

Chairperson Parliamentary Procedure Guide for Model Legislature

This is the process each bill will go through during its debate

1. "It is now time for bill number _____. Will the sponsors of bill number _____ please come forward?"
2. "The clerk will now read the title of the bill."
 - a. Sponsors' Speech: A maximum of four (4) minutes; any remaining time is allotted for a summation speech. This speech is considered a speech in favor.
3. "The sponsors will have four minutes to divide between their opening and summation speeches. You may begin."
 - a. Check the time with the clerk, subtract what was used from 3 minutes, and announce how much time remains for the sponsors' closing speech. Write this down.
4. "Seeing that the sponsors used (time spent on opening speech) for their opening speech, they will have (4 minutes – time spent on opening speech) for their closing speech."
 - a. Caucus: One minute to read the entire bill, discuss it with your delegation, and formulate thoughts for questions and speeches
5. "We will now have a one-minute caucus on the bill"
 - a. Technical Questions: Two (2) minutes for questions which can be answered with "Yes," "No," or a fact based answer. Remind delegates to raise their placards for recognition. Take as many as can be asked and answered in two minutes. Delegates may ask two questions per recognition.
6. "It is now time for non-debatable technical questions. Are there any technical questions?"
 - a. At the end of the two minute window:
7. "The time for technical questions has ended."
 - a. Pro/Con Speeches: One (1) minute each. Encourage Yielding if necessary. If no one volunteers to speak, see notes on the following page. Select speakers by placard one at a time to stand and speak for the appropriate number of rounds.
8. "We will now move on to pro-con debate. As the sponsors' speech was taken as a speech in favor, it is now time for a speech against this bill. Is there a speech against?"
 - a. After each speech in opposition say,
9. "That was taken as a speech in opposition. It is now time for a speech in favor."
 - a. After each speech in favor say,

- 10. "That was taken as a speech in favor. It is now time for a speech in opposition."**
- Continue alternating between speeches in favor and opposition until you have*
 - completed the specified number of rounds of debate. When you come to your final*
 - speech in opposition (you MUST end in a speech in opposition unless there are none*
 - volunteered) say,*
- 11. "As that was taken as a speech in favor it is now time for our final speech in opposition."**
- After the final speech in opposition, end debate.*
- 12. "Chair calls previous question. The sponsors will now have (4 minutes – time spent on opening speech) for their summation speech. You may begin."**
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Procedure After Debate In Chambers:

- Vote on Bill: *If there were no speeches in opposition, see notes on the following page**
 - "Aye" is pronounced like "eye" or "I"*
- 13. "It is now time to vote on bill number __. All those in favor, please raise your placard and say 'aye' in a normal tone of voice."**
- Ask for votes in opposition to the bill's passage.*
- 14. "All opposed, please raise your placard and say 'nay' in a normal tone of voice."**
- If the vote is remotely close, you must call "The Chair is in doubt." You then repeat the process of the vote, asking those voting to stand, and taking an exact count of those in favor and those against. Remember that for some reason people tend to be louder when saying no than saying yes, and there is nothing wrong with asking for a count.*
- 15. "The Chair is in doubt. Will those in favor please stand?"**
- With the help of your clerk, count delegates standing. You may find that it's easiest*
 - to point at each delegate using the end of your gavel and request that they sit after*
 - having been pointed at.*
- 16. "All opposed, please stand."**
- Again, count manually with the help of your clerk. If there is a tie, you may vote to*
 - break it, but do not announce that. Once you feel there is a clear majority, announce action on the bill.*
- 17. "It is the decision of this chair that bill number __ has been (passed or defeated)."**
- Rap your gavel once.*
- 18. "And it has."**
- Rap your gavel twice. Call for a round of applause for the sponsors and proceed to the next bill on the docket.*

Proceed to the next bill on the docket.

Procedure After Debate In Committees:

- a. Rank Bill: When the sponsors have finished their summation speech say,

13. "It is now time to rank this bill. You have 30 seconds to caucus with your delegation."

- a. *Allow 30 seconds to a minute for groups to come to a consensus on their rankings of the bill. Remind delegates to rank on a scale of 1 to 5, 5 being the best.*
- b. *Collect all ranking sheets and place in envelope for Committee Runner to take to Conference Office.*

Proceed to the next bill on the docket.

What to do if no one volunteers to speak on a bill?

If no one volunteers a speech in opposition, wait a few seconds and ask once more,

"Is there a speech in opposition to this bill?"

If still no one volunteers a speech, move on to appointing speeches in favor.

"Is there a speech in favor of this bill?"

Begin debate by saying,

"Seeing as there were no voluntary speeches in opposition, we will begin with a speech in favor."

When your first speech in favor has ended, ask again for a speech in opposition,

"Is there a speech in opposition to this bill?"

Continue through however many rounds of debate that time allows for your docket in this pattern. After each speech in favor, ask again for a speech in opposition. Do not appoint speeches. When you have completed the appropriate number of rounds of debate, move on to the sponsor's summation speech.