PROCEDURE TIPS FOR YOUTH ASSEMBLY

C. Duties of the Committee Officers: Chairman, Secretary, Advisor

At the Training Session on the first day of Youth Assembly, the Committee Coordinator will provide the materials you will need for your Committee Meeting, including Committee Reports and Amendment Forms.

Chairman:

1) After a Bill is read in the Senate/House, the Secretary/Clerk will call for the Chairman to come forward to receive the Bill. The Chairman will do this for each Bill assigned to his Committee. Each Bill will be in a Bill Jacket and will be taken to Committee and later returned to the Secretary/Clerk after Committee Meetings are over.

2) See that the Committee starts on time.

3) Introduce the Advisor, Secretary, and yourself, as Chairman.

4) Use parliamentary procedure in conducting the meeting.

5) Be “in charge” of the meeting. Be kind, but be business-like.

6) As Chairman, never talk against a Bill or table a Bill. Encourage passage of the Bill.

7) If necessary, try to amend a Bill so it can pass. Work out flaws in Amendments.

8) Be certain to cover each Bill assigned to your Committee at the scheduled time as instructed by GCCE staff.

9) Lobbyists, adults, and Bill Authors who are not members of the Committee are **not** allowed to vote but may be allowed to speak.

10) When a Bill Author is not present, call the Committee at ease and try to find the Author.

11) Chairmen are allowed on the floor at any time they have business there.

12) The Chairman is responsible for finding out when his Bills from the opposite Chamber have passed and are to be considered by his Committee.

PROCEDURE TIPS FOR YOUTH ASSEMBLY

DUTIES OF COMMITTEE CHAIRMEN (prior to **first** Committee Meeting)

1) -Chairman should find his Committee room before the first Committee Meeting.
-Chairman should be sure the Committee room is properly marked.
-Chairman should put up directional signs if needed. These must all be taken down before leaving on the last day of Youth Assembly.
-Chairman will pick up Bills from the Secretary/Clerk of your Chamber. You will sign for these Bills. "Guard them with your life!" Bring something in which to put your materials as well as a stapler and some large rubber bands.

SECRETARY:

1) The Secretary is responsible for all Amendments, Committee Reports and actual Bill Jackets during the Committee Meeting.
2) Attach all Amendments (that pass) to the proper Bill inside the Bill Jacket. **Do not** write on the original Bill.
3) Write the final action of the Committee on the Committee Report. You will be given a separate Committee Report for each Bill.

COMMITTEE ADVISOR/STAFFER:

Assist the Committee as needed:

1) Start on time.
2) Help with introductions.
3) Assist Chairman and Secretary if needed.
4) Assist Committee Members, but **do not** get involved in discussion of the Bill or Amendments.

D. Procedure for Committee Meeting:

The Chairman will conduct.

1) Call to Order
2) Introductions (First two meetings only)
3) Roll Sheet (Make a listing of all Senate/House members and their seat numbers.)
4) Committee Secretary reads Bill
5) Author speaks on Bill. He presents his Bill in committees of **both** Chambers (5-minute limit).
6) Lobbyist "against" Bill speaks (5-minute limit)
7) Lobbyist "for" Bill speaks (5-minute limit). Lobbyists cannot enter into discussion unless given permission by the Chairman.
8) Discussion and Debate
9) Move the Previous Question. No further amendments may be presented.
10) Secretary reads amendments.

Note: *Amendments may be presented from the time the secretary reads the Bill until the previous question is moved. Amendments are read one at a time, in reverse order, and are voted on individually as they are read. If there are conflicting amendments, the last one voted on takes precedence. Record the vote on the Amendment Form. Indicate the* ***number*** *of your Committee on the Amendment Form.*

11) Author's summation (this right may be waived).
12) Secretary reads Bill as Amended. No need to read a Bill again if it has not been amended.
13) Vote on Bill

PROCEDURE TIPS FOR YOUTH ASSEMBLY

D. Procedure for Committee Meeting: (continued)

14) Adjournment

- Announce next meeting
- If the Bill did not pass, encourage Author to file a Minority Report (see #6, pages 28-29).
- Suggest that Bill Author contact "Real Live Adult Legislator" for help.

15) Chairman fills out Report Sheets

One sheet per Bill is filed. The report sheet, Bill and any amendments that were passed are folded together and returned to the Secretary/Clerk of your Chamber. Chairman signs both Report Sheet and Bill jacket. Be sure to sign the correct jacket. **Blue** for Senate, **White** for House. The exact vote of the Committee is recorded on the Chairman Report Sheet and on the Bill Jacket.

WHO-WHAT-WHEN-WHERE-HOW OF COMMITTEE MEETINGS
(i.e., "What goes on in committee meetings?")

Needless to say, a lot of information has now been given concerning Committee Meetings. Perhaps a reminder of the following three (3) groups will "tie it all together."

Committee Chairmen: A total of 6 students are selected by the GCCE Staff to serve as Committee Chairmen. They must have attended Youth Assembly previously as a Senator or a Representative.

Committee Chairmen may enter into debate just as any other delegate. There is a Advisor/ Conference Staff who works with the Committee Chairmen before and during Youth Assembly.

Bill Authors: Every person registering to be a Senator or Representative must submit a Bill for consideration at Youth Assembly. Of those submitted, only 42 are chosen.

6) FILING A MINORITY REPORT

Should your Bill get a "Do Not Pass" from the committee, you can file a Minority Report (this is usually done by the Bill Author).

When a Bill is discussed in committee and voted "Do Not Pass," a person (any person) may file a Minority Report by following this procedure when the **report of the committee** is given in the House (or Senate):

DELEGATE: *(Obtain recognition from the Speaker/President).* "Mr. Speaker/President, I serve notice that at proper time, a Minority Report will be filed on HB/SB #_____ concerning the Committee Report which is unfavorable to the passage of this Bill."

SPEAKER/PRESIDENT: "The Senator/Representative has that right."