

IN THE SENATE

SENATE RESOLUTION NO. 103

BY JUDICIARY AND RULES COMMITTEE

A SENATE RESOLUTION

1 STATING FINDINGS OF THE SENATE AND PROVIDING FOR THE AMENDMENT OF RULE 7 OF
2 THE RULES OF THE SENATE TO REVISE PROVISIONS REGARDING EMPLOYEES OF THE
3 SENATE, DUTIES OF EMPLOYEES, SELECTION AND PAY OF EMPLOYEES, AND SUPER-
4 VISION OF EMPLOYEES.
5

6 Be It Resolved by the Senate of the State of Idaho:

7 WHEREAS, the Senate deems it necessary and desirable that Rule 7 of the
8 Rules of the Senate be amended.

9 NOW, THEREFORE, BE IT RESOLVED by the members of the Senate, assembled
10 in the Second Regular Session of the Sixty-fifth Idaho Legislature, that
11 Rule 7 of the Rules of the Senate shall be amended to read as follows:

12 RULE 7

13 Employees of Senate. -- (A) The officers and employees of the Senate
14 shall consist of one secretary, one assistant secretary, one journal clerk,
15 one docket clerk, one chaplain, one sergeant at arms, ~~one doorkeeper, two~~
16 ~~pages, one janitor, one payroll clerk,~~ and such other assistants, clerks,
17 secretaries, pages, and other employees as the Senate may determine to be re-
18 quired for the expeditious conduct of its business.

19 Duties of Employees. -- (B) It shall be the duty of the Secretary of the
20 Senate to manage the session proceedings and record-keeping of the Senate,
21 including the duties to serve as the parliamentarian of the Senate, attend
22 each day, call the roll, read the journals and bills, transmit to the House
23 all bills, resolutions, and papers requiring the concurrence of the House
24 upon their passage or adoption, and to copy or take charge of and superintend
25 all copying necessary to be done for the Senate.

26 It shall be the duty of the Secretary of the Senate to keep a correct
27 record of the proceedings of each day for the purpose of having such proceed-
28 ings entered in the Journal by the Journal Clerk.

29 It shall furthermore be the duty of the Secretary of the Senate, at the
30 close of each session of the legislature, to mark, label, and arrange all
31 bills and papers belonging to the archives of the Senate and to deliver the
32 same, together with all the books of the Senate, to the Secretary of State,
33 who shall certify the reception of the same.

34 It shall be the duty of the Assistant Secretary of the Senate to take
35 charge of all bills, petitions, and other papers presented to the Senate, to
36 file and enter the same in the books provided for that purpose, and perform
37 such other duties as may be directed by the Secretary of the Senate.

38 ~~It shall furthermore be the duty of the Secretary of the Senate to keep a~~
39 ~~correct record of the proceedings of each day, for the purpose of having such~~
40 ~~proceedings entered in the Journal by the Journal Clerk.~~

41 It shall be the duty of the Journal Clerk of the Senate to record each
42 day's proceedings in the Journal, from which they shall be read by the Secre-

1 tary each day of meeting, in order that they may be authenticated by the sig-
2 nature of the President.

3 It shall be the duty of the Sergeant at Arms of the Senate to give a gen-
4 eral supervision, under the direction of the presiding officers, of the Sen-
5 ate Chamber, with the rooms attached; to attend during the sittings of the
6 Senate, execute its commands, together with all such proceedings issued by
7 authority thereof, as shall be directed by the presiding officers.

8 It shall furthermore be the duty of the ~~Doorkeeper~~ Sergeant at Arms to
9 prohibit all persons from entering the bar of the Senate except those who by
10 rule or invitation are permitted, and to arrest for contempt all persons out-
11 side of the bar or in the gallery found engaged in loud conversation, or oth-
12 erwise making a noise, to the disturbance of the Senate.

13 ~~It shall be the duty of the Janitor to keep the furniture of the Senate in~~
14 ~~good order, and perform such other duties as he may be directed to do by the~~
15 ~~President Pro Tempore of the Senate.~~

16 ~~It shall be the duty of the Payroll Clerk to prepare the payroll and all~~
17 ~~payroll documents, prepare all vouchers for all expenses of the Senate and~~
18 ~~keep all records pertaining thereto.~~

19 The President Pro Tempore may appoint such staff as is necessary to pre-
20 pare the payroll and all payroll documents and provide other assistance to
21 Senate employees, prepare all electronic vouchers for all expenses of the
22 Senate and keep all records pertaining thereto, and to perform such other du-
23 ties as directed by the President Pro Tempore.

24 It shall be the duty of the Chaplain to open the proceedings of the Sen-
25 ate with prayer.

26 Selection and Pay of Employees. -- (C) All employees of the Sen-
27 ate shall be selected by an majority or minority ~~attache~~ committees,
28 which committees shall be appointed by the Senate majority or minority ~~lead-~~
29 ~~ership,~~ and the employees so selected shall be subject to the approval of
30 the Senate. There shall be paid to the employees of the Senate, for all
31 services rendered by them, such compensation as may be determined by Senate
32 leadership. All employees of the Senate shall serve at the pleasure of the
33 President Pro Tempore. The President Pro Tempore is authorized to retain
34 such personnel as deemed necessary during the interim.

35 Supervision of Employees. -- (D) Subject to the overall supervision of
36 the President Pro Tempore, the Secretary of the Senate shall have general
37 responsibility for all Senate employees, although doorkeepers, ~~watchmen,~~
38 ~~janitors,~~ pages, and others ~~charged with housekeeping functions,~~ as deter-
39 mined by the President Pro Tempore, shall be immediately responsible to the
40 Sergeant at Arms.

41 ~~Delivery of Bills and Papers to Secretary of State. -- (E) It shall be~~
42 ~~the duty of the Secretary of the Senate, at the close of each session of the~~
43 ~~legislature, to mark, label, and arrange all bills and papers belonging to~~
44 ~~the archives of the Senate, and to deliver the same, together with all the~~
45 ~~books of the Senate, to the Secretary of State, who shall certify to the re-~~
46 ~~ception of the same.~~

47 Purchases, Etc. -- (~~F~~E) No purchase shall be made or expense incurred by
48 the Sergeant at Arms or any officer or employee of the Senate in its behalf
49 except upon the written order of the President Pro Tempore.