Table Annexed to Article: Basic Texts in the Founding of Parliamentary Science Originating from the United States (in MR Text Format)

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Available at: https://works.bepress.com/peter_aschenbrenner/295/
1. Resolved, That in determining questions in the Congress, each Colony or Province shall have one Vote.

2. Resolved, That no person shall speak more than twice on the same point, without the leave of the Congress.

3. Resolved, That no question shall be determined the day on which it is agitated and debated, if any one of the Colonies desire the determination to be postponed to another day.

4. Resolved, That the doors be kept shut during the time of business, and that the members consider themselves under the strongest obligations of honour, to keep the proceedings secret, until the majority shall direct them to be made public.
[July, 1776]
No person to read printed papers.
Every colony present, unless divided, to be counted.
No person to vote unless present when question put.
No person to walk while question putting.
Every person to sit while not speaking.
Orders of day at 12 o’clock.
Amendments first proposed to be first put.
Commit. or officers to be named before balot.
Call of the house every morn. absentees to be noted & ret’d to Convent.
No members to be absent without leave of house or written ord. of Conventn on pain of being ret’d to Conventn.

[1] On June 10th, Rutledge, Jefferson, and Paine were appointed a committee to “draw up rules and regulations for the conduct of the house, during debate,” and they reported a plan on July 10th, which after consideration and amendment was adopted July 17th. These rough notes though undated, are clearly, from their similarity to the rules so adopted, those used by the committee.

Comment: The text of these notes is drawn from Ford, Works of Thomas Jefferson, 1904; at II, 60 and that reference may be attributed to Journals of the Continental Congress 1774-1789, ed. Worthington Chauncey Ford (Washington: Government Printing Office, 1906[“JCC”]): Vol. 5:534, as explained in the next table.
The committee appointed to draw up rules and orders for the
government of this house, brought in their report, which was read:
The Committee appointed to draw up Rules and Orders for the
Government of this House beg Leave to report as their Opinion have agreed
to the following report:

III. That No Member shall read any printed Paper in the House
during the sitting thereof without Leave of the Congress.

VII. That no Member shall speak more than twice in any one Debate
without Leave of the House.

IX. That no Motion shall be made debated until the same be
seconded.

X. That when a Motion shall be made and seconded it shall be
reduced to writing, if desir’d by the President or any Member; delivered in
at the Table, and read by the President before the same shall be allowed to
be debated.

XI. When a Motion is made and seconded the Matter of the Motion
shall receive a Determination by the Question, or be laid aside by general
Consent, or postponed by the previous Question, before any other Motion
be received.

XIV. When the Question is put by the Chair [every Member in the
House] colony present shall [give his Voice one way] be counted on one side
or the other, unless it’s delegates be divided.

IV. No Member in coming into the House or in removing from his
Place shall pass between the President and the Member then speaking.

V. When the House is speaking sitting no Member shall speak [or
whisper] to another, so as to interrupt any Member who may be speaking in
the Debate.

III. When two Members rise together the President shall name the
Person to speak.

II. No Member shall leave depart from the service of the Place House
during the sitting thereof without Permission of the House Congress, or
order from his constituents. If by the withdrawing of the said Member he
shall break the Representation of the Colony from whence the said Member
came.

XVI. No Person shall be appointed to any office of Profit unless he
shall have the Consent of Seven Colonies. Nor shall any Ballot be counted
unless the Person for whom the Ballot shall be given be first named to the House, before the balloting be gone into. {533}

VI. Every Person shall speak from his [Chair] seat, and when not speaking shall continue [in his seat] therein. See the Amendment.

XII. If in a debate there arise more Questions than one, and it be controverted which Question shall be first put, the Question first moved and seconded shall be put first, unless it be laid aside by general Consent.

XIII. If a Question upon in a Debate contain more parts than one, any Member may have the same divided into as many Questions as parts.

XV. No person shall [enter] walk in the house while the question is putting, nor shall any one give his vote who was not present when the question was put.

I. The roll of the house shall be called over by the secretary every day within minutes after the hour to which it was adjourned, before any other thing is done in Congress; and all absentees without leave shall be noted on the roll by the Secretary, and a copy of so much of the said roll as relates to any one colony shall be sent to the Convention or assembly of such colony once in every three months.

I. That so soon as nine Colonies are present in the House the House the Congress proceed to Business.

Ordered, To lie on the table.

[1] To this point the report is in the writing of Robert Treat Paine.
[2] These paragraphs are in the writing of Thomas Jefferson.
[3] This paragraph is in the writing of John Hancock. The report is in the Papers of the Continental Congress, No. 23, folio 19. The numbering of the paragraphs was done between the submission of the report and the acceptance of the rules, which are printed July 17, post. In the Writings of Jefferson (Ford), II, 60, are printed what are believed to be Jefferson’s rough notes of this report. On page 61 of the same volume is a resolution regulating the rotation of delegates to the Continental Congress. It may have been prepared in connection with this report, but no trace of it is discoverable in the Journals.

Comment: This is the markup version of the rules from JCC dated to July 10, 1776. As the reader can see, the JCC editors must be correct in their assumption that Jefferson’s one page of notes predates this entry.
The Congress took into consideration the report of the committee on
the rules and orders for the government of this house; Whereupon,
Resolved, That the following rules be observed:
1. So soon as nine Colonies [states] are present in the house, the
Congress proceed to business. [1]
2. No member shall depart from the service of the house, without
permission of the Congress, or order from his constituents.
3. No member shall read any printed paper in the house during the
sitting thereof, without leave of the Congress.
4. When the house is sitting, no member shall speak or whisper to
another, so as to interrupt any member who may be speaking in the debate.
5. Every member, when he speaks, shall rise from his seat, and
address himself to the chair, and when he has finished, shall sit down again.
[2]
6. No member shall speak more than twice in any one debate,
without leave of the house.
7. When two members rise together, the president shall name the
person to speak.
8. No motion shall be debated, until the same be seconded.
9. When a motion shall be made, and seconded, it shall be reduced to
writing, if desired by the president or any member, delivered in at the table,
and read by the president, before the same shall be allowed to be debated.
10. When a motion is made and seconded, the matter of the motion
shall receive a determination by the question, or be laid aside, by general
consent, or postponed by the previous question, before any other motion be
received. {574}
11. If a question in a debate contain more parts than one, any
member may have the same divided into as many questions as parts.
12. No person shall be appointed to any office of profit, unless he
shall have the consent of seven colonies [states,] nor shall any ballot be
counted, unless the person for whom the ballots shall be given, be first
named to the house, before the balloting be gone into. [3]

[1] This paragraph is in the writing of John Hancock.
[2] In the original report this paragraph read: “Every person shall speak from his seat, and when not speaking, shall continue therein.”


Comment: This entry is from July 17, 1776 and may be regarded as the final version of the Rules and Orders of the (Second) Continental Congress.

1. So soon as nine states are present in the house, the Congress proceed to business.

2. No member shall depart from the service of the house, without permission of the Congress, or order from his constituents.

3. No member shall read any printed paper in the house during the sitting thereof, without leave of the Congress.

4. When the house is sitting, no member shall speak to another, so as to interrupt any member who may be speaking in the debate.

5. Every member, when he speaks, shall rise from his seat, and address himself to the chair, and when he has finished, shall sit down again.

6. No member shall speak more than twice in any one debate, without leave of the house.

7. When two members rise together, the president shall name the person to speak.

8. No motion shall be debated, until the same be seconded.

9. When a motion shall be made, and seconded, it shall be reduced to writing, if desired by the president or any member, delivered in at the table, and read by the president, before the same shall be allowed to be debated.

10. When a motion is made and seconded, the matter of the motion shall receive a determination by the question, or be laid aside, by general consent, or postponed by the previous question, before any other motion be received.

11. If a question in a debate contain more parts than one, any member may have the same divided into as many questions as parts.

12. No person shall be appointed to any office of profit, unless he shall have the consent of seven states, nor shall any ballot be counted, unless the person for whom the ballots shall be given, be first named to the house, before the balloting be gone into.

Comment: Same as Table 136_5_D with the preamble deleted along with the deletion of square and squiggly brackets; in addition, the Congress’s word choices are reconciled; they are no longer colonies as of July 4, 1776.
Resolved, That all proceedings of Congress, and all questions agitated and determined by Congress, be entered and that the yeas or nays of each member, if required by any State, be taken on every question as stated and determined by the house.

Table 136.5.F
Rule Adopted August 2, 1777
Journals of the Continental Congress, 8: 599.

Table 136.5.G
Procedural Provisions of the Articles of Confederation
Adopted November 15, 1777
Journals of the Continental Congress, 9: 921, 923

Article IX.
The United States in Congress assembled shall have authority to appoint a committee, to sit in the recess of Congress, to be denominated 'A Committee of the States', and to consist of one delegate from each State; and to appoint such other committees and civil officers as may be necessary for managing the general affairs of the United States under their direction -- to appoint one of their members to preside, provided that no person be allowed to serve in the office of president more than one year in any term of three years; to ascertain the necessary sums of money to be raised for the service of the United States, and to appropriate and apply the same for defraying the public expenses -- to borrow money, or emit bills on the credit of the United States, transmitting every half-year to the respective States an account of the sums of money so borrowed or emitted -- to build and equip a navy -- to agree upon the number of land forces, and to make requisitions from each State for its quota, in proportion to the number of white inhabitants in such State; which requisition shall be binding, and thereupon the legislature of each State shall appoint the regimental officers, raise the men and cloath, arm and equip them in a solid-like manner, at the expense of the United States; and the officers and men so cloathed, armed and equipped shall march to the place appointed, and within the time agreed on by the United States in Congress assembled. But if the United States in Congress assembled shall, on consideration of circumstances judge proper that any State should not raise men, or should raise a smaller number of men than the quota thereof, such extra number shall be raised, officered, cloathed, armed and equipped in the same manner as the quota of each State, unless the legislature of such State shall judge that such extra
number cannot be safely spread out in the same, in which case they shall raise, officer, cloath, arm and equip as many of such extra number as they judge can be safely spared. And the officers and men so cloathed, armed, and equipped, shall march to the place appointed, and within the time agreed on by the United States in Congress assembled.

The United States in Congress assembled shall never engage in a war, nor grant letters of marque or reprisal in time of peace, nor enter into any treaties or alliances, nor coin money, nor regulate the value thereof, nor ascertain the sums and expenses necessary for the defense and welfare of the United States, or any of them, nor emit bills, nor borrow money on the credit of the United States, nor appropriate money, nor agree upon the number of vessels of war, to be built or purchased, or the number of land or sea forces to be raised, nor appoint a commander in chief of the army or navy, unless nine States assent to the same: nor shall a question on any other point, except for adjourning from day to day be determined, unless by the votes of the majority of the United States in Congress assembled.

**Article X.**
The Congress of the United States shall have power to adjourn to any time within the year, and to any place within the United States, so that no period of adjournment be for a longer duration than the space of six months, and shall publish the journal of their proceedings monthly, except such parts thereof relating to treaties, alliances or military operations, as in their judgement require secrecy; and the yeas and nays of the delegates of each State on any question shall be entered on the journal, when it is desired by any delegates of a State, or any of them, at his or their request shall be furnished with a transcript of the said journal, except such parts as are above excepted, to lay before the legislatures of the several States.
Congress resumed consideration of the rules for the better conducting business, when the following were agreed to:

1. As soon as nine states are represented in the house, the Congress may proceed to business.

2. In determining questions in Congress, each State shall have one vote.

3. No member shall read any printed paper in the house during the sitting thereof, without leave of the Congress.

4. No member shall speak to another or otherwise interrupt the business of the house while the journals or public papers are reading for the information of Congress, or when any member is speaking in any debate.

5. Every member, when he speaks, shall arise from his seat and address himself to the chair, and when he has finished, shall sit down again.

6. No member shall speak more than twice in any one debate on the same day, without leave of the house.

7. When two members arise together, the President shall name the person to speak.

8. No motion shall be debated until the same be seconded.

9. When a motion shall be made and seconded, it shall be reduced to writing, if desired by the President or any member, delivered in at the table and read by the President, before the same shall be allowed to be debated.

10. While a question is before the house, no motion shall be received unless for an amendment, for the previous question, to postpone the consideration of the main question, or to commit it.
11. If a question in debate contain several points, any member may have the same divided.

12. When a question is about to be put, it shall be in the power of any one of the states to postpone the determination thereof until the next day, after which, it shall not be again postponed, but by order of the house.

13. The previous question (that is, that the main question be not now put) being moved, the question from the chair shall be, that those who are for the previous question say ay, and those against it, no; and if there be a majority of ays, then the main question shall not then be put, but otherwise it shall.

14. Each member shall declare openly and without debate his assent or dissent to a question by ay or no, when required by motion of any one member, whose name shall be entered as having made such motion previous to the President’s putting the question; the name and vote in such cases shall be entered upon the journal, and the majority of the votes of each State shall be the vote of that State.

15. No ballot shall be counted for the appointment of any person to an office of trust or profit who has not been nominated to the house on a day previous to the balloting being entered into, except by consent of all the states present.

16. Every morning the minutes of the preceding day shall be read, before Congress enter upon new business.

17. Every morning, after the reading of the public letters and giving orders concerning them, the reports of the Board of Treasury and of the Board of War, if any, shall be immediately taken into consideration.

18. No member shall leave Congress without permission of Congress or of his constituents.
The following rules were agreed to:

1. As soon as the President assumes the chair, the members shall take their seats.

2. The minutes of the preceding day shall then be read, and after that the public letters, petitions and memorials, if any have been received or presented.

3. Every letter, petition or memorial read, on which no order is moved, shall of course be considered as ordered to lie on the table, and may be taken up at any future time.

4. After the public despatches, &c., the reports of committees which may have been delivered by them to the secretary during the preceding day shall, for the information of the house, be read in the order in which they were delivered, and, if it is judged proper, a day be assigned for considering them.

5. After the public letters, &c., are read, and orders given concerning them, the reports of the Board of Treasury and of the Board of War, if any, shall be taken into consideration; but none of those subjects for the determination of which the assent of nine states is requisite shall be agitated or debated, except when nine states or more are assembled.

6. When a report, which has been read and lies for consideration, is called for it shall immediately be taken up. If two or more are called for, the titles of the several reports shall be read, and then the President shall put the question beginning with the first called for, but there shall be no debate, and the votes of a majority of the states present shall determine which is to be taken up.

7. An order of the day, when called for by a State shall always have the preference and shall not be postponed but by the votes of a majority of the United States in Congress assembled.
8. When a report is brought forward for consideration it shall first be read over and then debated by paragraphs and each shall be subject to amendments. If it relates only to one subject being in the nature of an ordinance it shall be subject to such additions as may be judged proper to render it compleat and then it shall be read over as it stands amended and a question taken upon the whole. But if it comprehends different subjects, independent one of another, in the form of distinct acts or resolutions a question shall be taken on each.

9. When any ordinance is introduced by report or otherwise, it shall be read a first time for the information of the house without debate. The President shall then put the following question “Shall this ordinance be read a second time.” If it passes in the affirmative then a time shall be appointed for that purpose when it shall be read and debated by paragraphs and when gone through, the question shall be “Shall this ordinance be read a third time”; if agreed to, and a time appointed, it shall be accordingly read by paragraphs, and if necessary debated, and when gone through the question shall be “Shall this ordinance pass;: if the vote is in the affirmative, a fair copy shall then be made out and signed by the President and attested by the Secretary in Congress and recorded in the Secretary’s office.

10. When a motion is made and seconded it shall be repeated by the President or being in writing it shall be delivered to the President and read aloud at the table before it shall be debated.

11. Every motion shall be reduced to writing if the President or any member require it.

12. After a motion is repeated by the President or read at the table it shall then be in the possession of the house, but may at any time before decision, be withdrawn.

13. No member shall speak ore than twice in any one debate, nor shall any member speak twice in a debate until every member, who chooses, shall have spoken once on the same.

14. When a question is before the house and under debate, no motion shall be received unless for amending it, for the previous question, or to postpone the consideration of the main question or to commit it.
15. No new motion or proposition shall be admitted under the colour of amendment as a substitute for the question or proposition under debate until it is postponed or disagree to.

16. The previous question (which is always to be understood in this sense that the main question be not now put) shall only be admitted when in the judgment of two states at least, the subject moved is in its nature or from the circumstances of time or place improper to be debated or decided, and shall therefore preclude all amendments and further debates on the subject, until it is decided.

17. A motion for commitment shall also have preference and preclude all amendments and debates on the subject until it shall be decided.

18. On motions for the previous question or for postponing no member shall speak more than once.

19. When any subject shall be deemed so important as to require mature discussion before it be submitted to the decision of the United States in Congress assembled, it shall be referred to the consideration of a grand committee consisting of one member present from each State, and in such case each State shall nominate its member. Every member may attend the debates of a grand committee and for that purpose the time and place of its meeting shall be fixed by the United States in Congress assembled.

20. The states shall ballot for small committees, but if upon counting the ballots, the number required shall not be elected by a majority of the United States in Congress assembled, the President shall name the members who shall have been balloted for, and the house shall by a vote or votes determine the committee.

21. If a question under debate contains several points any member may have it divided.

22. When a question is about to be put, it shall be in the power of any one of the states to postpone the determination thereof until the next day, and in such case, unless it shall be further postponed by order of the house the question shall, the next day immediately after reading the public dispatches, &c. and before the house go upon other business, be put
without any debate, provided there be a sufficient number of states present to determine it; if that should not be the case, it shall be put without debate as soon as a sufficient number shall have assembled.

23. If any member chuse to have the yeas and nays taken upon any question, he shall move for the same previous to the President’s putting the question and in such case every member present shall openly and without debate declare by ay or no his assent or dissent to the motion.

24. Every member when he chuses to speak shall rise and address the President. When two members chance to rise at the same time, the President shall name the person who is to speak first. Every member both in debate, and while the states are assembled shall conduct himself with the utmost decency and decorum. If any member shall transgress, the President shall call to order. In case the disorder be continued or repeated the President may name the person transgressing. Any member may call to order.

25. When a member is called to order, he shall immediately sit down. If he has been named as a transgressor, his conduct shall be inquired into and he shall be liable to a censure.

26. When a question of order is moved, the President if he is in doubt may call for the judgment of the house, otherwise he shall in the first instance give a decision, and an appeal shall lie to the house, but there shall be no debate on questions of order, except that a member called to order for irregular or unbecoming conduct or for improper expressions may be allowed to explain.

27. A motion to adjourn may be made at any time and shall always be in order, and the question thereon shall always be put without any debate.

28. On every Monday after reading and taking order on the public dispatches a committee of three shall be appointed, who shall every morning during the week report to Congress the orders necessary to be made on such dispatches as may be received during the adjournment or sitting of Congress, upon which no orders shall have been made.
STANDING ORDERS
OF THE FEDERAL CONVENTION,
Adopted May 28-29, 1787
{1 FARRAND 7-13 AND 15-16; JACKSON JOURNAL}

{5.28.First} A House to do business shall consist of the Deputies of not less than seven States; and all questions shall be decided by the greater number of these which shall be fully represented; but a less number than seven may adjourn from day to day.

{5.28.Second} Immediately after the President shall have taken the Chair, and the members their seats, the minutes of the preceding day shall be read by the Secretary.

{5.28.Third} Every member, rising to speak, shall address the President; and, whilst he shall be speaking, none shall pass between them, or hold discourse with another, or read a book, pamphlet or paper, printed or manuscript—and of two members, rising at the same time, the President shall name him who shall be first heard.

{5.28.Fourth} A member shall not speak oftner than twice, without special leave, upon the same question, and not the second time, before every other, who had been silent, shall have been heard, if he choose to speak upon the subject.

{5.28.Fifth} A motion made and seconded, shall be repeated and, if written, as it shall be when any member shall so require, read aloud, by the Secretary, before it shall be debated; and may be withdrawn at any time before the vote upon it shall have been declared.

{5.28.Sixth} Orders of the day shall be read next after the minutes, and either discussed or postponed before any other business shall be introduced.

{5.28.Seventh} When a debate shall arise upon a question, no motion, other than to amend the question, to commit, or to postpone the debate shall be received.
5.28.Eighth} A question, which is complicated, shall, at the request of any member, be divided, and put separately on the proposition, of which it is compounded.

5.28.Ninth} The determination of a question, although fully debated, shall be postponed, if the Deputies of any State desire it, until the next day.

5.28.Tenth} A Writing, which contains any matter brought on to be considered, shall be read once throughout, for information, then by paragraphs, to be debated, and again, with the amendments, if any, made on the second reading, and afterwards the question shall be put on the whole, amended, or approved in its original form, as the case shall be.

5.28.Eleventh} That Committees shall be appointed by ballot; and that the members who have the greatest number of ballots, although not a majority of the votes present, be the Committee. When two or more members have an equal number of votes, the member standing first on the list in the order of taking down the ballots shall be preferred.

5.28.Twelfth} A member may be called to order by any other Member, as well as by the President; and may be allowed to explain his conduct or expressions, supposed to be reprehensible—And all questions of order shall be decided by the President without appeal or debate.

5.29.First} Upon a question to adjourn, for the day, which may be made at any time, if it be seconded, the question shall be put without a debate.

5.29.Second} When the House shall adjourn every Member shall stand in his place until the President pass him.

5.29.Third} That no member be absent from the House so as to interrupt the representation of the State, without leave.

5.29.Fourth} That Committees do not sit whilst the House shall be, or ought to be, sitting.

5.29.Fifth} That no copy be taken of any entry on the journal during the sitting of the House without leave of the House.

5.29.Sixth} That members only be permitted to inspect the journal.
{5.29.Seventh} That nothing spoken in the House be printed, or otherwise published, or communicated without leave.

{5.29.Eighth} That a motion to reconsider a matter, which has been determined by a majority, may be made, with leave unanimously given, on the same day in which the vote passed, but otherwise, not without one day's previous notice; in which last case, if the House agree to the reconsideration some future day shall be assigned for that purpose.

TABLE _136_ 5_L

RULES OF THE HOUSE OF REPRESENTATIVES:

JOURNALS OF THE HOUSE OF REPRESENTATIVES, 1: 8-13

First. Touching the Duty of a Speaker.

{HR.First.1}
He shall take the chair every day at the hour to which the House shall have adjourned on the preceding day; shall immediately call the members to order, and, on the appearance of a quorum, shall cause the journal of the preceding day to be read.

{HR.First.2}
He shall preserve decorum and order; may speak to points of order in preference to other members, rising from his seat for that purpose, and shall decide questions of order, subject to an appeal to the House by any two members.

{HR.First.3}
He shall rise to put a question, but may state it sitting.

{HR.First.4}
Questions shall be distinctly put in this form, viz: “As many as are of opinion that— (as the question may be) say Aye:” And, after the affirmative voice is expressed— “As many as are of a contrary opinion, say No.”

{HR.First.5}
If the Speaker doubts, or a division be called for, the House shall divide; those in the affirmative going to the right, and those in the negative to the left of the chair. If the Speaker still doubt, or a count be required, the
Speaker shall name two members, one from each side, to tell the members in the affirmative; which being reported, he shall then name two others, one from each side, to tell those in the negative; which being also reported, he shall rise and state the decision to the House.

{HR.First.6}

The Speaker shall appoint committees, unless it be determined by the House that the committee shall consist of more than three members, in which case the appointment shall be by ballot of the House.

{HR.First.7}

In all cases of ballot by the House, the Speaker shall vote; in other cases he shall not vote, unless the House be equally divided, or unless his vote, if given to the minority, will make the division equal, and in case of such equal division, the question shall be lost.

{HR.First.8}

When the House adjourns, the members shall keep their seats until the Speaker go forth; and then the members shall follow.

Secondly. Of Decorum and Debate.

{HR.Second.1}

When any member is about to speak in debate, or deliver any matter to the House, he shall rise from his seat, and respectfully address himself to Mr. Speaker.

{HR.Second.2}

If any member, in speaking or otherwise, transgress the rules of the House, the Speaker shall, or any member may, call to order; in which case the member called to order shall immediately sit down, unless permitted to explain, and the House shall, if appealed to, decide on the case, but without debate. If there be no appeal, the decision of the Chair shall be submitted to. If the decision be in favor of the member called to order, he shall be at liberty to proceed; if otherwise, and the case require it, he shall be liable to the censure of the House.

{HR.Second.3}

When two or more members happen to rise at once, the Speaker shall name the member who is first to speak.
No member shall speak more than twice to the same question, without leave of the House; nor more than once, until every member choosing to speak shall have spoken.

Whilst the Speaker is putting any question, or addressing the House, none shall walk out of or across the House; nor either in such case, or when a member is speaking, shall entertain private discourse, or read any printed book or paper; nor whilst a member is speaking, shall pass between him and the chair.

No member shall vote on any question, in the event of which he is immediately and particularly interested; or in any other case where he was not present when the question was put.

Every member who shall be in the House when a question is put, shall vote on the one side or the other, unless the House, for special reasons, shall excuse him.

When a motion is made and seconded, it shall be stated by the Speaker; or, being in writing, it shall be handed to the Chair, and read aloud by the Clerk before debated.

Every motion shall be reduced to writing, if the Speaker or any member desire it.

After a motion is stated by the Speaker, or read by the Clerk, it shall be deemed to be in possession of the House, but may be withdrawn at any time before a decision or amendment.

When a question is under debate, no motion shall be received, unless to amend it, to commit it for the previous question, or to adjourn.
A motion to adjourn shall be always in order, and shall be decided without debate.

The previous question shall be in this form: Shalt the main question be now put? It shall only be admitted when demanded by five members; and, until it is decided, shall preclude all amendment and further debate of the main question.

On a previous question no member shall speak more than once without leave.

Any member may call for the division of a question, where the sense will admit of it.

A motion for commitment, until it is decided, shall preclude all amendment of the main question.

Motions and reports may be committed at the pleasure of the House.

No new motion or proposition shall be admitted, under color of amendment, as a substitute for the motion or proposition under debate.

Committees consisting of more than three members shall be balloted for by the House; if, upon such ballot, the number required shall not be elected by a majority of the votes given, the House shall proceed to a second ballot, in which a plurality of votes shall prevail; and in case a greater number than are required to compose or complete the committee shall have an equal number of votes, the House shall proceed to a further ballot or ballots.
In all other cases of ballot than for committees, a majority of the votes
given shall be necessary to an election; and where there shall not be such
majority on the first ballot, the ballot shall be repeated until a majority be
obtained.

{HR.Second.21}
In all cases where others than members of the House may be eligible,
there shall be a previous nomination.

{HR.Second.22}
If a question depending be lost by adjournment of the House, and
revived on the succeeding day, no member who has spoken twice on the day
preceding shall be permitted again to speak without leave.

{HR.Second.23}
Every order, resolution, or vote, to which the concurrence of the
Senate shall be necessary, shall be read to the House, and laid on the table,
on a day preceding that in which the same shall be moved, unless the House
shall otherwise expressly allow.

{HR.Second.24}
Petitions, memorials, and other papers addressed to the House, shall
be presented through the Speaker, or by a member in his place, and shall
not be debated or decided on the day of their first being read, unless where
the House shall direct otherwise; but shall lie on the table, to be taken up in
the order they were read.

{HR.Second.25}
Any fifteen members (including the Speaker, if there be one,) shall be
authorized to compel the attendance of absent members.

{HR.Second.26}
Upon calls of the House, or in taking the ayes and noes on any
question, the names of the members shall be called alphabetically.

Thirdly. Of Bills.

{HR.Third.1}
Every bill shall be introduced by motion for leave, or by an order of
the House on the report of a committee; and, in either case, a committee to
prepare the same shall be appointed. In cases of a general nature, one day’s
notice, at least, shall be given of the motion to bring in a bill; and every such motion may be committed.

{HR.Third.2}

Every bill shall receive three several readings in the House previous to its passage; and all bills shall be despatched in order as they were introduced, unless where the House shall direct otherwise; but no bill shall be twice read on the same day without special order of the House.

{HR.Third.3}

The first reading of a bill shall be for information, and, if opposition be made to it, the question shall be, “Shall the bill be rejected?” If no opposition be made, or the question to reject be negative, the bill shall go to its second reading without a question.

{HR.Third.2}

{HR.Third.4}

Upon the second reading of a bill, the Speaker shall state it as ready for commitment or engrossment, and, if committed, then a question shall be whether to a Select Committee, or to a Committee of the whole House; if to a Committee of the whole House, the House shall determine on what day. But if the bill be ordered to be engrossed, the House shall appoint a day when it shall be read the third time. After commitment, and a report thereof to the House, a bill may be re-committed, or at any time before its passage.

{HR.Third.5}

All bills ordered to be engrossed shall be executed in a fair round hand.

{HR.Third.6}

The enacting style of bills shall be, “Be it enacted by the Senators and Representatives of the United States in Congress assembled.”

{HR.Third.7}

When a bill shall pass, it shall be certified by the Clerk, noting the day of its passing at the foot thereof.

{HR.Third.8}

No bill amended by the Senate shall be committed.
Fourthly. *Of Committees of the whole House.*

{HR.Fourth.1}

It shall be a standing order of the day, throughout the session, for the House to resolve itself into a Committee of the whole House on the state of the Union.

{HR.Fourth.2}

In forming a Committee of the whole House, the Speaker shall leave his chair, and a Chairman to preside in committee shall be appointed.

{HR.Fourth.3}

Upon bills committed to a Committee of the whole House, the bill shall be first read throughout by the Clerk, and then again read and debated by clauses, leaving the preamble to be last considered. The body of the bill shall not be defaced or interlined; but all amendments, noting the page and line, shall be duly entered by the Clerk, on a separate paper, as the same shall be agreed to by the committee, and so reported to the House. After report, the bill shall again be subject to be debated and amended by clauses, before a question to engross it be taken.

{HR.Fourth.4}

All amendments made to an original motion in committee shall be incorporated with the motion, and so reported.

{HR.Fourth.5}

All amendments made to a report committed to a Committee of the Whole, shall be noted and reported as in the case of bills.

{HR.Fourth.6}

All questions, whether in committee or in the House, shall be propounded in the order they were moved, except that, in filling up blanks, the largest sum and longest day shall be first put.

{HR.Fourth.7}

The rules of proceeding in the House shall be observed in committee, so far as they may be applicable, except that limiting the times of speaking.

{H.R. Fifth.1}

A sergeant at arms shall be appointed to hold his office during the pleasure of the House, whose duty shall be to attend the House during its
sitting, to execute the commands of the House from time to time, and all such process issued by authority thereof as shall be directed to him by the Speaker.

{H.R. Fifth.2}

A proper symbol of office shall be provided for the sergeant at arms, of such form and device as the Speaker shall direct, which shall be borne by the sergeant when in the execution of his office.

{89.H.R.Fifth.3}

The fees of the sergeant at arms shall be, for every arrest the sum of two dollars, for each day’s custody and releasement one dollar; and for travelling expences, going and returning, one tenth of a dollar per mile.
The President having taken the chair, and a quorum being present, the journal of the preceding day shall be read, to the end that any mistake may be corrected that shall have been made in the entries.

No member shall speak to another, or otherwise interrupt the business of the Senate, or read any printed paper while the journals or public papers are reading, or when any member is speaking in any debate.

Every member, when he speaks, shall address the chair, standing in his place, and when he has finished shall sit down.

No member shall speak more than twice in any one debate on the same day, without leave of the Senate.

When two members rise at the same time, the President shall name the person to speak; but in all cases the member first rising shall speak first.

No motion shall be debated until the same shall be seconded.

When a motion shall be made and seconded, it shall be reduced to writing, if desired by the President, or any member, delivered in at the table, and read by the President before the same shall be debated.

While a question is before the Senate, no motion shall be received unless for an amendment, for the previous question, or for postponing the main question, or to commit it, or to adjourn.

The previous question being moved and seconded, the question from the chair shall be: “Shall the main question be now put?” And if the nays prevail, the main question shall not then be put.

If a question in debate contain several points, any member may have the same divided.
{Sen. XI} When the yeas and nays shall be called for by one-fifth of the members present, each member called upon shall, unless for special reasons he be excused by the Senate, declare, openly and without debate, his assent or dissent to the question. In taking the yeas and nays, and upon the call of the House, the names of the members shall be taken alphabetically.

{Sen. XII} One day’s notice at least shall be given of an intended motion for leave to bring in a bill.

{Sen. XIII} Every bill shall receive three readings previous to its being passed; and the President shall give notice at each, whether it be the first, second, or third; which readings shall be on three different days, unless the Senate unanimously direct otherwise.

{Sen. XIV} No bill shall be committed or amended until it shall have been twice read, after which it may be referred to a committee.

{Sen. XV} All committees shall be appointed by ballot, and a plurality of votes shall make a choice.

{Sen. XVI} When a member shall be called to order, he shall sit down until the President shall have determined whether he is in order or not; and every question of order shall be decided by the President, without debate; but, if there be a doubt in his mind, he may call for the sense of the Senate.

{Sen. XVII} If a member be called to order for words spoken, the exceptionable words shall be immediately taken down in writing, that the President may be better enabled to judge of the matter.

{Sen. XVIII} When a blank is to be filled, and different sums shall be proposed, the question shall be taken on the highest sum first.

{Sen. XIX} No member shall absent himself from the service of the Senate without leave of the Senate first obtained.

{Sen. XX} The committee appointed on the 16th of April, to report a mode of communication to be observed between the Senate and House of Representatives, with respect to papers, bills, and messages, and to confer thereon with such committee as may be appointed by the House of
Representatives for that purpose, have conferred with a committee of the House, and have agreed to the following report:

{Sen. XXI} When a bill or other message shall be sent from the Senate to the House of Representatives, it shall be carried by the Secretary, who shall make one obeisance to the Chair, on entering the door of the House of Representatives, and another on delivering it at the table into the hands of the Speaker. After he shall have delivered it, he shall make an obeisance to the Speaker, and repeat it as he retires from the House.

{Sen. XXII} When a bill shall be sent up by the House of Representatives to the Senate, it shall be carried by two members, who, at the bar of the Senate, shall make their obeisance to the President, and thence, advancing to the Chair, make a second obeisance, and deliver it in to the hands of the President. After having delivered the bill, they shall make their obeisance to the President, and repeat it as they retire from the bar. The Senate shall rise on the entrance of the members within the bar, and continue standing until they retire.

{Sen. XXIII} All other messages from the House of Representatives, shall be carried by one member, who shall make his obeisance as above mentioned; but the President of the Senate, alone, shall rise.—Read and accepted.

{Sen. XXIV} Every vote of Senate shall be entered on the journals, and a brief statement of the contents of each petition, memorial or paper, presented to the Senate, be also inserted on the journals.

{Sen. XXV} The proceedings of Senate, when they shall act in their Executive capacity shall be kept in separate & distinct books.

{Sen. XXVI} The proceedings of the Senate, when not acting as in a committee of the House, shall be entered on the journals, as concisely as possible, care being taken to detail a true account of the proceedings.

{Sen. XXVII} The titles of bills, and such parts thereof only as shall be affected by proposed amendments, shall be inserted on the journals.

{Sen. XXVIII} By the rules of the Senate, on motion made and seconded, to shut the doors of the Senate on the discussion of any business which may in
the opinion of a member require secrecy, the President shall direct the gallery to be cleared, and during the discussion of such motion, the doors shall remain shut.

{Sen. XXIX} No motion shall be deemed in order, to admit any person or persons whatever, within the doors of the Senate Chamber, to present any petition, memorial, or address, or to hear any such read.