

THE LIBERIAN LEGISLATURE

STANDING RULES OF THE LIBERIAN SENATE



**Validated and Approved
By the LIBERIAN SENATE
of the 52ND LEGISLATURE
Monday, March 30, 2009
During the 2nd Day Sitting of the 4th Session of the Senate
Capitol Building, Monrovia**

THE LIBERIAN SENATE

Legislative Timetable

Regular Sessions

Opening:	2 nd working Monday in January of each year
Adjournment:	August 31 st of each year
Session days:	Tuesday and Thursday of each week

Breaks

Easter:	2 weeks during each Easter period
Annual:	1 st September each year

Committees Function

Daily Sittings:	Monday and Wednesday of each week
Budget Submission:	1 st May of each year
Budget Approval:	June 30 th of each year

The Liberian Senate

Standing Rules

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Chapter 1: Preamble and Authority to Make Rules

Source of Rule-Making Authority

The source of authority for these Rules is the Constitution of the Republic of Liberia (the “Constitution”). Article 38 of the Constitution provides, inter alia that each House shall adopt its own rules and procedures consistent with the Constitution and laws of Liberia.

Chapter 2: Representation

RULE 1

PRESENTATION OF CREDENTIALS

Section 1:

The presentation of credentials of Senators-elect shall be on the first day of attendance at the Session following their election. Such credentials shall include the presentation of the “Certificate of the Election” duly issued and signed by the National Elections Commission.

Section 2:

The credentials of Senators-elect shall be referred to the Committee on Rules, Order and Administration which shall examine same and submit a report to the Senate. When the credentials are accepted by the Senate, each Senator-Elect, before taking his/her seat and entering upon the duties of office, shall take and subscribe to the oath of office in the presence of other Senators, to uphold and defend the Constitution and laws of the Republic of Liberia and discharge faithfully the duties of such office. The Constitutional oath or affirmation is as follow:

“I (state name), do solemnly swear (affirm) that I will support, uphold, protect and defend the Constitution and laws of the Republic of Liberia, bear true faith and allegiance to the Republic, and will faithfully, conscientiously and impartially discharge the duties and functions of the office of Senator to the best of my ability. SO HELP ME GOD.”

RULE 2

ADMINISTERING OF OATH

Section 1:

The oath of office shall be administered to each Senator duly declared elected and certificated by the National Elections Commission in the Senate Chamber by the Secretary of the Senate upon the orders of the Presiding Officer.

RULE 3
RECORD OF CREDENTIALS

Section 1:

The Secretary of the Senate shall keep a record of the Certificate of Election and other relevant credentials in the individual file of the Senator, and to this end, each Senator shall furnish photocopy of the credentials to the Secretary of the Senate prior to such Senator-elect being qualified.

Chapter 3: Sitting

RULE 4 OPENING AND ADJOURNMENT OF ANNUAL SESSION

Section 1:

The Liberian Senate (“the Senate”) shall convene in Regular Session once a year on the second working Monday in January of each year.

Section 2:

Except as may be extended, Regular Session of the Senate shall adjourn on August 31.

Section 3:

The Senate shall recess for the Easter Break for a period of not more than two weeks.

RULE 5 BUSINESS CONTINUED FROM SESSION TO SESSION

Section 1:

At the session or any subsequent session of the Legislature, the Legislative Business of the Senate which remained undetermined at the close of the session of the Legislature, shall be resumed in the next session and proceeded with in the same manner as if no adjournment of the Senate had taken place; and all papers referred to committees and not reported upon at the close of a session of the Legislature during an election year shall return to the office of the Secretary of the Senate, and be retained by him or her until the next succeeding session of the Legislature when they shall be returned to the committees to which they had previously been referred.

RULE 6 HOURS OF DAILY SITTINGS

Section 1:

Regular Sittings of the Senate shall be Tuesday and Thursday of

each week commencing at the hour of 10am to 2pm. Monday and Wednesday of each week shall be for Committee work and Friday for constituency. By a decision of a simple majority of members present in a Regular Sitting of the Plenary, the Senate may decide to meet in special sittings at any time.

RULE 7 QUORUM

Section 1:

A simple majority of the Senators who have been duly seated shall constitute a quorum for the transaction of business and a decision of a two-third (2/3) of said quorum shall be binding. A lower number may adjourn from day to day and compel the attendance of absent members. Should there not be a quorum at the hour to which the Senate adjourns, those present shall direct the Sergeant-At-Arms to request, and where necessary to compel, at the expense of such absent Senator(s), the attendance of the absent Senator(s). On the appearance of the absent Senator(s) at the Senate's Chamber, such Senator(s) shall not be allowed to address the Senate or take part in its deliberations, except to explain his/her absence, until excused in open session by the body.

RULE 8 REGULAR ORDER OF BUSINESS

Section 1:

When the Presiding Officer shall have taken the chair, the Sergeant-at-Arms shall cry the convening of the day's sitting, and thereafter, the order of business shall be as follows:

1. Call to order
2. Devotion
3. Roll call
4. Call for adoption of journal or journals
5. Unfinished Business
6. Call for Resolutions, Bills and Petitions
7. Call for Reports of Committees
8. Call for business on the President's Desk
9. Other Matters
10. Adjournment

RULE 9

SESSION WITH CLOSED DOORS

Section 1:

On a motion made and seconded to close the doors of the Senate for the purpose of discussing any business which may, in the opinion of the Senate, require secrecy, the Presiding Officer shall direct the hall to be cleared, and during the discussion of such motion the doors shall remain closed to all persons except the Secretary of the Senate and the Sergeant-at-Arms who shall be sworn to secrecy. During the discussion of such motion, the doors shall remain closed.

Section 2:

Any Senator or Officer of the Senate who shall disclose the secret of confidential business or proceedings of the Senate shall be liable; if a Senator, he/she shall be censured by the Body; and if an Officer, he/she shall be disciplined and punished in accordance with the administrative procedures.

Section 3:

Whenever, by the request of the Senate or any committee thereof, documents or papers shall be communicated to the Senate by the President or the head of any government agency relating to any matter pending in the Senate, the proceedings in regards to which are confidential under the Rules; said documents and papers shall be considered as confidential, and shall not be disclosed without leave of the Senate.

Section 4:

Whenever the injunction of secrecy shall be removed from any part of the proceedings of the Senate in Executive Session or secret legislative session, the order of the Senate removing same shall be entered by the Secretary of the Senate in the Legislative Journal as well as in the Executive Journal, and shall be published in the record.

RULE 10
ATTENDANCE BY MEMBERS

Section 1:

No Senator shall absent himself/herself from the services of the Liberian Senate for more than two consecutive sittings without leave being first obtained from the President Pro-Tempore. A refusal by the President Pro-Tempore to grant leave may be appealed to the Plenary of the Senate.

Chapter 4: Presiding Officers of the Senate and Duties

RULE 11

THE VICE PRESIDENT OF THE REPUBLIC OF LIBERIA

Section 1:

The Vice President of the Republic of Liberia, as the constitutional President of the Senate, shall preside over its deliberations without the right to vote, except in the case of a tie vote.

Section 2:

In the absence of the President of the Senate, the President Pro-Tempore of the Senate shall preside.

Section 3:

In the absence of both the President and the President Pro-Tempore of the Senate, the order of presiding and administration shall be as follows:

- a. Chairperson, Committee on Executive
- b. Chairperson, Committee on Foreign Affairs
- c. Chairperson, Committee on Judiciary, Human Rights, Claims and Petitions
- d. Chairperson, Committee on Rules, Order and Administration
- e. Chairperson, Committee on Ways, Means, Finance and Budget
- f. Chairperson, Committee on National Defense, Security, Intelligence and Veteran Affairs
- g. Chairperson, Committee on Health and Social Affairs, Gender, Women and Children
- h. Chairperson, Committee on Internal Affairs, Reconciliation and Governance

In the event none of the chairpersons mentioned in Rule 11: Section 3 is available to preside during a sitting, the Secretary of the Senate shall name a Senator from among the Senators present at a sitting to preside; and said Presiding Officer shall comply with Rule 11: Section 4.

Section 4:

Upon arrival of the President of the Senate or the President Pro-Tempore, the presiding Senator shall immediately turn over the gavel to the President of the Senate or the President Pro-Tempore as the case may be.

Section 5:

When the President of the Senate is presiding, except by leave of the President of the Senate, the President Pro-Tempore shall retire to his/her county seat.

**RULE 12
DUTIES OF A PRESIDING OFFICER**

Section 1:

- a. Calls the Senate to order at the commencement of each day's sitting and shall proceed to business in the manner prescribed in these Rules.
- b. Presides over the Senate in the absence of the President of the Senate and the President Pro-Tempore, but without the right to vote, except in the event of a tie vote. The Presiding Officer, while presiding, shall not participate in any debate.

**RULE 13
DUTIES OF THE PRESIDENT OF THE SENATE**

Section 1:

The President of the Senate shall perform the following:

- a. Preside over the deliberations of the Senate, but without the right to vote, except in the event of a tie vote.
- b. Issue ruling, when he/she is presiding on questions of order, subject to an appeal to the Senate. The President shall not participate in any discussions or deliberations of the Senate.
- c. Sign all duly Enrolled Bills, Resolutions, and Joint Resolutions.

Chapter 5: Officers and Administration of the Senate

RULE 14

ELECTION OF THE PRESIDENT PRO-TEMPORE AND OTHER OFFICERS OF THE SENATE

Section 1:

On the first day of the Regular Session following a general and Presidential election, the Secretary of the Senate, or in his/her absence, the Assistant Secretary of the Senate, whose term shall not expire until his/her successor is elected, shall call the Senate to order, conduct devotions, and announce to the senators present that the Senate is without a President Pro-Tempore to serve for a term of six years. The President Pro-Tempore shall be elected by a simple majority of the duly seated Senators. Election of the President Pro-Tempore shall be held and the Secretary of the Senate shall then administer the oath of office and appoint a Special Committee which shall escort the President Pro-Tempore to his/her seat.

Section 2:

During the Fourth Day Sitting of the First Session immediately following a general and presidential election, the Senate shall elect the following three officers: (a) Secretary of the Senate (b) Assistant Secretary of the Senate; and (c) Sergeant-at-Arms of the Senate.

Section 3:

Officers of the Senate: The Officers of the Liberian Senate shall be:

1. President Pro-Tempore
2. Secretary of the Senate
3. Assistant Secretary of the Senate
4. Sergeant-at-Arms of the Senate
5. Chairpersons of the leadership committees as defined in Rule 43 (a)

Section 4:

Chamber Staff: The following shall constitute the Chamber Staff of the Senate. They shall serve under the administrative supervision of the Secretary of the Senate and all of whom shall be appointed in keeping with staff appointment rules and guidelines of the Senate:

- a. Stenographers
- b. Engrossing Clerk
- c. Enrolling Clerk
- d. Chaplain
- e. Doorkeepers

Section 5:

Legal Counsel: The Legal Counsel of the Senate shall be a Counselor-at-Law of the Supreme Court Bar. Candidates applying for the position of Legal Counsel for the Liberian Senate shall apply through the Committee on Rules, Order and Administration; and said Committee shall, through a professional vetting process, make recommendation to Plenary for appointment.

RULE 15

DUTIES OF THE PRESIDENT PRO-TEMPORE OF THE SENATE

Section 1:

Presides over the Senate in the absence of the President of the Senate, but without the right to vote, except in the event of a tie vote. **The President Pro-Tempore shall not participate in any debate while presiding.**

Section 2:

Appoints Co-Chairpersons and members of the Leadership Committees. He/she shall also appoint the Chairpersons, Co-Chairpersons and members of all Standing, Conference and Ad Hoc Committees.

Section 3:

Responsible for cooperation and a cordial relationship between the Senate and the House of Representatives.

Section 4:

Serves as the principal intermediary between the Chief Executive and the Senate.

Section 5:

Represents the Senate at all public and official functions, whether or not the Senate is in Session.

Section 6:

Signs all duly Enrolled Bills, Resolutions, and Joint Resolutions, in the absence of the President of the Senate.

Section 7:

Transmits all directives of the Senate to the Secretary of the Senate and other officers and staff.

Section 8:

Supervises and monitors the expenditure of all funds which have been budgeted or allocated for the administration of the Senate. In this regard, all vouchers, payrolls, requisitions, etc., originating from the office of the Chairperson of the Committee on Ways, Means, Finance and Budget and the Chairperson on Rules, Order and Administration must be approved by the President Pro-Tempore.

Section 9:

All financial agreements for the provision of services, supplies, vehicles, equipment, renovations, furnishings, maintenance and other contractual obligations over Five Hundred United States Dollars (USD 500.00) or its equivalent in Liberian Dollars shall be in writing and same shall be forwarded by the President Pro-Tempore to the Senate for its approval, provided that those items of expenditures are included in the quarterly financial plan duly approved by the plenary of the Liberian Senate. Remuneration and all benefits of the Senate are also included.

Section 10:

Supervises and/or directs all other administrative functions of the Senate in keeping with administrative practices.

RULE 16

DUTIES OF THE SECRETARY OF THE SENATE

Section 1:

The Secretary of the Senate works under the direction of the President of the Liberian Senate or President Pro-Tempore. He/she shall perform the duties prescribed by law or other provisions of these Rules.

Section 2:

Provides supervision of the Senate employees, including members of the Secretariat of the Senate. The Secretariat of the Senate shall comprise the Secretary of the Senate, the Assistant Secretary of the Senate, the Sergeant-At-Arms, the Chamber Staff, and the heads of all administrative departments and/or sections.

Section 3:

Administers the various departments of the Liberian Senate in the execution of their respective functions. He/she shall recommend employment and termination of services of employees in said category to the Senate through the Committee on Rules, Order and Administration.

Section 4:

The Secretary of the Senate shall have the power to receive and open all correspondence and messages addressed to the Liberian Senate either by or through the President of the Senate or the President Pro-Tempore of the Senate at the time when the Senate is in session or under adjournment, and take such measures as to bring said matters to the attention of the Senate.

Section 5:

The Secretary of the Senate, upon directive of the Senate, is charged with the responsibility of keeping all records and documents of the Senate and ensuring their safety. He/she shall ensure that the journals are properly prepared, circulated to members of the Senate, edited and finalized, and deposited in the archives of the Legislature for public use as provided for by law.

Section 6:

Compiles and maintains the calendar of the Senate for approval by the President Pro-Tempore. He/she shall keep the leadership informed on the progress and workload of the Senate.

Section 7:

Serves as parliamentary advisor to the Senate. He/she shall transmit bills with appropriate message to the House of Representatives as instructed by action of the Senate.

Section 8:

Following adjournment of the Senate, vacation schedules of personnel in the Secretariat shall be determined by the Secretary of the Senate.

RULE 17

DUTIES OF THE ASSISTANT SECRETARY OF THE SENATE

Section 1:

The Assistant Secretary of the Senate shall assist the Secretary of the Senate with the focus on administrative matters; and in the absence of the Secretary of the Senate performs the duties and functions of the Secretary of the Senate.

RULE 18

DUTIES OF THE SERGEANT-AT-ARMS

Section 1:

It shall be the duty of the Sergeant-at-Arms, who shall hold the rank of a Brigadier General of the Armed Forces of Liberia to attend all sessions of the Senate during its regular or special sitting, to maintain order and decorum under the direction of the President of the Senate, the President Pro-Tempore or any other Presiding Officer of the Senate.

Section 2:

The Sergeant-at-Arms shall execute the command of the Senate and all legal processes and writs of arrest and summons issued by authority of the Senate and any of its Standing and ad hoc committees, as directed by the Presiding Officer of the Senate and

Chairpersons of Senate Standing and Ad Hoc Committees.

Section 3:

The symbol of the office of the Sergeant-at-Arms shall be the mace which shall be borne by the Sergeant-at-Arms while enforcing order on the floor and on ceremonial occasion of the Senate.

Section 4:

The Sergeant-at-Arms shall allow no unauthorized person or persons to enter the Senate Chamber during its sitting, except by leave of the Senate, and shall ensure that the floor is clear of all persons except those privileged to remain.

Section 5:

The maintenance of law and order in the hall way, the lobby and Senate cafeteria immediately outside of the Senate Chamber is the responsibility of the Sergeant-at-Arms and shall see to it that the area involved are cleared of all persons not privileged or invited to remain there.

RULE 19

SUSPENSION AND REMOVAL OF THE PRESIDENT PRO-TEMPORE AND OTHER OFFICERS OF THE SENATE

Section 1:

Suspension: The President Pro-Tempore and all other elected officers of the Liberian Senate may be suspended consistent with Article 47 of the Liberian Constitution. In such case, the line of succession as stated in Rule 11: Section 3 shall apply.

Section 2:

Removal: The President Pro-Tempore and all other elected officers of the Liberian Senate may be removed consistent with Article 47 of the Liberian Constitution.

Section 3:

In case of removal of the President Pro-Tempore, the Liberian Senate shall elect a successor in keeping with the following procedures:

- a. The Secretary of the Senate shall announce the vacancy of the position of President Pro- Tempore of the Liberian Senate.
- b. Within a period of 30 calendar days, an election shall be held in plenary to fill the vacancy of President Pro-Tempore.
- c. All interested Senators shall declare their intention in writing to the Plenary through the Secretary of the Senate not later than 20 calendar days from the date of the announcement of the vacancy and the Secretary of the Senate shall circulate all declarations received to all members of the Senate not later than 5 calendar days prior to the date of the election.
- d. The Plenary at which the election shall be held shall have only one item on its agenda which shall be the election of the President Pro-Tempore of the Senate.
- e. On the day of the election, the President of the Senate shall preside, or in the stead, the Secretary of the Senate.
- f. The election shall be conducted consistent with guidelines approved by the Plenary prior to the date of said elections.

RULE 20
SUSPENSION AND/OR REMOVAL OF SENATORS
FROM SENATE POSITIONS

Section 1:

A Senator may be suspended or removed from an office of the Senate:

- a. When a petition addressed to the Presiding Officer and signed by one or more senators, against an elected officer of the Senate is presented to the Secretary of

the Senate, same shall be forwarded to the Plenary for consideration.

- b. After the petition has been read and considered by Plenary, a vote of 2/3 majority of the total membership of the Senators duly seated shall determine the merit or non-merit of the petition.
- c. In the event the Senate believes that there is merit, a cross-sectional Review Team, comprising not less than 3 and not more than 5 senators shall be constituted to investigate the matter, consistent with due process as provided for under the Liberian Constitution and report their findings and recommendations to the Plenary within a period not more than 30 calendar days. The time to report may be extended by the Plenary upon request of the Review Team, but the combined total time shall not exceed 60 calendar days.
- d. The Plenary shall debate the report and act upon the recommendation. If the recommendation calls for suspension or removal from the office occupied by the Senator, a two thirds (2/3) vote is required.

RULE 21

CODE OF CONDUCT

Section 1:

The Code of Conduct approved by the Senate shall be consistent with the National Code of Conduct.

Section 2:

Every Senator shall, at the commencement of each session, or as soon as he/she has taken his/her seat, enter his/her name and address during the session, in a book to be kept by the Secretary of the Senate.

Section 3:

A Senator going abroad shall so inform the President Pro-tempore of the Senate, indicating the purpose, the time of his/her stay abroad and his/her contact address.

Section 4:

A Senator shall, to the best of his/her ability, regularly attend the sittings of the Senate and those of the Committees of which he/she is a member.

**RULE 22
RESIGNATION OF A SENATOR**

Section 1:

A Senator shall resign his/her seat in the Senate by writing to the President of the Senate which letter shall be submitted personally by him/her to the President of the Senate in open session of the Senate on the legislative day preceding the resignation.

Section 2:

If a Senator is unable to submit his/her letter of resignation personally to the President of the Senate as herein provided, he/she shall send same to the Secretary of Senate.

Section 3:

The President of the Senate shall cause the letter to be read by the Secretary of the Senate as soon as it is received and may allow a short debate on it. The letter shall be published in the Votes and Proceeding of the Senate.

**RULE 23
SUSPENSION OR EXPULSION FROM THE SENATE**

Section 1:

A Senator may be suspended or expelled from the Senate:

- a. When a petition, signed by two thirds of the membership of the Senate, addressed to the Liberian Senate, against a Senator is presented to the Secretary of the Senate, same shall be forwarded to the Plenary for consideration.
- b. After the petition has been read and considered by the Plenary, a vote of 2/3 majority of the total membership of the Senators duly seated shall determine the merit or non-merit of the petition.

- c. In the event the Senate believes that there is merit, a cross-sectional Review Team, comprising not less than 3 and not more than 5 senators, none of whom shall be a signatory to the petition, shall be constituted to investigate the matter, consistent with due process as provided for under the Liberian Constitution and report their findings and recommendations to the Plenary within a period not more than 30 calendar days. All recommendations shall clearly indicate the extent and limits of the action contemplated. The time to report may be extended by the Plenary upon request of the Review Team, but the combined total time shall not exceed 60 calendar days.
- d. The Plenary shall debate the report and act upon the recommendation. If the recommendation calls for suspension or removal from the Senate, a two thirds (2/3) vote is required.
- e. The expulsion of a member of the Liberian Senate shall conform to Article 38 of the Constitution of the Republic of Liberia.

RULE 24

SENATE ANNUAL BUDGET

Section 1:

The Committee on Ways, Means, Finance, and Budget shall report to the Senate before the presentation of the National Budget by the Budget Bureau. Budgetary estimates of the needed expenditures of the Liberian Senate for inclusion in the National Budget in the ensuing fiscal year, upon adoption of said estimates by the Senate, the Secretary of the Senate shall immediately forward same to the Director of the Budget for inclusion in the ensuing national budget.

RULE 25

SALARIES OF SENATORS

Section 1:

Remunerations for Senators who have been duly elected to office in the general election or by-election as announced and confirmed by the Elections Commission shall commence upon the receipt of the Certificate of Election and swearing in of the elected senator into office.

RULE 26

PAYMENT OF EMPLOYEES AFFECTED BY DEATH, EXPULSION OR RESIGNATION OF A SENATOR

Section 1:

In the event of death, expulsion, medically certified permanent disability, or inability to serve as legislator, or resignation of a Senator or the President Pro-Tempore of the Senate, the personal staff of the discontinued Senator on the payroll of the Senate shall, under the temporary supervision of the Secretary of the Senate, be continued on the payroll at their respectable salaries for a period not to exceed ninety (90) days. The personal staff of the discontinued Senator shall be deemed terminated at the expiration of the 90 days grace period provided for under this Rule. The incoming Senator shall be under no obligation to retain any staff member of the previous Senator.

RULE 27

LIMIT OF COST OF SENATE INQUIRIES AND INVESTIGATION

Section 1:

Senate resolutions providing for inquiries, hearings and investigations shall contain a limit on costs of such inquiries, hearings and investigations and shall not be exceeded, except by vote of the Senate authorizing additional amounts.

Chapter 6: Legislative Protocol

RULE 28 THE JOURNAL

Section 1:

A stenographic record shall be made daily of the proceedings of the Senate. Such record shall constitute the Journal of the Senate, and the following shall be accurately recorded therein.

- a. Bills and Joint Resolutions
- b. Every vote
- c. Every petition
- d. Memorials
- e. Every document presented to and from the Liberian Senate, the House of Representatives, the Executive, the Judiciary, confidential legislative proceedings.
- f. The proceedings when sitting as a Court of Impeachment shall each be recorded in a separate book.

RULE 29 DEBATE

Section 1:

When any Senator desires to speak, he/she shall raise his/her hand and when recognized by the Presiding Officer, he/she shall be deemed as having the floor. He/she shall then rise and address the Presiding Officer and his/her colleagues appropriately and put forth his/her question. No Senator shall interrupt another Senator except to call him/her to a point of order.

Section 2:

No Senator shall speak more than once on a particular subject on the same day until all who wish to speak have spoken, unless a Senator who has not spoken on the subject yields his/her speaking time to the Senator desiring to speak a second time. (For the purpose of this Rule, both the speaking Senator and the yielding Senator shall be deemed to have each spoken once).

Section 3:

When two or more Senators raise their hands for recognition, the Presiding Officer shall exercise his/her discretion as to whom to recognize first and this discretion shall not be questioned.

Section 4:

During the course of the debate, if the President Pro-Tempore, while presiding may wish to debate the subject matter under discussion or consideration, he/she may ask another Senator to preside so that he/she may retire to his/her county seat as a Senator and may then vote on the proposition debated. He/she shall not return to the chair until a decision has been taken.

Section 5:

No Senator in a debate shall, directly or indirectly, by any form or words impute to another Senator or the other Senators any conduct or motive unbecoming of a Senator.

Section 6:

No Senator in a debate shall, directly or indirectly refer offensively to any Senator, counties or ethnic groups in Liberia.

Section 7:

While the Presiding Officer is putting a question or a Senator is addressing the Senate, no Senator shall walk out, cross the floor, nor introduce or entertain private conversation.

**RULE 30
QUESTION OF ORDER**

Section 1:

When a Senator recognized by the Presiding Officer is on the floor speaking and another Senator wishes to call the Senator to order, the Senator wishing to call the order shall first raise his/her hand and announce 'order' in order to capture the attention of the Presiding Officer.

Section 2:

A point of order is a privileged question and, therefore, takes precedence. Senators are, however, expected to yield to privileged question and give information requested.

Section 3:

A point of order may be raised at any stage of the proceedings and shall be decided by the Presiding Officer without debate.

Section 4:

If a Senator is speaking or otherwise, transgresses the rules of the Senate, the Presiding Officer or any other Senator, taking exception to same, may call such Senator to order.

Section 5:

When a Senator is called to order, he/she shall sit down and may resume speaking consistent with the ruling of the Presiding Officer on the point of order raised.

Section 6:

In addition to the Standing Rules of Order of the Liberian Senate, the rules of debates and procedures as laid down in Jefferson's Parliamentary Manual and Roberts Rule of Order shall be observed except where they conflict with these Rules; and in such instance, these Rules shall take precedence.

Section 7:

The Chair shall be called to order if and when he/she attempts to discuss a subject matter that is under debate on the floor, or when the Chair is taken decision on the wrong rules or acts that may contravene standards of parliamentary procedures.

Section 8:

If a Senator is called to order for words spoken in debate, the offensive words shall immediately be taken down in writing and read at the table for the information of the Senate.

RULE 31 SPECIAL ORDERS

Section 1:

Any subject made, by vote of two-thirds of the Senators present, a special order, when the time so fixed for its consideration arrives, the Presiding Officer shall lay it before the Senate, unless there be unfinished business of the proceeding day. And if it is not finally disposed of on that day

it shall take its place on the calendar of Special Orders in the order of time at which it was made special, unless it shall become by adjournment the unfinished business.

Section 2:

When two or more Special Orders have been made for the same time, they shall have precedence according to the order in which they were severally assigned, and that order shall only be changed by direction of the Senate. All motions to change such order to proceed to the consideration of other business shall be decided with debate.

RULE 32
MOTION

Section 1:

After a motion is put and seconded, it shall be stated by the Presiding Officer, or being in writing, shall be handed to the Presiding Officer who shall order it read by the Secretary of the Senate before a debate.

Section 2:

After a motion is stated by the Presiding Officer, or read by the Secretary of the Senate, it shall be deemed to be in the possession of the Senate.

Section 3:

Any motion or resolution may be withdrawn or modified by the mover at any time before a decision, amendment, or ordering of the “yeas” and “nays”, except a motion to reconsider which shall not be withdrawn without leave.

RULE 33
PRECEDENCE OF MOTION DURING DEBATE

Section 1:

When a motion is pending, no other motion shall be entertained, except the following prioritize motions in order of precedence:

- a. To adjourn
- b. To recess to a time certain
- c. To lay on the table

- d. To set as a special order
- e. To postpone indefinitely
- f. To postpone to a date certain
- g. To refer to committee
- h. To amend

Section 2:

All privilege motions require a two-third vote of the Senators present to be carried.

Section 3:

A motion to adjourn from day to day is not debatable and cannot be amended. It is always in order except:

- a. When a Senator other than the mover has the floor;
- b. When the Senate is voting; or,
- c. During a roll call of the Senate.

Section 4:

A motion to amend may be entertained only if the maker of the original motion consents thereto. A motion to amend is debatable unless the main question to be amended is not debatable. A motion to amend may itself be amended, but no amendment to an amendment may be further amended

Section 5:

A motion to substitute shall be deemed and treated as a motion to amend.

Section 6:

Any Senator may move to amend a bill; provided, however, that the proposed amendment shall not be in order if it relates to a different subject or is intended to accomplish the different purpose or requires a title essentially different from the original title of the bill which he or she proposes to amend.

RULE 34 MOTION TO RECONSIDER

Section 1:

A motion to reconsider any question decided by the Senate may be made by any Senator who voted on the original question, provided however, that such motion shall be made on the same

day on which the vote to be reconsidered was taken. Such a motion may also be filed within the next three succeeding sitting days provided, however, that the mover gives notice of the filing of that motion on the day the decision was taken.

Section 2:

If the Senate refuses to reconsider the question, or if upon reconsideration the Senate affirms its first decision, no further motion to reconsider shall be in order. A motion to reconsider shall be deemed a privileged motion and shall require two-thirds vote of Senators present. A motion for reconsideration shall be deemed as a stay order on the original question against which it is filed. No action shall be taken on the original question until the motion for reconsideration has been considered and disposed of.

Section 3:

When a bill, resolution, report, amendment, order or message, upon which a vote has been taken, shall have gone out of the possession of the Senate and has been communicated to the House of Representatives, the motion to reconsider shall be accompanied by a motion to request the House to return same; which last motion shall be acted upon immediately and without debate, and if determined in the negative shall be a final disposition of the motion to reconsider.

RULE 35

VOTING

Section 1:

Voting in regular session may be by 'yeas' and 'nays', show of hands, roll call or secret ballot, as the Senate may desire or otherwise required by these Rules.

Section 2:

When the 'yeas' and 'nays' are ordered, same shall be done viva voci. In the event of 'yeas' and 'nays', if the Presiding Officer is unable to decide by the sound of the voices, or if his or her announcement may thereupon be doubted by a Senator, the Presiding Officer shall conduct a roll call vote.

Section 3:

When a roll call vote is ordered, each Senator shall, without

debate, declare his/her assent or dissent to the motion or question.

Section 4:

When a roll call is ordered, the names of the senators shall be called according to counties. Each Senator, without debate, shall declare his/her assent or dissent to the question. When a Senator declines to vote on the call of his/her name, such Senator shall be required by the Presiding Officer to assign the reason(s) therefore. Upon assigning the reason, the Presiding Officer shall thus submit the question to the Senate: "Shall a Senator for the assigned reason be excluded from the voting?" It shall be decided without debate by the vote of the Senate. These proceedings shall be held after the roll call, but before the result is announced; and, no further proceedings in reference thereto shall be held after such announcement.

Section 5:

In the event of secret ballot voting, the Secretary of the Senate shall be directed by the Presiding Officer to distribute ballot papers to the Senators present and announce the exact number of the ballot papers handed out. After voting, the Secretary of the Senate shall count the ballots and immediately announce the results in open session.

Section 6:

In the case of: a) ratification of treaties and concession agreements; and b) removal or suspension of a member from the Senate and other persons subject to impeachment proceedings, a decision taken by two-thirds ($2/3$) of the entire membership of the Senators duly seated shall be binding.

Section 7:

In the case of a) confirmation of Presidential nominees; and b) enactment of bills and resolutions, a decision taken by a simple majority of the entire membership of the Senators duly seated shall be required.

Section 8:

There shall be no proxy voting in regular or Executive Session.

RULE 36

PRIVILEGE OF THE FLOOR

Section 1:

Other than the Vice President of the Republic of Liberia and Senators, no person shall be admitted to the floor of the Senate while in session, except upon leave of the Senate.

RULE 37

QUESTIONS OF PRIVILEGE

Section 1:

Question of privilege shall be first, those affecting the rights of the Senate collectively, its safety, dignity, and the integrity of its proceedings; second, the rights, reputation, and conduct of members individually, in their representative capacity only; and shall have precedence over all other questions except motion to adjourn.

Chapter 7: Lawmaking

RULE 38 BILLS AND RESOLUTIONS

Section 1:

Whenever a bill or resolution shall be offered, its introduction, if objected to, shall be postponed for one day.

Section 2:

Every bill and resolution shall receive three readings previous to its passage, which reading shall be on three different legislative days, unless the Senate by two-thirds vote suspends this Rule. The Presiding Officer shall give at each reading whether it be for the first, second or third; provided that the first, second, and third readings may be by title only in the instance where the bill or resolution is too voluminous and the bill or resolution have already been circulated prior to its first reading.

Section 3:

No bill or resolution shall be committed or amended until it shall have been twice read, after which it may be referred to a committee. Bills and resolutions introduced on leave, and bills and resolutions from the House of Representatives shall be read once or may be twice on the same day, if not objected, for reference, but shall not be considered on that day nor debated, except for reference unless by two-thirds vote.

Section 4:

Every bill and resolution reported from a Committee, not having previously been read, shall be read once and twice if not objected to on the same day and place on the calendar in the order in which the same may be reported. Every and joint resolution introduced on leave, and every bill and resolution from the House of Representatives which shall receive a first and second reading without been referred to a committee, shall, if there is no objection to further proceeding thereon, be placed on the calendar.

Section 5:

The Secretary of the Senate shall examine all bills, amendments, and resolutions before they go out of the possession of the Senate, and shall examine all bills and resolutions which shall have passed both houses, to see that the same are correctly enrolled, and when signed by the Speaker of the House and the President of the Senate shall forthwith refer same if it originated in the Senate Committee on Executive to present same to the President of the Republic of Liberia for approval. The Chairman on Executive shall report the fact and date of such presentation to the Senate.

Section 6:

All bills and resolutions shall lie over one day for consideration unless by two-thirds vote, the Senate shall otherwise direct.

RULE 39
SENATORS PRESENTING BILLS

Section 1:

Senators having bills, petition, memorial or resolution to present shall deliver them to the Secretary of the Senate.

Section 2:

Only senators who have already been qualified to hold office shall present a bill and resolution.

Section 3:

Every bill and resolution shall be signed at the back thereof by the primary sponsor or sponsors of the legislation to be accepted for introduction on the floor of the Senate. If there are co-sponsors at the time of the introduction of said legislation, a list of the names of the co-sponsors shall be reflected at the back of the documents without their signature.

Section 4:

A member of the Senate may wish to add the words “By request” if the member is introducing a bill at the request of another party or Senator; and this shall include Administration and Executive bills.

Section 5:

All bills and resolution, whether originating from the Executive

Branch of Government, a member of the Senate, the President of the Republic of Liberia, or of private nature, shall be sponsored as a matter of procedure by a member or members of the Senate.

Section 6:

Bills and resolutions presented by the Senators and passed into law shall carry an endorsement at the back thereof, which shall include the name or names of the sponsor or sponsors as well as the co-sponsor or co-sponsors, and indicating that it has had three readings, the dates and time of their enactment into law and duly signed by the Secretary of the Senate before dispatching same to the House of Representatives for concurrence.

**RULE 40
COMMITTEE REPORT ON BILLS**

Section 1:

A committee may report a bill favorably, recommend amendments thereto, or substitute a new bill.

Section 2:

Any bill reported by any Senate Standing Committee, a Conference Committee or a Joint Committee of the Legislature shall not be considered in the Senate unless the report of that committee acting upon that bill has been distributed or made available to the Senators prior to the day of the Regular Session. This procedure may be waived or shall not apply in the event of a declaration of war or declaration of national emergency by the Legislature.

**RULE 41
BILL REFERENCE TO A COMMITTEE**

Section 1:

A motion to refer any proposed legislation to one, two or more committees sequentially shall indicate the order of referral, or specify the portion of the proposed legislation to be considered by the committees, or any one of them to which the proposed legislation is referred, and the committee(s) shall exercise jurisdiction only as to the specified item or items.

Section 2:

A motion to refer a proposed legislation to one, two or more committees jointly may be reported only by such committees jointly, and only one report may accompany any proposed legislation.

RULE 42
REPORT OF A CONFERENCE COMMITTEE

Section 1:

The presentation of reports of committee of conference shall always be in order, except when the journal is being read or adopted or question of order, or a motion to adjourn is pending, and when received the question of proceeding to the consideration of the report, if raised, shall be immediately put, and shall be determined without debate.

Section 2:

Conference Committee shall not insert in its report matter not committed to it by either House, nor shall they strike from the bill matter agreed to by both Houses. If new matter is inserted in the report, or if matter which was agreed to by both Houses is stricken from the bill, a point of order may be made against the report, and if the point of order is sustained, the report shall be rejected or re-committed to the committee on conference.

Section 3:

- a. In any case in which a disagreement to an amendment in the nature of a substitute has been referred to conferees, it shall be in order for the conferees to report a substitute on the same subject matter but they may not include in the report matter not committed to them by either House. They may, however, include in their report in any such case matter which is a germane modification of subjects in disagreement.
- b. In any case in which the conferees violate section 3(a), the conference report shall be subject to a point of order.

Chapter 8: Committees

RULE 43 COMMITTEES

Section 1:

The Liberian Senate shall, for normal business, work and operate by and thru the following categories of Committees:

A. LEADERSHIP COMMITTEE:

The President Pro-Tempore and the chairpersons of the following committees, all of whom, in pursuance to Rules 14: Section 3, are Officers of the Senate, shall constitute the leadership of the Liberian Senate.

1. Committee on the Executive
2. Committee on Foreign Affairs
3. Committee on the Judiciary, Human Rights, Claims and Petitions
4. Committee on Ways, Means, Finance and Budget
5. Committee on Rules, Orders and Administration
6. Committee on National Defense, Intelligence, Security and Veteran Affairs
7. Committee on Gender, Health and Social Affairs, Women and Children Affairs
8. Committee on Internal Affairs, Reconciliation and Governance

B. STANDING COMMITTEES:

The following shall constitute the Regular Standing Committees of the Liberian Senate:

1. Committee on Maritime
2. Committee on Commerce, Industry and Trade
3. Committee on Agriculture, Fisheries, and Forestry
4. Committee on Education and Public Administration
5. Committee on Concessions and Investment
6. Committee on Labor
7. Committee on Youth and Sports
8. Committee on Planning and Economic Affairs
9. Committee on Public Works and Rural Development

10. Committee on Lands, Mines, Energy, Mineral Resources and Environment
11. Committee on Post and Telecommunications
12. Committee on Information, Broadcasting, Cultural Affairs, and Tourism
13. Committee on Banking and Currency
14. Committee on Public Accounts and Audits
15. Committee on Public Corporations
16. Committee on Autonomous Commissions and Agencies
17. Committee on Social Security, Pension and Insurance
18. Committee on Transportation

C. CONFERENCE AND AD-HOC COMMITTEES:

Conference and Ad-hoc Committees shall be created on a case-by-case basis to perform ad hoc assignments. The tenure and terms of reference are defined by the Plenary and the members of said Committees are appointed by the President Pro-Tempore in consultation with the members of the Leadership Committee.

D. REPRESENTATION OF THE SENATE TO INTERNATIONAL INSTITUTIONS

Senators representing the Liberian Senate on a permanent basis to international parliamentary bodies shall first be elected and designated to serve in keeping with the protocol required by the bodies to which they are to be accredited. Said senators shall not be eligible to serve as chairpersons of any Leadership Committee of the Senate. Said Senators may be recalled for cause as determined by 2/3 vote of the entire Senate duly seated.

Section 2:

Election of Chairpersons of Committees that are on the Leadership Committee:

- a. All Chairpersons of Committees that are on the Leadership Committee of the Liberian Senate shall be elected by the Plenary of the Senate. The winner of any election for a Leadership Committee Chairperson shall be the contestant with a simple majority of the membership of the entire Senate. If there are more than two contestants in a leadership

race and none obtains the simple majority of the entire Senate on the first ballot, the two contestants with the highest votes shall contest in a run-off vote, and whichever one gets a simple majority of the entire Senate shall be considered duly elected. The President Pro-Tempore shall administer the oath of office to committee chairpersons immediately following their elections.

- b. Chairpersons of Leadership Committees shall not serve as chairperson or co-chairperson of any Standing Committee.

Section 3:

Appointment of Co-Chairpersons and Members of Committees that are on the Leadership Committee:

The Co-Chairpersons and members of committees on the Leadership Committee of the Liberian Senate shall be appointed by the President Pro-Tempore with the collective consent of the elected chairpersons of the Leadership Committee.

Section 4:

Constitution of Regular Standing Committees and Appointment of Senators to any Committee of the Senate:

The Chairpersons, Co-Chairpersons and members of the Regular Standing Committees shall be appointed by the President Pro-Tempore with the collective consent of the Leadership Committee. The President Pro-tempore shall serve each Senator an official notice of his/her appointment to a committee of the Senate.

Section 5:

Removal of Regular Standing Committees Chair-persons and Member of any Committee:

The chairpersons, co-chairpersons and members of any Committee of the Liberian Senate may be removed for cause as determined by the Senate Leadership Committee.

RULE 44

FUNCTIONS AND JURISDICTION OF WORKING COMMITTEES OF THE LIBERIAN SENATE

Section 1:

COMMITTEE ON THE EXECUTIVE: To whom shall be referred all messages and other documents from the Chief Executive, as well as all proposed legislation to be submitted to the Chief Executive, inauguration and other matters relating to the work of the committee.

- a. Serve as liaison between the office of the Chief Executive and the Senate;
- b. Relate to all Standing Committees, legislative organizations, except for any part of the matter that amends the rules or order of the Senate;

Section 2:

COMMITTEE ON FOREIGN AFFAIRS: To whom shall be referred all messages, petitions, memorials and other matters of relevance to the work of the committee, as follow:

- a. Relations of Liberia with foreign nations, United Nations, UN Specialized Agencies, the African Union (AU), Economic Community of West African States (ECOWAS), Mano River Union (MRU), European Union (EU) and international agencies.
- b. Treaties, Communiqués, Executive Agreements with foreign partners and international conventions, including trade agreements, international conferences and congresses.
- c. Boundary disputes between Liberia and other nations, protection of Liberian citizens abroad, neutrality, intervention abroad and declaration of war, foreign policy matters, foreign loans, grants and aids.
- d. Measures relating to diplomatic, consular and foreign service, foreign and domestic.

- e. Acquisition of lands and buildings for diplomatic mission in foreign countries and in Liberia, measures to foster economic and commercial intercourse with foreign nations, and to protect Liberia business interest abroad.
- f. Nomination of delegates to represent the Senate at conferences abroad, subject to approval, modification or ejection by the Senate Plenary after considering the committee's report.

Section 3:

COMMITTEE ON JUDICIARY, HUMAN RIGHTS, CLAIMS AND PETITIONS: To whom shall be referred all legislation, messages, memorials and other matters relating to the work of the committee, as follows:

- a. The administration of justice in the Republic
- b. Constitutional amendment and constitutional matters, election laws and guidelines.
- c. The courts and judges of the Republic.
- d. Prisoners, prison houses and prison reforms.
- e. Repeal, amendment, revision and codification of statues, and other legal matters, patent, copyright and trademarks; coroner inquest.
- f. Protection of trade and commerce against unlawful restraint and monopolies, inter and intra county boundary disputes.
- g. Bankruptcy, mutiny, espionage and counterfeiting, contracts and agreements and breach of warranties and deceptive advertising.
- h. Court martial, martial law and military law.
- i. Impeachment proceeding and extradition.

- j. Determination of the validity and amount of all claims brought against the Republic are to devise ways and means for the settlement of same and hold hearings regarding such claims.

Section 4:

COMMITTEE ON, WAYS, MEANS, FINANCE AND BUDGET: To whom shall be referred messages, petitions, memorials, and other matters relating to the work of the committee, as follow:

- a. The Ways, Means, Finance and Budget Committee shall have three sub-committees, each headed by a Sub-committee Chair selected from its membership. The Sub-committees shall take the lead in organizing and conducting reviews and hearings on issues relating to their respective areas of focus with particular emphasis on:
 1. Revenue and Finance, with a focus on the performance of all sources of national revenue, collection and deposit in the general Government coffers.
 2. Appropriations and Expenditures, with a focus on the extent to which budgetary allocations are in support of national priorities and the extent to which expenditures are made consistent with budgetary allocations.
 3. Ways and Means of the Senate, with a focus on the budget of the Senate and its implementation.
 - a. All appropriations of the revenue for the support of Government, public expenditure and debt services.
 - b. All matters relating to the finances of the Senate, preparation of the Senate's budget, including the budget of the President Pro-tempore, and the custody and disbursement of Senate funds subject to the approval of the Senate.

- c. Consideration and evaluation of the Nations Budget, and holding of hearings on the said budget as a whole with particular reference to the basic recommendations and budgetary policies of the President of Liberia.
- d. Domestic and international finance, international financial and monetary organizations.
- e. The National Budget, customs, revenue and tax policies.
- f. Following the passage of the National Budget, present to the Senate, a comprehensive financial plan detailing appropriations per Senator's office, administrative and operational costs of the Senate, this shall include the details of the financial outlay of the office of the President Pro-tempore.
- g. A written financial report on the budget and financial activities of the Senate, every three months.

Section 5:

COMMITTEE ON RULES, ORDER AND ADMINISTRATION: To whom shall be referred all proposed legislation, messages, memorials and other matters relating to:

- a. The Senate's Library, Statutory arts and pictures in the Senate Wing of the Capitol Building, management of said Library, purchase of books and manuscripts and works of arts for the library.
- b. Parliamentary rules, floor and gallery rules, Senate Chambers, Senate restaurant, administration of the Senate's office building including assignment of office space to Senators and staffs.
- c. Matters relating to the elections of the President, Vice President and members of the Senate, credentials and qualifications of elected members of the Senate.

- d. The disposal of antiquated executive papers and other properties of the Senate.
- e. Provision of furniture, office equipment, and maintenance of security around and within the Senate Wing of the Capitol Building.
- f. Nomination of candidates to the Plenary to occupy the following administrative positions:
 - (i) Comptroller (ii) Senior Stenographer (iii) Junior Stenographer (iv) Chaplain General (v) Doormen I & 2 (vi) Engrossing Clerk (vii) Enrolling Clerk (viii) Assistant Chaplain General and all Directors of the Senate: (i) Personnel Director (ii) Budget Director (iii) Research Director (iv) Protocol Director (v) Procurement Director and (vi) Maintenance Director (vii) Press Director (viii) Director of Archives
- g. Perform oversight of all administrative functions of the Liberian Senate under the supervision of the President Pro-Tempore.
- h. Compensation, retirement, award and other benefits to Senators, Officials and employees of the senate.

Section 6:

COMMITTEE ON NATIONAL DEFENSE, INTELLIGENCE, SECURITY & VETERAN AFFAIRS: To whom shall be referred all proposed legislation, messages petitions, memorials and other matters relating to:

- a. The Committee on National Defense, Intelligence Security and Veteran Affairs shall have three sub-committees each headed by a Sub-committee Chair selected from its membership by its members. The Sub-committees shall take the lead in organizing and conducting reviews and hearings on issues relating to their respective areas of focus:

1. Sub-committee on Defense, with a focus on the performance of the Ministry of National Defense and the Armed Forces of Liberia (AFL)
2. Sub-committee on Intelligence and Security, with focus on assessing the extent of efficiency in the collection, analysis, and utilization of information relating to the maintenance of national security.
3. Sub-committee on Veteran Affairs, with a focus on the extent to which the welfare and well-being of former members of the AFL and para-military agencies of government are looked after.
 - a. Common defense, generally including arms, armament, recruitment and service pay, promotion, retirement and other benefits and privileges of members of the armed forces, size and composition of the army, Navy, Air Force and the Coast Guard and other security apparatus.
 - b. The Ministry of Defense and all military activities, including the Liberian National Guard, the Coast Guard and the Army Aviation Unit.
 - c. Strategic and critical materials, weaponry necessary for common defense, forts, arsenal, military camps and reservations, ammunition depots, military base, air base, naval and Coast Guard bases and yards, homes of military personnel, military dependents and war veterans and affairs.
 - d. The Ministry of National Security, National Security Agency, National Bureau of Investigation and all other security services/agencies.

Section 7:

COMMITTEE ON GENDER, HEALTH AND SOCIAL WELFARE; WOMEN AND CHILDREN AFFAIRS: To whom shall be referred all messages petitions, proposed legislations, memorials and other matters relating to:

- a. Social welfare, public health, sanitation, quarantine, and epidemics, medical practices and medical malpractice, hospital, clinics, medical and health centers.
- b. Medical diagnoses, treatment and precaution against contagious disease, psychiatry, mental disturbed people and mental asylum.
- c. The elderly, aged handicapped, women and children.
- d. Reformatory homes and centers, juveniles and unwed mothers.
- e. Civil and philanthropic organization, pharmaceuticals and drugs, registration of birth and death.

Section 8:

COMMITTEE ON INTERNAL AFFAIRS, RECONCILIATION AND GOVERNANCE: To whom shall be referred all proposed legislation, messages, petitions, memorials and other matters relating to:

- a. Interior administration, counties, statutory districts, municipalities, chieftaincy, customary practices, native secret society, local government and administration.
- b. City garbage disposal and beautification, national cemetery, recreation areas and parks, and matters relevant to the reconciliation process and the promotion of Governance.

Section 9:

COMMITTEE ON MARITIME: To whom shall be referred all messages, memorials, petitions, proposed legislation and other matters relating to:

- a. Licensing
- b. Marine and maritime affairs
- c. Navigation
- d. Collisions at seas and inland waters
- e. Perils of the sea

- f. Oceanography
- g. Seamen's affairs
- h. General maritime issues

Section 10:

COMMITTEE ON COMMERCE, INDUSTRY, AND TRADE: To whom shall be referred all proposed legislation and other matters relating to:

- a. Commerce, Industry, Commercial transactions, Domestic and Foreign Trade, Exports and Imports
- b. Consumer affairs, consumer protection, pricing and standard, regulation of businesses, consumer products and services, protective tariffs and embargoes, export and import control, companies, corporations, concessions, manufacturing firms
- c. Industrial undertaking and professional service organization that are engaged in commerce.

Section 11:

COMMITTEE ON AGRICULTURE, FISHERIES AND FORESTRY: To whom shall be referred all proposed legislation, messages, petitions, memorial and matters relating to :

- a. Agriculture production, marketing, animal husbandry, poultry, plant and animal diseases, livestock, meat and agricultural products, nutrition, drought, and hunger, farm cooperatives, forest reserves and wildlife, and forestry, generally.
- b. Agriculture Engineering, irrigation, agriculture institution, experimental stations, pests and pesticides, veterinary services.
- c. Government owned corporations dealing with coffee, cocoa, rice, oil palm and rubber production.
- d. Inspection of fish, sea products and fish ponds.

Section 12:

COMMITTEE ON EDUCATION AND PUBLIC ADMINISTRATION: To whom shall be referred all messages; memorials, petition and other relevant matters relating to:

- a. Implementation and enforcement of the National Education Policy of Government, as well as the Commission on Higher Education.
- b. Educational policies, Programs, Training, Funding, implementation and orientation as relates to all schools, institutions, colleges, universities and ecclesiastical pedagogy.
- a. Teachers, students and educational supervision food programs for children in schools, vocational and technical education, scholarships and scientific research and project.

Section 13:

COMMITTEE ON CONCESSIONS AND INVESTMENT: To whom shall be referred all messages, petitions, memorials and all other matters relating to:

- a. The ratification of Concession Agreements signed and entered into between the Government of the Republic of Liberia and foreign investors or concessionaires.
- b. Oversight responsibility on all investment programs involving the Government of Liberia, foreign or local citizens within the confines of the Republic of Liberia.

Section 14:

COMMITTEE ON LABOR: To whom shall be referred all messages petitions, memorials and all other matters relating to :

- a. Measures relating to labor, conciliation, mediation and arbitration of labor disputes, including strikes, illegal and wrongful dismissal cases, redundancy and retirement, pension, unfair labor practices, workmen's compensation for injuries, death, and disability.

- b. Violation of the labor practices law, national social security scheme, labor statistics, manpower development, unemployment, issuance of work permit to alien, international labor matters, including the ILO.

Section 15:

COMMITTEE ON YOUTH AND SPORTS: To which shall be referred all proposed legislation, messages, petitions, memorials and other matters relating to:

- a. Youth and Sports, generally.
- b. Amateur and professional sports, including the Olympic Games.
- c. International Sports Organizations.
- d. International Sports competition, promotion and development.
- e. Matters relating to sports men and women, spectators and sports stadium.
- f. Measures for the promotion of Boy Scout, Girls Guides and other youth organizations.

Section 16:

COMMITTEE ON PLANNING, ECONOMIC AFFAIRS AND GEO-INFORMATION SERVICES: To which shall be referred all proposed legislation, messages, petitions, memorials and other matters relating to:

Census population, demography, and family planning programs, collection of statistics, including economic and social statistics, economic planning including priority government programs and projects, external assistance program.

Section 17:

COMMITTEE ON PUBLIC WORKS AND RURAL DEVELOPMENT: To whom shall be referred all messages, petitions, memorials and other matters relating to:

- a. Public Works, Rural Development and projects, generally.

- b. Construction and rehabilitation of primary and secondary roads, harbors, dams, bridges, airstrips, airports, public buildings and structures, public and private housing construction, and the electrification, water supply and sewer facilities, reclamation projects, erosion and flood control.
- c. Repairs and maintenance of public buildings and structures zoning, erection of monuments to the memory of individuals.
- b. Provision of safe drinking water in rural areas, installation and maintenance of wells and pumps construction and maintenance of farms to market roads.

Section 18:

COMMITTEE ON LANDS, MINES, ENERGY, MINERAL RESOURCES AND ENVIRONMENT: To whom shall be referred all proposed legislations, messages petitions, memorials and other matters relating to:

- a. Geological and cadastral survey, mining, hydrology and meteorology, energy and environmental policies, programs and projects.
- b. Matters relating to energy and their regulation, utilization, conservation, national parks, wildness areas, and public land, air, water pollution, extraction of mineral, oil and gas exploration and production.
- c. Exploration and exploitation of hydrocarbon and the manufacture of all such products.

Section 19:

COMMITTEE ON POST AND TELECOMMUNICATIONS: To whom shall be referred all proposed legislations, messages, petitions, memorials and other matters relating to:

- a. Postal Affairs and telecommunications.
- b. Consideration of issues with regards to the

establishment, installation, operation and administration of telecommunication facilities, including cables, telegraphy, telephone, wireless, telex and satellites.

- c. The licensing of radio and television stations, and the transmission of local and international messages via telecommunications facilities and postal services.
- d. The use of Internet communication technology to advance education and development.

Section 20:

COMMITTEE ON INFORMATION, BROADCASTING, CULTURAL AFFAIRS AND TOURISM: To whom shall be referred all proposed legislation, messages, petitions, memorials and other matters relating to:

- a. Information, Broadcasting, cultural affairs and tourism, generally.
- b. The Print media, news agencies, public relations, radio broadcasting, television, movies and videos.
- c. Press attaches and journalists and coverage of news.
- d. Cultural programs, activities and performance.

Section 21:

COMMITTEE ON BANKING AND CURRENCY: To whom shall be referred all proposed legislation, messages, petitions, memorials and other matters relating to:

- a. Banking and currency, generally, including monetary policy.
- b. Deposits, foreign exchange transaction, bank loans, public money and depositories, minting and coinage, money and banking.
- c. Oversight of the entire banking and currency system of Liberia.

- d. The insurance of all assets and entities involve in the business of insurance.

Section 22:

COMMITTEE ON PUBLIC ACCOUNTS AND AUDITS: To whom shall be referred all messages petitions, proposed legislation, memorials and other matters relating to:

- a. The General Auditing Bureau/Commission and other entities dealing in the business of accountability.
- b. Provide oversight of audit and accountability for all Government functionaries and including the private sector, NGOs in which the interest of the Republic of Liberia is associated.

Section 23:

COMMITTEE ON PUBLIC CORPORATIONS

To whom shall be referred all messages petitions, proposed legislation, memorials and other matters relating to:

All public corporations established by acts of the Legislature.

Section 24:

COMMITTEE ON AUTONOMOUS COMMISSIONS AND AGENCIES: To whom shall be referred all messages petitions, proposed legislation, memorials and other matters relating to:

- a. Civil Service Commission
- b. Elections Commission
- c. All other Commissions established under the laws of the Republic of Liberia

Section 25:

COMMITTEE ON SOCIAL SECURITY, PENSION AND INSURANCE: To whom shall be referred all messages petitions, proposed legislation, memorials and other matters relating to:

- a. Matters relating to insurance policies and insurance Companies.

- b. The Insurance of all assets and entities involve in the business of insurance.
- c. National Social Security and Welfare Corporation and National Pension Scheme

Section 26:

COMMITTEE ON TRANSPORTATION: To whom shall be referred all messages petitions, proposed legislation, memorials and other matters relating to:

Civil Aviation, land transport, commercial carriage of good and persons by land, sea rivers and air, and common carrier.

**RULE 45
VACANCY ON COMMITTEE**

Section 1:

Should the Chairperson or member of any committee becomes incapacitated to the extent that he/she cannot serve, the co-chair of that committee shall act as chair until the vacancy is duly filled.

Section 2:

In case of temporary absence of a Chairperson of any committee, the Co-Chairperson shall assume the chair, and in the absence of both the Chairperson and the Co-Chairperson, the next in roll shall assume the chair.

**RULE 46
COMMITTEE PROCEDURES**

Section 1:

Every committee shall fix regular meeting days, but the Chairperson may call additional meeting whenever such is deemed necessary, and shall call special meeting upon the request of one-third of the members of said committee.

Section 2:

The Chairperson of a committee shall call the committee to order at the commencement of each meeting and shall proceed to

business in the manner prescribed in these Rules. The Chairperson shall preside over the committee, but without the right to vote, except in the event of a tie vote. He/she shall preserve order and decorum and shall decide all questions of order.

Section 3:

Each committee shall keep a complete record of all committee proceedings, with a copy thereof filed with the Secretary of the Senate. The Chairperson of the committee shall second a member of his/her personal staff to attend each meeting of the committee for the purpose of recording the action thereof, including the vote on every issue determined before the committee. Records of the committee proceedings shall be kept separate and distinct from the Chairperson's office records. Such records shall revert to the Senate as its property and all Senators shall have access to same.

Section 4:

It shall be the duty of the Chairperson of each committee to report or cause to be reported promptly to the Senate any measure approved by such committee and to take or cause to be taken, necessary steps to bring the matter to a vote.

Section 5:

A majority of the members of a committee shall constitute a quorum. If there is no quorum at a regular or special meeting, the Chairperson shall promptly report same to the Senate, along with a list of absent members, and the Senate may take such measure as it deems appropriate.

Section 6:

No action shall be taken by any committee, nor shall any measure or recommendation be reported from any such standing committee to the Senate unless a quorum of the standing committee was actually present, deliberated upon the matter and approved the measure or recommendation.

Section 7:

There shall be no proxy voting in any committee hearing or any other transaction.

RULE 47

COMMITTEE POWERS

Section 1:

Each committee shall be authorized and empowered to:

- a. Compel, subject to constitutional limitation, and take the testimony of witnesses; and
- b. Make expenditure not in excess of \$3,000.00 (Three thousand United States Dollars or its equivalent) per session; any expenditure in excess shall be specifically authorized by the Plenary.

Notwithstanding the provision in paragraph (b) herein above, the Ways, Means, Finance and Budget and the Committee on National Defense, Intelligence, Security and Veteran Affairs shall each be authorized an additional amount of \$10,000.00 (Ten thousand United States Dollars).

RULE 48

COMMITTEE REPORTS

Section 1:

All committee reports shall be in writing, except that upon leave from the Senate, due to the urgency of the matter involved, there may be an oral report. All written reports shall be circulated among Senators at least one day before the day when the report is to be heard.

Section 2:

Every committee report shall be signed by all of the committee members who were present and voted. But any committee member or members in disagreement therewith may refuse to sign the report, and submit a minority report by announcing to the Senate at time the majority report is submitted that he/she intends to submit a minority report and filling such report in writing with the Secretary of the Senate within one day thereafter. The minority report shall be made part of the business on the President's desk for the following Senate day.

RULE 49

REFERENCE TO COMMITTEE

Section 1:

A motion to refer a matter to two or more committees jointly may be reported only by such committees jointly, and only one report may accompany any matter so jointly reported.

Section 2:

A motion to refer any matter to two or more committees shall indicate the order of referral, or specify the portion of the matter to be considered by the committees, or any of them to which the matter is referred, and the committees shall exercise jurisdiction only as to the specified item or items.

Section 3:

Any measure or matter reported by any Senate Standing Committee, a Conference Committee or a Joint Committee of the Legislature shall not be considered in the Senate unless the report of that committee upon that measure or matter has been distributed or made available to the Senators prior to the day of the Regular Session. This procedure may be waived or shall not apply in the event of a declaration of war or declaration of national emergency by the Legislature.

Section 4:

Whenever a committee of the Senate, to which any claim has been referred, reports adversely, and the report is agreed to, it shall be in order to move to take the paper from the files for the purpose of referring them at a subsequent session, unless the claimant shall present a petition thereto, stating that new evidence has been discovered since the report and setting forth the substance of such new evidence. But when there has been no adverse report it shall be the duty of the Secretary of the Senate to transmit all such papers to the committee in which such claims are pending.

RULE 50
OBJECTION TO READING OF COMMUNICATION OR
REPORT

Section 1:

When the reading of a communication or report before the Senate is called for and objected to, a ruling on the objection shall be made by the Presiding Officer without a debate.

Chapter 9: Messages and Executive Business of the Senate

RULE 51 MESSAGES

Section 1:

Messages from the President of the Republic of Liberia or from the House of Representatives may be received at any stage of proceedings, except while the Senate is voting or ascertaining the presence of a quorum, or while the journal is being read or adopted, or while a question of order or a motion to adjourn is pending.

Section 2:

Messages from the Senate shall be sent to the House of Representatives by the Secretary of the Senate who shall previously certify the determination of the Senate upon all bills, joint resolutions, and other resolutions which may be communicated to the House, or in which the Senate's concurrence maybe requested; and the Secretary of the Senate shall also certify and deliver to the Chairman of the Senate Committee on Executive all bills, resolutions and other communications as may be directed to the President of Liberia by the Senate.

RULE 52 WITHDRAWAL OF PAPERS

Section 1:

No memorial or other paper presented to the Senate, except original copies of treaties finally acted upon, shall be withdrawn from its files except by order of the Senate.

Section 2:

No memorial or other paper upon which an adverse report has been made shall be withdrawn from the file of the Senate unless copies thereof shall be left in the office of the Secretary of the Senate.

Section 3:

The Secretary of the Senate shall obtain at the close of each Legislature all non-current records of the Senate and of each Senate Committee and transfer them to the Center for National Documentation and Research Agency for preservation, subject to the orders of the Senate.

RULE 53
EXECUTIVE SESSION

Section 1:

When the President of the Republic of Liberia shall meet the Senate in the Senate Chambers for the consideration of Executive Business, he or she shall have a seat on the right of the Presiding Officer.

Section 2:

During national emergency, the Senate may be convened by the President of the Republic of Liberia to any other place, and the Presiding Officer of the Senate and the Senators shall attend at the place appointed with the necessary Officers of the Senate.

Section 3:

When acting upon confidential or Executive Business, unless the same shall be considered in open Executive Session, the Senate Chambers shall be cleared of all persons except the Secretary of the Senate and the Sergeant-at-arms; and all such officers shall be sworn to secrecy.

Section 4:

All confidential communications made by the President of the Republic of Liberia to the Senate shall be kept secret by Senators and Officers of the Senate; and all remarks, votes and proceedings thereon shall be recorded and kept secret, until the Senate shall, by their resolution, take-off the injunction of secrecy.

Section 5:

Any Senator or Officer of the Senate who shall disclose the secret of confidential business or proceedings of the Senate shall be

liable; if a Senator, he/she shall be censured by the Body; and if an officer, he/she shall be disciplined and punished for contempt.

Section 6:

Whenever, by the request of the Senate or any committee thereof, documents or papers shall be communicated to the Senate by the President or the head of any government agency relating to any matter pending in the Senate, the proceedings in regards to which are confidential under the Rules; said documents and papers shall be considered as confidential, and shall not be disclosed without leave of the Senate.

RULE 54
EXECUTIVE SESSION PROCEEDINGS ON TREATIES

Section 1:

When a treaty shall be laid before the Senate for ratification, it shall be accompanied by a proposed ratification bill and, like all other bills, shall receive three readings previous to passage, which readings shall be on three different legislative days (Tuesday and Thursday) unless the Senate by majority vote directs otherwise. Copies of the ratification bill along with the treaty itself shall be circulated prior to presentation on the floor of the Senate.

Section 2:

No treaty, together with the accompanying ratification bill, shall be debated, committed or amended until after the second reading.

Section 3:

The ratification of a treaty shall be effected as follows:

- a. Not less than two-thirds of the membership of the Senate present and voting; and
- b. The decision shall be secured by a vote of two-thirds either by show of hands or roll-call vote.

Section 4:

Treaties transmitted by the President of the Republic of Liberia to the Senate for ratification shall be resumed at the subsequent session of the same Legislature at the stage in which they were left at the final adjournment of the session at which they were

transmitted; but all proceedings on treaties shall terminate with the Legislature, and they shall be resumed at the commencement of the next Legislature as if no proceedings had previously been held thereupon.

RULE 55

EXECUTIVE SESSION PROCEEDINGS ON NOMINATION

Section 1:

When nomination shall be made by the President of the Republic of Liberia to the Senate, they shall unless otherwise ordered, be referred to the proper committee for its action.

Section 2:

All confirmation in the Senate shall be transacted in closed door Executive Session. The vote shall be by ballot unless by unanimous consent to the contrary, and the proceedings shall be kept secret; provided that the injunction of secrecy as to the whole or any part of the proceedings may be removed on motion adopted by a majority of the Senate.

Section 3:

When a nomination is confirmed or rejected, any Senator may move for reconsideration on the same day on which the vote was taken, or on either of the next two sitting days. Unless a notice of reconsideration is announced, all confirmation or rejection by the Senate shall be communicated to the President of Liberia after two working days of the Senate. A motion for reconsideration shall be deemed as a stay order on the original question against which it is filed. No action shall be taken on the original question until the motion for reconsideration has been considered and disposed of.

Section 4:

Nomination confirmed or rejected by the Senate shall not be returned by the Secretary of the Senate to the President of Liberia until the expiration of the time limited for making a motion to reconsider the same, or while a motion to reconsider is pending unless otherwise ordered by the Senate.

Section 5:

Nomination neither confirmed nor rejected during the Session at which they are made shall not be acted upon at any succeeding Session without being again made to the Senate by the President; and if the Senate shall adjourn or take a recess for more than thirty days, all nominations pending and not finally acted upon at the time of taking such adjournment or recess shall be returned by the Secretary of the Senate to the President of Liberia, and shall not again be considered unless they again be made to the Senate by the President.

Section 6:

Appointments made by the President of Liberia in the Executive and Judicial Branches of Government during the recess of the Senate or the Legislature, which are by the Constitution of Liberia, tradition, statute and other laws subject to Senate confirmation, shall be communicated to the Senate at the end of the recess or adjournment.

Section 7:

All persons, whose names have been submitted by the President of Liberia to the Senate as nominees for the appointment of public service, shall be subject preliminarily to a Senate confirmation hearing before the proper committee. Confirmation hearings shall be public unless otherwise by the full Senate. Such nominees shall present their curriculum vitae and other relevant data or information to the Office of the Secretary of the Senate, if specially requested by the Senate.

RULE 56
PETITION/MEMORIALS

Section 1:

Petitions or memorial shall be referred, without debate, to the appropriate committee according to the subject matter on same basis as bills and resolutions, if signed by the petitioners or memorial list. No petition or memorial or other paper signed by citizens or subjects of a foreign government shall be receive, unless the same be transmitted to the Senate by the President of Liberia.

Section 2:

Every petition or memorial shall be addressed to the Senate and:

- a. Signed by the petitioners or memorial lists.
- b. Be endorsed thereon by a brief statement of its contents.
- c. Be addressed to the Senate and may serve each Senator a copy of said petition or memorial.

Chapter 10: Legislative Oversight

RULE 57

GENERAL PRINCIPLE

Section 1:

As a general principle, the primary responsibility of all committees in the execution of their oversight functions shall be, but not limited to, the study of the economy, efficiency and effectiveness of all agencies, departments of government and all issues that relate to the nation state for which they provide oversight.

Section 2:

Each committee of the Senate shall exercise continuous watchfulness of the Executive and Judiciary Branches of the Government as well as all other activities going on in the country by the administrative agencies concerned with any laws, the subject of which is within the jurisdiction of such committee, and for that purpose shall study all pertinent reports and data submitted to the Senate by agencies and entities in the Government and by citizens in general.

RULE 58

PUBLIC TESTIMONY

Section 1:

To assist the Senate in its oversight duties and in appraising the administration of laws and in developing such amendments or related legislation as it may deem necessary, each committee of the Senate shall:

- a. Hold hearings at such times and places as it may deem advisable, whether or not the Senate is in session, and report its findings to the Senate after such hearings.
- b. Require by subpoena or otherwise the attendance of witnesses and the production of books, papers, correspondence, documents and other similar materials.

Section 2:

All hearings conducted by a committee shall be open to the public, except where the committee determines that a public hearing will lead to the disclosure of confidential or sensitive information, which shall be harmful to the national defense and security of the Republic of Liberia.

**RULE 59
WITNESSES FAILING TO TESTIFY OR PRODUCE
RECORD**

Section 1:

If a witness, when summoned, fails to appear to testify or produce a book, papers, records or documents as required, or where any witness so summoned refuses to answer any question pertinent to the subject under inquiry before the Senate or a Standing or Ad Hoc Committee of the Senate, said refusal shall be referred to the full Senate for final determination as to whether the witness shall be held for contempt and punished.

Section 2:

The constitutional privilege against self-incrimination, when invoked, shall be honored by the Senate, provided that the information sought from the witness would personally incriminate said witness.

**RULE 60
REFUSAL OF WITNESS TO TESTIFY**

Section 1:

Every person who having been summoned as witness by the authority of the Senate to give testimony or to produce papers upon any matter under inquiry before the Senate or any committee established by the Senate, willfully make, default, or who, having appeared, refused to answer any question pertinent to question under inquiry, shall be guilty of contempt. Punishable by a fine of not more than \$5,000.00 (Five Thousand Dollars) nor less than \$2,000.00 (Two Thousand Dollars) and/or

imprisonment in a common jail for not less than one month or more than six months or the duration of the current Session of the Senate.

RULE 61

CONTEMPT POWERS

Section 1:

Contempt of the Senate shall consist of action which obstruct the Legislative functions or which obstruct or impede members or officers of the Senate in the discharge of the legislative duties and may be punished by the House concerned by reasonable sanctions after a hearing consistent with the due process of law.

Section 2:

No sanction shall extend beyond the Session of the Legislature in which it is imposed, and any sanctions imposed shall conform to the provision on Fundamental Rights laid down in the Constitution. Dispute between legislators and non-members which are properly cognizable in the courts shall not be entertained or heard in the Legislature.

Chapter 11: Privileges

RULE 62 PRIVILEGES OF SENATORS

Section 1:

Members of the Senate shall be privileged from arrest while still holding office as a Senator of the Republic of Liberia, whether or not the Senate or the Legislature has adjourned sine die or it is in recess, except for treason, felony or breach of the peace.

Section 2:

Members of the Liberian Senate, their immediate family and staff (Officers and employees of said Body) shall be privileged from arrest, except for treason, felony or breach of the peace while attending at, going to, or returning from Session of the Legislature as well as when the Legislature has adjourned sine die. The issuance of writs or citations against Senators or employees and members of their staff compelling or requiring their appearance elsewhere than where their legislative duties require is therefore contemptuous to the Body and shall be punished as the Senate shall decide.

RULE 63 THE SENATE WHEN SITTING ON IMPEACHMENT TRIALS

Section 1:

Whenever the Senate receive notice from the House of Representatives that managers are appointed on their part to conduct an impeachment against any person and are directed to carry articles of impeachment to the Senate, the Secretary of the Senate shall immediately inform the House of Representatives that the Senate is ready to receive the Managers for the purpose of exhibiting such articles of impeachment agreeable to such notice.

Section 2:

When the managers of an impeachment shall be introduced at the Senate and shall signify that they are ready to exhibit articles of impeachment against any person, the Presiding Officer of the

Senate shall direct the Sergeant-at-Arms to make proclamation, who shall after making proclamation, repeat the following word: **“All persons are commanded to keep silent, on pain of impeachment, while the House of Representatives is exhibiting to the Senate of the Republic of Liberia, articles of impeachment against _____,”**

After which the article shall be exhibited, and then the Presiding Officer of the Senate shall inform the Managers that the Senate will take proper order on the subject of impeachment, of which due notice shall be given to the House of Representatives.

Section 3:

Upon such article been presented to the Senate, the Senate shall, at 13:00 Hours on the day (Sunday and Holiday excepted) following such presentation, or sooner if ordered by the Senate to proceed the consideration of such article and shall continue in Session from day to day (Sunday and Holiday excepted) after the trial shall commence (unless otherwise ordered by the Senate) until final judgment shall be rendered and as much longer as it may, in its judgment be needful. Before proceeding to the consideration of that article of impeachment, the Presiding Officer shall administer the oath hereinafter provided to Member of the Senate present and to other Members of the Senate as they shall appear, whose duty is shall be to take the same.

Section 4:

When the President of the Republic of Liberia, upon whom the power and duties of the office of President shall have devolved, shall be impeached, the Chief Justice of the Supreme Court of the Republic of Liberia shall preside; and in a case requiring the said Chief Justice to preside notice shall be given to him by the Presiding Officer of the Senate of the time and place fixed for the consideration of the articles of impeachment, as aforesaid, with a request to attend; and the said Chief Justice shall preside over the Senate during the consideration of the said articles and upon the trial of the person impeached therein.

Section 5:

The Senate shall have power to compel the attendance of witnesses, enforce obedience to its order, mandates, writs and

precepts authorized by these rules or by the Senate, and to make and enforce such other regulations and order in the premises at the Senate, and to make the enforce such other regulations and order in the premise as the Senate may authorize or provide.

Section 6:

The Senate shall have power to compel the attendance of witnesses, enforce obedience to its order, mandates, writs and precepts, and judgments, to preserve order, and to punish in summary way contempt of and preserve order, and to punish in a summary way contempt of, and disobedience to, its authority, order, mandates, writs, precepts or judgment, and to make all lawful orders, rules and regulations which it may deem essential or conducive to the end of justice. And the Sergeant-at-Arms, under the direction of the Senate, may employ such aid and assistance as may be necessary to enforce, execute, and carry into effect the lawful orders, mandates, writs, and precepts of the Senate.

Section 7:

The Presiding Officer of the Senate shall direct all necessary preparations in the Senate Chambers, and Presiding Officer on the trial, shall direct all the forms of proceeding while the Senate is sitting for the purpose of trying an impeachment, and all forms during the trial not otherwise specially provided for , and the Presiding Officer on the trial may rule all question of evidence and incidental questions, which ruling shall stand as the judgment of the Senate, unless a member of the Senate shall ask that a formal vote be taken thereon , in which case it shall be submitted to the Senate for decision; or he may at his option, in the first instance, submit any such questions to a vote of the member of the Senate. Upon all such questions the vote shall be without a division, unless the yeas and nays be demanded by on-fifth of the member present, when the same shall be taken.

Section 8:

Upon the presentation of articles of impeachment and the organization of the Senate herein before provide, a writ of summons shall be issued to the accused, reciting said articles, and notifying him/her to appear before the Senate upon a day and at a

place to be fixed by the Senate and name in such writ and file his answer to said articles of impeachment, and to stand to and abide by the order and judgment of the Senate thereon; which writ shall be served by such officer/person as shall be named in the precept thereof, such number of days prior to the day fixed for such appearance as shall be named in such precept, either by the delivery of an attested copy thereof to the person accused, or if that cannot conveniently be done, leaving such copy at the last known place of abode of such person, or at his/her unseal place of business in some conspicuous place therein; or if such service shall be in the judgment of the Senate, impracticable, notice to the accused to appear shall be given in such other manner, by the publication or otherwise, such shall be deemed just; and if the writ aforesaid shall fail of service in the manner aforesaid, the proceedings shall not thereby abate, but further service may be made in such manner as the Senate shall direct. If the accused after service shall fail to appear, either in person or by attorney, on the day fixed therefore as aforesaid, or appearing, shall fail to file his/her answer to such articles of impeachment, the trial shall proceed, nevertheless, as upon a plead of not guilty. If a plead of guilty shall be entered, judgment may be entered thereon without further proceedings.

Section 9:

At 12:30 O'clock in the afternoon of the day appointed for the return of summons against the person to be impeached, the Legislative and Executive business of the Senate shall be suspended, and the Secretary of the Senate shall administer an oath to the returning officer in the form following: “**I, _____, do solemnly swear that the return made by me upon the process issued on the _____ day of _____, by the Senate of the Republic of Liberia, against _____, is truly made, and that I have performed such service as therein describe, So help me God.**” The oath shall be entered at large on the records.

Section 10:

The person to be impeached shall then be called to appear and answer the articles of impeachment against him/her. If he appears, or any person for him/her, the appearance shall be recorded, stating particularly if by himself/herself, or by the agent or

attorney, making the person appearing and the capacity in which he/she appears. If he/she does not appear, either personally or by the agent or attorney, the same shall be recorded.

Section 11:

That in the trial of any impeachment, the Presiding Officer of the Senate, upon the order of the Senate, shall appoint a committee of five (5) Senators to receive evidence and take testimony at such times and places as the committee may determine, and such purpose the committee so appointed and the chairman thereof to be elected by the committee, shall (unless otherwise ordered by the Senate) exercise all the powers and functions conferred upon the Senate and the Presiding Officer of the Senate respectively, under the rules of procedure and practice in the Senate when sitting on impeachment trials.

Section 12:

Unless otherwise ordered by the Senate, the rules of procedure and practice in the Senate while sitting on impeachment trials shall govern the procedure and practice of the committee so appointed. The committee so appointed shall report to the Senate in writing a certified copy of the transcript of the proceedings and testimony given before such committee, and such report shall be received by the Senate and the evidence so received and the testimony so taken shall be considered to all intents and purposes, subject to the intent of the Senate to determine competency, relevancy, and materiality, as having been received the testimony in open Senate, or by order of the Senate having the entire trial in open Senate.

Section 13:

At 12:30 O'clock in the afternoon of the day appointed for the trial of an impeachment, the Legislative and Executive business of the Senate shall be suspended and the Secretary of the Senate shall give notice to the House of Representatives that the Senate is ready to proceed upon the impeachment of _____, in the Senate Chambers or preferably the Joint Session Chambers which shall be prepared with accommodation for the reception of the House of Representatives.

Section 14:

The hour of the day at which the Senate sits upon the trial of an impeachment shall be (unless otherwise ordered) 12:O'clock noon; and when the hour for such things shall arrive, the Presiding Officer of the Senate shall so announce; and thereupon the Presiding Officer upon such trial shall cause Proclamation to be made and the business of the trial shall proceed. Sitting in said trial shall not operate as an adjournment of the Senate; but on such adjournment the Senate shall resume the consideration of its legislative and executive business.

Section 15:

The Secretary of the Senate shall record the proceedings in cases of impeachment as in the case of legislative proceedings, and the same shall be reported in the same manner as the legislative proceedings of the Senate.

Section 16:

Counsels for the parties shall be admitted to appear and be heard upon an impeachment.

Section 17:

All motion made by the parties or their counsels shall be addressed to the Presiding Officer, and if he/she or any Senator shall require it, they shall be committed to writing and read at the table of Secretary of the Senate.

Section 18:

Witnesses shall be examined by one person on behalf of the party producing them, and then cross-examined by one person from the other side.

Section 19:

If a Senator is called as a witness, he/she shall be sworn, and give his/her testimony standing in his/her place.

Section 20:

If a Senator wishes a question to be put to a witness, or to offer a motion or order (except a motion to adjourn), it shall be reduced to writing and put by the Presiding Officer.

Section 21:

At all times while the Senate is sitting upon the trial of an impeachment the doors of the Senate shall be kept open, unless the Senate shall direct the doors to be closed while deliberating upon its decisions.

Section 22:

All preliminary or interlocutory questions, and all motions, shall be argued for not exceeding one hour on each side, unless the Senate shall by order, extend the time.

Section 23:

The case, on each side shall be opened by one person, the final argument on the merits may be made by two persons on each side (unless otherwise ordered by the Senate upon application for that purpose) and the argument shall be opened and closed on the part of the House of Representatives.

Section 24:

On the final question whether, the impeachment is sustained, the yeas and nays shall be taken on each article of impeachment separately; and if the impeachment shall not upon any of the articles presented, be sustained by the votes of two-thirds of the members present, a judgment of acquittal shall be entered; but if the person accused in such articles of impeachment shall be convicted upon any of said articles by the vote of two-thirds of the members present, the Senate shall proceed to pronounce judgment. The certified copy of such judgment shall be deposited in the Office of the Secretary of the Senate.

Section 25:

All orders and decisions shall be made by yeas and nays, which shall be entered on the records, and without debate, subject however, to the operations of Rule 29, except when the doors shall be closed for deliberation; and in that case no member shall speak more than once on a given question, and for not more than ten (10) minutes on an interlocutory question, and for not more than fifteen (15) minutes on the final question, unless by consent of the Senate, to be heard without debate; but a motion to adjourn may be decided without the yeas and nays, unless it is demanded by fifty percent of the members present.

The fifteen minutes herein allowed shall be for the whole deliberation on the final question, and not on the final question on each articles of impeachment.

Section 26:

Witness shall be sworn in the following forms: “I _____' do solemnly swear (or affirm, as the case may be) that the evidence I shall give in the case now pending between the Republic of Liberia and _____, shall be the truth, the whole truth, and nothing but the truth; so help me God.” This oath shall be administered by the Secretary of the Senate, or any other duly authorized person.

Chapter 12: Miscellaneous

RULE 64

PENALTIES FOR BREACHING STANDING RULES

Section 1:

First offence is a verbal warning.

Section 2:

Second offence constitutes written warning.

Section 3:

Third offence is suspension from two sessions and publication of names of violators.

Section 4:

In the event of grave offence, the Plenary decides on the length of the suspension.

Chapter 13: Suspension and Amendment

RULE 65

SUSPENSION OF THE RULE

Section 1:

None of the stated rules constituting the Senate Rules shall be suspended except by two-thirds consent of the entire members of the Senate; and When the Senate has been convened for an emergency session.

Section 2:

The Rules of the Senate shall continue from one Legislature to the next Legislature unless they are changed as provided in these Rules.

RULE 66

AMENDMENT

Section 1:

The Rules of the Liberian Senate may be amended by a two-thirds majority vote of the entire Senate.

Section 2:

All proposed amendment(s) must be circulated to all Senators one calendar week prior to calling it on the floor.