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24 **Ethics**

25 **Rule 1.** Legislators and legislative employees are subject to the
26 provisions of the Ethics in Public Service Act, chapter 42.52 RCW.
27 The house of representatives and senate may impose disciplinary
28 action for violations of the act. Disciplinary actions for violation
29 include: In the case of a legislator, reprimand, censure, or
30 expulsion, and when applicable, restitution; and in the case of a
31 legislative employee, reprimand, suspension, or dismissal, and when
32 applicable, restitution.

1 **Prohibited Political Activity**

2 **Rule 2.** (1) A legislator shall not knowingly solicit, directly or
3 indirectly, a political contribution from a legislative employee.

4 (2) A legislative employee shall not knowingly solicit or accept
5 contributions for any candidate or political committee during working
6 hours. At no time shall a legislative employee directly or indirectly
7 solicit a contribution from another legislative employee for any
8 legislative candidate, caucus political committee, or leadership
9 political committee, nor coerce another employee into making a
10 contribution to any candidate or political committee. No legislative
11 employee, as a condition of becoming or remaining employed, may
12 directly or indirectly be required to make any contribution to a
13 political candidate, committee, or party.

14 **Legislative Code of Conduct**

15 **Rule 3.** The legislature is committed to maintaining a
16 professional and respectful environment for all members of the
17 legislative community. As stewards of the public trust, each member
18 is expected to:

19 (1) Conduct themselves with self-awareness, self-respect, and
20 professionalism;

21 (2) Treat all others with respect, dignity, and civility,
22 regardless of status or position; and

23 (3) Refrain from engaging in hostile, intimidating, offensive, or
24 unlawful activities or behaviors that may amount to discrimination,
25 harassment, sexual harassment, or bullying.

26 **Employee Protection**

27 **Rule 4.** No retaliation shall be permitted against any legislative
28 employee for reporting in good faith the violation of any policy or
29 law.

30 **Sessions of the Legislature**

31 **Rule 5.** The sessions of the legislature shall be held annually,
32 convening on the second Monday of January each year, as provided by
33 RCW 44.04.010 in accordance with Article 2, section 12 of the state
34 Constitution.

1 **Joint Session**

2 **Rule 6.** Whenever there shall be a joint session of the two
3 houses, the proceedings shall be entered at length upon the journal
4 of each house. The lieutenant governor or president of the senate
5 shall preside over such joint session, and the clerk of the house of
6 representatives shall act as the clerk thereof, except in the case of
7 the joint session held for the purpose of canvassing the votes of
8 constitutional elective state officers, when the speaker shall
9 preside over such joint sessions. The lieutenant governor in no case
10 shall have the right to give the deciding vote. A joint session may
11 be held remotely as provided by concurrent resolution. Members
12 participating remotely shall be considered present for purposes of a
13 quorum and voting.

14 **Motions for Joint Session**

15 **Rule 7.** All motions for a joint session shall be made by
16 concurrent resolution to be introduced by the house in which such
17 joint session is to be held; and when an agreement has once been
18 made, it shall not be altered or annulled, except by concurrent
19 resolution.

20 **Business Limited**

21 **Rule 8.** No business shall be considered in joint session other
22 than that which may be agreed upon before the joint session is
23 called.

24 **Joint Legislative Committees**

25 **Rule 9.** Joint legislative committees may be created by concurrent
26 resolution originating in either house and passed by a majority vote
27 of both houses.

28 Joint legislative committees may have the powers of subpoena, the
29 power to administer oaths, and the power to issue commissions for the
30 examination of witnesses in accordance with the provisions of chapter
31 44.16 RCW. Before a joint legislative committee may issue any
32 process, the committee chairperson shall submit for approval of both
33 the executive rules committee of the house of representatives and the
34 rules committee of the senate, a statement of purpose setting forth

1 the name or names of those subject to process. The process shall not
2 be issued prior to approval by both the executive rules committee of
3 the house of representatives and the rules committee of the senate.
4 The process shall be limited to the named individuals.

5 **Joint Committee Meetings**

6 **Rule 10.** All meetings held by joint committees or held jointly by
7 house of representatives and senate standing committees must be
8 conducted in accordance with the rules and applicable interim
9 resolutions of both the senate and the house of representatives.
10 Expenditures and meetings may be subject to approval in accordance
11 with such rules and applicable interim resolutions. Remote
12 participation in committee meetings is authorized to the extent it is
13 technologically feasible. When participating remotely, committee
14 members shall be considered present for purposes of a quorum and
15 voting.

16 **Joint and Concurrent Resolutions - Memorials**

17 **Rule 11.** All memorials and resolutions from the legislature
18 addressed to the President of the United States, to the Congress or
19 either house thereof, to any other branch of the Federal government,
20 to any other branch of state government, or to any unit of local
21 government shall be in the form of joint memorials. Proposed
22 amendments to the state Constitution shall be in the form of joint
23 resolutions. Business between the two houses such as joint sessions,
24 amendments to redistricting plans submitted by a redistricting
25 commission created under chapter 44.05 RCW, adopting or amending
26 joint rules, creating or empowering joint committees, opening and
27 closing business of the legislature and all such related matters
28 shall be in the form of concurrent resolutions. Joint memorials,
29 joint resolutions, and concurrent resolutions, up to and including
30 the signing thereof by the presiding officer of each house, shall be
31 subject to the rules governing the course of bills. Concurrent
32 resolutions may be adopted without a roll call. Concurrent
33 resolutions amending a redistricting plan submitted by a
34 redistricting commission, authorizing investigations or authorizing
35 the expenditure or allocation of any money must be adopted by roll
36 call, and the yeas and nays recorded in the journal. Concurrent
37 resolutions amending a redistricting plan as well as all amendments

1 to those resolutions must be agreed to by two-thirds of the members
2 elected or appointed to each house.

3 **Amendatory Bills**

4 **Rule 12.** All amendatory bills shall refer to the section or
5 sections of the official codes and statutes of Washington, and
6 supplements thereto and to the respective Session Laws, to be
7 amended.

8 **Bills, How Drawn**

9 **Rule 13.** Bills introduced in either house intended to amend
10 existing statutes shall have the words that are amendatory to such
11 existing statutes underlined. Any matter to be deleted from the
12 existing statutes shall be indicated by lining out such matter with a
13 broken line and enclosing the lined out material within double
14 parentheses, and no bill shall be printed or acted upon until the
15 provisions of this rule shall have been complied with.

16 New sections need not be underlined but shall be designated "NEW
17 SECTION." in upper case type and such designation shall be
18 underlined.

19 Sections of a bill that repeal a prior enactment shall include
20 the section caption accompanying the section in the Revised Code of
21 Washington.

22 No bill shall be introduced by title only, and, in the event a
23 bill is not complete, at least section 1 shall be set forth in full
24 before the bill may be accepted for introduction.

25 Amendments to bills will be acted upon in the manner provided in
26 the Rules of the Senate and in the Rules of the House of
27 Representatives. No amendment to a bill shall be considered which
28 strikes the entire subject matter of a bill, and substitutes in lieu
29 thereof entirely new subject matter not germane to the original or
30 engrossed bill.

31 **Amendments to State Constitution - Action by Legislature**

32 **Rule 14.** Amendments to the state Constitution may be proposed in
33 either branch of the legislature by joint resolution; and if the same
34 shall be agreed to by two-thirds of the members elected to each of
35 the two houses, such proposed amendment or amendments shall be

1 entered on their respective journals with the ayes and nays thereon.
2 (Const., art. 23, sec. 1.)

3 **Publicity of Proposed Amendments to State Constitution**

4 **Rule 15.** The legislature shall provide methods of publicity of
5 all laws or parts of laws, and amendments to the Constitution
6 referred to the people with arguments for and against the laws and
7 amendments so referred, so that each voter of the state shall receive
8 the publication as soon as possible before the election at which they
9 are to be voted upon. (Const., art. 2, sec. 1e.)

10 **Initiative Petition Before the Legislature**

11 **Rule 16.** Initiative petitions filed with the secretary of state
12 not less than 10 days before any regular session of the legislature
13 shall take precedence over all other measures in the legislature
14 except appropriation bills and shall be either enacted or rejected
15 without change or amendment by the legislature before the end of such
16 regular session. Upon certification from the secretary of state that
17 an initiative to the legislature has received sufficient valid
18 signatures, the secretary of state shall submit certified copies of
19 the said initiative to the state senate and the house of
20 representatives. Upon receipt of said initiative, each body of the
21 legislature through its presiding officers shall refer the certified
22 copies of the initiative to a proper committee.

23 Upon receipt of a committee report on an initiative to the
24 legislature, each house shall treat the measure in the same manner as
25 bills, memorials and resolutions, except that initiatives cannot be
26 placed on the calendar for amendment. After the action of each body
27 has been recorded on the final passage or any other action by
28 resolution or otherwise which may refer the initiative to the people
29 has been recorded, the president and secretary of the senate and the
30 speaker and chief clerk of the house of representatives will certify,
31 each for its own body, to the secretary of state the action taken.
32 (Const., art. 2, sec. 1a.)

33 **Conference Committee**

34 **Rule 17.** (1) In every case of difference between the two houses,
35 upon any subject of legislation, either house may request a
36 conference and appoint a committee for that purpose, and the other

1 house may grant the request for a conference and appoint a committee
2 to confer. The presiding officer of each house shall appoint on each
3 conference committee three members, selecting them so as to
4 represent, in each case, the majority and minority positions to the
5 extent possible as relates to the subject matter, and the majority
6 and minority caucuses. The committees, at the earliest possible hour,
7 shall confer upon the differences between the two houses indicated by
8 the amendment or amendments adopted in one house and rejected in the
9 other.

10 (2) Conference committee deliberations shall be conducted in a
11 manner consistent with the rules of the house of representatives and
12 senate applicable to deliberations of standing committees.

13 (3) Public notice of a conference committee meeting shall be
14 given by the secretary of the senate, for house bills, and the chief
15 clerk of the house of representatives, for senate bills, prior to the
16 convening of the meeting by distributing meeting notices via the
17 legislature's email system.

18 (4) The papers shall be left with the conferees of the house of
19 representatives if a senate bill, and with the conferees of the
20 senate, if a house bill, and the holders of the papers shall first
21 present the report of the committee to their house. Every report of a
22 conference committee must be recommended by a majority of the
23 conference committee members of each house. Conference committee
24 reports must be recommended at a meeting duly convened by the chief
25 clerk of the house of representatives for senate bills or the
26 secretary of the senate for house bills.

27 **Failure to Agree**

28 **Rule 18.** In case of failure of the conferees to agree on matters
29 directly at issue between the two houses, the committee may in
30 addition consider new proposed items within the scope and object of
31 the bill in conference. A report proposing new items shall include
32 all amendments to the bill or resolution agreed upon by the
33 conference committee. The proposed report may be in the form of a new
34 bill or resolution and such report must be recommended by a majority
35 of the members of the committee appointed from each house.

36 **Report of Conference Committee, How Made Out - Whom Returned to**

1 messages from the house of representatives to the senate shall be
2 delivered by the chief clerk or the chief clerk's designee.

3 **Bills to be Engrossed**

4 **Rule 22.** Any bill amended in the house of its origin shall be
5 engrossed before being transmitted to the other house. The secretary
6 or clerk of the receiving house, as the case may be, may waive the
7 right to receive an engrossed bill.

8 **Final Action on Bills, How Communicated**

9 **Rule 23.** Each house shall communicate its final action on any
10 bill or resolution, or matter in which the other may be interested,
11 in writing, signed by the secretary or clerk of the house from which
12 such notice is sent.

13 **Enrolled Bills - Presiding Officer to Sign**

14 **Rule 24.** After a bill shall have passed both houses and all
15 amendments have been engrossed therein, it shall be signed by the
16 presiding officer of each house in open session, first in the house
17 in which it originated. The secretary of the senate or the chief
18 clerk of the house of representatives shall present the original bill
19 to the governor for signature.

20 **Disposition of Enrolled Bills**

21 **Rule 25.** Whenever any bill shall have passed both houses, the
22 house transmitting the bill in its final form to the governor shall
23 also file with the secretary of state a copy of the bill together
24 with the history of such bill up to the time of transmission to the
25 governor.

26 **Adjournment**

27 **Rule 26.** Neither house shall adjourn for more than three days,
28 nor to any place other than that in which they may be sitting,
29 without the consent of the other. (Const., art. 2, sec. 11.)

30 **Adjournment Sine Die**

31 **Rule 27.** Adjournment sine die shall be made only by concurrent
32 resolution.

1 **Each House Judge of Its Own Membership**

2 **Rule 28.** Each house of the legislature is the judge of the
3 qualifications and election of its members, and shall try all
4 contested elections of its members in such manner as it may direct.
5 (Const., art. 2, sec. 8.)

6 **Convening Special Legislative Sessions**

7 **Rule 29.** As provided in RCW 44.04.012, the legislature may
8 convene a special legislative session as follows:

9 (1) A resolution calling for convening a special legislative
10 session shall set forth the date and time for convening the session,
11 the duration of the session which shall not exceed 30 days, together
12 with the purpose or purposes for which such session is called.
13 Members of the house of representatives or senate may present a
14 proposed resolution for the convening of a special legislative
15 session to the committee on rules of their respective houses.

16 (2) The authority to place a resolution convening a special
17 legislative session before the legislature is vested in the committee
18 on rules of the house of representatives and the committee on rules
19 of the senate.

20 (3) Upon a majority vote of both the committee on rules of the
21 house of representatives and the committee on rules of the senate in
22 favor of a resolution convening a special legislative session, a vote
23 of the house of representatives and senate shall be taken on such
24 resolution.

25 (4) The chief clerk of the house of representatives and the
26 secretary of the senate shall conduct the vote on the resolution by
27 written ballot of the members of their respective houses under such
28 procedures as may be ordered by the committee on rules of their
29 house. The results of such vote shall be transmitted to the members
30 of the legislature and shall be a public record and shall be entered
31 upon the journal of the house of representatives and senate at the
32 convening of the next legislative session.

33 (5) If two-thirds of the members elected or appointed to each
34 house vote in favor of the resolution, then a special legislative
35 session shall be convened in accordance with the resolution. (Const.,
36 art. 2, sec. 12.)

1 session shall be convened in accordance with the resolution, not to
2 exceed five days in length. (Const., art. 3, sec. 12.)

3 **Amendments to Joint Rules**

4 **Rule 31.** These joint rules may be amended by concurrent
5 resolution agreed to by a majority of the members of each house,
6 provided one day's notice be given of the motion thereof.

7 **Joint Rules to Apply for Biennium**

8 **Rule 32.** The permanent joint rules adopted by the legislature
9 shall govern any session called during the same legislative biennium.

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