

RULE THREE

DUTIES OF OTHER HOUSE OFFICERS AND EMPLOYEES

3.1 - Chief Clerk

(a) The Chief Clerk shall have general charge and supervision, under the direction of the Speaker, over the legislative procedure of the House. Under the direction of the Speaker, the Chief Clerk shall be responsible for the official acts of the House staff in indexing the subject matter of bills and resolutions; preparation and publication of a daily Journal; preparation and publication of a daily and interim study Calendar; printing of bills and resolutions; and preparation, indexing and publication of a permanent Journal.

(b) The Chief Clerk shall have custody of and be responsible for the safekeeping of all bills and resolutions pending in the House at the final adjournment of the First Regular Session of the Legislature.

(c) All official papers, records, reports, testimony presented and other materials belonging to the House shall be entrusted to the care and custody of the Chief Clerk.

(d) Official copies of all bills and resolutions and other materials as designated by the Speaker shall not be removed from the office of the Chief Clerk for any purpose except upon order of the Speaker.

(e) Communications shall be prepared and signed by the Chief Clerk of the House under the direction of and in the name of the Speaker.

3.2 - Chief Sergeant At Arms

(a) It shall be the duty of the Chief Sergeant at Arms to attend the House during each day's session, to maintain order under the direction of the Presiding Officer, and to execute commands of the House.

(b) The Chief Sergeant at Arms shall have charge of the Chamber during the sessions, and see that the same is kept in order and at all times ready for use by the House.

(c) The Chief Sergeant at Arms shall, fifteen (15) minutes before the House is to convene, clear the Chamber, lounge, foyer

and reception room of all unauthorized persons, as defined in Rule 5, and shall see that no unauthorized persons enter said areas while the House is in session.

3.3 - Parliamentarian

The Parliamentarian shall assist the Speaker in the making of parliamentary rulings. The Parliamentarian shall, at the direction of the Speaker, assist the Speaker in publishing a volume of substantive parliamentary rulings.

3.4 - Chaplain

A Chaplain shall attend the commencement of each day's session of the House, open the same with prayer and may be allotted five (5) minutes during the Thursday session for the purpose of delivering remarks to the House.

3.5 - Chief of Staff

(a) The Chief of Staff, under the direction of the Speaker, shall employ and manage qualified personnel to staff the House.

(b) The Chief of Staff shall issue or cause to be issued, under the direction of the Speaker, all warrants and vouchers and shall keep an accurate account of all House expenditures.

(c) The Chief of Staff shall promulgate a personnel handbook which shall govern the management of all staff divisions and personnel within the House.

3.6 - Pages

The Speaker, or his or her designee, shall promulgate rules and guidelines for the Page program.