

**the**



# The Role of the Governor

The Governor is the elected executive of Alabama Youth in Government and, therefore, serves as the student leader of the conference. In this capacity, then, the Governor shall consider legislation which has passed both houses in order to be signed into law. The Governor shall, with the assistance of their cabinet, work to have legislation placed on the calendar that is consistent with their policy goals. The governor, in consultation with their cabinet, will also select 2 – 3 bills which will be heard first in each chamber.

The Governor, in their capacity as the student leader of the conference, will represent Alabama Youth in Government. The Governor will be responsible for greeting delegations at registration, giving speeches during the opening and closing sessions, hosting out of state delegations, signing all certificates, chairing the Cabinet Luncheon, and representing the Conference at other miscellaneous and often spontaneous events over the week. The Governor should act as a leader within the Officers Team.

The Governor will work alongside the other officers and their cabinet to ensure lively debate within chambers over the weekend.

The Governor should at **all times** reflect the maturity and servant leadership expected of an officer at Youth Legislature. They must work closely with their fellow officers in order to ensure that every delegate gets a fair opportunity to be heard.

YOU ARE NOW A MEMBER OF A TEAM THAT SHOULD BE DEDICATED TO MAKING THIS  
CONFERENCE FUN, ENGAGING, AND VALUABLE TO YOUR FELLOW DELEGATES!

# **Role of the Governor “Cheat Sheet”**

- Executive Branch
  - Appoint Cabinet Members
  - Put together Special Order Calendar (2 – 3 bills heard first)
  - Actively lobby for legislation consistent with their policy goals.
  - Consider Passed Legislation and, if approved, sign into law
  
- Student Leader of the Conference
  - Greet delegations at registration
  - Give speeches at opening and closing sessions
  - Host out of state delegations
  - Sign all certificates
  - Chair Cabinet Luncheon
  - Leader of Officers Team
  - Represent conference at miscellaneous events.
  
- Exhibit Leadership in ALL capacities
  - Exemplify the Rules of the Conference
  - Be EARLY to all meetings
  - Serve rather than be served
  - Be Fair and Objective
  - Be Professional
  - Be a TEAM PLAYER

## **What Traits Should a Governor at Youth Legislature Possess?**

**COMMITMENT:** You are the recognized student leader of Alabama Youth in Government. This is an honor and a privilege. You have been selected by your peers to represent a conference that is important to them, so make sure it is important to you! Take the time and effort to show that commitment by exemplifying the rules of the conference, carrying out your duties to the best of your abilities, and being prepared for all speeches, appearances, conferences and other events.

**A GOOD ATTITUDE:** Things are not always going to go your way during the weekend. You cannot always control the things that happen at the conference. When the inevitable storm pops up, take it in stride, smile, and deal with it in a positive manner. Your chance of successfully dealing with the problem will be better if you approach it positively.

**PATIENCE:** You aren't always going to get what you want over the weekend. At times, you may feel overwhelmed with things that come up. Remember to take things one step at a time and don't try to rush through problems. Be patient and the weekend will be more successful.

**SERVANTHOOD:** Sometimes, you are going to work extremely hard. You will not always be thanked for every little thing you do. Work anyway...the conference depends on your leadership and servanthood. Remember, what *needs* to be done is not always what you *want* to do.

# SPEECHES

Speeches are a **huge** part of what you will be doing over the weekend. Think of it this way; there is absolutely no way for you to meet each and every delegate that you represent at Youth Legislature. Speeches present the ONE opportunity you get to introduce yourself and give each delegate a glimpse into who you are. Use this opportunity wisely...

Here are some helpful speech hints for your speeches.

1) Prepare Prepare Prepare

You will get caught red handed if you try and “wing” your speech. You will not fool anyone! Don’t embarrass yourself because you didn’t take the time to prepare a speech...Write it out, make notes, and do whatever it takes to prepare a quality speech that will represent the conference well.

2) Short and Sweet

Your speech is very important. Coming from you, it sets the tone for the entire conference! The best speeches, however, are not long and tedious. If you can make a profound, meaningful point in 5 minutes, that point is made more memorable and powerful...so try and keep it relatively short (but not too short!) ALSO...it is *great* to thank people in your closing speech...but remember this...if you try to fit too many people in, you are bound to forget someone! Keep the “thank you’s” to a minimum if at all possible.

3) Annunciate

What good is your speech if no one can understand what you are saying? Speak slowly and annunciate so that your message can be heard by everyone. Also, remember that the microphone can be deceptive. Stay a couple of inches away from the microphone so that your words aren’t garbled. Trust me....the microphone will still pick you up.

4) Inside Jokes are Bad

It can be very tempting to throw out some inside jokes from the podium to your friends in the audience. When you do this, though, you are leaving out everyone who isn’t in on the joke. That’s a lot of people out there in the audience!!! Use the opportunity to make a speech as a chance to bring the entire audience together. Remember, as the Governor you represent the entire conference...not just those that helped you get elected.

**the**



# The Role of the Lieutenant Governor

The Lieutenant Governor, while technically the designated person to take over the Governorship if the sitting Governor is unavailable, serves mainly as the President of the Senate. In this capacity, therefore, it is the job of the Lieutenant Governor to maintain order and decorum as dictated by the rules of Alabama Youth in Government and Roberts Rules of Order, present to the members of the house, in consultation with the floor leader, the business (i.e. the Bills and Resolutions) determined by the Rules Committee, and receive and put propositions (i.e. motions) made by the members of the Senate.

The President of the Senate *is not a full member* of the Senate and, thus, does not have the ability to present legislation, make floor motions, or vote on legislation with the notable exception of when breaking a tie. The President of the Senate may, from time to time, call upon the President Pro-Tempore, who *is* a regular member of the Senate, to preside over the chamber.

Outside of the chamber, the Lieutenant Governor should at all times reflect the maturity and servant leadership expected of an officer at Youth Legislature. She or he must work closely with their fellow officers in order to ensure that every delegate gets a fair opportunity to be heard.

YOU ARE NOW A MEMBER OF A TEAM THAT SHOULD BE DEDICATED TO MAKING THIS CONFERENCE FUN, ENGAGING, AND VALUABLE TO YOUR FELLOW DELEGATES!

# Role of the Lt. Governor "Cheat Sheet"

- Presiding Officer of the Senate
  - Maintain Order and Decorum
  - Uphold Chamber Rules of Alabama Youth in Government and Roberts Rules of Order
  - Present Bills to Members of the Senate in the Order Determined by the Rules Committee
  - Hear and Rule on Motions, Points, etc...
- Will Not be able to serve as a member of the Senate and thus, will not be able to;
  - Present Legislation
  - Debate
  - Make motions
- Exhibit Leadership in ALL capacities
  - Exemplify the Rules of the Conference
  - Be EARLY to all meetings
  - Serve rather than be served
  - Be Fair and Objective
  - Be Professional
  - Be a TEAM PLAYER

## **What Traits Should a Lieutenant Governor at Youth Legislature Possess?**

**OBJECTIVITY:** The President of the Senate should *always* maintain the stance of objectivity in his or her duties. They should be non-partisan in who they recognize in chambers and should, in effect, spread the wealth in who they call to speak out.

**A GOOD ATTITUDE:** Things are not always going to go your way during the weekend. You cannot always control the things that happen inside and outside of your chamber. When the inevitable storm pops up, take it in stride, smile, and deal with it in a positive manner. Your chance of successfully dealing with the problem will be better if you approach it positively.

**PATIENCE:** You aren't always going to get what you want over the weekend. At times, you may feel overwhelmed with things that come up. Remember to take things one step at a time and don't try to rush through problems. Be patient and the weekend will be more successful.

**ANNUNCIATION:** This may be one of the most important things for you to remember. ANNUNCIATE! If people do not know what you are saying, you are doomed from the get go. Make sure you speak slowly and precisely.

**SERVANTHOOD:** Sometimes, you are going to work extremely hard. You will not always be thanked for every little thing you do. Work anyway...the conference depends on your leadership and servanthood. Remember, what *needs* to be done is not always what you *want* to do.

**\*\*\*!!! This is THE Most important thing  
you can ever remember  
while presiding !!!\*\*\***

ALWAYS ALWAYS ALWAYS ALWAYS ALWAYS  
ACT LIKE YOU KNOW WHAT YOU ARE DOING!!!  
EVEN WHEN YOU DON'T...

THE CHAMBER IS YOUR CHAMBER...IF  
SOMETHING UNEXPECTED HAPPENS, TAKE  
CHARGE. BE FIRM, YET POLITE...MAKE YOUR  
DECISION AND THEN GO WITH IT. BE  
PROFESSIONAL, DON'T JOKE AROUND...

IF YOU LOOK UNCERTAIN, OR IF YOU LET  
MEMBERS START DICTATING THE RULES FROM  
THE FLOOR, THEN YOU WILL LOSE THE  
CHAMBER.

YOU ARE THE LEADER, BE FIRM YET POLITE,  
CERTAIN. AND CONFIDENT IN YOUR

BEFORE THE CONFERENCE, CUT THIS BOX OUT AND KEEP IT  
WITH YOU WHILE PRESIDING...IT IS YOUR MANTRA...YOUR  
PRESIDING MISSION STATEMENT!

**FIRM**

**POLITE**

**ANNUNCIATE**

**MAKE YOUR DECISION**

**AND GO WITH IT. . .NOW**

**BE PROFESSIONAL...**

# The Fine Print... HOUSE RULES

- 1) No food, drink, gum, etc...
- 2) Cell phones off
- 3) Remember, every elected official can hear you because they have speakers in their office...don't say anything you will regret. Do not let your actions embarrass the program...
- 4) Leave the desks *exactly* as you found them. Using this facility is a privilege, not a right...do not be the reason we can't come to the statehouse any more.
- 5) Men must wear coats at all times.
- 6) Explain the meaning of gavel raps
  - a. 1 Rap = Order
  - b. 2 Raps = Stand
  - c. 3 Raps = Applause
- 7) Explain Amendment Procedure (Found Below)
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

## **OPENING SESSION, CHAIRED BY Lt. GOV**

Call the chamber to order

Opening prayer – Senate Chaplain

Pledge of Allegiance – Secretary of State

Announcements:

Go over Legislative Agreements Issues – Rules

Explain safety around hotel – no walking after dark and by all means not  
Alone

Tell them we will be judged by our actions this weekend so let's put our best  
effort forward

Announce Governor's Escort:

Escort will bring in Youth Governor and Chief Justice

Chief Justice will swear in all delegates

Introduce Youth Governor for their welcome

Announcements:

Busses will leave from in front of the Hotel for committee meetings

Ask for motion to adjourn for committee meetings

Rap gavel

## OPENING

PO: THE SENATE IS NOW CALLED TO ORDER [Bang Gavel]

PO: I WILL NOW CALL ON THE SENATE CHAPLAIN FOR A MORNING DEVOTIONAL  
-- SENATE CHAPLAIN GIVES DEVOTIONAL AND PRAYS

PO: HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** PRESIDENT, I HAVE SOME RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTIONS TO THE CLERK

- C:
1. NOTIFY THE HOUSE THAT THE SENATE IS IN SESSION AND READY FOR TRANSACTION OF BUSINESS
  2. THAT THE RULES OF THE SENATE BE THOSE LISTED IN THE HANDBOOK; THEN THE RULES OF THE REGULAR ALABAMA SENATE; THEN ROBERT'S RULES OF ORDER
  3. THAT IN THE INTEREST OF TIME THAT ALL BILLS BE DECLARED AS INTRODUCED AND AS HAVING RECEIVED THEIR FIRST READING AS THEY ARE LISTED IN THE BILL BOOK

PO: ALL BILL HAVE RECEIVED THERE FIRST READING AND ARE ASSIGNED TO STANDING COMMITTEES AS LISTED IN THE BILL BOOK

FL: **MISTER/MADAME** PRESIDENT, I MOVE THAT WE ADJOURN THE FIRST LEGISLATIVE DAY TO CONVENE FOR THE SECOND LEGISLATIVE DAY

PT: SECOND

PO: ALL IN FAVOR OF ADJOURNING THE FIRST LEGISLATIVE DAY SAY AYE – ALL OPPOSED NAY. WE ARE ADJOURNED.

PO: THE SENATE IS NOW CALLED TO ORDER. [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** PRESIDENT, I HAVE A RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTION TO THE CLERK

C: THAT IN THE INTEREST OF TIME, ALL REPORTS OF THE COMMITTEES ARE ACCEPTED AS TURNED IN

PO: THESE BILL HAVING THEIR SECOND READING WILL BE PLACED ON THE CALENDAR FOR PASSAGE ON TOMORROW

FL: **MISTER/MADAME** PRESIDENT, I MOVE THAT WE ADJOURN THE SECOND LEGISLATIVE DAY

PT: Second

PO: ALL IN FAVOR OF ADJOURNING SAY AYE – ALL OPPOSED NAY. WE ARE  
ADJOURNED

PO: THE SENATE IS NOW CALLED TO ORDER [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** PRESIDENT, THE REPORT OF RULES COMMITTEE IS THE  
SENATE CALENDAR.

PO: THANK YOU

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PO: WILL THE PATRON OF SENATE BILL NO. ??? PLEASE COME FORWARD.  
WILL THE READING CLERK PLEASE READ THE SHORT TITLE

**YOU DID A GREAT JOB!!!!!!**

**HAVE A GREAT DAY!!!!**

# The "Cheat Sheet"

The first item up for business is Senate/House Bill No. \_\_\_\_

Will the Patron of the Senate/House Bill No. \_\_\_\_ please come forward.

Will the Reading Clerk please read the short title.

The Patron(s) now has two (2) minutes for opening remarks.

The Patron(s) has waived further summary, the floor is now open for debate.

The Chair recognizes Senator/Representative \_\_\_\_\_.

The Floor is once again open for debate.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# **AMENDMENTS**

**Step 1:** Amendment Patrons will bring the Amendment, which is written out legibly on the official Amendment Sheet, to the Clerk of the House/ Senate/ First Year.

**Step 2:** The Clerks will read the amendment to ensure that it is germane (i.e. relevant)

**Step 3:** If the Amendment Patron is called upon, she or he may declare that there is an Amendment on the floor. This is very important...the Presiding Officer IS NEVER OBLIGATED TO CALL UPON AN AMENDMENT PATRON. If the Clerk informs the Presiding Officer that there is an Amendment, the Presiding Officer may or may not call on that person. DO NOT ALLOW DELEGATES TO YELL OUT "AMENDMENT."

It is imperative that the Presiding Officer review this procedure during the reading of House Rules.

# AMENDMENTS

The Patron of the Amendment now has one (1) minute for opening remarks.

The Patron has waived further summary.

The Floor is now open for debate on the amendment.

The Chair recognizes Senator/Representative \_\_\_\_\_.

The Floor is once again open for debate on the amendment.

Seeing no further debate on the amendment, the Patron of the amendment now has one (1) minute to summarize.

We will now take a vote on the amendment. All in favor say "Aye", all opposed "Nay".

This amendment has passed/failed.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# CLOSING

FL: Mr./ Madame President

PO: Chair recognizes Floor Leader

FL: Having concluded our business, I move we adjourn this   #   session of the Alabama YMCA Youth Legislature in concurrence with the House of Representatives and First Year Sine Die (sEE nay dEE ay) at 3:00 pm

PO: You have heard the motion

All in favor say Aye

All opposed say Nay

It appears the Ayes have it

Strike gavel exactly at 3:00 pm

# Things to Remember for PARLIAMENTARY PROCEDURE!

**MOTIONS:** All activity is determined by “motions.” Bills are brought to debate by the Floor Leader making a motion to consider a bill. Motions are made by saying “I MOVE (not “I motion”) to

\_\_\_\_\_.

## A Couple of Notes on Motions

- For the purposes of the conference, most motions are limited to use by the Floor Leader.
- A delegate **MUST BE RECOGNIZED** to make a motion. Standing up and yelling “Motion” is both incorrect grammar and blatantly out of order.
- It should be noted that a suspension of the rules is typically used to allow Clerks, the Chaplain, and the Sgt. at Arms to debate. This is usually done between the formal opening and the first bill.

## Types of Motions

<u><b>Motion/</b></u> <u><b>Who may</b></u> <u><b>Move?</b></u>	<u><b>What it</b></u> <u><b>Does</b></u>	<u><b>Verbiage</b></u>	<u><b>Vote?</b></u>	<u><b>Vote</b></u> <u><b>Total</b></u>
<b>Table</b>  Floor Leader Only	Temporarily suspends the consideration of a bill. Used if the Author is not present.	"I move to table House/Senate/FY bill number ____"	<b>Yes</b>	<b>Simple Majority</b>
<b>Previous Question</b>  Floor Leader Only	Brings the Bill or Amendment to a vote after debate. The patron will have time to give a closing speech before the final vote.	"Mr./Madame Speaker, I move the Previous Question."	<b>Yes</b>	<b>Simply Majority</b>
<b>Suspend the Rules</b>  Floor Leader Only	Temporarily suspends the rules of the chamber.	"I move we suspend the rules and ____"	<b>Yes</b>	<b>4/5ths of Chamber</b>

Remember, you don't "Motion," you "Move."

## KEEPING TIME

It is imperative that you keep time correctly! A good tool is to set up a system of signals with your clerk so that you can ALWAYS be aware of how much time a speaker has and how much time is left in a bill. We will determine the specifics on time at officer training. Fill in the times we determine.

Time Per Bill \_\_\_\_\_

Opening Statement \_\_\_\_\_

Debate \_\_\_\_\_

Amendment \_\_\_\_\_

Closing Statement \_\_\_\_\_

**the**



**YMCA**

# **The Role of the Secretary of State**

The Secretary of State is the student administrative executive of the Alabama Youth Legislature. This highly important officer works closely with the Governor to ensure that all paperwork (i.e. bills, certificates, dockets, etc...) are handled properly, delivered to the proper persons, printed, and distributed.

Specifically, the Secretary of State will work closely with the Floor Leaders to make sure that the dockets are received from the Rules committee, typed, printed and distributed to the chamber in a timely manner. The Secretary of State will be in charge of all documents which must be signed. This officer will make sure each of her or his colleagues signs certificates before the closing session. The Secretary of State will work with the clerks on Friday to procure passed bills so that the Friday night rules committee can prepare Saturday's docket. Also, the Secretary of State will handle all bills as they come in on Saturday after being passed by both chambers print certificates and put in folders. In addition, this person shall put together a list of all bills passed by the House/Senate and First Year. Finally, the Secretary of State will serve as a host for out of state delegations and will deliver the Pledge of Allegiance for both the Opening and Closing sessions.

The Secretary of State should at all times reflect the maturity and servant leadership expected of an officer at Youth Legislature. She or he must work closely with their fellow officers in order to ensure that every delegate gets a fair opportunity to be heard.

# **Role of the Secretary of State “Cheat Sheet”**

- Executive Secretary of the Conference
  - Work with Floor Leaders to procure, type up, print and distribute dockets
  - Ensure that all certificates are signed by appropriate officers
  - Provide Friday Night Rules Committees with passed bills
  - Handle passed First Year Bills
  - Put together list of Passed Bills
  - Host for Out of State Delegations
  - Pledge of Allegiance at Opening and Closing
  
- Exhibit Leadership in ALL capacities
  - Exemplify the Rules of the Conference
  - Be EARLY to all meetings
  - Serve rather than be served
  - Be Fair and Objective
  - Be Professional
  - Be a TEAM PLAYER

## **What Traits Should a Secretary of State at Youth Legislature Possess?**

**COMMITMENT:** This is not an easy job. In fact, it is a thankless and oftentimes tedious job. However, it is one of the most important jobs at the conference. Without the Secretary of State working hard and with commitment, the conference will be hampered. Show commitment working hard regardless of the lack of "glory." You may have to stay up late, do some odd jobs, and otherwise work harder than you might have thought....do it anyway! Your commitment will determine how well the conference runs.

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# The Role of the Speaker

As presiding officer of the House, the Speaker presides over all meetings of the House of Representatives. In this capacity, therefore, it is the job of the speaker to maintain order and decorum as dictated by the rules of Alabama Youth in Government and Roberts Rules of Order, present to the members of the house, in consultation with the Floor Leader, the business (i.e. the Bills and Resolutions) determined by the Rules Committee, and receive and put propositions (i.e. motions) made by the members of the house. In addition, the Speaker of the House will serve as a member of the rules committee.

The Speaker of the house is a *full member* of the House of Representatives and has the ability to present legislation, make floor motions (when not presiding), and vote on all legislation (as opposed to the President of the Senate who is *not* a member of the Senate and may not vote unless there is a tie which must be broken. The Speaker may, from time to time, call upon the Speaker Pro-Temp to preside over meetings.

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# Role of the Speaker “Cheat Sheet”

- Presiding Officer of the House of Representatives
  - Maintain Order and Decorum
  - Uphold Chamber Rules of Alabama Youth in Government and Roberts Rules of Order
  - Present Bills to Members of the House in the Order Determined by the Rules Committee
  - Hear and Rule on Motions, Points, etc...
- Serve as a *member* (not the Chairperson as the Floor Leader is the Chairperson) of the Rules Committee
- Serve as a *member* of the House when Pro-Temp is called upon to Preside
  - Present Legislation
  - Debate
  - Make motions
- Exhibit Leadership in ALL capacities
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ACT LIKE YOU KNOW WHAT YOU ARE  
DOING!!! EVEN WHEN YOU DON'T...**

**THE CHAMBER IS YOUR CHAMBER...IF  
SOMETHING UNEXPECTED HAPPENS, TAKE  
CHARGE. BE FIRM, YET POLITE...MAKE  
YOUR DECISION AND THEN GO WITH IT. BE  
PROFESSIONAL, DON'T JOKE AROUND...**

**IF YOU LOOK UNCERTAIN, OR IF YOU LET  
MEMBERS START DICTATING THE RULES  
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WITH YOU WHILE PRESIDING...IT IS YOUR MANTRA...YOUR  
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**MAKE YOUR DECISION AND**

**GO WITH IT. . .NOW**

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# The Fine Print...

## HOUSE RULES

- 11) No food, drink, gum, etc...
- 12) Cell phones off
- 13) Remember, every elected official can hear you because they have speakers in their office...don't say anything you will regret. Do not let your actions embarrass the program...
- 14) Leave the desks *exactly* as you found them. Using this facility is a privilege, not a right...do not be the reason we can't come to the statehouse any more.
- 15) Men must wear coats at all times.
- 16) Explain the meaning of gavel raps
  - a. 1 Rap = Order
  - b. 2 Raps = Stand
  - c. 3 Raps = Applause
- 17) Explain Amendment Procedure (Found Below)
- 18) \_\_\_\_\_
- 19) \_\_\_\_\_

10) \_\_\_\_\_

## OPENING SESSION

PO: THE HOUSE IS NOW CALLED TO ORDER [BANG Gavel]

PO: I WILL NOW CALL ON THE HOUSE CHAPLAIN FOR A MORNING  
DEVOTIONAL. CHAPLAIN GIVES DEVOTIONAL AND PRAYS

PO: HAVE WE ESTABLISHED QUORUM?

C: YES

FL: MR. SPEAKER, I HAVE SOME RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTIONS TO THE CLERK

- C: 1. NOTIFY THE SENATE THAT THE HOUSE IS IN SESSION AND READY  
FOR TRANSACTION OF BUSINESS.
2. THAT THE RULES OF THE HOUSE BE THOSE LISTED IN THE  
HANDBOOK; THEN THE RULES OF THE REGULAR ALABAMA  
HOUSE; THEN ROBERT'S RULES OF ORDER.
3. THAT IN THE INTEREST OF TIME THAT ALL BILLS BE DECLARED AS  
INTRODUCED AND AS HAVING RECEIVED THEIR FIRST READING  
AS THEY ARE LISTED IN THE BILL BOOK.

PO: ALL BILLS HAVE RECEIVED THEIR FIRST READING AND ARE  
ASSIGNED TO STANDING COMMITTEES AS LISTED IN THE BILL  
BOOK.

FL: MR. SPEAKER, I MOVE THAT WE ADJOURN THE FIRST LEGISLATIVE  
DAY TO CONVENE FOR THE SECOND LEGISLATIVE DAY.

PT: SECOND

PO: ALL IN FAVOR OF ADJOURNING THE FIRST LEGISLATIVE DAY SAY  
AYE – ALL OPPOSED NAY. WE ARE ADJOURNED.

PO: THE HOUSE IS NOW CALLED TO ORDER. [BANG Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: MR. SPEAKER, I HAVE A RESOLUTION TO PRESENT.

PO: PRESENT YOUR RESOLUTION TO THE CLERK

C: THAT IN THE INTEREST OF TIME, ALL REPORTS OF THE COMMITTEES  
ARE ACCEPTED AS TURNED IN.

PO: THESE BILLS HAVING THEIR SECOND READING WILL BE PLACED ON

THE CALENDAR FOR PASSAGE ON TOMORROW.

FL: MR. SPEAKER, I MOVE THAT WE ADJOURN THE SECOND  
LEGISLATIVE DAY.

PT: SECOND

PO: ALL IN FAVOR OF ADJOURNING SAY AYE – ALL OPPOSED NYA. WE  
ARE ADJOURNED.

PO: THE HOUSE IS NOW CALLED TO ORDER.

PO: HAVE WE ESTABLISHED QUORUM?

C: YES

FL: MR. SPEAKER, THE REPORT OF RULES COMMITTEE IS THE HOUSE  
CALENDAR.

PO: THANK YOU

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PO: WILL THE PATRON OF House BILL NO. \_\_\_\_ PLEASE COME  
FORWARD.

WILL THE READING CLERK PLEASE READ THE SHORT TITLE.

## The “Cheat Sheet”

The first item up for business is Senate/House Bill No. \_\_\_\_

Will the Patron of the Senate/House Bill No. \_\_\_\_ please come forward.

Will the Reading Clerk please read the short title.

The Patron(s) now has two (2) minutes for opening remarks.

The Patron(s) has waived further summary, the floor is now open for debate.

The Chair recognizes Senator/Representative \_\_\_\_\_.

The Floor is once again open for debate.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say “Aye”, opposed “Nay”. It is the decision of the chair that “the ayes have it/the Nays have it” **RAP RAP** and they do. This bill has passed/failed.

# **AMENDMENTS**

**Step 1:** Amendment Patrons will bring the Amendment, which is written out legibly on the official Amendment Sheet, to the Clerk of the House/ Senate/ First Year.

**Step 2:** The Clerks will read the amendment to ensure that it is germane (i.e. relevant)

**Step 3:** If the Amendment Patron is called upon, she or he may declare that there is an Amendment on the floor. This is very important...the Presiding Officer IS NEVER OBLIGATED TO CALL UPON AN AMENDMENT PATRON. If the Clerk informs the Presiding Officer that there is an Amendment, the Presiding Officer may or may not call on that person. DO NOT ALLOW DELEGATES TO YELL OUT "AMENDMENT."

It is imperative that the Presiding Officer review this procedure during the reading of House Rules.

# AMENDMENTS

The Patron of the Amendment now has one (1) minute for opening remarks.

The Patron has waived further summary.

The Floor is now open for debate on the amendment.

The Chair recognizes Senator/Representative \_\_\_\_\_.

The Floor is once again open for debate on the amendment.

Seeing no further debate on the amendment, the Patron of the amendment now has one (1) minute to summarize.

We will now take a vote on the amendment. All in favor say "Aye", all opposed "Nay".

This amendment has passed/failed.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" RAP RAP and they do. This bill has passed/failed.

# CLOSING

FL: Mr./ Madame Speaker

PO: Chair recognizes Floor Leader

FL: Having concluded our business, I move we adjourn this   #   session of the Alabama YMCA Youth Legislature in concurrence with the Senate and First Year Sine Die (Sigh-na dEE ay) at 3:00 pm

PO: You have heard the motion

All in favor say Aye

All opposed say Nay

It appears the Ayes have it

Strike gavel exactly at 3:00 pm

# Things to Remember for PARLIAMENTARY PROCEDURE!

**MOTIONS:** All activity is determined by “motions.” Bills are brought to debate by the Floor Leader making a motion to consider a bill. Motions are made by saying “I MOVE (not “I motion”) to \_\_\_\_\_.”

## A Couple of Notes on Motions

- For the purposes of the conference, most motions are limited to use by the Floor Leader.
- A delegate **MUST BE RECOGNIZED** to make a motion. Standing up and yelling “Motion” is both incorrect grammar and blatantly out of order.
- It should be noted that a suspension of the rules is typically used to allow Clerks, the Chaplain, and the Sgt. at Arms to debate. This is usually done between the formal opening and the first bill.

## Types of Motions

<u><b>Motion/</b></u> <u><b>Who may</b></u> <u><b>Move?</b></u>	<u><b>What it</b></u> <u><b>Does</b></u>	<u><b>Verbiage</b></u>	<u><b>Vote?</b></u>	<u><b>Vote</b></u> <u><b>Total</b></u>
<b>Table</b>  Floor Leader Only	Temporarily suspends the consideration of a bill. Used if the Author is not present.	"I move to table House/Senate/FY bill number ____"	<b>Yes</b>	<b>Simple Majority</b>
<b>Previous Question</b>  Floor Leader Only	Brings the Bill or Amendment to a vote after debate. The patron will have time to give a closing speech before the final vote.	"Mr./Madame Speaker, I move the Previous Question."	<b>Yes</b>	<b>Simply Majority</b>
<b>Suspend the Rules</b>  Floor Leader Only	Temporarily suspends the rules of the chamber.	"I move we suspend the rules and ____"	<b>Yes</b>	<b>4/5ths of Chamber</b>

Remember, you don't "Motion," you "Move."

## KEEPING TIME

It is imperative that you keep time correctly! A good tool is to set up a system of signals with your clerk so that you can ALWAYS be aware of how much time a speaker has and how much time is left in a bill. Clerks shall notify the chair when debate time has elapsed and the chair has the discretion to let the speaker finish with his or her statement.

We will determine the specifics on time at officer training.

Time Per Bill \_\_\_\_\_

Opening Statement \_\_\_\_\_

Debate \_\_\_\_\_

Amendment \_\_\_\_\_

Closing Statement \_\_\_\_\_

**the**



**YMCA**

# The Role of the First Year Presiding Officer

The First Year Presiding Officer will preside over all sessions within the First Year Chamber. In this capacity, therefore, it is the job of the First Year Presiding Officer to maintain order and decorum as dictated by the rules of Alabama Youth in Government and Roberts Rules of Order, present to the members of the house, in consultation with the floor leader, the business (i.e. the Bills and Resolutions) determined by the Rules Committee, and receive and put propositions (i.e. motions) made by the members of the First Year.

The First Year Presiding Officer *is a full member* of the First Year (regardless of how long they have been to the conference) and, thus, has the ability to present legislation, make floor motions, and vote on legislation. The First Year Presiding Officer may, from time to time, call upon the First Year Presiding Officer Pro Tempore, who is also a regular member of the First Year, to preside over the chamber.

Outside of the chamber, the First Year Presiding Officer should at all times reflect the maturity and servant leadership expected of an officer at Youth Legislature. She or he must work closely with their fellow officers in order to ensure that every delegate gets a fair opportunity to be heard.

YOU ARE NOW A MEMBER OF A TEAM THAT SHOULD BE DEDICATED TO MAKING THIS CONFERENCE FUN, ENGAGING, AND VALUABLE TO YOUR FELLOW DELEGATES!

# Role of the First Year Presiding Officer

## “Cheat Sheet”

- Presiding Officer of the First Year
  - Maintain Order and Decorum
  - Uphold Chamber Rules of Alabama Youth in Government and Roberts Rules of Order
  - Present Bills to Members of the First Year in the Order Determined by the Rules Committee
  - Hear and Rule on Motions, Points, etc...
- Serve as a *member* (not the Chairperson as the Floor Leader is the Chairperson) of the Rules Committee
- Serve as a *member* of the First Year when Pro-Temp is called upon to Preside
  - Present Legislation
  - Debate
  - Make motions
- Exhibit Leadership in ALL capacities
  - Exemplify the Rules of the Conference
  - Be EARLY to all meetings
  - Serve rather than be served
  - Be Fair and Objective
  - Be Professional
  - Be a TEAM PLAYER

## **What Traits Should a First Year Presiding Officer at Youth Legislature Possess?**

**OBJECTIVITY:** The First Year Presiding Officer should *always* maintain the stance of objectivity in his or her duties. They should be non-partisan in who they recognize in chambers and should, in effect, spread the wealth in who they call to speak out.

**A GOOD ATTITUDE:** Things are not always going to go your way during the weekend. You cannot always control the things that happen inside and outside of your chamber. When the inevitable storm pops up, take it in stride, smile, and deal with it in a positive manner. Your chance of successfully dealing with the problem will be better if you approach it positively.

**PATIENCE:** You aren't always going to get what you want over the weekend. At times, you may feel overwhelmed with things that come up. Remember to take things one step at a time and don't try to rush through problems. Be patient and the weekend will be more successful.

**ANNUNCIATION:** This may be one of the most important things for you to remember. ANNUNCIATE! If people do not know what you are saying, you are doomed from the get go. Make sure you speak slowly and precisely.

**SERVANTHOOD:** Sometimes, you are going to work extremely hard. You will not always be thanked for every little thing you do. Work anyway...the conference depends on your leadership and servanthood. Remember, what *needs* to be done is not always what you *want* to do.

**\*\*\*!!! This is the Most important thing  
you can ever remember while  
presiding !!!\*\*\***

**ALWAYS ALWAYS ALWAYS ALWAYS ALWAYS  
ACT LIKE YOU KNOW WHAT YOU ARE  
DOING!!! EVEN WHEN YOU DON'T...**

**THE CHAMBER IS YOUR CHAMBER...IF  
SOMETHING UNEXPECTED HAPPENS, TAKE  
CHARGE. BE FIRM, YET POLITE...MAKE YOUR  
DECISION AND THEN GO WITH IT. BE  
PROFESSIONAL, DON'T JOKE AROUND...**

**IF YOU LOOK UNCERTAIN, OR IF YOU LET  
MEMBERS START DICTATING THE RULES  
FROM THE FLOOR, THEN YOU WILL LOSE THE  
CHAMBER.**

**YOU ARE THE LEADER, BE FIRM YET POLITE,  
CERTAIN. AND CONFIDENT IN YOUR**

**BEFORE THE CONFERENCE, CUT THIS BOX OUT AND KEEP IT  
WITH YOU WHILE PRESIDING...IT IS YOUR MANTRA...YOUR  
PRESIDING MISSION STATEMENT!**

**FIRM**

**POLITE**

**ANNUNCIATE**

**MAKE YOUR DECISION AND**

**GO WITH IT. . .NOW**

**BE PROFESSIONAL...**

# The Fine Print...

## HOUSE RULES

- 20) No food, drink, gum, etc...
- 21) Cell phones off
- 22) Remember, every elected official can hear you because they have speakers in their office...don't say anything you will regret. Do not let your actions embarrass the program...
- 23) Leave the desks *exactly* as you found them. Using this facility is a privilege, not a right...do not be the reason we can't come to the statehouse any more.
- 24) Men must wear coats at all times.
- 25) Explain the meaning of gavel raps
  - a. 1 Rap = Order
  - b. 2 Raps = Stand
  - c. 3 Raps = Applause
- 26) Explain Amendment Procedure (Found Below)
- 27) \_\_\_\_\_
- 28) \_\_\_\_\_

10) \_\_\_\_\_

## OPENING

PO: FIRST YEAR IS NOW CALLED TO ORDER [Bang Gavel]

PO: I WILL NOW CALL ON THE FIRST YEAR CHAPLAIN FOR A MORNING DEVOTIONAL -- FIRST YEAR CHAPLAIN GIVES DEVOTIONAL AND PRAYS

PO: HAVE WE ESTABLISHED QUORUM?

C: YES

FL: MISTER/MADAME SPEAKER, I HAVE SOME RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTIONS TO THE CLERK

C: 1. NOTIFY THE HOUSE AND SENATE THAT FIRST YEAR IS IN SESSION AND READY FOR TRANSACTION OF BUSINESS

2. THAT THE RULES OF THE FIRST YEAR BE THOSE LISTED IN THE HANDBOOK; THEN THE RULES OF THE REGULAR ALABAMA SENATE; THEN ROBERT'S RULES OF ORDER

3. THAT IN THE INTEREST OF TIME THAT ALL BILLS BE DECLARED AS INTRODUCED AND AS HAVING RECEIVED THEIR FIRST READING AS THEY ARE LISTED IN THE BILL BOOK

PO: ALL BILL HAVE RECEIVED THERE FIRST READING AND ARE ASSIGNED TO STANDING COMMITTEES AS LISTED IN THE BILL BOOK

FL: **MISTER/MADAME** SPEAKER, I MOVE THAT WE ADJOURN THE FIRST LEGISLATIVE DAY TO CONVENE FOR THE SECOND LEGISLATIVE DAY

PT: SECOND

PO: ALL IN FAVOR OF ADJOURNING THE FIRST LEGISLATIVE DAY SAY AYE – ALL OPPOSED NAY. WE ARE ADJOURNED.

PO: THE FIRST YEAR IS NOW CALLED TO ORDER. [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, I HAVE A RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTION TO THE CLERK

C: THAT IN THE INTEREST OF TIME, ALL REPORTS OF THE COMMITTEES ARE ACCEPTED AS TURNED IN

PO: THESE BILL HAVING THEIR SECOND READING WILL BE PLACED ON THE CALENDAR FOR PASSAGE ON TOMORROW

FL: **MISTER/MADAME** SPEAKER, I MOVE THAT WE ADJOURN THE SECOND LEGISLATIVE DAY

PT: Second

PO: ALL IN FAVOR OF ADJOURNING SAY AYE – ALL OPPOSED NAY. WE ARE  
ADJOURNED

PO: THE FIRST YEAR IS NOW CALLED TO ORDER [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, THE REPORT OF RULES COMMITTEE IS THE  
FIRST YEAR CALENDAR.

PO: THANK YOU

---

PO: WILL THE PATRON OF FIRST YEAR BILL NO. ??? PLEASE COME FORWARD.  
WILL THE READING CLERK PLEASE READ THE SHORT TITLE

**YOU DID A GREAT JOB!!!!!!**

**HAVE A GREAT DAY!!!!**

# The "Cheat Sheet"

The first item up for business is First Year Bill No. \_\_\_\_

Will the Patron of the First Year Bill No. \_\_\_\_ please come forward.

Will the Reading Clerk please read the short title.

The Patron(s) now has two (2) minutes for opening remarks.

The Patron(s) has waived further summary, the floor is now open for debate.

The Chair recognizes Representative \_\_\_\_\_.

The Floor is once again open for debate.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# AMENDMENTS

**Step 1:** Amendment Patrons will bring the Amendment, which is written out legibly on the official Amendment Sheet, to the Clerk of the House/ Senate/ First Year.

**Step 2:** The Clerks will read the amendment to ensure that it is germane (i.e. relevant)

**Step 3:** If the Amendment Patron is called upon, she or he may declare that there is an Amendment on the floor. This is very important...the Presiding Officer IS NEVER OBLIGATED TO CALL UPON AN AMENDMENT PATRON. If the Clerk informs the Presiding Officer that there is an Amendment, the Presiding Officer may or may not call on that person. DO NOT ALLOW DELEGATES TO YELL OUT "AMENDMENT."

It is imperative that the Presiding Officer review this procedure during the reading of House Rules.

# AMENDMENTS

The Patron of the Amendment now has one (1) minute for opening remarks.

The Patron has waived further summary.

The Floor is now open for debate on the amendment.

The Chair recognizes Senator/Representative \_\_\_\_\_.

The Floor is once again open for debate on the amendment.

Seeing no further debate on the amendment, the Patron of the amendment now has one (1) minute to summarize.

We will now take a vote on the amendment. All in favor say "Aye", all opposed "Nay".

This amendment has passed/failed.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# CLOSING

FL: Mr./ Madame Speaker

PO: Chair recognizes Floor Leader

FL: Having concluded our business, I move we adjourn this   #   session of the Alabama YMCA Youth Legislature in concurrence with the House of Representatives and Senate Sine Die (sEE nay dEEay) at 3:00 pm

PO: You have heard the motion

All in favor say Aye

All opposed say Nay

It appears the Ayes have it

Strike gavel exactly at 3:00 pm

# Things to Remember for PARLIAMENTARY PROCEDURE!

**MOTIONS:** All activity is determined by “motions.” Bills are brought to debate by the Floor Leader making a motion to consider a bill. Motions are made by saying “I MOVE (not “I motion”) to \_\_\_\_\_.”

## A Couple of Notes on Motions

- For the purposes of the conference, most motions are limited to use by the Floor Leader.
- A delegate **MUST BE RECOGNIZED** to make a motion. Standing up and yelling “Motion” is both incorrect grammar and blatantly out of order.
- It should be noted that a suspension of the rules is typically used to allow Clerks, the Chaplain, and the Sgt. at Arms to debate. This is usually done between the formal opening and the first bill.

## Types of Motions

<u><b>Motion/</b></u> <u><b>Who may</b></u> <u><b>Move?</b></u>	<u><b>What it</b></u> <u><b>Does</b></u>	<u><b>Verbiage</b></u>	<u><b>Vote?</b></u>	<u><b>Vote</b></u> <u><b>Total</b></u>
<b>Table</b>  Floor Leader Only	Temporarily suspends the consideration of a bill. Used if the Author is not present.	"I move to table House/Senate/FY bill number ____"	Yes	Simple Majority
<b>Previous Question</b>  Floor Leader Only	Brings the Bill or Amendment to a vote after debate. The patron will have time to give a closing speech before the final vote.	"Mr./Madame Speaker, I move the Previous Question."	Yes	Simply Majority
<b>Suspend the Rules</b>  Floor Leader Only	Temporarily suspends the rules of the chamber.	"I move we suspend the rules and _____"	Yes	4/5ths of Chamber

Remember, you don't "Motion," you "Move."

## KEEPING TIME

It is imperative that you keep time correctly! A good tool is to set up a system of signals with your clerk so that you can ALWAYS be aware of how much time a speaker has and how much time is left in a bill. We will determine the specifics on time at officer training. Fill in the times we determine.

Time Per Bill \_\_\_\_\_

Opening Statement \_\_\_\_\_

Debate \_\_\_\_\_

Amendment \_\_\_\_\_

Closing Statement \_\_\_\_\_

**the**



**YMCA**

# The Role of the Senate Floor Leader

The Senate Floor Leader serves as the delegate in the Senate who is in charge of all aspects pertaining to the floor of the chamber. The Floor Leader, then, is charged with insuring the proper flow of Bills as determined by the Committee on Rules. During debate, the Floor Leader is charged with stimulating debate, gauging the mood of the chamber, and making motions which will facilitate the effective, lively debate of Bills. In addition, it is the job of the Floor Leader to make sure that all Bill Authors are present for the presentation of their bills. In essence, the Floor Leader in conjunction with the Presiding Officer are the people who make the chamber "go." The Floor Leader's actions *will* determine the overall mood of the chamber.

The Senate Floor Leader will also serve as the chairperson of the Senate Committee on Rules. In this capacity, it is the job of the Floor Leader to work closely with each committee chairperson, quickly and effectively work with the committee to prepare a docket, work with the Secretary of State to get the docket to the Conference Staff immediately after its preparation.

Outside of the chamber, the Senate Pro Tempore should at all times reflect the maturity and servant leadership expected of an officer at Youth Legislature. She or he must work closely with their fellow officers in order to ensure that every delegate gets a fair opportunity to be heard.

**YOU ARE NOW A MEMBER OF A TEAM THAT SHOULD BE DEDICATED TO MAKING THIS CONFERENCE FUN, ENGAGING, AND VALUABLE TO YOUR FELLOW DELEGATES!**

# **Role of the Senate Floor Leader “Cheat Sheet”**

## **➤ In Chambers**

- Present Docket as Prepared by Rules Committee
- Insure that Bill Authors are present for their Bill Presentations
- Stimulate Flow of Debate
- Gauge mood of chambers and make appropriate motions

## **➤ Rules Committee**

- Chairperson for Rules Committee
- Quickly assemble docket with Committee Chairpersons
- Work closely with Committee Chairpersons
- With Secretary of State, get Docket to Conference Staff ASAP!

## **➤ Exhibit Leadership in ALL capacities**

- Exemplify the Rules of the Conference
- Be EARLY to all meetings
- Serve rather than be served
- Be Fair and Objective
- Be Professional
- Be a TEAM PLAYER

# What Traits Should a Floor Leader at Youth Legislature Possess?

**KNOWLEDGE:** The Floor leader's knowledge of Alabama Youth in Government Parliamentary Procedure should be impeccable. As the chief floor delegate, you are the prime example of good parliamentary procedure. If you make mistakes, they will be magnified. Make sure you internalize (i.e. practice...learn by heart) all parliamentary procedure *before* you get to the conference. Remember, if you have questions before the conference (or during), you can always contact your "Position Coach."

**A GOOD ATTITUDE:** Things are not always going to go your way during the weekend. You cannot always control the things that happen inside and outside of the chamber. Sometimes the unpredictable will happen in the chamber and it will be up to you to control the situation from the floor. Take it all in stride and with a good attitude...things will work out if you just deal with it positively!

**PATIENCE:** You aren't always going to get what you want over the weekend. In fact, some things will go wrong...even if you do approach them with a good attitude. Remember to have patience not only with the things that go awry, but with people who may be upset about their Bill.

**SITUATIONAL AWARENESS:** As the Floor Leader, you are charged with the overall organization of what takes place in your chamber. The order of Bills, motions, and any other thing that happens in chamber is contingent on what you do as a delegate. If you lose awareness of what is going on around you, things can go south in a hurry. You should *always* know what is happening around you so that you can make the best decision to move the chamber forward in a positive manner.

**SERVANTHOOD:** Sometimes, you are going to work extremely hard. You will not always be thanked for every little thing you do. Work anyway...the conference depends on your leadership and servanthood. Remember, what *needs* to be done is not always what you *want* to do.

# MOTIONS

Motions drive the action of your chamber. As the only member of the Senate who may make motions, you are responsible for using motions to make the Senate work. What follows is a list of guidelines that you *must* remember when making motions.

- 1) You may only make a motion when recognized. Do not stand up and make a motion unless the Presiding Officer has recognized you.
- 2) You do not "motion"...you "move." If you had a rock, and you wanted to move that rock, you would not say "I will not motion that rock...." You would say "I will now *move* that rock"

## Here is a Step by Step Description of How to Make a Motion

- A) Raise your Placard
- B) When recognized by the Presiding Officer, speak loudly and clearly...annunciate...
- C) You will say; "Mr./Madame President, I Move to \_\_\_\_\_" After you make the motion, sit down.
- D) The Presiding Officer will ask for a second
- E) If necessary, the chamber will vote on your motion

## Types of Motions

<u><i>Motion/</i></u> <u><i>Who may</i></u> <u><i>Move?</i></u>	<u><i>What it</i></u> <u><i>Does</i></u>	<u><i>Verbiage</i></u>	<u><i>Vote?</i></u>	<u><i>Vote</i></u> <u><i>Total</i></u>
Table  Floor Leader Only	Temporarily suspends the consideration of a bill. Used if the Author is not present.	"I move to table House/Senate/FY bill number ____"	Yes	Simple Majority
Previous Question  Floor Leader Only	Brings the Bill or Amendment to a vote after debate. The patron will have time to give a closing speech before the final vote.	"Mr./Madame Speaker, I move the Previous Question."	Yes	Simply Majority
Suspend the Rules  Floor Leader Only	Temporarily suspends the rules of the chamber.	"I move we suspend the rules and _____"	Yes	4/5ths of Chamber

**Remember, you don't "Motion," you "Move."**

# **Special Note on Suspension of the Rules**

Typically, the Floor Leader will make a motion at the beginning of the first legislative session to suspend the rules and allow clerks, chaplains, and the Sgt. at Arms to debate. If you do not suspend the rules, they will be ineligible to debate and the conference would be considerably less fun for these delegates.

Take some time after the opening script portion of the legislative session to make a motion to suspend the rules and allow these delegates to debate...

## **Rules Committee**

Rules Committee is where you and the Committee Chairpersons get to put together the docket. There are *two* meetings of the rules committee. The first takes place during lunch immediately following the Committee meetings. The second takes place Friday night. These meetings have distinctive purposes and protocols and, thus, will be dealt with separately.

### **First Rules Committee**

- Get to the assigned room as soon as you possibly can as you have a very limited amount of time to put together the docket
- Structuring the Calendar
  - When structuring the order of bills, you should make your top priority making sure 1<sup>st</sup> Priority bills are early on in the docket
  - The second priority should be structuring the docket so that there are not big chunks of debatable bills...make sure you "make the wave." Have a debatable bill, then a not so debatable bill, etc...Continue this pattern to the best of the committee's ability
  - *Do not schedule joke bills.* Joke bills can be debated, but do not schedule them on the docket. (More on this later)
- Get the docket to a member of the Secretary of State *immediately* following the meeting.

## **Second Rules Committee**

The purpose of the second rules committee (Friday Night after Curfew) is to create the Saturday Docket. By this time, all 1<sup>st</sup> Priority Bills should have been debated. The House and Senate Floor Leaders should work together to “mix” in passed bills from their respective chambers. Remember...in order to be signed into law, bills must be debated and passed in both the house and Senate.

- Make sure you have a list of the passed bills from the other chamber.
- With your rules committee, mix passed bills from the other chamber into bills from your chamber.
  - REMEMBER: You MUST debate all passed bills from the other chamber...so make sure you schedule these bills early in the docket.
  - Don't forget to take the time that is spent on Governors Packet into consideration when making up the Saturday Docket.
- Try as best as you can to “Make the Wave!”
- When the docket is completed, get it to the Secretary of State ASAP!

# JOKE BILLS

Joke bills are not a bad thing. In fact, you can use them to your advantage. Remember, you are in charge of gauging the atmosphere of the chamber. If the energy level of the chamber is bottoming out and delegates are starting to fall asleep, a good joke bill may be the medicine to liven the place up. Likewise, a joke bill can be a bad thing in certain situations...If used in the wrong manner, you can make the conference look bad, make delegates mad at *you* for wasting time with non-serious debate, and lose the decorum of the chamber. Here are some important joke bill guidelines.

- Do not schedule joke bills.
  - Find one or two *good, creative, and tasteful* joke bills (if in doubt, ask Sam) to keep in your back pocket.
  - Table the following bill on the docket and move to consider the joke bill if the mood needs lifting.
- Do not, under any circumstances, do a joke bill on Friday during normal business hours. Every official in the capitol complex can hear you through a speaker system...so wait until after 5pm before you decide to throw a joke bill in. Besides, the mood should still be high that early in the conference.
- Do not use the full time for a joke bill. Remember, we don't have much time for serious bills...so make sure you move the previous question if speeches get repetitive or if there are too many amendments. Joke bills should be fast and furious...and quick pick me up and move on.

## OPENING

PO: THE SENATE IS NOW CALLED TO ORDER [Bang Gavel]

PO: I WILL NOW CALL ON THE SENATE CHAPLAIN FOR A MORNING DEVOTIONAL  
-- SENATE CHAPLAIN GIVES DEVOTIONAL AND PRAYS

PO: HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** PRESIDENT, I HAVE SOME RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTIONS TO THE CLERK

- C:
1. NOTIFY THE HOUSE AND FIRST YEAR THAT SENATE IS IN SESSION AND READY FOR TRANSACTION OF BUSINESS
  2. THAT THE RULES OF THE SENATE BE THOSE LISTED IN THE HANDBOOK; THEN THE RULES OF THE REGULAR ALABAMA SENATE; THEN ROBERT'S RULES OF ORDER
  3. THAT IN THE INTEREST OF TIME THAT ALL BILLS BE DECLARED AS INTRODUCED AND AS HAVING RECEIVED THEIR FIRST READING AS THEY ARE LISTED IN THE BILL BOOK

PO: ALL BILL HAVE RECEIVED THERE FIRST READING AND ARE ASSIGNED TO STANDING COMMITTEES AS LISTED IN THE BILL BOOK

FL: **MISTER/MADAME** PRESIDENT, I MOVE THAT WE ADJOURN THE FIRST LEGISLATIVE DAY TO CONVENE FOR THE SECOND LEGISLATIVE DAY

PT: SECOND

PO: ALL IN FAVOR OF ADJOURNING THE FIRST LEGISLATIVE DAY SAY AYE – ALL OPPOSED NAY. WE ARE ADJOURNED.

PO: THE SENATE IS NOW CALLED TO ORDER. [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** PRESIDENT, I HAVE A RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTION TO THE CLERK

C: THAT IN THE INTEREST OF TIME, ALL REPORTS OF THE COMMITTEES ARE ACCEPTED AS TURNED IN

PO: THESE BILL HAVING THEIR SECOND READING WILL BE PLACED ON THE CALENDAR FOR PASSAGE ON TOMORROW

FL: **MISTER/MADAME** PRESIDENT, I MOVE THAT WE ADJOURN THE SECOND LEGISLATIVE DAY

PT: Second

PO: ALL IN FAVOR OF ADJOURNING SAY AYE – ALL OPPOSED NAY. WE ARE  
ADJOURNED

PO: THE SENATE IS NOW CALLED TO ORDER [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** PRESIDENT, THE REPORT OF RULES COMMITTEE IS THE  
SENATE CALENDAR.

PO: THANK YOU

---

PO: WILL THE PATRON OF SENATE BILL NO. ??? PLEASE COME FORWARD.  
WILL THE READING CLERK PLEASE READ THE SHORT TITLE

**YOU DID A GREAT JOB!!!!!!**

**HAVE A GREAT DAY!!!!**

# **AMENDMENTS**

**Step 1:** Amendment Patrons will bring the Amendment, which is written out legibly on the official Amendment Sheet, to the Clerk of the House/ Senate/ First Year.

**Step 2:** The Clerks will read the amendment to ensure that it is germane (i.e. relevant)

**Step 3:** If the Amendment Patron is called upon, she or he may declare that there is an Amendment on the floor. This is very important...the Presiding Officer IS NEVER OBLIGATED TO CALL UPON AN AMENDMENT PATRON. If the Clerk informs the Presiding Officer that there is an Amendment, the Presiding Officer may or may not call on that person. DO NOT ALLOW DELEGATES TO YELL OUT "AMENDMENT."

It is imperative that the Presiding Officer review this procedure during the reading of House Rules.

# AMENDMENTS

The Patron of the Amendment now has one (1) minute for opening remarks.

The Patron has waived further summary.

The Floor is now open for debate on the amendment.

The Chair recognizes Senator/Representative \_\_\_\_\_.

The Floor is once again open for debate on the amendment.

Seeing no further debate on the amendment, the Patron of the amendment now has one (1) minute to summarize.

We will now take a vote on the amendment. All in favor say "Aye", all opposed "Nay".

This amendment has passed/failed.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# CLOSING

FL: Mr./ Madame President

PO: Chair recognizes Floor Leader

FL: Having concluded our business, I move we adjourn this   #   session of the Alabama YMCA Youth Legislature in concurrence with the House of Representatives and First Year Sine Die (Sigh Na dEE ay) at 3:00 pm

PO: You have heard the motion

All in favor say Aye

All opposed say Nay

It appears the Ayes have it

Strike gavel exactly at 3:00 pm

# Things to Remember for PARLIAMENTARY PROCEDURE!

**MOTIONS:** All activity is determined by “motions.” Bills are brought to debate by the Floor Leader making a motion to consider a bill. Motions are made by saying “I MOVE (not “I motion”) to \_\_\_\_\_.

## A Couple of Notes on Motions

- For the purposes of the conference, most motions are limited to use by the Floor Leader.
- A delegate **MUST BE RECOGNIZED** to make a motion. Standing up and yelling “Motion” is both incorrect grammar and blatantly out of order.
- It should be noted that a suspension of the rules is typically used to allow Clerks, the Chaplain, and the Sgt. at Arms to debate. This is usually done between the formal opening and the first bill.

## **KEEPING TIME**

It is imperative that you keep time correctly! A good tool is to set up a system of signals with your clerk so that you can ALWAYS be aware of how much time a speaker has and how much time is left in a bill. We will determine the specifics on time at officer training. Fill in the times we determine.

Time Per Bill                    20 Minutes debate

Opening Statement 2 Minutes

Debate 2 Minutes per speaker

Amendment 10 Minutes total (1 Min per speaker)

Closing Statement 2 Minutes

**the**



# The Role of the House Floor Leader

The House Floor Leader serves as the delegate in the House who is in charge of all aspects pertaining to the floor of the chamber. The Floor Leader, then, is charged with insuring the proper flow of Bills as determined by the Committee on Rules. During debate, the Floor Leader is charged with stimulating debate, gauging the mood of the chamber, and making motions which will facilitate the effective, lively debate of Bills. In addition, it is the job of the Floor Leader to make sure that all Bill Authors are present for the presentation of their bills. In essence, the Floor Leader in conjunction with the Presiding Officer are the people who make the chamber "go." The Floor Leader's actions *will* determine the overall mood of the chamber.

The House Floor Leader will also serve as the chairperson of the House Committee on Rules. In this capacity, it is the job of the Floor Leader to work closely with each committee chairperson, quickly and effectively work with the committee to prepare a docket, work with the Secretary of State to get the docket to the Conference Staff immediately after its preparation.

Outside of the chamber, the House Floor Leader should at all times reflect the maturity and servant leadership expected of an officer at Youth Legislature. She or he must work closely with their fellow officers in order to ensure that every delegate gets a fair opportunity to be heard.

YOU ARE NOW A MEMBER OF A TEAM THAT SHOULD BE DEDICATED TO MAKING THIS CONFERENCE FUN, ENGAGING, AND VALUABLE TO YOUR FELLOW DELEGATES!

# **Role of the House Floor Leader “Cheat Sheet”**

- In Chambers
  - Present Docket as Prepared by Rules Committee
  - Insure that Bill Authors are present for their Bill Presentations
  - Stimulate Flow of Debate
  - Gauge mood of chambers and make appropriate motions
- Rules Committee
  - Chairperson for Rules Committee
  - Quickly assemble docket with Committee Chairpersons
  - Work closely with Committee Chairpersons
  - With Secretary of State, get Docket to Conference Staff ASAP!
- Exhibit Leadership in ALL capacities
  - Exemplify the Rules of the Conference
  - Be EARLY to all meetings
  - Serve rather than be served
  - Be Fair and Objective
  - Be Professional
  - Be a TEAM PLAYER

# What Traits Should a Floor Leader at Youth Legislature Possess?

**KNOWLEDGE:** The Floor leader's knowledge of Alabama Youth in Government Parliamentary Procedure should be impeccable. As the chief floor delegate, you are the prime example of good parliamentary procedure. If you make mistakes, they will be magnified. Make sure you internalize (i.e. practice...learn by heart) all parliamentary procedure *before* you get to the conference. Remember, if you have questions before the conference (or during), you can always contact your "Position Coach."

**A GOOD ATTITUDE:** Things are not always going to go your way during the weekend. You cannot always control the things that happen inside and outside of the chamber. Sometimes the unpredictable will happen in the chamber and it will be up to you to control the situation from the floor. Take it all in stride and with a good attitude...things will work out if you just deal with it positively!

**PATIENCE:** You aren't always going to get what you want over the weekend. In fact, some things will go wrong...even if you do approach them with a good attitude. Remember to have patience not only with the things that go awry, but with people who may be upset about their Bill.

**SITUATIONAL AWARENESS:** As the Floor Leader, you are charged with the overall organization of what takes place in your chamber. The order of Bills, motions, and any other thing that happens in chamber is contingent on what you do as a delegate. If you lose awareness of what is going on around you, things can go south in a hurry. You should *always* know what is happening around you so that you can make the best decision to move the chamber forward in a positive manner.

**SERVANTHOOD:** Sometimes, you are going to work extremely hard. You will not always be thanked for every little thing you do. Work anyway...the conference depends on your leadership and servanthood. Remember, what *needs* to be done is not always what you *want* to do.

# MOTIONS

Motions drive the action of your chamber. As the only member of the House who may make motions, you are responsible for using motions to make the House work. What follows is a list of guidelines that you *must* remember when making motions.

- 3) You may only make a motion when recognized. Do not stand up and make a motion unless the Presiding Officer has recognized you.
- 4) You do not "motion"...you "move." If you had a rock, and you wanted to move that rock, you would not say "I will not motion that rock...." You would say "I will now *move* that rock"

## Here is a Step by Step Description of How to Make a Motion

- F) Raise your Placard
- G) When recognized by the Presiding Officer, speak loudly and clearly...annunciate...
- H) You will say; "Mr./Madame Speaker, I Move to \_\_\_\_\_" After you make the motion, sit down.
- I) The Presiding Officer will ask for a second
- J) If necessary, the chamber will vote on your motion

## Types of Motions

<u><b>Motion/</b></u> <u><b>Who may</b></u> <u><b>Move?</b></u>	<u><b>What it</b></u> <u><b>Does</b></u>	<u><b>Verbiage</b></u>	<u><b>Vote?</b></u>	<u><b>Vote</b></u> <u><b>Total</b></u>
<b>Table</b>  Floor Leader Only	Temporarily suspends the consideration of a bill. Used if the Author is not present.	"I move to table House/Senate/FY bill number ____"	<b>Yes</b>	<b>Simple Majority</b>
<b>Previous Question</b>  Floor Leader Only	Brings the Bill or Amendment to a vote after debate. The patron will have time to give a closing speech before the final vote.	"Mr./Madame Speaker, I move the Previous Question."	<b>Yes</b>	<b>Simply Majority</b>
<b>Suspend the Rules</b>  Floor Leader Only	Temporarily suspends the rules of the chamber.	"I move we suspend the rules and ____"	<b>Yes</b>	<b>4/5ths of Chamber</b>

Remember, you don't "Motion," you "Move."

# **Special Note on Suspension of the Rules**

Typically, the Floor Leader will make a motion at the beginning of the first legislative session to suspend the rules and allow clerks, chaplains, and the Sgt. at Arms to debate. If you do not suspend the rules, they will be ineligible to debate and the conference would be considerably less fun for these delegates.

Take some time after the opening script portion of the legislative session to make a motion to suspend the rules and allow these delegates to debate...

## **Rules Committee**

Rules Committee is where you and the Committee Chairpersons get to put together the docket. There are *two* meetings of the rules committee. The first takes place during lunch immediately following the Committee meetings. The second takes place Friday night. These meetings have distinctive purposes and protocols and, thus, will be dealt with separately.

### **First Rules Committee**

- Get to the assigned room as soon as you possibly can as you have a very limited amount of time to put together the docket
- Structuring the Calendar
  - When structuring the order of bills, you should make your top priority making sure 1<sup>st</sup> Priority bills are early on in the docket
  - The second priority should be structuring the docket so that there are not big chunks of debatable bills...make sure you “make the wave.” Have a debatable bill, then a not so debatable bill, etc...Continue this pattern to the best of the committee’s ability
  - *Do not schedule joke bills.* Joke bills can be debated, but do not schedule them on the calendar. (More on this later)

- Get the calendar to a member of the Secretary of State *immediately* following the meeting.

### **Second Rules Committee**

The purpose of the second rules committee (Friday Night after Curfew) is to create the Saturday Calendar. By this time, all 1<sup>st</sup> Priority Bills should have been debated. The House and Senate Floor Leaders should work together to “mix” in passed bills from their respective chambers. Remember...in order to be signed into law, bills must be debated and passed in both the house and Senate.

- Make sure you have a list of the passed bills from the other chamber.
- With your rules committee, mix passed bills from the other chamber into bills from your chamber.
  - REMEMBER: You MUST debate all passed bills from the other chamber...so make sure you schedule these bills early in the docket.
  - Don't forget to take the time that is spent on Governors Packet into consideration when making up the Saturday Calendar.
- Try as best as you can to “Make the Wave!”
- When the docket is completed, get it to the Secretary of State ASAP!

# JOKE BILLS

Joke bills are not a bad thing. In fact, you can use them to your advantage. Remember, you are in charge of gauging the atmosphere of the chamber. If the energy level of the chamber is bottoming out and delegates are starting to fall asleep, a good joke bill may be the medicine to liven the place up. Likewise, a joke bill can be a bad thing in certain situations...If used in the wrong manner, you can make the conference look bad, make delegates mad at *you* for wasting time with non-serious debate, and lose the decorum of the chamber. Here are some important joke bill guidelines.

- Do not schedule joke bills.
  - Find one or two *good, creative, and tasteful* joke bills (if in doubt, ask Sam) to keep in your back pocket.
  - Table the following bill on the docket and move to consider the joke bill if the mood needs lifting.
- Do not, under any circumstances, do a joke bill on Friday during normal business hours. Every official in the capitol complex can hear you through a speaker system...so wait until after 5pm before you decide to throw a joke bill in. Besides, the mood should still be high that early in the conference.
- Do not use the full time for a joke bill. Remember, we don't have much time for serious bills...so make sure you move the previous question if speeches get repetitive or if there are too many amendments. Joke bills should be fast and furious...and quick pick me up and move on.

## OPENING

PO: THE HOUSE IS NOW CALLED TO ORDER [Bang Gavel]

PO: I WILL NOW CALL ON THE HOUSE CHAPLAIN FOR A MORNING DEVOTIONAL  
-- HOUSE CHAPLAIN GIVES DEVOTIONAL AND PRAYS

PO: HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, I HAVE SOME RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTIONS TO THE CLERK

C: 1. NOTIFY THE SENATE AND FIRST YEAR THAT HOUSE IS IN SESSION AND  
READY FOR TRANSACTION OF BUSINESS

2. THAT THE RULES OF THE HOUSE BE THOSE LISTED IN THE HANDBOOK;  
THEN THE RULES OF THE REGULAR ALABAMA HOUSE; THEN ROBERT'S  
RULES OF ORDER

3. THAT IN THE INTEREST OF TIME THAT ALL BILLS BE DECLARED AS  
INTRODUCED AND AS HAVING RECEIVED THEIR FIRST READING AS THEY  
ARE LISTED IN THE BILL BOOK

PO: ALL BILL HAVE RECEIVED THERE FIRST READING AND ARE ASSIGNED TO  
STANDING COMMITTEES AS LISTED IN THE BILL BOOK

FL: **MISTER/MADAME** SPEAKER, I MOVE THAT WE ADJOURN THE FIRST LEGISLATIVE DAY TO CONVENE FOR THE SECOND LEGISLATIVE DAY

PT: SECOND

PO: ALL IN FAVOR OF ADJOURNING THE FIRST LEGISLATIVE DAY SAY AYE – ALL OPPOSED NAY. WE ARE ADJOURNED.

PO: THE HOUSE IS NOW CALLED TO ORDER. [**Bang Gavel**]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, I HAVE A RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTION TO THE CLERK

C: THAT IN THE INTEREST OF TIME, ALL REPORTS OF THE COMMITTEES ARE ACCEPTED AS TURNED IN

PO: THESE BILL HAVING THEIR SECOND READING WILL BE PLACED ON THE CALENDAR FOR PASSAGE ON TOMORROW

FL: **MISTER/MADAME** SPEAKER, I MOVE THAT WE ADJOURN THE SECOND LEGISLATIVE DAY

PT: Second

PO: ALL IN FAVOR OF ADJOURNING SAY AYE – ALL OPPOSED NAY. WE ARE  
ADJOURNED

PO: THE HOUSE IS NOW CALLED TO ORDER [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, THE REPORT OF RULES COMMITTEE IS THE  
HOUSE CALENDAR.

PO: THANK YOU

---

PO: WILL THE PATRON OF HOUSE BILL NO. ??? PLEASE COME FORWARD. WILL  
THE READING CLERK PLEASE READ THE SHORT TITLE

**YOU DID A GREAT JOB!!!!!!**

**HAVE A GREAT DAY!!!!**

# AMENDMENTS

**Step 1:** Amendment Patrons will bring the Amendment, which is written out legibly on the official Amendment Sheet, to the Clerk of the House/ Senate/ First Year.

**Step 2:** The Clerks will read the amendment to ensure that it is germane (i.e. relevant)

**Step 3:** If the Amendment Patron is called upon, she or he may declare that there is an Amendment on the floor. This is very important...the Presiding Officer IS NEVER OBLIGATED TO CALL UPON AN AMENDMENT PATRON. If the Clerk informs the Presiding Officer that there is an Amendment, the Presiding Officer may or may not call on that person. DO NOT ALLOW DELEGATES TO YELL OUT "AMENDMENT."

It is imperative that the Presiding Officer review this procedure during the reading of House Rules.

# AMENDMENTS

The Patron of the Amendment now has one (1) minute for opening remarks.

The Patron has waived further summary.

The Floor is now open for debate on the amendment.

The Chair recognizes Senator/Representative \_\_\_\_\_.

The Floor is once again open for debate on the amendment.

Seeing no further debate on the amendment, the Patron of the amendment now has one (1) minute to summarize.

We will now take a vote on the amendment. All in favor say "Aye", all opposed "Nay".

This amendment has passed/failed.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# CLOSING

FL: Mr./ Madame Speaker

PO: Chair recognizes Floor Leader

FL: Having concluded our business, I move we adjourn this   #   session of the Alabama YMCA Youth Legislature in concurrence with the Senate and First Year Sine Die (sEE nay dEE ay) at 3:00 pm

PO: You have heard the motion

All in favor say Aye

All opposed say Nay

It appears the Ayes have it

Strike gavel exactly at 3:00 pm

# Things to Remember for PARLIAMENTARY PROCEDURE!

**MOTIONS:** All activity is determined by “motions.” Bills are brought to debate by the Floor Leader making a motion to consider a bill. Motions are made by saying “I MOVE (not “I motion”) to

\_\_\_\_\_.

## A Couple of Notes on Motions

- For the purposes of the conference, most motions are limited to use by the Floor Leader.
- A delegate **MUST BE RECOGNIZED** to make a motion. Standing up and yelling “Motion” is both incorrect grammar and blatantly out of order.
- It should be noted that a suspension of the rules is typically used to allow Clerks, the Chaplain, and the Sgt. at Arms to debate. This is usually done between the formal opening and the first bill.

## **KEEPING TIME**

It is imperative that you keep time correctly! A good tool is to set up a system of signals with your clerk so that you can ALWAYS be aware of how much time a speaker has and how much time is left in a bill.

Debate 20 Minutes

Pro and Con Speakers            2 minutes each

Pro and Con Speakers on Amendments    1 Min.

Amendment            10 Minutes

Closing Statement    2 minutes

**the**



# The Role of the Senate Pro Tempore

The Senate Pro Tempore will preside in lieu of the President of the Senate. The President of the Senate will, from time to time and at their discretion, call upon the Senate Pro Tempore to preside over the senate. In this capacity, therefore, it is the job of the Senate Pro Tempore to maintain order and decorum as dictated by the rules of Alabama Youth in Government and Roberts Rules of Order, present to the members of the Senate, in consultation with the floor leader, the business (i.e. the Bills and Resolutions) determined by the Rules Committee, and receive and put propositions (i.e. motions) made by the members of the Senate.

The Senate Pro Tempore is a *regular member* of the Senate and, thus, will present legislation, make floor motions and vote on legislation. As an officer, they are charged, alongside the Floor Leader, with actively and purposefully stimulating debate through participation.

Outside of the chamber, the Senate Pro Tempore should at all times reflect the maturity and servant leadership expected of an officer at Youth Legislature. She or he must work closely with their fellow officers in order to ensure that every delegate gets a fair opportunity to be heard.

YOU ARE NOW A MEMBER OF A TEAM THAT SHOULD BE DEDICATED TO MAKING THIS CONFERENCE FUN, ENGAGING, AND VALUABLE TO YOUR FELLOW DELEGATES!

# **Role of the Senate Pro Tempore “Cheat Sheet”**

- **Senate Pro Tempore**
  - **Maintain Order and Decorum when called upon to preside by President of the Senate.**
  - **Uphold Chamber Rules of Alabama Youth in Government and Roberts Rules of Order**
  - **Present Bills to Members of the First Year in the Order Determined by the Rules Committee**
  - **Hear and Rule on Motions, Points, etc...**
- **Serve as a *member* of the Rules Committee**
- **Actively participate as a member of the senate**
  - **Present Legislation**
  - **Debate**
  - **Make motions**
  - **Actively and purposefully stimulate debate.**
- **Exhibit Leadership in ALL capacities**
  - **Exemplify the Rules of the Conference**
  - **Be EARLY to all meetings**
  - **Serve rather than be served**
  - **Be Fair and Objective**
  - **Be Professional**
  - **Be a TEAM PLAYER**

# **What Traits Should a First Year Presiding Officer at Youth Legislature Possess?**

**OBJECTIVITY:** The Senate Pro Tempore should *always* maintain the stance of objectivity in his or her duties. They should be non-partisan in who they recognize in chambers and should, in effect, spread the wealth in who they call to speak out.

**A GOOD ATTITUDE:** Things are not always going to go your way during the weekend. You cannot always control the things that happen inside and outside of your chamber. When the inevitable storm pops up, take it in stride, smile, and deal with it in a positive manner. Your chance of successfully dealing with the problem will be better if you approach it positively.

**PATIENCE:** You aren't always going to get what you want over the weekend. In fact, you may not get called up to preside as much as you want to. This doesn't mean that you are not a vital part of the process. Be a leader of the chamber not only in a presiding role, but when you are on the floor. Remember, you are the Pro-Temp both when you are presiding and when you are helping the Senate floor run smoothly and vigorously.

**ANNUNCIATION:** This may be one of the most important things for you to remember. **ANNUNCIATE!** If people do not know what you are saying, you are doomed from the get go. Make sure you speak slowly and precisely.

**SERVANTHOOD:** Sometimes, you are going to work extremely hard. You will not always be thanked for every little thing you do. Work anyway...the conference depends on your leadership and servanthood. Remember, what *needs* to be done is not always what you *want* to do.

**\*\*\*!!! This THE Most important thing  
you can ever remember while  
presiding !!!\*\*\***

ALWAYS ALWAYS ALWAYS ALWAYS ALWAYS  
ACT LIKE YOU KNOW WHAT YOU ARE DOING!!!  
EVEN WHEN YOU DON'T...

THE CHAMBER IS YOUR CHAMBER...IF  
SOMETHING UNEXPECTED HAPPENS, TAKE  
CHARGE. BE FIRM, YET POLITE...MAKE YOUR  
DECISION AND THEN GO WITH IT. BE  
PROFESSIONAL, DON'T JOKE AROUND...

IF YOU LOOK UNCERTAIN, OR IF YOU LET  
MEMBERS START DICTATING THE RULES FROM  
THE FLOOR, THEN YOU WILL LOSE THE  
CHAMBER.

YOU ARE THE LEADER, BE FIRM YET POLITE,  
CERTAIN. AND CONFIDENT IN YOUR

BEFORE THE CONFERENCE, CUT THIS BOX OUT AND  
KEEP IT WITH YOU WHILE PRESIDING...IT IS YOUR  
MANTRA...YOUR PRESIDING MISSION STATEMENT!

**FIRM**

**POLITE**

**ANNUNCIATE**

**MAKE YOUR DECISION AND**

**GO WITH IT. . .NOW**

**BE PROFESSIONAL...**

# The Fine Print...

## HOUSE RULES

- 29) No food, drink, gum, etc...
- 30) Cell phones off
- 31) Remember, every elected official can hear you because they have speakers in their office...don't say anything you will regret. Do not let your actions embarrass the program...
- 32) Leave the desks *exactly* as you found them. Using this facility is a privilege, not a right...do not be the reason we can't come to the statehouse any more.
- 33) Men must wear coats at all times.
- 34) Explain the meaning of gavel raps
  - a. 1 Rap = Order
  - b. 2 Raps = Stand
  - c. 3 Raps = Applause
- 35) Explain Amendment Procedure (Found Below)
- 36) \_\_\_\_\_
- 37) \_\_\_\_\_
- 10) \_\_\_\_\_

## OPENING

PO: FIRST YEAR IS NOW CALLED TO ORDER [Bang Gavel]

PO: I WILL NOW CALL ON THE FIRST YEAR CHAPLAIN FOR A MORNING DEVOTIONAL -- FIRST YEAR CHAPLAIN GIVES DEVOTIONAL AND PRAYS

PO: HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, I HAVE SOME RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTIONS TO THE CLERK

C: 1. NOTIFY THE HOUSE AND SENATE THAT FIRST YEAR IS IN SESSION AND READY FOR TRANSACTION OF BUSINESS

2. THAT THE RULES OF THE FIRST YEAR BE THOSE LISTED IN THE HANDBOOK; THEN THE RULES OF THE REGULAR ALABAMA SENATE; THEN ROBERT'S RULES OF ORDER

3. THAT IN THE INTEREST OF TIME THAT ALL BILLS BE DECLARED AS INTRODUCED AND AS HAVING RECEIVED THEIR FIRST READING AS THEY ARE LISTED IN THE BILL BOOK

PO: ALL BILL HAVE RECEIVED THERE FIRST READING AND ARE ASSIGNED TO STANDING COMMITTEES AS LISTED IN THE BILL BOOK

FL: **MISTER/MADAME** SPEAKER, I MOVE THAT WE ADJOURN THE FIRST LEGISLATIVE DAY TO CONVENE FOR THE SECOND LEGISLATIVE DAY

PT: SECOND

PO: ALL IN FAVOR OF ADJOURNING THE FIRST LEGISLATIVE DAY SAY AYE – ALL OPPOSED NAY. WE ARE ADJOURNED.

PO: THE FIRST YEAR IS NOW CALLED TO ORDER. **[Bang Gavel]**  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, I HAVE A RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTION TO THE CLERK

C: THAT IN THE INTEREST OF TIME, ALL REPORTS OF THE COMMITTEES ARE ACCEPTED AS TURNED IN

PO: THESE BILL HAVING THEIR SECOND READING WILL BE PLACED ON THE CALENDAR FOR PASSAGE ON TOMORROW

FL: **MISTER/MADAME** SPEAKER, I MOVE THAT WE ADJOURN THE SECOND LEGISLATIVE DAY

PT: Second

PO: ALL IN FAVOR OF ADJOURNING SAY AYE – ALL OPPOSED NAY. WE ARE  
ADJOURNED

PO: THE FIRST YEAR IS NOW CALLED TO ORDER [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, THE REPORT OF RULES COMMITTEE IS THE  
FIRST YEAR CALENDAR.

PO: THANK YOU

---

PO: WILL THE PATRON OF FIRST YEAR BILL NO. ??? PLEASE COME FORWARD.  
WILL THE READING CLERK PLEASE READ THE SHORT TITLE

**YOU DID A GREAT JOB!!!!!!**

**HAVE A GREAT DAY!!!!**

# The "Cheat Sheet"

The first item up for business is First Year Bill No. \_\_\_\_

Will the Patron of the First Year Bill No. \_\_\_\_ please come forward.

Will the Reading Clerk please read the short title.

The Patron(s) now has two (2) minutes for opening remarks.

The Patron(s) has waived further summary, the floor is now open for debate.

The Chair recognizes Representative \_\_\_\_\_.

The Floor is once again open for debate.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# AMENDMENTS

**Step 1:** Amendment Patrons will bring the Amendment, which is written out legibly on the official Amendment Sheet, to the Clerk of the House/ Senate/ First Year.

**Step 2:** The Clerks will read the amendment to ensure that it is germane (i.e. relevant)

**Step 3:** If the Amendment Patron is called upon, she or he may declare that there is an Amendment on the floor. This is very important...the Presiding Officer IS NEVER OBLIGATED TO CALL UPON AN AMENDMENT PATRON. If the Clerk informs the Presiding Officer that there is an Amendment, the Presiding Officer may or may not call on that person. DO NOT ALLOW DELEGATES TO YELL OUT "AMENDMENT."

It is imperative that the Presiding Officer review this procedure during the reading of House Rules.

# AMENDMENTS

The Patron of the Amendment now has one (1) minute for opening remarks.

The Patron has waived further summary.

The Floor is now open for debate on the amendment.

The Chair recognizes Senator/Representative \_\_\_\_\_.

The Floor is once again open for debate on the amendment.

Seeing no further debate on the amendment, the Patron of the amendment now has one (1) minute to summarize.

We will now take a vote on the amendment. All in favor say "Aye", all opposed "Nay".

This amendment has passed/failed.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# CLOSING

FL: Mr./ Madame Speaker

PO: Chair recognizes Floor Leader

FL: Having concluded our business, I move we adjourn this   #   session of the Alabama YMCA Youth Legislature in concurrence with the House of Representatives and Senate Sine Die (sEE nay dEE ay) at 3:00 pm

PO: You have heard the motion

All in favor say Aye

All opposed say Nay

It appears the Ayes have it

Strike gavel exactly at 3:00 pm

## Things to Remember for PARLIAMENTARY PROCEDURE!

**MOTIONS:** All activity is determined by “motions.” Bills are brought to debate by the Floor Leader making a motion to consider a bill. Motions are made by saying “I MOVE (not “I motion”) to

\_\_\_\_\_.

### A Couple of Notes on Motions

- For the purposes of the conference, most motions are limited to use by the Floor Leader.
- A delegate **MUST BE RECOGNIZED** to make a motion. Standing up and yelling “Motion” is both incorrect grammar and blatantly out of order.
- It should be noted that a suspension of the rules is typically used to allow Clerks, the Chaplain, and the Sgt. at Arms to debate. This is usually done between the formal opening and the first bill.

## Types of Motions

<u><b>Motion/</b></u> <u><b>Who may</b></u> <u><b>Move?</b></u>	<u><b>What it</b></u> <u><b>Does</b></u>	<u><b>Verbiage</b></u>	<u><b>Vote?</b></u>	<u><b>Vote</b></u> <u><b>Total</b></u>
<b>Table</b>  Floor Leader Only	Temporarily suspends the consideration of a bill. Used if the Author is not present.	"I move to table House/Senate/FY bill number ____"	<b>Yes</b>	<b>Simple Majority</b>
<b>Previous Question</b>  Floor Leader Only	Brings the Bill or Amendment to a vote after debate. The patron will have time to give a closing speech before the final vote.	"Mr./Madame Speaker, I move the Previous Question."	<b>Yes</b>	<b>Simply Majority</b>
<b>Suspend the Rules</b>  Floor Leader Only	Temporarily suspends the rules of the chamber.	"I move we suspend the rules and ____"	<b>Yes</b>	<b>4/5ths of Chamber</b>

**Remember, you don't "Motion," you "Move."**

## KEEPING TIME

It is imperative that you keep time correctly! A good tool is to set up a system of signals with your clerk so that you can ALWAYS be aware of how much time a speaker has and how much time is left in a bill. We will determine the specifics on time at officer training. Fill in the times we determine.

Time Per Bill \_\_\_\_\_

Opening Statement \_\_\_\_\_

Debate \_\_\_\_\_

Amendment \_\_\_\_\_

Closing Statement \_\_\_\_\_

**the**



# The Role of the House Pro Tempore

The House Pro Tempore will preside in lieu of the President of the Senate. The Speaker of the House will, from time to time and at their discretion, call upon the House Pro Tempore to preside over the senate. In this capacity, therefore, it is the job of the House Pro Tempore to maintain order and decorum as dictated by the rules of Alabama Youth in Government and Roberts Rules of Order, present to the members of the House, in consultation with the floor leader, the business (i.e. the Bills and Resolutions) determined by the Rules Committee, and receive and put propositions (i.e. motions) made by the members of the House.

The House Pro Tempore is a *regular member* of the House and, thus, will present legislation, make floor motions and vote on legislation. As an officer, they are charged, alongside the Floor Leader, with actively and purposefully stimulating debate through participation.

Outside of the chamber, the House Pro Tempore should at all times reflect the maturity and servant leadership expected of an officer at Youth Legislature. She or he must work closely with their fellow officers in order to ensure that every delegate gets a fair opportunity to be heard.

YOU ARE NOW A MEMBER OF A TEAM THAT SHOULD BE DEDICATED TO MAKING THIS CONFERENCE FUN, ENGAGING, AND VALUABLE TO YOUR FELLOW DELEGATES!

# Role of the House Pro Tempore “Cheat Sheet”

- House Pro Tempore
  - Maintain Order and Decorum when called upon to preside by Speaker of the House.
  - Uphold Chamber Rules of Alabama Youth in Government and Roberts Rules of Order
  - Present Bills to Members of the First Year in the Order Determined by the Rules Committee
  - Hear and Rule on Motions, Points, etc...
- Serve as a *member* of the Rules Committee
- Actively participate as a member of the senate
  - Present Legislation
  - Debate
  - Make motions
  - Actively and purposefully stimulate debate.
- Exhibit Leadership in ALL capacities
  - Exemplify the Rules of the Conference
  - Be EARLY to all meetings
  - Serve rather than be served
  - Be Fair and Objective
  - Be Professional
  - Be a TEAM PLAYER

# What Traits Should a First Year Presiding Officer at Youth Legislature Possess?

**OBJECTIVITY:** The House Pro Tempore should *always* maintain the stance of objectivity in his or her duties. They should be non-partisan in who they recognize in chambers and should, in effect, spread the wealth in who they call to speak out.

**A GOOD ATTITUDE:** Things are not always going to go your way during the weekend. You cannot always control the things that happen inside and outside of your chamber. When the inevitable storm pops up, take it in stride, smile, and deal with it in a positive manner. Your chance of successfully dealing with the problem will be better if you approach it positively.

**PATIENCE:** You aren't always going to get what you want over the weekend. In fact, you may not get called up to preside as much as you want to. This doesn't mean that you are not a vital part of the process. Be a leader of the chamber not only in a presiding role, but when you are on the floor. Remember, you are the Pro-Temp both when you are presiding and when you are helping the Senate floor run smoothly and vigorously.

**ANNUNCIATION:** This may be one of the most important things for you to remember. ANNUNCIATE! If people do not know what you are saying, you are doomed from the get go. Make sure you speak slowly and precisely.

**SERVANTHOOD:** Sometimes, you are going to work extremely hard. You will not always be thanked for every little thing you do. Work anyway...the conference depends on your leadership and servanthood. Remember, what *needs* to be done is not always what you *want* to do.

**\*\*\*!!! This is the Most important thing  
you can ever remember while  
presiding !!!\*\*\***

**ALWAYS ALWAYS ALWAYS ALWAYS ALWAYS  
ACT LIKE YOU KNOW WHAT YOU ARE  
DOING!!! EVEN WHEN YOU DON'T...**

**THE CHAMBER IS YOUR CHAMBER...IF  
SOMETHING UNEXPECTED HAPPENS, TAKE  
CHARGE. BE FIRM, YET POLITE...MAKE YOUR  
DECISION AND THEN GO WITH IT. BE  
PROFESSIONAL, DON'T JOKE AROUND...**

**IF YOU LOOK UNCERTAIN, OR IF YOU LET  
MEMBERS START DICTATING THE RULES  
FROM THE FLOOR, THEN YOU WILL LOSE THE  
CHAMBER.**

**YOU ARE THE LEADER, BE FIRM YET POLITE,  
CERTAIN. AND CONFIDENT IN YOUR**

**BEFORE THE CONFERENCE, CUT THIS BOX OUT AND KEEP  
IT WITH YOU WHILE PRESIDING...IT IS YOUR  
MANTRA...YOUR PRESIDING MISSION STATEMENT!**

**FIRM**

**POLITE**

**ANNUNCIATE**

**MAKE YOUR DECISION AND**

**GO WITH IT. . .NOW**

**BE PROFESSIONAL...**

# The Fine Print...

## HOUSE RULES

- 38) No food, drink, gum, etc...
- 39) Cell phones off
- 40) Remember, every elected official can hear you because they have speakers in their office...don't say anything you will regret. Do not let your actions embarrass the program...
- 41) Leave the desks *exactly* as you found them. Using this facility is a privilege, not a right...do not be the reason we can't come to the statehouse any more.
- 42) Men must wear coats at all times.
- 43) Explain the meaning of gavel raps
  - a. 1 Rap = Order
  - b. 2 Raps = Stand
  - c. 3 Raps = Applause
- 44) Explain Amendment Procedure (Found Below)
- 45) \_\_\_\_\_
- 46) \_\_\_\_\_
- 10) \_\_\_\_\_

## OPENING

PO: FIRST YEAR IS NOW CALLED TO ORDER [Bang Gavel]

PO: I WILL NOW CALL ON THE FIRST YEAR CHAPLAIN FOR A MORNING  
DEVOTIONAL -- FIRST YEAR CHAPLAIN GIVES DEVOTIONAL AND PRAYS

PO: HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, I HAVE SOME RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTIONS TO THE CLERK

C: 1. NOTIFY THE HOUSE AND SENATE THAT FIRST YEAR IS IN SESSION AND  
READY FOR TRANSACTION OF BUSINESS

2. THAT THE RULES OF THE FIRST YEAR BE THOSE LISTED IN THE  
HANDBOOK; THEN THE RULES OF THE REGULAR ALABAMA SENATE; THEN  
ROBERT'S RULES OF ORDER

3. THAT IN THE INTEREST OF TIME THAT ALL BILLS BE DECLARED AS  
INTRODUCED AND AS HAVING RECEIVED THEIR FIRST READING AS THEY  
ARE LISTED IN THE BILL BOOK

PO: ALL BILL HAVE RECEIVED THERE FIRST READING AND ARE ASSIGNED TO  
STANDING COMMITTEES AS LISTED IN THE BILL BOOK

FL: **MISTER/MADAME** SPEAKER, I MOVE THAT WE ADJOURN THE FIRST LEGISLATIVE DAY TO CONVENE FOR THE SECOND LEGISLATIVE DAY

PT: SECOND

PO: ALL IN FAVOR OF ADJOURNING THE FIRST LEGISLATIVE DAY SAY AYE – ALL OPPOSED NAY. WE ARE ADJOURNED.

PO: THE FIRST YEAR IS NOW CALLED TO ORDER. **[Bang Gavel]**  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, I HAVE A RESOLUTIONS TO PRESENT

PO: PRESENT YOUR RESOLUTION TO THE CLERK

C: THAT IN THE INTEREST OF TIME, ALL REPORTS OF THE COMMITTEES ARE ACCEPTED AS TURNED IN

PO: THESE BILL HAVING THEIR SECOND READING WILL BE PLACED ON THE CALENDAR FOR PASSAGE ON TOMORROW

FL: **MISTER/MADAME** SPEAKER, I MOVE THAT WE ADJOURN THE SECOND LEGISLATIVE DAY

PT: Second

PO: ALL IN FAVOR OF ADJOURNING SAY AYE – ALL OPPOSED NAY. WE ARE  
ADJOURNED

PO: THE FIRST YEAR IS NOW CALLED TO ORDER [Bang Gavel]  
HAVE WE ESTABLISHED QUORUM?

C: YES

FL: **MISTER/MADAME** SPEAKER, THE REPORT OF RULES COMMITTEE IS THE  
FIRST YEAR CALENDAR.

PO: THANK YOU

---

PO: WILL THE PATRON OF FIRST YEAR BILL NO. ??? PLEASE COME FORWARD.  
WILL THE READING CLERK PLEASE READ THE SHORT TITLE

**YOU DID A GREAT JOB!!!!!!**

**HAVE A GREAT DAY!!!!**

# The "Cheat Sheet"

The first item up for business is First Year Bill No. \_\_\_\_

Will the Patron of the First Year Bill No. \_\_\_\_ please come forward.

Will the Reading Clerk please read the short title.

The Patron(s) now has two (2) minutes for opening remarks.

The Patron(s) has waived further summary, the floor is now open for debate.

The Chair recognizes Representative \_\_\_\_\_.

The Floor is once again open for debate.

The Floor is once again open for debate on the bill in its amended form/original form.

Seeing no further debate, the Patron now has one (1) minute to summarize the bill.

The Patron has graciously waived further summary. We will now take a vote on this bill. All in favor, say "Aye", opposed "Nay". It is the decision of the chair that "the ayes have it/the Nays have it" **RAP RAP** and they do. This bill has passed/failed.

# AMENDMENTS

**Step 1:** Amendment Patrons will bring the Amendment, which is written out legibly on the official Amendment Sheet, to the Clerk of the House/ Senate/ First Year.

**Step 2:** The Clerks will read the amendment to ensure that it is germane (i.e. relevant)

**Step 3:** If the Amendment Patron is called upon, she or he may declare that there is an Amendment on the floor. This is very important...the Presiding Officer IS NEVER OBLIGATED TO CALL UPON AN AMENDMENT PATRON. If the Clerk informs the Presiding Officer that there is an Amendment, the Presiding Officer may or may not call on that person. DO NOT ALLOW DELEGATES TO YELL OUT "AMENDMENT."

It is imperative that the Presiding Officer review this procedure during the reading of House Rules.

# AMENDMENTS

The Patron of the Amendment now has one (1) minute for opening remarks.

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The Floor is now open for debate on the amendment.

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