

ORDER OF BUSINESS IN THE HOUSE AND SENATE

1. CALL TO ORDER:

The ____ session of the House/Senate of the 200__ Youth Legislature will come to order. (Rap gavel.)

2. ROLL CALL:

(To the clerk) Is there a quorum present? Clerk calls the roll and replies, a quorum is (or is not) present. Clerks put names on absentee form.

3. PRAYER:

Will you all please rise for our invocation, which will be given by our Chaplain _____(name

4. MESSAGES FROM THE GOVERNOR:

Are there any messages from the governor? Clerk replies.

5. OTHER COMMUNICATIONS:

Are there any other communications to be read?

6. FIRST READING:

A. MESSAGES FROM THE HOUSE/SENATE:

Are there any messages from the House/Senate? (Any bills from the House/Senate are given first reading at this time.) Clerk reads the bills by title and number. Speaker/Lt. Gov. announces bills shall be moved from first reading to second reading.

B. REPORTS OF STANDING COMMITTEES:

Are there any reports from standing committees? Clerk replies yes or no. Speaker/Lt. Gov. asks clerk to read bills passed by committee by title and number. Speaker/Lt. Gov. announces that all bills shall be moved from first reading to second reading.

C. REPORTS OF SELECT COMMITTEES:

Are there any reports of select committees? Clerk replies.

7. MOTIONS AND RESOLUTIONS:

Are there any motions or resolutions? Clerk replies.

8. SECOND READING OF BILLS:

Under the order of second reading, bills shall be read. Committee recommendations and amendments shall be considered first. Unlimited discussion and other amendments may be made. On a motion, a bill may be advanced to the order of third reading by a majority of the members voting. Such motion shall take precedence following the motion to amend.

9. THIRD READING OF BILLS:

The next order of business is the third reading of bills. (Clerk reads the title of the bill.) If there are no objections, the bill will be considered read. A vote is taken.

10. NOTICES:

Are there any announcements?

11. RECESS OR ADJOURNMENT:

The chair will entertain a motion to recess until (next session time). Vote, motion carried, meeting recessed. (Rap gavel)

NOTES:

- If a delegate wants to bring up a bill out of order, he or she may do so by addressing the Speaker/Lt. Governor.
- House/Senate bills that are passed with amendments are sent back to the originating house for approval. If there are no amendments, the bill is sent to the Governor. Committee bills that are passed are sent to the House or Senate.
- **General Orders of the Day:** _____ (name) moves that the House/Senate resolve itself into a committee of the whole to consider bills of the general orders of the day. All those in favor please signify by saying aye. Those opposed signify by saying no. The motion prevails and _____ (name) will take the chair. (Speaker/Lt. Gov. selects a chairman carefully or arranges this beforehand.) When business is completed, have someone move that the committee rise, take a vote, then step down for the Speaker/Lt. Governor to resume. (President) May I have a report from the chairman of the committee of the whole? (Chairman goes to a floor mike and reports all bills recommended by the committee of the whole to be considered under third reading of the bills). Speaker/Lt. Governor brings up each bill for a vote. If amended, vote on amendment first then on the bill. Announce result and if bill is to be placed on third reading of the bills. If remaining time for other sessions is running short and you want to give a greater number of bills a chance to reach the House/Senate for action, have someone move the dispensing of the rules of the House/Senate and consider remaining bills up for immediate vote on third reading of the bill. Two-thirds vote required.