

# Parliamentary Language For Senate Floor Procedures



SENATE CLERK'S OFFICE  
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# Table of Contents

Senate Order of Business.....	1
Senate Rules of Debate.....	2
Addressing Others .....	4
Introducing A Bill Or Joint Resolution After The Cut Off Date .....	5
Calendar Motions.....	6
Uncontested Calendar, Senate Bills On Third Reading .....	6
Regular Calendar, Senate Bills On Third Reading.....	7
Uncontested Calendar, Senate Bills On Second Reading .....	7
Regular Calendar, Senate Bills On Second Reading.....	8
Uncontested Calendar, House Bills On Third Reading .....	9
Regular Calendar, House Bills On Third Reading .....	10
Floor Amendments Or Substitute .....	11
Unfinished Business — Senate .....	12
Unfinished Business — House .....	13
Conference Committee Reports .....	14
Governor's Amendments To A Bill.....	15
Reconsideration .....	16
Miscellaneous Motions .....	17
Asking A Parliamentary Question .....	19
Reminders from the Clerk.....	20

# SENATE ORDER OF BUSINESS

CALL TO ORDER

PRAYER

PLEDGE

ROLL CALL

READING OF THE JOURNAL

## **Morning Hour**

COMMUNICATION FROM THE HOUSE OF DELEGATES

COMMUNICATION FROM THE GOVERNOR

(COMMUNICATIONS FROM OTHER SOURCES)

RECOGNITION, WELCOME OF VISITORS TO SENATE

RESOLUTIONS, PETITIONS, AND BILLS

## **Morning Hour Having Expired**

UNFINISHED BUSINESS

CONSIDERATION OF THE CALENDAR

OTHER BUSINESS

POINTS OF PERSONAL PRIVILEGE

ANNOUNCEMENTS

RECESS OR ADJOURNMENT

# From the Rules of the Senate

## XIII.

### Debate

**40 (a).** While the presiding officer is reporting or putting any question, or the Clerk of the Senate is reporting a bill or resolution or calling the roll, or a Senator is addressing the Chair, strict order shall be observed. No Senator or other person shall give audible expression to his or her approval or disapproval of any proceeding before the Senate. The use of props is prohibited on the floor of the Senate.

**40 (b).** The use of electronic devices for making and receiving phone calls is prohibited in Senate committee rooms and the Senate Chamber. Violations of this rule shall be punishable as prescribed by the Committee on Rules.

**41.** If words are spoken in debate that give offense, exception thereto shall be taken the same day, and be stated in writing; and in such case, if the words are decided by the presiding officer, or by the Senate, upon an appeal, to be offensive, and they are not explained or retracted by the Senator who uttered them, he shall be subject to such action as the Senate may deem necessary.

**42.** When any member is about to speak in debate or deliver any matter to the Senate, he shall rise from his seat, and without advancing, with due respect, address "Mr. President," confining himself strictly to the point in debate, and avoiding all disrespectful language.

**43.** No member shall speak more than twice upon the same subject without leave of the Senate, nor more than once, until every member choosing to speak has spoken.

**44.** No question shall be debated until it has been stated by the presiding officer, and the mover shall have the right to explain his views in preference to any Senator.

**45.** During any debate any Senator, though he has spoken to the matter, may rise and speak to the orders of the Senate if they are transgressed, in case the presiding officer does not so rise and speak, but if the presiding officer stands up at any time, he is first to be heard, and while he is standing Senators shall keep their seats.

**46.** No Senator shall be allowed to be interrupted while speaking, except on points of order, to correct erroneous statements, or for a Senator to answer any questions that may be stated by the Senator speaking.

# I. ADDRESSING OTHERS

1. When recognized by the Chair, address the Lieutenant Governor as Madam President:

**“MADAM PRESIDENT”**

2. Address another Member of the Senate through the Chair, by saying:

**“MADAM PRESIDENT, WILL THE SENATOR FROM \_\_\_\_\_ YIELD FOR A QUESTION?”**

3. To speak on a matter of personal privilege upon completion of the Calendar, you may rise and say:

**“MADAM PRESIDENT, I RISE ON A POINT OF PERSONAL PRIVILEGE.”**

4. If you have guests in the gallery, they are to be introduced in the Morning Hour. If you have guests while the Senate is taking up the Calendar, the guests are to be introduced at the end of the day upon completion of the Calendar.

## II. INTRODUCING A BILL, JOINT RESOLUTION, OR SENATE RESOLUTION AFTER THE CUT OFF DATE

1. To introduce a bill, joint resolution, or Senate resolution after the cut off date (usually the second Friday of Session):

**“MADAM PRESIDENT, I REQUEST UNANIMOUS CONSENT TO INTRODUCE A BILL/JOINT RESOLUTION/SENATE RESOLUTION RELATING TO ....”**

2. To introduce a memorial/commending resolution after the cut off date (usually near the end of Session):

**“MADAM PRESIDENT, I REQUEST UNANIMOUS CONSENT TO INTRODUCE A JOINT RESOLUTION/SENATE RESOLUTION RELATING TO ....”**

## **PLEASE REMEMBER FOR CALENDAR MOTIONS:**

1. Senate Bills are amended and engrossed on second reading.
2. House Bills are amended on third reading and the amendment(s)/substitute are engrossed.
3. Only one substitute may be adopted for each bill. To take up a second substitute the first must be rejected.
4. A substitute may not be adopted after the adoption of any amendments.
5. If you wish to offer floor amendments, remember that committee amendment(s)/substitute are taken up first, then floor amendment(s)/substitute can be considered.
6. If you desire to remove a bill from the block, do so after the Clerk has read the number of the bill and prior to final passage.

## **III. UNCONTESTED CALENDAR, SENATE BILLS ON THIRD READING**

[The Floor Leader will move that the bills be passed in the block. Clerk will read numbers, and the bills will be passed in the block.]



## IV. REGULAR CALENDAR, SENATE BILLS ON THIRD READING

[Clerk will read the bill title and the chief patron will move passage individually.]

**“MADAM PRESIDENT, I MOVE THE BILL PASS AND SPEAKING TO THE BILL.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the bill.]

## V. UNCONTESTED CALENDAR, SENATE BILLS ON SECOND READING

[The Floor Leader will move that the bills be engrossed and advanced to their third reading in the block. Clerk will read the bill number and the chief patron will move to agree to or reject any amendment(s)/substitute.]

**“MADAM PRESIDENT, I MOVE THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO.”**

**OR**

**“MADAM PRESIDENT, WITH THE RECOMMENDATION THAT THE AMENDMENT(S)/SUBSTITUTE BE REJECTED, I MOVE THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO.”**

[The President will put the question in the positive, and the Senators should vote “No.”]

## VI. REGULAR CALENDAR, SENATE BILLS ON SECOND READING

[Clerk will read the bill number and title and the chief patron will move to agree to or reject any amendment(s)/substitute.]

**“MADAM PRESIDENT, I MOVE THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO.”**

**OR**

**“MADAM PRESIDENT, WITH THE RECOMMENDATION THAT THE AMENDMENT(S)/SUBSTITUTE BE REJECTED, I MOVE THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO.”**

[The President will put the question in the positive, and the Senators should vote “No.”]

then, after the voice vote (or if no amendment(s)/substitute):

**“MADAM PRESIDENT, I MOVE THAT THE BILL BE ENGROSSED AND ADVANCED TO ITS THIRD READING.”**

## VII. UNCONTESTED CALENDAR, HOUSE BILLS ON THIRD READING

[The Floor Leader will move that the bills be passed in the block. Clerk will read the bill number and a motion will be needed to agree to or reject any amendment(s)/ substitute. The motion should be made by the Chair of the committee which considered the bill OR by the Senator who is carrying the bill for the House patron.]

**“MADAM PRESIDENT, I MOVE THAT THE AMENDMENT(S)/  
SUBSTITUTE BE AGREED TO.”**

**OR**

**“MADAM PRESIDENT, WITH THE RECOMMENDATION THAT  
THE AMENDMENT(S)/SUBSTITUTE BE REJECTED, I MOVE  
THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO.”**

[The President will put the question in the positive, and the Senators should vote “No.”]

## VIII. REGULAR CALENDAR, HOUSE BILLS ON THIRD READING

[Clerk will read the bill number and title and a motion will be needed to agree to or reject any amendment(s)/substitute. The motion should be made by the Chair of the committee which considered the bill OR by the Senator who is carrying the bill for the House patron.]

**“MADAM PRESIDENT, I MOVE THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO.”**

**OR**

**“MADAM PRESIDENT, WITH THE RECOMMENDATION THAT THE AMENDMENT(S)/SUBSTITUTE BE REJECTED, I MOVE THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO.”**

[The President will put the question in the positive, and the Senators should vote “No.”]

then, after the voice vote (or if no amendment(s)/substitute):

**“MADAM PRESIDENT, I MOVE THAT THE BILL PASS AND SPEAKING TO THE BILL.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the bill.]

## IX. FLOOR AMENDMENTS OR SUBSTITUTE

[If you have floor amendment(s)/substitute, please take them to the front desk to be copied and distributed. The Clerk's Desk will need time to copy them for distribution. The Clerk's staff will distribute all amendment(s)/substitutes.]

PLEASE REMEMBER: If the bill comes out of committee with an amendment or substitute, that matter is taken up first. AFTER the adoption or rejection of the committee amendment(s)/substitute, THEN floor amendment(s)/substitute can be taken up.

[First motion (if amendment(s)/substitute have been distributed)]

**“MADAM PRESIDENT, I MOVE THAT THE READING OF THE AMENDMENT(S)/SUBSTITUTE BE WAIVED.”**

then, after the voice vote:

**“MADAM PRESIDENT, I MOVE THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO AND SPEAKING TO THAT MOTION.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the amendment(s)/substitute.]

## X. UNFINISHED BUSINESS – SENATE

[Clerk will read the bill number and action the House has taken.]

1. To agree to or reject the House amendment(s)/substitute:

**“MADAM PRESIDENT, I MOVE THAT THE SENATE CONCUR WITH THE HOUSE AMENDMENT(S)/SUBSTITUTE AND SPEAKING TO THAT MOTION.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the amendment(s)/substitute.]

### OR

**“MADAM PRESIDENT, WITH THE RECOMMENDATION THAT THE HOUSE AMENDMENT(S)/SUBSTITUTE BE REJECTED, I MOVE THAT THE AMENDMENT(S)/SUBSTITUTE BE AGREED TO AND SPEAKING TO THAT MOTION.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the amendment(s)/substitute. After the explanation the President will put the question in the positive, and the Senators should vote “No.”]

2. To recede from our objection to the House amendment(s)/substitute:

[PLEASE NOTE: This motion is only appropriate if the bill and amendment(s)/substitute are in the possession of the Senate Clerk.]

**“MADAM PRESIDENT, I MOVE THAT THE SENATE RECEDE FROM OUR OBJECTION TO THE HOUSE AMENDMENT(S)/SUBSTITUTE.”**

then agree to the House amendment(s)/substitute:

**“MADAM PRESIDENT, I MOVE THAT THE SENATE CONCUR WITH THE HOUSE AMENDMENT(S)/SUBSTITUTE.”**

3. To accede to the request for a committee of conference:

**“MADAM PRESIDENT, I MOVE THAT THE SENATE ACCEDE TO THE HOUSE REQUEST FOR A COMMITTEE OF CONFERENCE ON THE BILL.”**

## **XI. UNFINISHED BUSINESS – HOUSE**

1. To insist on Senate amendment(s)/substitute and request a committee of conference:

**“MADAM PRESIDENT, I MOVE THAT THE SENATE INSIST ON ITS AMENDMENT(S)/SUBSTITUTE AND RESPECTFULLY REQUEST A COMMITTEE OF CONFERENCE.”**

2. To recede from Senate amendment(s)/substitute:

[PLEASE NOTE: This motion is only appropriate if the bill and amendment(s)/substitute are in the possession of the Senate Clerk.]

**“MADAM PRESIDENT, I MOVE THAT THE SENATE RECEDE FROM ITS AMENDMENT(S)/SUBSTITUTE TO THE HOUSE BILL.”**

## XII. CONFERENCE COMMITTEE REPORTS

To agree to or reject a conference committee report:

**“MADAM PRESIDENT, I MOVE THAT THE SENATE AGREE TO THE CONFERENCE COMMITTEE REPORT AND SPEAKING TO THAT MOTION.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the conference committee report.]

**OR**

**“MADAM PRESIDENT, WITH THE RECOMMENDATION THAT IT BE REJECTED, I MOVE THAT THE CONFERENCE COMMITTEE REPORT BE AGREED TO.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the conference committee report. After the explanation the President will put the question in the positive, and the Senators should vote “No.”]



### **XIII. GOVERNOR’S AMENDMENTS TO A BILL**

1. To adopt or reject the Governor’s recommendation(s):

**“MADAM PRESIDENT, I MOVE TO AMEND THE BILL IN ACCORDANCE WITH THE RECOMMENDATION(S) OF THE GOVERNOR AND SPEAKING TO THAT MOTION.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the Governor’s recommendation(s).]

**OR**

**“MADAM PRESIDENT, WITH THE RECOMMENDATION THAT IT/THEY BE REJECTED, I MOVE THAT THE GOVERNOR’S RECOMMENDATION(S) BE AGREED TO.”**

[The President will reply “The Senator has the Floor” and then you may proceed with the explanation of the Governor’s recommendation(s). After the explanation the President will put the question in the positive, and the Senators should vote “No.”]

2. If either motion is rejected, then a further motion may be made as follows:

**“MADAM PRESIDENT, I MOVE THAT THE BILL BE PASSED IN THE ENROLLED FORM.”**

3. To override a Governor’s veto:

**“MADAM PRESIDENT, I MOVE THAT THE BILL PASS IN THE ENROLLED FORM, NOTWITHSTANDING THE OBJECTIONS OF THE GOVERNOR.”**

## XIV. RECONSIDERATION

REMEMBER: YOU CAN MOVE TO RECONSIDER A MATTER ONLY IF YOU PREVIOUSLY VOTED ON THE PREVAILING SIDE OF THE QUESTION.

1. To reconsider a passed bill:

**“MADAM PRESIDENT, HAVING VOTED ON THE PREVAILING SIDE, I MOVE TO RECONSIDER THE VOTE BY WHICH S.B./H.B. PASSED.”**

2. To reconsider a defeated bill:

**“MADAM PRESIDENT, HAVING VOTED ON THE PREVAILING SIDE, I MOVE TO RECONSIDER THE VOTE BY WHICH S.B./H.B. WAS DEFEATED.”**

3. To reconsider agreed to amendment(s)/substitute:

**“MADAM PRESIDENT, HAVING VOTED ON THE PREVAILING SIDE, I MOVE TO RECONSIDER THE VOTE BY WHICH THE AMENDMENT(S)/SUBSTITUTE TO S.B./H.B. \_\_\_ WAS/WERE AGREED TO.”**

4. To reconsider rejected amendment(s)/substitute:

**“MADAM PRESIDENT, HAVING VOTED ON THE PREVAILING SIDE, I MOVE TO RECONSIDER THE VOTE BY WHICH THE AMENDMENT(S)/SUBSTITUTE TO S.B./H.B. \_\_\_ WAS/WERE REJECTED.”**

5. To reconsider a Senate bill's engrossment and third reading in order to return it to its amendable stage:

**“MADAM PRESIDENT, HAVING VOTED ON THE PREVAILING SIDE, I MOVE TO RECONSIDER THE VOTE BY WHICH SENATE BILL \_\_\_\_\_ WAS ENGROSSED AND ADVANCED TO ITS THIRD READING.”**

6. To reconsider any motion:

**“MADAM PRESIDENT, HAVING VOTED ON THE PREVAILING SIDE OF S.B./H.B. \_\_\_\_, I MOVE TO RECONSIDER THE VOTE BY WHICH \_\_\_\_\_.”**

## **XV. MISCELLANEOUS MOTIONS**

1. To pass a bill by for the day:

**“MADAM PRESIDENT, I MOVE THAT S.B./H.B. \_\_\_\_ BE PASSED BY FOR THE DAY.”**

2. To pass a bill by temporarily:

**“MADAM PRESIDENT, I MOVE THAT S.B./H.B. \_\_\_\_ BE PASSED BY TEMPORARILY.”**

3. To take a bill out of the block after Clerk reads the bill number for purpose of taking up after the block:

**“MADAM PRESIDENT, I REQUEST THAT S.B./H.B. \_\_\_\_ BE REMOVED FROM THE BLOCK.”**

4. To take a bill out of the block after Clerk reads the bill number for purpose of passing by for the day:

**“MADAM PRESIDENT, I REQUEST THAT S.B./H.B. \_\_\_ BE REMOVED FROM THE BLOCK AND GO BY FOR THE DAY.”**

5. To request a leave of absence:

**“MADAM PRESIDENT, I WOULD LIKE TO REQUEST A LEAVE OF ABSENCE FOR MY DESK MATE, THE SENATOR FROM \_\_\_\_\_, ON ACCOUNT OF PRESSING PERSONAL BUSINESS.”**

6. To take up a commending or memorial resolution out of order:

**“MADAM PRESIDENT, I MOVE THAT THE RULES BE SUSPENDED AND S.J.R./H.J.R. \_\_\_\_\_ BE TAKEN UP FOR IMMEDIATE CONSIDERATION.”**

then, after the recorded vote:

[The Clerk reads the title of the resolution.]

**“MADAM PRESIDENT, I MOVE THAT THE RESOLUTION BE AGREED TO.”**

## XVI. ASKING A PARLIAMENTARY QUESTION

1. If you would like the President to make a Ruling pertaining to parliamentary procedure or the Rules of the Senate:

**“MADAM PRESIDENT, PARLIAMENTARY INQUIRY.”**

2. If you would like to know where the Senate is on the Calendar, or if you would like to know if certain amendment(s)/ substitute were agreed to, etc. [This is a method of clarifying a procedure.]

**“MADAM PRESIDENT, POINT OF ORDER.”**

## Reminders from the Clerk:

### Floor/Debate Reminders:

1. Please do not walk in front of the Senator who is speaking.
2. Please do not **yell** across the chamber.
3. Please do not walk or talk during **points of personal privilege**.
4. Senators should not **engage press on the floor 15 minutes before session or 5 minutes after session (including recess and at ease)**.
5. Please address questions through the President.
6. Please do not mention email messages from groups in your remarks regarding legislation.
7. Please do not read statements from lobbying groups during debate.
8. Please remember Senate Rule 38 (a). "No Senator shall be allowed to vote or submit a vote statement unless he is in attendance at the daily session at the time the Senate is being divided, or before a determination of the question upon a call of the roll, and is **physically present in the Chamber, or one of its anterooms**."

### Invocation:

1. Please **encourage** the person you invite to keep the invocation to **no more than two minutes**.

### Introductions:

1. Please do not personally introduce your family members. Please have your seatmate do so.
2. **It is not appropriate to introduce lobbyists in the gallery.**

3. Please do not introduce guests until you get a **green sheet** from the pages. **If you do not have a green sheet, they are not in the gallery.** If there are several groups from the same organization (i.e. Sheriffs, 4H, etc.) one member will introduce all at the same time.
4. Please keep introductions to no more than **one minute**. We have many guests to be introduced. Keep to name, location, and what they represent. Do **NOT** give speeches or make political statements. It is not appropriate to read resolutions during introductions.
5. As we approach crossover, we need to focus on being conscious of time.

#### **Memorial and Commending Resolutions:**

1. Please do not walk or talk during **memorial resolutions**.
2. The Senate votes on these resolutions on Thursdays each week.
3. Co-Patron forms are available with Corinne at the Clerk's Desk.
4. Senators may continue to add as Co-Patrons for Memorial/Commending Senate Joint Resolutions until agreed to by the House (**usually the following Monday**).
5. Please do not take **memorial resolutions** out of the block **unless they are a statewide elected official, a member of the General Assembly, a member of the Virginia congressional delegation, or a legislative staff member.** Center aisle presentations are confirmed for someone who holds a statewide office (memorial) former member, national title, or statewide title. This is the custom, usage, and practice of the Senate.

**Notes:**