

# Committee Procedures

## Chairperson of Committees

- A. Call to order
- B. Introduce all members, advisors and resource people.
- C. Call on clerk to read title of each bill.
- D. Take up bills in order.
- E. May call on author to explain his/her bill.
- F. Lead discussion; try to have both sides presented.
- G. After all arguments call for a vote. Simple majority passes the bill.
- H. Keep control of the group, and encourage as many people as possible to participate.
- I. Move to next bill.
- J. A committee should work on a bill to improve it and not be in a hurry to kill it.
- K. Pages should be used to obtain needed information from the Resource Room.

## Clerk of the Committee

### *Attendance:*

- A. Take attendance at each session and list all absences on the **Attendance Report**. Make sure that both you and an advisor sign the attendance form.
- B. Include the school or YMCA name next to each student's name on the attendance form.
- C. Pages will probably pick up attendance sheets and deliver them to the Nerve Center. If not, turn them in to the Nerve Center either in the Capitol or the hotel before you go on to your next activity.

### *Record Keeping for Bills*

- A. Record any action on the bills in your committee or session in the "Bill Progress" area on each bill and return this form to the Nerve Center at the end of each session. Please use pencil as you may want to make changes to this area as the status of the bill changes.
- B. When a bill is passed by your committee:
- C. Fill out a **Bill Amendment Form** for each bill (found on back of each bill).
- D. Complete the **Bill Progress Area**.
- E. Take all of the information to the Nerve Center immediately after your session or committee meeting.