

Senate Training Module 1

Roles & Responsibilities

Republic For The United States of America
Education Program

Senate Roles & Responsibilities

- I. **PRESIDENT OF THE SENATE**
- II. **VICE PRESIDENT / PRESIDENT PRO TEMPORE**
- III. **SENATORS**
- IV. **REPRESENTATIVES (HOUSE MEMBERS)**
- V. **SECRETARIES (Secretary of the Senate, Executive Clerk, Clerks of the House in Joint Rules)**
- VI. **ADMINISTRATORS (Sergeant-at-Arms, Doorkeepers, Other Senate Officers)**



[Link](#)



Detailed
Senate R & R

Senate President



I. PRESIDENT OF THE

Rule 1 — Presiding and Opening Proceedings

Rule 5 — Deciding Who Speaks

Rule 6 — Maintaining Order; Ruling on Questions of Order

Rule 14 — Objected Readings of Papers

Rule 24 — Calling for Petitions and Committee Reports

Rule 26 — Bill Reading Announcements

Rule 30 — Ordering Special Motions

Rule 48 — Regulating Senate Areas

Rule 47 — Executive Sessions

Joint Rule 8 — Signing Bills



Detailed
ate President R

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Vice President/President Pro Tempore

II. VICE PRESIDENT / PRESIDENT PRO TEMPORE

Rule 23 — Substituting the Chair

Rule 28 — Presiding in Committee of the Whole

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Detailed VP
rotempore R &



Senators

III. SENATORS

Rule 2 — Conduct During Proceedings

Rule 3 — Speaking Requirements

Rule 4 — Limits on Debate

Rule 6 — Called to Order

Rule 8 — Attendance; Quorum Obligations

Rule 9–14 — Motions, Debate Conduct, Dividing Questions

Rule 16-18 — Voting, Yeas and Nays & After Decision

Rule 34 — Committee Selection

Rule 39 — Confidentiality of Nominations

Rule 40 — Executive Sessions

Rule 44 — Reconsideration Rights

Rule 47 — Floor Admission



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Detailed
Senator's R & R

Representatives

IV. REPRESENTATIVES (HOUSE MEMBERS)

(Roles appear only in Joint Rules—no direct Senate-only rules.)

Joint Rule 1 — Conference Committees

Joint Rule 2–4 — Messages Between Houses

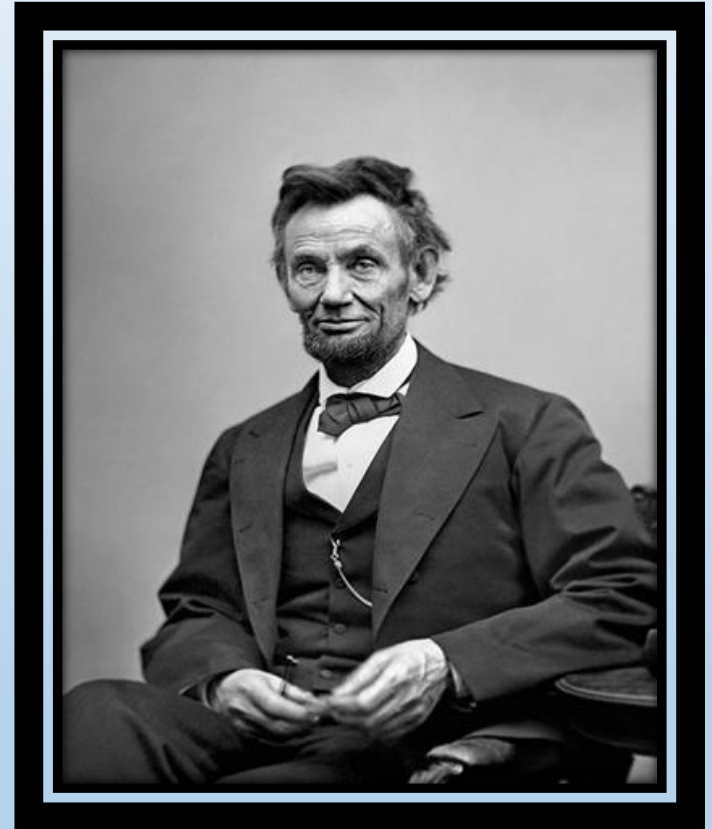
Joint Rule 5–18 — Enrollment and Presentation of Bills

Joint Rule 19 — Capitol Decorum

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Detailed
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Secretaries

**V. SECRETARIES (Secretary of the Senate,
Executive Clerk, Clerks of the House in Joint Rules)**

**Rule 21 — Secretary Taking the President’s Tie-
Breaking Decision**

Rule 31 — Engrossment and Certification

Rule 42 — Executive Records

Rule 40 — Confidentiality

Rule 48 — Admission to Floor

Rule 49 — Election of Senate Officers

Joint Rules 2–11 — Clerks and Secretaries



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Administrators



VI. ADMINISTRATORS (Sergeant-at-Arms, Doorkeepers, Other Senate Officers)

Rule 8 — Compelling Attendance

Rule 40 — Executive Sessions

Rule 47 — Floor Admission Control

Rule 49 — Election of Officers

Joint Rule 2–3 — Message Transmission

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Administrator R &

Senate Training Module 2

Processes & Procedures

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Process, Procedures & Proceedings

PROCESS, PROCEDURES, AND PROCEEDINGS CATEGORY

(All Rules Related to Senate Process, Procedure, Debate, Motions, Legislative Flow, Voting, Order, Committee Procedure, Executive Proceedings, and Joint-House Proceedings)

I. SENATE FLOOR CONDUCT & ORDER OF BUSINESS

II. MOTIONS, QUESTIONS & DEBATE PROCEDURES

III. LEGISLATIVE PROCEDURE (BILLS, RESOLUTIONS, PETITIONS, COMMITTEES)

IV. CONFIDENTIAL & EXECUTIVE PROCEEDINGS

V. ADMISSION, MESSAGES & COMMUNICATIONS

VI. JOINT RULES (INTER-HOUSE PROCEDURAL RULES)

[Link](#)



Detailed
Procedures

Process, Procedures & Proceedings

I. SENATE FLOOR CONDUCT & ORDER OF BUSINESS

A. Opening of Daily Proceedings

B. Member Conduct & Decorum

C. Order & Control During Debate

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Senate Floor
Conduct

II. MOTIONS, QUESTIONS & DEBATE PROCEDURES

A. Introduction & Handling of Motions

B. Voting Procedures

C. Reconsideration

[Link](#)



Order &
Debate



Process, Procedures & Proceedings

III. LEGISLATIVE PROCEDURE (BILLS, RESOLUTIONS, PETITIONS, COMMITTEES)

A. Petitions & Committee Reports

B. Introduction & Printing of Bills

C. The Three Readings & Passage of Bills

D. Committee of the Whole Procedures

E. Priorities, Special Orders & Journal Entries

F. Committee Appointment & Referral

IV. CONFIDENTIAL & EXECUTIVE PROCEEDINGS

A. Secrecy & Closed Sessions

B. Nominations

C. Treaty Procedures

D. Confidential Communications



Legislative
Procedure Detail

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Confidential
Executive Proceeding

[Link](#)



Process, Procedures & Proceedings

V. ADMISSION, MESSAGES & COMMUNICATIONS

A. Admission to Senate Floor

B. Messages & Coordination With the House



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VI. JOINT RULES (INTER-HOUSE PROCEDURAL RULES)

A. Conference Procedures

B. Inter-House Messaging

C. Bill Transmission & Enrollment

D. Joint Addresses

E. Rejection, Revival, Disagreement

F. End-of-Session Restrictions

G. Printing & Conduct



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Senate Training Module 3

Standing Committees

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Standing Committees

Rule 33: The following Standing Committees, consisting of five members each, shall be appointed at the commencement of each session, with leave to report by bill or otherwise:

1. A Committee on Foreign Relations
2. A Committee on Finance
3. A Committee on Commerce
4. A Committee on Manufactures
5. A Committee on Agriculture
6. A Committee on Military Affairs
7. A Committee on the Militia
8. A Committee on Naval Affairs
9. A Committee on Public Lands
10. A Committee on Private Land Claims
11. A Committee on Indian Affairs
12. A Committee of Claims
13. A Committee on Revolutionary Claims
14. A Committee on the Judiciary
15. A Committee on the Post Office and Post Roads
16. A Committee on Roads and Canals
17. A Committee on Pensions
18. A Committee on the District of Columbia
19. A Committee on Patents and the Patent Office
20. A Committee on the Public Buildings (3 members),
to act jointly with the House Committee
21. A Committee of three members to audit and control the
contingent expenses of the Senate
22. A Committee of three members to examine all bills,
amendments, resolutions, or motions before they go out
of possession of the Senate and deliver them to the
Secretary, who shall enter on the journal that they have
been correctly engrossed.

Jefferson's Parliamentary Manual

Quick Summary of Jefferson's Parliamentary Manual relative to Senate & Joint Rules

- Jefferson's Manual = a *parliamentary practice handbook*, wide-ranging, grounded in precedent, used for guidance.
- Senate/Hopefully House & Joint Rules = the *adopted procedural rules* of the legislative body that are binding on day-to-day operations.
- Together: you turn first to the adopted rules; when they don't resolve a question, you refer to the Manual; when both Houses act jointly (or must consult one another) you refer to the joint rules; the Manual supports interpretation of joint procedure too.



Senate Rules vs
Parliamentary Man

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Parliamentary
Practice Manual

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The End

In God We Serve