

PROCEDURES FOR HANDLING CERTIFICATES OF CONDOLENCE, CONGRATULATIONS  
OR COMMENDATION UNDER JOINT RULE 26 OF THE WISCONSIN LEGISLATURE

Prepared by the Legislative Reference Library, December 1958

Joint Rule 26, adopted in 1957, permits a simplified procedure to replace resolutions and joint resolutions relating to condolence, congratulations and commendation. This procedure not only eliminates the printing of formal resolutions and joint resolutions, but eliminates the repetitious recording of such items in the weekly Bulletins of Proceedings.

All that is required is that a member make a motion under the proper order of business along the lines indicated below. If he wants an action taken by his house only, follow the form I below. If he wants an action taken by both houses, follow II below. If the certificate involves condolence follow I-1 or II-1A or 1B. If the certificate involves congratulations or commendation follow I-2 or II-2A and 2B.

It is the responsibility of the chief clerk of the house of origin to inform the Legislative Reference Library of the completed motion so that the certificate can be filled out, to secure the necessary signatures of the legislative officers and to secure the necessary data to permit the preparation of the certificate. This information should include the name of the legislator making the motion, the person or subject involved, the purpose of the certificate and the number of copies required. When the Reference Library has completed the certificates, they will be delivered to the chief clerk for distribution.

A duplicate copy of each certificate is filed in the Legislative Reference Library.

I. Motion in one house only

1. Condolence for member or ex-member

(Senator)(Mr.) \_\_\_\_\_ moved that the Legislative Reference Library be instructed to draft a certificate of condolence for the family of the late (Senator)(Assemblyman) from \_\_\_\_\_ (District)(County).

2. Condolence for nonmember

(Senator)(Mr.) \_\_\_\_\_ moved that the Legislative Reference Library be instructed to draft a certificate of condolence for the family of \_\_\_\_\_.

3. Congratulations or commendation

(Senator)(Mr.) \_\_\_\_\_ moved that the Legislative Reference Library be instructed to draft a certificate of (Congratulations)(Commendation) for \_\_\_\_\_ on the occasion of \_\_\_\_\_.

II. Motion for both houses

1. Condolence for member or ex-member
  - A. In house of origin

(Senator)(Mr.) \_\_\_\_\_ moved that the Legislative Reference Library be instructed to draft a certificate of condolence for the family of the late (Senator)(Assemblyman) \_\_\_\_\_ from \_\_\_\_\_ (District)(County) and that the chief clerk be directed to inform the (Senate)(Assembly) of this action and request their concurrence.

- B. In second house

(Senator)(Mr.) \_\_\_\_\_ moved that the (Senate)(Assembly) concur in the action of the (Senate)(Assembly) instructing the Legislative Reference Library to draft a certificate of condolence for the family of the late (Senator)(Assemblyman) \_\_\_\_\_ from \_\_\_\_\_ (District)(County).

2. Condolence for nonmember
  - A. House of origin

(Senator)(Mr.) \_\_\_\_\_ moved that the Legislative Reference Library be instructed to draft a certificate of condolence for the family of \_\_\_\_\_ and that the chief clerk be directed to inform the (Senate)(Assembly) of their action and request their concurrence.

- B. In second house

(Senator)(Mr.) \_\_\_\_\_ moved that the (Senate)(Assembly) concur in the action of the (Senate)(Assembly) instructing the Legislative Reference Library to draft a certificate of condolence for the family of \_\_\_\_\_.

3. Congratulations or commendation
  - A. House of origin

(Senator)(Mr.) \_\_\_\_\_ moved that the Legislative Reference Library be instructed to draft a certificate of (Congratulations)(Commendation) for \_\_\_\_\_ on the occasion of \_\_\_\_\_, and that the chief clerk be directed to inform the (Senate)(Assembly) of the action and request their concurrence.

- B. In second house

(Senator)(Mr.) \_\_\_\_\_ moved that the (Senate)(Assembly) concur in the action of the (Senate)(Assembly) instructing the Legislative Reference Library to draft a certificate of (Congratulations)(Commendation) for \_\_\_\_\_ on the occasion of \_\_\_\_\_.