (a) Adjournment to a day certain.
- (b) Taking a recess.
- (c) Questions relating to the priority of business.
- (d) Suspension of the rules.
- (e) Previous questions, and motions to limit or to extend the limits of, or to close debate.
- (f) Amending or reconsidering an undebatable question.
- (g) Considering the orders of the day.
- (h) Resolving into committee of the whole.
- (i) Calling the House.

16. PREVIOUS QUESTION

- (a) The previous question may be moved upon all recognized motions or amendments which are debatable; it may be moved upon a single motion or amendment pending, or upon a series of motions and amendments pending, or upon part of them.
- (b) The previous question shall be stated in this manner: "Shall the main question be now put?" and, until it be

decided, it shall preclude all amendments or debate; if decided in the negative, the main question shall be considered as still remaining under debate, but if decided in the affirmative by a majority vote of all members elected, it shall put an end to all debate and bring the House to a direct vote upon all motions and amendments involved, in the inverse order in which they were offered.

- (c) When a motion for the previous questions has prevailed, and prior to a decision upon the main question upon which it was ordered, it shall not be in order to move for a call of the House, unless it shall appear by the ayes and noes on the main question that a quorum is not present.

17. SECRET SESSION

When in the opinion of any member, the business before the House requires that the discussion thereof be carried on in secret, such member may move that the House proceed in executive session, and when such motion shall have been adopted by the affirmative vote of a majority of all members elected, the Speaker shall direct all persons in the House chamber, except members, the chief clerk and the sergeant-at-arms, to withdraw and the doors of the House chamber to be closed and to remain closed until such executive session shall have been completed; and every member and officer shall keep secret all such proceedings, matters and things whereof secrecy shall be enjoined by order of the House, and for di-

vulging the same before the order of secrecy shall be revoked by the House, they shall be subject to expulsion or dismissal, as the case may be.

18. ABSENCE

No member shall absent himself from a session of the House unless he shall be sick and unable to attend, or unless he shall have secured consent of the House to be excused from the session. If absent without being sick or having been excused, the sergeant-at-arms may be sent for him and may take him into custody and bring him forthwith to the House chamber; and the expense thereof shall be assessed to such member, and a reprimand, fine, or other disciplinary measure may be imposed upon him.

19. CALL OF THE HOUSE

- (a) Ten members may require a call of the House and cause absent members to be sent for, but a call of the House shall not be moved after voting shall have commenced.
- (b) Whenever a call of the House is properly sustained, the Speaker shall order the doors of the House chamber to be closed, and no member shall be permitted to leave the House chamber until the call shall be lifted.
- (c) The Speaker shall direct the chief clerk to call the roll and note the names of those absent; the names of

the absentees shall again be called, and those members who shall not have been excused, or whose excuse is insufficient, shall be sent for and taken into custody by the sergeant-at-arms, or his assistants, and brought before the chair, where they shall be reprimanded by the Speaker for neglect of duty, and fined, respectively, at least the amount of the expenses incurred in their apprehension and return.

- (d) Notwithstanding a call of the House, a motion to adjourn or to take a recess may be made at any time pursuant to Rule 8.

20. VOTING

- (a) Voting shall be by ayes and noes, and the names of those voting for and against entered in the journal, in the following instances:
- (1) Upon all bills and concurrent resolutions upon third reading and final passage.
 - (2) Upon concurrence by the House in amendments made by the Senate to House bills.
 - (3) Upon the adoption of conference committee reports.
- (b) All other votes shall be taken viva voce, provided, however, that any member shall have the right to demand

the ayes and noes upon any question before the decision shall be announced by the chair; upon such demand, the Speaker shall direct the chief clerk to call the names of the members in order, and before the result be declared the chief clerk shall, upon demand, read over the names of those voting in the affirmative and of those voting in the negative.

- (c) On any vote upon which the ayes and noes are to be called, any member may be allowed one minute during which to explain his vote.
- (d) No member or other person or persons shall visit with the chief clerk or remain by his desk while the ayes and noes are being called.

21. WHEN MEMBERS SHALL VOTE --
PERSONAL INTEREST -- CHANGING VOTE

- (a) Every member who shall be within the House chamber when a question shall be stated from the chair shall vote thereon, unless he shall be directly interested in the question or shall have been excused from voting by the House; but no member shall be obliged to vote upon any question unless he shall be within the House chamber when his name shall be called.
- (b) A request by a member to be excused from voting shall be made before the

call for the ayes and noes has begun; any member desiring to be excused from voting on a question shall make a brief statement of his reasons, and the question shall be put without further debate.

- (c) A member who has an immediate personal or financial interest in any bill or measure proposed or pending before the General Assembly shall disclose the fact to the House, and shall not vote upon such bill or measure.
- (d) A member shall be allowed to change his vote before the result has been announced, but not thereafter.

22. PERSONAL PRIVILEGE

- (a) Any member may, as a matter of personal privilege, speak for a period not longer than five minutes upon such matters as may collectively affect the House, its rights, its dignity and the integrity of its proceedings, or the rights, reputation and conduct of its individual members in their respective capacities only.
- (b) In no event shall any member be permitted to utilize personal privilege to debate any motion, bill, resolution, memorial or other business pending before the House.

23. DECORUM

- (a) No member shall walk across or out of the House chamber while the Speaker is putting the question.
- (b) No member shall engage in loud private discourse or commit any other act tending to distract the attention of the House from the business before it.
- (c) Should any member, in speaking or otherwise, transgress the rules of the House, the Speaker on his own initiative, or upon the objection of another member, may call him to order whereupon, subject to his right to appeal from a decision of the chair as in other cases, he shall immediately sit quietly in his place.
- (d) When speaking or debating before the House, a member shall confine his remarks to the question under discussion or debate, avoiding personalities.

24. PROTEST

Any member shall have the right to protest any action of the House, stating his reasons therefor, and having obtained consent of the House and reduced his reasons to writing, he may have the same entered on the journal, provided such reasons do not impugn the motives or character of any member of the General Assembly.

25. COMMITTEES

(a) Committees of reference of the House shall be:

- (1) Agriculture and Livestock
- (2) Appropriations
- (3) Business Affairs
- (4) Education
- (5) Finance
- (6) Game, Fish, and Parks
- (7) Health, Welfare, and Institutions
- (8) Judiciary
- (9) Labor and Employment Relations
- (10) Local Government
- (11) Natural Resources
- (12) State Affairs
- (13) Transportation and Highways

(b) Other permanent committees of the House shall be:

- (1) Rules
- (2) House Services

(c) All of the committees specified in (a) and (b) above shall be appointed at the commencement of the first regular session of the General Assembly convening after a general election and shall remain constituted as such committees until the first regular session of the General Assembly convening after the next ensuing general election.

(d) The first member appointed shall be the chairman and the second member appointed shall be the vice-chairman, respectively, of each committee.

- (e) The rules committee shall consist of seven members, including the Speaker, and except as limited by Rule No. 30, shall arrange all general and special orders and prepare calendars. Whenever possible, calendars listing general orders shall be posted on the bulletin board at least 24 hours prior to consideration by the House.
- (f) The house services committee shall consist of five members. It shall authorize and review all expenditures for equipment, supplies and services necessary for the efficient conduct of the business of the House, and shall employ such officers and employees of the House as may be authorized and assign them to their duties, filling any vacancies that may occur from time to time. It shall have full power to summarily remove any officer or employee of the House, but shall be excused from making reports thereon unless requested by some member. It shall attend to the revision, engrossment and enrollment of all bills, as directed by the House and its committees, reporting thereon from time to time as occasion requires.
- (g) All other committees shall consist of not less than eleven nor more than nineteen members, as determined by the Speaker.
- (h) The party representation on committees shall be in proportion generally to the relative number of members of the two major political parties in the House, with the exception of the committee on rules.

(i) All committees specified in (a) and (b) above shall not:

(1) Take action upon any bill or other matter before it unless a quorum be present, a quorum being a majority of the entire membership of the committee;

(2) Sit or meet while the House is in session without first having obtained consent of the House upon a showing of special need;

(3) Occupy the House chamber at any time without prior consent of the Speaker.

(j) All committees of reference, as listed in (a) above, shall observe the following rules of procedure:

(1) (i) The committees of reference of the House shall meet at the times and places specified in the Schedule of Committee Meetings adopted by the House at the beginning of each regular session of the General Assembly.

(ii) A committee of reference may hold a special committee meeting at a time and place other than is provided in the Schedule of Committee Meetings, provided the chairman publicly announces the special meeting to the House as much in advance of the actual meeting as possible and provided the announcement is made while the House is in actual session.

- (iii) If a regularly scheduled committee meeting is cancelled, the chairman shall announce such cancellation while the House is in actual session prior to the time the meeting is scheduled to take place.
 - (iv) The chairman of each committee of reference shall determine the order of business for each committee meeting, including the measures that will be considered at each meeting and shall announce on the floor of the House the measures that are to be considered.
- (2) Proxies, either written or oral, shall not be permitted for any purpose.
 - (3) After a committee of reference has taken its final action on a measure, the chairman of the committee shall make a report of such action to the chief clerk of the House within three legislative days. Final action shall consist of reporting a measure out of committee, with or without amendments, for consideration by the committee of the whole, a recommendation for reference to another committee of reference, or postponing the measure indefinitely. A motion to postpone consideration of a measure for more than 30 days shall be considered a motion to postpone indefinitely.

- (4) The staff assistant assigned to each committee of reference shall be responsible to the chairman of the committee for the proper preparation of all reports.
- (5) Upon receipt of a measure by the chairman of a committee of reference, he shall be responsible for the safekeeping of the measure, but he may give custody of the measure to a staff assistant.
- (6) The chairman of a committee of reference shall have the right to vote on every question coming before the committee.
- (7) If a member of a committee of reference is absent from three consecutive scheduled committee meetings without being excused, the committee chairman shall report such fact to the floor leader of the party to which the member belongs.
- (8) A recommendation of any committee of reference to amend a measure shall not become an integral part of the measure in question until adopted by the committee of the whole.

26. RESOLUTIONS AND MEMORIALS

- (a) Resolutions and memorials originating in the House shall be of the following classes:

- (1) House concurrent resolutions, which shall propose amendments to the constitution of the state of Colorado or recommend the holding of constitutional conventions, and ratify proposed amendments to the federal constitution.
 - (2) House joint resolutions, which shall pertain to transaction of the business of both the House and the Senate, establishment of committees comprised of members of both houses, or express the will or sentiment of both houses on any matter.
 - (3) House resolutions, which shall relate solely to matters concerning the House.
 - (4) House memorials or House joint memorials, which shall memorialize the Congress of the United States on any matter or express sentiment on the death of any person or persons.
- (b) House concurrent resolutions as well as Senate concurrent resolutions shall be treated in all respects as bills, and all provisions of these rules applying to bills shall apply to concurrent resolutions, except that the affirmative vote of two-thirds of all members elected shall be required for adoption of House and Senate concurrent resolutions upon third reading and final passage.

(c) House resolutions, House joint resolutions, House memorials, and House joint memorials, upon introduction shall be read at length and ordered printed. At the discretion of the Speaker they shall then either:

(1) Lay over one day before being acted upon; or

(2) Be referred to a committee of reference, where they shall be considered as House bills are considered, with referral to the rules committee for placement on the calendar.

(d) Senate joint resolutions and Senate joint memorials upon introduction shall be read at length. At the discretion of the Speaker they shall then either:

(1) Lay over one day before being acted upon; or

(2) Be referred to a committee of reference, where they shall be considered as bills originating in the Senate are considered.

(e) No measure governed by the provisions of this rule shall be considered by the House unless and until it shall have been printed.

27. INTRODUCTION OF BILLS,
RESOLUTIONS, AND MEMORIALS

- (a) Any member may introduce a bill, resolution or memorial at such times as the introduction of bills, resolutions and memorials is the order of business, and such bill, resolution or memorial shall be numbered in the order introduced. No bill shall be introduced by title only.
- (b) Every bill shall be read by title when introduced, which shall constitute first reading, and at length on two different days prior to its being finally passed, provided, however, that reading at length of any bill may be dispensed with by unanimous consent of the members present. Unless a member of the House shall request the reading of a bill in full when the bill is being considered on third reading, it shall be read by title only and such unanimous consent shall be deemed given. Reading before the House sitting as committee of the whole shall constitute second reading.
- (c) The House, by the affirmative vote of a majority of all members elected, may adopt a resolution fixing a date after which a bill may not be introduced except as provided in said resolution.

28. AMENDMENT

- (a) Any bill, resolution or memorial shall be subject to amendment, provided, however that all amendments shall relate to the same subject as the original bill, resolution or memorial.
- (b) All substantial amendments shall be printed, and all House and Senate bills which have been substantially amended shall be reprinted on order of the Speaker and laid upon the desks of the members before final vote is taken.

29. COURSE OF BILLS

The course of every bill in its introduction, reference, consideration and passage through the House shall be as follows:

- (a) Introduction of the bill, in quadruplicate, and first reading, by title.
- (b) Reference of the bill by the Speaker, by number only, to the appropriate standing committee, not later than the close of the next day of actual session. The Speaker may refer the bill to two separate standing committees in succession if in his judgment the subject matter of the bill so requires.
- (c) Docketing of the bill by the docket clerk.
- (d) Every House bill, if not printed under House Rule 45, shall be ordered printed, upon introduction, by the chief clerk, unless the Speaker decides to

assign the bill to a committee of reference without its being printed, in which event the Speaker shall assign the bill to a committee of reference, and the committee of reference may order the bill printed.

- (e) Delivery of the bill by the docket clerk to the chairman of the committee of reference, taking his receipt therefor.
- (f) Consideration of the bill upon its merits by the committee, and the committee after such consideration shall recommend either that:
 - (1) The bill lay on the table;
 - (2) The bill be favorably recommended for consideration by the House sitting as a committee of the whole;
 - (3) The bill be amended and, as amended, be favorably recommended for consideration by the House sitting as a committee of the whole;
 - (4) Consideration of the bill be indefinitely postponed;
 - (5) The bill be referred to another committee of reference.
- (g) (1) If the bill be favorably recommended as provided for in Rule 29 (f) (2) and Rule 29 (f) (3) above, or consideration thereof be indefinitely postponed as provided for in

Rule 29 (f) (4), or recommended for reference to another committee of reference as provided in Rule 29 (f) (5), a report to that effect, together with the bill, shall be delivered by the chairman to the chief clerk.

- (2) No further action may be taken on any bill indefinitely postponed and delivered to the chief clerk.
 - (3) The chief clerk shall deliver all other bills to the rules committee for arrangement either as a general order or a special order, to be placed on the calendar for consideration by the House sitting as committee of the whole.
 - (4) The rules committee may refer a bill to a standing committee, including the original committee of reference, for further study and consideration and shall report such action to the House.
- (h) Consideration of the bill, on second reading, by the House sitting as committee of the whole, during which the following motions shall be in order:
- (1) That the enacting clause of the bill be stricken;
 - (2) That the bill be recommitted to any committee of reference for further study and consideration;

- (3) That the bill be ~~passed~~ over and retain its place on the calendar;
- (4) That the bill be amended;
- (5) That the bill be adopted, be referred to the House services committee for revision or engrossment, and be placed on the calendar for third reading and final passage;
- (6) That the committee rise, report progress, and ask leave to sit again;
- (7) That the committee rise and report.
- (i) Action by the House, either by adopting, by amending, or by rejecting the report of the committee of the whole.
- (j) Printing of all substantial amendments made to the bill by committee of the whole, which amendment shall be laid upon the desk of each member.
- (k) Consideration of the bill by the House on third reading and final passage, during which the following motions shall be in order:
 - (1) That the enacting clause of the bill be stricken;
 - (2) That the bill be adopted;
 - (3) That the bill be returned to the rules committee;
 - (4) That the bill be recommitted to any committee of reference;

- (5) That the bill be laid over;
- (6) That the bill be amended, consent to consider such amendment having first been given by a majority of members elected to the House.

30. DEMAND

- (a) Three days after reference of any bill to a committee of reference other than the rules committee, and upon a 24 hour demand by any member for a report, the committee of reference may be required to report such bill back to the House upon a motion adopted by the affirmative vote of a majority of all members elected.
- (b) After having been returned to the House by the committee of reference for consideration by the House sitting as committee of the whole, any bill in possession of the rules committee may be made a special order, upon a 24 hour demand by any member for a report from the rules committee by a motion adopted by the affirmative vote of two-thirds of all members elected. Such motion shall include only one bill, for which no other bill shall be substituted, and in the discussion of such motion, debate shall be limited to 30 minutes for each side, and no member shall speak more than once, nor for more than ten minutes, except the mover, who shall be allowed an additional ten minutes for closing.

31. CONSIDERATION BY COMMITTEE
OF THE WHOLE

Every bill on general or special orders shall be considered by the House sitting as committee of the whole. The title of every bill shall be read in any event, but reading at length may be dispensed with by unanimous consent of the members present, or in the event the committee votes to recommend that the enacting clause be stricken.

32. COMMITTEE OF THE WHOLE

- (a) Committee of the whole shall be formed upon motion, and upon adoption of such motion the Speaker shall appoint a chairman, who shall, for the time being exercise all the powers of the Speaker necessary to conduct the business of the committee of the whole. Such chairman shall not be entitled to vote unless the committee be evenly divided on a question.
- (b) The rules of the House shall govern the proceedings of the committee of the whole insofar as practical, except that a member may speak more than twice upon the same subject, a call for the ayes and noes may not be made, a motion for the previous question shall not be in order, a motion for reconsideration shall not be in order, and there shall be no appeal from the decision of the chair.

- (c) A motion to strike out the enacting clause of a bill shall be in order and shall have precedence to any other motion relating to the bill; such motion shall open the question of passage of the bill to general debate and, if adopted, shall be equivalent to rejection of the bill.
- (d) The final question upon consideration of any bill or concurrent resolution shall be whether it shall be adopted, engrossed and placed on the calendar for third reading and final passage.
- (e) Deliberations of the committee of the whole shall be terminated by a motion to rise and report, but if the work of the committee shall not have been completed and resumption of deliberations is desired, the motion shall be to rise and report progress, asking leave to sit again, and the adoption of such motion shall constitute consent by the House for the committee to sit again, when deliberations shall be resumed exactly where suspended. Such motions shall always be in order and shall be decided without debate.
- (f) A motion may be in order, during deliberations of the committee of the whole, that a bill be laid over and proposed amendments which have been offered to such a bill be printed and placed on the desks of the members.
- (g) When the work of the committee shall be completed, a report of the recommenda-

tions of the committee, containing all amendments to bills considered by the committee, shall be signed by the chairman and submitted to the House. The chairman of the committee shall move for adoption of such report.

- (h) Reports of the committee of the whole shall be adopted by a majority vote of the members elected, and the vote taken on the adoption of the report of the committee of the whole shall constitute passage on second reading of each bill considered and approved by the committee of the whole.
- (i) Members shall refrain from interrupting the deliberations of the committee of the whole for the introduction of guests or visitors.

33. THIRD READING AND FINAL PASSAGE OF BILLS

- (a) Upon third reading, a motion to strike out the enacting clause of a bill shall be in order only after the title of the bill has been read.
- (b) No amendment to a bill on third reading shall be in order except with the consent of a majority of all members elected.
- (c) The final vote shall be taken by ayes and noes, and the names of those members voting for and against the bill shall be entered on the journal.

- (d) No bill shall be declared passed, or signed by the Speaker, unless a majority of all members elected shall be recorded as voting for the same.

34. ACTION FINAL

When any bill, resolution, memorial, amendment, report, order, or other matter shall have been finally acted upon by the House or by the committee of the whole, either by having been adopted or rejected, no further action may be had thereon in the same body that will have the effect of defeating or resurrecting the same, except as provided for hereinafter in Rule 35. For the purpose of this rule, each committee of the whole shall be considered a separate body. Nothing herein shall prevent the introduction of a new bill on the same subject.

35. RECONSIDERATION

- (a) After a question has been decided by the House, any member recorded as having voted on the prevailing side may, at any time before adjournment of the current legislative day, move to reconsider or may give notice of intention to move to reconsider. Notice having been given, such member may move to reconsider on the same day or before 12 o'clock noon of the next day of actual session, provided, however, that after the adoption of a resolution fixing the time for adjournment sine die, any member may so move.

- (b) A motion to reconsider shall require the affirmative vote of two-thirds of the members elected to be adopted, and if such motion be defeated, no further motion to reconsider shall be in order; but during the last two days of a session, such a motion shall require only a majority vote of those elected to the House, and reconsideration may be had concerning any bill acted on during the previous two days.
- (c) Notice of intention to move to reconsider any bill, resolution or memorial having been given, the chief clerk shall retain such bill, resolution or memorial in the possession of the House until such time as a motion to reconsider shall have been made and acted upon, or until the time for making such motion shall have expired; and should such bill, resolution or memorial have been transmitted to the Senate or to the Governor, such notice shall constitute a mandate upon the chief clerk to request its return to the House, unless said bill, resolution or memorial has already been introduced in the Senate.
- (d) Adoption of the report of the committee of the whole or any amendment thereto and readoption of vetoed bills shall not be subject to reconsideration upon this rule.

36. DISAGREEMENT

- (a) No amendment made by the Senate to a House bill shall be concurred in by the House except by a vote of a majority of members elected, taken by ayes and noes and the names of those voting for and against entered in the journal.
- (b) In case of a disagreement between the House and the Senate, the House may either adhere to its position, recede from its position and concur with the position of the Senate, or request a conference on the matter at issue.
- (c) The House may recede from any matter of difference existing between it and the Senate at any time prior to consideration of a conference committee report by either the House or the Senate, or after rejection of the conference committee report by the Senate, not later than the next day of actual session following the rejection of the report.
- (d) In the event the House shall vote to request a conference, the Speaker shall appoint a committee of three members to represent the House. No vote on concurring in any amendment made by the Senate to a House bill or on the adoption of a report of a conference committee shall be taken until such amendment or report shall have been placed on the desk of each member, and particularly referred to in the calendar, provided, however, that this rule may be suspended during the last three days of session.

37. VETOED BILLS

- (a) In the event of the veto of any bill passed by the General Assembly, the veto message of the Governor shall be read, together with the bill vetoed.
- (b) It shall then be in order to proceed to consideration of the bill, in which event the motions shall be:
 - (1) That the bill do pass notwithstanding the veto, and the affirmative vote of two-thirds of all members elected shall be required for the adoption of such motion;
 - (2) That the bill be referred to committee;
 - (3) That the bill lay on the table;
 - (4) That consideration of the bill be postponed to a day certain.
- (c) The merits of the bill may be debated before the vote be taken, but the vote on a vetoed bill shall not be reconsidered. In the case of a bill containing several items or sections, one or more of which has been vetoed, and approval given to the remaining items or sections, each item or section so vetoed shall be separately voted upon by the House.
- (d) Action by the House upon all vetoed bills shall be endorsed on the bill and certified by the Speaker.

38. ADMITTANCE TO THE FLOOR

In addition to members and officers and employees of the House, the following persons shall be entitled to admittance to the floor of the House chambers and to House committee rooms:

- (a) Members of the Senate and elective officers of the state.
- (b) Persons exercising official duties concerned directly with the business of the House.
- (c) Representatives of the press and radio.
- (d) Former members of the House or Senate not advocating any proposed or pending legislation.
- (e) The immediate families of members.
- (f) Such other persons as may be invited by members.

39. LOBBYISTS

- (a) A lobbyist is hereby defined to be any person other than a member of the General Assembly who, by his acts, seeks to influence in any manner the vote of any member or members of the House, or the action of any of its committees, upon any bill, resolution or other measure pending before the House or any of its committees.

- (b) No lobbyist shall be admitted to the floor of the House:
 - (1) At any time the House is in session, including while it is sitting as a committee of the whole; and
 - (2) Under any circumstances prior to 12 o'clock noon of any day the House is in session.

40. REGISTRATION OF LOBBYISTS

- (a) Any lobbyist desiring to observe the session of the House or to appear before any committee of the House shall apply to the sergeant-at-arms and express his desire to register as a lobbyist.
- (b) The sergeant-at-arms shall thereupon conduct said person to the desk of the chief clerk, where said person shall register in the record kept for that purpose, entering thereon his name, address, and the interest or interests he represents, and also the bill or bills upon which he desires to be heard. The chief clerk shall thereupon issue a card to said person, which card shall permit said person to appear before the committee or committees to which said bill or bills have been referred.
- (c) At any meeting of any committee of the House, the chairman thereof, or a majority of the committee, may permit any interested person to address the committee upon said person's stating

to the chairman his name and address and the subject upon which he desires to be heard.

41. MATERIAL DISTRIBUTED
TO MEMBERS

No member, lobbyist, department, organization, or person shall distribute or cause to be distributed any material in the House chambers without having indicated on such material clearly the name, identification, and address of the person, department, or organization publishing or sponsoring such distribution; and in all cases the Speaker at his discretion may prohibit distribution of any material whatsoever.

42. MESSAGES

- (a) Messages from the House shall be sent by the chief clerk or his assistants.
- (b) Messages from the Senate, the Governor, or other branches of government may be received at any time.

43. CHIEF CLERK

- (a) The chief clerk of the House shall attend to the orderly conduct of the business of the House, under direction of the Speaker.
- (b) He shall keep a journal of each day's proceedings and business, in which shall be correctly entered:

- (1) The result of the roll call taken each day at the hour of convening.
- (2) The full titles of all bills and the full texts of all resolutions and memorials introduced.
- (3) Reports of reference, permanent, special, or conference committees.
- (4) Proposed amendments to bills, resolutions and memorials.
- (5) Each report of the committee of the whole.
- (6) Messages from the Senate and the Governor and communications from other state officers and departments.
- (7) The result of every vote taken, with the ayes and noes, if such were demanded or required.
- (8) The ayes and noes and the names of those voting for and against every bill and concurrent resolution on third reading and final passage, the concurrence by the House in amendments made by the Senate to House bills, and the adoption of all reports of conference committees.
- (9) An enumeration of the bills introduced, sent to the printer, and returned from the printer each day, and he shall attest to the fact

that bills returned from the printer have been correctly printed.

(10) Such other matters as the House may direct.

- (c) He shall keep a record called the docket, in which shall be entered the number, title and sponsor or sponsors of each and every House or Senate bill, and the number and sponsor or sponsors of each and every resolution or memorial with proper indexing and continuing notations relative to the status and progress of each of the same until final disposition thereof.
- (d) He shall cause any Senate bill, resolution or memorial not appearing in the records of the House in the form in which passed by the Senate to appear in correct form in the journal or otherwise, as the House may direct.
- (e) He shall deliver all bills and concurrent resolutions returned to the House by committees of reference, with the recommendations thereon, to the rules committee.
- (f) He shall prepare a list of all bills and concurrent resolutions arranged by the rules committee as general or special orders.
- (g) He shall prepare a list of all bills and concurrent resolutions, adopted by the House on second reading, entering same in the order in which adopted, which list shall be called

"Third Reading -- Final Passage."

- (h) He shall cause the lists hereinabove specified, together with such other matters as the House may direct, to be posted on a bulletin board, and also printed and laid upon the desks of the members, and such shall constitute the calendar.
- (i) He shall also prepare and cause to be printed and laid upon the desks of the members at appropriate times a supplement to the calendar containing a list of conference committee reports, resolutions, memorials and other matters, in the order named.
- (j) He shall guard all documents and records of the House and shall permit no bill or record of any nature to be taken from his desk or out of his custody, except in the regular course of business of the House, and he shall not, at any time or place, allow the same to be handled or examined by any persons other than the Speaker, members, officers and employees of the House, or the authorized printer in the necessary performance of their official duties.
- (k) He shall take a receipt for every document which may pass from his custody in the regular course of the business of the House, and between the House and Senate, and shall keep record thereof; should any bill or other record in his custody be missing, he shall report the fact to the Speaker, immediately upon discovery.

- (1) All officers and employees at the chief clerk's desk and in the enrolling room shall be under his direction, and shall perform such duties as he may from time to time assign to them.

44. OTHER OFFICERS
AND EMPLOYEES

- (a) The sergeant-at-arms shall attend the House during its sittings, shall maintain order in the House chamber and the approaches thereto at all times, under the direction of the clerk pending the election of the Speaker, and under direction of the Speaker thereafter, and shall at all times execute the commands of the House and all processes issued by its authority, as directed to him by the Speaker.
- (b) The sergeant-at-arms shall supervise the assistant sergeants-at-arms and clerks in the performance of their duties in the prompt delivery of mail to the members, distribution of stationery and supplies, placing of journals, bills and calendars on the desks of members in the binders provided for such purposes, and such other duties as may from time to time be assigned to them.
- (c) The chaplain shall be present each day at the hour to which the House stands adjourned and, following the call to order, he shall offer prayer.

- (d) All officers and employees of the House shall be present each day as directed by the chief clerk.
- (e) No expense shall be incurred by any officer or employee of the House in its behalf except upon authority and written order of the chief clerk or the chairman of the House services committee.
- (f) Any officer or employee of the House who shall invite, solicit or urge any member to vote for or against any bill or other measure or to use his influence for or against any bill or measure before the House or any of its committees shall be summarily dismissed from service or employment.

45. PRINTING OF BILLS
PRIOR TO SESSION

Any time after December 1st but preceding the convening of the General Assembly at its next regular session, a member or member-elect of the House of Representatives may pre-file a bill for introduction with the chief clerk or the chief clerk-designate. Prior to the convening of any legislative session, the Speaker shall order the printing of any bill pre-filed for introduction in order to facilitate the business of the pending session of the General Assembly.

45A. ACTING SPEAKER - SUCCESSION

In the event of the death, resignation, disability, or absence from the state of the Speaker, the majority floor leader, as acting Speaker, shall exercise all the powers and duties of the Speaker when the General Assembly is not in session, but the exercise of such powers and duties by the acting Speaker shall continue only until the General Assembly shall meet or until the disability or absence from the state of the Speaker is removed, whichever shall first occur. In the event of the death, resignation, disability, or absence from the state of such majority floor leader, then the following persons shall succeed to the office of acting Speaker: The chairman of each of the committees of reference of the House in the order listed in Rule 25 (a) of these Rules.

46. MATTERS NOT COVERED BY RULES

Any matter not covered by these rules shall be governed by the decision of the Speaker, subject to the right of appeal by any member as in these rules provided for.

47. AMENDMENT OF RULES

These rules or any part thereof may be suspended, amended, subtracted from, added to, or rescinded by the affirmative vote of two-thirds of all members elected.

RULES OF THE SENATE

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RULES OF THE SENATE OF THE
COLORADO GENERAL ASSEMBLY

1. HOUR OF MEETING -- PRESIDING OFFICER

- (a) The regular hour of meeting of the Senate, unless otherwise ordered, shall be 10 o'clock a.m. daily and the regular hour of adjournment shall be 6:00 p.m. In the event the Senate or the committee of the whole is in session at 6:00 p.m., such session shall continue until adoption of an adjournment motion, but in such event no action shall be taken on any motion having the effect of passing any bill or resolution on second or third reading, except if such motion shall have first been made prior to 6:00 p.m. and except for a motion to adopt the report of the committee of the whole, nor shall it be in order to offer or debate any motion on which action is precluded by this rule.
- (b) The President of the Senate, or in his absence the President pro tempore, shall take the chair every day promptly at the hour to which the Senate stands adjourned, shall call the Senate to order, and on the ascertainment of a quorum, shall proceed to business.
- (c) If at the hour for the convening of the Senate, the President and the President pro tempore shall be absent, the senior Senator present shall call the Senate to order and the first order of business thereafter shall be the election, by all members present, of a Senator to act as presid-

ing officer, and such acting presiding officer, when elected, shall continue to preside, with all the powers and privileges of the President, until the President or President pro tempore shall appear.

2. QUORUM

A majority of all Senators elected shall constitute a quorum, but a smaller number may adjourn from day to day, or for less than a day, and compel the attendance of absent members.

3. ORDER OF BUSINESS

- (a) The order of business of the Senate shall be as follows:
- (1) Reading, correction and approval of the journal.
 - (2) Reports of committees of reference.
 - (3) Reports of special committees.
 - (4) Third reading of bills.
 - (5) General orders.
 - (6) Consideration of resolutions and memorials.
 - (7) Messages from the Governor.
 - (8) Communications from state officers.
 - (9) Messages from the House of Representatives.

- (10) Presentation of petitions and memorials.
- (11) Introduction of resolutions and memorials.
- (12) Introduction of bills and first reading by title.
- (b) When the Senate has proceeded to the general orders of the day, no other business, unless it be a special order, shall be in order until the general orders have been disposed of.
- (c) Except as otherwise provided in Rules 3 (b), 6, 7, 9 (b), 9 (c), and 25 (b), the Senate may at any time, by the affirmative vote of a majority of all members present, proceed out of order to any order of business or return to an order already passed.
- (d) Notice of recall of a bill by the House shall be read immediately upon receipt if such bill then be under consideration by the Senate, otherwise upon conclusion of the business then before the Senate, and thereafter the Senate shall take no action on such bill. Such bill shall automatically be returned to the House without the necessity of a motion or vote.

4. SPECIAL ORDERS

- (a) No bill or bills, or any other measure which takes the same course as a bill, may be made a special order unless approved by the affirmative vote of two-thirds of all members elected. In discussion of a motion

to make a special order, no Senator shall speak more than once, nor longer than ten minutes, and a vote shall thereafter immediately be taken. Whenever any bill or other measure is made a special order for a particular day and hour, and the consideration thereof shall not be completed at that sitting, it shall retain its place as a special order and be considered immediately following the reading and approval of the journal on the next succeeding day of actual session. When a special order is under consideration, it shall take precedence over any special order for a subsequent hour of the same day, but such subsequent special order may be taken up immediately after the previous special order has been disposed of.

5. MOTIONS AND AMENDMENTS

- (a) No second shall be required of any motion presented to the Senate. When a motion is made it shall be stated by the President, or, being in writing, shall be handed to the secretary and read aloud before debate. A motion shall be reduced to writing if the President or any Senator so requests.
- (b) Any motion or resolution except a concurrent resolution may be withdrawn or modified by the mover at any time before a decision, amendment or ordering of the ayes and noes, except a motion to reconsider, which shall not be withdrawn except by a majority vote of all members elected.

(c) When a question is under debate, the President shall receive no motion except:

- (1) To adjourn.
- (2) To take a recess.
- (3) To question the presence of a quorum or request a call of the Senate.
- (4) To strike the enacting or resolving clause.
- (5) To lay on the table.
- (6) For the previous question.
- (7) To close debate at a specified time.
- (8) To postpone to a day certain.
- (9) To commit.
- (10) To amend.
- (11) To postpone indefinitely.

and such motions shall take precedence in the order named; provided, however, that no one motion may be made more than once at any stage of any particular bill or proposition.

- (d) No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment.
- (e) A motion to postpone to a day certain, or indefinitely, being decided, shall not again be allowed at the same stage of the bill or proposition; and if a bill or proposition be set for consideration on a certain day, it shall not be considered at an earlier day.
- (f) No person other than a Senator shall present any petition, memorial or address while the Senate is in session.
- (g) All so-called substitute motions and resolutions shall be considered as amendments only, and shall be subject to the rules relating thereto, except such matters as may be reported by committee.
- (h) All amendments to bills, resolutions, and memorials, to reports of the committee of the whole, or to reports of committees of reference, must be typed on appropriate amendment forms and presented to the secretary, who shall number such amendments as received, and when presented in this manner each such amendment shall be deemed to be pending and shall be considered in the order received. Each amendment should be checked for technical errors by the sponsor of the amendment before it is presented to the secretary.

6. QUESTIONS OF ORDER - APPEAL

All questions of order shall be decided by the President without debate, but any decision of the chair shall be subject to an appeal to the Senate by any Senator. The Senator making such appeal shall state his reasons therefor, using not more than ten minutes for such purpose, to which the President may respond. Such appeal shall be acted upon immediately, and no motion or other business, except a motion to adjourn or to take a recess, shall be entertained, until the question be determined by a majority vote of the members present.

7. MOTIONS TO ADJOURN OR RECESS

A motion to adjourn, or a motion to take a recess shall always be in order, but being decided in the negative, shall not be again entertained unless some motion other than a call of the Senate, motion to adjourn, or motion for recess shall have taken place.

8. DIVISION OF QUESTION

- (a) If the question in debate contains two or more points, any Senator may have the same divided; but on motion to strike out and insert, it shall not be in order to move for a division of the question; but a rejection of a motion to strike out and insert one proposition shall not prevent a motion to strike out and insert a different proposition.

- (b) Amendments of the House to a Senate bill, resolution or memorial, shall not be divisible.

9. DEBATE

- (a) The following questions shall be decided upon without debate; provided, however, that any Senator making such a motion shall be given three minutes to explain his motion:
- (1) Fix the time to which to adjourn, except the fixing of sine die adjournment.
 - (2) Adjourn.
 - (3) Take a recess.
 - (4) Call for orders of the day and questions relating to priority of business.
 - (5) Suspension of the rules.
 - (6) Objection to the consideration of a question
 - (7) Previous question, and motions to close, limit or extend the limits of debate.
 - (8) Amend or reconsider an undebatable motion.

(9) Dispense with reading of the journal.

- (b) The previous question shall be stated in this form: "Shall the main question be now put?" and, until it is decided, shall preclude all amendments or debate. When it is decided that the main question shall not be put, the main question shall be considered as still remaining under debate. When, by the affirmative vote of a majority of all members elected, it is decided that the main question shall be put, it shall put an end to all debate and bring the Senate to a direct vote; first, upon all amendments reported or pending, in the inverse order in which they are offered. After the motion for the previous question has prevailed, it shall be in order to move for a call of the Senate, but it shall not be in order to move to adjourn, prior to a decision on the main question.
- (c) Upon a majority vote of the members elected, debate may be closed at any time not less than one hour after the adoption of a motion to that effect, and an hour may be fixed for a vote upon the pending measure. No other motion shall be entertained until the motion to close debate, or to fix an hour for the vote on the pending question, shall have been determined.

10. LEGISLATIVE DAY

Each calendar day shall be considered a legislative day.

11. READING OF BILLS

Unless a member shall request the reading of a bill in full when the bill is being considered by the committee of the whole or on third and final reading, it shall be read by title only, and the unanimous consent of the members present to dispense with the reading of the bill in full shall be presumed.

12. PRESIDENT AND PRESIDING OFFICERS

(a) The President shall:

- (1) Preside over all sessions of the Senate, except as otherwise provided in these rules;
- (2) Appoint all committees except those enumerated in Rule 21 (a), and (b), and (j), unless otherwise ordered by the majority vote of all members elected;
- (3) Cast his vote only when the Senate is equally divided on any question, and his vote shall decide the question;

- (4) Administer all oaths required in the discharge of his duties; and issue, under his hand and attested by the secretary, all writs, warrants and subpoenas ordered by the Senate or any committee thereof;
- (5) Sign, in the presence of the Senate, all bills and concurrent resolutions passed by the General Assembly after their titles have been publicly read immediately before such signing; and sign all other resolutions, memorials and orders;
- (6) Have general direction of the Senate chambers and of approaches thereto, and preserve order and decorum, and in case of any disturbance or disorderly conduct in the lobby or galleries, have power to order the same to be cleared;
- (7) Designate, when he desires to leave the chair for a brief period and the President pro tempore is absent, a Senator to act as temporary presiding officer, who shall be invested during such time only with the duty of presiding over the Senate and preserving order, and such appointment shall not extend beyond the return of the President pro tempore or beyond an adjournment.

- (b) At the beginning of each regular session convening after a general election and at such other times as may be necessary, the Senate shall, by a majority vote of all members elected, elect one of its members as President pro tempore, who shall, during the absence or inability of the President to serve, preside over the Senate and exercise and perform all the powers and duties of the President.
- (c) Neither the President pro tempore nor any acting or temporary presiding officer shall be excused from voting on any question because of so presiding, but he shall not vote on appeals from his decision.

13. SECRETARY

- (a) A secretary of the Senate shall be elected at the commencement of each session, and at such other times as may be necessary, to hold his office at the pleasure of the Senate. In addition to other duties imposed by these rules, he shall:
- (1) Have custody and care of every bill, resolution and memorial, and other papers coming into his possession, and of all records of the Senate, none of which shall he permit to be examined or to be taken from his custody except by the President, Senators, and officers and employees

of the Senate, and the printer of Senate papers, acting in the necessary performance of their official duties;

- (2) Take a receipt for every document which passes from his possession in the due course of business of the Senate, and keep a record book of all such receipts;
- (3) Report in writing to the President if any papers in his charge shall be missing, which report shall be publicly announced to the Senate;
- (4) Keep a docket book of all bills, resolutions and memorials introduced in the Senate or received from the House, in which shall be entered the number, title and introducers of all such bills, resolutions and memorials, and every action taken thereon and the date thereof, until final disposition of the same shall be made.
- (5) Have general supervision over all employees of the Senate and report to the Senate services committee any misconduct or neglect of duty on the part of any such employee;
- (6) Attend to the printing and distribution of all bills, journals, calendars and documents or other

papers printed by the Senate,
and to the purchase of all Sen-
ate supplies, under the direction
of the Senate services committee.

- (7) Enter in the journal on a daily basis an enumeration of the bills or other measures ordered printed each day, an enumeration of the bills or other measures returned from the printer each day, and attest to the fact that the bills or other measures have been correctly printed.

14. JOURNAL

- (a) The secretary shall keep a correct journal of each day's proceedings, which shall be printed after the close of each day's session, and before the convening of the next day's session, one copy shall be placed on the desk of each Senator.
- (b) Before proceeding to the other order of business each day, the journal of the preceding day shall be corrected and approved, and on the last day of the session, immediately preceding the hour fixed for final adjournment, the journal of that day shall be read, corrected and approved. On any day, the journal for the preceding day shall be read at the request of any Senator. No corrections of the original journal after it is approved shall be made without consent of the Senate.

- (c) After the journal for any particular day has been approved, the President shall sign, and the secretary shall attest, six copies as corrected and approved, one of which shall be filed in the office of the Governor and one in the office of the Secretary of State, the remaining four copies to be retained for the use of the Senate, or for such disposition as the Senate shall direct.

15. CALENDAR

- (a) The secretary shall prepare a calendar for each day's order of business, and unless the Senate shall otherwise direct, have the same printed and distributed to the members before the convening of the day's session. Such calendar shall include:
- (1) All bills and concurrent resolutions which are committed to a committee of the whole Senate and which are not made the order of the day for any particular day or hour, shall be listed under the title of "general orders," in the order in which they were reported from committees;
 - (2) All bills, resolutions, reports of committees and other business of the Senate, which have, by order of the Senate, been set down for consideration at some particular day and hour, shall be listed under the title of "special orders";

- (3) All bills and concurrent resolutions which may be upon their third reading, shall be listed under the title of "third reading of bills," in the order in which they were ordered upon third reading unless the Senate shall, by a majority vote of members elected, otherwise direct;
- (4) Miscellaneous orders which require action of the Senate, including "Consideration of resolutions and memorials," "House amendments to Senate bills," "reports of conference committees," shall each be listed under their respective titles;
- (b) The secretary shall include on the calendar any references or explanatory notes which, in his judgment, will be of aid to the members, and when a bill or resolution coming from the House does not appear in print in the form in which it was passed in the House, the secretary may have the amendments to the bill or resolution printed on the calendar.
- (c) Bills, resolutions, and memorials referred to the committee of the whole or to the Senate by committees of reference shall be placed on the calendar the second actual day of session following the day on which the committee report is delivered to the Senate.
- (d) Any objection to the calendar shall be made and disposed of before the Senate proceeds to the consideration of the orders of the day.

16. SENATORS

- (a) Every Senator shall be present within the Senate chamber during sessions of the Senate unless duly excused, or necessarily prevented from attendance. No members shall be excused without the consent previously obtained of a majority of all members voting thereon.
- (b) Any Senator rising to speak in debate or to present any matter, shall, before proceeding, first address the President and be recognized by him. If two or more Senators rise at the same time, the President shall name the Senator who is to speak first. No Senator shall speak longer than one hour at any one time without the consent of the Senate, and he shall confine himself to the question under debate and avoid personalities.
- (c) Any Senator may call for a statement of the question. No Senator shall in any manner interrupt the business of the Senate while the President is putting the question or while journals, bills or other papers are being read, nor when any Senator is speaking, except to raise a question of order, or, with the consent obtained through the chair of the speaking Senator to make a personal explanation or propound an inquiry.
- (d) (1) If any Senator, in speaking or otherwise, transgresses the rules of the Senate, the President shall, or any member may, call him to order, in which case he shall immediately sit down, and shall not speak, except in expla-

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nation, until it shall have been determined whether or not he is in order.

- (2) If any Senator is called to order for words spoken in debate, the person calling him to order shall repeat the words excepted to, and they shall be reduced to writing by the secretary; but no Senator shall be held to answer or be subject to censure of the Senate therefor if further debate or other business has intervened after the words spoken and before exception to them shall have been made.
- (e) Any Senator shall have the right to protest or remonstrate against any action of the Senate, and such protest or remonstrance, with the reasons therefor, if reduced to writing, shall without alteration or delay be, with the consent of the Senate, entered on the journal if the protest or remonstrance is not personal in its nature.

17. VOTING

- (a) All votes shall be taken viva voce, except as otherwise provided in these rules. If the President is in doubt as to the result of any vote, or if a division is called for by any Senator, the Senators shall divide and those in the affirmative shall first rise and be counted, then those in the negative; and if the President is still in doubt, he shall direct that the roll be called.

- (b) The vote shall be by ayes and noes and entered on the journal:
- (1) Upon the final passage of a bill or of a concurrent resolution;
 - (2) Upon consideration of amendments to Senate bills or concurrent resolutions made by the House of Representatives;
 - (3) Upon consideration of reports of conference committees;
 - (4) On any question at the desire of any Senator;
- (c) Any Senator having a personal or private interest in any question or bill pending, shall disclose such fact to the Senate and shall not vote thereon, and if the vote be by ayes and noes, such fact shall be entered on the journal.
- (d) Every Senator present, when the question is put, shall vote, unless the Senate, for special reasons, excuses him, or unless he shall have a personal or private interest in the matter. A request to be excused from voting shall be determined without debate by a majority of members voting thereon. Any Senator present and not excused from voting who refuses to vote on any question, if the vote be by ayes and noes, shall be noted in the journal as "present but refusing to vote."
- (e) Any Senator has the right to demand the ayes and noes upon any question and upon such demand, the President

shall direct the secretary to call the names of Senators in their alphabetical order, and before the result is declared, the secretary shall read over the names of those voting in the affirmative, and those voting in the negative. After the alphabetical roll call of the ayes and noes has commenced, no debate on the measure before the Senate shall ensue. except that any Senator may be allowed one minute to explain his vote at the time his vote is recorded. No Senator shall be permitted to vote, under any circumstances, after the decision on the voting has been announced by the chair.

(f) Any matter may be passed by a majority vote of a quorum except:

(1) Any bill on second or on third reading shall require 18 votes for passage, except as provided in (8).

(2) Any simple or joint resolution or memorial shall require 18 votes.

(3) Concurrent resolutions on second reading, which propose amendments to the state constitution or recommend the calling of a constitutional convention, shall require 18 votes for passage. However, on third reading such concurrent resolutions shall require 24 votes for passage.

(4) Concurrent resolutions which ratify proposed amendments to the United States Constitution shall require

18 votes for passage on both second and third readings.

- (5) This rule has been repealed.
- (6) To suspend the rules shall require 24 votes, except upon three days' notice, in which event 18 votes shall be required.
- (7) The confirmation of Governor's appointments shall require 18 votes for confirmation.
- (8) Bills to increase or diminish the number of district judges or increase or diminish the number of judicial districts shall require 18 votes for passage on second reading and 24 votes for passage upon third reading.
- (9) To reconsider any action of the Senate shall require 18 votes for passage. To recall from the House anything acted upon by the Senate shall require 18 votes for passage.
- (10) Passage on third or final reading of any measure, following concurrence in House amendments, shall require the same number of votes as is required on third reading for the original instrument for passage.
- (11) Overriding Governor's veto shall require 24 votes for passage.
- (12) An amendment to the report of a committee of the whole which amendment in effect shows that a

bill or concurrent resolution did pass shall require 18 votes showing passage of such bill or concurrent resolution.

(13) To make a bill or other measure a special order shall require 24 votes.

(14) To amend or repeal rules requires 18 votes if three days' prior notice is given; without such notice, 24 votes are required.

18. RECONSIDERATION

- (a) When a question has been decided by the Senate, any Senator voting on the prevailing side may, on the same day, or on either of the next two days of actual session thereafter, move a reconsideration; and if the Senate shall refuse to reconsider, or upon reconsideration shall affirm its first decision, no further motion to reconsider shall be in order unless by unanimous consent. Every motion to reconsider shall be decided by a majority vote of those elected, without debate, and may be laid on the table without affecting the question in reference to which the same is made, which shall be a final disposition of the motion.
- (b) When a bill, resolution, memorial, report, amendment, order or message upon which a vote has been taken, shall have gone out of the possession of the Senate, and been communicated to the House, the motion to reconsider shall be accompanied by a motion to

request the House to return the same; which last motion shall be acted upon immediately, and without debate, and if determined in the negative shall be a final disposition of the motion to reconsider.

- (c) This rule has been repealed.
- (d) Upon notice being given by any Senator of his intention to move a reconsideration of any vote taken, the secretary shall enter the same in the journal, and shall retain the bill or other paper with reference to which the vote was taken (except petitions, enacted bills, and orders of inquiry), until the time for reconsideration has expired; provided, however, that the operation of this rule shall be suspended during the last week of the session.

19. DISAGREEMENT BETWEEN SENATE AND HOUSE

In case of a disagreement between the Senate and House of Representatives, the Senate may adhere to its position, recede from its position and concur with the position of the House, or request a conference on the matter at issue.

20. CALL OF THE SENATE

- (a) Any five Senators may demand a call of the Senate, and require absent Senators to be sent for; but a call of the Senate cannot be made after alphabetical roll call has commenced; and the call of the Senate being in

order, the President shall order that the doors of the Senate be closed, and that no Senator be allowed to leave the Senate chamber until the pending motion is voted upon, and shall direct the secretary to call the roll and note the absentees; after which the names of the absentees shall be again called, and those for whose absence no excuse or an insufficient excuse is made, shall be sent for and taken into custody by the sergeant-at-arms, or his assistant, and brought before the bar of the Senate, where, unless excused by a majority of the Senate present, they shall be reprimanded by the President for neglect of duty, and fined, respectively, at least to the extent of the expenses incidental to their apprehension. The roll call shall be entered in the journal unless the call shall be raised before the President announces the result of the roll call.

- (b) No more than two calls of the Senate may be made at any particular stage of any proceeding, except by the unanimous consent of the members present.
- (c) A call of the Senate may be raised by a majority of those members present in the chamber.

21. COMMITTEES

- (a) The committees of reference of the Senate shall be:
 - (1) Agriculture, Livestock, and Natural Resources

- (2) Appropriations
- (3) Business Affairs and Labor
- (4) Education
- (5) Finance
- (6) Game, Fish, and Parks
- (7) Health and Environment
- (8) Institutions and Social Services
- (9) Judiciary
- (10) Local Government
- (11) State Affairs
- (12) Transportation

(b) The following committees shall be appointed by the resolution at the beginning of each regular session of the General Assembly convening after a general election, and shall remain constituted as such committees until the first regular session convening after the next ensuing general election:

(1) Senate Services

(2) Joint Budget Committee (Established by 63-2-17, C.R.S. 1963, as amended).

(c) No committee shall sit during the sessions of the Senate nor at any time occupy the Senate chamber without leave granted by the Senate.

(d) Committees shall report upon all matters referred to them without unnecessary delay, and in case of an adverse report, shall at all times state explicitly reasons therefor, in which case such adverse report shall not be acted upon until the following day. They shall return all petitions and

other papers referred to them with the bill or resolution, if any, to which they relate.

- (e) If a committee of reference decides that a bill referred to it should be referred to another committee it shall do so by means of a committee of reference report.
- (f) The committee on Senate services shall examine and engross all bills, joint resolutions, joint memorials, and amendments, or other papers which are required to be engrossed before they go out of the possession of the Senate, and make report when they find them correctly engrossed before they are read a third time; they shall also compare such amendments as shall be made in the House to Senate bills, that are concurred in by the Senate, for the purpose of seeing if they are correct for enrollment in the bill. No bill shall have its third reading unless it shall have been printed, nor until it has been engrossed and report made thereon by the committee that it has been correctly engrossed. The said committee shall examine all bills before third reading and final passage, for the purpose of avoiding repetitions, unconstitutional provisions, securing proper title and of insuring accuracy in the text and references and consistency with the language of existing statutes, and as to whether any amendments adopted by the Senate, if not already printed, are of that material character required by the constitution to be printed. The committee shall report the nature of errors, with a concise

suggestion as to the change necessary to correct the same.

- (g) The committee on Senate services shall examine all bills originating in the Senate and which have passed both houses; see that they are correctly enrolled, signed by the President of the Senate and Speaker of the House, and shall make a report to the Senate that the bill has been presented to the Governor for signature.
- (h) This rule has been repealed.
- (i) The committee on Senate services shall examine and audit all requisitions and bills for supplies and expenditures of the Senate, of its members and committees, for stationery and other purposes, and shall certify to the correctness of the same; and no such requisition shall be made, nor bill be audited or paid, by any officer of the Senate or of the state, unless so certified by the chairman or other member of the committee. The committee on Senate services shall have leave to report at any time.
- (j) A calendar committee of at least five members may be nominated and elected by vote of the Senate at any time, which committee shall be authorized to arrange all general and special orders and prepare calendars for same, provided that special orders may be made at any time by vote of the Senate, in accordance with the provisions of Rule No. 4 (a) and (b).

22. COMMITTEE RULES

- (a) (1) The committees of reference of the Senate shall meet at the times and places specified in the Schedule of Committee Meetings adopted by the Senate at the beginning of each regular session of the General Assembly.
- (2) A committee of reference may hold a special committee meeting at a time and place other than is provided in the Schedule of Committee Meetings, provided the chairman publicly announces the special meeting to the Senate as much in advance of the actual meeting as possible and provided the announcement is made while the Senate is in actual session.
- (3) If a regularly scheduled committee meeting is cancelled, the chairman shall announce such cancellation while the Senate is in actual session prior to the time the meeting is scheduled to take place.
- (b) A majority of the members of each committee of reference shall constitute a quorum.
- (c) Proxies, either written or oral, shall not be permitted for any purpose.
- (d) No final committee action shall be taken upon a measure unless notice of the measures that are to be considered is posted at least one calendar day prior to the scheduled meet-

ings at which the measures are to be considered. The numbers, prime sponsor, and abbreviated title shall be included in the posted announcement and shall be printed in the appropriate daily calendar of the Senate. Failure of the chairman to post such notice shall not preclude the committee of reference from taking any action on a measure if such action shall receive a favorable vote of a majority of the members of the committee.

- (e) The chairman of each committee of reference shall determine the order of business for each committee meeting, including the measures that will be considered at each meeting. However, at least seven days after a measure has been delivered to the chairman, upon the request of a majority of all members of the committee of reference that a specific measure be considered, such request to be made at a regularly scheduled committee meeting, the chairman of the committee shall announce such fact, have it listed on the subsequent daily calendar of the Senate, and schedule such measure for consideration at the next regularly scheduled meeting of the committee.
- (f) After a committee of reference has taken its final action on a measure, the chairman of the committee shall make a report of such action to the secretary of the Senate within three legislative days. Final action shall consist of reporting a measure out of committee, with or without amendments, for consideration by the committee of the whole, a recommendation

for reference to another committee of reference, or postponing the measure indefinitely. A motion to postpone consideration of a measure for more than 30 days shall be considered a motion to postpone indefinitely.

- (g) The staff assistant assigned to each committee of reference shall be responsible to the chairman of the committee for the proper preparation of all reports.
- (h) Upon receipt of a measure by the chairman of a committee of reference, he shall be responsible for the safekeeping of the measure, but he may give custody of the measure to a staff assistant.
- (i) The chairman of a committee of reference shall have the right to vote on every question coming before the committee, but he shall not vote twice, as in the case to make a tie and then to cast the deciding vote.
- (j) If a member of a committee of reference is absent from three consecutive scheduled committee meetings without being excused, the committee chairman shall report such fact to the floor leader of the party to which the member belongs.
- (k) A recommendation of any committee of reference to amend a measure shall not become an integral part of the measure in question until adopted by the committee of the whole.

RULE 23.

Rule 23 has been repealed.

24. REPORTS

- (a) Reports of committees of reference, except such as do not propose final action, and reports of committees of conference, shall, unless otherwise ordered, be placed upon the calendar for the day next succeeding that on which they are presented to the Senate. Provided, however, that a report of a committee referring a bill or concurrent resolution to the committee of the whole shall be placed on the calendar for the second actual day of session following that on which such report is presented to the Senate.
- (b) In reports and other communications addressed to the President of the Senate, the words "State of Colorado, Senate Chamber," shall not be included as a part of the address; and in the journal the date shall be printed upon the same line as the words "Mr. President," and the word "Chairman" shall be printed on the same line as the name of the chairman.
- (c) Reports of interim committees or other committees made pursuant to request or direction of the General Assembly or the Senate shall be referred to the appropriate standing committee for consideration at the discretion of the President.

25. BILLS

- (a) At the time of introduction of a bill, resolution, or memorial, the secretary shall be furnished with the original and four copies thereof, one of which copies shall be returned to the sponsor thereof.
- (b) Every bill shall be read by title when introduced, and by title or at length when the bill is being considered by the committee of the whole or on third and final reading, in accordance with the provisions of Rule 11 of these rules. All substantial amendments thereto shall be printed and laid on the desks of Senators before third reading and final passage of the bill. The final vote shall be taken by ayes and noes, and the names of those voting for and against the same be entered on the journal. No bill shall be declared passed, or signed by the President, unless a majority of all the Senators elected to the Senate shall be recorded as voting for the same; nor shall any bill be signed by the President or secretary of the Senate until it has been properly enrolled and initialed to so indicate by the bill proof readers of both the Senate and the House.
- (c) Every Senate bill, upon introduction, shall be assigned to the appropriate committee of reference, and shall be printed, unless previously printed under Rule 38 or unless the Senate orders otherwise or unless the sponsor thereof requests otherwise. Following the printing of any bill, the original bill shall be delivered to the chairman of the committee of

reference by the docket clerk, taking his receipt therefor.

If there be no objection, the report of a committee of reference referring a bill or resolution to the committee of the whole, shall be deemed automatically adopted, except in case of:

- (1) An adverse report.
- (2) Recommendation for tabling or indefinite postponement.
- (3) Majority and minority report on the same bill, in which cases a vote shall be taken for adoption or rejection, and for such purposes a minority report shall be deemed a proposed amendment to the majority report.

The adoption of such report shall not preclude amendments to such report by the Senate.

- (d) (1) Notwithstanding any other provisions of these rules, each bill which provides directly for the increase of any salary or which causes an appropriation from the state treasury, shall be referred to the appropriations committee prior to its consideration either by the Senate or by the committee of the whole, and no such bill shall be considered by the committee of the whole or by the Senate until it has been so referred; but this paragraph shall not be construed to compel such reference of any bill merely by reason of the fact that it provides for the re-enactment without change of any continuing appropriation or salary.

(2) Notwithstanding any other provisions of these rules, each bill which provides directly that any money or revenue under the control of the state shall be devoted to any purpose other than that to which it is devoted under existing law shall be referred to the finance committee prior to its consideration either by the Senate or by the committee of the whole, and no such bill shall be considered by the committee of the whole or by the Senate until it has been so referred.

(e) This rule has been repealed.

(f) The final question upon the second reading of every bill or concurrent resolution shall be whether it shall be engrossed or revised and considered on third and final reading. After the Senate shall adopt, by a majority of all members elected, any report of the committee of the whole, the President of the Senate shall publicly make a declaration that all bills included in the report which were adopted were adopted by the required constitutional majority, and such declaration shall be noted in the journal. Prior to the adoption of the committee of the whole report any member may request a roll call on any bill considered in the committee of the whole and such bill shall receive 18 votes before it is ordered passed. Prior to adoption of committee of the whole report amendments submitted thereto shall first be considered.

(g) No amendments to bills, concurrent resolutions, joint resolutions or joint memorials by the House shall be concurred in by the Senate except by

the vote of a majority of the members elected thereto, taken by ayes and noes, and the names of those voting for and against recorded upon the journal.

- (h) A motion to strike out the enacting clause of a bill shall have precedence of a motion to amend, and if carried shall be equivalent to its rejection.
- (i) This rule has been repealed.
- (j) The word "bill" as used in these rules shall be deemed to include concurrent resolutions.
- (k) In the event a substantial amendment is presented to any bill on third reading, said amendment shall be printed in the journal or reproduced and placed on the members' desks; action on the amendment and final consideration of said bill on third reading shall be laid over until the next legislative day.
- (l) The physical loss or misplacing a bill shall not deem the bill lost. Should a bill or any other Senate document be lost or misplaced at any stage of action the secretary of the Senate shall report same to the President under Rule 13 (a) (3). He shall then under the direction of the Senate services committee have reproduced a true and correct copy of the bill, entering thereon from the docket book all action and date of such action taken up to the time of misplacement or loss of the bill. He shall further certify on the bill, along with the President of the Senate, that it

is a true and correct copy of the original lost or misplaced bill. Should the bill be a House bill, or if a Senate bill and the House has taken action thereon, the Speaker and chief clerk of the House shall also certify as to its being an exact copy. The Senate services committee shall then report by committee of reference report to the effect that such duplicated bill shall hereafter be considered in place of the original bill.

- (m) After the introduction of a bill, a member's name may be added as a co-sponsor thereof only if such member, immediately following the adoption thereof on third reading, rises and indicates to the presiding officer that he wishes his name to be added as co-sponsor.

26. CONFERENCE COMMITTEES

- (a) Every report of a committee of conference shall be reproduced for use of the members, before action shall be had on such report.
- (b) The vote on concurring in bills amended in the House or on adopting reports of committees of conference, shall not be taken until said bills and reports have been placed in the files of Senators, and particularly referred to in their calendars; provided, that this rule shall be suspended during the last three days of the session.
- (c) When a conference committee has reached a decision, at least three of its members shall go to the Leg-

islative Drafting Office and explain the findings and agreements of the committee. No report of a conference committee shall be returned unless drafted by the Legislative Drafting Office.

27. SECRET AND EXECUTIVE SESSIONS

- (a) On a motion being made and seconded to close the doors of the Senate on the discussion of any business which may, in the opinion of any Senator require secrecy, or on motion being made and carried that the Senate go into executive session, the President shall direct all except the Senators and secretary and sergeant-at-arms to withdraw, and during the executive session and the discussion of said motion the doors shall remain shut, and every member and officer shall keep secret all matters, words, and proceedings that have transpired during the course of said executive session.
- (b) Whenever the Senate shall go into the consideration of executive business the proceedings of the Senate in such business shall be kept in a separate journal, which shall not be inspected by any others than the members of the Senate and the Lieutenant Governor unless otherwise ordered by the Senate. The Governor shall, from day to day, be notified by the secretary of the action of the Senate, upon executive nominations, but no further extract from the executive journal shall be furnished, published or otherwise communicated, except by special order of the Senate.

- (c) When nominations shall be made in writing by the Governor to the Senate, the members of the Senate shall be informed in executive session of said nomination at least two legislative days prior to action thereon and shall be furnished a written statement outlining the qualifications of said nominee for the office in question.

Said appointments shall be referred immediately to the appropriate committee and acted upon at the next executive session, unless the Senate by a majority vote otherwise directs.

- (d) Any Senator, and officer of the Senate convicted of disclosing any words, statements, matters, or proceedings occurring during an executive session shall be liable, if a Senator, to expulsion, and if an officer, to dismissal from the service of the Senate. All matters, words, discussions and proceedings, save for exception set forth in paragraph (b) of this rule shall be deemed to be secret and in confidence, unless the Senate shall by a majority vote during an executive session direct otherwise.

28. COMMITTEE OF THE WHOLE

- (a) Upon the adoption of a motion to go into the committee of the whole Senate, the President, unless otherwise ordered by the Senate, shall appoint

the chairman thereof, who shall for the time being exercise all the powers of the President necessary to the conduct of the business of the committee.

- (b) The rules of the Senate shall govern, as far as practicable, the proceedings of the committee, except that a member may speak more than twice on the same subject, that a call for the ayes and noes cannot be made, nor can an appeal from the decision of the chair be taken.
- (c) The committee may rise, report progress and beg leave to sit again on the same day or on the following day.
- (d) A motion that the committee rise shall always be in order, and shall be decided without debate.
- (e) All bills shall be considered in committee of the whole; all amendments made therein shall be reported by the chairman to the Senate, and shall by him be moved to be entered in the journal. Every bill shall be read at length in committee of the whole if any Senator shall request such reading.
- (f) In committee of the whole, amendments recommended by committees of reference shall be considered as adopted if there is no objection.
- (g) Any amendments to the report of the committee of the whole adopted shall

be entered in the journal, together with the vote thereon. Any amendments which are defeated may, if requested by five members of the Senate, be either printed in the journal or reproduced and placed on the members' desks and specifically referred to in the journal. The vote on such amendment shall also be recorded in the journal.

29. MESSAGES

- (a) Messages shall be sent to the House by the secretary or assistant secretary, the secretary having previously endorsed the final determination of Senate thereon.
- (b) Messages from the Governor or House of Representatives may be received at any time.

30. RESOLUTIONS AND MEMORIALS

Resolutions and memorials shall be of the following classes:

- (a) Senate concurrent resolutions, which shall:
 - (1) Propose amendments to the state constitution or recommend the holding of a constitutional convention;

- (2) Ratify proposed amendments to the federal constitution.

Such resolutions shall be treated in all respects as bills, except that they shall not be limited as to the time of introduction, and they shall be entered in full on the journal when a record vote thereon is taken. All other provisions of these rules or the joint rules applying to bills, shall also apply to concurrent resolutions.

- (3) Concurrent resolutions of either house shall be referred to an appropriate committee of reference.
- (b) Senate joint resolutions, which pertain to:
- (1) The transaction of the business of both houses;
 - (2) The establishment of investigating committees composed of members of both houses;
 - (3) An expression of the will or sentiment of both houses on any matter.

Any such resolution, upon request of its sponsor, shall be printed as a bill and placed in the members' bill books. The number of printed copies shall be determined by the secretary. If such resolution be printed and placed in the bill books, it shall not be printed in the journal except by title only. After its introduction, a resolution shall be referred to a committee of reference. Upon

being reported out of committee, such resolution shall be placed upon the calendar for final reading the second actual day of session following the day on which the committee report is delivered to the Senate.

- (c) Senate resolutions, which shall not require the concurrence of the House, and shall cover any purpose similar to a joint resolution, but relate solely to the Senate. Such resolutions shall be treated in all respects as joint resolutions.
- (d) Senate joint memorials or Senate memorials, which shall pertain to resolutions memorializing the Congress of the United States on any matter, or to an expression of sentiment on the death of any person or persons. Such memorials shall be treated in all respects as joint resolutions, except that Senate memorials shall not require the concurrence of the House.
- (e) House joint resolutions and House joint memorials shall be referred to a standing committee upon introduction into the Senate, and upon being reported out of committee, such resolutions and memorials shall be placed upon the calendar for final reading.

31. USE OF SENATE CHAMBER AND PRIVILEGES

- (a) No person not a member of the General Assembly or an officer or employee required to be on the floor of the Senate in the course of legislative business, other than the judges of the district and supreme courts, the

Governor and state elected officers, members of the congressional delegation, ex-members of the Senate, duly accredited representatives of the state press, and such other persons as may be invited by the President or members of the Senate and families of members of the Senate, shall be admitted to the Senate chamber and adjoining cloak rooms, and any such person shall only be entitled to the quiet and orderly occupancy of the seats provided for visitors or for representatives of the press, and in no event to the privileges of the floor. Persons invited by members of the Senate shall occupy the seats in the rear of the floor of the Senate and on the sides back of the first column, and any five Senators may demand that the Senate floor be cleared of persons invited by members of the Senate. Other persons shall be admitted to the galleries of the Senate or behind the railing located at the main entrance of the chamber. It shall be the duty of the sergeant-at-arms to enforce this rule.

The desks, materials, and papers of Senators are not to be touched by any person other than Senate employees under the direction of the sergeant-at-arms or the secretary of the Senate. Lobbyists and other persons, except in official state capacity, visiting Senate chambers are not permitted to place material upon the desks of Senators. Any material which any person desires to have distributed to the desks of one or more Senators, except through the mail, must be delivered to the sergeant-at-arms. Such material must bear the

name of the organization or person who was responsible for its preparation and distribution. It should be constructively stated and courteously expressed. If facts or statistics from other sources are used, such sources should be identified. Lobbyists and the public are encouraged to communicate with their Senators and to furnish to them factual data concerning the merits of legislative proposals. If the sergeant-at-arms has any question as to the propriety of the material which he is asked to distribute to the members of the Senate, he shall consult the President of the Senate, or in his absence the President Pro Tempore, or in the absence of both, the majority and minority floor leaders.

Guest cards heretofore and hereafter issued shall not permit lobbyists to the main room of the Senate chambers but are designed to facilitate and encourage the admission of guests interested as observers in the Senate chambers.

Lobbyists shall not be permitted on the floor of the Senate between 9:00 a.m. and adjournment except on the invitation of a Senator.

- (b) No committee of the Senate shall occupy the Senate chamber for public hearings on any matter, without permission having been granted by the consent of a majority of the members elected.
- (c) At no time, whether the Senate be in session or not, shall any employee of the Senate, or any person whatsoever

other than the President or a Senator or a Representative be permitted to occupy the chair or use the desk of the President or that of any Senator.

- (d) Any employee of the Senate or of its committees, soliciting or inviting any Senator to vote or use his influence for any bill or matter before the Senate shall be at once dismissed from service and employment; and any person entitled to the privileges of the floor of the Senate who shall while on the floor during the session of the Senate, solicit or invite any Senator to vote or use his influence for any bill or matter before the Senate, shall forfeit his privilege.
- (e) Any person commonly known as a lobbyist desiring to appear before any committee of the Senate shall signify such intention by registering as a lobbyist with the secretary of the Senate. Such person shall register in a book kept for that purpose, entering his name, address, and the interest he represents, together with the matters upon which he desires to be heard. The secretary shall issue a card to such person which will entitle said person to appear before the committee to which any bill or matter has been referred. This amendment to the rule shall supersede any Senate rule, regulation, or resolution to the contrary.
- (f) There shall be no introduction of visitors or groups in the Senate gallery. Introduction of guests on the floor of the Senate shall be limited to the immediate families of members,

former members of the Senate, present or former elected state officials, members of Congress, elected officials of other states or the United States, and foreign dignitaries. No introductions shall be made during deliberations by the committee of the whole or when the Senate is engaged in third reading of bills.

32. PRESENTING PETITIONS,
MEMORIALS, ETC.

- (a) In presenting a petition, memorial, remonstrance, or other communication addressed to the Senate, the Senator, from his place, shall make a brief verbal statement of the general purport of it, and, if it be not insulting, profane, or obscene, it shall be received.
- (b) Every petition, memorial, remonstrance, resolution, bill and report of committee shall be endorsed with its appropriate title, and immediately thereunder the name of the Senator presenting the same shall be written.
- (c) Every petition, memorial and other paper shall be referred, as of course, without putting the question, unless the reference be objected to when presented.

33. CONTESTED ELECTIONS

All contests of the election of a Senator, and all questions affecting or relating to the qualification or eligibility of a Senator, or the right of any Senator to a seat or membership in the Senate, shall be referred to the committee on state affairs, which shall proceed to hear and determine said matters, and each of them, in such manner, at such times, in such places and under such rules, as said committee may adopt, for the purpose of facilitating such hearing.

34. AMENDMENT OR REPEAL OF THE RULES

- (a) To amend or repeal one or more rules shall require a majority vote of all members elected provided three days' notice thereof shall have been given. To amend or repeal one or more rules without such prior notice shall require two-thirds vote of all members elected.
- (b) Two certified copies of the revised rules, as amended from time to time, shall be kept at the desk of the secretary of the Senate, which shall be the official rules of the Senate. The certification above provided for shall be by the President and secretary of the Senate.

35. ON VETOED BILLS

- (a) In the event of the veto of any bill passed by the General Assembly, the veto message of the Governor shall be read together with the bill vetoed.

- (b) It shall then be in order to proceed to consideration of the bill, in which event the motions shall be:
- (1) That the bill do pass notwithstanding the veto, and the affirmative vote of two-thirds of all members elected shall be required for the adoption of such motion;
 - (2) That consideration of the bill be postponed to a day certain.
- (c) The merits of the bill may be debated before the vote be taken, but the vote on a vetoed bill shall not be reconsidered. In the case of a bill containing several items or sections, one or more of which has been vetoed, and approval given to the remaining items or sections, each item or section so vetoed shall be separately voted upon by the Senate.
- (d) Action by the Senate upon all vetoed bills shall be endorsed on the bill and certified by the President. The bill shall then be filed immediately with the Secretary of State by the secretary of the Senate.

36. CONFIRMATIONS

- (a) Appointments by the governor which require confirmation by the Senate shall be received and read in open session of the Senate and shall then be referred to one or more committees of reference. Consideration of any such appointment by a committee of reference shall be listed on the Senate calendar at least one week prior to such consideration so as to per-

mit public comment and information concerning such appointment to be submitted to the committee, its chairman, or the staff thereof.

- (b) On the date stated on the Senate calendar, the committee shall consider the appointment in open session and without conducting a public hearing thereon, unless the committee, in open session and upon the vote of a majority of the members present, determines otherwise.
- (c) The report of the committee on any such appointment may recommend that the Senate conduct an executive session to consider the appointment, otherwise the consideration thereof shall be in open session of the Senate. Consideration of any such appointment shall be placed on the Senate calendar for the second day of actual session next following receipt of the committee report thereon.

37. MISCELLANEOUS

- (a) When the reading of any paper is called for, and not as a part of the remarks of any Senator, and objection is made, it shall be determined by a vote of the Senate, without a debate.
- (b) Questions of privilege shall be first, those affecting the rights of the Senate, collectively, its safety, dignity, and integrity of its proceedings; second, the rights, reputation, and conduct of members individually in their senatorial ca-

capacity only; and third, public affairs.

Expressions of personal privilege shall be made after the conclusion of business as called for on the printed calendar, except by a majority vote of members present; provided, that introduction of guests may be made at any time with the consent of the presiding officer except during deliberations of the committee of the whole. Any Senator who speaks on privilege shall be the sole judge as to whether his remarks are privileged and shall be limited to ten minutes to present his remarks, except that they may be extended by consent of the Senate.

- (c) It shall be improper on roll call for any Senator to state or attempt to state the vote or sentiments of any absent Senator, or for the clerks of the Senate to make any reference in the journal to such attempt.

38. PRINTING OF BILLS PRIOR TO SESSION

Any time after December 1st but preceding the convening of the General Assembly at its next regular session, a member or member-elect of the Senate may pre-file a bill for introduction with the Secretary of the Senate or the Secretary-designate. Prior to the convening of any legislative session, the President of the Senate shall order the printing of any bill pre-filed for introduction in order to facilitate the business of the pending session of the General Assembly.

39. DEMAND

Upon the affirmative vote of 24 members, a bill or other measure may be withdrawn from a committee of reference or the calendar committee, and, upon such withdrawal, the chairman of the committee which holds the bill or other measure shall forthwith deliver the bill to the secretary of the Senate, and it shall be placed on the calendar as a general order on the second day of actual session following the vote.

40. PARLIAMENTARY AUTHORITY

The latest edition of Mason's Manual of Legislative Procedure shall govern the Senate in all cases in which it is not inconsistent with these rules and the joint rules of the Senate and House.

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SENATE AND HOUSE OF REPRESENTATIVES

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JOINT RULES OF THE SENATE AND
HOUSE OF REPRESENTATIVES

JOINT RULE NO. 1

Each house shall transmit to the other all papers on which any bill or resolution shall be founded.

JOINT RULE NO. 2

When a bill or resolution which shall have passed in one house shall be rejected in the other, notice thereof shall be given to the house in which the same may have passed.

JOINT RULE NO. 3

Message from one house to the other shall be communicated by the secretary of the Senate and the chief clerk of the House, unless the house transmitting the message shall specifically direct otherwise, provided, however, that after one house has passed a bill or a concurrent resolution, it shall be transmitted to the office of the revisor of statutes for suggestions or revisions before being sent to the other house; and such bill or concurrent resolution shall also be submitted to the office of the revisor of statutes if it is amended and passed in the second house, before transmission back to the house of origin.

JOINT RULE NO. 4

- (a) In any case of difference between the two houses upon any measure, and prior to adoption of a motion to adhere by a majority of those elected to either house, either house may request a conference and appoint a committee for that purpose and the other house shall also appoint a similar committee.
- (b) Each such committee shall consist of three members of the house appointing the same, with a chairman designated, and the two committees jointly shall constitute a conference committee. A majority of the members of each committee appointed by each house shall be necessary to approve a majority report of any conference committee submitted to the General Assembly; but any lesser number of such members may submit a minority report.
- (c) The conference committee shall meet at such house and place as shall be designated by the chairman of the committee on the part of the house requesting such conference. The conferees shall confer fully on the reasons of their respective houses concerning the differences between the two houses on the measure before them.
- (d) With the consent of a majority of members elected to each of the two houses, the conference committee may consider and report on matters beyond the scope of the differences between the two houses; otherwise the committee shall consider and report only on matters

directly at issue between the two houses.

- (e) When a conference committee has reached a decision, at least one member from each house shall meet with the legislative drafting office staff and submit the findings and agreements of the committee. Every conference committee report shall be in writing, and shall not be presented to either house unless drafted by the legislative drafting office.
- (f) All documents shall be left with the conferees of the house assenting to such conference, and they shall present the report of the conference committee to their house. When such house shall have acted thereon, it shall transmit the same and the papers relating thereto to the other house, with a message certifying its action thereon.
- (g) Every report of a conference committee shall be read through in each house before a vote is taken on the same.

JOINT RULE NO. 5

It shall be in order for either house to recede from any subject matter of difference existing between the two houses at any time prior to the consideration of a conference committee report by either house, whether the papers on which such differences arose are before the house receding, formally or informally, and on such vote to recede, the same number shall be required to constitute a quorum to act

thereon, and to assent to such a receding, as was required on the original question out of which the difference arose.

JOINT RULE NO. 6

If a conference committee report is rejected by one house, it shall be in order for either house to recede from its position on the bill which is the subject of the conference and pass the bill; provided, however, that such action to recede must be taken not later than the next legislative day after such conference committee report is rejected.

JOINT RULE NO. 7

Every conference committee which shall not have previously reported shall report during the last five days before the day fixed for final adjournment. After the expiration of one day of actual session after the day when a bill has been referred to a conference committee, it shall be in order for either house to demand, by a vote of a majority of all members elected, that a report be made by the conference committee not later than the second legislative day after such demand is made; provided, however, that in the last five days of the session, such report must be made before the close of the legislative day during which the demand is made. If any conference committee shall fail to make such report within the time specified, such committee shall be deemed to be automatically discharged and a new conference committee shall be appointed.

JOINT RULE NO. 8

After each house shall have adhered to their disagreement, the bill which is the subject of difference shall be deemed lost and shall not again be reviewed during the same session in either house.

JOINT RULE NO. 9

Unless otherwise specially ordered by joint resolution, all joint committees of the two houses, other than conference committees, shall consist of two Senators and three Representatives, and all conference committees shall consist of three Senators and three Representatives.

JOINT RULE NO. 10

There shall be printed 600 copies of all bills ordered printed by the secretary of the Senate or chief clerk of the House. More than 600 copies may be initially ordered with the approval of the President of the Senate or Speaker of the House, as the case may be.

JOINT RULE NO. 11

When the same document shall, by separate orders, be directed to be printed by both houses, it shall be regarded as but one order unless otherwise expressly directed by either house.

JOINT RULE NO. 12

There shall be a joint bill room to be staffed by such employees as shall be required at the discretion of the chief clerk of the House and the secretary of the Senate; and there shall be delivered to the secretary of the Senate and the chief clerk of the House sufficient copies of each printed bill, journal and calendar to supply each member of the General Assembly with a copy thereof, and to supply all officers, clerks and other persons requiring the use of such printed matter within the chambers or by committees.

JOINT RULE NO. 13

Whenever a motion to reconsider and a motion to request the other house to return the same has been adopted, the other house shall return said bill to the house making the request.

JOINT RULE NO. 14

Communications of notice of recall of a bill by the other house shall preclude any subsequent valid action thereon except to return the bill in accordance with the notice of recall.

JOINT RULE NO. 15

All bills shall be proofread by the Legislative Drafting Office. In addition, all engrossed and enrolled bills shall be proofread by employees of the house in which they were initially introduced.

JOINT RULE NO. 16

The chief enrolling clerk of the Senate and of the House, under the direction of the chairman of the Senate and House services committees, respectively, shall have authority to correct, before engrossment or enrollment, any typographical errors found in bills, any obvious errors in punctuation; provided, however, that before any corrections shall be so made, they shall be approved by the chairman of the Senate services committee in the case of Senate bills, and the chairman of the House services committee in the case of House bills, who in turn shall require the approval of the first introducer of any such bill being corrected if any doubt exists as to the advisability of making any such correction. All corrections made shall be listed by the enrollment clerks and printed in the journals of the respective houses at least once each week, in the form of reports of the services committee. Such reports shall be assumed to have been adopted by the respective houses as printed unless objection to all or any part of any such report is made.

JOINT RULE NO. 17

Generally, capitals should be used only for:

- (a) The first word of a sentence or following a colon;
- (b) The first word of each entry of an enumeration paragraphed after a colon;

- (c) The short title of a particular act;
- (d) Proper names, such as names of counties, rivers, Colorado Revised Statutes, etc.

Generally capitals should not be used for:

- (a) The titles of federal, state, county, municipal or other public officers, or substitutes for such titles, such as "the commissioner", "the director", etc.;
- (b) The titles of federal, state, county, municipal or other public departments, agencies, institutions, boards or funds, or substitutes for such titles, such as "the department", "the university", etc.;
- (c) Laws on a particular subject, such as "insurance statutes";
- (d) The words "federal" and "state";
- (e) The words "article", "act", "chapter", "section", and "subsection".

JOINT RULE NO. 18

When any bill shall have been passed by both houses, the enrollment clerk of the originating house shall furnish the Legislative Drafting Office the bill as passed in final form and shall order such bill to be printed or typed in the form which shall appear in the session laws of Colorado for the current year. Bills so printed or typed shall further be prepared

in the form necessary for signature by the President and secretary of the Senate, the Speaker and chief clerk of the House of Representatives, and for the approval and signature of the Governor. At the time the correctly enrolled bill is printed by the Legislative Drafting Office it shall deliver sufficient additional copies to the enrollment clerk.

JOINT RULE NO. 19

When any bill shall pass on second reading without amendment, the original bill shall be accepted as the engrossed bill by stamping on the outside cover thereof the words "original bill -- not amended. Accepted as engrossed bill."

Further, when any bill shall pass on second reading and shall have been amended, the printed bill shall be prepared by the enrollment clerk to reflect such amendment and "engrossed bill" shall be stamped on the outside of the cover. However, in the event any such amendment shall have been substantial as to length or form, the bill, as amended, shall be retyped to reflect such changes. These amendments shall be indicated distinctively on the engrossed bill.

When any bill, resolution, or memorial has numerous or substantial amendments, the chief clerk of the House or the secretary of the Senate may direct that a necessary number of copies of the bill, resolution, or memorial be reproduced as amended.

JOINT RULE NO. 20

After a bill has passed both houses and prior to the time the final enrolled bill is presented to the President of the Senate or the Speaker of the House, as the case may be, for signature, a copy of the final enrolled bill shall be delivered to the original sponsor.

JOINT RULE NO. 21

- (a) Bills which would amend existing law shall show the specific changes to be made to existing law in the following manner:
- (1) All new material shall be capitalized, except that where a new article, section, or subsection is added to existing law, such new material need not be capitalized if the addition of said new article, section, or subsection is specifically stated in the text of the act to be new material.
 - (2) All material which is to be omitted from existing law shall be shown in its proper place in cancelled letter type; such material, however, shall not be deemed a part of the bill.
 - (3) The bill as printed shall show the following explanation at the bottom of the first page: 1) "Capital letters indicate new material to be added to existing statute;" 2) "Dashes through words indicate deletions from existing statute."

The foregoing shall not apply to those bills or sections of bills which repeal and reenact existing law with amendments, or where compliance is not feasible in the discretion of the legislative reference office.

- (b) All bills before being introduced shall be submitted to the legislative reference office for approval as to form pursuant to the provisions of this rule.
- (c) If through error or omission any change in existing law is not shown in compliance with this rule, such error or omission shall not affect the validity of any bill enacted into law.
- (d) Bills approved by both houses of the General Assembly shall be enrolled in final form by the respective houses, in accordance with Section 109-2-4, Colorado Revised Statutes, 1963.

JOINT RULE NO. 22

- (a) The joint bill room of the Senate and the House of Representatives shall furnish one copy of each printed bill introduced in either house to the executive budget office for review of its fiscal implications.
- (b) The executive budget office is requested to review each such printed bill, except appropriations measures carrying specific dollar amounts, and if such review indicates that any bill would have a significant effect on the

revenues, expenditures, or fiscal liability of the state or any of its political subdivisions, the executive budget office shall advise the chairman of the committee of reference to which the bill was assigned of such fact, and prior to committee consideration shall prepare a fiscal note giving its estimate of such effect. The committee chairman shall provide copies of the fiscal note for all members of the committee of reference.

- (c) If a bill be referred by the committee of reference for action by the whole house, it shall be accompanied by an appropriate fiscal note, which shall be reproduced for use of all members of both houses, together with the committee report.
- (d) The joint budget committee staff shall also review each printed bill and the fiscal note, if any, and prepare comments, if appropriate. Such comments shall be delivered to the chairman of the committee of reference of the house having possession of the bill and be duplicated for use of all members of both houses.
- (e) A fiscal note shall cite the statutes affected, any estimated increases or decreases in revenue or expenditures, any costs which may be absorbed without additional funding, and to the extent possible, the long range fiscal implications of the bill. No comment or opinion relative to the merits of any bill shall be included in any fiscal note, but attention shall be called

to omissions and technical or mechanical defects.

- (f) In the case of a resolution, other than a concurrent resolution or a resolution relating to the legislative department, which has any fiscal implication, the sponsor thereof may request a fiscal note from the executive budget office prior to its introduction, or if such resolution, upon introduction, be referred to a committee of reference, such committee may request a fiscal note, identifying the resolution by reference to the pages of the journal wherein it appears.
- (g) No measure having a significant effect on the revenues, expenditures, or fiscal liability of the state or any political subdivision thereof, for which a pertinent fiscal note has not been delivered under (b) and (c), shall be passed on second reading until an appropriate fiscal note is delivered if so requested in the house by at least ten members, or in the senate by at least five members.
- (h) In case the executive budget office fails to furnish a fiscal note on any bill or resolution, it shall submit a report stating when such fiscal note will be available, or that a fiscal note cannot be provided. In such event, or upon five days notice, the requirement for a fiscal note may be waived by a majority vote of members of the house then considering such measure, and such waiver shall be noted in the journal of such house at the

time of second reading of a bill or adoption of a resolution. Any waiver of such requirement by one house shall not constitute a waiver by the other house.

JOINT RULE NO. 23

- (a) Except for appropriation bills, or as otherwise provided in paragraphs (c) and (d) of this Joint Rule, no bill shall be introduced in either house of the General Assembly unless the bill request therefor shall have been submitted to the Legislative Drafting Office no later than the close of business on the fortieth calendar day of any regular session.
- (b) Except for appropriation bills, or as otherwise provided in paragraphs (d) and (e) of this Joint Rule, no bill shall be initially introduced in either house of the General Assembly after the close of business on the sixtieth calendar day of any regular session.
- (c) The provisions of paragraph (a) of this Joint Rule shall not apply from the close of business on the fortieth calendar day of a regular session until that on the sixtieth calendar day thereof if the sponsor first obtains consent to introduce a bill upon the affirmative vote of a majority of the members elected to the house of initial introduction.
- (d) The provisions of paragraphs (a) and (b) of this Joint Rule shall not apply

after the close of business on the sixtieth calendar day of a regular session if the sponsor first obtains consent to introduce the bill upon the affirmative vote of a majority of the members elected to the house of initial introduction.

- (e) Any bill delivered by the Legislative Drafting Office after the close of business on the fifty-fifth calendar day of a regular session may nevertheless be introduced at any time prior to the close of business on the fifth calendar day after such delivery.

JOINT RULE NO. 24

A bill may be introduced in either house by one or more members of that house and the joint sponsorship of one or more members of the other house.

JOINT RULE NO. 25

- (a) It shall be the duty of committees of reference of the House and Senate to keep themselves advised of the activities, functions, problems, new developments, and budgets of the principal department or departments of the executive department of state government which are within the subject-matter jurisdiction of each committee, as provided in paragraph (b) of this rule. The chairman of a committee shall, from time to time, invite the principal personnel of the respective depart-

ment or departments under the committee's jurisdiction to appear before the committee to keep members so advised. Such personnel shall also furnish the committee with additional information as may be requested.

- (b) For purposes of implementing paragraph (a) of this rule, the division of responsibilities among House and Senate committees of reference shall be as follows:

| <u>Department</u> | <u>Senate Committee</u> | <u>House Committee</u> |
|-------------------|-------------------------|-----------------------------------|
| Administration | Appropriations | Appropriations |
| Revenue | Finance | Finance |
| Treasury | Finance | Finance |
| Education | Education | Education |
| Higher Education | Education | Education |
| Health | Health and Welfare | Health, Welfare, and Institutions |
| Social Services | Health and Welfare | Health, Welfare, and Institutions |
| Institutions | Institutions | Health, Welfare, and Institutions |
| Highways | Transportation | Transportation and Highways |

| <u>Department</u> | <u>Senate Committee</u> | <u>House Committee</u> |
|-------------------------|---|--|
| State | State Affairs | State Affairs |
| Military Affairs | State Affairs | State Affairs |
| Labor and Employment | Business and Labor | Labor |
| Regulatory Agencies | Business and Labor | Business Affairs |
| Agriculture | Agriculture | Agriculture |
| Law and Courts | Judiciary | Judiciary |
| Local Affairs | Local Govern- ment; Urban Affairs | Local Government |
| Natural Resources | Natural Re- sources; Water; Game, Fish, and Parks | Natural Resour- ces; Game, Fish, and Parks |

- (c) Committees of reference shall also be kept advised by staff members assigned thereto and by personnel of departments under their jurisdiction of new or proposed federal legislation, proposed uniform or model acts, suggested state legislation and compacts, and efforts in the area of interstate cooperation, which may affect their areas of responsibility, as provided in paragraph (b) of this rule.

JOINT SESSION RULES OF THE SENATE
AND HOUSE OF REPRESENTATIVES

JOINT SESSION RULE NO. 1

Joint sessions shall be held in the chamber of the House of Representatives, and the President of the Senate shall preside.

JOINT SESSION RULE NO. 2

The secretary of the Senate and the chief clerk of the House of Representatives shall be secretaries of the joint session, and the proceedings of the convention shall be published with the journals of the House, and the final result, as announced by the President on return of the Senate to their chamber, shall be entered on the journals of the Senate.

JOINT SESSION RULE NO. 3

The rules of the House of Representatives, so far as the same may be applicable, shall govern the proceedings in joint session.

JOINT SESSION RULE NO. 4

Whenever a President pro tempore presides, he shall be entitled to vote upon all occasions, and in case of a tie the question shall be declared lost.

JOINT SESSION RULE NO. 5

Joint sessions shall have the power to compel the attendance of absent members in the mode and under the penalties prescribed by the rules of the house to which such members respectively belong, and for that purpose the sergeant-at-arms of each house shall attend.

JOINT SESSION RULE NO. 6

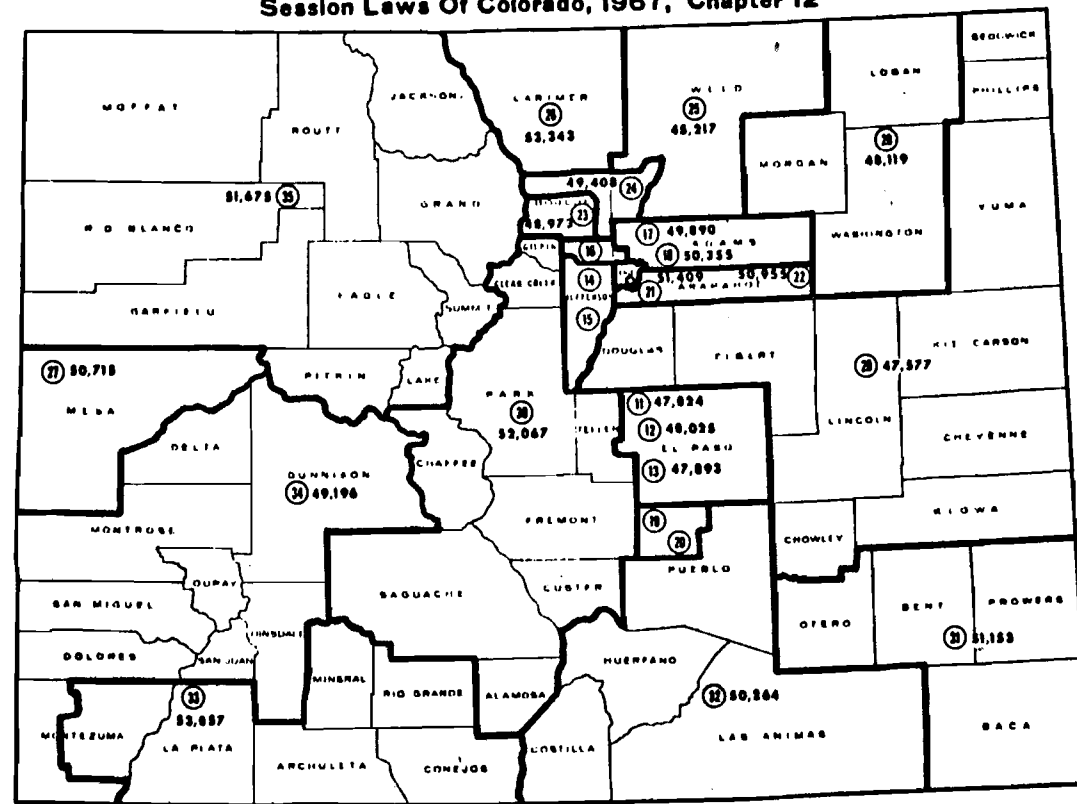
Joint session may adjourn from time to time, as may be found necessary; and it shall be the duty of the House of Representatives to prepare to receive the Senate, and of the Senate to proceed to the hall of the House of Representatives at the time fixed by law or resolution, or to which the joint session may have adjourned.

MAPS, CHARTS AND PLATS

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| Colorado Senatorial Districts | 3d |
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| House of Representatives Floor Plat | 12d |

STATE OF COLORADO, SENATORIAL DISTRICTS

Session Laws Of Colorado, 1967, Chapter 12



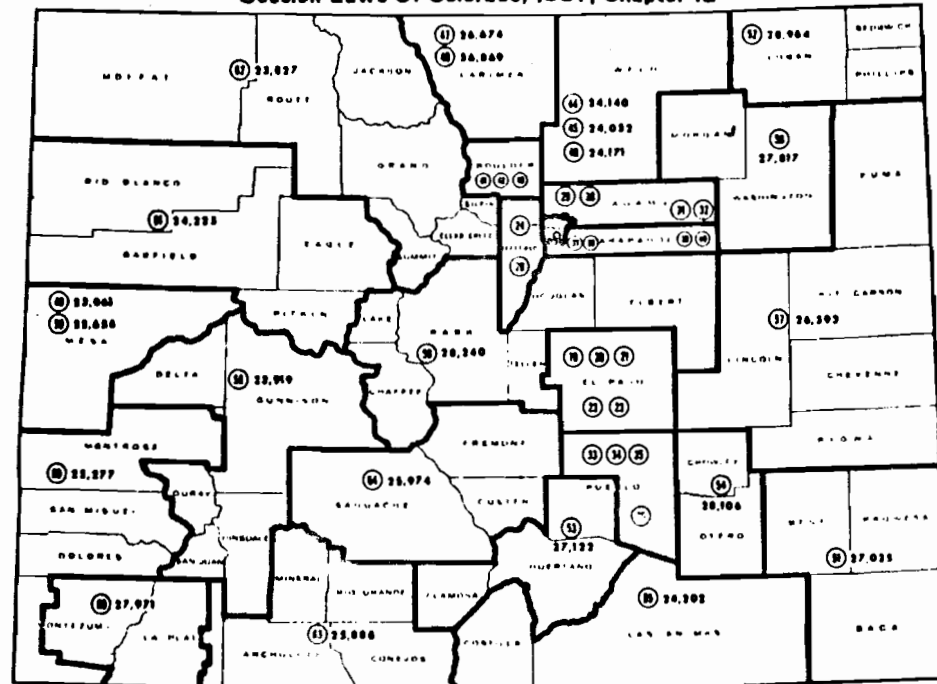
36 50,336 11 49,890 12 50,353 13 51,400 14 50,852 15 47,893 16 47,893 17 47,893 18 47,893 19 47,893 20 47,893 21 47,893 22 47,893 23 47,893 24 47,893 25 47,893 26 47,893 27 47,893 28 47,893 29 47,893 30 47,893 31 47,893 32 47,893 33 47,893 34 47,893 35 47,893 36 50,336

Source: Colorado Legislative Council

3d.

12/71

STATE OF COLORADO, REPRESENTATIVE DISTRICTS
Session Laws Of Colorado, 1967, Chapter 12



| | | | | | | | | | |
|---------------|----------|----------|----------|----------|----------|-----------------|------------------|----------------|----------|
| DENVER | | | | | | EL PASO | JEFFERSON | ADAMS | |
| ① 27,667 | ② 27,960 | ③ 27,719 | ④ 27,702 | ⑤ 27,317 | ⑥ 27,631 | ⑦ 28,633 | ⑧ 23,356 | ⑨ 28,610 | ⑩ 29,617 |
| ① 27,960 | ② 27,978 | ③ 27,192 | ④ 28,013 | ⑤ 27,631 | | ⑦ 29,362 | ⑧ 23,407 | ⑨ 29,931 | ⑩ 29,009 |
| ① 27,637 | ② 27,583 | ③ 27,330 | ④ 27,737 | | | ⑦ 29,072 | ⑧ 23,683 | ⑨ 27,316 | ⑩ 27,631 |
| ① 27,315 | ② 27,386 | ③ 27,566 | ④ 27,648 | | | ⑦ 28,404 | ⑧ 23,126 | ⑨ 27,301 | ⑩ 27,204 |
| | | | | | | ⑦ 28,272 | ⑧ 23,392 | | |
| | | | | | | ARAPAHOE | | BOULDER | |
| | | | | | | ⑦ 24,013 | ⑧ 23,073 | ⑨ 24,162 | ⑩ 25,381 |
| | | | | | | ⑦ 26,204 | ⑧ 23,680 | ⑨ 24,931 | |

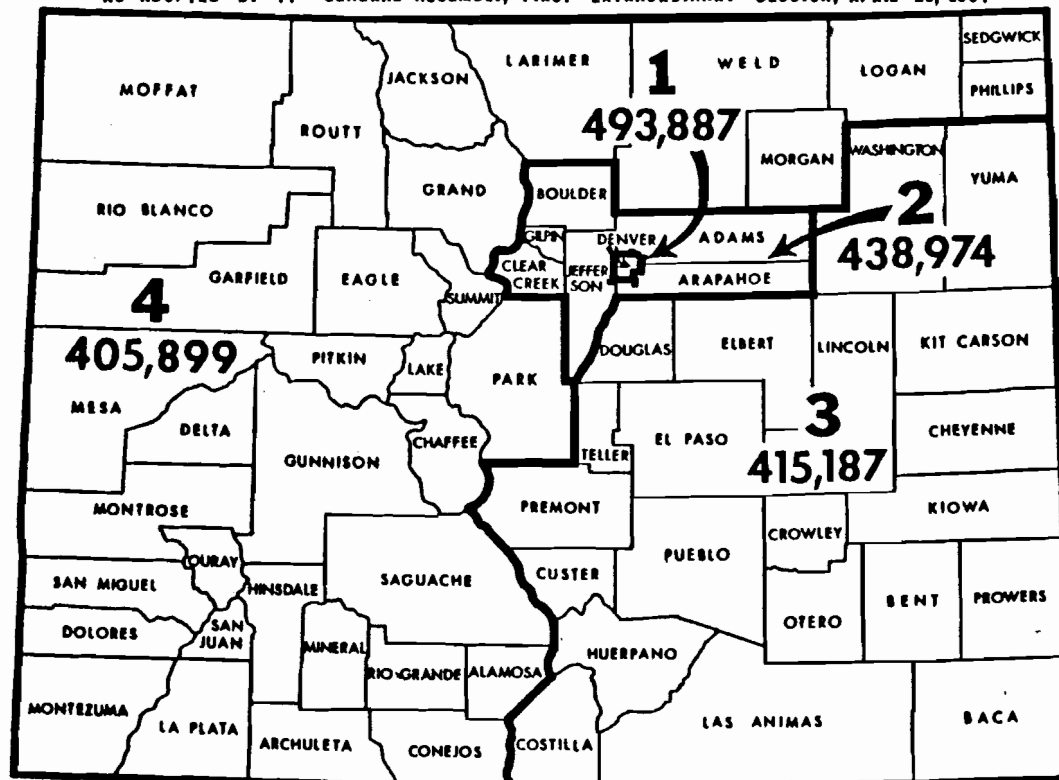
Source: Colorado Legislative Council

4d.

12/71

CONGRESSIONAL DISTRICTS IN COLORADO

AS ADOPTED BY 44TH GENERAL ASSEMBLY, FIRST EXTRAORDINARY SESSION, APRIL 29, 1964

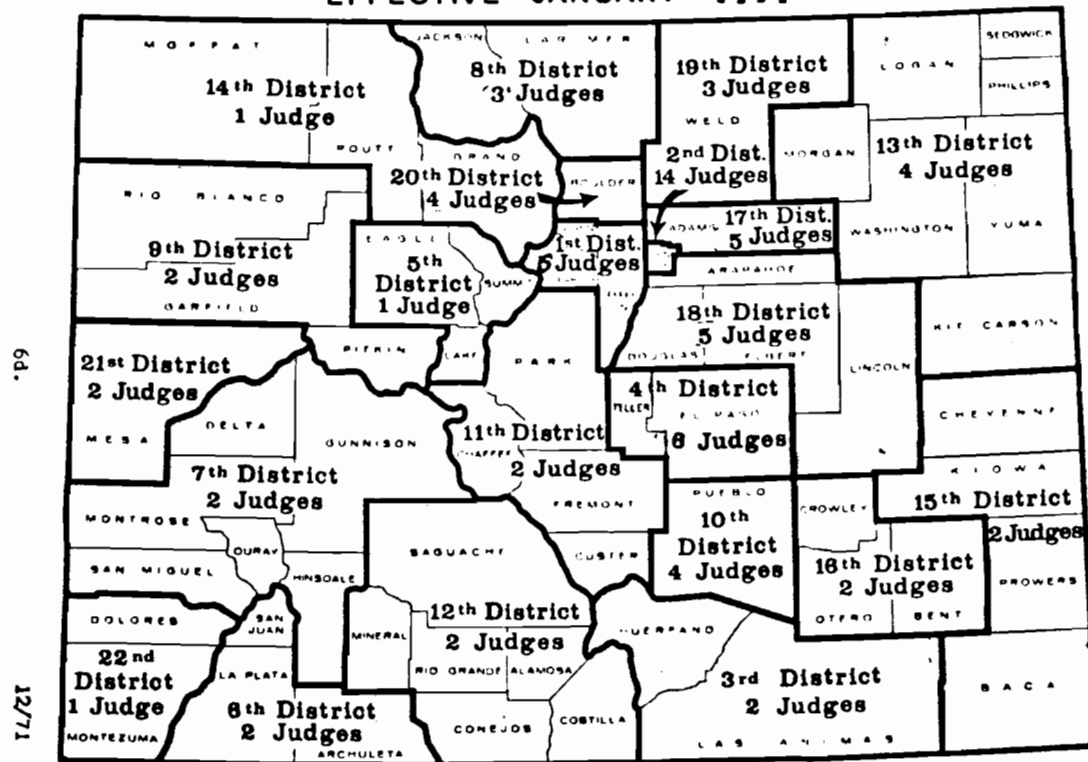


TOTAL STATE POPULATION, 1960 U. S. CENSUS - 1,753,947 PREPARED BY STATE PLANNING DIVISION
May 1964

54.

12/71

JUDICIAL DISTRICTS OF COLORADO EFFECTIVE JANUARY 1971



6d.

12/71

7d.



•1,272

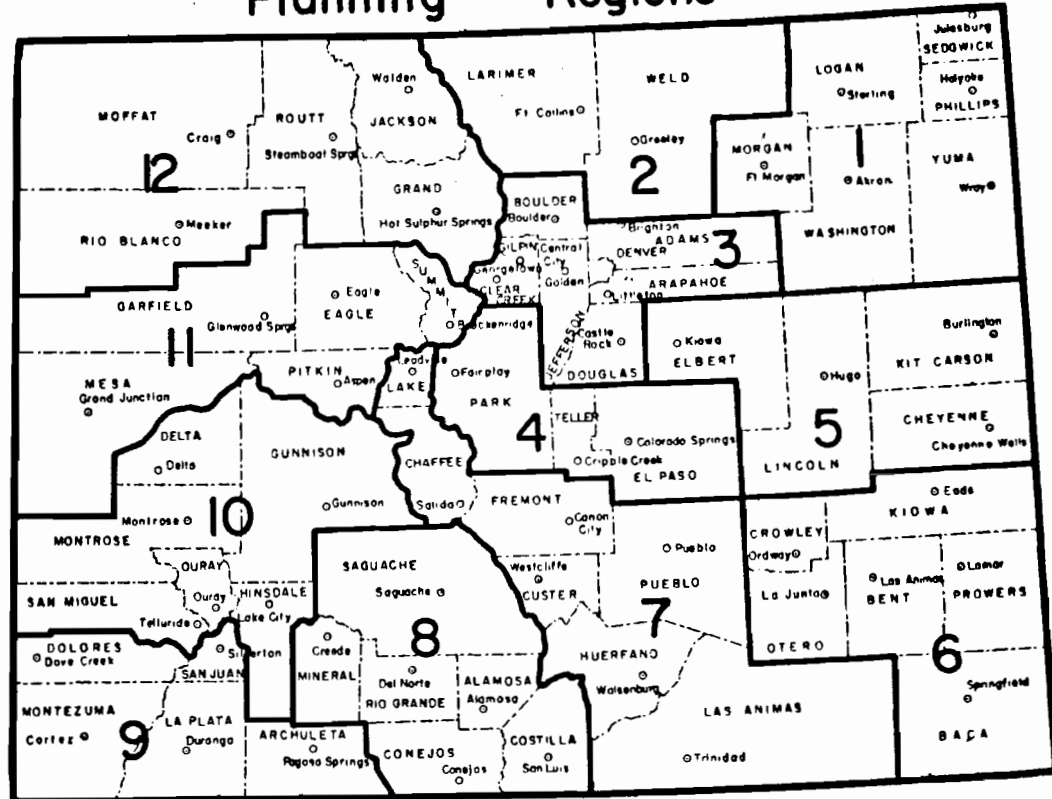
1970 CENSUS DATA FOR COLORADO COUNTIES

COLORADO POPULATION OF COUNTIES
IN 1960 AND 1970

| <u>Counties</u> | <u>1970</u> | <u>1960</u> |
|-----------------|-------------|-------------|
| Adams | 185,789 | 120,296 |
| Alamosa | 11,422 | 10,000 |
| Arapahoe | 162,142 | 113,426 |
| Archuleta | 2,733 | 2,629 |
| Baca | 5,674 | 6,310 |
| Bent | 6,493 | 7,419 |
| Boulder | 131,889 | 74,254 |
| Chaffee | 10,162 | 8,298 |
| Cheyenne | 2,396 | 2,789 |
| Clear Creek | 4,819 | 2,793 |
| Conejos | 7,846 | 8,428 |
| Costilla | 3,091 | 4,219 |
| Crowley | 3,086 | 3,978 |
| Custer | 1,120 | 1,305 |
| Delta | 15,286 | 15,602 |
| Denver | 514,678 | 493,887 |
| Dolores | 1,641 | 2,196 |
| Douglas | 8,407 | 4,816 |
| Eagle | 7,498 | 4,677 |
| Elbert | 3,903 | 3,708 |
| El Paso | 235,972 | 143,742 |
| Fremont | 21,942 | 20,196 |
| Garfield | 14,821 | 12,017 |
| Gilpin | 1,272 | 685 |
| Grand | 4,107 | 3,557 |
| Gunnison | 7,578 | 5,477 |
| Hinsdale | 202 | 208 |
| Huerfano | 6,590 | 7,867 |
| Jackson | 1,811 | 1,758 |
| Jefferson | 235,300 | 127,520 |
| Kiowa | 2,029 | 2,425 |
| Kit Carson | 7,530 | 6,957 |
| Lake | 8,282 | 7,101 |
| La Plata | 19,199 | 19,225 |
| Larimer | 89,900 | 53,343 |

| <u>Counties</u> | <u>1970</u> | <u>1960</u> |
|-----------------|------------------|------------------|
| Las Animas | 15,744 | 19,983 |
| Lincoln | 4,836 | 5,310 |
| Logan | 18,852 | 20,302 |
| Mesa | 54,374 | 50,715 |
| Mineral | 786 | 424 |
| Moffat | 6,525 | 7,061 |
| Montezuma | 12,952 | 14,024 |
| Montrose | 18,366 | 18,286 |
| Morgan | 20,105 | 21,192 |
| Otero | 23,523 | 24,128 |
| Ouray | 1,546 | 1,601 |
| Park | 2,185 | 1,822 |
| Phillips | 4,131 | 4,440 |
| Pitkin | 6,185 | 2,381 |
| Prowers | 13,258 | 13,296 |
| Pueblo | 118,238 | 118,707 |
| Rio Blanco | 4,842 | 5,150 |
| Rio Grande | 10,494 | 11,160 |
| Routt | 6,592 | 5,900 |
| Saguache | 3,827 | 4,473 |
| San Juan | 831 | 849 |
| San Miguel | 1,949 | 2,944 |
| Sedgwick | 3,405 | 4,242 |
| Summit | 2,665 | 2,073 |
| Teller | 3,316 | 2,495 |
| Washington | 5,550 | 6,625 |
| Weld | 89,297 | 72,344 |
| Yuma | 8,544 | 8,912 |
| | <u>2,209,528</u> | <u>1,753,947</u> |

Planning Regions



COLORADO STATE PLANNING OFFICE

104.

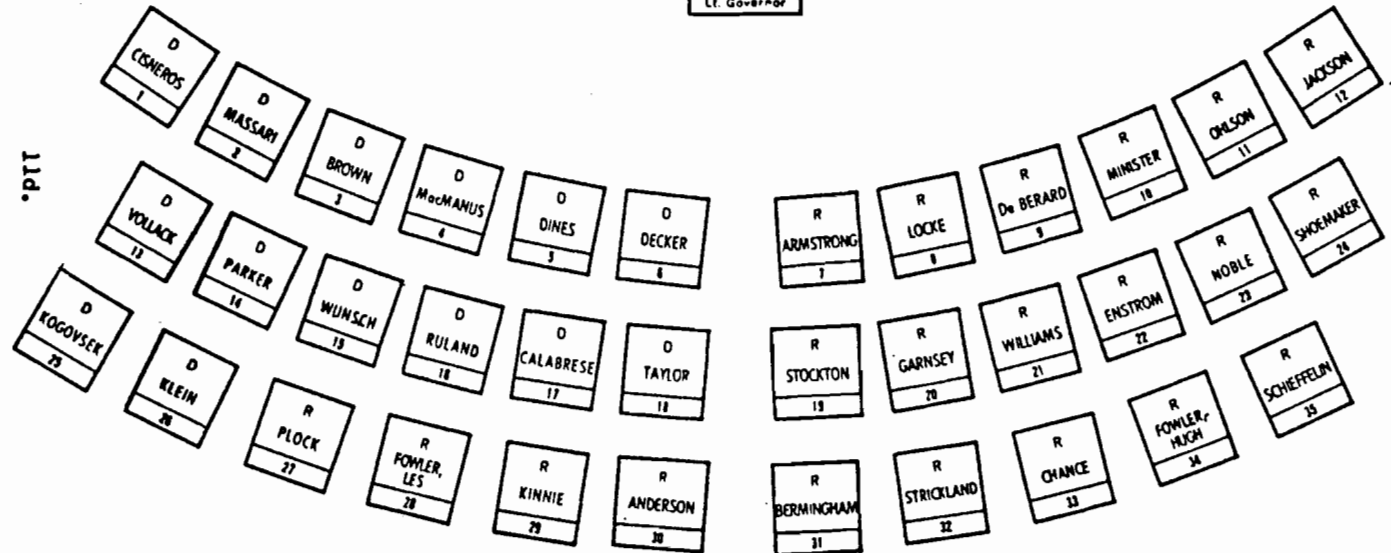
12/71

REVISED

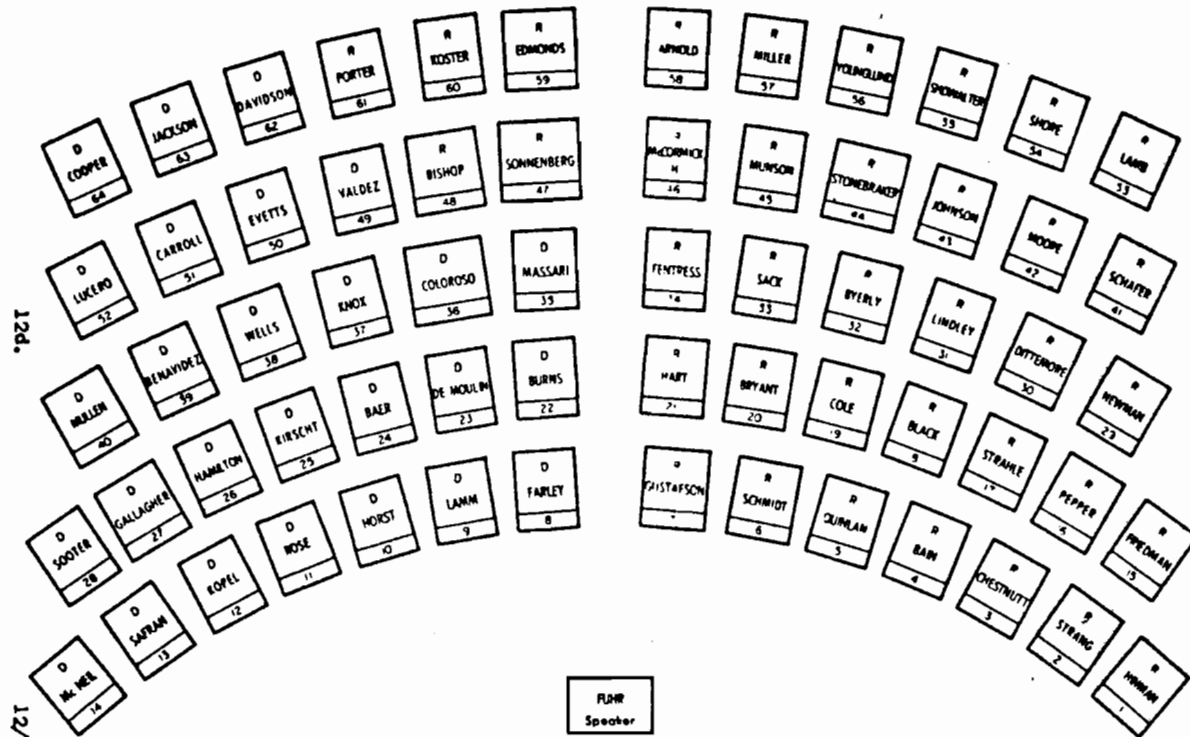
FLOOR PLAT SENATE

48th COLORADO GENERAL ASSEMBLY
1971-1972

VANDERHOOF
Lt. Governor



FLOOR PLAT
HOUSE OF REPRESENTATIVES
 48th COLORADO GENERAL ASSEMBLY
 1971-1972



LAWS OF INTEREST TO GENERAL ASSEMBLY

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GENERAL ASSEMBLY -- MEMBERSHIP AND APPORTIONMENT

C.R.S. 1963 (1967 Supp.)

63-6-1. Number of members of general assembly - election from districts.-- The senate of the general assembly shall consist of thirty-five members and the house of representatives thereof shall consist of sixty-five members, with one member of the senate to be elected from each senatorial district and one member of the house of representatives to be elected from each representative district, as hereinafter established.

63-6-2. Senatorial districts - number - composition.

-- (1) Districts 1-10 -- city and county of Denver. -- There shall be ten senatorial districts within the city and county of Denver which shall be numbered as follows and shall consist of the following whole general election precincts:

District 1: Precincts 101, 102, 104, 106, 107, 108, 109, 110, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 201, 202, 203, 209, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 614, 712, and 724.

District 2: Precincts 103, 105, 111, 204, 205, 206, 207, 208, 210, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 701, 702, 703, 901, 902, 903, 904, and 905.

District 3: Precincts 308, 309, 310, 704, 705, 706, 707, 708, 709, 710, 711, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 725, 906, 908, 909, 911, 913, 915, 917, 918, 919, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1011, 1012, 1013, 1015, 1020, 1021, 1023, and 1024.

District 4: Precincts 301, 302, 303, 304, 305, 306, 307, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 415, 419, 801, 802, 803, 804, and 805.

District 5: Precincts 414, 416, 417, 418, 420, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 806, 807, 809, 810, 811, 812, 814, 815, 816, 818, 819, 822, 823, and 826.

District 6: Precincts 907, 910, 912, 914, 916, 920, 921, 922, 923, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1512, 1513, 1514, 1515, 1516, 1517,

1518, 1519, 1520, 1521, 1522, 1523, 1524, 1525, 1601, 1602, 1603, 1605, 1607, 1608, 1610, and 1612.

District 7: Precincts 1010, 1014, 1016, 1017, 1018, 1019, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1714, 1715, 1716, 1718, 1722, 1723, and 1726.

District 8: Precincts 808, 813, 817, 820, 821, 824, 825, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1224, 1225, 1226, 1227, 1229, 1305, 1306, 1308, 1315, 1316, 1317, 1401, 1402, 1403, 1404, 1405, and 1410.

District 9: Precincts 1604, 1606, 1609, 1611, 1613, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1623, 1624, 1625, 1626, 1710, 1711, 1712, 1713, 1717, 1719, 1720, 1721, 1724, 1725, 1727, 1728, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, and 1821.

District 10: Precincts 1222, 1223, 1228, 1230, 1231, 1232, 1301, 1302, 1303, 1304, 1307, 1309, 1310, 1311, 1312, 1313, 1314, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1406, 1407, 1408, 1409, 1411, 1412, 1413, 1414, 1415, 1416, 1417, 1418, 1419, 1420, 1421, 1422, 1423, 1424, 1425, 1426, 1427, 1428, 1429, 1822, 1823, 1824, 1825, and 1826.

(2) Districts 11-13 -- El Paso county. -- There shall be three senatorial districts within the county of El Paso which shall be numbered as follows and shall consist of the following whole general election precincts:

District 11: Precincts 1, 9, 10, 19, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 69, 70, 71, 72, 73, 74, 75, 76, 97, 101, 102, 103, 104, 105, and 106.

District 12: Precincts 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 32, 33, 34, 37, 38, 39, 64, 65, 66, 67, 68, and 98.

District 13: Precincts, 2, 3, 4, 5, 6, 7, 8, 29, 30, 35, 36, 56, 57, 58, 59, 60, 61, 62, 63, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 99, and 100.

(3) Districts 14 and 15 -- Jefferson county. -- There shall be two whole senatorial districts within the county of Jefferson which shall be numbered as follows and shall consist of the following whole general election precincts:

District 14: Precincts 301, 303, 304, 305, 307, 308, 309, 310, 311, 312, 313, 315, 317, 401, 402, 403, 404, 407, 408, 409, 410, 411, 413, 501, 502, 504, 505, 506, 508, 509, 511, 512, 513, 514, 515, and 516.

District 15: Precincts 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 302, 314, 316, 318, 319, 320, 405, 406, 412, 503, 507, 510, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 701, 702, 703, 704, 705, 706, 707, and 708.

(4) District 16 -- Jefferson and Adams counties. -- There shall be one senatorial district partly within the county of Jefferson and partly within the county of Adams which shall be numbered as follows and shall consist of the following whole general election precincts in said counties:

District 16: Precincts 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, and 306, all in Jefferson county; and precincts 200, 201, 202, 203, 205, 208, 209, 210, 211, 212, 229, 230, and 231, all in Adams county.

(5) Districts 17 and 18 -- Adams county. -- There shall be two whole senatorial districts within the county of Adams which shall be numbered as follows and shall consist of the following whole general election precincts:

District 17: Precincts 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 206, 207, 213, 214, 215, 216, 219, 220, 221, 222, 223, 228, 232, 233, 234, 235, 238, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 500, 501, 502, 503, and 504.

District 18: Precincts 204, 217, 218, 224, 225, 226, 227, 236, 237, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, and 322.

(6) Districts 19 and 20 -- Pueblo county. -- There shall be two senatorial districts within the county of Pueblo which shall be numbered as follows and shall consist of the following whole general election precincts:

District 19: Precincts 27, 28, 33, 34, 38, 40, 41, 44,

47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 68, 69, 70, 71, 72, 73, 74, 76, 108, and 109.

District 20: Precincts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25, 29, 30, 31, 32, 35, 37, 39, 42, 43, 45, and 46.

(7) Districts 21 and 22 -- Arapahoe county. -- There shall be two senatorial districts within the county of Arapahoe which shall be numbered as follows and shall consist of the following whole general election precincts:

District 21: Precincts 1, 2, 2a, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 54a, 55, 56, 57, 58, 59, 60, 61, 62, 63, and 64.

District 22: Precincts 21, 22, 23, 23a, 24, 25, 26, 27, 28, 29, 30, 31, 32, 32a, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 44a, 65, 65a, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 77a, 78, 78a, 79, 79a, 80, 81, 82, 83, 84, 85, 86, 87, 88, and 89.

(8) District 23 -- Boulder county. -- There shall be one whole senatorial district within the county of Boulder which shall be numbered as follows and shall consist of the following whole general election precincts:

District 23: County precincts 5, 6, 7, 8, 10, 11, 12, 13, 16, 21, and 22; and Boulder city precincts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, and 35.

(9) District 24 -- Boulder and Weld counties. -- There shall be one senatorial district partly in the county of Boulder and partly in the county of Weld which shall be numbered as follows and shall consist of the following whole general election precincts in said counties:

District 24: County precincts 1, 2, 3, 4, 9, 14, 15, 17, 18, 19, 20, and city of Longmont precincts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12, all in Boulder county; and precincts 3 and 4 in ward two in the city of Greeley, precinct 1, 2, 3, and 4 in ward three in the city of Greeley, and county precincts 5, 6, 7, 8, 14, 22, 24, 28, and 29, all in Weld county.

(10) District 25 -- Weld county. -- There shall be one whole senatorial district within the county of Weld which

shall be numbered as follows and which shall consist of the following whole general election precincts:

District 25: Precincts 1, 2, 3, 4, 5, 6, 7, 8, and 9 in ward one in the city of Greeley; precincts 1, 2, 5, and 6 in ward two in the city of Greeley; and precincts 1, 2, 3, 4, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 23, 25, 26, 27, 30, 31, 32, 33, and 34 in the county of Weld.

(11) District 26 -- Larimer county. -- The county of Larimer shall constitute the twenty-sixth senatorial district.

(12) District 27 -- Mesa county. -- The county of Mesa shall constitute the twenty-seventh senatorial district.

(13) District 28. -- The counties of Logan, Morgan, and Washington shall constitute the twenty-eighth senatorial district.

(14) District 29. -- The counties of Cheyenne, Crowley, Douglas, Elbert, Kiowa, Kit Carson, Lincoln, Phillips, Sedgwick, and Yuma shall constitute the twenty-ninth senatorial district.

(15) District 30. -- The counties of Alamosa, Chaffee, Clear Creek, Custer, Fremont, Gilpin, Park, Saguache, and Teller shall constitute the thirtieth senatorial district.

(16) District 31. -- The counties of Baca, Bent, Otero, and Prowers shall constitute the thirty-first senatorial district.

(17) District 32. -- The counties of Costilla, Huerfano, and Las Animas, and precincts 65, 66, 67, 75, 77, 78, 103, 104, 105, 106, 107, 110, 111, 112, 116, and 117 in Pueblo county shall constitute the thirty-second senatorial district.

(18) District 33. -- The counties of Archuleta, Conejos, La Plata, Mineral, and Rio Grande, and precincts 1, 2, 3, 6, 7, 8, 9, 10, 15, 16, 17, 18, 19, and 20 in Montezuma county shall constitute the thirty-third senatorial district.

(19) District 34. -- The counties of Delta, Dolores, Gunnison, Hinsdale, Montrose, Ouray, San Juan, and San Miguel, and precincts 4, 5, 11, 12, 13, and 14 in Montezuma county shall constitute the thirty-fourth senatorial district.

(20) District 35. -- The counties of Eagle, Garfield,

Grand, Jackson, Lake, Moffat, Pitkin, Rio Blanco, Routt, and Summit shall constitute the thirty-fifth senatorial district.

63-6-3. Election of senators. -- (1) Senators from the following senatorial districts shall be elected at the general election held in November, 1968, and every four years thereafter: 4, 5, 6, 7, 9, 10, 12, 13, 14, 16, 17, 18, 19, 21, 22, 23, 24, and 35.

(2) Senators from the following senatorial districts shall be elected at the general election held in November, 1970, and every four years thereafter: 1, 2, 3, 8, 11, 15, 20, 25, 26, 27, 28, 29, 30, 31, 32, 33, and 34.

63-6-4. Holdover senators keep office - vacancies. -- Nothing in this article shall be construed to cause the removal of any senator from his office for the term for which he was elected, but each such senator shall serve the term for which he was elected. In the event of a vacancy in the senate, such vacancy shall be filled as provided by law; if any senator elected at the 1966 general election from a county which by this article contains all or part of two or more senatorial districts, shall vacate his seat on or after the second Tuesday in January, 1969, and prior to the expiration of his term of office in January, 1971, such vacancy shall be filled from the county at large.

63-6-5. Representative districts - number - composition. -- (1) Districts 1-18 -- city and county of Denver. -- There shall be eighteen representative districts within the city and county of Denver which shall be numbered as follows and shall consist of the following whole general election precincts:

District 1: Precincts 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 127, 128, and 129.

District 2: Precincts 126, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 221, and 222.

District 3: Precincts 220, 223, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, and 322.

District 4: Precincts 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 810, and 826.

District 5: Precincts 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 814, 818, and 822.

District 6: Precincts 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, and 901.

District 7: Precincts 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 720, 721, 722, 723, 724, and 725.

District 8: Precincts 324, 801, 802, 803, 804, 805, 806, 807, 808, 809, 811, 812, 813, 815, 816, 817, 819, 820, 823, 824, and 825.

District 9: Precincts 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 1514, and 1516.

District 10: Precincts 719, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, and 1105.

District 11: Precincts 1019, 1033, 1034, 1035, 1101, 1102, 1103, 1104, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, and 1129.

District 12: Precincts 323, 1128, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1231, and 1232.

District 13: Precincts 1230, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1317, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1330, and 1826.

District 14: Precincts 821, 1316, 1329, 1401, 1402, 1403, 1404, 1405, 1406, 1407, 1408, 1409, 1410, 1411, 1412, 1413, 1414, 1415, 1416, 1417, 1418, 1419, 1420, 1421, 1422, 1423, 1424, 1425, 1426, 1427, 1428, and 1429.

District 15: Precincts 902, 903, 904, 1501, 1502, 1503, 1504, 1505, 1506, 1507, 1508, 1509, 1510, 1511, 1512, 1513, 1515, 1517, 1518, 1521, 1522, 1523, and 1524.

District 16: Precincts 1519, 1520, 1525, 1601, 1602,

1603, 1604, 1605, 1606, 1607, 1608, 1609, 1610, 1611, 1612, 1614, 1615, 1616, 1617, 1618, 1619, 1620, 1621, 1622, 1624, 1626, and 1806.

District 17: Precincts 1113, 1625, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, and 1728.

District 18: Precincts 1613, 1623, 1727, 1801, 1802, 1803, 1804, 1805, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, and 1825.

(2) Districts 19-23 -- El Paso county. -- There shall be five representative districts within the county of El Paso which shall be numbered as follows and shall consist of the following whole general election precincts:

District 19: Precincts 7, 8, 24, 33, 34, 37, 38, 47, 56, 57, 58, 59, 63, 77, 78, 79, 80, 81, 82, 83, 84, 85, 93, 94, 96, 98, 99, 101, and 102.

District 20: Precincts 3, 4, 5, 6, 13, 14, 15, 16, 17, 18, 23, 25, 26, 27, 28, 29, 30, 35, 36, 45, 46, 91, 92, 95, and 100.

District 21: Precincts 60, 61, 62, 64, 65, 66, 67, 68, 86, 87, 88, 89, 90, and 97.

District 22: Precincts 19, 20, 21, 22, 31, 32, 39, 40, 41, 42, 48, 49, 50, 51, 54, 69, 70, and 106.

District 23: Precincts 1, 2, 9, 10, 11, 12, 43, 44, 52, 53, 55, 71, 72, 73, 74, 75, 76, 103, 104, and 105.

(3) Districts 24-28 -- Jefferson county. -- There shall be five representative districts within the county of Jefferson which shall be numbered as follows and shall consist of the following whole general election precincts:

District 24: Precincts 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, and 225.

District 25: Precincts 301, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 315, 317, 403, 408, 410, and 411.

District 26: Precincts 401, 402, 404, 407, 409, 413,

501, 502, 504, 505, 506, 508, 509, 511, 512, 513, 514, 515, and 516.

District 27: Precincts 101, 102, 104, 105, 106, 107, 108, 109, 110, 111, 112, 302, 314, 316, 318, 319, 320, 405, and 412.

District 28: Precincts 103, 503, 507, 510, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 701, 702, 703, 704, 705, 706, 707, and 708.

(4) Districts 29-32 -- Adams county. -- There shall be four representative districts within the county of Adams which shall be numbered as follows and shall consist of the following whole general election precincts:

District 29: Precincts 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 217, 229, 230, 231, 300, 301, and 302.

District 30: Precincts 304, 305, 306, 307, 308, 310, 311, 312, 313, 314, 315, 316, 317, 318, and 320.

District 31: Precincts 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 213, 214, 215, 216, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 232, 233, 234, 235, 236, 237, 238, 303, and 309.

District 32: Precincts 319, 321, 322, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 500, 501, 502, 503, and 504.

(5) Districts 33-36 -- Pueblo county. -- There shall be four representative districts within the county of Pueblo which shall be numbered as follows and which shall consist of the following whole general election precincts:

District 33: Precincts 38, 45, 46, 47, 48, 49, 52, 53, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 68, and 69.

District 34: Precincts 3, 10, 11, 12, 13, 14, 15, 35, 37, 39, 40, 41, 42, 43, and 44.

District 35: Precincts 1, 2, 4, 5, 6, 7, 8, 9, 18, 19, 20, 21, 22, 23, 24, 25, 29, 30, 31, 32, 33, and 34.

District 36: Precincts 27, 28, 50, 51, 54, 70, 71, 72, 73, 74, 76, 103, 104, 105, 106, 107, 108, 109, 110, 111, and 112.

(6) Districts 37-40 -- Arapahoe county. -- There shall be four representative districts within the county of Arapahoe which shall be numbered as follows and shall consist of the following whole general election precincts:

District 37: Precincts 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20.

District 38: Precincts 2, 2a, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 54a, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64.

District 39: Precincts 41, 42, 65, 65a, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 77a, 78, 78a, 79, 79a, 80, 81, 82, 83, 84, 85, 86, 87, 88, and 89.

District 40: Precincts 21, 22, 23, 23a, 24, 25, 26, 27, 28, 29, 30, 31, 32, 32a, 33, 34, 35, 36, 37, 38, 39, 40, 43, 44, and 44a.

(7) Districts 41-43 -- Boulder county. -- There shall be three representative districts within the county of Boulder which shall be numbered as follows and which shall consist of the following whole general election precincts:

District 41: County precincts 8, 10, 11, 13, 16, and 22; and Boulder city precincts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, and 23.

District 42: County precincts 5, 6, 7, 12, and 21; and Boulder city precincts 16, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, and 35.

District 43: County precincts 1, 2, 3, 4, 9, 14, 15, 17, 18, 19, and 20; and Longmont city precincts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12.

(8) Districts 44-46 -- Weld county. -- There shall be three representative districts within the county of Weld which shall be numbered as follows and which shall consist of the following whole general election precincts:

District 44: Precincts 4, 5, 6, 7, and 8 in ward one in the city of Greeley; precincts 2 and 6 in ward two in the city of Greeley; and precincts 2, 3, 4, 12, 13, 15, 16, 24 in the county of Weld.

District 45: Precincts 3, 4, and 5 in ward two in the city of Greeley; precincts 1, 2, 3, and 4 in ward three in the city of Greeley; and precincts 5, 6, 7, 8, 14, 22, 28,

and 29 in the county of Weld.

District 46: Precincts 1, 2, 3, and 9 in ward one in the city of Greeley; precinct 1 in ward two in the city of Greeley; and precincts 1, 9, 10, 11, 17, 18, 19, 20, 21, 23, 25, 26, 27, 30, 31, 32, 33, and 34 in the county of Weld.

(9) Districts 47 and 48 -- Larimer county. -- There shall be two representative districts within the county of Larimer which shall be numbered as follows and which shall consist of the following whole general election precincts:

District 47: Precincts 2, 4, 5, 6, 18, 19, 20, 26, 30, 39, 40, 41, 44, A-1, B-3, B-4, C-1, C-3, C-6, D-1, E-1, E-2, E-4, and E-6.

District 48: Precincts 1, 7, 17, 21, 22, 22A, 23, 23A, 25, 27, 31, 33, 34, 35, 37, 38, 46, 47, B-1, C-7, C-9, C-10, and E-5.

(10) Districts 49 and 50 -- Mesa county. -- There shall be two representative districts within the county of Mesa which shall be numbered as follows and which shall consist of the following whole general election precincts:

District 49: Precincts 2, 3, 6, 7, 9, 10, 11, 14, 17, 18, 21, 22, 23, 24, 25, 27, 28, 29, 31, 33, 34, 35, 36, 41, 43, 45, 46, 48, 50, 51, 54, 57, 63, and 64.

District 50: Precincts 1, 4, 5, 8, 12, 13, 15, 16, 19, 20, 26, 29, 30, 32, 37, 38, 39, 40, 42, 44, 47, 49, 52, 53, 55, 56, 58, 59, 60, 61, and 62.

(11) District 51. -- The counties of Baca, Bent, and Prowers shall constitute representative district 51.

(12) District 52. -- The counties of Logan, Phillips, and Sedgwick shall constitute representative district 52.

(13) District 53. -- The counties of Alamosa and Huerfano and precincts 65, 66, 67, 75, 77, 78, 116, and 117 in the county of Pueblo shall constitute representative district 53.

(14) District 54. -- The counties of Crowley and Otero shall constitute representative district 54.

(15) District 55. -- The counties of Costilla and Las Animas shall constitute representative district 55.

(16) District 56. -- The counties of Morgan and Washington shall constitute representative district 56.

(17) District 57. -- The counties of Cheyenne, Kiowa, Kit Carson, Lincoln, and Yuma shall constitute representative district 57.

(18) District 58. -- The counties of Delta, Gunnison, Hinsdale, Ouray, and San Juan, and precinct 11 in Montrose county shall constitute representative district 58.

(19) District 59. -- The counties of Chaffee, Douglas, Elbert, Lake, Park, and Teller shall constitute representative district 59.

(20) District 60. -- Representative district 60 shall consist of the following precincts in La Plata and Montezuma counties:

Montezuma: Precincts 1, 2, 3, 6, 7, 8, 9, 10, 15, 16, 17, 18, 19, and 20.

La Plata: Precincts 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 15, 16, 18, 20, 23, 24, 25, 26, 27, and 29.

(21) District 61. -- The counties of Eagle, Garfield, Pitkin, and Rio Blanco shall constitute representative district 61.

(22) District 62. -- The counties of Clear Creek, Gilpin, Grand, Jackson, Moffat, Routt, and Summit shall constitute representative district 62.

(23) District 63. -- The counties of Archuleta, Conejos, Mineral, and Rio Grande, and precincts 9, 14, 19, 21, 22, and 28 in La Plata county shall constitute representative district 63.

(24) District 64. -- The counties of Custer, Fremont, and Saguache shall constitute representative district 64.

(25) District 65. -- The counties of Dolores and San Miguel, and precincts 4, 5, 11, 12, 13, and 14 in Montezuma county, and precincts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30 in Montrose county shall constitute representative district 65.

63-6-6. Districts to coincide with county line changes.
-- (1) To the extent that boundaries of senatorial and rep-

representative districts established pursuant to this article coincide with county lines, such senatorial and representative districts shall continue to coincide therewith in the event that such county lines are changed.

(2) In cases involving changes in county lines where newly acquired territory is contiguous to two or more senatorial districts, or to two or more representative districts, or both, within the county to which annexed, such annexed territory shall be included in that contiguous senatorial or representative district, or both, containing the lesser population as determined by the last preceding federal decennial census.

63-6-7. Meaning and scope of terms -- changes in precinct boundaries. -- (1) As used in this article, for the purpose only of describing senatorial and representative districts, the terms "whole general election precincts" or "precincts" mean those precincts existing on January 16, 1967, as fixed by the election commission of the city and county of Denver and the boards of county commissioners of all other counties containing all or part of two or more senatorial or representative districts.

(2) Changes in the precinct boundaries in any county shall be made only within the district boundaries of each senatorial and representative district as established by this article.

63-6-8. Applicability of article. -- This article shall apply to the forty-seventh general assembly and subsequent general assemblies, and sections 63-5-1 through 63-5-7, Colorado Revised Statutes 1963, as amended, which are repealed by this article, shall remain in effect as they existed prior to such repeal for all purposes of the forty-sixth general assembly.

63-6-9. Declaration of policy. -- (1) (a) The general assembly hereby declares the policy of the state of Colorado concerning the apportionment of seats in said general assembly to be as follows and enacts the legislation to carry out that policy:

(b) The membership of the senate shall be thirty-five members and the membership of the house of representatives shall be sixty-five members all of which shall be elected from single-member districts into which the state of Colorado is hereby divided. Each legislative district has a population herein, based on the 1960 federal enumeration of the population of the state of Colorado, as nearly equal as may

be; is as compact in area as possible; and consists of contiguous whole election precincts.

(c) To establish the state average population for the respective senatorial districts established in the state of Colorado, the official population figure for the state was divided by the number of seats established in this article for the senate; i.e., thirty-five. To establish the state average population for the respective representative districts established in the state of Colorado, the official population figure for the state was divided by the number of seats established in this article for the house of representatives; i.e., sixty-five. After the state average was determined, as set out above, the sixty-two counties and the city and county of Denver were divided into two categories, those with insufficient population to entitle them to a single senate or house seat and those with sufficient population to entitle them to one or more senate or house seats.

(d) The counties with insufficient population were combined to form senatorial and representative districts, keeping county boundaries intact wherever feasible. The counties with a population exceeding the state average were assigned one legislative seat or were divided into legislative districts within the county when assigned two or more seats.

(e) Where counties were combined, the county boundaries of each county remained intact as to legislative districts in all instances except where natural topographic conditions made communication within the legislative district virtually impossible. In senatorial districts 16, 24, 32, 33, and 34 and in representative districts 53, 58, 60, 63, and 65, to meet the equal population requirements of section 46 of article V of the constitution of the state of Colorado, it was necessary to add part of one county to another county. In all other instances the integrity of political subdivisions was preserved although this results in minimal variances from a mathematical equal population total.

(f) Where counties were divided into legislative districts the variation from the state average was minimized requiring in five instances the combination of whole election precincts from an adjoining county to retain this minimal variance.

GENERAL ASSEMBLY -- ORGANIZATION AND OPERATION

Article 2, Chapter 63, C.R.S. 1963, As Amended

63-2-1. Call of houses to order. -- At the time fixed by the constitution for the meeting of the first regular session of the general assembly next after the general election, the holdover senators and senators elect shall meet in the hall of the senate, and the members elect of the house of representatives shall meet in the hall of the house of representatives. The lieutenant governor, or in case of his absence the president pro tem of the next preceding session of the senate, or in case of his absence the holdover senator or one of them having served the longest continuous time in the senate, shall call the senate to order. The speaker of the next preceding session of the house of representatives, or in his absence the person or one of them holding a certificate issued by the secretary of state under the authority of the state canvassing board as a member and having served the longest continuous time in the house of representatives, shall call the house of representatives to order.

63-2-2. Clerks to file certificates - roll - officers. -- The clerks of each house shall file the certificates presented by the members, each for his own house, and make a roll of the members who thus appear to be elected, and the persons thus appearing to be elected members shall proceed to elect such other officers as may be required for the time being.

63-2-3. Committee on credentials -- permanent organization. -- When the houses are temporarily organized, the presiding officer in each house with the consent of said house shall appoint a committee of three members thereof which committee shall report upon the credentials of those claiming to be elected members of their respective houses. When such report is made, those reported as elected shall proceed to the permanent organization of their respective houses. Each house shall be the sole judge of the election returns and qualifications of its own members.

63-2-4. Members not to be questioned. -- No members of the legislative assembly shall be questioned in any other place for any speech or word spoken in debate in either house.

63-2-5. Legislative employees - compensation. -- Until

otherwise provided for, the officers and employees of each house of the general assembly of the state of Colorado and their compensation shall be as determined by joint resolution of both houses, and such officers and employees shall be appointed irrespective of and without regard to the classified service of the civil service of the state.

63-2-6. Appointment - qualifications - duties. -- All such officers and employees, except as otherwise provided in this article, shall be selected by the house employing them and they shall perform the duties usually performed by like officers and employees, and such other duties as may be required of them by the house employing them. All clerks herein provided for shall be assignable and all printing clerks shall be skilled and competent proofreaders.

63-2-7. Compensation of members. -- (1) (a) Each member of the general assembly shall receive as compensation for his services:

(b) The sum of two hundred dollars per month for each month of the term to which he shall have been elected;

(c) The further sum of four thousand eight hundred dollars for each legislative biennial period, payable at the rate of thirty dollars per day during both regular and special sessions, the remainder, if any, payable on the first day of the last month of such biennial period; and

(d) All actual and necessary expenses incurred in traveling to the state capital for one round trip for each regular or special session of the general assembly, such expenses to be paid after the same shall have been incurred and audited. The mileage allowance shall not exceed fifteen cents per mile.

(e) The general assembly may provide by joint resolution to suspend its compensation, or any portion thereof, during a period of adjournment to a day certain.

(f) The compensation of members of the general assembly as fixed in subsections (1) (b) and (1) (c) shall apply to all members of the senate and all members of the house of representatives elected at the 1968 general election and thereafter, and to members appointed to fill vacancies for the unexpired terms of any such members. Members of the senate elected at the 1966 general election, and members appointed to fill vacancies for the unexpired terms of any such members, shall continue to receive the same compensation for the remainder of the terms for which elected or appointed,

under laws in effect at the time of their election or appointment.

(2) (a) In addition to the compensation specified in subsection (1) of this section, the members of the general assembly shall be entitled to:

(b) The further sum of twenty dollars per day, not to exceed six hundred dollars in any calendar year, for necessary attendance while the general assembly is not in session at meetings of the legislative council, or committees established by the legislative council, or interim committees authorized by law, or by joint resolution of the two houses, except as provided in paragraphs (c) and (d) of this subsection (2); together with all actual and necessary traveling expenses to be paid after the same shall have been incurred and audited. Mileage rates shall not exceed those authorized for the executive department;

(c) The further sum of twenty dollars per day, not to exceed two thousand dollars per calendar year, for members of the joint budget committee for attendance at meetings of the joint budget committee while the general assembly is not in session; together with all actual and necessary traveling expenses to be paid after the same shall have been incurred and audited. Mileage rates shall not exceed those authorized for the executive department;

(d) The further sum of twenty-five dollars per day, not to exceed six hundred dollars in any calendar year, for necessary attendance by the speaker of the house, while the general assembly is not in session, to matters concerning the general assembly, together with all actual and necessary traveling expenses to be paid after the same shall have been incurred and audited. Mileage rates shall not exceed those authorized for the executive department.

(3) The state controller, upon taking official notice of the existing membership of the general assembly, shall issue vouchers and draw warrants for the monthly and semi-monthly per diem compensation and for reimbursement of traveling expenses due each member as specified in this section.

Editor's note: The effective date of subsections (1) (b) and (1) (c) of this section is January 8, 1969. See L. 67, p. 600 § 3.

(4) (a) Each member of the general assembly shall receive as compensation for his services:

(b) The sum of seven thousand six hundred dollars per annum for each year of the term for which elected, payable as follows: In the months of January, February, March, and April of each year, a member shall be compensated at the rate of one thousand dollars per month; during the remaining eight months of each year, a member shall be compensated at the rate of four hundred fifty dollars per month. Of such annual compensation for a member of the general assembly who is away from his principal place of business and his home while serving during a legislative session, twenty dollars per day for each legislative day during each regular and special session of the general assembly in each year shall be considered as a per diem expense allowance, and shall be in addition to the lodging and travel allowance provided for in section 63-2-29;

(c) All actual and necessary expenses incurred in traveling to the state capitol for one round trip for each regular or special session of the general assembly, such expenses to be paid after the same shall have been incurred. The mileage allowance shall not exceed the rates authorized for the executive department;

(d) The further sum of six hundred dollars for each legislative biennial period payable at the rate of thirty dollars per day during special sessions only, the remainder, if any, payable on the first day of the last month of such biennial period;

(e) All actual and necessary expenses incurred in traveling to the state capitol for one round trip for each regular or special session of the general assembly, such expenses to be paid after the same shall have been incurred. The mileage allowance shall not exceed the rates authorized for the executive department;

(f) The general assembly may provide by joint resolution to suspend its compensation, or any portion thereof.

(5) (a) In addition to the compensation specified in subsection (4) of this section, the members of the general assembly shall be entitled to:

(b) The further sum of thirty-five dollars per day, not to exceed one thousand and fifty dollars in any calendar year, for necessary attendance while the general assembly is not in session at meetings of the legislative council, or committees established by the legislative council, or interim committees authorized by law or by joint resolution of the two houses, except as provided in paragraphs (c) and (d) of this subsection (5), together with all actual and necessary travel and subsistence expenses to be paid after the

same shall have been incurred. Mileage rates shall not exceed those authorized for the executive department;

(c) The further sum of thirty-five dollars per day, not to exceed three thousand five hundred dollars per calendar year, for members of the joint budget committee for attendance at meetings of the joint budget committee while the general assembly is not in session, together with all actual and necessary travel and subsistence expenses to be paid after the same shall have been incurred. Mileage rates shall not exceed those authorized for the executive department;

(d) The further sum of thirty-five dollars per day, not to exceed eight hundred and forty dollars each in any calendar year, for necessary attendance by the speaker of the house of representatives and the senate and house majority and minority leaders, while the general assembly is not in session, to matters concerning the general assembly, together with all actual and necessary travel and subsistence expenses to be paid after the same shall have been incurred. Mileage rates shall not exceed those authorized for the executive department.

(6) The compensation of the general assembly as fixed in subsections (4) and (5) of this section shall apply to all members of the senate and all members of the house of representatives elected at the 1970 general election and thereafter, to members appointed to fill vacancies for the unexpired terms of any such members, and to members appointed on or after January 6, 1971, to fill vacancies of senators elected at the 1968 general election. Members of the senate elected at the 1968 general election shall continue to receive the compensation for the remainder of the terms for which elected under laws in effect at the time of their election.

(7) The state controller, upon taking official notice of the existing membership of the general assembly, shall issue vouchers and draw warrants for the compensation and for reimbursement of traveling expenses due each member as specified in this section.

Editor's note: The provisions of this section apply to the forty-eighth and subsequent general assemblies. The effective date of this section is January 6, 1971.

63-2-8. Officers and employees - pay ceases, when-exceptions. -- (1) The compensation of officers and employees of each house of the general assembly shall cease upon final adjournment of each session, but prior to final adjournment of a session, each house may by resolution designate such officers and employees as shall be deemed necessary

to complete the clerical work and records of the proceedings of such session and fix their terms of service; also, prior to adjournment of a session to a day certain, the general assembly may by joint resolution terminate the compensation of its officers and employees during such period of adjournment, but each house may by resolution designate such officers and employees as shall be deemed necessary to complete to the extent possible during such period of adjournment the clerical work and records of the proceedings of such session and fix their terms of service.

(2) The presiding officer of either house is hereby authorized to recall such officers or employees of his house as may be required to render clerical or other services to committees of his house, or joint committees of both houses, meeting between sessions of the general assembly.

63-2-9. Method of payment. -- The presiding officer of each house semi-monthly during each session and at such times as may be necessary thereafter, shall certify the number of days of service rendered by each officer and employee of his respective house and the amount payable for such service, and the state controller, upon receipt of such certification, shall issue vouchers and draw warrants for the compensation due each officer and employee, without certification from the civil service commission, and the state treasurer shall pay the same out of the moneys appropriated for the purpose.

63-2-10. Repealed by Laws of 1965.

63-2-11. Senate and house journals published. -- The speaker of the house of representatives and the president of the senate shall cause copies of each of the journals of the house of representatives and the senate to be published as soon as practicable after the adjournment of each session of the general assembly. The journals covering regular sessions and special sessions may be combined in a single volume for this purpose. The chief clerk of the house of representatives and the secretary of the senate shall as soon as possible after adjournment of any session of the general assembly deliver to the secretary of the state the original journals of their respective houses. They shall also deliver to the printer a complete and accurate copy of the same, indexed and ready for printing, and also a brief index of all bills, resolutions, and memorials introduced in each of their respective houses during the session. The speaker of the house of representatives and the president of the senate shall certify to the correctness of the published copies of said journals, which certificates shall be included in and made a part of such publications. Said journals, when printed and certified as aforesaid, together with all former printed volumes of house and senate journals of preceding

sessions of general assemblies of the state of Colorado published by authority of the state of Colorado, shall be taken and held as prima facie evidence of the originals thereof.

63-2-12. Disposition of journals. The secretary of the senate and the chief clerk of the house of representatives shall deliver one copy of each of the published journals to the county clerks of the several counties of the state who shall keep them on file for public inspection, one copy to each member of the general assembly, and one copy to the supreme court library. The secretary of the senate and the chief clerk of the house of representatives shall retain sufficient copies for other official uses.

63-2-13. Cost of publication. The cost of the publication of said journals shall be paid out of any money available and appropriated for the payment of the incidental and contingent expenses of the general assembly.

63-2-14. Witnesses - attendance before assembly. -- The general assembly, or either house thereof, by resolution or otherwise, as it deems best, may prescribe the conditions under which and the manner in which a witness may be summoned to attend, with or without documents in his possession or under his control, before any committee of said general assembly or of either house thereof.

63-2-15. Violation - penalty. -- Any person failing or refusing to obey any such summons so issued shall be guilty of a misdemeanor, punishable by a fine not exceeding five hundred dollars, or imprisonment in the county jail for a term not exceeding one year or by both such fine and imprisonment.

63-2-16. Member may administer oath. -- The chairman or any member of any committee, appointed by either branch of the legislative assembly of this state, or any member of any joint committee, appointed by the two houses of the legislative assembly, shall be authorized to administer oaths and affirmations to witnesses, touching any matter or thing which may be under the consideration or investigation of the committee.

63-2-17. Joint budget committee established. -- (1) There is hereby established a joint committee of the senate and house of representatives to be officially known as the joint budget committee, and to consist of the chairman of the house appropriations committee plus one majority party member and one minority party member thereof, and the chairman of the senate appropriations commit-

tee plus one majority party member and one minority party member thereof. Members of the joint committee shall be chosen in each house in the same manner as members of other standing committees are chosen. The committee shall function during the legislative sessions and during the interim between sessions.

(2) In order to expedite the work of the committee, appointees may be designated by the respective majority and minority parties prior to the convening of the general assembly at which such committee is to serve, whether such appointees are members of the then current general assembly or members-elect of the next general assembly, or both; and such appointees shall have all the powers and duties and be entitled to the same compensation and expense allowance as members duly appointed under the provisions of subsection (1) of this section.

(3) The committee shall elect a chairman and a vice-chairman, one from the senate membership of the committee and one from the house membership of the committee. The chairman so elected shall serve as chairman for the first regular session of the general assembly at which the committee is to serve, and as vice-chairman for the second regular session; the vice-chairman so elected shall serve as chairman for the second regular session of said general assembly.

63-2-18. Organization and meetings. -- The committee may prescribe its own rules of procedure and may appoint subcommittees from the membership of the general assembly, and shall meet as often as is necessary to perform its functions.

63-2-19. Powers and duties. -- (1) (a) The joint budget committee shall have the following powers and duties:

(b) To study the management, operations, programs and fiscal needs of the agencies and institutions of Colorado state government;

(c) To hold hearings as required and to review the executive budget and the budget requests of each state agency and institution, including proposals for construction of capital improvements, and to make appropriation recommendations to the house appropriations and senate appropriations committees;

(d) To make estimates of revenue from existing and proposed taxes and to make its staff facilities available, upon request, to the finance committee of either house for the development and analysis of proposed revenue measures;

(e) To study, and from time to time review the state's fund structure, financial condition, fiscal organization, and its budgeting, accounting, reporting, personnel and purchasing procedures.

63-2-20. Staff director, assistants and consultants.

-- The committee shall appoint a staff director who shall be responsible to the committee for the collection and assembling of all data and the preparation of reports and recommendations. The staff director shall also be responsible for preparing for consideration of the committee analyses of all requests for funds. With the approval of the committee, he may appoint such additional professional, technical, clerical or other employees necessary to perform the functions assigned to the committee. The staff director and such additional personnel shall be appointed without reference to party affiliation and solely on the basis of ability to perform the duties of the position. They shall be employees of the general assembly and shall not be subject to the civil service provisions of the state of Colorado. The committee shall establish appropriate qualifications and compensation for all positions. With the consent of the committee the chairman may contract for professional services by private consultants as needed.

63-2-21. Expenses - vouchers. -- All expenses incurred by the committee, including salaries and expenses of employees, shall be paid upon vouchers signed by the chairman or the staff director and drawn on funds appropriated generally for legislative expenses, and allocated to the joint budget committee.

63-2-22. Recommendations and findings. -- The committee may issue a written report setting forth its recommendations, findings, and comments as to each appropriation recommendation which it submits to the house appropriations and senate appropriations committees. Other reports may be issued from time to time by the committee as it deems appropriate or as requested by the general assembly.

63-2-23 to 63-2-27. Repealed by Law.

63-2-28. Legislative declaration. -- Considering the greatly improved highways and airways of this state, which permit greater mobility with less cost in money and time; considering the increasing length of legislative sessions, the increasing complexity and importance of the problems presented, and the benefits to be derived from frequent contact between legislator and constituents; and considering the desirability of preserving the concept of part time citizen-legislators and, therefore, the need to

allow them a reasonable opportunity to attend to their own personal, family, and business affairs even during sessions of the general assembly; it is hereby declared to be necessary within the meaning of the constitution and in the best interests of the general assembly and the state of Colorado that members of the senate and house of representatives travel to their homes and back to Denver as often as once a week during sessions of the general assembly when the house to which they belong is in adjournment for periods not exceeding seventy-two hours.

63-2-29. Lodging in Denver during sessions - per diem allowance for certain members. -- In any case where the residence of a member of the general assembly is more than twenty-five miles by road from the state capitol, it is hereby declared that the necessary traveling expenses of such individual shall be considered to include a reasonable sum not exceeding ten dollars per night of actual occupancy, for lodging in Denver during sessions of the general assembly, or, in lieu thereof, for traveling expenses to and from his home for each night that he does not spend in Denver. In addition, each member of the general assembly shall be reimbursed for traveling expenses for travel to his home and back to Denver as often as once a week, pursuant to section 63-2-28.

Editor's note: The provisions of this section apply to the forty-eighth and subsequent general assemblies. The effective date of this section is January 6, 1971.

63-2-30. Members to be reimbursed for traveling expenses. -- Each member of the general assembly shall be reimbursed for traveling expenses actually incurred pursuant to sections 63-2-28 and 63-2-29. In auditing any mileage claim of members of the general assembly, the state controller is hereby authorized to accept without further substantiating evidence the expense voucher of the member duly signed by him, if the mileage in such claim does not exceed the authorized rate at which employees of the executive branch are reimbursed. In addition, he may accept without such further evidence the member's certification as to the number of nights of actual occupancy under section 63-2-29.

63-2-31. Sections 63-2-28 to 63-2-31 provide no increase in compensation or mileage. -- The general assembly hereby declares that the provisions of sections 63-2-28 to 63-2-31 relate not to compensation but to the necessity of certain traveling expenses and that the purpose is neither to increase compensation nor mileage.

LEGISLATIVE DRAFTING OFFICE AND
OFFICE OF REVISOR OF STATUTES

Article 3, Chapter 63,
C.R.S. 1963, as Amended

63-3-1. Legal services in legislative department. --

In order to better provide for the legal services for the general assembly, including the drafting of legislation and the revision and publication of the laws of this state, and to provide for the best technical advice and information to be available to the general assembly, agencies of state government, and the people of this state, and to provide for the professional preparation, drafting, revision, and publication of laws, there is hereby created in the legislative department a committee on legal services, a legislative drafting office, and an office of revisor of statutes, hereinafter referred to, respectively, as the "committee", the "office", and the "revisor".

63-3-2. Committee on legal services - membership - duties. -- (1) The committee shall supervise and direct the operations of the legislative drafting office and the office of revisor of statutes.

(2) The committee may designate one or more subcommittees from among its membership to perform any duties of the committee with respect to the supervision and direction of the legislative drafting office, the office of revisor of statutes, or both.

(3) (a) The membership of the committee shall consist of eight members of the general assembly and the attorney general. The eight legislative members of the committee shall be as follows: The majority and minority leaders of the house of representatives or their respective designees, and the majority and minority leaders of the senate or their respective designees; the respective chairmen of the house and senate committees on judiciary; one member from the minority party in the house of representatives who shall be an attorney-at-law and appointed by the speaker of the house of representatives; and one member of the minority party in the senate who shall be an attorney-at-law and appointed by the president of the senate.

(b) Except for the members initially appointed to the committee, the two appointive members of the committee shall be appointed no later than ten days after the convening of the first regular session of each general assembly. Membership on the committee of each such appointive member shall terminate upon the appointment of his successor or upon termination of office in the general assembly, whichever first occurs. The membership of any other member of the committee

shall terminate upon the termination of his respective designated position.

(4) The committee shall select from among its members a chairman and a vice-chairman. The committee may meet as often as may be necessary, but it shall meet at least twice in each calendar year.

(5) Members of the committee shall be reimbursed for necessary expenses incurred in the performance of their duties, and the legislative members of the committee shall be paid the same per diem compensation as provided by law for members of interim legislative committees for each day of attendance.

(6) Whenever any law or other document of this state refers to the legislative drafting committee or to the committee on statute revision, said law or other document shall be deemed to refer to the committee on legal services.

63-3-3. Function of committee. -- (1) (a) It shall be the function of the committee:

(b) To appoint a director of the office who shall be an attorney at law, and who shall be responsible to the committee for the administration of the office. The director, with the approval of the committee, may appoint such attorneys at law, technical, and clerical personnel as may be necessary for the efficient operation of the office. The director and all employees of the office shall be appointed without regard to party affiliation, and solely on the basis of their ability to perform their duties. The committee shall fix the compensation of all personnel so employed;

(c) To continually review the operation and activities of the office; to coordinate the functions of the office with other legislative service agencies of the state; and to permit any member of the general assembly to attend any of the meetings of the committee and to present his views on any of the activities of the office.

63-3-4. Duties of office. -- (1) (a) The office shall:

(b) Upon the request of any member of the general assembly or the governor, draft or aid in drafting legislative bills, resolutions, memorials, amendments thereto, conference reports, and such other legislative documents and papers as may be required in the legislative process;

(c) Prepare a digest of laws enacted by the general assembly, and approved or vetoed by the governor, immediately upon the adjournment of any regular or special session;

(d) In interims between sessions of the general assembly, prepare drafts of proposed legislation for legislative interim committees appointed by the legislative council or otherwise;

(e) Prepare, at the request of any legislative committee, summaries of existing laws affected by proposed legislation, compilations of laws in other states relating to the subject matter of such legislation, and statements on the operation and effect of such laws;

(f) Keep on file records concerning legislative bills and the proceedings of the general assembly with respect to such bills; subject indexes of bills introduced at each session of the general assembly; files on each bill prepared for members of the general assembly and the governor; and such documents, pamphlets, or other literature relating to proposed or pending legislation, without undue duplication of material contained in the office of the legislative council or in the supreme court library. All such records and documents shall be made available in the office at reasonable times to the public for reference purposes, unless such records shall be classed as confidential under this article;

(g) Cooperate with legislative drafting offices or corresponding services of other states, and with other legislative drafting service agencies, either public or private.

63-3-5. Requests for drafting bills - confidential nature thereof - lobbying for bills. -- All requests made to the office for the drafting of bills shall be submitted, either in writing or orally, by the legislator, or the governor or his representative, making the request, with a general statement respecting the policies and purposes which the person making the request desires the bill to accomplish. The office shall draft each bill to conform to the purposes so stated or to supplementary instructions of the person making the original request. Prior to the introduction of a bill in the general assembly, no employee of the office shall reveal to any person outside the office the contents or nature of such bill except with the consent of the person making the request, nor shall any employee of the office lobby, personally or in any other manner, directly or indirectly, for or against any pending legislation before the general assembly.

63-3-6. Use of supreme court library. -- The librarian of the supreme court library shall facilitate the work of the office by permitting the liberal withdrawal of materials and data therefrom, subject to such reasonable rules as may be necessary for the proper operation of the library.

63-3-7. Office space in capitol - office hours - appropriations. -- (1) The office shall be provided with suitable office space in the state capitol, so situated as to be convenient for the members of the general assembly. Throughout the year, the office shall be kept open during the hours prevailing in other offices in the state capitol, and at such other times in order to efficiently serve the general assembly.

(2) Adequate appropriations shall be made to carry out the purposes of this article, to be included in the appropriation to the legislative department. The state controller is authorized and directed to draw warrants monthly in payment of the salaries of personnel, and in payment of expenditures of the office, on vouchers signed by the chairman of the committee.

63-3-8. Substitution for legislative reference office. -- Whenever any law of this state refers to the legislative reference office, said law shall be construed as referring to the legislative drafting office, it being the intent of the general assembly to substitute the legislative drafting office for the legislative reference office.

63-3-9. Transfer of employees and property of legislative reference office - name change. -- (1) On July 1, 1968, all employees of the legislative reference office who were employed in said office on an annual or permanent basis shall be transferred to the legislative drafting office, to perform such duties and functions as shall be assigned to them by the committee. Such employees shall retain all accrued rights to retirement and annual and sick leave benefits under the laws of the state and their service shall be deemed to have been continuous in such transfer.

(2) On July 1, 1968, all property, including office furniture and fixtures, books, documents, and records of the legislative reference office shall be transferred to the legislative drafting office.

63-3-10. Omitted for expansion.

63-3-11. Function of committee - statute revision. -- (1) (a) With respect to statute revision, it shall be the function of the committee:

(b) To appoint a revisor of statutes who shall be an attorney at law and who shall be responsible to the committee for the administration of the office of revisor of statutes. The revisor, with the approval of the committee, may appoint such attorneys at law, technical, and clerical personnel as may be necessary for the efficient operation of said office

of revisor. The revisor and all employees of said office shall be appointed without regard to party affiliation, and solely on the basis of their ability to perform their duties. The committee shall fix the compensation of all personnel so employed;

(c) To supervise and direct the activities of the revisor; and to exercise the powers and to perform the duties and functions prescribed in chapter 135, C.R.S. 1963, as amended, concerning the preparation and publication of the statutes of this state and other materials, and as prescribed in article 2 of chapter 109, C.R.S. 1963, as amended, concerning the preparation and publication of the session laws of this state.

63-3-12. Revisor of statutes - duties. -- The revisor shall compile, edit, arrange, and prepare for publication the declaration of independence, the constitutions of the United States and the state of Colorado, the act admitting Colorado into the union, and all laws of the state of Colorado of a general and permanent nature, together with a complete index thereto and comparative tables of such statutes with prior compilations. The statutory laws shall be arranged into appropriate and convenient volumes, titles, chapters, articles, and sections, so collated and in such form as the committee shall direct. At the end of each section, reference shall be made to the statutory history of such section. Annotations of decisions of the supreme court of the United States, the supreme court of the state of Colorado, and such other state and federal courts as are appropriate, construing, applying, or interpreting each section, or relating to the subject matter thereof, and such other matter as the committee shall deem advisable or advantageous shall also be prepared for publication with such statutory laws.

63-3-13. Revision - editorial work. -- In the course of collating, compiling, editing, arranging, and preparing such statutes, the revisor, with the approval of the committee, shall adopt a uniform system of punctuation, capitalization, numbering, and wording; eliminate all obsolete and redundant words; correct obvious errors and inconsistencies; eliminate duplications and laws repealed directly or by implication; correct defective section structure in arrangement of the subject matter of existing statutes; clarify existing laws and such other similar matter as the committee shall direct. The foregoing duties shall be performed in such form and manner as to preserve the intent, effect, and meaning of any and every such statute revised.

63-3-14. Revisor to aid in bill drafting. -- The revisor of statutes, together with so many of his permanent staff as may be necessary, shall aid and assist the legislative drafting office in bill drafting services, and shall aid

and assist in the enrolling and engrossing of bills and such other services as the general assembly may require.

63-3-15. Distribution of statutes. -- The distribution of the statutes of this state shall be in such numbers and to such offices and persons as the general assembly shall direct at the time of approval for publication of such statutes; but the committee shall be able to distribute such additional statutes of this state to such offices and persons as it may from time to time deem necessary.

63-3-16. Successor to committee on statute revision. -- (1) The committee on legal services and the office of revisor of statutes, under the legislative department, shall be deemed the successors, respectively, in every way, of the committee on statute revision and the revisor of statutes, under the judicial department, and every contract, agreement, or other document entered into by the latter prior to May 7, 1969, shall be deemed to have been entered into by their successors. The revisor and the employees of his office shall retain all accrued rights to retirement and annual and sick leave benefits under the laws of the state and their service shall be deemed to have been continuous in such transfer.

(2) The office of revisor of statutes, and the employees, property, and records of such office, together with any appropriations made to the office or the committee on statute revision, shall be transferred to the office of revisor of statutes under the legislative department on May 7, 1969.

LEGISLATIVE COUNCIL

Article 4, Chapter 63, C.R.S. 1963, as Amended

63-4-1. Legislative council created. -- (1) There is hereby created a legislative council, which shall consist of six senators to be appointed by the president of the senate with the approval of a majority vote of the members elected to the senate and six representatives to be appointed by the speaker of the house of representatives with the approval of a majority vote of the members elected to the house of representatives. The majority leader of the senate and the speaker of the house shall be ex officio members with all the powers, privileges, and duties of other members.

(2) Appointments are to be made to the council not less than twenty days prior to the close of the regular session of the general assembly held in 1953. Thereafter appointments or reappointments of all members of the council shall be made not less than twenty days prior to the close of the regular session of the general assembly held in odd numbered years. Membership on the council shall terminate with the appointment of a member's successor or upon the

termination of a member's term of office in the general assembly, whichever shall first occur. A member may be appointed to succeed himself.

(3) The party representation of the council shall be in proportion generally to the relative number of members of the two major political parties in each house of the general assembly, but in no event shall a minority party be represented by less than one council member from the senate and two council members from the house of representatives.

(4) Vacancies in the membership of the council shall be filled in the same manner as original appointments are made.

63-4-2. Organization - meetings. -- (1) The council shall select its chairman and vice-chairman from among its membership; and it shall prescribe its own rules of procedure, and may appoint subcommittees from the membership of the general assembly and other persons to assist the council in carrying out its functions.

(2) The council shall meet as often as may be necessary to perform its functions, but it shall not meet less frequently than once in each quarter of the calendar year.

(3) Seven members shall constitute a quorum, and a majority thereof, or of the number of members present if more than a quorum, shall have authority to act on any matter within the jurisdiction of the council.

63-4-3. Functions. -- It shall be the function of the council to collect information concerning the government and general welfare of the state, to examine the effects of constitutional provisions and statutes and recommend desirable alterations, to consider important issues of public policy and questions of statewide interest, and to prepare for presentation to the members and various sessions of the general assembly such reports, bills, or otherwise, as the welfare of the state may require, and to expend moneys or authorize the expenditure of moneys to accomplish the functions contained in this section out of moneys appropriated to the council by the general assembly.

63-4-4. Director of research - assistants. -- The council shall appoint a director of research who shall be responsible to the council for the collection and assembling of all data, and for the preparation of reports, recommendations, and bills. He shall, subject to the general policies of the council, have administrative direction over the activities of the council. He shall be paid a salary to be determined by the council. He shall be an employee of the

general assembly and shall not be subject to the civil service provisions of the state of Colorado. He shall be appointed without reference to party affiliation and solely on the basis of his ability to perform the duties of the position. The director of research, with approval of the council, may appoint such additional professional, technical, clerical, or other employees necessary to perform the functions assigned to the director of research by the council.

63-4-5. Requests of the governor. -- The governor may present, at any meeting of the council, in person or in writing, requests, recommendations, reports, and explanations of the policies of the administration, or any other matters pertaining to the government of the state or its policies.

63-4-6. Authority to subpoena witnesses. -- The council shall have the power to subpoena witnesses, take testimony under oath, and to assemble records and documents, by subpoena duces tecum or otherwise, with the same power and authority as courts of record, and may apply to courts of record for the enforcement of these powers. The sheriff of any county shall serve any subpoena on written order of the council in the same manner as process is served in civil actions. Witnesses subpoenaed to appear before the council shall receive the same fees and expenses as witnesses in civil cases.

63-4-7. Minutes of council. -- The council shall keep minutes of its meetings which shall be available to all members of the general assembly upon request. Any member of the general assembly shall have the right to attend any of the meetings of the council and may present his views on any subject which the council may be considering.

63-4-8. Recommendations and findings. -- The recommendations and findings of the council shall be sent to each member of the general assembly, to the governor, and to the state library at least thirty days prior to any regular session of the general assembly, or at such other times as the council deems necessary or as requested by the general assembly.

63-4-9. Reimbursement of members for expenses. -- Members of the council shall be reimbursed for necessary expenses in connection with the performance of their duties.

63-4-10. Centralized legislative accounting service. -- (1) The legislative council shall establish and maintain a centralized legislative accounting service under the supervision of the director of research of the council, which service shall maintain all accounting records, process all vouchers, and prepare all related documents for the legislative

department of state government, including all offices and agencies thereof. The council may authorize any and all of such offices and agencies to maintain subsidiary accounting records and to prepare vouchers, but such records and vouchers shall conform to the system of accounting established by said accounting service, and each such office and agency shall make such reports to said service as may be necessary for it to maintain current and complete records for the legislative department.

(2) The provisions of this section shall not apply to the procurement and budgetary functions of offices and agencies in the legislative department.

COMMISSION ON INTERSTATE COOPERATION

The law concerning the Commission on Interstate Cooperation is found in article 1 of chapter 74:

74-1-1. Colorado commission on interstate co-operation. -- (1) (a) There is hereby established a commission on interstate co-operation to be known as the "Colorado commission on interstate co-operation." The commission shall be composed of fifteen members, namely:

(b) Five members of the senate, to consist of the president pro tem, the majority and minority leaders, and two members to be appointed by the lieutenant governor, one from the majority and one from the minority party;

(c) Five members of the house of representatives to consist of the speaker, the majority and minority leaders, and two members to be appointed by the speaker, one from the majority and one from the minority party;

(d) Five members to be appointed by the governor from administrative officials and employees of the state.

(2) Appointments of members to the commission shall be made on or as soon as possible after the convening of the first regular session of a general assembly, provided that appointments of members first appointed to the commission shall be made as soon as possible after the effective date of this section. Membership on the commission shall terminate upon the convening of the first regular session of the general assembly held next after appointment to membership. A member of the commission may be appointed to succeed himself, and vacancies in the membership shall be filled in the same manner as original appointments are made.

(3) The commission shall meet as often as may be necessary to perform its functions, but it shall not meet less frequently than once in each quarter of the calendar year. The commission shall function during sessions of the general assembly and also during the interim periods between such sessions. The commission shall elect from its membership a chairman and vice-chairman, and the director of the legislative council shall serve as secretary of the commission, without a vote. Eight members shall constitute a quorum, and a majority thereof, or of the number of members present at any meeting if more than a quorum, shall have authority to act on any matter within the jurisdiction of the commission.

74-1-2. Functions. -- It shall be the function of this commission:

(1) To carry forward the participation of this state as a member of the council of state governments.

(2) To encourage and assist the legislative, executive, administrative and judicial officials and employees of this state to develop and maintain friendly contact by correspondence, by conference, and otherwise, with officials and employees of the other states of the federal government, and of local units of government.

(3) (a) To endeavor to advance co-operation between this state and other units of government whenever it seems advisable to do so by formulating proposals for, and by facilitating:

(b) The adoption of compacts;

(c) The enactment of uniform or reciprocal statutes;

(d) The adoption of uniform or reciprocal administrative rules and regulations;

(e) The informal co-operation of governmental offices with one another;

(f) The personal co-operation of governmental officials and employees with one another, individually;

(g) The interchange and clearance of research and information; and

(h) Any other suitable process.

(4) In short, to do all such acts as, in the opinion of this commission, will enable this state to do its part or

more than its part in forming a more perfect union among the various governments in the United States and in developing the council of state governments for that purpose.

74-1-3. Establishment of delegations and committees. --

The commission shall establish such delegations and committees as it deems advisable, in order that they may confer and formulate proposals concerning effective means to secure intergovernmental harmony, and may perform other functions for the commission in obedience to its decisions. Subject to the approval of the commission, the member or members of each such delegation or committee shall be appointed by the chairman of the commission. State officials or employees who are not members of the commission on interstate co-operation may be appointed as members of any such delegation or committee, but private citizens holding no governmental position in this state shall not be eligible. The commission may provide such other rules as it considers appropriate concerning the membership and the functioning of any such delegation or committee. The commission may provide for advisory boards for itself and for its various delegations and committees, and may authorize private citizens to serve on such boards.

74-1-4. Report - expenses. -- (1) The commission shall prepare and transmit annually, in the form and manner prescribed by the controller pursuant to the provisions of section 3-3-17, CRS 1963, a report accounting to the governor and to the general assembly for the efficient discharge of all responsibilities assigned by law or directive to the commission.

(2) Legislative members serving on the commission shall be considered members of an interim committee of the general assembly under the provisions of section 63-2-7 (2) (b), CRS 1963, as amended, and shall be compensated and reimbursed for necessary expenses incurred in accordance therewith. Other members of the commission and the members of all delegations and committees which it establishes shall serve without specific compensation for such services, but they shall be paid their necessary expenses in carrying out their obligations under this article.

(3) The commission may employ such personnel and may incur such other expenses as may be necessary for the proper performance of its duties, and, by contributions to the council of state governments, it may participate with other states in maintaining the council's district and central secretariats, and its other governmental services. Vouchers covering expenses of the commission shall be signed by the chairman, and warrants shall be drawn by the state controller in payment thereof as provided by law.

74-1-5. Council as joint governmental agency. -- The council of state governments is hereby declared to be a joint governmental agency of this state and of the other states which co-operate through it.

74-1-6. Conference as joint governmental agency. -- The national conference of state legislative leaders is hereby declared to be a joint governmental agency of this state and of other states which cooperate through it. The general assembly is hereby authorized to subscribe to membership in the national conference of state legislative leaders and pay the membership fee of one thousand dollars per annum from appropriations made to the legislative department of the state government.

COLORADO COMMISSION ON UNIFORM STATE LAWS

63-7-1. Commission on uniform state laws - creation. -- (1) There is hereby created the Colorado commission on uniform state laws which shall consist of four members who shall be appointed for terms of two years each, and until their successors are appointed, and in addition thereto any citizen of this state, who because of long service in the cause of the uniformity of state legislation, shall have been elected a life member of the national conference of commissioners on uniform state laws.

(2) The four members shall be appointed or reappointed by joint resolution of the general assembly no later than ten days after the convening of the first regular session of the general assembly held in each odd-numbered year. Two commissioners shall be appointed from the general assembly and two commissioners from the public at large. Appointments to fill vacancies shall be made by the legislative drafting committee for the unexpired term of the vacant office.

(3) The four members of the commission shall be attorneys admitted to practice law in the state of Colorado.

63-7-2. Compensation - expenses. -- The members of the commission shall receive a per diem of twenty dollars for each day actually spent in the transaction of official business of the commission in the state of Colorado. In addition thereto, each member shall be reimbursed for expenses incurred in the performance of official duties.

63-7-3. Meetings - organization. -- The commissioners shall meet at least once a year and shall organize by the election of a chairman who shall hold office for a term of one year and until his successor is elected. The director of

the legislative drafting office shall be ex officio the secretary of the commission.

63-7-4. Duties of commissioners. -- Each commissioner shall attend the meeting of the national conference of commissioners on uniform state laws, and both in and out of such national conference shall do all in his power to promote uniformity in state laws where uniformity may be deemed desirable and practicable; said commission shall prepare and transmit a report and their recommendations to the general assembly on or before January 1 of each year concerning subjects of legislation upon which uniformity among the states may be deemed desirable, and concerning the proceedings and recommendations of the most recent meeting of the national conference of commissioners on uniform state laws.

63-7-5. Terms of present commissioners extended. -- The commissioners for the promotion of uniform state laws, appointed pursuant to article 2 of chapter 135, C.R.S. 1963, shall, on the effective date of this article, constitute the initial commissioners under this article, to serve until the convening of the first regular session of the forty-seventh general assembly; but nothing in this article shall be construed to prevent the reappointment of any such commissioner by the general assembly pursuant to section 63-7-1.

LEGISLATIVE AUDITOR

Section 21 of Article IV and Section 49 of Article V, Colorado Constitution

At the election in November, 1964, the voters of Colorado adopted an amendment to the Colorado Constitution to replace the elected Auditor of State with a State Auditor appointed by the General Assembly. The pertinent sections are given below.

Section 21. Elected auditor of state - powers and duties. -- The auditor of state elected at the general election in 1962 shall hold his office until the second Tuesday of January of 1967. In case of a vacancy in the office prior to said date, such vacancy shall be filled by the governor. The provisions of this amendment shall not affect the powers and duties of such auditor of state during his term of office, but thereafter such powers and duties as prescribed by this constitution and by statute law, and not by this amendment specifically transferred to other state officers, shall devolve upon such state officers as the general assembly may prescribe.

Section 49. Appointment of state auditor - term - qualifications - duties. -- The general assembly, by a majority vote of the members elected to and serving in each house, shall appoint, without regard to political affiliation, a state auditor, who shall be a certified public accountant licensed to practice in this state to serve for a term of five years and until his successor is appointed and qualified. He shall be ineligible for appointment as state auditor for more than two consecutive terms, or for appointment or election to any other public office in this state from which compensation is derived while serving as state auditor and for two years following the termination of his services as such state auditor. He may be removed for cause at any time by a two-thirds vote of the members elected to and serving in each house. It shall be his duty to conduct post audits of all financial transactions and accounts kept by or for all departments, offices, agencies, and institutions of the state government, including educational institutions notwithstanding the provisions of section 14 of article IX of this constitution, and to perform similar or related duties with respect to such political subdivisions of the state as shall from time to time be required of him by law.

Not more than three members of the staff of the state auditor shall be exempt from the classified civil service.

LEGISLATIVE AUDIT COMMITTEE

CRS 1963 (As Amended (1965))

3-21-1. Legislative audit committee - membership - meetings - powers and duties. -- (1) There is hereby created a legislative audit committee, hereinafter referred to as "committee". The membership of the committee shall consist of four senators, two from each major political party, to be appointed by the president of the senate with the approval of a majority of the members elected to the senate, and four representatives, two from each major political party, to be appointed by the speaker of the house of representatives with the approval of a majority of the members elected to the house of representatives. Appointments to the committee shall be made no later than sixty days after the convening of the first regular session of the general assembly held in each odd-numbered year. Membership on the committee shall terminate with the appointment of a member's successor or upon the termination of a member's term of office in the general assembly, whichever occurs first, and any member may be appointed to succeed himself on the committee. Vacancies in the committee's membership shall be filled in the same manner as original appointments except that the approval of

the members elected to the general assembly is not necessary if any such appointment is made when the general assembly is not in session.

(2) The committee shall select its chairman and vice-chairman from among its membership, and it shall prescribe its own rules of procedure. The committee may appoint subcommittees from the membership of the general assembly and other persons to assist the committee in carrying out its functions. The committee may meet as often as may be necessary to perform its functions, but it shall meet at least once in each quarter of the calendar year.

(3) (a) It shall be the function of the committee:

(b) To examine persons applying for the position of state auditor as to qualifications and ability, but without regard to political affiliation, and to place the name of the most qualified candidate or candidates in nomination before the general assembly for the position of state auditor;

(c) To review the activities and reports of the state auditor relating to post audits of the financial transactions and accounts of all departments, institutions, and agencies of the state government, and of other public agencies, and to submit its reports and recommendations thereon to the general assembly, the governor, and other interested officials within ten days after the convening of each regular session of the general assembly and at such other times as the committee considers necessary;

(d) To keep minutes of its meetings which shall be available to all members of the general assembly upon request, and to allow any member of the general assembly to attend any of the meetings of the committee and to present his views on any subject which the committee may be considering; and

(e) To conduct such ~~other~~ activities as may be required by law or by joint ~~resolution~~ of the general assembly.

(4) ~~Members of the committee~~ shall be reimbursed for necessary expenses in connection with the performance of their duties, and shall be paid the same per diem as other members of interim ~~committees~~ in attendance at meetings.

3-21-2. State auditor - qualifications and appointment - term of office. -- The state auditor shall be a certified public accountant licensed to practice in this state. He shall be appointed ~~without~~ regard to political affiliation by a majority ~~vote~~ of the members elected to and serving in

each house of the general assembly to serve for a term of five years and until his successor is appointed and qualified, with the first such term beginning on July 1, 1966. If a vacancy occurs in the position of state auditor when the general assembly is not in session, the committee may designate a temporary state auditor until a replacement is appointed by the general assembly.

3-21-3. Duties of state auditor. -- (1) It shall be the duty of the state auditor to conduct or cause to be conducted post audits of all financial transactions and accounts kept by or for all departments, institutions, and agencies of the state government, including educational institutions, to conduct performance post audits thereof, and to perform similar or related duties with respect to such political subdivisions of the state as may be required by law.

(2) The state auditor shall prepare for the committee reports and recommendations on the post audits conducted, and, under the direction of the committee, he shall prepare an annual report to contain, among other things, copies of, or the substance of, audit reports on the various departments, institutions, and agencies, as well as a summary of recommendations made in regard thereto. All reports shall be open to public inspection after they have been filed with the committee, the governor, and the department, institution, or agency concerned; provided, that that portion of any report containing recommendations, comments, and any narrative statements shall be released only upon the approval of a majority vote of the committee.

(3) The state auditor shall keep a complete and accurate set of records on the fiscal transactions of his office, and he shall also keep a complete file of copies of all audit reports, including work papers, and copies of examinations, investigations, and any other reports or materials issued by him, his staff, or by the committee.

3-21-4. Salary and staff of state auditor. -- The state auditor shall be paid a salary to be determined by the committee. The state auditor, with the approval of the committee, may appoint such additional professional, technical, clerical, or other employees, or to contract for such services, necessary to perform the functions assigned to the state auditor. No more than three members of the staff of the state auditor shall be exempt from the classified civil service.

3-21-5. Transfer of property, records, funds, and employees. -- (1) On the second Tuesday in January, 1967, all property, equipment, records, and funds belonging or assigned to, and remaining to the credit of, the elected auditor of

state shall be transferred, assigned, and credited to the state auditor. Until said second Tuesday in January, 1967, the state auditor appointed by the general assembly under the provisions of this article shall work in conjunction with the elected auditor of state, and may be assigned office space in the office of said auditor of state.

(2) On the second Tuesday in January, 1967, all employees of the department of auditing who are under the classified civil service of the state shall become employees of the state auditor appointed by the general assembly, and such employees so transferred shall retain all rights to civil service and retirement benefits under the laws of the state, and their services shall be deemed to be continuous.

3-21-6. Bond. -- Within ten days following his appointment, or within ten days after assuming the office of state auditor, whichever occurs later, the state auditor shall execute a bond in the sum of thirty thousand dollars, payable to the state of Colorado, conditioned for the faithful discharge of the duties of his office. Said bond shall be approved by the president of the senate and the speaker of the house of representatives, and shall be filed in the office of secretary of state. The premium on such bond shall be paid by the state.

3-21-7. Authority to subpoena witnesses - access to records. -- (1) For the purposes of this article the committee shall have the power to subpoena witnesses, take testimony under oath, and to assemble records and documents, by subpoena duces tecum or otherwise, with the same power and authority as courts of record, and may apply to courts of record for the enforcement of these powers. The sheriff of any county shall serve any subpoena on written order of the committee in the same manner as process is served in civil actions. Witnesses subpoenaed to appear before the committee shall receive the same fees and expenses as witnesses in civil cases.

(2) The state auditor or his designated representative shall have access at all times except as provided by sections 137-1-16, 137-4-3, and 137-5-20, C.R.S. 1963, as amended, to all of the books, accounts, reports, confidential or otherwise, vouchers, or other records or information in any department, institution, or agency. Nothing in this subsection shall be construed as authorizing or permitting the publication of information now or hereafter prohibited by law. Any officer or employee who shall fail or refuse to permit such access or examination for audit, or who shall in any way interfere with such examination, shall be guilty of a misde-

meanor and upon conviction thereof shall be fined not less than one hundred dollars nor more than one thousand dollars, or be imprisoned in the county jail for not less than one month nor more than twelve months, or be punished by both such fine and imprisonment.

(3) In verifying any of the audits made, the state auditor shall have the right to ascertain the amounts on deposit, in any bank or other depository, belonging to any department, institution, or agency required to be audited, and he shall have the right to audit said account on the books of any such bank or depository. No bank or other depository shall be liable for making available to the state auditor any of the information required under the provisions of this subsection.

3-21-8. Special audits. -- Any member of the general assembly or the governor may request the committee to direct a special audit of any department, institution, or agency, and upon the vote of the majority of the committee approving such request, the state auditor shall make or cause to be made such audit.

3-21-9. Emergency reports. -- (1) If the state auditor finds, in the course of an audit, evidence of improper practices of financial administration or inadequacy of fiscal records, he shall report the same immediately to the committee, and to the general assembly when in session. With the approval of the committee, the state auditor shall also report the same to the governor and the head or heads of any department, institution, or agency affected thereby.

(2) If the state auditor, in the course of an audit, shall find evidence of apparently illegal transactions or misuse or embezzlement of public funds, or property, he shall forthwith report such transactions to the committee, and to the general assembly when in session; moreover, with the approval of the committee, he shall file a written copy of such report with the governor and also give notice thereof to the district attorney of the district wherein such transactions are reported to have taken place.

3-21-10. Change in title to effectuate transfer in functions. -- (1) As of the second Tuesday in January, 1967, wherever in the following sections of the Colorado Revised Statutes 1963, the title "auditor" or "auditor of state" shall appear, it shall mean the state auditor appointed by the general assembly under the provisions of this article, and the revisor of statutes is hereby directed to indicate such change by editorial note accordingly: 3-7-6; 3-9-1 (1)

(b), as amended; 81-15-23, as amended; 24-1-7; 62-3-9; 92-11-3; 109-2-28, 109-2-29, and 109-2-30; 111-1-3; and 120-13-32.

(2) As of the second Tuesday in January, 1967, wherever in the following sections of the Colorado Revised Statutes 1963, the title "state auditor" shall appear, it shall mean the state auditor appointed by the general assembly under the provisions of this act: 19-1-4; 94-1-64; 120-13-20; 137-6-6; 137-9-1 and 137-9-5 (2), as amended.

(3) As of the second Tuesday in January, 1967, the state auditor appointed by the general assembly under the provisions of this article, shall replace the auditor of state as a member of the public employees' retirement board; the board of claims of the game, fish, and parks department; and the state board of equalization as provided by section 15 of article X of the state constitution.

Editor's note: Section 137-6-6 referred to in subsection (2) refers to the law as it existed prior to 1964 and 1965 amendments to article 6 of chapter 137.

3-21-11. Reimbursement of general fund for certain audits. (1) Whenever the state auditor is required by law or the Colorado constitution to audit or cause to be audited a state department, institution, or agency or other governmental or organizational entity for nonappropriated activities, including but not limited to associated students' accounts, auxiliary enterprise funds, nonprofit corporations, contracts with the federal government, federal grants-in-aid, or federal assistance programs, the state general fund shall be reimbursed by the entity or entities for which the audit is in whole or in part performed.

(2) The reimbursement amount from such entity or entities shall be a pro rata share of the total state auditor's cost, based upon a time-spent factor, if the total audit of the entity includes the audit of state appropriated funds. If state appropriated funds are not involved in such audits, the reimbursement shall be not less than the average hourly cost of the operations of the state auditor's office nor more than the average rate attainable from certified public accounting firms performing similar services for the state of Colorado. Reimbursement charges may be negotiated with the state auditor's office within the above limitations.

CONGRESSIONAL DISTRICTS

Article 1, Chapter 28.
C.R.S. 1963, as amended

28-1-1. Congressional districts. -- (1) (a) For the election of representatives to congress, the state of Colorado is hereby divided into four congressional districts as follows:

(b) The first congressional district shall consist of the city and county of Denver.

(c) The second congressional district shall consist of the counties of Adams, Arapahoe, Boulder, Clear Creek, Gilpin, and Jefferson.

(d) The third congressional district shall consist of the counties of Baca, Bent, Cheyenne, Costilla, Crowley, Custer, Douglas, Elbert, El Paso, Fremont, Huerfano, Kiowa, Kit Carson, Las Animas, Lincoln, Otero, Prowers, Pueblo, Teller, Washington, and Yuma.

(e) The fourth congressional district shall consist of the counties of Alamosa, Archuleta, Chaffee, Conejos, Delta, Dolores, Eagle, Garfield, Grand, Gunnison, Hinsdale, Jackson, Lake, La Plata, Larimer, Logan, Mesa, Mineral, Moffat, Montezuma, Montrose, Morgan, Ouray, Park, Phillips, Pitkin, Rio Blanco, Rio Grande, Routt, Saguache, San Juan, San Miguel, Sedgwick, Summit, and Weld.

ORGANIZATION OF THE GENERAL ASSEMBLY

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ORGANIZATION OF THE GENERAL ASSEMBLY

Convening of the Senate and House: The General Assembly meets in regular session at 10 o'clock a.m. on the first Wednesday after the first Tuesday in January of each year. The Senate is called to order by the ranking officer present, in this order: the Lieutenant Governor of the preceding session; the president pro tem of the preceding session; the Senator having the longest continuous service in the Senate. The House is called to order by the Speaker of the preceding session, or in his absence, the member who has served the longest continuous time in the House. Following the call to order in each house, the respective chaplains lead the Senate and House in prayer.

Procedure of Business in the General Assembly on the Opening Day of the First Regular Session: With slight variations, a similar order of business is followed in both houses:

1. Reading of transmittal letter from the Secretary of State together with membership lists. In the Senate, this includes hold-overs and members-elect; in the House, members-elect.
2. Roll call.
3. Committee on Credentials: The presiding officer of each house appoints a three-member credentials committee. Both houses recess while these committees prepare reports upon the credentials of those claiming to be elected members of their respective houses. Upon reconvening the reports are read and adopted.
4. Administration of Oath to Members: The presiding officers of both houses appoint three-member committees to escort the Chief Justice (and/or associate justices) to each chamber, to administer the oath of office to the members-elect.
5. Election of Presiding Officers: Nominations are taken from the floor, and votes are cast by all members for the President pro tem of the Senate and the Speaker of the House.
6. Election or Appointment of the Secretary of the Senate and Chief Clerk in the House.
7. Adoption of Temporary Rules (Rules of the previous session).
8. The President pro tempore of the Senate appoints a committee of three to notify the House that the Sen-

ate is organized and ready for business; the Speaker of the House takes similar action to notify the Senate.

9. Introduction and Consideration of Resolutions:

- a. A Senate Joint Resolution is adopted by both houses to appoint a joint committee to notify the Governor that the _____ Regular Session of the _____ General Assembly is organized and ready for business, and to inquire of the Governor if he has any communication to present to the Assembly in Joint Session.
- b. A Senate Joint Resolution is adopted, providing for appointment of a joint committee to arrange for the inauguration of the Governor-elect and other elected state officials. (Inaugural years)
- c. A Senate Joint Resolution is adopted for a joint session, to canvass the votes cast for certain state officials elected at the last general election.
- d. Separate resolutions are adopted in each house, authorizing employment of individuals to fill specific service and clerical positions in the General Assembly for the duration of the session.

10. Joint Session for Governor's Message: Both houses are recessed for a joint session in the House. The call to order by the President of the Senate is followed by a roll call. The joint committee escorts the Governor to the rostrum from which he addresses the General Assembly. His address is ordered printed in the House Journal by the assembled legislators. The joint session dissolves, and both houses reconvene in their respective chambers for consideration of other business, introduction of additional resolutions, reading of further communications, etc.

11. Adjournment or Recess.

Daily Order of Business: The regular hour of meeting of both the Senate and the House is 10:00 a.m. daily, unless otherwise ordered. The President of the Senate and the Speaker of the House call their respective bodies to order.

Attendance: Each member must answer the roll call, unless he has been properly excused, and he is expected to remain until adjournment at the close of day. To be excused, a member must request permission of the President of the Senate or the

Speaker of the House. If he is unable to do this in person, he may ask another member to request his excuse.

Quorum: It is necessary to have a quorum present in order to transact business. A quorum consists of a majority of all members elected -- eighteen members in the Senate and thirty-three members in the House. However, a smaller number may adjourn from day to day, or for less than a day, and compel the attendance of absent members.

Daily Calendar: A copy of the Daily Calendar, showing the business to come before the General Assembly, is placed on each member's desk early in the morning. The business on the Daily Calendar usually takes place in the mornings; afternoons are devoted to scheduled committee meetings. Each house proceeds with the order of business as follows:

1. Reading, correction, and approval of the Journal.
(The Constitution requires that a correct Journal of each day's proceedings be kept. Each day's Journal is printed following adjournment for the day, and a copy of the previous day's proceedings is placed on each legislator's desk the next morning.)

House

Senate

- | | |
|---|---|
| 2. Special orders, if any, unfinished on previous legislative day | 2. Reports of committees of reference |
| 3. Reports of committees of reference | 3. Reports of special committees |
| 4. Reports of special committees | 4. Third reading of bills |
| 5. Messages from the Senate, messages from the Governor, messages from the revisor, and communications from state officers. | 5. General orders |
| 6. Introduction of bills, first reading, by title | 6. Consideration of resolutions and memorials |
| Introduction of resolutions and memorials | 7. Messages from the Governor |
| 8. Third reading of bills | 8. Communications from state officers |

- | | |
|--|--|
| 9. General orders | 9. Messages from the House of Representatives |
| 10. Conference committee reports - majority and minority reports | 10. Presentation of petitions and memorials |
| 11. Consideration of resolutions and memorials | 11. Introduction of resolutions and memorials |
| | 12. Introduction of bills and first reading by title |

Committees of Reference: The members of each house are assigned to various committees of reference, to which all bills are referred immediately following the first reading by title. House committees of reference are appointed by the Speaker, and Senate committees of reference are appointed by resolution. Committees of reference in both houses are appointed at the beginning of each regular session following a general election and the members serve until after the next general election. The Speaker is responsible for referring bills to committees in the house; similarly, in the senate, bills are referred to committees by the President of the Senate. These Committees, which deal with particular subject areas, are listed in the table below.

The committee system makes it possible for a smaller group to give more detailed study to a bill than would be practicable were the full body of each house to consider all bills. The committees of reference usually meet in open session. Sometimes they hold public hearings, and on occasion they may meet in executive session before taking formal action.

COLORADO GENERAL ASSEMBLY
COMMITTEES OF REFERENCE

HOUSE:

Agriculture and Livestock
Appropriations
Business Affairs
Education
Finance
Game, Fish, and Parks
Health, Welfare, and Institutions
Judiciary
Labor and Employment Relations
Local Government

HOUSE: (cont'd.)

Natural Resources
State Affairs
Transportation and Highways

SENATE:

Agriculture, Livestock, and Natural Resources
Appropriations
Business Affairs and Labor
Education
Finance
Game, Fish, and Parks
Health and Environment
Institutions and Social Services
Judiciary
Local Government
State Affairs
Transportation

OTHER COMMITTEES

HOUSE:

House Services
Rules

SENATE:

Senate Services

The House Rules Committee, consisting of seven members, including the Speaker, decides which bills reported out of the committees of reference will be presented to the Committee of the Whole for second reading. The Rules Committee prepares a calendar which is to be posted on the bulletin board at least twenty-four hours prior to consideration by the House, whenever possible. In the absence of a rules committee in the Senate, bills appear on the calendar in the order in which they were reported out of the committees of reference with one intervening day between the day of the report and the day the bill appears on the calendar.

In accordance with Senate Rule 21 (j), a Calendar Committee of at least five (5) members, may be nominated and

elected by vote of the Senate at any time, which committee shall be authorized to arrange all general and special orders and prepare calendars for same, provided that special orders may be made at any time by vote of the Senate.

Committee of the Whole: In each house, every bill scheduled for general orders (second reading) or special orders (scheduled out of usual order) must be considered by such house sitting as a Committee of the Whole. The Committee of the Whole is the entire membership of either house sitting as a committee. The purpose of sitting as the Committee of the Whole is to allow a greater latitude in debate than is permitted under legislative rules. The committee is formed in each house upon adoption of a motion; the President of the Senate and the Speaker of the House appoint the respective chairmen who exercise the powers of the respective presiding officers during Committee of the Whole deliberations. When the Committee of the Whole "rises" to report, the formalities of the house are resumed and a record vote is taken on the adoption of the Committee of the Whole report.

Conference Committees: In case the Senate and House cannot agree on an amendment to a bill, the question is referred to a Conference Committee for further consideration. A separate conference committee is appointed to consider each bill on which there is disagreement. A conference committee is composed of six members -- three appointed by the President of the Senate and three by the Speaker of the House. The vote on acceptance of the conference committee report is taken following distribution of the conference committee report to the members of both houses.

Special Committees: In addition to the committees already mentioned which assist in various ways with the conduct of legislative business, there are many special committees such as interim committees appointed to study or investigate certain problems or areas of interest; the committees which notify the Governor that the General Assembly is in session and assist with inaugurals; funeral and flower committees, etc. In the Senate these special committees are appointed by the President unless otherwise ordered by the majority vote of all members elected; the Speaker appoints all special committees in the house.

Officers and Employees of the General Assembly

Presiding Officers: The Lieutenant Governor acts as President of the Senate; in his absence the President pro tempore serves in this capacity. The Speaker is elected by the House members to preside over the House; he designates a member to serve in his absence.

The presiding officer of each house preserves order; decides all questions of order, subject to a member's right of appeal; refers legislative proposals to committees of reference; and signs in open session all bills, resolutions, memorials and orders.

The Speaker of the House makes all committee appointments in that body, and the Lieutenant Governor appoints all committees in the Senate except committees of reference, senate services and the Calendar Committee, unless otherwise ordered by the majority vote of all members elected.

In both houses, the majority and minority parties each choose a floor leader whose function it is to lead his party and to expedite legislative business. The majority floor leaders assume the responsibility of maintaining the flow of legislative business.

Secretary of the Senate and Clerk of the House: These are the chief administrative officers of their respective Houses. They have general supervision over the legislative procedures, including:

1. Introduction of bills and resolutions.
2. Preparation of daily calendar and daily journal (where voting results are recorded).
3. Floor amendments.
4. Engrossing and enrolling procedures.
5. Messages to and from the Governor and the House of Representatives; also communications from other state officers and departments.
6. Custody of all documents and records; permit same to be used and examined only by authorized personnel. Missing papers will be reported immediately to the presiding officer.
7. Maintenance of pay records for all personnel employed by the General Assembly.

Assistant Secretary of the Senate and Clerk of the House:

1. Keep a record of all officers and employees and prepare pay records.
2. Perform other assigned duties and serve in the absence of the Secretary of the Senate or the Chief Clerk of the House, as applies.

Amendment Clerk:

Is responsible for the accurate preparation of proposed amendments to such measures as come before the houses. This is an extremely critical operation and the members are requested to have their proposed amendments prepared in advance of debate if at all possible.

Docket Clerk:

1. Keeps record, called "docket", in which he registers the numbers, titles, and sponsors of all legislative bills, resolutions, and memorials, with record of all action taken on these documents.
2. Distributes to the proper committees or officers all bills or other documents referred by the presiding officers.

Reporter:

Makes record of, collates, and transcribes in logical order information required for the official journal.

Reading Clerk:

1. Calls the roll.
2. Reads aloud, from the rostrum, all matters that come before the two houses -- journals, bills, committee reports, papers, etc., -- as designated by the Secretary of the Senate or Chief Clerk of the House.

Historian:

Is hired by the House of Representatives and is responsible for the preparation of the daily status sheet, the subject index of all measures introduced and the committee chairmen's weekly bill list. This information is prepared to cover both houses.

Enrolling Clerk:

1. Engrosses all bills. After passage of a bill on second reading in the house of origin, it is given to the engrossing clerk. To "engross" means to prepare an exact copy of the bill, with amendments, as it stands after second reading in the house of origin. If no amendment is made on second reading,

the original bill itself is accepted as the engrossed bill.

2. Revises all bills originating in the other house. When the bill passes on second reading in the second house, with amendments, it is revised. To "revise" means to type amendments on slips of paper and clip these to the bill in appropriate places so that the bill reads exactly as it passed the second house on second reading.
3. Prepares a true copy of each bill in its final form for enrollment after it has been approved by both houses. The original is transmitted to the Governor for his action, and a copy is given to the sponsor. It is most important that the sponsor review very carefully the enrolled bill.

Printing Clerk:

1. Keeps record of all bills assigned to him while in the process of printing. The Printing Clerk is responsible for recording this information and sending the bill to the printer.
2. Proofreads the Journals and calendars.
3. Receives the printed copies and maintains record of quantities printed.

Bill Clerk:

1. Maintains stock of all printed legislative documents and arranges for distribution of bills, journals, calendars, etc., to authorized persons and agencies.
2. Prepares for mailing packets of bills and other documents to authorized persons and agencies.

Sergeant-at-Arms:

1. Has charge of all police regulations.
2. Supervises lighting, ventilation, and other house-keeping services.
3. Serves subpoenas and warrants.
4. Distributes materials to legislators as requested.
5. Keeps order in the lobby, and seats authorized visitors on the floor of either house.

Visitors Aides and Gallery Matron:

1. Are stationed on the third floor and act as hostesses and information clerks in dealing with school groups and other visitors to the legislative galleries. They will notify members of the presence of visitors from their legislative districts.

Assignable Clerks:

1. Receipt for and distribute the mails under the supervision of the Sergeant-at-Arms Department.
2. Arrange in each legislator's desk file printed bills, resolutions, journals, etc., as they are printed.
3. Perform such other duties as assigned by the Secretary of the Senate or the Chief Clerk of the House.

Telephone Messengers:

Handle incoming and outgoing calls for the legislators in both houses.

Stenographic and Typing Pool:

Stenographers and typists are assigned to pools in both houses to assist legislators in handling of correspondence, reports and other clerical tasks.

Legislative Printing Room:

The Legislative Council operates a legislative printing room where legislators may have copies of official material reproduced for distribution or personal use, within reason. In the machine room are a Xerox machine (this photographic equipment can be used to reproduce materials as is, or enlarge or reduce it in size) and a multilith machine, which can turn out a sufficient number of copies of material necessary for legislative use. Requests for this service should be given to the Chief Clerk of the House or Secretary of the Senate.

LEGISLATIVE SERVICES

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LEGISLATIVE SERVICES

The Legislative Council

Created in 1953, the Legislative Council serves as the fact-finding and information-collecting agency of the General Assembly. This 14-member body consists of the majority leader of the Senate and the Speaker of the House, who serve ex officio, and 12 appointed legislators -- six senators and six representatives.

The council concept in Colorado grew out of a need for a continuing and permanent research staff to work directly for the legislature -- a need for a "leg man" to get facts for individual legislators and committees of reference during the session and to coordinate the work of specific study committees between sessions.

The Council appoints a Director of Research who, with the approval of the Council, may appoint such additional professional, technical, clerical, and other employees as are necessary to perform the functions assigned. The Council also appoints committees which concentrate on specific legislative study assignments with the assistance of the professional members of the staff. The staff member, in addition to doing the research, also serves as committee coordinator, initiates necessary correspondence, arranges meetings, compiles minutes, and prepares memorandums and reports on findings. Progress on these committee projects is effected through a series of periodic meetings or hearings and culminates in published reports which give pertinent data in the form of facts, figures, arguments, and alternatives, and usually include recommendations for action. Staff services are often provided for interim committees not directly under the Legislative Council, as well as for Council committees.

The offices of the Legislative Council are located in Room 46 in the basement at the north end of the State Capitol. In addition to research and fact-finding services, the Council fulfills other needs and demands which, with passage of but a few years, have become numerous and varied:

Individual Legislative Requests: Individual legislators who are interested in obtaining specific facts or in developing certain information may request council staff assistance, either in person or through correspondence. These requests are assigned to the professional staff, who, through the director, furnish the legislator with the desired information or material. The staff attempts to answer all individual re-

search requests as quickly as possible. Only those involving extensive research are submitted to the Council for specific approval.

Library Service: The Council maintains a sizable reference library of documents relating to governmental functions which is at the disposal of interested legislators. The Council staff, at the request of an individual legislator, will assemble or order reference material suitable to his needs. This material may be checked out for a reasonable length of time. Other state agencies and departments often utilize the Council library material and are encouraged to do so.

Information Service: When information is received which the director feels will be of value or interest to members of the General Assembly, it is reproduced and distributed to them. In addition, representatives of many clubs, organizations, and student groups, as well as interested citizens, visit the Council offices in search of information and material which they can utilize in pursuit of study projects concerning governmental affairs. Many telephone requests covering a multitude of legislative topics are handled from a wide range of sources.

Staffing Committees of Reference: The Legislative Council instituted a program of staffing committees of reference during the 1967 session. The Council's objectives during legislative sessions are:

- (1) To provide research assistance directly to all committees of reference;
- (2) To assist committee chairmen in administrative matters so as to expedite committee business; and
- (3) To make available individual staff members for the purposes of providing spot research and other duties so as to facilitate readily legislative informational services required by the committees under this arrangement.

General Assembly Documentary: In 1966, the General Assembly appropriated funds to the Legislative Council for the production of a motion picture concerning the legislative process for public distribution. Thus, COLORADO: THE LEGISLATIVE PROCESS, a 28 1/2 minute, 16mm., sound, color motion picture, was produced in 1967.

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The Legislative Council has arranged for the distribution of the motion picture through the State Historical Society of Colorado, and inquiry on loan should be directed to:

STATE HISTORICAL SOCIETY OF COLORADO
200 East 14th Avenue
Denver, Colorado 80203

The motion picture is available to members of the General Assembly at no charge other than return postage and insurance coverage for a value of \$150, which costs approximately \$1.50.

Since the motion picture has gained wide popularity, members of the General Assembly are advised to make arrangements for loan several weeks in advance of their plans for a showing. Loan period is for one week.

Public Appearances: Members of the staff make themselves available upon request for public appearance before various civic and professional groups in order to discuss the legislative aspects of state governmental topics which have been assigned to the Council for study and which are pertinent to the interest of the requesting group.

Correspondence: The Legislative Council, as a member of the Council of State Governments, is called upon to furnish information for compilation of material on matters of immediate interest to other governmental jurisdictions. Also, the Council, on a reciprocal basis, conducts an interchange of information and reports and completion of forms and questionnaires circulated by similar agencies in other states. Other correspondence processed by the Council includes requests from business and industrial firms relative to legislative provisions which affect individual situations, etc.

Reports: Each legislator receives a copy of every report published by the Council. A limited number of reports are distributed upon request, if available, to interested state officials, civic and professional organizations, and study groups. The Council has also arranged for exchange of reports with research agencies of other states, tax associations, etc.

Analysis of Ballot Proposals: In conformance with provisions of Chapter 63-4-3, C.R.S. 1963, the Legislative Council, among other duties, examines "the effects of constitutional provisions..." The Council, prior to each general election, distributes several thousand pamphlets which contain a summary of the provisions, comments, arguments for,

and arguments against each of the ballot proposals appearing on the ballot.

Duplicating Service: The Legislative Council maintains its own print room and duplicating equipment. Memorandums and reports for legislators and legislative committees are reproduced by the Council's duplicating department. Similar services are sometimes provided for other agencies.

Centralized Legislative Accounting Service: Under the supervision of the director of the Council, a centralized accounting service is maintained for the legislative department of government, including all offices and agencies thereof.

Joint Budget Committee

The Joint Budget Committee is the permanent fiscal and budget review agency of the Colorado General Assembly, appointed by the presiding officers of both houses. The Joint Budget Committee consists of the chairman of the House Appropriations Committee plus one majority party member and one minority party member of the House Appropriations Committee, and the chairman of the Senate Appropriations Committee plus one majority member and one minority member of the Committee.

The Committee elects a chairman and a vice-chairman, one from the Senate membership of the Committee and one from the House membership of the Committee. The chairman so elected serves as chairman for the first regular session of the General Assembly at which the Committee is to serve, and as vice-chairman for the second regular session; the vice-chairman so elected serves as chairman for the second regular session of said General Assembly.

Established by statute in 1959, the Committee succeeded the former Joint Subcommittee on Appropriations. The Subcommittee was established on a year-round operating basis, with permanent staff, in 1956.

The Committee's offices are located in Room 341 of the State Capitol.

The Committee studies the programs, management, operations and fiscal needs of all state agencies. It reviews agency and executive budget requests, conducts budget hearings, and prepares appropriation recommendations to the House and Senate Appropriations Committees. The Committee travels to state institutions and colleges to hold budget hearings.

The Committee prepares the appropriation bills for introduction in the legislature. The annual "Appropriation Report" by the Committee, following the legislative session, expresses legislative intent and program guidance for state agencies.

Interim studies focus on selected management and fiscal needs.

The Committee files are available to all members of the General Assembly and members are invited to attend Committee hearings.

The Legislative Drafting Office

The Legislative Drafting Office is under the direction of the Committee on Legal Services, and is the successor to the Legislative Reference Office, created in 1927, under the Department of Law.

The Committee on Legal Services consists of eight members of the General Assembly and the Attorney General. The eight legislative members are the majority and minority leaders of the House of Representatives or their respective designees, the majority and minority leaders of the Senate, or their respective designees, the respective chairmen of the House and Senate committees on judiciary, one member from the minority party in the House of Representatives who is also an attorney at law, and one member of the minority party in the Senate who is an attorney at law.

The Committee on Legal Services appoints a director of the Legislative Drafting Office who is an attorney at law. The director appoints a regular professional staff which includes attorneys at law, and technical and clerical personnel to assist in the operation of the office. The Legislative Drafting Office is located in Room 30, State Capitol.

The Director of the Legislative Drafting Office also serves ex officio as secretary to the Colorado Commission on Uniform State Laws, and is presently designated also as Revisor of Statutes.

A new computer system was installed in the Legislative Drafting Office in 1970.

Drafting Services: The Legislative Drafting Office drafts most and types all of the bills, resolutions, and memorials introduced in the General Assembly.* In addition, all

*Under joint rule, no bill may be introduced in either house unless first approved as to form by the Drafting Office.

conference committee reports must be prepared by the Legislative Drafting Office.

Under the law establishing the Office, no bill can be drafted without the request of a member of the General Assembly or the Governor. All requests received by the Office are held in confidence and not discussed or released outside the Office without the prior permission or instruction of the member making the request. The Office maintains an attorney-client relationship with each member of the General Assembly and with the Governor.

Legislative Records: The Office maintains complete legislative records on bills, resolutions, and memorials considered and enacted by the General Assembly, and on other legislative actions, such as appointment of interim committees, rule changes, reports submitted, etc. During a session of the General Assembly, a comprehensive subject index is maintained of all bills and resolutions introduced, and a progress report is kept daily following the consideration and passage of a bill through the General Assembly. Copies of enrolled bills are available for reference purposes soon after passage.

Copies of all bills drafted by the Office and all bills printed by the General Assembly are kept on file for reference purposes. These are available back several years. Following adjournment, the Office prepares a Digest of Bills Enacted, summarizing the major provisions of each bill passed during the preceding session.

Legislative Reference Services: The Office maintains a legislative informational service for members of the General Assembly. The purpose of this service is to make available information on legislative subjects and laws of other states. A small but selective legislative library is maintained. The Office works closely with the office of the Legislative Council, the Revisor of Statutes, and the Supreme Court Library so as to eliminate unnecessary duplication of legislative or law library facilities.

Other Services: In addition to the above services, the Legislative Drafting Office gives assistance to Legislative Council committees and interim committees not working directly under the Council. The Office also works closely with the Revisor of Statutes in checking enacted bills before insertion in the Session Laws and Supplement.

Office of Revisor of Statutes

The Committee on Legal Services and the Office of Revisor of Statutes in the legislative branch are the successors respectively to the Committee on Statute Revision and the Revisor of Statutes which existed prior to May, 1969, under the judicial branch.

The Committee on Legal Services appoints a Revisor of Statutes, who is an attorney, to administer the Office of Revisor of Statutes. The Revisor appoints attorneys and clerical help to assist in the operation of the office. The Office of the Revisor of Statutes is located in Room 32, State Capitol.

Revising of Statutes: The Revisor is responsible for compiling, editing, arranging, and preparing for publication all the laws of the State of Colorado. The Colorado Revised Statutes of 1953 and 1963, with index and supplements, were prepared by this office. The 1973 revision is underway and will involve major changes in arrangement and format.

Editing of Statutes: The Revisor is required to adopt a uniform system of punctuating, capitalization, and wording; to eliminate duplication and laws repealed directly or by implication; to correct faulty section structure of existing statutes; and to clarify existing laws as the committee deems proper.

Preparing Supplements to Statutes: The Revisor of Statutes prepares supplements to the statutes. Laws enacted by the Colorado General Assembly in the two prior sessions are edited, collated and revised, with annotations, and are submitted to the General Assembly for re-enactment as the statutory law of Colorado of a general and permanent nature.

Session Laws: The Revisor is responsible for arranging and preparing for publication, immediately after the adjournment of each session of the General Assembly, bound volumes containing all the laws and concurrent resolutions passed at that session, together with those resolutions and memorials as are designated by the House and the Senate for publication.

State Auditor and Legislative Audit Committee

The State Auditor is appointed by a majority vote of the members of the General Assembly to serve for a term of five years. He must be a certified public accountant licensed in Colorado.

The duties of the State Auditor are to conduct post audits of all financial transactions and accounts of all state departments, institutions, and agencies of the state government; prepare an annual report which contains audit reports of the various departments, institutions, and agencies, as well as recommendations concerning each department; and conduct special audits upon the request of the Governor or the General Assembly of any department, institution, or agency.

The Legislative Audit Committee is made up of four Senators, two from each major political party, and four Representatives, two from each major political party.

The function of the committee is to examine the qualifications of each person applying for the position of state auditor and place the name of the most qualified person before the General Assembly. The Committee also reviews the reports of the state auditor relating to post audits and submits its recommendations concerning the post audit reports to the General Assembly.

Clerk of the House and Secretary of the Senate

The Clerk of the House of Representatives and the Secretary of the Senate are year-round legislative employees. Their duties during the legislative session are described elsewhere in this handbook. Between sessions, they provide access to legislative records and handle administrative details for the General Assembly. Copies of bills are available in their offices.

Commission on Interstate Cooperation

Membership of the Colorado Commission on Interstate Cooperation consists of five senators -- President pro tem, majority and minority leaders, and two additional members, one each from the majority and minority parties; five representatives -- Speaker of the House, majority and minority leaders, and two additional members, one each from the majority and minority parties; and five administrative officials appointed by the Governor. The staff director of the Legislative Council serves as secretary to the Commission. The legislative members of the Commission also are considered as members of an interim committee of the General Assembly and are reimbursed for necessary expenses incurred while serving with the Commission.

The primary duties of the Commission are to participate in formulating, developing, and facilitating enactment of legislation to advance cooperation between governmental units,

including review of proposals for interstate compacts and uniform or reciprocal statutes, as well as the standardization of administrative rules and regulations. In addition, through regional and national meetings, correspondence, etc., Commission members endeavor to promote informal cooperation of governmental officials, provide an interchange of research and information, and generally attempt to improve the union among the various governments of the United States.

Commission on Uniform State Laws

The Colorado Commission on Uniform State Laws is a part of the legislative department of state government. Each of the four members of the commission must be an attorney admitted to practice law in the state of Colorado and two of the four members must be members of the General Assembly. The Colorado Commission represents the state of Colorado at the National Conference of Commissioners on Uniform State Laws. The Director of the Legislative Drafting Office is designated by law to serve as the secretary to the Colorado Commission.

The purpose of the National Conference is to promote uniformity of state laws on all subjects where uniformity is deemed desirable and practicable; to draft model acts on subjects suitable for interstate compacts or subjects in which uniformity will make more effective the exercise of state powers and promote interstate cooperation; and to encourage the uniformity of judicial decisions.

Generally, the National Conference drafts and recommends uniform and model acts for consideration by state legislatures. In order for such acts to receive support of the conference, they must conform to the following requirements:

1. obvious need on a particular subject, including need for uniformity among the states;
2. reasonable probability of acceptance or, if not, will lessen diversity, at least indirectly;
3. lack of uniformity on the subject tends to mislead or adversely affect the citizens of a state dealing with other states;
4. non-controversial for political, trade, or professional reasons;
5. remove objectionable conflicts in existing laws; and
6. deal with law, not administrative procedure.

Tentative drafts of acts are referred from year to year to the National Conference, at which time the proposed legislation is reviewed section by section. When finally approved by the National Conference, the uniform acts are recommended for general adoption throughout the United States and submitted to the American Bar Association for its approval. File copies of current uniform acts promulgated by the National Conference are maintained in the Legislative Drafting Office for inspection by the public.

The Colorado Commissioners give an account of their transactions and recommendations to the Governor and the General Assembly prior to each regular session of the General Assembly.

The Supreme Court Library

The Supreme Court Library, located on the second floor of the State Capitol, between the elevators, contains more than 50,000 volumes of law reports, text books, court reports, statutes of the fifty states, and other legal publications. The library is under the supervision of the Supreme Court, through a librarian appointed by the Court. The librarian and his assistants are paid from the general fund of the state but are not subject to civil service regulations. All fees collected by the clerk of the Supreme Court, including fees of for the admission to the Bar, are deposited to the "Supreme Court Library Fund", to be used for the purchase of books, binding of documents, and purchase and maintenance of equipment and fixtures. While the Supreme Court Library does not furnish any reference service, the facilities are available to members of the General Assembly. Books may be removed from the library only with the approval of the Chief Justice.

GENERAL INFORMATION

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GENERAL INFORMATION FOR LEGISLATORS

Many bits of information concerning the routine affairs of legislative activity, which are taken for granted by the seasoned legislator, may present somewhat of an enigma to the newly-elected official who comes to the Capitol for his initial term of service with the General Assembly. It is felt that the following information will be valuable to new and experienced legislators alike.

Certification of Election: On the thirty-first day after any general election at which votes have been cast for candidates for the General Assembly, the Secretary of State proceeds to canvass the votes for state senators and state representatives.

Upon completion of the canvass, the Secretary of State certifies statements and determination of election made by him, and transmits to each person thereby declared elected to the General Assembly a certificate of election certified by him under his seal. Also, the Secretary of State arranges to have printed a copy of such certified statement and determination in a newspaper published at the seat of government.

Post-Election Organizational Meeting:

Majority Party - Shortly after the November general election, the State Central Committee of the party in control -- known as the majority party -- notifies all duly elected members of the General Assembly of an organizational meeting which is usually held in Denver prior to Thanksgiving. At this meeting, incoming members of the General Assembly join with party leaders to select, informally, the principal officers of each house. Representatives and Senators meet separately, with the former selecting the Speaker, Majority Floor Leader, and Caucus Chairman, and the latter selecting the President pro tempore, Majority Floor Leader, and Caucus Chairman.

While the House Speaker is selected informally in the manner related, he is elected formally by all members of the House on the first day of the session. Tentative designation of a speaker at the November meeting enables the person so selected to devote one month's time to appointments of chairmen and members of the House committees of reference. House members who are interested in serving on certain committees may submit personally their preferences to the designated Speaker. The Speaker may or may not consult with older members or correspond with a prospective committeeman in order to evaluate his background and qualifications for particular committee assignments.

The Senate, by a majority vote of all members elected, selects a member as President pro tempore. In the Senate, Committee assignments are delegated usually to the Committee on Committees, which is appointed at the November organizational meeting. Appointments to Senate committees of reference are made by resolution at the beginning of each regular session and remain constituted as such until the first regular session convening after the ensuing general election.

Minority Party - The minority party usually holds its organizational meeting on the same day as does the majority party; leaders selected are the Minority Floor Leaders and Caucus Chairmen for each House.

Employment of Personnel: The majority party has charge of appointments of personnel to the various positions necessary to the operation of the General Assembly. These positions include the established offices in both houses, together with stenographers, typists, clerks and messengers in sufficient number to handle administrative and clerical detail. On the opening day of the session, these employees are assigned by resolutions to specified positions with designated compensation per calendar day, to serve for the duration of the session. Certain positions may be continued throughout the remainder of the year by resolution passed toward the close of the session.

Assignment of Seats: Seats are usually assigned by a committee appointed for that purpose in each chamber. The majority and minority leaders of either house occupy the two front row center seats. No established order is followed for assignment of other seats; however, in the Senate, seniority usually governs choice of seats. The name of the legislator, together with the name of the county or counties represented, is attached to the front of each desk. Also, mounted on each Senator's desk is a three-side marker bearing the number of his Senatorial District.

Cloakroom Space: Space is assigned to each legislator in cloakrooms adjoining the House and Senate chambers, as designated by attached name card.

Materials Furnished to Legislators: The following materials and supplies are placed on each legislator's desk on the opening day of the session or within the first several days of convening:

1. Stationery: Letterheads and return address envelopes;
2. Identification Decal: To be placed on car window;
3. Six Looseleaf Binders: One each for Senate bills,

House bills, Senate journals and calendars, and House journals and calendars. These are kept current by legislative clerks. Binders are turned in at the end of each session.

State Constitution: A copy of the Constitution may be obtained from the Chief Clerk or the Secretary of the Senate upon request. The Secretary of State has charge of publishing copies of the Constitution, and a reasonable supply for distribution is maintained in his office.

Statutes: Each legislator receives one set of the Statutes during his legislative service. Statutes are available from the Secretary of State, through the Chief Clerk (in the House) or the Secretary (in the Senate). In addition, each legislator receives supplements published during his term of service. Any legislator desiring supplements subsequent to his leaving the General Assembly may purchase them from Bradford-Robinson Printing Company, Denver. Cost of the eight-volume set of 1963 Statutes is \$63.13; the cost of cumulative supplements varies depending on the amount of printing involved.

Session Laws: Each legislator is furnished, through the Secretary of State, a copy of the Session Laws which are published following his service in each ordinary or special session of the General Assembly.

General Supplies: Requests for general supplies should be given to legislative clerks.

Stenographic Services: Both the Senate and the House maintain typing pools during legislative sessions where stenographers are available for dictation and typing. Legislators should contact the printing clerk of the House in arranging for this service, and in the absence of the printing clerk, the Chief Clerk. In the Senate, legislators should make arrangements with the Secretary. Stenographers will deliver completed work to the legislator's desk.

Mailing and Postage: Outgoing mail baskets are at the Chief Clerk's desk in the House and at the Secretary's desk in the Senate. Incoming mail is distributed to the legislator's desks by the Sergeant-at-Arms.

Telephone Service: There are two dial phones installed on either side of each house and several booths with dial phones in the hall near the telephone console. Also there are three dial phones on both the third and ground floors near the committee rooms. Incoming calls are taken by the operator at the console and messengers deliver them to legislators at their

desks, as well as call legislators to the telephone to take calls when such action does not interfere with the order of business. Legislators may make outgoing calls or return incoming calls by using any of the dial phones. A credit card, valid until adjournment sine die, was issued to each member for long-distance calls. Bills for long-distance calls are sent to the General Assembly prior to adjournment, with an individual record of the calls made by each legislator.

Parking: Each legislator receives a special legislative identification decal and a special license plate to attach to the rear license plate of his car. These are distributed from the Sergeant-at-Arms' desks at the beginning of the session. Parking space on the Capitol Circle drive not already assigned or metered will accommodate approximately 122 cars. Space is reserved for legislators around the Capitol Circle. Assignment of parking spaces is supervised by the Buildings Manager. Denver city police are furnished with a list of license numbers of legislative cars, in order to keep parking difficulties and ticketing to a minimum. It is important that representatives inform the Chief Clerk of the House, and Senators inform the Secretary of the Senate, of license plate changes.

Visitors: Visitors who wish to contact a particular legislator should check with one of the Sergeants-at-Arms who are stationed at the rear of each chamber. Also, the telephone messengers at the switchboard may be asked to notify members of the General Assembly of visits by constituents. Legislators may procure visitors' cards from the Speaker of the House or the Secretary of the Senate to distribute to guests. The visitors' card serves to facilitate admittance to the floor of the Chambers.

For rules concerning visitors and use of galleries and chamber floors, please see: House Rules 38 and 41; Senate Rule 31.

Press: Representatives of the press, radio, and television have access to the floor of either chamber, where tables for their use are provided in front of the Clerk's desk in the House and in front of the Secretary's desk in the Senate. Representatives of the various news media who desire admittance to the floor of either chamber must be approved and accredited by the respective presiding officers. The press room is No. 327 on the third floor of the State Capitol.

Lobbyists: A lobbyist is an individual who attempts to influence in any manner the vote of a member or members of the legislature, or the action of any of its committees upon bills, resolutions, or other measures pending before either

house. A lobbyist who wishes to appear before any committee of either house must register, giving his name, address, the interest or interests he represents, together with the matters on which he wishes to be heard. The Chief Clerk of the House or the Secretary of the Senate, as applies, will issue a card to the lobbyist which will entitle him to appear before legislative committees. The following table shows the number of lobbyists registered during the "long" sessions since 1951:

| <u>Year</u> | <u>House</u> | <u>Senate</u> |
|-------------|-----------------|---------------|
| 1951 | 63 | not available |
| 1953 | 73 | 60 |
| 1955 | 150 | 122 |
| 1957 | 215 | 208 |
| 1959 | 298 | 266 |
| 1961 | 316 | 217 |
| 1963 | 226 | 208 |
| 1964 | No known record | 94 |
| 1965 | 206 | 208 |
| | (approx) | |
| 1966 | 57 | 74 |
| 1967 | 186 | 225 |
| 1968 | 93 | 88 |
| 1969 | 255 | 203 |
| 1970 | 130 | 129 |
| 1971 | 230 | 225 |