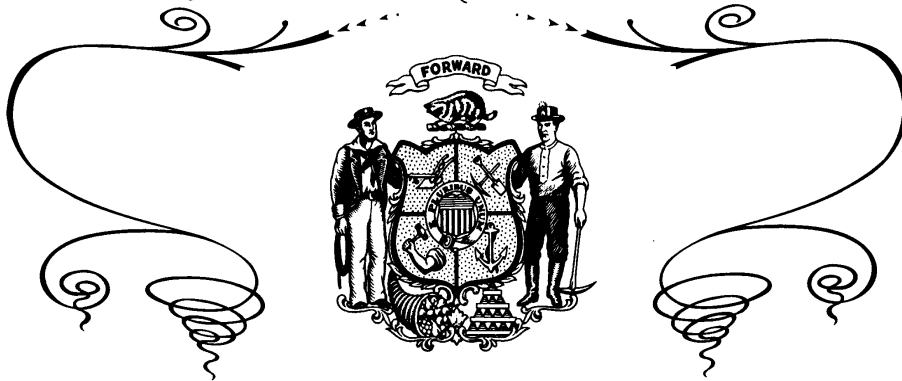


# State of Wisconsin



## JOINT RULES \*

As last affected by 2013 Senate Joint Resolution 6  
Concurred in February 12, 2013

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\* The joint rules of the Wisconsin Legislature are printed as last reenacted by 1977 Assembly Joint Resolution 1 (enrolled as 1977 EJR-10), and subsequently modified by 1979 Assembly Joint Resolution 1 (EJR-1), 1981 Senate Joint Resolution 1 (EJR-1), 1981 Senate Joint Resolution 32 (EJR-26), 1987 Assembly Joint Resolution 1 (EJR-1), 1987 Senate Joint Resolution 48 (EJR-41), 1989 Assembly Joint Resolution 24 (EJR-15), 1991 Senate Joint Resolu-

*tion 1 (EJR-1) and Assembly Joint Resolution 2 (EJR-10), 1993 Senate Joint Resolution 1, 1997 Assembly Joint Resolution 1, 1999 Assembly Joint Resolution 18, 2001 Assembly Joint Resolution 15, 2005 Senate Joint Resolution 1 (EJR-1), 2007 Senate Joint Resolution 1, 2011 Senate Joint Resolution 15, and 2013 Senate Joint Resolution 6.*

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# JOINT RULES

As last affected by 2013 Senate Joint Resolution 6  
(Concurred in February 12, 2013)

## Chapter 1: JOINT PROCEDURES OF THE TWO HOUSES

JOINT RULE 1. **Joint convention.** Whenever there is a joint convention of the 2 houses, the president of the senate shall preside over the joint convention, if present, and the speaker of the assembly shall preside if the president is not present, and the chief clerk of the assembly shall act as clerk thereof, assisted by the chief clerk of the senate.

*[am. 1981 SJR-1]  
[am. 2001 AJR-15]*

JOINT RULE 2. **Receding from position on amendment.** Whenever an amendment has been nonconcurrent in by the other house, any member may move to recede from the amendment. If the motion prevails the amendment is thereby reconsidered and rejected and the bill or joint resolution or amendment to which the amendment had been adopted by the house is thereby passed or concurred in, as the case may be, so that further action is not required thereon in either house.

*[am. 2011 SJR-2]*

JOINT RULE 3. **Committee of conference.** (1) In all cases of disagreement between the senate and assembly on amendments, adopted by either house to a bill or joint resolution passed by the other house, a committee of conference consisting of 3 members from each house may be requested by either house, and the other house shall appoint a similar committee. At least one member from each house shall be a member of the minority party.

(a) The usual manner of procedure is as follows: If a bill or joint resolution of one house has been amended and passed by the other house, and has been returned to the house of origin and the house of origin has

refused to concur in an amendment, the house of origin may appoint members to a committee of conference and notify the other house, which shall appoint members to the committee of conference unless it votes to recede from its amendment. The members of the committee shall be appointed as provided in the rules of each house.

(am) The members of the committee shall meet and state to each other, orally or in writing, the reasons of their respective houses for or against the disagreement, and confer thereon, and shall report to their respective houses any agreement they arrive at by the vote of at least a majority of the members of the committee representing each house.

(b) When the committee of conference has reached agreement the report shall be first presented, if a senate bill or joint resolution, to the assembly and, if an assembly bill or joint resolution, to the senate. The vote by each house to approve the conference report constitutes final action on the proposal and may not be reconsidered.

(c) Approval of the conference report by a roll call vote in each house sufficient to constitute final passage of the proposal is final passage of the bill or final adoption and concurrence in the joint resolution in the form and with the changes proposed by the report.

(d) If the committee of conference is unable to agree, another committee of conference consisting of new members may be appointed as provided in the rules of each house and may proceed to further consideration of the proposal.

(2) A committee of conference shall meet on the call of either cochairperson.

(3) A report of a committee of conference may not be amended and may not be divided.

*[(1) and (2) am. 1987 SJR-48]*

*[(1) rn.am. 2001 AJR-15]*

*[(2) and (3) cr. 2001 AJR-15]*

*[(1)(a) and (c) am.; (1)(am) cr. 2011 SJR-2]*

**JOINT RULE 5. Bill recalled from governor.** Any bill may be re-

called by joint resolution from the governor for further consideration and shall, after having been returned to the house where it originated, be before the house for its action thereon. The bill may be reconsidered or otherwise acted upon without any reconsideration or other action thereon being first had in the other house. Any action taken shall be messaged to the other house for its concurrence.

*[am. 1987 SJR-48]*

**JOINT RULE 6. Proposal recalled from other house.** The recall of a proposal from outside the jurisdiction of the house requires the adoption of and concurrence in a joint resolution recalling the proposal.

*[am. 2001 AJR-15]*

**JOINT RULE 7. Citations by the legislature.** (1) For the purpose of extending the commendations, condolences, or congratulations of the legislature to a particular person, group, or organization, or to recognize a particular event or occasion, there may be issued a "citation by the legislature." The approval of the citations shall in each house be governed by the rules of that house.

(1m) Citations may be used in place of resolutions for commendations, congratulations, or condolences to past or present state officials or other public figures, groups, or organizations, or to give recognition to an important event or occasion. Citations may not be used for procedural matters or in place of resolutions memorializing the U.S. Congress, but only if appropriate to express the feeling of one house or of both houses of the legislature with reference to a person, group, or organization or to an event or occasion.

(2) Citations may not be used for matters of an inappropriate, controversial, or partisan political nature.

(3) Each house shall establish a procedure for reviewing each proposed citation, whether originating in that house or received from the other house with the request for concurrence, for its compliance with subs. (1), (1m), and (2).

(4) The chief clerks of the 2 houses shall design a format for citations under this rule, which incorporates the following requirements:



(a) Citations shall contain the State Seal and signature blocks for the president of the senate, the speaker of the assembly, and the chief clerk of the house of origin.

(b) A citation shall be presented on either an 8-1/2 inch by 11 inch or an 8 inch by 14 inch form, artistically designed and suitable for framing, and the full text of the citation may not exceed a single page.

*[(1) am. 1987 SJR-48]*  
*[(intro.), (1), (2) and (4)(intro.), (b) and (c) am. 2001 AJR-15]*  
*[(intro.) and (4)(b) rn.; (1) and (4)(c) rn.am.; (3) am. 2011 SJR-2]*

## **Chapter 2: PROCEDURES DERIVED FROM STATE CONSTITUTION**

**JOINT RULE 10. Each house determines its rules.** Each house may determine the rules of its own proceedings and punish for contempt and disorderly behavior, as provided under [section 8](#) of [article IV](#) of the constitution.

*[cr. 2001 AJR-15]*

**JOINT RULE 11. Quorum.** (1) Unless a different quorum is required by the state constitution for a specific action, a majority of the current membership constitutes a quorum for the transaction of business, as provided under [section 7](#) of [article IV](#) of the constitution.

(2) Three-fifths of the members elected is the quorum necessary for passage or concurrence in either house of any “fiscal bill” under [section 8](#) of [article VIII](#) of the constitution. The votes shall be taken by ayes and noes and shall be so recorded in the journal. A “fiscal bill” is any bill which:

- (a) Imposes, continues, or renews a tax.
- (b) Creates a debt or charge.
- (c) Makes, continues, or renews an appropriation of public or trust money.

(d) Releases, discharges, or commutes a claim or demand of the state.

(3) A majority of those present, even though a smaller number than a majority of the current membership is present, may adjourn from day to day, and may compel the attendance of absent members in such manner and under such penalties as each house may provide, as provided under [section 7](#) of [article IV](#) of the constitution.

*[(2) am. 1987 SJR-48]  
[(1) am.; (3) cr. 2001 AJR-15]  
[(2)(intro.) am. 2011 SJR-2]*

**JOINT RULE 12. Required vote total.** (1) Unless a different total vote is required by the state constitution, by law, or by legislative rule, for a specific action, all questions are decided by a majority of a quorum.

(2) (a) As required by the state constitution, each of the bills or actions under pars. (am) to (g) requires such higher affirmative vote total for passage or concurrence in either house. The vote is taken by ayes and noes and shall be so recorded in the journal.

(am) Three-fourths of all the members elected to both houses are necessary to approve any bill to grant increased retirement fund benefits under [section 26](#) of [article IV](#) of the constitution.

(b) Two-thirds of all the members elected to that house in which the member serves are necessary to approve the expulsion of a member under [section 8](#) of [article IV](#) of the constitution.

(c) Two-thirds of all the members elected to each house are necessary to remove a justice or judge by address of the legislature under [section 13](#) of [article VII](#) of the constitution.

(d) Two-thirds of the members present and constituting a quorum in each house are necessary to pass any bill, or to pass any part of an appropriation bill, notwithstanding the objections of the governor under [section 10](#) of [article V](#) of the constitution.

(e) Two-thirds of the senators present and constituting a quorum are

necessary to convict in an impeachment trial under [section 1](#) of [article VII](#) of the constitution.

(f) A majority of all the members elected to each house is necessary to authorize state debt for extraordinary expenditures under section 6, or to authorize bonded indebtedness under section 7 of article VIII, or to give first or second consideration approval to any proposed amendment to the state constitution under [section 1](#) of [article XII](#) of the constitution.

(g) A majority of all the members elected to the assembly is necessary to vote an impeachment under [section 1](#) of [article VII](#) of the constitution.

(3) One-sixth of the members present of either house are necessary to require that the yeas and nays of the members of that house on any question be entered on the journal, as provided under [section 20](#) of [article IV](#) of the constitution.

*[(2)(c) am. 1981 SJR-32]*

*[(2)(pars) am. 1987 SJR-48]*

*[(1) and (2)(g) am.; (3) cr. 2001 AJR-15]*

*[(2)(intro.) and (a) rn.am.; (2)(f) am. 2011 SJR-2]*

**JOINT RULE 13. Adjournment for more than 3 days.** As provided by [section 10](#) of [article IV](#) of the constitution, neither house shall, without the consent of the other house through approval of a joint resolution by both houses, adjourn for more than 3 consecutive days (Sundays excepted).

*[am. 1987 SJR-48]*

*[am. 2011 SJR-2]*

**JOINT RULE 14. Stationery; reproduction of legislative documents.** (1) All stationery purchased for the legislature shall be let by contract to the lowest responsible bidder, as provided under [section 25](#) of [article IV](#) of the constitution.

(2) Each house of the legislature may have publications and other matter reproduced in the manner provided by the rules of each house or the joint rules. In addition, the legislature or either house thereof may provide by rule, and the joint committee on legislative organization

may provide by motion with the ayes and noes recorded in its minutes, for reproduction of materials for the legislature in any form, manner, or amount which in the judgment of the legislature, the house, or the joint committee best serves the interests of the people of the state, except that where there is a contract for reproduction with which the reproduction would conflict, the contract continues to govern until it expires.

(3) For any legislative document originating in one house of the legislature and to be reproduced for both houses of the legislature, the joint committee on legislative organization may determine the number of copies routinely to be reproduced unless otherwise provided by law, joint rule, or resolution but the chief clerks of the senate and assembly, acting jointly, may authorize the reproduction of additional copies if warranted by the anticipated requests.

*[(1) and (2) am.; (3) rn. 1987 SJR-48]  
[(title), (1), (2) and (3) am. 1997 AJR-1]  
[(title) am. 1999 AJR-18]  
[(1) am. 2001 AJR-15]  
[(3) am. 2011 SJR-2]*

### **Chapter 3: COMMITTEE ACTIVITIES**

**JOINT RULE 21. Joint hearings of standing committees.** The chairpersons of corresponding committees of both houses or committees having corresponding proposals referred to them shall arrange joint hearings of their committees to consider the proposals if, in their judgment, the business of the legislature and the convenience of the members and the public, who are interested in the proposals, will be promoted thereby. The proposals to be considered, the time and place of the hearings, who presides at the hearings, and any other matters convenient to the hearings may be agreed upon by the chairpersons. Joint hearings may also be arranged to consider a proposal introduced or offered in only one house which will require consideration in both houses. The joint hearings take the place of separate hearings and are

final unless the house in which the proposal is pending orders a further hearing before its own committee.

*[am. 1987 SJR-48]*

*[am. 2011 SJR-2]*

**JOINT RULE 22. Cochairpersons of joint committees.** All standing or special joint committees shall have a senate and an assembly cochairperson. Unless otherwise provided by both cochairpersons, a meeting of a joint committee shall be chaired by the cochairperson from the house that referred the business then before the joint committee.

*[am. 2011 SJR-2]*

**JOINT RULE 23. Joint committee on legislative organization. (1)** There is created a joint committee on legislative organization consisting of the speaker of the assembly, the president of the senate, the majority and minority leader of each house, and the assistant majority and minority leader of each house.

(2) The committee has the powers and responsibilities conferred upon it by statute or by the joint rules and may take appropriate action thereunder. The committee shall recommend to the houses any action it considers likely to more closely coordinate the work of the 2 houses or to save expenses or increase the efficiency of the legislature.

(3) The committee shall adopt a policy for the preservation of historically significant electronic records of legislative business that are maintained by the chief clerks of the 2 houses.

(4) The committee shall adopt a continuity of operations plan for the purpose of meeting at a temporary seat of government to conduct legislative business as provided under section [323.51 \(1m\)](#) of the statutes.

*[am. 1981 SJR-1]*

*[am. 1987 SJR-48]*

*[(2) am.; (3) and (4) cr. 2011 SJR-2]*

**JOINT RULE 25. Funeral delegation.** A joint delegation consisting of members of the senate appointed by the president and of members of

the assembly appointed by the speaker shall attend the funeral of any deceased member of the legislature.

*[am. 1981 SJR-1]*

**JOINT RULE 27. Committee hearings open to public.** Unless otherwise provided by law, every committee hearing, executive session, or other meeting is open to the public. If time permits, advance notice of every regularly scheduled committee hearing, executive session, or other meeting is published as provided in joint rule 75.

*[rn. from Jt. Rule 31 (3), 1987 SJR-48]*

*[am. 2011 SJR-2]*

## **Chapter 4: CLERICAL PROCEDURES**

**JOINT RULE 31. Record of committee proceedings.** (1) The chairperson or acting chairperson of each committee of the legislature shall keep a record of the committee's proceedings containing the following information:

(a) The date, time, place, and subject of each hearing, and of each meeting of the committee.

(b) The attendance of committee members at each meeting.

(c) The name of each person appearing before the committee, with the name of the person or persons and the name of the group or organization on whose behalf the appearance is made.

(d) The vote of each member on all motions, proposals, amendments, appointments, or administrative rules acted upon.

(2) The record shall be ready and approved before the expiration of 10 days after each committee meeting or at the next regular meeting of the committee, whichever is earlier.

(3) Any member of a joint committee who is opposed to the committee's majority report may, at the time of the committee's final vote on

the matter, notify the chairperson of his or her intent to file a minority report and may then file the report with the chairperson no later than the 2nd business day after the vote. For any joint committee or committee of conference the committee report, including any minority report, may be provided to the members as decided by the presiding officer for each house.

(4) The committee shall file, in the jacket envelope of every proposal, appointment, or administrative rule reported by it, the original record of the committee's proceedings containing the information compiled under sub. (1) for the proposal, appointment, or administrative rule.

*[(1), (2) and (4) am.; (3) cr. 1987 SJR-48]*

*[(3) am. 1999 AJR-18]*

*[(1)(d), (3) and (4) am. 2001 AJR-15]*

*[(1)(intro.) and (d) and (4) am. 2011 SJR-2]*

**JOINT RULE 32. Certification of passage of, or adoption of and concurrence in, proposals.** (1) The chief clerk of each house shall supervise the entry of actions by that house in the history file for any proposal. The chief clerk of each house shall include the history entries in the jacket envelope before submitting the jacket to the chief clerk of the other house. The entries shall include the following:

- (a) The number and relating clause of the proposal.
- (b) The name of the member, members, or committee introducing or offering the proposal.
- (c) If appropriate, the name of the individual or organization requesting the proposal.
- (d) The dates of introduction, reference to committee, and all subsequent actions pertaining to the proposal, including any motion to end debate of the proposal.
- (e) If appropriate, the date on which a fiscal estimate is received.
- (f) The date of each public hearing.

(g) The date and resolution number of any request, approved by that house, for an opinion of the attorney general, and the date on which the opinion was received.

(h) The date of any clerical correction in the proposal as authorized by joint rule 56.

(i) The date and authorizing chief clerk for any reproduction of a proposal with all adopted amendments engrossed therein or of any major amendment thereto as authorized by joint rule 63.

(j) Any other appropriate information, as determined by the chief clerk.

(3) Each house shall provide by rule the manner by which the passage by or adoption of and concurrence in that house of proposals are certified.

*[(3) rn.; (1) and (2) cr. 1987 SJR-48]  
[(1)(intro.) and (i) am. 1997 AJR-1]  
[(title), (1)(intro.) and (3) am. 2001 AJR-15]  
[(1)(b), (e), and (f) am.; (1)(j) cr. 2011 SJR-2]*

**JOINT RULE 33. Book of enrolled bills.** (1) The chief clerk of each house shall keep a book in which the chief clerk enters the date on which any enrolled bill, originating in that house, is presented to the governor for approval. The chief clerk's entry shall show the number of the bill, and shall be countersigned by an employee of the office of the governor.

(2) The books shall similarly show the day of deposit in the office of the secretary of state of bills that become law without the signature of the governor, of bills passed notwithstanding the objections of the governor, and of resolutions required to be published.

*[am. 1987 SJR-48]  
[(2) am. 2001 AJR-15]  
[(1) am. 2011 SJR-2]*

**JOINT RULE 34. Presentment of enrolled bills to governor.** After an enrolled bill has been signed by the appropriate officer or officers certifying to its passage, it shall be presented, as provided in the session



schedule or by other legislative rule, by the chief clerk of the house in which it originated to the governor for approval.

*[am. 1987 SJR-48]*

*[am. 1997 AJR-1]*

*[am. 2001 AJR-15]*

*[am. 2011 SJR-2]*

**JOINT RULE 35. Assignment of enrolled joint resolution numbers.** The chief clerk, in cooperation with the secretary of state, shall assign an enrolled joint resolution number to any joint resolution amending the constitution and may assign an enrolled joint resolution number to any other joint resolution if the joint resolution originated in the chief clerk's house.

*[cr. 1997 AJR-1]*

*[am. 2001 AJR-15]*

## **Chapter 5: FISCAL ESTIMATE PROCEDURE**

**JOINT RULE 41. When fiscal estimates required or permitted. (1)**

(a) All bills making an appropriation and any bill increasing or decreasing existing appropriations or state or general local government fiscal liability or revenues shall carry a fiscal estimate.

(b) An executive budget bill introduced under section 16.47 (1) of the statutes is exempt from the fiscal estimate requirement under par. (a) but may, if it contains a provision affecting a public retirement system or providing a tax exemption, be analyzed as to that provision by the appropriate joint survey committee.

(c) For purposes of par. (a), a bill increasing or decreasing the liability or revenues of the unemployment reserve fund is considered to increase or decrease state fiscal liability or revenues.

(2) (a) Fiscal estimates are required on original bills only and not on substitute amendments or amendments.

(b) A bill containing a penalty provision is exempt from the fiscal

estimate requirement if the bill contains no other provisions requiring a fiscal estimate under sub. (1) (a).

(3) (a) The joint committee on finance by the approval of a majority of its members, or either cochairperson of the committee, may transmit electronically a request for the legislative fiscal bureau, or through the department of administration for an appropriate state agency, to prepare a supplemental fiscal estimate on any bill or on a bill as affected by any proposed amendment or proposed substitute amendment if the committee or cochairperson believes that the fiscal estimate on the bill, or on the bill as affected by the proposed amendment, would be substantially different from the fiscal estimate on the original bill. A supplemental fiscal estimate prepared under this paragraph shall be transmitted electronically to the legislative reference bureau for reproduction and insertion in the bill jacket envelope.

(b) Upon a request of a bill's primary author, transmitted electronically unless directed otherwise by the presiding officer, the presiding officer of either house may transmit electronically a request through the department of administration for an appropriate state agency to prepare a supplemental fiscal estimate on any bill, or on a bill as affected by any proposed amendment or proposed substitute amendment, if the presiding officer believes that the fiscal estimate on the bill, or on the bill as affected by the proposed amendment, would be substantially different from the fiscal estimate on the original bill. Unless otherwise determined by the house in which the bill may be placed on the calendar, failure to receive a supplemental fiscal estimate requested under this paragraph on a bill that already has one or more original fiscal estimates does not delay consideration of the bill. A supplemental fiscal estimate prepared under this paragraph shall be transmitted electronically to the legislative reference bureau for reproduction and insertion in the bill jacket envelope.

(c) The department of administration may transmit electronically a supplemental fiscal estimate to the legislative reference bureau for reproduction and insertion in the bill jacket envelope if the department disagrees with a fiscal estimate prepared by a state agency.

(d) In addition to the original estimates prepared by state agencies, the department of administration shall, if appropriate, transmit electronically to the legislative reference bureau, for review by the requester under joint rule 48 and for reproduction and insertion in the bill jacket envelope, a consolidated fiscal estimate summarizing all original fiscal estimates prepared by state agencies relating to a specific bill.

(e) Any state agency may transmit electronically to the department of administration for transmission electronically to the legislative reference bureau for review by the primary author of an introduced bill under joint rule 48 and for reproduction and insertion in the bill jacket envelope an updated fiscal estimate supplementing the original estimate on any bill if the agency has available better or more current information.

(f) The legislative fiscal bureau or the department of administration shall, if it receives an electronic request under joint rule 48 (3), prepare a supplemental fiscal estimate. If a supplemental fiscal estimate is requested electronically the fiscal bureau or the department shall transmit electronically the prepared supplemental fiscal estimate to the legislative reference bureau for reproduction and insertion in the bill jacket envelope.

(g) A state agency shall transmit electronically any fiscal estimate requested electronically under joint rule 48 (2) to the department of administration for transmission electronically to the legislative reference bureau for review by the primary author under joint rule 48 and for reproduction and insertion in the bill jacket envelope.

(h) Any state agency may rewrite its original fiscal estimate as provided under joint rule 48 (4).

(i) The department of administration may correct any fiscal estimate prepared by a state agency as provided under joint rule 46 (5).

*[am; (3)(b) cr. 1987 SJR-48]  
[(1)(b) am. 1991 SJR-1]  
[(3)(a) to (g) am. 1997 AJR-1]  
[(3)(a) to (g) am. 2001 AJR-15]  
[(3)(b) am. 2011 SJR-2]*

JOINT RULE 42. **General procedures.** (1) (a) Fiscal estimates shall be prepared by all state agencies receiving the appropriation, collecting the revenue, administering the program, or having information concerning the subject matter of the bill. Bills containing provisions for both appropriations and revenues or either appropriations or revenues for more than one state agency shall receive estimates from each such agency.

(b) In addition, the department of administration shall, when appropriate, prepare a consolidated fiscal estimate as required under joint rule 41 (3) (d).

(c) For bills with a fiscal impact on general local government, the department of administration shall obtain the requisite information from all appropriate state agencies.

(2) The name of the state agency preparing the estimate, and the date, shall be reproduced at the end of the estimate. The estimate shall also include the name and telephone number of a responsible official of the agency.

(3) Each state agency shall prepare the fiscal estimate within 5 working days from the date on which it receives the bill, but the department of administration, on a limited basis only and upon an agency's request received before the end of the 5-day period and applicable to only one fiscal estimate, may extend the period for the specified fiscal estimate to not more than 10 working days if the bill necessitates extended research. Whenever the extension is granted, the department of administration shall immediately notify the legislative reference bureau.

(4) The state agencies are requested to use the bills, substitute amendments, and amendments transmitted to them for official purposes only. In particular, no state agency may copy, or otherwise disseminate information regarding, any bill, substitute amendment, or amendment to it by "LRB" number, indicating that the bill, substitute amendment, or amendment transmitted has not been offered or introduced in the legislature.

*[(1) and (4) am. 1987 SJR-48]*

*[(2) am. 1997 AJR-1]  
[(2) and (4) am. 2001 AJR-15]*

**JOINT RULE 43. Reliable dollar estimate.** The estimate shall be factual in nature, and shall provide as reliable a dollar estimate as possible. The fiscal estimate shall contain a statement setting forth the assumptions used in arriving at the dollar estimate. Identification of technical or policy problems in the bill may not be included in the estimate but shall be transmitted electronically and separately in a technical memorandum.

*[am. 2001 AJR-15]  
[am. 2011 SJR-2]*

**JOINT RULE 44. Bill jackets to display “FE.”** (1) The jackets of all bills carrying a fiscal estimate shall have the initials “FE” displayed on them.

(2) (a) The legislative reference bureau shall make a preliminary determination of whether the bill requires a fiscal estimate. Except as otherwise provided in joint rule 54 (2m), the legislative reference bureau shall indicate that a bill requires a fiscal estimate by displaying “FE” prominently on the jacket.

(b) A jacket on which the “FE” symbol has been defaced may not be accepted for introduction unless the deletion of the “FE” symbol has been initialed by the chief or the deputy chief of the legislative reference bureau.

*[(title), (1) and (2)(a) am. 1997 AJR-1]  
[(2)(b) am. 1999 AJR-18]  
[(2)(a) am. 2001 AJR-15]  
[(2)(a) and (b) am. 2011 SJR-2]*

**JOINT RULE 45. Duties of legislative reference bureau.** (1) After a proposed bill has been drafted the legislative reference bureau shall inform the requester that a fiscal estimate is required when it submits the draft to the requester. If authorized by the requester, the bureau shall promptly transmit electronically the proposed bill to the department of administration for preparation of a fiscal estimate. The requester may introduce the bill without the fiscal estimate, but when such a bill is introduced the legislative reference bureau shall promptly

transmit electronically a copy of the bill to the department of administration for preparation of a fiscal estimate. The legislative reference bureau shall keep a record of the date on which each bill is thus transmitted electronically and its number.

(2) If the fiscal estimate is procured before the bill is introduced, the legislative reference bureau shall transmit electronically a copy of the estimate to the requester. If the requester desires to introduce the bill, the reference bureau shall place the estimate and any worksheet at the end of the bill or in the jacket envelope, and prepare the bill for introduction. The fiscal estimate and any worksheet shall be reproduced at the end of the bill or as an appendix as are amendments. If the fiscal estimate is transmitted electronically to the legislative reference bureau after the bill has been introduced, the legislative reference bureau shall transmit electronically a copy of the estimate and any worksheet to the primary author of the introduced bill as provided under joint rule 48.

(3) The chief clerk shall enter in the history file for a bill the dates when a fiscal estimate on an original bill is published, when a fiscal estimate on any bill as amended or as amended by any proposed amendment or substitute amendment is published, when a supplemental fiscal estimate is published and when a memorandum under joint rule 47 is inserted in the bill jacket. If a fiscal estimate is requested after the bill is introduced, the chief clerk shall enter in the history file for the bill the dates when a fiscal estimate on an original bill is requested, when a fiscal estimate on any bill as amended or as amended by any proposed amendment or substitute amendment is requested, and when a supplemental fiscal estimate is requested.

*[(3) am. 1987 SJR-48]  
[(2) and (3) am. 1997 AJR-1]  
[am. 2001 AJR-15]  
[(1)(a) rn. 2011 SJR-2]*

**JOINT RULE 46. Duties of department of administration and state agencies.** (1) The department of administration shall promptly review each bill received, determine all of the agencies that shall prepare a fiscal estimate, and transmit electronically the fiscal estimate request to those agencies, keeping a record of the date of electronic transmission to and electronic receipt from the agencies and the number of the bill.

(2) The state agency shall prepare the estimate and any worksheet and such copies as are specified by the department of administration. It shall transmit electronically the estimate and any worksheet and the bill within 5 working days to the department of administration unless the department of administration, under joint rule 42 (3), extends the period for preparation of the estimate. The department of administration shall notify electronically the state agency of any bill not transmitted electronically to the department of administration within the deadline.

(3) The department of administration shall promptly transmit electronically all fiscal estimates and any worksheets to the legislative reference bureau, retaining one copy of each estimate and worksheet.

(4) The department of administration shall, when requested under joint rule 48 (3), prepare a supplemental fiscal estimate, and shall transmit electronically the supplemental fiscal estimate to the legislative reference bureau for reproduction and insertion in the bill jacket envelope.

(5) The department of administration may correct any computation or other clerical error in a fiscal estimate prepared by an agency but may not make any substantive change. If the department makes such a correction it shall note on the fiscal estimate prepared by the agency the manner in which it has been corrected by the department and shall transmit electronically both the corrected and uncorrected fiscal estimates to the legislative reference bureau.

*[(2) and (4) am. 1997 AJR-1]  
[am. 2001 AJR-15]*

**JOINT RULE 47. Duties of joint committee on finance.** The joint committee on finance may, by the vote of a majority of its members, direct that any legislative fiscal bureau memorandum on a bill referred to the committee, other than a budget bill, be inserted in the bill jacket envelope. If the committee so directs, an electronic copy of the memorandum shall be transmitted electronically to all legislators and to the legislative reference bureau.

*[am. 1987 SJR-48]  
[am. 2001 AJR-15]*

**JOINT RULE 48. Review of agency-prepared fiscal estimates. (1)**

On the 6th working day after the legislative reference bureau transmits electronically a copy of a fiscal estimate for an introduced bill to the primary author, the bureau shall transmit electronically a copy of the fiscal estimate and any worksheet to the legislative fiscal bureau and to the chief clerk of the house of origin to be inserted in the bill jacket envelope and shall forthwith reproduce the estimate and any worksheet as are amendments.

(2) During the 5-day period under sub. (1), the primary author of an introduced bill may transmit electronically to the department of administration a request to have a supplemental fiscal estimate prepared for the bill as affected by a proposed amendment or a proposed substitute amendment, whether offered for introduction or not, be prepared by the agency that prepared the fiscal estimate for the bill.

(3) The primary author of an introduced bill may transmit electronically a request that the legislative fiscal bureau or the department of administration prepare a supplemental fiscal estimate if the primary author disagrees with the fiscal estimate for the bill prepared by the state agency.

(4) During the 5-day period under sub. (1), the primary author of an introduced bill may transmit electronically a request that the agency that prepared the fiscal estimate rewrite its fiscal estimate. If the agency agrees to rewrite the estimate and the primary author agrees to a delay in the publication of the fiscal estimate, the agency shall immediately electronically notify the department of administration and the legislative reference bureau, and the rewritten fiscal estimate, notwithstanding sub. (1), is the only original estimate reproduced and inserted in the bill jacket envelope, but both the rewritten and the initial fiscal estimate shall be retained by the legislative reference bureau.

*[(1) and (4) am. 1997 AJR-1]*

*[am. 2001 AJR-15]*

*[(title), (1), (2), and (4) am. 2011 SJR-2]*

**JOINT RULE 49. Bills not conforming.** (1) Any member may at any time that a bill is before the house raise the issue that the bill requires a fiscal estimate, and if the presiding officer determines that the bill (not



having the estimate) requires an estimate, the presiding officer shall direct the legislative reference bureau to secure the requisite estimate.

(2) Bills requiring fiscal estimates shall not be voted on by either house, and shall receive neither a public hearing nor be voted on by a standing committee, before the receipt of the original fiscal estimate for the bill.

(3) If the fiscal estimate for the bill has not been provided to the members when the vote on passage is taken, the chief clerk shall read the fiscal estimate at length before the vote.

*[(3) am. 1999 AJR-18]*

**JOINT RULE 50. Waiver of requirement to transmit electronically.** The president and speaker may jointly waive for a limited time any requirement under joint rules [41](#), [43](#), [45](#), [46](#), [47](#), and [48](#) for electronic transmission and permit, instead, transmission in paper form.

*[cr. 2001 AJR-15]*

## **Chapter 6: STYLE AND FORM OF PROPOSALS**

**JOINT RULE 51. Use of LRB legal services.** A proposal may not be introduced or offered unless it has been put in proper form by the legislative reference bureau. Only the persons authorized by this rule may use the drafting services of the legislative reference bureau to have proposals prepared for introduction. Persons authorized to use the drafting services are:

(1) Any member or member-elect of the legislature and, on behalf of each committee thereof, the chairperson. The members and committees may authorize others to submit instructions for them, but for each draft prepared on such authorization the name of the member or committee authorizing the draft shall be made part of the record.

(2) Any agency, as defined in section [16.70 \(1e\)](#) of the statutes, created under chapter 13, 14, 15, or 758 of the statutes.

(3) The chief clerk of either house for drafting requests pertaining to the operation of the legislature.

[(3) *cr. 1987 SJR-48*  
[(intro.) and (2) *am.*; (4) *cr. 2001 AJR-15*  
[(4) *rp.*; (intro.) and (2) *am. 2011 SJR-2*]

JOINT RULE 51m. **Analyses on substitute amendments.** The legislative reference bureau, if time permits, may prepare in plain language an analysis of a substitute amendment, to be reproduced with the substitute amendment when it is offered.

[*cr. 2011 SJR-2*]

JOINT RULE 52. **Format; text display; structure of proposals.** All proposals shall be reproduced on paper 8-1/2 by 11 inches. Each bill shall have a title, an enacting clause, and subject matter disposed of in one or more sections and shall have the arrangement and wording prescribed by the following:

(1) The title of all bills shall state, in the fewest words practicable, the subject to which the bill relates and shall be drawn up in one of the following forms or a form similar to one of the following forms:

(a) AN ACT *to repeal.... ; to renumber.... ; to consolidate and renumber.... ; to renumber and amend.... ; to consolidate, renumber and amend.... ; to amend.... ; to repeal and recreate.... ; and to create....* of the statutes; and *to affect* 19.. laws, chapter...., section.... [to 1981] and 19.. Wisconsin Act.... [starting 1983], section.... ; **relating to:** .... .

(b) AN ACT **relating to:** ( authorizing, providing, etc.) ..... .

(c) Any bill may include 2 or more types of actions and treat both general statutory law and nonstatutory law, but the various types of actions used shall be listed in the order shown in par. (a), and, if both statutory and nonstatutory law are treated in the same manner, the statutory law must be cited first.

(d) The relating clause shall record any of the following:

1. Expressly granting rule-making authority, or providing an exemp-

tion from rule-making procedures, or providing an exemption from or extending the time limit for emergency rule procedures.

2. Requiring a referendum.
3. Expressly providing for a penalty.
4. Making, continuing, or renewing an appropriation.

(e) Executive budget bills under section 16.47 (1) of the statutes, other lengthy bills that encompass multiple subjects and that are to be introduced at the request of the governor or the committee on organization of either house, bills proposing bulk revision of one or more entire chapters of the statutes, reconciliation bills introduced by the committee on organization of either house, and revisor's correction and revisor's revision bills are not subject to the requirements of pars. (a) to (d), and instead may use a descriptive title similar to the following example: "An Act to amend and revise chapter .... and to make diverse other changes in the statutes; **relating to:....**"

(2) The analysis by the legislative reference bureau shall follow the title.

(3) The enacting clause, required by section 17 (1) of article IV of the constitution, shall follow the analysis and shall read as follows: "The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:"

(4) The subject matter of the bill shall follow the enacting clause and be displayed in one or more sections that, except for budget bills or other bills of unusual length, shall be numbered consecutively. Substitute amendments may follow the section numbering of the bill. Each section shall begin in one of the following forms:

(a) SECTION.... (A designated part) of the statutes (or 19.. laws, chapter...., section.... [to 1981] and 19.. Wisconsin Act.... [starting 1983], section.... ) are (repealed) (renumbered....) (consolidated and renumbered....).

(b) SECTION.... (A designated part) of the statutes (or 19.. laws, chapter...., section.... [to 1981] and 19.. Wisconsin Act.... [starting 1983], section.... ) are (renumbered.... and amended) (consolidated, renumbered.... and amended) (amended) (repealed and recreated) (created) to read:

(c) SECTION ..... (provisions of new, nonstatutory material).

(5) Any proposal, substitute amendment, or amendment that proposes to amend an existing law or legislative rule, and any joint resolution that proposes to amend a section of the state constitution, shall display the full text of the unit of the law, rule, or constitution that is being amended, with any matter to be stricken out typed with a line through the matter, and any new matter underscored. This requirement does not apply to:

(a) Reconciliation bills introduced by the committee on organization of either house and revisor's correction or revisor's revision bills.

(b) Appropriation sections that only increase or decrease the amount of an existing appropriation, which shall instead indicate the amount by which the applicable appropriation is increased or decreased, and the purpose of this increase or decrease.

(c) Proposals in which identical words are substituted for other words in existing law, if the laws in which the existing words occur are enumerated.

(6) All parts of the statutes and of other laws that are intended to be superseded or repealed should be specifically referred to, so far as practicable, and expressly superseded or repealed. This directive is not intended to affect judicial construction.

(7) Except as necessary to revise the relating clause of the affected proposal or substitute amendment, an amendment may not change the title of the proposal. When a substitute amendment or proposal is reproduced with all adopted amendments engrossed therein, or when the proposal is enrolled after passage, or adoption, and concurrence, the

legislative reference bureau shall make the required changes in the title so that the title correctly lists all provisions affected by the proposal.

*[(intro.), (1) and (4) am.; (5) and (6) rn.am.; (7) cr. 1987 SJR-48]  
 [(5)(intro.) am. 1991 SJR-1]  
 [(1)(d)1. am. 1991 AJR-2]  
 [(1)(intro.), (b) and (e) and (7) am. 1997 AJR-1]  
 [(1)(a) r.rc. 1997 AJR-1]  
 [(1)(e), (5)(a) and (7) am. 2001 AJR-15]  
 [(intro.), (1)(c) and (e), and (5)(intro.), (a), and (b) am. 2011 SJR-2]*

**JOINT RULE 53. Incorporation of law into the statutes. (1)** It is the policy of this state that law of continuing application is incorporated into the statutes. The assignment of statute numbering to any part of a bill is indicative of a legislative intent that this text be incorporated into the statutes.

(2) In general, provisions of the following types need not be incorporated into the statutes:

(a) An increase or decrease in the amount of an existing sum certain appropriation, but the dollar amount by which the existing appropriation is increased or decreased must be reflected in the appropriation total as shown in the statutes in the schedule under section [20.005 \(3\)](#) of the statutes.

(b) A conveyance of real property or of a real property right or interest to or from the state or its political subdivisions.

(c) A declaration of intent or purpose.

(d) A directive or request for a limited-term study.

(e) A creation of a committee as defined in section [15.01 \(3\)](#) of the statutes.

(f) A ratification of a collective bargaining agreement for state employees.

(g) A change in the authorized state building program.

(h) A position authorization.

(i) A change in the authorized state trunk highway system.

(j) An amendment to an existing nonstatutory provision.

(k) A temporary transitional provision, not extending beyond July 1 of the even-numbered year of the legislature's next biennial session.

(L) A provision affecting the timing of a law's application or nonapplication, not extending beyond July 1 of the even-numbered year of the legislature's next biennial session.

(m) Any other provision that is narrow in scope and intended to be temporary.

*[cr. 1987 SJR-48]  
[(1) and (2)(a) am. 1997 AJR-1]  
[(1) and (2)(a) am. 2011 SJR-2]*

**JOINT RULE 54. Approval and jacketing of drafts.** (1) Before a proposal is jacketed for introduction, the legislative reference bureau shall submit a copy of the draft to the authorizing legislator, chief clerk, or state agency for approval, but substitute amendments or amendments shall be immediately prepared to be offered unless the authorizing legislator, chief clerk, caucus, or state agency requests prior submittal for approval.

(2) The legislative reference bureau, except as otherwise provided in sub. (2m), shall provide to the authorizing legislator, chief clerk, or state agency 4 copies of each proposal approved under sub. (1) and 6 copies of each amendment approved under sub. (1). One copy is for the use of the requester. The other copies shall, if a proposal, be inserted in the jacket envelope or, if a substitute amendment or amendment, be attached to an amendment jacket.

(2m) (a) The chief of the legislative reference bureau and a chief clerk of either house may enter into a written agreement under this joint rule to have the chief clerk, when the chief clerk's house is sitting in session, receive on the floor of the house copies of drafts of proposals, substitute amendments, and amendments transmitted electronically by the legislative reference bureau, and place the proposals in jacket en-

velopes and attach jacket cover sheets (stripes) to drafts of amendments and substitute amendments.

(b) The legislative reference bureau and the chief clerk may not act under this subsection until the legislative technology services bureau makes the computer programming changes and the legislative reference bureau and the chief clerk make the process changes necessary to permit the legislative reference bureau to transmit and the chief clerk to receive the drafts electronically in the chamber of the house, in a manner that ensures the confidentiality of the drafts, without changing the way the legislative reference bureau jackets proposals, substitute amendments, and amendments electronically.

(c) The legislative reference bureau and the chief clerk may not act under this subsection unless the chief clerk states in the agreement that the chief clerk and his or her employees:

1. Will comply with the requirements for confidentiality of drafts with which the legislative reference bureau must comply.

2. Provide, maintain, and supervise the equipment and the jackets for the electronic transmittal to the chief clerk as if the equipment and jackets were under the immediate supervision of the legislative reference bureau.

3. Submit directly to, and only to, the member any proposal in its jacket and any substitute amendment or amendment with its jacket attached.

(d) The legislative reference bureau may not transmit a draft of a proposal, substitute amendment, or amendment to the chief clerk under this rule unless the member requesting the draft waives confidentiality of the draft and requests the legislative reference bureau to transmit the draft under this rule.

(3) (a) Jacket envelopes for proposals, and amendment jackets for substitute amendments and amendments, shall be identified by red for proposals, substitute amendments, and amendments introduced or of-

ferred in the senate, and shall be identified by black for those introduced or offered in the assembly.

(b) Each amendment jacket shall contain blanks to identify the substitute amendment or amendment by number, to list the date it is offered, and to enter the name or names of the member, members, or committee of the house of origin that offered the substitute amendment or amendment. Each amendment jacket shall allow sufficient space to add, if appropriate, the name of the individual or organization requesting that it be offered.

(c) Each jacket envelope shall be large enough to hold the papers pertaining to the proposal without the papers being folded.

*[cr. 1987 SJR-48]*  
*[(1), (2) and (3)(a) and (b) am. 1991 SJR-1]*  
*[(2) and (3) am. 1997 AJR-1]*  
*[am.; (2m) cr. 2001 AJR-15]*  
*[(1), (2), and (2m)(a) am. 2011 SJR-2]*

**JOINT RULE 55. Authors and cosponsors.** (1) Any bill or joint resolution may have, following and separate from the names of the authors of the bill or joint resolution, the names of one or more cosponsors from the other house.

(2) When a proposal or amendment is introduced or offered by request, the name of the person requesting introduction or the offering of the proposal or offering of the amendment shall be made a part of the record of the proposal.

*[rn. from Jt.Rule 53; (2) am. 1987 SJR-48]*  
*[am. 2001 AJR-15]*  
*[(1) am. 2011 SJR-2]*

**JOINT RULE 56. Clerical corrections in legislative proposals and amendments.** (1) The chief clerks and the legislative reference bureau shall correct all minor clerical errors found in any proposal or amendment. Any correction under this rule shall be entered by the chief clerk in the history file for the proposal of the house having possession of the proposal.

(2) The current edition of Webster's new international dictionary is



the standard on questions of correct spelling, word usage, and proper grammar.

(3) Except as enumerated in pars. (a) to (e), corrections under this rule require in each instance the specific prior authorization of the presiding officer of the house having possession of the proposal. The following corrections do not require prior authorization:

(a) Inserting the enacting clause required for any bill by [section 17 \(1\)](#) of [article IV](#) of the constitution, or inserting the usual enabling clause in any resolution.

(b) Correcting the title of a proposal so that the enumeration of sections affected accurately reflects the statutes, session laws, Wisconsin Acts, sections of the constitution, or legislative rules treated in the proposal.

(c) Correcting the title of a bill so that the relating clause complies with joint rule [52 \(1\) \(d\)](#).

(d) Correcting the text of the proposal so that it conforms to sub. [\(2\)](#).

(e) Correcting erroneous numeric references.

*[cr. 1987 SJR-48]  
[(1) am. 1997 AJR-1]  
[(title) and (1) am. 2001 AJR-15]*

**JOINT RULE 57. Amendments to state constitution.** (1) Every joint resolution proposing an amendment to the constitution introduced for the purpose of a first approval shall, in the closing paragraph, refer such proposed amendment to the legislature to be chosen at the next general election. Every joint resolution proposing the 2nd legislative approval of an amendment to the constitution shall, in the closing paragraph, provide for submission of the amendment to the people in accordance with [section 1](#) of [article XII](#) of the constitution.

(2) (a) The text of a proposed constitutional amendment is not subject to change when a joint resolution submits such text for “2nd consideration” after the joint resolution was adopted on “first consideration” by the last preceding legislature, unless appropriate changes are

made to revert the status of the constitutional amendment to “first consideration.”

(am) While the constitutional amendment has “2nd consideration” status, only the relating clause and those paragraphs of the joint resolution pertaining to the ballot question and to the date of submission to the voters may be changed by amendment.

(b) Because any change in the text of a proposed constitutional amendment before the senate or assembly for “2nd consideration” reverts that proposed amendment to “first consideration” status, any change shall be presented to the senate or assembly in the form of a substitute amendment that, in its title, its resolving clauses, and its instructions for transmittal to the next succeeding legislature, properly sets forth the resultant “first consideration” status of the proposed constitutional amendment.

*[rn. from Jt. Rule 55, 1987 SJR-48]  
[(2)(intro.) and (b) am. 2001 AJR-15]  
[(2)(intro.) and (a) rn. 2011 SJR-2]*

**JOINT RULE 58. Amendments to U.S. constitution.** (1) Any amendment to the constitution of the United States, submitted to the legislatures of the several states for ratification, shall be considered in the form of a joint resolution.

(2) Every joint resolution to ratify an amendment to the constitution of the United States shall be given 3 readings in each house. The vote on adoption or concurrence shall be a roll call vote with the ayes and noes entered in the journal.

(3) That part of a joint resolution to ratify an amendment to the constitution of the United States which correctly sets forth the text of the proposed amendment may not be amended.

*[cr. 1987 SJR-48]*

**JOINT RULE 59. Explanative notes.** In addition to such notes as are required by law or joint rule, explanative notes may be included in revision and correction bills prepared by the revisor of statutes, in reconciliation bills introduced by the committee on organization of either house, and in proposals introduced or offered and in substitute amend-

ments or amendments offered by the joint legislative council or its law revision committee, at the request of the judicial council, and by or at the request of any other official interim study or investigative group. The notes shall be prepared by the requester, shall be factual in nature, shall be as brief as may be and, where feasible, shall follow the section of the proposal or amendment to which they relate. Notes may appear in the original reproduced version of the proposal or amendment only, and may not appear in the Wisconsin Acts or session law volumes unless the chief of the legislative reference bureau determines that including them is essential or in the statutes unless the revisor determines that including them is essential. The notes constitute no part of the proposed act or engrossed or enrolled resolution.

*[rn. from Jt. Rule 56, 1987 SJR-48]*

*[am. 1997 AJR-1]*

*[am. 1999 AJR-18]*

*[am. 2001 AJR-15]*

*[am. 2011 SJR-2]*

**JOINT RULE 60. Enrolled proposals.** (1) Except as provided in sub. (2), immediately after the passage of any bill, or the adoption of and concurrence in any joint resolution amending the constitution, and in the case of a bill, before it is presented to the governor for approval, the legislative reference bureau shall prepare the number of enrolled copies of the proposal requested by the chief clerk of the house in which the proposal originated. One copy shall be used as the enrolled bill that is presented to the governor or the enrolled resolution that is deposited with the secretary of state. Four copies of the enrolled bill or resolution shall be delivered to the secretary of state. A sufficient number of copies of the enrolled bill or enrolled resolution shall be delivered to the revisor of statutes.

(2) Whenever the legislative reference bureau determines that the text of a proposal passed by the legislature cannot be properly enrolled because of unreconciled conflicts in adopted amendments, the bureau shall report the problem to the committee on organization of the house in which the proposal originated. If the committee on organization concurs with that determination, the committee shall introduce a joint resolution recalling the proposal for further legislative action and the

bureau may not enroll the proposal until the legislature acts on the joint resolution recalling the proposal.

*[rn. from Jt. Rule 54, 1987 SJR-48]  
[(1) rn.am.; (2) cr. 1989 AJR-24]  
[(title) and (1) am. 2001 AJR-15]  
[(2) am. 2011 SJR-2]*

## **Chapter 7: REPRODUCTION OF PROPOSALS**

**JOINT RULE 62. Number of copies.** (1) The joint committee on legislative organization may determine the number of copies of each proposal and amendments thereto to be reproduced on a routine basis unless otherwise provided by joint resolution.

(2) Additional copies of a legislative proposal may be procured by the house in which the proposal originated, as provided in the rules of the house or upon authorization by the committee on organization or chief clerk of that house.

*[(title), (1) and (2) am. 1997 AJR-1]  
[am. 2001 AJR-15]  
[(1) am. 2011 SJR 2]*

**JOINT RULE 63. Reproduction of engrossed proposals and amendments.** Upon the finding by the chief clerk of either house that a proposal or major amendment thereto has been amended in the house of origin to a considerable degree, the chief clerk may instruct the legislative reference bureau to prepare and have reproduced an engrossed copy of the proposal or amendment. In preparing engrossed copy for a proposal the legislative reference bureau shall, if time permits, provide it with a revised analysis. Upon receipt from the legislative reference bureau of the engrossed copy, the chief clerk shall enter that fact in the history file for the proposal. Any subsequent amendments to a proposal ordered reproduced with all adopted amendments engrossed therein shall be drafted to the reproduced engrossed text.

*[am. 1987 SJR-48]  
[am. 1997 AJR-1]  
[am. 2001 AJR-15]*

**JOINT RULE 64. Display of text in amendatory proposals and acts.**

(1) Any proposal, substitute amendment, or amendment that proposes to amend an existing law or legislative rule, and any joint resolution that proposes to amend a section of the state constitution or joint rules, shall display the full text of the unit of the law, rule, or constitution that is being amended, with any matter to be stricken out displayed with a line through the matter, and any new matter displayed with underscoring. This requirement does not apply to:

(a) Reconciliation bills introduced by the committee on organization of either house or revisor's correction or revisor's revision bills.

(b) Appropriation sections that only increase or decrease the amount of an existing appropriation, which shall instead indicate the amount by which the applicable appropriation is to be increased or decreased, and the purpose of the increase or decrease.

(c) Proposals in which identical words are substituted for other words in designated parts of existing law, if the designated parts in which the words occur are enumerated.

(2) In any official publication of any act or enrolled joint resolution, matter stricken out shall be shown with a line through the stricken matter and new matter shall be shown as plain text if all of the designated part is created and as underscored text if the designated part is otherwise treated.

*[am. 1987 SJR-48]*  
*[(1)(intro.) and (2) am. 1991 SJR-1]*  
*[(title) and (1)(intro.) am. 1997 AJR-1]*  
*[(1)(a) am. 2001 AJR-15]*  
*[(1)(a) and (2) am. 2011 SJR-2]*

**JOINT RULE 65. Inserting date of enactment and publication date of acts.** Before it transmits the text of an act for reproduction, the legislative reference bureau shall insert the act number, the date of enactment as defined in section 35.095 (1) (a) of the statutes and the designated date of publication in the text of the act.

*[am. 1987 SJR-48]*  
*[am. 1997 AJR-1]*

**JOINT RULE 66. Enrolled joint resolutions. (1)** All joint resolu-

tions assigned an enrolled joint resolution number under joint rule 35 shall be included in the session laws. Others may be included in the session laws if the joint resolution so directs.

(2) Whenever more than one copy of a joint resolution is to be distributed, facsimile signatures of the several officers required to sign the resolutions may be used.

*[(title), (1) and (2) am. 1997 AJR-1]*

## **Chapter 8: OTHER LEGISLATIVE DOCUMENTS**

**JOINT RULE 71. Legislative manuals.** The chief clerk of each house shall prepare a manual of procedure, which shall contain the matter as the house determines and has been customarily included in the manual. The chief clerks may prepare extracts of rules that have been changed or created for insertion in existing manuals for use until the new issues are available.

*[am. 1997 AJR-1]  
[am. 2001 AJR-15]*

**JOINT RULE 72. Daily calendars.** The quantity of daily calendars as ordered by the chief clerk of each house shall be reproduced. The format of the calendars shall for each house be as provided in the rules of that house or as directed by the committee on organization of that house.

*[am. 1997 AJR-1]*

**JOINT RULE 73. Daily journals.** (1) The chief clerk of each house shall prepare and transmit for reproduction, after the adjournment of each daily session, its daily journal.

(2) The journals shall contain a concise description of the business conducted by each house. Each proposal shall be identified in the journal by number and relating clause when it is introduced or offered, when reported by a committee, when first considered on any legislative day, or after significant business relating to another subject has intervened. All other journal references to the proposal shall be by number

only. Either house may order any other of its proceedings included in its journal.

(3) All executive messages to the legislature, except veto messages and nominations for appointment requiring the advice and consent of the assembly, shall be included in the senate journal only. Executive pardon communications or reports and reports of the claims board under section 16.007 of the statutes and reports of lobbyist registrations required by section 13.685 (7) of the statutes shall be included in the senate journal. The report of a joint committee shall be included in the journal of the house in which the resolution or act creating the committee originated. Joint resolutions and amendments to bills and joint resolutions may not be included in the journal except as required by section 1 of article XII of the constitution.

(4) The presiding officer of each house shall direct that notice of receipt of any proposed administrative rule under section 227.19 of the statutes be included in the journal of the house, together with a notice of the standing committee to which the proposed rule is referred and the date of referral. The presiding officer shall direct that a similar notice be included whenever a proposed rule is withdrawn.

*[(5) and (6) rn.; (4) cr. 1981 SJR-1]  
[(2), (3), (5) and (6) am. 1987 SJR-48]  
[(1) to (5) am. 1997 AJR-1]  
[(5) rp.; (1), (2), (3), and (4) am. 2011 SJR-2]*

**JOINT RULE 74. Journals in book form.** (1) Within 90 days after the final adjournment of any biennial session of the legislature, the chief clerk of each house shall prepare the matter for its daily journal, which is required by the order of such house to be included therein; and any other matter, not already included in either journal, which is required to be included by joint action of the legislature, shall be prepared and transmitted by the chief clerk of the house in which the action originated.

(2) The journals for both houses shall be bound in cloth. The journals of regular, extraordinary, and special sessions may be bound together in the same volumes if the extraordinary or special session is called before the journals of the regular sessions have been bound; if

not so bound the journals of both houses for the extraordinary or special session shall be bound together. The legislative reference bureau shall distribute the copies.

*[am. 1987 SJR-48]*  
*[(1) and (2)(intro.) and (f) am. 1997 AJR-1]*  
*[(2)(intro.) rn.am. 2001 AJR-15]*  
*[(1) and (2) am. 2011 SJR-2]*

**JOINT RULE 75. Schedule of committee activities.** The chief clerk of each house shall publish, on a daily basis on the legislature's committee Internet Web site, a committee schedule containing the name of each committee, its chairperson, the room number or place, and the time and date of each meeting scheduled; and, if applicable, shall designate each proposal, appointment, or administrative rule to be heard by number or name, author, and topic.

*[(1) and (2) am.; (3) and (4) cr. 1987 SJR-48]*  
*[(1) am. 1997 AJR-1]*  
*[(4) am. 1999 AJR-18]*  
*[(2) and (3) am. 2001 AJR-15]*  
*[r.rc. 2011 SJR-2]*

**JOINT RULE 76. Bulletins of senate and assembly proceedings.**  
(1) After the 3rd week of the biennial session, a "Bulletin of Proceedings" shall be published at convenient intervals. The senate and assembly parts shall each be published under the direction of the respective chief clerk and the index part shall be published as provided in joint rule 77. The senate and assembly parts shall each contain a directory of the officers, members, committees of the legislature, status of business, bills enacted into law, acts originating in that house, bills vetoed, joint resolutions enrolled and deposited with the secretary of state, and the complete history of legislative action on the proposals and petitions originating in that house; in addition, the senate part shall contain the history of senate advice and consent on nominations for appointment.

(2) The chief clerk of each house shall supervise the completion of an up-to-date record of the actions by that house on all bills and joint resolutions and of the actions on resolutions originating in that house. The chief clerk shall publish the record for all proposals originating in that house as soon as completed.

*[(1), (2) and (3) am. 1981 SJR-1]*  
*[(1) am. 1981 SJR-32]*



*[(title), (1) and (2) am. 1997 AJR-1]  
[am. 2001 AJR-15]  
[(1) am. 2011 SJR-2]*

JOINT RULE 77. **Index to bulletin of proceedings.** The index to the bulletin of proceedings shall be prepared by the legislative reference bureau. The index shall contain:

(1) A subject index to legislation, showing a brief description of each proposal or petition, and may contain a brief description of such amendments as materially alter the subject content of a proposal.

(2) A senate and an assembly author index to legislation. In the author indexes, the brief description of each proposal shall be shown routinely only under the first and second author, and under the first cosponsor, of each proposal. For additional authors and cosponsors, the proposal shall be listed in the author index by number only.

(3) Author indexes to proposals introduced or offered by committees, or by the entire membership of one or both houses.

(4) A subject index to the legislative journals.

(5) A subject index to Wisconsin Acts and enrolled proposals, vetoed and partially vetoed bills, and supreme court orders.

(6) A numeric listing of statute sections and prior session laws or acts affected by current Wisconsin Acts and enrolled proposals.

(7) An index to constitutional amendments, including the full text of all constitutional amendments ratified by the people since the last publication of the statutes.

(8) If provided the necessary information by the government accountability board, a list of organizations employing lobbyists; a list of registered lobbyists and the organizations represented by each lobbyist; and a list of state agency legislative liaisons.

*[(7) and (8) am. 1987 SJR-48]  
[(4), (5) and (6) am. 1991 SJR-1]  
[(intro.) and (4) am. 1997 AJR-1]  
[(1) am. 2001 AJR-15]  
[(8) and (9) rn.; (7) rn.am.; (3) and (4) am.; (8) cr. 2011 SJR-2]*

**JOINT RULE 78. Bulletin and index to actions concerning proposed administrative rules.** The administrative rules bulletin of proceedings shall be prepared jointly by the chief clerks of the 2 houses, the legislative council staff, and the legislative reference bureau. The bulletin shall contain a history of each transaction affecting a proposed administrative rule received under section 227.15 (1) of the statutes, prepared by the chief clerk of each house. It shall contain a subject index prepared by the legislative reference bureau. The administrative rules volume shall be published at the end of the biennial session.

*[cr. 1981 SJR-1]  
[am. 1981 SJR-32]  
[am. 1987 SJR-48]  
[am. 1997 AJR-1]  
[am. 2011 SJR-2]*

**JOINT RULE 79. Biennial record continuity; special sessions.** For each biennial session, the chief clerks of the 2 houses and the legislative reference bureau shall, and the offices of the governor and secretary of state are requested to, treat the legislative documents of the regular session and of any special sessions convened by the governor during that biennial session in the following manner:

(1) **DRAFTING REQUESTS.** The legislative reference bureau shall number all drafting requests received by it in a continuing sequence throughout each biennial session. Separate sequences may be used to distinguish proposals, substitute amendments, simple amendments to proposals other than the budget bill, floor amendments to proposals, and drafts for incorporation into the budget bill or any amendments thereto.

(2) **BILL JACKETS.** When jacketing drafted proposals for consideration in a special session, the legislative reference bureau shall identify each page of the draft, and, except as otherwise provided in joint rule 54 (2m), identify the bill jacket, by the month in which a specific special session begins.

(3) **PROPOSALS.** For each special session, the chief clerks shall number the proposals in a new sequence, beginning with the number “1” for each type of proposal.

(4) JOURNALS. The daily journals for each special session shall be identified as journals of the legislature meeting in special session, but shall be filed in consecutive order, by date, together with the journals recording the action in regular session throughout the biennial session. When the legislature, at different times within a single day, conducts the business of the regular session as well as business under the governor's special session call, the actions may be recorded in a single journal for that day but actions under the special session call shall be clearly identified as actions of the legislature meeting in special session.

(5) BULLETIN OF PROCEEDINGS. The history of legislative action on all proposals introduced or offered in special sessions shall be published in a single chapter for each special session, at the end of the senate and assembly parts of the bulletin of proceedings. In the subject and author indexes of the index to the bulletin of proceedings, special session legislation shall be indexed, together with regular session legislation, into a single subject-heading and author-heading-sequence.

(6) WISCONSIN ACTS. The office of the governor is requested and the chief clerks of the senate and assembly are directed to number all Wisconsin Acts enacted throughout a single biennial session, whether enacted in regular or in special session, into a single consecutive act number sequence.

*[rn. from Jt.Rule 78, 1981 SJR-1]  
[(intro.), (1) and (6) am. 1987 SJR-48]  
[(1) and (5) am. 1997 AJR-1]  
[(2), (3) and (5) am. 2001 AJR-15]  
[(intro.), (1), (4), and (6) am. 2011 SJR-2]*

## **Chapter 9: SESSION SCHEDULE**

### **JOINT RULE 81. Scheduled floorperiods and committee work.**

(1) Each biennial session begins and ends on the first Monday in January of the odd-numbered year, as follows:

(a) The incoming legislature shall convene in the capitol at 2 p.m. to take the oath of office, select officers, and do all other things necessary

to organize itself for the conduct of its business, but if the first Monday in January falls on January 1 or 2, the organizational meeting is held on January 3.

(b) Each biennial session shall be structured into floorperiods, committee work periods, and an interim committee work period, and shall include at least one meeting of the legislature in January of each year.

(c) Early in each biennial session, the joint committee on legislative organization shall introduce a joint resolution setting forth the session schedule for that biennial session. The joint resolution is amendable and shall, when approved by both houses, constitute the session schedule for that biennial session unless later changed by action of the 2 houses.

(2) Each scheduled floorperiod shall be held as set forth in the session schedule. Any floorperiod may be extended or convened or recessed on a date earlier than the date specified in the session schedule, as follows:

(a) The extension of a floorperiod through earlier convening or later adjournment, or the convening of an extraordinary session, may be authorized at the direction of a majority of the members of the committee on organization in each house or by the adoption of and concurrence in a joint resolution on the approval by a majority of the members elected to each house, or by the joint petition of a majority of the members elected to each house submitted to, and using a form approved by, the senate chief clerk and the assembly chief clerk.

(b) Any extended floorperiod or extraordinary session is limited to the business specified in the action by which it is authorized and to advice and consent on nominations for appointment.

(c) Following the official call of any special or extraordinary session, the joint committee on employment relations or on legislative organization, the committees on organization in each house, and any committee of either house so authorized under the rules thereof, may introduce or offer proposals germane to the call, and such proposals may be numbered, referred to committee, and reproduced in advance of

the special or extraordinary session under the customary procedures of each house.

(3) Any day of the biennial session that is not reserved by the session schedule to conduct an organizational meeting or to be part of a scheduled floorperiod of the legislature is available for committee work, but:

(a) Any such day may be assigned to an extended floorperiod or extraordinary session as authorized under sub. (2).

(b) The committee on senate organization may designate a committee work day for senate advice and consent on nominations for appointment and the committee on assembly organization may designate a committee work day for assembly advice and consent on nominations for appointment, whether or not that day was already assigned under par. (a).

(4) The biennial session schedule shall specify the dates on which the chief clerks of the 2 houses shall present to the governor all bills approved by the 2 houses.

*[(2) and (3) am.; (4) rn. 1979 AJR-1]*

*[am. 1987 SJR-48]*

*[(2)(intro.) and (3) am. 1991 SJR-1]*

*[(3)(b) cr. 1993 SJR-1]*

*[(1)(intro.) and (2)(c) am. 1997 AJR-1]*

*[(1)(c), (2)(a) and (c) and (3)(b) am. 2001 AJR-15]*

*[(1), (2)(b), (3)(intro.) and (b), and (4) am. 2011 SJR-2]*

**JOINT RULE 81m. Limited-business floorperiod. (1)** The biennial session schedule shall provide for a floorperiod after the last general-business floorperiod scheduled by the session schedule for the spring of the even-numbered year and before the veto review session in that year.

(2) The limited-business floorperiod is a floorperiod limited to action on:

(a) Revisor's correction or revisor's revision bills.

(b) Reconciliation bills introduced by the committee on organization of either house that resolve conflicts between mutually inconsistent

acts of the biennial session and proposals recalled for further legislative action under joint rule 60 (2).

(c) Bills introduced by the joint committee on employment relations for the ratification of state employee collective bargaining contracts under section 111.92 (1) of the statutes.

(d) Matters the purposes of which are allowed under joint rule 7.

*[cr. 2001 AJR-15]  
[(2)(intro.) and (b) am. 2011 SJR-2]*

**JOINT RULE 81r. Limited-business floorperiod; bills introduced by the joint committee for review of administrative rules.** In addition to the floorperiod required under joint rule 81m, the biennial session schedule may provide for a floorperiod after the last general-business floorperiod scheduled by the session schedule for the spring of the even-numbered year that is limited to action on bills introduced by the joint committee for review of administrative rules under section 227.19 (5) (e) of the statutes.

*[cr. 2005 SJR-1]*

**JOINT RULE 82. Veto review session, even-numbered year.** (1) The biennial session schedule shall provide for a veto review session no earlier than April 1 of the even-numbered year and no later than June 30 of the even-numbered year.

(1m) The veto review session is a floorperiod limited to action on:

(a) Gubernatorial vetoes or partial vetoes.

(b) Pending nominations for appointments requiring senate or assembly confirmation.

(c) Revisor's correction or revisor's revision bills.

(d) Reconciliation bills introduced by the committee on organization of either house that resolve conflicts between mutually inconsistent acts of the biennial session and proposals recalled for further legislative action under joint rule 60 (2).

(e) Bills introduced by the joint committee on employment relations for the ratification of state employee collective bargaining contracts under section 111.92 (1) of the statutes.

(f) Resolutions or joint resolutions introduced by the committee on organization of either house.

(g) Resolutions or joint resolutions offering recognition or condolences introduced by any member of the legislature.

(2) (a) Unless otherwise provided by the committee on senate organization or the assembly committee on rules, any vetoes of regular or special session bills not previously on a calendar in the house of origin shall be shown as pending business on the calendar for the veto review session's first day.

(b) Any pending veto that does not receive final action during the veto review session is sustained. The disposition shall be recorded as "failed to pass notwithstanding the objections of the governor."

(3) Any veto received from the other house for concurrence notwithstanding the objections of the governor may be taken up immediately.

(4) The action of either house on the motion to pass a bill, or part thereof, notwithstanding the objections of the governor is not subject to a motion for reconsideration.

*[(1) rn.am. from Jt.Rule 81 (4); (2) cr. 1979 AJR-1]*

*[(1)(d) cr. 1981 SJR-1]*

*[(2)(b) cr. 1987 AJR-1]*

*[(1) am.; (3) and (4) cr. 1987 SJR-48]*

*[(1)(d) am. 1989 AJR-24]*

*[(1)(e) rn. (1)(f); (1)(e) cr. 1993 SJR-1]*

*[(1)(g) cr. 1997 AJR-1]*

*[(intro.), (1)(c) and (2)(a) am. 2001 AJR-15]*

*[(intro.) and (1) rn.am.; (2)(a) and (b) am.; (1m) (g) cr. 2011 SJR-2]*

**JOINT RULE 83. Introduction and disposition of proposals. (1)** During any scheduled floorperiod the introduction, or offering, and disposition of proposals and the offering and disposition of amendments, and citations, shall, in each house, be governed by the rules thereof.

(3) Any proposal on which final action has not been taken at the adjournment of the last general-business floorperiod in the odd-numbered year is carried forward to the even-numbered year.

(4) (a) Except as provided in par. (b), at the adjournment of the last general-business floorperiod scheduled by the session schedule for the spring of the even-numbered year, any bill or joint resolution not yet agreed to by both houses, and any resolution not yet passed by the house of origin, is adversely disposed of for the biennial session and recorded as “failed to pass,” “failed to adopt,” or “failed to concur.”

(b) If the biennial session schedule provides for a limited-business floorperiod under joint rule 81r, any bills introduced by the joint committee for review of administrative rules that are not yet agreed to by both houses are adversely disposed of for the biennial session at the conclusion of the limited-business floorperiod under joint rule 81r and are recorded as “failed to pass.”

(5) Following the adjournment of the last general-business floorperiod scheduled by the session schedule for the spring of the even-numbered year, no further regular session proposals may be introduced or offered for the balance of the biennial session, except proposals under joint rule 81 (2) (c) or 82 (1m); or required for the conduct of any special session called by the governor, of any extraordinary session called by the legislature, of the veto review session, or of any extended floorperiod.

*[rn. from Jt.Rule 82, 1979 AJR-1]*  
*[(1), (2), (4) and (5) am. 1987 AJR-1]*  
*[(3) r.rc. 1987 AJR-1]*  
*[(2)(intro.) am. 1991 SJR-1]*  
*[(2)(c) am. 1997 AJR-1]*  
*[(4)(a) rn. from (4), 1997 AJR-1]*  
*[(4)(b) cr. 1997 AJR-1]*  
*[(1) to (3) and (5) am.; (4)(a) rn.am. 2001 AJR-15]*  
*[(4) rn.am. 2005 SJR-1]*  
*[(4)(a) cr. 2005 SJR-1]*  
*[(2) rp.; (1), (3), (4)(a), and (5) am. 2011 SJR-2]*

**JOINT RULE 84. Committees continue throughout biennial session.** Every standing committee and, unless otherwise ordered, every special committee of one or both houses, continues throughout the en-



tire biennial session of the legislature creating the committee. Any such committee may:

(1) **MEETINGS.** Meet, on call of the chairperson, in the capitol. As authorized by section 13.123 (3) (a) of the statutes, any committee may, with the prior consent of the committee on senate organization in the case of senate committees or of all of the officers required by assembly rule in the case of assembly committees, meet at such other locations throughout this state as the chairperson announces. Each committee meeting shall be given due public notice. No such committee may schedule an executive session outside the capitol unless the executive session is held in conjunction with a public meeting of the committee.

(2) **PUBLIC NOTICE.** In compliance with the appropriate senate and assembly rules, hold public hearings and executive sessions and conduct any other committee business on the proposals that have been referred to the committee.

(3) **STUDIES, INVESTIGATIONS, AND REVIEWS.** Conduct, on instruction by the appropriate house or on the motion of the chairperson with majority vote approval by the committee, studies, investigations, and reviews, within the subject matter area customarily within the purview of the respective committee, regarding any matter that may then be appropriate to legislative inquiry. In case of duplication or of overlapping areas of original inquiry the committee on senate organization in the case of senate committees, the speaker in the case of assembly committees, or the joint committee on legislative organization in the case of joint committees, shall define and delimit the subject matter area assigned to each committee and determine the scope of the inquiry conducted by each committee.

(4) **TECHNICAL ASSISTANCE.** Request the legislative council staff, legislative reference bureau, legislative technology services bureau, and legislative fiscal bureau for the necessary technical assistance appropriate to the completion of the committee's tasks. The joint committee on legislative organization shall coordinate the assignment of staff under this subsection. Any chairperson who determines that the attendance of staff is necessary to the proper conduct of any meeting scheduled at

a location other than the capitol may, with the prior authorization of the committee on senate organization in the case of a senate committee chairperson or the speaker in the case of an assembly committee chairperson, authorize the reimbursement of such staff for actual and necessary expenses incurred in attending the meeting, from the general program operations appropriation to the senate or assembly under section 20.765 (1) (a) or (b) of the statutes.

*[rn. from Jt.Rule 83, 1979 AJR-1]  
 [(1) and (4) am. 1987 SJR-48]  
 [(2) am. 1991 SJR-1]  
 [(1) am. 1997 AJR-1]  
 [(intro.) and (4) am. 2011 SJR-2]*

**JOINT RULE 85. Reimbursement for expenses.** For any day on which a member of the legislature is in Madison on legislative business pursuant to section 13.123 (1) of the statutes or attends a legislative committee meeting in Madison, the member shall be reimbursed the per diem provided in section 13.123 (1) (a) of the statutes. Any legislator who attends a committee meeting outside Madison authorized under joint rule 84 (1) shall be reimbursed for the actual and necessary expenses incurred in attending the committee meeting as provided by section 13.123 (3) of the statutes, or for the round-trip cost of traveling to the meeting from Madison.

*[rn. from Jt.Rule 84, 1979 AJR-1]  
 [am. 1991 SJR-1]  
 [am. 1997 AJR-1]*

**JOINT RULE 86. Continuation of employees during periods of committee work.** During any period of committee work, the chief clerks and sergeants at arms of the 2 houses shall retain on their staffs only the employees necessary for the conduct of legislative business during that period before the commencement of the next succeeding legislative session biennium, the chief clerk and the sergeant at arms of each house shall consult with the committee on organization of that house to determine the number of employees required for the commencement of that session. Employees who were laid off following the final (veto review) scheduled floorperiod of the current session shall be

given preference in the filling of vacancies in anticipation of the commencement of the next succeeding session.

*[rn. from Jt. Rule 85, 1979 AJR-1]  
[am. 1991 SJR-1]*

**JOINT RULE 87. Duties of the chief clerk after floor periods and sessions.** Following the adjournment of any scheduled floor period or any special or extraordinary session, the chief clerk of each house shall:

(1) **MESSAGE FINAL ACTIONS.** Message to the other house all proposals originating in the other house and on which the chief clerk's house has taken final action. The chief clerk shall similarly message to the other house all proposals originating in the chief clerk's house and requiring the consent of the other house and on which the chief clerk's house has taken final action. Any motion under joint rule 7 for a joint certificate of commendation, congratulation, or condolence, adopted by one house and already signed by the cosponsor from the other house, shall be treated as though it had been adopted by both houses, but any such motion adopted by one house only and lacking the signature of the cosponsor from the other house shall be treated as though it had been offered as a motion for a certificate by one house only.

(2) **MAINTAIN RECORDS.** Enter on the records of the chief clerk's house all messages received and customarily entered on the records, whether the messages emanate from the other house, the office of the governor, or from any other source.

(3) **JOURNALS AND BULLETINS.** Compile and publish:

(b) Such journals as are necessary, showing the chief clerk's entries for all business received by the chief clerk's office after the floor period or special or extraordinary session.

(c) In cooperation with the legislative reference bureau, the bulletin of proceedings shall be published in accordance with joint rules 76 and 77.

*[rn. from Jt. Rule 86, 1981 SJR-1]  
[(2) and (3) am. 1987 SJR-48]  
[(3)(c) 1. and 2. am. 1997 AJR-1]  
[(1) and (3)(c) 1. am. 2001 AJR-15]  
[(3)(a) rp.; (intro.), (3)(intro.) and (b) am.; (3) (c) r.rc. 2011 SJR-2]*

## **Chapter 10: LEGISLATIVE EMPLOYEES**

**JOINT RULE 91. Compensation and classification plan.** Unless otherwise specifically provided, all legislative employees shall be paid in accordance with the compensation and classification plan adopted by the joint committee on legislative organization. If the joint committee does not adopt a compensation and classification plan, the committee on organization of either house may adopt a plan for the employees of that house. Appointments shall be for the legislative session, unless earlier terminated by the appointing officer.

*[am. 1987 SJR-48]*

**JOINT RULE 92. Retirement system agents for legislative employees.** The chief clerks of the senate and of the assembly are designated to act in matters pertaining to the retirement system for the members and employees of their respective houses as required by section 40.02 (36) of the statutes. In matters relating to the chief clerks, the president of the senate and the speaker of the assembly shall act.

*[am. 1981 SJR-1]  
[am. 1987 SJR-48]*

## **Chapter 11: JOINT RULES**

**JOINT RULE 96. Changing or suspending rules.** (1) The joint rules of the legislature may be changed only with the approval of a majority of the current membership of each house. The vote is taken by ayes and noes.

(2) Any proposal to change a joint rule shall be offered as a joint resolution stating the proposed change. Except as authorized by unanimous consent or by vote of two-thirds of the members present, the joint resolution may not be acted upon in either house until the joint resolution has been made available to the members for 24 hours.

(3) Any joint rule may be suspended in either house by vote of two-thirds of the members present. The vote is determined by ayes and noes unless unanimous consent is given.

*[am. 1987 AJR-1]*  
*[(2) am. 1999 AJR-18]*  
*[(1), (2), and (3) am. 2011 SJR-2]*

**JOINT RULE 97. Continuity of joint rules.** The joint rules remain in effect until amended or superseded, and continue in effect at the beginning of any succeeding regular session of the legislature until superseded by the joint rules adopted by that legislature.

*[am. 1987 AJR-1]*  
*[am. 2001 AJR-15]*

**JOINT RULE 98. Publishing of joint rules.** (1) Within one week after the adoption and concurrence of any joint resolution significantly changing the joint rules, the chief clerk of the house of origin shall direct the reproduction of a new pamphlet incorporating the entire text of the joint rules as affected by that joint resolution unless, in the judgment of the president of the senate and the speaker of the assembly, additional rule changes may soon be agreed to by the 2 houses.

(2) (a) The chief clerk shall make the spelling and other minor corrections authorized by joint rule 56 and shall consult with the legislative reference bureau to make any references to provisions of the constitution, statutes, joint rules, senate rules, or assembly rules conform to the numbers then assigned to the provisions.

(b) Each pamphlet edition shall contain a revised table of contents and index prepared by the legislative reference bureau.

(c) Each pamphlet edition shall also contain the biennial session schedule adopted under section 13.02 (3) of the statutes.

(3) The chief clerk of each house shall supervise the reproduction of the joint rules.

(4) As directed by the chief clerk of the house of origin, any joint

resolution amending the joint rules may be enrolled and may be duplicated for distribution.

*[cr. 1987 SJR-48]  
[(2)(c) cr. 1989 AJR-24]  
[(1), (2)(b) and (3) am. 1997 AJR-1]  
[(3) am. 2011 SJR-2]*

**JOINT RULE 99. Definitions.** The following are definitions of the major terms used in joint rules 1 to 99 or traditionally used in deliberations on the floor and statutes governing legislative proceedings:

(1) **ACT:** A bill that has passed both houses of the legislature, been enrolled, and been approved by the governor or passed over the governor's veto, or that becomes law without the signature of the governor, and published.

(2) **ADJOURN:** To conclude a legislative day's business [see also sub. (79)].

(3) **ADOPTION:** Approval of a motion, amendment, substitute amendment, simple resolution, or joint resolution [see also subs. (16) and (54)].

(4) **AMENDMENT:** A suggested alteration in any proposal or amendment, often referred to as a simple amendment in distinction to a substitute amendment, which is intended to take the place of the proposal.

(5) **APPEAL:** A member's challenge of a ruling on a point of order. To prevail, an appeal requires the support of a majority of the members present, pursuant to the rules of a house.

(6) **ASSEMBLY CHAMBER:** The entire area west of the easternmost doors of the assembly, including the visitor's galleries, lobbies, offices of the speaker, majority leader, and minority leader and hallways.

(7) **BILL:** A proposed change of law originating in either house, requiring passage by one house and concurrence of the other house of the legislature and approval of the governor, or passage notwithstanding the objections of the governor by a two-thirds vote in each house, or that

becomes law without the signature of the governor, before becoming effective.

(8) CALENDAR: The agenda for any legislative day.

(9) CALL OF THE HOUSE: A procedure for requiring the attendance of absent members.

(10) CERTIFICATE OR “CITATION”: A formal legislative document of commendation, congratulations, or condolences.

(11) CHAIR: The position that the presiding officer fills.

(12) CHIEF CLERK: The officer elected to perform and direct the clerical and personnel functions of a house.

(13) COMMITTEE CHAIRPERSON: The head of a committee.

(14) COMMITTEE EXECUTIVE ACTION: The action of a committee on any proposal or veto.

(14m) COMMITTEE OF CONFERENCE: A committee of representatives to the assembly and of senators, appointed to resolve differences on a specific proposal.

(15) COMMITTEE OF THE WHOLE: The membership of one house organized in committee for the discussion of a specific matter.

(16) CONCURRENCE: The action by which one house agrees to a proposal or action of the other house [see also subs. (3) and (54)].

(18) CONTESTED SEAT: A district in which 2 or more persons claim the right to represent the district.

(20) CURRENT MEMBERSHIP: The members of one of the houses omitting those who have resigned, have been removed, or have died.

(22) DILATORY: To delay.

(23) DIVISION OF THE QUESTION: To break a question into 2 or more separate propositions.

(24) ELECTED MEMBERSHIP: The members of one of the houses, certified as elected in the last general election, including those who have subsequently resigned, have been removed, or have died.

(25) ENGROSSED PROPOSAL: A proposal incorporating all adopted amendments and all approved technical corrections in the house of origin, whether or not it is reproduced as engrossed.

(26) ENROLLED PROPOSAL: A proposal that was passed, or adopted, and concurred in, incorporating any amendments and corrections that were approved by both houses.

(27) EXPUNGE: To remove material from the record and thus undo some action.

(27m) EXTRAORDINARY SESSION: The convening of the legislature by the committees on organization of each house or by petition or joint resolution of the legislature to accomplish the business specified in the action calling the session. When used to continue a floorperiod of the biennial session for a limited purpose, the extraordinary session is referred to as an extended session.

(28) FISCAL ESTIMATE: A memorandum pursuant to joint rules 41 to 50 and the rules of each house, explaining the impact of a bill on state or local finances.

(29) FLOOR OF THE ASSEMBLY: That portion of the assembly chamber that is reserved for members, assembly officers, and persons granted the privilege of the floor.

(29m) FLOOR OF THE SENATE: That portion of the senate chamber that is reserved for members, senate officers, and persons granted the privilege of the floor.

(30) FLOOR AMENDMENT: Any amendment offered for consideration at the 2nd reading stage, or for committee consideration, but not drafted by the legislative reference bureau.



(31) **GERMANENESS:** The relevance or appropriateness of amendments.

(32) **HEARING:** A committee meeting at which the public is invited to testify on a proposal or issue.

(33) **HISTORY:** A record of actions on any given proposal.

(33m) **HISTORY FILE:** The list of entries made by the chief clerk in the bulletin of proceedings, recording the actions of the legislature on a proposal.

(34) **INCIDENTAL MOTIONS AND REQUESTS:** A group of motions and requests that generally relates to the proceedings, procedures, and subsidiary questions during debate, and that must be disposed of before proceeding to the main question under consideration. Incidental questions have lower precedence than privileged questions but higher precedence than subsidiary and main motions.

(35) **INDEFINITE POSTPONEMENT:** A motion to kill a proposal in its house of origin for a legislative session.

(36) **INTRODUCTION:** The formal presentation of a bill before one of the houses [see also sub. (50m)].

(37) **JOINT CONVENTION, ALSO CALLED “JOINT SESSION.”** A joint meeting of the senate and the assembly.

(38) **JOINT HEARING:** A hearing held by committees of both houses.

(39) **JOINT RESOLUTION:** A proposal requiring adoption by both houses, to: a) express the opinion of the legislature; b) change joint rules of the legislature; c) propose an amendment to the state constitution; or d) propose or ratify an amendment to the U.S. constitution.

(40) **JOINT RULES:** Common rules of proceedings adopted by both houses.

(41) **JOURNAL:** The official publication of one of the houses.

(42) LEAVE: Permission to be absent from one of the houses.

(43) LEGISLATIVE DAY: Any day on which the legislature is in session.

(44) MAIN MOTIONS AND QUESTIONS: The final affirmative question concerning a proposal during any stage of its consideration or any motion made or question raised when no other matter is before the house. Main questions have lower precedence than privileged, incidental, and subsidiary questions.

(45) MAJORITY: One more than one-half.

(46) MANUAL: The publication containing the rules of a house, the joint rules, the session schedule, the state constitution, alphabetical indexes, and other materials considered relevant to a legislator's job.

(47) MEMBER: A duly elected senator or representative to the assembly.

(48) MEMBERS PRESENT: Those members in attendance at a daily session.

(48m) MEASURE: Another term for "proposal."

(49) MOTION: A proposed action requiring approval by a vote of a house.

(50) NONCONCURRENCE: The refusal of one house to agree to a proposal, amendment, or action of the other.

(50m) OFFER: The formal presentation of a joint resolution, resolution, substitute amendment, amendment, or motion before a house [see also sub. (36)].

(51) OPINION OF THE ATTORNEY GENERAL: A formal reply by the attorney general to a specific question.

(52) PAIR: A written agreement between 2 members on opposite sides of a question not to vote on the question if one or both are absent

with leave, which permits the absent member to influence the outcome of a vote.

(53) **PARLIAMENTARY INQUIRY:** A request for an explanation of a legislative rule or procedure.

(54) **PASSAGE:** Final approval in the first house of a bill introduced in that house if referring to action of one house and final approval of both houses of a bill introduced in either house if referring to action of both houses [see also subs. (3) and (16)].

(55) **PETITION:** A request that one of the houses take a particular course of action.

(56) **POINT OF ORDER:** A request that the presiding officer rule on a matter of parliamentary procedure.

(57) **PRECEDENT:** A previous ruling, decision, or action used to interpret legislative rules.

(57d) **PRESIDENT:** A member of the senate elected by the membership to preside over the senate and carry out the duties as described in the senate rules, the joint rules, and the statutes.

(57m) **PRESIDENT PRO TEMPORE:** A member of the senate elected by the membership to carry out the duties of the president in his or her absence until the return of the president or until a president is elected.

(57p) **PRESIDING OFFICER:** The person presiding over the senate or assembly in session [see also subs. (11), (57d), (57m), (80), and (81)].

(59) **PRIVILEGED MOTIONS AND REQUESTS:** A group of motions and requests relating to basic questions concerning the meetings, organization, rules, rights, and duties of the senate or assembly and having the highest precedence for consideration. Privileged motions and requests take precedence over incidental, subsidiary, and main questions.

(60) **PROPOSAL:** A resolution, joint resolution, or bill put before a house for consideration.

(61) QUESTION: A statement before one of the houses for decision.

(62) QUORUM: A majority of the current membership of one of the houses, unless otherwise required by the state constitution.

(63) RECESS: A temporary suspension of business during a roll call day.

(64) RECONSIDERATION: A motion to nullify a decision and again consider and vote on the question involved.

(65) REGULAR ORDER OF BUSINESS: The regular sequence of deliberations on any legislative day.

(66) REGULAR SESSION: The biennial session of the legislature established by the constitution and by section 13.02 of the statutes. The Wisconsin legislature convenes in the capitol on the first Monday of January in each odd-numbered year at 2 p.m. to take the oath of office, to select officers, and to organize itself for the conduct of its business, but if the first Monday falls on January 1 or 2, the legislature organizes on January 3. Daily meetings begin in January of each year and continue throughout the biennial session until the final adjournment of the biennial session. "Session" is also often used to refer to the daily meetings of the legislature.

(67) REJECTION: An action for the adverse and final disposition of: a) a resolution or joint resolution for the biennial session of the legislature; b) an amendment or substitute amendment with regard to one specific document; c) the application of a motion to the current situation; and d) the report of a committee.

(68) REMAIN INFORMAL: A temporary suspension of proceedings in one of the houses.

(69) REQUEST: A proposed action that does not require a vote because: a) unanimous consent has been asked for; b) the action is required if there are sufficient seconds; or c) the presiding officer has the authority to take or order the requested action.

(70) **RESCIND:** An action by which one of the houses nullifies an action on a proposal so as to enable the house to again consider a proposal from a given stage. When a motion to rescind prevails, the house resumes its consideration of a proposal at the stage indicated in the motion.

(71) **RESOLUTION:** A proposal expressing the opinion of one of the houses; changing the rules of one of the houses; or confirming a nomination for appointment.

(73) **ROLL CALL DAY:** A legislative day on which any roll call is taken.

(74) **ROLL CALL VOTE:** A vote on which each member voting is recorded by name.

(75) **RULES OF PROCEEDINGS:** The rules that govern the operations of the legislature and the conduct of legislative business. Rules of proceedings are found in the state constitution; the joint rules, senate rules, and assembly rules; custom, usage, and precedent in each house; the statutes; and parliamentary law.

(76) **RULING:** The presiding officer's decision on a point of order.

(77) **SENATE CHAMBER:** The entire area south of the northernmost doors of the senate, including the floor, staff lobby, press lobby, visitor's galleries, and hallways, but excluding the offices of senate officers.

(78) **SERGEANT AT ARMS:** The officer elected by the members to perform and direct the police and custodial functions of one of the houses.

(79) **SINE DIE ADJOURNMENT:** The final adjournment of a legislative session.

(80) **SPEAKER:** A member of the assembly elected by the membership to preside over the assembly and carry out the duties as described in the assembly rules, the joint rules, and the statutes.

(81) **SPEAKER PRO TEMPORE:** A member of the assembly elected by the membership to carry out the duties of the speaker in his or her absence until the return of the speaker or until a speaker is elected.

(82) **SPECIAL COMMITTEE:** A committee created by resolution, or a special committee or temporary special committee created by a written order pursuant to the rules of a house, to investigate specific matters during a session or committee work period, and report to the senate or assembly.

(83) **SPECIAL ORDER OF BUSINESS:** Any proposal ordered by the senate or assembly to be given consideration at a specified time and taking precedence over the regular orders of business at that time.

(84) **SPECIAL SESSION:** The convening of the legislature by the governor to accomplish a special purpose for which convened.

(85) **STAGE:** One of the formal steps in the legislative process.

(86) **STANDING COMMITTEE:** A permanent legislative committee.

(87) **SUBSIDIARY MOTIONS:** A group of motions that change, or delay or accelerate the consideration of, a proposal before a house. Subsidiary motions have lower precedence than privileged and incidental questions, but higher precedence than main motions.

(88) **SUBSTITUTE AMENDMENT:** An amendment that, if accepted, takes the place of the original proposal. The term more accurately describes a “substitute bill” or “substitute resolution.”

(89) **SUFFICIENT SECONDS:** The support of the requisite number of members necessary to initiate certain procedures, pursuant to the rules of each house.

(90) **SUSPENSION OF THE RULES:** A motion requiring the support of two-thirds of the members present and by which a special action on a specific proposal is accomplished despite the existence of a rule blocking the action. Any suspension of the rules is temporary.

(92) **UNANIMOUS CONSENT:** A request for a specific purpose; if an

objection is not heard, it is assumed that the request has the consent of the entire body.

(93) VETO: The action by which a bill or a part thereof is rejected by the governor.

(94) VOICE VOTE: A vote taken by asking the members in favor of a question to say “aye” simultaneously and then the members opposed to likewise say “no.”

*[cr. 2001 AJR-15]  
[(58) rp.; (intro.), (3), (4), (5), (14), (16), (27m),  
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