

The Arizona BBA Planning Convention Committee makes the following recommendations to the Planning Convention when organized.

In accordance with House Rule 28 (See Appendix A)

1. Arizona's House of Representatives, being the people's house, is open to the public via a public gallery, overflow viewing rooms, live streaming on the internet and public television. Further, Arizona law requires that the BBA Planning Convention keep the proceedings open to the public.
2. Due to the limited space in the gallery, we recommend that an area of approximately 30 seats in the gallery be reserved for VIP seating.
3. We recommend allowing credentialed members of the press to be in the press gallery on the House floor during the Convention, but not allowed to interact with the delegates while the Convention is in session.
4. The Arizona Speaker of the House will provide a list of authorized photographers and documentarians who may have access to the House floor during the Convention.

Regarding the appointment of Permanent Officers and Auxiliary Staff

1. Arizona recommends Jim Drake, Arizona House of Representatives as the Convention's Parliamentarian. Mr. Drake meets the qualifications for this position as outlined in the proposed rules.
2. We further recommend Bob Robles to serve as Sergeant at Arms. Mr. Robles is currently serving the Arizona House of Representatives as our Sergeant at Arms.
3. Arizona will provide a list of names of staff for recommendation that are qualified and available to serve as support staff for the Convention and its committees.

Regarding temporary Committee Chairs:

1. Arizona recommends that the Convention President designate members on the Arizona Convention Planning Committee as temporary presiding officers until a permanent Chair is elected.

Regarding Committees

1. Arizona recommends the following committees:
 - a. Rules Committee
 - b. Convention Planning Committee
 - i. Subcommittees created by the Convention Planning Committee as needed
 - c. Credentials Committee

Regarding the Agenda

1. Arizona will provide a preliminary agenda for the Convention to orderly convene.

Regarding the Planning Convention Rules

1. Arizona will provide the Convention with a set of temporary rules to convene the Convention. The Convention may choose to adopt or change the rules as needed.

Appendix A

RULE 28 ORDER ON THE FLOOR, PRIVILEGE OF THE FLOOR, MAIN GALLERY, PRESS GALLERY

A. No member shall be permitted to pass unnecessarily between the Chair and the person speaking, or other persons be permitted to stand in the aisles during the session of the House.

B. Except by unanimous consent, or unless otherwise ordered by a two-thirds vote of the members elected to the House, no person except members, officers and employees of the House shall have the privilege of, or be admitted to, the floor of the House Chambers at any time; provided that the Speaker may grant the privilege of the floor, subject to revocation in any instance by order of the House, to former members of the House and to members of the Senate.

C. The main gallery shall at all times, except when the House is in Executive Session or the House or Speaker shall order the galleries cleared, be open to the public, subject to the full observance of the Rules of the House.

D. A press gallery shall be maintained, to which shall be admitted only duly accredited representatives of the press holding nontransferable cards issued by the Speaker and revocable at his discretion. The press gallery may be located on the floor of the House at the discretion of the Speaker. Any press representative desiring admission to the press gallery shall make application to the Speaker for a pass and shall accompany such application with a statement of the facts of his press connections, and with a request by the newspaper or newsgathering organization with which he is connected for such pass. Passes shall not be issued to more than four representatives of one newspaper or newsgathering organization, and not more than one such representative at a time shall occupy a seat in the press gallery if such seat is desired by the representative of any other newspaper or newsgathering organization.

Appendix B

Temporary Rules Arizona Balanced Budget Amendment Planning Convention

PREAMBLE

We, the commissioners of the several States, grateful to Almighty God, do assemble in this Balanced Budget Amendment Planning Convention, called in the traditional manner by the Arizona legislature by way of House Concurrent Resolution 2022, for the limited purpose of planning for a future convention for proposing a balanced budget amendment to the Constitution of the United States convened pursuant to Article V of the Constitution.

ARTICLE 1 – Subject of the Convention

1.1 Convention Limited Authority

This Balanced Budget Amendment Planning Convention (hereafter “Convention”) is convened under the official call of the Arizona Legislature to the several States for the limited purposes of:

- (a) planning for, and recommending rules and procedures to, the prospective convention for proposing a balanced budget amendment to the United States Constitution; and
- (b) recommending to Congress the criteria for determining a specific initial date and location of a convention for proposing a balanced budget amendment.

The Convention’s authority is thereby limited to the subject of the call by the Arizona Legislature and the Convention has no authority to discuss or consider any other subject.

1.2 Temporary Rules

For the purposes of organizing the Convention all Articles herein shall be adopted by a majority of the States voting, one vote per State, to serve as temporary rules for the Convention save for any rule which requires more than a simple majority shall require, by division, an equal majority of votes by the Convention. The Temporary Rules shall remain in effect until the Rules Committee submits amendments to these rules which are subsequently approved by the Convention in a similar manner.

1.3 Initial Quorum

The initial quorum for the Convention shall be a majority of the States which have been credentialed by the Arizona Planning Committee according to standards set forth by the Arizona Planning Committee.

1.4 Prohibition on Amending or Suspending

This Article shall not be amended or suspended by the Convention.

ARTICLE 2 - Officers of the Convention

2.1 List and Duties of Officers

2.1.1 Temporary President

A temporary presiding President shall be the Arizona Speaker of the House of Representatives and/or the President of the Senate or an individual designated by the Arizona Planning Committee pursuant to HCR 2022.

Upon the initial assemblage of the Convention, the temporary President shall call the roll of the States as determined by the Arizona Planning Committee.

2.1.2 Permanent Officers

The officers of the Convention shall be a President, a Vice President, a Secretary, a Sergeant-at-Arms, and a Parliamentarian. The President, Vice President, and Secretary shall be a member of a State delegation and elected by a simple majority vote of the States voting subject to Article 2.2. The Sergeant-at-Arms and the Parliamentarian shall be appointed by the President with the consent of the Convention, and shall not be a member of a delegation of a State. No more than one elected officer shall be from the same State. The Sergeant-at-Arms and the Parliamentarian shall receive initial credentialing by the Arizona Planning Committee.

2.1.2.1 Duties of the President

2.1.2.1.1 Calling the Convention to Order

The President shall take the chair each day at the hour to which the Convention shall convene and shall call the Convention to order, and, except in the absence of a quorum, as prescribed by these rules, shall proceed to business in the manner prescribed by these rules.

2.1.2.1.2 Duty to Preserve Decorum

The President shall preserve order and decorum, and during debate, shall confine delegations and individual commissioners to the question under discussion and shall have general control of the Convention chamber, unless otherwise ordered by the Convention, and in cases of disturbance or disorderly conduct on the floor or in the public areas outside the bar of the Convention, has the power to order the same cleared.

2.1.2.1.3 Disciplining a State

The President may rule out of order any delegation or individual commissioner for violating Article 1 subject to appeal to the Convention.

2.1.2.1.4 Points of Order

All questions of order shall be decided by the President or presiding officer, subject to appeal to the Convention. On every appeal, the President shall have the right to assign the reason for the decision. In case of such appeal, no State shall speak more than once. All questions and points of order shall be noted by the Secretary with the decision thereon.

2.1.2.1.5 Committee Membership

The President shall be an ex officio member of all committees of the Convention but shall not be a voting member of any save for the Credentials Committee.

2.1.2.2 Duties of the Vice President

2.1.2.2.1 Absence of the President

In the event of the temporary absence or inability to preside by the President, the Vice President shall preside over the Convention in the same manner as the President.

2.1.2.2.1 Convention Manager

The Vice President shall serve as the manager of the Convention with the duties to provide necessary facilities, staff, audio visual equipment, and document reproduction at the direction of the Convention and the committees. The Vice President shall consult with the Arizona Planning Committee on these matters and all use of staff shall be subject to the rules and procedures of the Arizona Senate and House of Representatives.

2.1.2.3 Duties of the Secretary

2.1.2.3.1 General Duties of the Secretary

The Secretary shall be custodian of the records of the Convention and shall perform the customary duties of clerks or secretaries of deliberative assemblies and such other duties as shall be ordered by the Convention.

2.1.2.3.2 Journal Record of Proceedings

The Secretary shall keep a journal of the proceedings of the Convention and shall provide to each commissioner a copy of the proceedings of the previous day. The minutes of the journal of the proceedings shall include the attendance of delegates, recorded by State; resolutions submitted by the commissioners; all vote tallies and votes cast by each State; and the reports of each committee and subcommittee.

2.1.2.3.3 Numbering of Proposals

The Secretary shall give to every proposal when introduced a number, and the numbers shall be in sequential order.

2.1.2.3.4 Preparation of Calendar

The Secretary shall prepare and provide to each commissioner each day a calendar of the business of the Convention, as provided by these rules.

2.1.2.3.5 Preservation of Records

As soon as possible after the final adjournment of the Convention, the Secretary shall prepare a "Journal of Proceedings" of the Convention, which shall be attested to by the President and the Vice President, and file the Journal with the Archivist of the United States for keeping in the manner provided by law the records, books, documents, and other papers of the Convention, the Library of Congress, and the several States in a manner directed by the Convention. The Secretary shall additionally send all such documents to the Speaker of the United States House of Representative, the President of the United States Senate and the Clerk of both Houses of Congress.

2.1.2.3.6 Necessary Deputies and Staff

The Secretary may secure necessary staff and assign deputies to fulfill its duties, including a Clerk for

the Convention and Committee Clerks responsible for taking minutes. All use of staff shall be subject to the rules and procedures of the Arizona Senate and House of Representatives.

2.1.2.3.7 Vote Talley

Whenever an issue is considered for a vote of the States, the Secretary (or Clerk) shall call the roll, note how each State voted (Aye, Nay, Abstain or Pass), tally the votes, and present the results to the President.

2.1.2.4 Duties of the Parliamentarian

2.1.2.4.1 Qualifications

The Parliamentarian and any Assistant Parliamentarians (appointed by the Parliamentarian) shall be a current or former member of the Mason's Manual Commission. The Parliamentarian shall have previously served as the chief or head parliamentarian, or its equivalent, of a state legislative body. A Parliamentarian shall not be a commissioner. The Parliamentarian shall be initially credentialed by the Arizona Planning Committee.

2.1.2.4.2 Rulings

Upon request by the Convention or a committee, the Parliamentarian shall provide rulings based upon the Rules of the Convention and when silent the rules of parliamentary practice laid down in Mason's Manual of Legislative Procedure, 2010 edition.

2.1.2.5 Duties of the Sergeant-at-Arms

2.1.2.5.1 Convention

Subject to the direction of the President, the Sergeant-at-Arms shall enforce the rules of the Convention. The Sergeant-at-Arms shall be charged with enforcing the rules as to admission of the Convention floor. Admission to the floor of the Convention shall be subject to the rules of the Arizona House of Representatives in order to maintain order and decorum of the Convention.

2.1.2.5.2 Committees

Subject to the direction of the committee Chair, the Sergeant-at-Arms shall enforce the rules to admission of the committee.

2.1.2.5.3 Deputies

The Sergeant-at-Arms may arrange for deputies to fulfill the duties of the Sergeant-at-Arms.

2.1.3 Vacancy of an Officer

In the event of a vacancy of the President, the Vice President shall rise to President. In the case of a vacancy of Vice President or Secretary, the office shall be filled in the same manner as prescribed in Article 2.2 with the President presiding over the election.

2.2 Election of the Officers

The election of the President, Vice President, and Secretary shall be conducted by the temporary presiding

President. Nominations shall be made from the floor. Voting shall be by roll call vote by the States with one vote per State. Voting shall continue with successive rounds, with the individual receiving the fewest votes removed from consideration, until an individual receives a simple majority of the States attending and voting. After the election of the officers, the temporary President shall retire and the President shall preside.

ARTICLE 3 – Quorums and Voting

3.1 Quorum

Subject to Article 1.4, a quorum for all sessions of the Convention shall be a majority of the States present and for all committee meetings shall be a majority of the members present.

3.2 Voting

3.2.1 Voting by States

All voting at the Convention or in a committee shall be by State with each State having one vote, without apportionment or division. Each State shall determine the internal voting and quorum rules for casting the vote of its delegation.

3.2.2 Majority Vote

A majority vote of the quorum shall prevail on all issues before the Convention and in all committees save for any vote to create a rule which requires a majority greater than a simple majority which shall then require an equal majority to prevail.

ARTICLE 4 – Committees

4.1 Rules Committee

After the initial session of the Convention, the Rules Committee shall organize. The Arizona Planning Committee shall recommend an individual to act as temporary Chair.

4.1.1 Purpose of the Committee

The committee shall discuss and prepare for submission to the Convention rules of procedure for a future convention for proposing a balanced budget amendment convened pursuant to Article V of the Constitution of the United States. Additionally, it may make recommendations to the Convention for changes to the Temporary Rules of the Convention.

4.1.2 Composition

The committee shall be comprised of no more than one commissioner from each State attending the Convention; said commissioner may be alternated by the State at its discretion.

4.1.3 Chair

The committee shall elect a Chair in the same voting manner the Officers are elected. The Chair shall preside over the committee but not vote save for the case of a tie. The Chair shall submit to the Convention a report of the proceedings of the respective committee as requested by the Convention President.

4.1.4 Vice Chair

The committee shall elect a Vice Chair in the same voting manner the Officers are elected. The Vice Chair shall preside over the committee in the absence of the Chair and in that role not vote save for the case of a tie.

4.2 Convention Planning Committee

After the initial session of the Convention, the Convention Planning Committee shall organize. The Arizona Planning Committee shall recommend an individual to act as temporary Chair.

4.2.1 Purpose of the Committee

The committee shall discuss the logistical issues of conducting a future convention for proposing a balanced budget amendment, create a formal recommendation to Congress regarding the criteria for determining the time and place of said convention and provide to the Convention its recommendations for consideration.

4.2.2 Composition

The committee shall be comprised of no more than one commissioner from each State attending the Convention; said commissioner may be alternated by the State at its discretion.

4.2.3 Chair

The committee shall elect a Chair in the same voting manner the Officers are elected. The Chair shall preside over the committee but not vote save for the case of a tie. The Chair shall submit to the Convention a report of the proceedings of the respective committee as requested by the Convention President.

4.2.4 Vice Chair

The committee shall elect a Vice Chair in the same voting manner the Officers are elected. The Vice Chair shall preside over the committee in the absence of the Chair and in that role not vote save for the case of a tie. The State from which the Vice Chair is a commissioner may appoint another representative to the committee when the Vice Chair is serving as Chair.

4.2.5 Sub-Committees

The committee may divide into working groups to discuss separate matters.

4.3 Credentials Committee

4.3.1 Purpose of the Committee

The committee shall promptly meet after the committee is established or upon the request by a State regarding the validity of the appointment credentials of any individual(s). The decision of the committee may be appealed to the Convention.

4.3.2 Composition

The committee shall be comprised of the elected officers of the Convention and two (2) commissioners, one (1) chosen by the most populous state and one (1) chosen by the least populous state present according to

the most recent United States census at the time the Convention convenes. Should these States not select a member to this committee, then the next populous state may appoint a member.

4.3.3 Verification Process

The primary criteria for determining the validity of the credentials of a commissioner of a delegation shall be that set forth in HCR 2022. The Committee may verify with the majority leadership of the State in question if an appointment has been made.

4.3.4 Recall Authority of the States

The committee shall recognize and respect the recall authority of a State regarding its delegation pursuant to the resolution approved by the legislature or the appointment commission by the majority leadership.

4.4 Additional Committees

Additional committees may be created by a majority vote of the Convention, provided the committee's function does not create a new rule for the Convention and if so, approval shall be first received from the Rules Committee or as provided for in Article 5.3.4. If the committee is comprised of individuals, no committee shall have more than one individual from the same State.

4.5 Amendment Procedure

Proposed Amendments shall be turned in to the respective Committee by 8:30 a.m. for each day's committee meeting. At the discretion of the chair, short verbal amendments may be entertained if reduced to writing.

ARTICLE 5 – Sessions of the Convention

5.1. Composition

The Convention shall be composed of the States attending.

5.2 Seating and Participation

One commissioner shall occupy the seat of the State and speak and vote on behalf of the State. The balance of the delegation may be seated in the same location space providing. The State may alternate the commissioner in the seat of the State at its discretion.

5.3 Sessions

5.3.1 Time of Meeting and Procedure

After the initial session, the Convention shall meet at the call of the President to conduct necessary business and to consider committee reports.

5.3.2 Order of Business

At meetings of the Convention, the order of business shall be as follows:

1. Call Convention to Order
2. Prayer by the Chaplain.
3. Pledge

4. Roll Call.
5. Reading of the Journal.
6. Presentation of petitions, memorials and remonstrances.
7. Reports of committees.
8. Orders of the day.
9. Committee notices.

5.3.3 Voting Process

5.3.3.1 Name of the State

Voting shall be in the name of the State without disclosure of the delegation's internal results. After the official tally of the vote, any state may rise and present for the record the internal vote tally of its delegation.

5.3.3.2 Votes Cast

Votes shall be cast as Aye, Nay, Abstain, or Pass. If a State passes, the State shall be called upon to cast a vote after the first completed call.

5.3.3.3 Request for Leave

Prior to any vote, a State may ask for time to consult with its delegation on the issue. The request is not debatable and shall be granted by the presiding officer with the period of the leave determined by the presiding officer.

5.3.4 Amending or Suspending Rules

5.3.4.1 Amending the Rules

Upon the recommendation of the Rules Committee, a rule may be added or amended by a majority vote of the Convention save for any vote to create a rule which requires a majority greater than a simple majority which shall then require an equal majority to prevail.

5.3.4.2 Amending or Suspending Rules from the Floor

A motion to suspend or amend the rules may be made at any time when no question is pending; or provided the motion pertains to the question before the body. The motion must be seconded, is non-debatable, and sustained by a vote of two-thirds of the States present and voting. It yields to all the privileged motions, except a call for the orders of the day, to the motion to lay on the table, and to incidental motions arising out of itself. It is not debatable and cannot be amended or have any other subsidiary motion applied to it.

5.3.5 Additional Rules of Procedure

5.3.5.1 Every State, rising to speak, shall address the President; and while the State shall be speaking no one shall pass between them.

5.3.5.2 Of two States rising to speak at the same time, the President shall name the one who shall first be heard.

5.3.5.3 A State shall not speak more often than twice, without special leave upon the same question; and not a second time before every other who had been silent but shall choose to speak on the subject shall have been heard.

5.3.5.4 No State shall, without leave of the Convention, speak more than 10 minutes at any one time.

5.3.5.5 A motion made and seconded, shall be repeated; and if written, as it shall be when any member shall so require, shall be read aloud by the secretary before it shall be debated. No motion, other than a procedural motion, shall be in order unless germane to the subject matter specified in Article 1.

5.3.5.6 A motion may be withdrawn at any time before the vote upon it shall have been declared.

5.3.5.7 When a debate shall arise upon a question, no motion, other than to amend the question, to commit it, or to postpone the debate, shall be received.

5.3.5.8 A question that consists of one or more propositions that is easily divisible shall, at the request of any State, be divided and put separately as to each proposition.

5.3.5.9 A commissioner may be called to order by another commissioner, as well as by the President, and may be allowed to explain his or her conduct or any expressions supposed to be reprehensible.

5.3.5.10 All questions of order shall be decided by the President, subject to appeal to the Convention, but without debate.

5.3.5.11 Upon a question to recess for the day, which may be made at any time, if it be seconded, the question shall be put without debate.

5.3.5.12 When the Convention shall recess, every commissioner shall stand in his or her place until the President retires.

5.3.5.13 No commissioner shall be absent from the Convention, so as to interrupt the representation of his or her State, without leave.

ARTICLE 6 General and Miscellaneous Provisions

6.1 Open Meetings

Every official session of the Convention including committee and sub-committee meetings shall be held in full view of the public.

6.2 Adjournment

The Convention shall adjourn promptly after completing the business associated with the Call of the Convention or upon a majority vote of the Convention.