
THE GENERAL ASSEMBLY OF PENNSYLVANIA

HOUSE RESOLUTION

No. 1

Session of
2015

INTRODUCED BY REED, JANUARY 6, 2015

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A RESOLUTION

1 Adopting permanent rules for the House of Representatives;
2 making an editorial change to the third consideration and
3 final passage bills rule; and further providing for order of
4 business, for introduction and printing of bills, for
5 standing committees and subcommittees, for powers and duties
6 of standing committees and subcommittees and for ethical
7 conduct rules definitions and conduct.

8 RESOLVED, That the Permanent Rules of the House of

9 Representatives (2013-2014) be adopted as the Permanent Rules of
10 the House of Representatives for the 2015-2016 session of the
11 House of Representatives with the following amendment to the
12 heading, editorial change to Rule 24 and amendment to Rules 17,
13 18, 43, 45, 1E and 2E:

14 [(2013-2014)] 2015-2016

15 GENERAL OPERATING RULES

16 OF THE HOUSE OF REPRESENTATIVES

17 * * *

18 RULE 17

19 Order of Business

20 The daily order of business shall be:

21 (1) Prayer by the Chaplain.

- 1 (2) Pledge of Allegiance.
- 2 (3) Correction and approval of the Journal.
- 3 (4) Leaves of absence.
- 4 (5) Master Roll Call.
- 5 (6) Reports of Committee.
- 6 (7) First consideration bills.
- 7 (8) Second consideration bills.
- 8 (9) Third consideration bills, final passage bills
- 9 (including both third consideration and final passage postponed
- 10 bills) and resolutions.
- 11 (10) Final passage bills recalled from the Governor.
- 12 (11) Messages from the Senate and communications from the
- 13 Governor.
- 14 (12) Reference to appropriate committees of bills,
- 15 resolutions, petitions, memorials, remonstrances and other
- 16 papers.
- 17 (13) Unfinished business on the Speaker's table.
- 18 (14) Announcements.
- 19 (15) Adjournment.

20 The Chaplain offering the prayer shall be a member of a
21 regularly established church or religious organization or shall
22 be a member of the House of Representatives.

23 Any question may, by a majority vote of the members elected,
24 be made a special order of business. When the time arrives for
25 its consideration, the Speaker shall lay the special order of
26 business before the House.

27 In lieu of offering House Resolutions on topics of importance
28 to members, any member, without unanimous consent, may address
29 the House on such issue and have his or her remarks entered into
30 the record during a special period of time established each week

1 by the Speaker at the conclusion of House business on a specific
2 day.

3 RULE 18

4 Introduction and Printing of Bills

5 Bills shall be introduced in quadruplicate, signed and dated
6 by each member who is a sponsor of the bill, and filed with the
7 Chief Clerk on any day that the offices of the House of
8 Representatives are open for business. A sponsor may be added or
9 withdrawn [upon written notice to the Speaker, Majority Leader,
10 Minority Leader and the prime sponsor. In], but in the case of
11 withdrawals, the names shall be withdrawn if and when the bill
12 is reprinted. [Additional sponsors may be added only by the
13 prime sponsor by providing written notice to the Speaker,
14 Majority Leader and Minority Leader.]

15 Bills introduced when received at the Chief Clerk's desk
16 shall be numbered consecutively and delivered to the Speaker,
17 who shall refer each bill to an appropriate committee on any day
18 whether or not the House is in session. If the resolution
19 creating a select committee authorizes the referral of bills to
20 that committee, the Speaker may refer bills, within the scope of
21 the resolution, to such select committee. Insofar as applicable,
22 the select committee shall consider and report bills in
23 accordance with the rules governing the consideration and
24 reporting of bills by standing committees. The Speaker shall
25 report to the House the committees to which bills have been
26 referred, either on the day introduced or received or on the
27 next two legislative days the House is in session, unless the
28 House is in recess for more than four consecutive days in which
29 case the Speaker shall provide a list to the Majority Leader and
30 the Minority Leader, within two calendar days, of all bills

1 which were referred during such period when the House was not in
2 session.

3 If the Speaker neglects or refuses to refer to committee any
4 bill or bills (whether House or Senate) as above after
5 introduction or presentation by the Senate for concurrence, any
6 member may move for the reference of the bill to an appropriate
7 committee. If the motion is carried, said bill or bills shall be
8 immediately surrendered by the Speaker to the committee
9 designated in said motion.

10 The first copy of each bill introduced shall be for the
11 committee, the second copy shall be for the printer, the third
12 copy shall be for the news media and the fourth copy shall be
13 for the Legislative Reference Bureau.

14 Every bill, after introduction and reference to committee,
15 shall be printed and shall also be posted on the Internet with
16 the hyperlink to the web page for the members of the House of
17 Representatives.

18 Bills may not be withdrawn after reference to committee.

19 * * *

20 RULE 24

21 Third Consideration and Final Passage Bills

22 Bills on third consideration shall be considered in their
23 calendar order and shall be subject to amendment only when an
24 amendment is necessary to make the document internally
25 consistent, to clear up an ambiguity, to correct grammar or to
26 correct a drafting error or is necessary for purposes of
27 statutory construction. An amendment under this paragraph shall
28 not be subject to the filing deadlines under Rule 21. A bill
29 having received consideration by the House on three different
30 days and having been agreed to may be called by the Speaker to

1 receive action on final passage; however, a bill may not receive
2 action on final passage until at least 24 hours have elapsed
3 from the time the bill and its amendatory language was available
4 to the public, unless the amendment was a technical amendment
5 permitted under the first paragraph of this rule or an
6 affirmative vote of 2/3 of the members elected to the House
7 indicates that they have had sufficient time to review the
8 language of the bill and thereby approve proceeding with the
9 bill. Upon being called to receive action on final passage, the
10 title and a brief description of a bill shall be read. A bill on
11 final passage shall not be subject to amendment, but shall be
12 subject to debate. At the conclusion of debate, the Speaker
13 shall then state the question as follows:

14 "This bill has been considered on three different days and
15 agreed to and is now on final passage. The question is, shall
16 the bill pass finally? Agreeable to the provision of the
17 Constitution, the yeas and nays will now be taken."

18 When more than one bill shall be called for action on final
19 passage at the same time, prior to voting, the title or a brief
20 analysis of each bill shall be read.

21 The Speaker shall then state the question as follows:

22 "These bills have been considered on three different days and
23 agreed to and are now on final passage. The question is, shall
24 the bills on the uncontested calendar pass finally? Agreeable to
25 the provision of the Constitution, the yeas and nays will now be
26 taken."

27 * * *

28 RULE 43

29 Standing Committees and Subcommittees

30 The Committee on Committees shall consist of the Speaker and

1 15 members of the House, ten of whom shall be members of the
2 majority party and five of whom shall be members of the minority
3 party, whose duty shall be to recommend to the House the names
4 of members who are to serve on the standing committees of the
5 House. Except for the Speaker, the Majority and Minority
6 Leaders, Whips, Caucus Chairs, Caucus Secretaries, Caucus
7 Administrators, Policy Chairs and the chairs and minority chairs
8 of standing committees, each member shall be entitled to serve
9 on not less than two standing committees.

10 The Speaker shall appoint the chair and vice-chair of each
11 standing committee when such standing committee has no standing
12 subcommittees as prescribed herein, except the Committee on
13 Appropriations which shall also have a vice-chair appointed by
14 the Speaker; when the standing committee has standing
15 subcommittees, the Speaker shall appoint a subcommittee chair
16 for each standing subcommittee. The Speaker shall appoint a
17 secretary for each standing committee. The Minority Leader shall
18 appoint the minority chair, minority vice-chair and minority
19 secretary of each standing committee and the minority
20 subcommittee chair for each standing subcommittee.

21 Except for members who decline chair status or minority chair
22 status in writing or who are barred from serving as a chair or
23 minority chair under this rule, the chair and minority chair of
24 each standing committee except the Appropriations Committee
25 shall be limited only to the members of the applicable caucus
26 with the most seniority as members of their respective caucus.
27 Whenever there are more caucus members with equal seniority than
28 available chairs or minority chairs for that caucus, the
29 selection of a chair or minority chair from among such caucus
30 members shall be in the discretion of the appointing authority.

1 The appointing authority may designate the standing committee to
2 which the appointing authority shall appoint a member as chair
3 or minority chair without regard to seniority. The Speaker and
4 the Floor Leader, Whip, Caucus Chair, Caucus Secretary, Caucus
5 Administrator and Policy Chair of the majority party and
6 minority party shall not be eligible to serve as chair or
7 minority chair of any standing committee and no member may serve
8 as chair or minority chair of more than one standing committee.

9 Any chair or minority chair held by a member who fails to
10 meet the requirements of this rule shall become vacant by
11 automatic operation of this rule. If the appointing authority
12 fails to make an appointment of a chair or minority chair prior
13 to the organizational meeting of a standing committee or fails
14 to fill a vacancy within seven calendar days after it occurs,
15 such position shall be deemed to remain vacant in violation of
16 this rule. Whenever a chair or minority chair becomes vacant or
17 remains vacant in violation of this rule, the member of the
18 applicable caucus who meets the requirements of this rule shall
19 automatically fill the vacancy and, if there are two or more
20 such eligible caucus members for any such vacancy or vacancies,
21 they shall be filled from among such eligible members through a
22 lottery to be conducted under the supervision of the Chief Clerk
23 after giving notice of the time and place thereof to all
24 eligible members, to the Speaker, to the Majority Leader and to
25 the Minority Leader.

26 Nothing in this rule shall prohibit the appointing authority
27 from transferring a member from the chair or minority chair of a
28 standing committee to the chair or minority chair of another
29 standing committee.

30 Whenever the appointment of a chair or minority chair will

1 cause the applicable caucus to exceed its permissible allocation
2 of members on a standing committee, the appointing authority
3 shall make a temporary transfer of an eligible committee member
4 to the standing committee vacated by the member appointed as
5 chair or minority chair until a regular committee appointment
6 can be made in accordance with the rules of the House. If the
7 Speaker or Minority Leader fails to make a temporary transfer
8 within seven calendar days after such appointment, the committee
9 member with the least seniority, who is eligible for transfer,
10 shall be automatically transferred to the committee vacated by
11 the newly appointed chair or minority chair and, if more than
12 one committee member is eligible for such transfer, the transfer
13 shall be implemented through a lottery conducted under the
14 supervision of the Chief Clerk.

15 The Speaker of the House, Floor Leader of the majority party
16 and the Floor Leader of the minority party shall be ex-officio
17 members of all standing committees, without the right to vote
18 and they shall be excluded from any limitation as to the number
19 of members on the committees or in counting a quorum.

20 Twenty-four standing committees of the House, each to consist
21 of [25] 27 members except the Committee on Appropriations, which
22 shall consist of [35] 37 members, are hereby created. In
23 addition, there are hereby created 46 standing subcommittees.

24 All standing committees shall consist of [15] 16 members of
25 the majority party and [10] 11 members of the minority party,
26 except the Committee on Appropriations which shall consist of
27 [21] 22 members of the majority party and [14] 15 members of the
28 minority party. The quorum for each of the standing committees
29 and subcommittees shall be no less than the majority of said
30 committees. The following are the standing committees and

1 subcommittees thereof:

2 (1) Aging and Older Adult Services

3 (a) Subcommittee on Care and Services

4 (b) Subcommittee on Programs and Benefits

5 (2) Agriculture and Rural Affairs

6 (3) Appropriations

7 (a) Subcommittee on Health and Welfare

8 (b) Subcommittee on Education

9 (c) Subcommittee on Economic Impact and Infrastructure

10 (d) Subcommittee on Fiscal Policy

11 (e) Subcommittee on Criminal Justice

12 (4) Children and Youth

13 (5) Commerce

14 (a) Subcommittee on Financial Services and Banking

15 (b) Subcommittee on Housing

16 (c) Subcommittee on Economic Development

17 (d) Subcommittee on Small Business

18 (6) Consumer Affairs

19 (a) Subcommittee on Public Utilities

20 (b) Subcommittee on Telecommunications

21 (7) Education

22 (a) Subcommittee on Basic Education

23 (b) Subcommittee on Higher Education

24 (c) Subcommittee on Special Education

25 (8) Environmental Resources and Energy

26 (a) Subcommittee on Energy

27 (b) Subcommittee on Mining

28 (c) Subcommittee on Parks and Forests

29 (9) Finance

30 (10) Game and Fisheries

- 1 (11) Gaming Oversight
- 2 (12) Health
 - 3 (a) Subcommittee on Health Facilities
 - 4 (b) Subcommittee on Health Care
- 5 (13) Human Services
 - 6 (a) Subcommittee on Mental Health
 - 7 (b) Subcommittee on Drugs and Alcohol
- 8 (14) Insurance
- 9 (15) Judiciary
 - 10 (a) Subcommittee on Crime and Corrections
 - 11 (b) Subcommittee on Courts
 - 12 (c) Subcommittee on Family Law
- 13 (16) Labor and Industry
- 14 (17) Liquor Control
 - 15 (a) Subcommittee on Licensing
 - 16 (b) Subcommittee on Marketing
- 17 (18) Local Government
 - 18 (a) Subcommittee on Boroughs
 - 19 (b) Subcommittee on Counties
 - 20 (c) Subcommittee on Townships
- 21 (19) Professional Licensure
- 22 (20) State Government
 - 23 (a) Subcommittee on Government Operations
 - 24 (b) Subcommittee on Federal-State Relations
- 25 (21) Tourism and Recreational Development
 - 26 (a) Subcommittee on Arts and Entertainment
 - 27 (b) Subcommittee on Recreation
 - 28 (c) Subcommittee on Travel Promotion, History and
 - 29 Heritage
- 30 (22) Transportation

- 1 (a) Subcommittee on Highways
- 2 (b) Subcommittee on Public Transportation
- 3 (c) Subcommittee on Transportation Safety
- 4 (d) Subcommittee on Aviation
- 5 (e) Subcommittee on Railroads
- 6 (23) Urban Affairs
 - 7 (a) Subcommittee on Cities, Counties - First Class
 - 8 (b) Subcommittee on Cities, Counties - Second Class
 - 9 (c) Subcommittee on Cities, Third Class
- 10 (24) Veterans Affairs and Emergency Preparedness
 - 11 (a) Subcommittee on Military and Veterans Facilities
 - 12 (b) Subcommittee on Security and Emergency Response
 - 13 Readiness

14 * * *

15 RULE 45

16 Powers and Duties of Standing Committees
17 and Subcommittees

18 The chair of each standing committee and subcommittee shall
19 fix regular weekly, biweekly or monthly meeting days for the
20 transaction of business before the committee or subcommittee.
21 The chair of the committee or subcommittee shall notify all
22 members, at least 24 hours in advance of the date, time and
23 place of regular meetings, and, insofar as possible, the
24 subjects on the agenda. In addition to regular meetings, special
25 meetings may be called from time to time by the chair of the
26 committee or subcommittee as they deem necessary. No recess or
27 combination of recesses shall exceed 48 hours for any committee
28 meeting or subcommittee meeting. No committee shall meet during
29 any session of the House without first obtaining permission of
30 the Speaker. During any such meeting, no vote shall be taken on

1 the Floor of the House on any amendment, recommittal motion,
2 final passage of any bill, or any other matter requiring a roll
3 call vote. Any committee meeting called off the Floor of the
4 House shall meet in a committee room. In addition to the
5 specific provisions of this rule, all provisions of 65 Pa.C.S.
6 Ch. 7 (relating to open meetings) relative to notice of meetings
7 shall be complied with.

8 At regularly scheduled meetings, or upon the call of the
9 chair, or subcommittee chair, for special meetings, the
10 membership of such committees shall meet to consider any bill,
11 resolution, or other matter on the agenda. The secretary of each
12 standing committee, or in case of subcommittees a secretary
13 designated by the subcommittee chair, shall record:

14 (1) the minutes of the meeting,

15 (2) all votes taken,

16 (3) a roll or attendance of members at standing committee or
17 subcommittee meetings showing the names of those present, absent
18 or excused from attendance, and the majority and minority chairs
19 or their designees shall verify by their signatures all votes
20 taken and the roll or attendance of those members present,
21 absent or excused before said records are submitted to the Chief
22 Clerk, and

23 (4) dispatch of bills and resolutions before the committee.

24 Such records shall be open to public inspection. On the first
25 legislative day of each week the House is in session, the chair
26 of each standing committee shall submit to the Chief Clerk for
27 inclusion in the House Journal only, the roll or record of
28 attendance of members at standing committee or subcommittee
29 meetings held prior thereto and not yet reported, along with the
30 record of all votes taken at such meetings. All reports from

1 standing committees shall be prepared in writing by the
2 secretary of the committee. Members of a standing committee may
3 prepare in writing and file a minority report, setting forth the
4 reasons for their dissent. Such committee reports shall be filed
5 with the Chief Clerk within five days of the meeting. All
6 meetings at which formal action is taken by a standing committee
7 or subcommittee shall be open to the public, making such reports
8 as are required under Rule 44. When any member, except for an
9 excused absence, fails to attend five consecutive regular
10 meetings of his or her committee, the chair of that committee or
11 subcommittee shall notify the member of that fact and, if the
12 member in question fails to reasonably justify absences to the
13 satisfaction of a majority of the membership of the standing
14 committee of which he or she is a member, membership on the
15 committee or subcommittee shall be deemed vacant and the chair
16 of the standing committee shall notify the Speaker of the House
17 to that effect. Such vacancy shall then be filled in the manner
18 prescribed by these rules.

19 Whenever the chair of any standing committee shall refuse to
20 call a regular meeting, then a majority of the members of the
21 standing committee may vote to call a meeting by giving two days
22 written notice to the Speaker of the House, setting the time and
23 place for such meeting. Such notice shall be read in the House
24 and the same posted by the Chief Clerk in the House Chamber.
25 Thereafter, the meeting shall be held at the time and place
26 specified in the notice. In addition, all provisions of 65
27 Pa.C.S. Ch. 7 (relating to open meetings) relative to notice of
28 meetings shall be complied with.

29 Records, bills and other papers in the possession of
30 committees and subcommittees, upon final adjournment of the

1 House shall be filed with the Chief Clerk.

2 No committee report, except a report of the Appropriations
3 Committee, shall be recognized by the House, unless the same has
4 been acted upon by a majority vote of the members of a standing
5 committee present at a committee session actually assembled and
6 meeting as a committee, provided such majority vote numbers at
7 least [11] 12 members, and provided further a quorum is present.
8 No committee report of the Appropriations Committee shall be
9 recognized by the House, unless the same has been acted upon by
10 a majority vote of the members of such committee present at a
11 committee session actually assembled and meeting as a committee,
12 provided such majority vote numbers at least [16] 17 members,
13 and provided further a quorum is present.

14 No proxy voting shall be permitted in committee, except as
15 provided for herein. If a member reports to a scheduled
16 committee meeting and advises the chair and other members of a
17 conflicting committee meeting or other legislative meeting which
18 he or she must attend on the same day, the member is authorized
19 to give the chair or minority chair his or her proxy in writing
20 which shall be valid only for that day and which shall include
21 written instructions for the exercise of such proxy by the chair
22 or minority chair during the meeting. The member should also
23 advise the chair where he or she can be reached. In the event
24 the conflicting committee meeting or other legislative meeting
25 is scheduled to convene at the same time or prior to the meeting
26 at which a member desires to vote by proxy, such proxy shall be
27 delivered by the member in person to the offices of both the
28 chair and minority chair prior to, but on the same day as, the
29 conflicting meetings.

30 When the majority of the members of a standing committee

1 believe that a certain bill or resolution in the possession of
2 the standing committee should be considered and acted upon by
3 such committee, they may request the chair to include the same
4 as part of the business of a committee meeting. Upon failure of
5 the chair to comply with such request, the membership may
6 require that such bill be considered by written motion made and
7 approved by a majority vote of the entire membership to which
8 such committee is entitled.

9 Whenever the phrase "majority of members of a standing
10 committee or subcommittee" is used in these rules, it shall mean
11 majority of the entire membership to which a standing committee
12 or subcommittee is entitled, unless the context thereof
13 indicates a different intent.

14 To assist the House in appraising the administration of the
15 laws and in developing such amendments or related legislation as
16 it may deem necessary, each standing committee or subcommittee
17 of the House shall exercise continuous watchfulness of the
18 execution by the administrative agencies concerned of any laws,
19 the subject matter of which is within the jurisdiction of such
20 committee or subcommittee; and, for that purpose, shall study
21 all pertinent reports and data submitted to the House by the
22 agencies in the executive branch of the Government.

23 The Committee on Appropriations shall have the power to issue
24 subpoenas under the hand and seal of its chair commanding any
25 person to appear before it and answer questions touching matters
26 properly being inquired into by the committee, which matters
27 shall include data from any fund administered by the
28 Commonwealth, and to produce such books, papers, records,
29 documents and data and information produced and stored by any
30 electronic data processing system as the committee deems

1 necessary. Such subpoenas may be served upon any person and
2 shall have the force and effect of subpoenas issued out of the
3 courts of this Commonwealth. Any person who willfully neglects
4 or refuses to testify before the committee or to produce any
5 books, papers, records, documents or data and information
6 produced and stored by any electronic data processing system
7 shall be subject to the penalties provided by the laws of the
8 Commonwealth in such case. Each member of the committee shall
9 have power to administer oaths and affirmations to witnesses
10 appearing before the committee. The committee may also cause the
11 deposition of witnesses either residing within or without the
12 State to be taken in the manner prescribed by law for taking
13 depositions in civil actions.

14 * * *

15 RULE 1 E

16 Definitions

17 The following words and phrases when used in the Ethical
18 Conduct Rules of the House of Representatives shall have the
19 meanings given to them in this Rule unless the context clearly
20 indicates otherwise:

21 "Campaign." An effort organized in support of or opposition
22 to the nomination, election or re-election of an individual to
23 elective office.

24 "Campaign activity." An activity on behalf of a candidate,
25 political party, political committee, campaign, campaign
26 committee, political organization or political body which is
27 intended to influence the outcome of an election, including any
28 of the following:

29 (1) Organizing a campaign meeting, campaign rally or
30 other campaign event, including a fund-raiser where campaign

1 contributions are solicited or received.

2 (2) Preparing or completing responses to questionnaires
3 that are intended primarily for campaign use.

4 (3) Preparing, reviewing or filing a campaign finance
5 report.

6 (4) Conducting background research on a candidate or an
7 elected official to be used or intended to be used to
8 influence the outcome of an election.

9 (5) Preparing, conducting or participating in campaign
10 polling.

11 (6) Preparing, circulating or filing a candidate
12 nominating petition or papers.

13 (7) Participating in, preparing, reviewing or filing a
14 legal challenge to a nominating petition or papers.

15 (8) Preparing, distributing or mailing campaign
16 literature, campaign signs or other campaign material on
17 behalf of or in opposition to any candidate.

18 (9) Managing a campaign.

19 (10) Participating in, preparing, reviewing or filing
20 documents in a recount, challenge or contest of an election.

21 (11) Posting campaign-related information on a website
22 or social media website.

23 (12) Soliciting an individual's vote for a candidate.

24 (13) Working at a polling place.

25 "Campaign contribution." A monetary or in-kind contribution
26 made to a candidate or a campaign.

27 "Campaign polling." The preparation, compilation, collection
28 or gathering of information, including focus groups and surveys,
29 reflecting public opinion as to an elected official, group of
30 elected officials, candidate, group of candidates, political

1 party, political committee, campaign, campaign committee,
2 political organization or political body that is intended to be
3 used for the purpose of supporting or opposing the nomination,
4 election or re-election of an individual to elective office.

5 "Candidate." An individual seeking nomination, election or
6 re-election to an elective office.

7 "De minimus." An economic consequence which has an
8 insignificant effect.

9 "Elected official." An individual elected by the public to
10 serve a term in an elective office. The term shall include an
11 individual appointed to fill an unexpired term in an elective
12 office.

13 "Election." A general, special, municipal or primary
14 election, including elections at which a candidate for elective
15 office in a Federal governmental body is on the ballot.

16 "Elective office." A position in a governmental body to
17 which an individual is required under the Constitution of
18 Pennsylvania, the Constitution of the United States or by law to
19 be elected by the public.

20 "House employee." The term includes the following:

21 (1) A person employed by the Office of the Speaker of
22 the House of Representatives, the House Republican Caucus or
23 the House Democratic Caucus.

24 (2) Except as otherwise precluded by law, an officer of
25 the House or a person employed by an officer of the House.

26 "House office." Legislative offices and work spaces,
27 including:

28 (1) An office assigned to a Member for the conduct of
29 legislative duties, wherever located.

30 (2) House conference or meeting rooms located in the

1 Capitol complex.

2 (3) A legislative district office.

3 (4) The offices of an officer of the House.

4 "House resources." House-owned or House-leased equipment
5 including telephones, computer hardware or software, copiers,
6 scanners, fax machines, file cabinets or other office furniture,
7 cell phones, personal digital assistants or similar electronic
8 devices, and office supplies.

9 "House work time." Compensated time spent in the performance
10 of duties by a House employee.

11 "Mass communication." The term shall include, but not be
12 limited to, the following if they are paid for with House funds:

13 (1) Any newsletter or similar mailing of more than 50
14 pieces a day in which the content of the matter is
15 substantially identical.

16 (2) Any electronic mail transmission to more than 50
17 addresses per day in which the content of the matter is
18 substantially identical.

19 (3) Any public service announcement via radio or
20 television broadcast that depicts the name, voice or image of
21 a Member.

22 (4) Any telemarketing activities or robocalls on behalf
23 of a Member, except for limited surveys to determine public
24 opinion on various issues that do not use the name, voice or
25 image of a Member.

26 "Member." An individual elected to serve in the Pennsylvania
27 House of Representatives.

28 "Officers of the House." The Chief Clerk, the Comptroller
29 and the Parliamentarian of the Pennsylvania House of
30 Representatives.

1 "Official mailing lists." Any list containing individuals,
2 companies or vendors, including names, addresses, telephone
3 numbers or e-mail addresses that are procured, compiled,
4 maintained or produced with House funds.

5 "Own time." A House employee's time that is distinct from
6 House work time and includes time that is spent on
7 vacation/annual leave and personal leave. The term does not
8 include compensatory leave.

9 RULE 2 E

10 Conduct

11 No campaign activity may be conducted by a House employee on
12 House work time. No campaign activity may be conducted in a
13 House office or with House resources or House funds. The
14 following shall apply:

15 (1) House employees are permitted to engage in campaign
16 activities on their own time.

17 (2) The solicitation or receipt of campaign
18 contributions in a House office, on House work time or with
19 House resources is prohibited. If an unsolicited contribution
20 is sent to a House office through the mail or in an
21 unidentifiable form, the employee who receives it shall turn
22 it over to the applicable campaign and, within two business
23 days, notify the donor, if known, that campaign contributions
24 should not be sent or delivered to a House office.

25 (3) No House employee may be allocated any leave time
26 for time spent engaging in campaign activities on his or her
27 own time.

28 (4) A House employee, with the permission of his or her
29 employer, may go on leave without pay or benefits to engage
30 in campaign activities.

1 (5) A House employee who announces his or her candidacy
2 for a House seat or files nomination petitions or papers or
3 for whom a nomination certificate is filed to run for a House
4 seat shall be put on leave without pay or benefits during the
5 duration of his or her candidacy unless the employee
6 voluntarily leaves House employment.

7 (6) De minimis campaign activities may be unavoidable
8 for a Member or House employee in the course of their
9 official duties and shall not be considered a violation of
10 these ethical conduct rules. This includes the following
11 activities:

12 (a) A Member or House employee may, in responding to
13 inquiries from the public, need to address incidental
14 questions that relate to a Member's or another person's
15 campaign or a related legislative record.

16 (b) A Member or House employee may provide
17 scheduling assistance and information to campaign staff
18 to ensure that no conflict occurs among the Member's
19 campaign schedule, official schedule and personal
20 schedule.

21 (c) A Member or House employee may engage in
22 political conversation in the natural course of personal
23 communication.

24 (7) A Member's official State website or State social
25 media website shall not contain a link to his or her campaign
26 website or campaign social media website.

27 (8) No House employee may be required to make a campaign
28 contribution as a condition of employment or continued
29 employment.

30 (9) No House employee may be required to perform any

1 campaign activity, on House work time or the employee's own
2 time, as a condition of employment or continued employment.

3 (10) No House employee who agrees or offers to
4 participate in a campaign activity on the employee's own
5 time, or makes a campaign contribution, shall receive
6 additional House compensation or employee benefit in the form
7 of a salary adjustment, bonus, compensatory time off,
8 continued employment or any other similar benefit in return.

9 (11) A House employee who refuses to participate in a
10 campaign activity or to make a campaign contribution shall
11 not be sanctioned for that refusal.

12 (12) Official House mailing lists shall be used solely
13 for legislative purposes and shall not be provided to a
14 candidate, political party, political committee, campaign,
15 campaign committee political organization or political body
16 to be used for any campaign activity.

17 (13) House computers shall not be used to create or
18 update any mailing list that identifies the listed
19 individuals as campaign volunteers or campaign contributors
20 to a candidate, political party, political committee,
21 campaign or campaign committee, political organization or
22 political body.

23 (14) No list may be developed by a Member or a House
24 employee for the purpose of monitoring or tracking campaign
25 activity or campaign contributions of a House employee.

26 (15) No mass communication shall be made at the
27 direction or on behalf of any Member which is delivered to a
28 postal facility or otherwise distributed within 60 days
29 immediately preceding an election at which the Member is a
30 candidate. Nothing in this subsection shall apply to any mass

1 communication:

2 (a) in response to inquiries or affirmative requests
3 from persons to whom the matter is communicated,

4 (b) sent to colleagues in the General Assembly or
5 other government officials, or

6 (c) which consists entirely of news releases to the
7 communications media.

8 (16) No House employee may be required to perform any
9 task unrelated to the House employee's official duties, on
10 House work time or the employee's own time, as a condition of
11 employment or continued employment.

12 (17) No House employee who agrees or offers to perform a
13 task unrelated to the House employee's official duties, on
14 the employee's own time, shall receive any additional House
15 compensation or employee benefit in the form of a salary
16 adjustment, bonus, compensatory time off, continued
17 employment or any other similar benefit in return.

18 (18) A House employee who refuses to perform a task
19 unrelated to the House employee's official duties while on
20 House work time shall not be sanctioned for that refusal.

21 (19) A Member shall not use campaign funds for any event
22 that occurs inside any House office except to pay expenses
23 related to receptions in honor of a Member's swearing-in to
24 or retirement from the Pennsylvania House of Representatives.

25 (20) No Member or House employee may accept a cash gift
26 unless from a spouse, parent, parent by marriage, sibling,
27 child, grandchild, other family member or friend when the
28 circumstances make it clear that the motivation for the gift
29 was a personal or family relationship. For the purposes of
30 this paragraph, a "friend" shall not include a registered

1 lobbyist or an employee of a registered lobbyist. Nothing
2 under this paragraph shall prevent a Member or House employee
3 from accepting a campaign contribution otherwise authorized
4 by law.