



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WISCONSIN YMCA YOUTH IN GOVERNMENT

LEGISLATIVE BRANCH: SENATE & ASSEMBLY

Use this packet to prepare for Pre-Gov and the Model Government Conference.

Legislative delegates work to create laws that are important and will benefit the citizens of our state.

LEGISLATIVE DELEGATES WILL:

- Research and author a bill.
- Debate and defend the bill.
- Meet all deadlines.
- Be aware and informed of legislative rules and procedures.
- Attend Pre-Gov
- Present a bill at Model Gov and work to get it passed.
- Adhere to the Code of Conduct

The Legislative program gives delegates the ability to make their voices heard on important issues which affect the people of our state. Delegates will research and write bills on topics that are important to them, to their schools, to their family or to the community.

Delegates will present their bills in a committee hearing at Pre-Gov. Those which have the strongest topics or the greatest possibilities for debate will be higher on the docket. During the Model Government Conference, bills will be heard on the floor of the Assembly or Senate. A bill might even find its way to the Executive Branch, where it will either be signed into law or vetoed.

The information in this packet is set up chronologically. Work through the lessons and activities with the other delegates in your delegation. The following information will help you understand what is expected of you.



LESSON – read through the information.



ACTIVITY – print these pages and complete the activity.



ASSIGNMENT – share these completed pages with your youth leader or Delegation Director



LESSON: WHAT IS A BILL?

A bill is a proposal to change the laws of a state – or “draft legislation.” Legislators use a special format for writing the draft so that it fits with existing laws. The laws are called statutes, and states have a lot of them! Officially, they are called the Wisconsin Revised Statutes when all compiled together. Nevertheless, since our lives are always changing, the laws need to adjust, too. Legislative delegates are required to write one bill that either:

- Changes a law that already exists;
- Deletes a law that already exists; or
- Makes a new law to address an issue.

The most important part of writing a legislative bill is that delegates choose a topic that is meaningful to them. The strength of commitment felt toward a bill will undoubtedly influence the overall experience with Youth in Government. Whether your interests lie in the environment, business, education, social programs, or somewhere else, your bill should be about something that you believe in.

- Step 1:** Choose a Topic / Discover a Solution
- Step 2:** Research
- Step 3:** Write First Draft
- Step 4:** Get Feedback
- Step 5:** Write Final Draft and Send In



LESSON: Step 1 – Discover a solution

There are many topics out there that delegates can choose to address. The first step is to come up with a fantastic idea for changing life, as we know it. What you really want to do is find a problem you see in society that you would like to fix.

Legislators are not permitted to reiterate existing Wisconsin law and are encouraged to not make the same or similar provisions as a bill signed into YIG law during the previous Model Government Conference.

Here are some steps to help guide you in your bill research and writing.

1. Brainstorm a list of ideas related to these issues that you find interesting. Think of some issues facing society that you find interesting. It may be helpful to discuss some of these issues with friends, family, and community members to gain more perspective on them.
 - a. A list of ideas is available here: wisconsinyig.org/bill-topics/
2. Consider reviewing bills that have recently been filed in the Wisconsin Assembly and Senate, which can be found online at <https://legis.wisconsin.gov/>
3. Prioritize the list from most important to least important.
4. Combine any ideas that are similar in nature.
5. Determine if the issue is a local, state, or federal issue. Your issue needs to be something that the state government has the authority to address.
 - a. NOTE: Issues under federal jurisdiction cannot be changed, including immigration law, patent and copyright laws, etc.
6. Carefully consider whether there is a pressing need for government to act on these issues.



ACTIVITY: Step 1 – Discover a solution

What problem or concern is your bill addressing?

Problem/Concern:

What do you have in mind to solve this issue? You may have more than one solution...

Possible Solution:

Possible Solution:

How does the problem you have identified, and your possible solution affect your community? What impact will it have on the people you represent?

List three reasons why people would agree with your idea:

List three reasons why people may disagree with your idea:



ACTIVITY: Step 2 – Research

Now that you have selected your idea, it is time to develop it into a bill. It is important that you can make a solid argument for your bill. It is a good idea to develop a research file in which you save information related to your topic. You should collect as much information as possible, because you never know what you might need later in the legislative process.

1. Guide your research with these questions: Is this a responsibility of the government or could it be taken care of in another way? Do other states do this? Has this been tried before in Wisconsin? How much will this bill cost? Where will the money come from? Who will enforce this bill?
2. Research the legal facts surrounding this issue. You should review the Revised Wisconsin Statutes for existing law, research pending legislation, and research what other states have done to deal with this issue. <https://legis.wisconsin.gov/>
 - a. Make sure you do a REALLY GOOD search for your topic. Pick several words or ideas that are related to yours. You don't want to write your whole bill and get up to debate it, only to find out that the same law is already on the books!
 - b. If you search well, most of the time you will find a law that deals with your issue, but it needs to be better. OR you may find a bad law that needs to be removed. You can write a bill to change or delete a current law, and sometimes the best debates come from tweaking a current statute.
 - c. Determine the constitutionality of your proposed law by referring to a copy of the State and Federal Constitutions. When a law is unconstitutional, it means that it goes against the constitution and the Courts will veto it. If you want to write a bill that would invite a court challenge, great – but be prepared to defend that at Model Government.
3. Gather the relevant facts, statistics, details, costs, and evidence from credible sources.
 - a. Understand your sources and be able to present information to support your position.
 - b. Collect research for all sides of the issue, so you are prepared to uphold the merits of your bill and refute criticisms.
4. What are some key terms you need to define in your bill?



LESSON: Step 3 – Write a first draft

After completing research, it is time to write the first draft. Here are some tips to make your bill spectacular.

- **Language.** Use respectful language reflecting YMCA values.
- **Singular Terms.** Use singular terms, such as he, she, the Governor, applicant, etc. Avoid plurals where possible – they can confuse people.
- **Be careful with pronoun usage.** Two or more “he’s” in one sentence can get confusing.
- **Watch for others your act may apply to.** If you use the term “cities,” make sure you don’t also want it to apply to towns, counties, or school districts.
- **Watch “shall” versus “may.”** One little word may force something to happen, instead of giving it the option to happen.
- **Avoid “and/or.”** It makes the statute difficult to read and interpret. If you must use both, consider writing two different sections.

Characteristics of Good Bills

CONTENT

- Written on a topic that is of interest to you and thoroughly researched before Model Government.
- Should relate to a state specific issue – not an issue controlled by the federal government or another state.
- Clearly and succinctly, state the objective of the bill in the title.
- Should contain definitions of specialized terms contained in the bill.
- Should contain provisions for enforcement (who will enforce, how and under what circumstances) only if needed. If a bill does not require enforcement, do not even mention enforcement in the bill.
- Should contain an effective date for when the bill will come into force. The date should be realistic for the provisions of the bill.

FORMATTING STYLE POINTS

- **STATE STATUTE.** If you are amending a statute, you should reference the statute and detail the changes you wish to make to it.
 - If changing a current statute, copy the existing statute in its entirety, strike out any deleted text, and put any new text in **BOLD AND CAPITALS**. If numbering or lettering changes mess up the organization of the statute, you can suggest, “renumbering the sections to conform” in the bill. Keep the same statute number.
- **LONG TITLE.** Give your bill a specific “Long Title.” This goes at the very top of the bill. Example “An Act to provide stability of foster care.”



ASSIGNMENT: Step 3 – Write a first draft

Next, put the bill in the correct format for publication. This means wording it the specific way it will appear at Model Gov. Remember to address all the issues on the Analysis Form. Drafting a bill in the proper form is crucial to getting it passed by the legislature.

Each bill in Youth in Government must contain the following sections:

TITLE – This is the part of the bill that will be read in committee and in the legislative bodies when the bill is up for consideration. A good title is concise and states what the bill is about. Make sure to start with the words: An Act to...

PURPOSE – This section states why this bill is being written. What is the aim or what does this bill hope to accomplish?

ANALYSIS – This section is short (two sentences) and completely objective. The first sentence shall begin “Under current law...” and list the facts as they are now. The second sentence shall begin “This bill requires...” and list what specific changes this bill will make.

DEFINITIONS – In this section, you define any terms which are key to the bill. This is a law and will need to be interpreted by law enforcement so the clearer the language of the bill, the better.

PROPOSAL FOR ACTION – This is the real content of your bill – it explains HOW your bill will work to solve the problem at hand. Be sure that your bill’s goal is clearly stated and well thought-out. Be careful not to list justification in this section; the proposal for action should be actionable text and allowances/ exceptions. It is appropriate to include relevant statistics in the proposal for action, but justification should be relegated to the author’s opening statement. Keep a separate list of all fact sources.

FINANCING – If your bill requires the spending of any money, in this section you need to explain exactly where that money will come from such as new taxes, the sale of bonds, fees etc. (Do not include info in this section if your bill does not call for any specific funding).

PENALTIES/ENFORCEMENT – In this section, you state what penalty would be applied to someone who is in violation of your new law. Penalties can take many forms and are often related to the intent of the bill.

If you’ve made something illegal or told someone to do something, who will make sure it gets done? If something is illegal because of your bill, the police will probably be the enforcement. If you are making a change with your bill that doesn’t make something illegal, then there is probably a state agency that deals with it. *Do not include this section if your bill does not call for any specific penalties.*

EFFECTIVE DATE – Your bill takes effect on this date. Some can go into effect immediately (“upon passage”) others take time to set up so be logical. If you decide that you want to have a specific effective date for your bill, note that that date should be after the Model Government conference.

You can use the blank bill template in this packet to draft your bill or go to <https://bit.ly/wiyiq13> for the blank bill template.

WISCONSIN YMCA YOUTH IN GOVERNMENT

Author:

Delegation:

Title: An Act to

BE IT ENACTED BY THE WISCONSIN YOUTH LEGISLATURE

Purpose:

Analysis:

Under current law

This bill requires

Definitions:

Proposal for Action:

Financing:

Penalties/Enforcement:

Effective Date:



ASSIGNMENT: Step 4 – Get feedback

Title:		
		Does it make sense?
		Is it formatted correctly? Only capitalize Act and proper nouns.
Purpose:		
		Is the purpose of the bill simply stated and easy to understand?
		Is this section only one to two sentences?
Analysis: Under current law...		
		Is this one sentence that explains the current state of affairs pertaining to this bill?
		Is a Wisconsin Statute identified?
		Is the statute being amended, created, or repealed?
Analysis: This bill requires...		
		Is this one sentence plainly stating what this bill would change if enacted?
		Are specific changes to a Wisconsin Statute clearly stated?
Definitions:		
		Are these relevant to the bill?
		Are they easy to understand?
Proposal for Action:		
		Does this section explain HOW the bill will work?
		Is actionable text included?
		Are allowances/exceptions clear?
		Are relevant statistics included?
Financing:		
		Is it clear where the funding comes from?
		Does it make sense?
Penalties/Enforcement:		
		Are any penalties clearly stated?
		Is it clear who oversees enforcement? Is the agency listed?
Effective Date:		
		Is the date in the future (or immediately upon signing)?
		Does the date offer enough time to implement the change?
General:		
		Are you able to understand the intent of the bill and the proposed solution?
		Is any justification included? (it should not be, save this for opening summation)
		Is this law something that can be addressed at the state level?
		Are there any confusing lines? Did you come across any typos?



ASSIGNMENT: Step 5 – Write final draft and send in

Make any necessary changes to your bill after getting feedback from at least one peer and your advisor.

Remember:

- Each bill should not be more than 2 pages in length. (one page is preferred)
- If the bill is changing or deleting a current state statute, you should include the text of the actual statute being changed in the Analysis section of the bill

Check wisconsinyig.org for submission link.



LESSON: Final research & preparation

To prepare for bill presentation, here are a few things delegates can do before Model Gov:

- Interview a senator, representative, or lawyer who can help with the final preparation of the bill and in organizing debate concerning it.
- Ask them to attend your delegation meeting to critique and comment on the bills of all the delegates.
- Seek out opposing views on the subject and take notes.
- Prepare and debate your bill at your local YIG meeting.

When you present your bill (either in committee or on the floor), you will have time for a two-minute opening summation, response to questions, and a two-minute closing summation.

HELPFUL HINTS

Try to use many types of information in your speech:

- Factual Knowledge – Information that is verifiable and agreed upon by almost everyone.
- Statistical Inferences – Interpretation and examples of an accumulation of facts.
- Informed Opinion – Opinion developed through research and/or expertise of the claim. Citing an impressive source can be helpful.
- Personal Testimony – Personal experience related by a knowledgeable party.

Think about:

- Who is your audience?
- What do they believe?
- Where do they stand on the issue?
- How are their interests involved?
- What evidence is likely to be effective with them?

Practice Your Arguments

- Give your opening and closing statements to your delegation, your parents, or just to a mirror.
- Consider creating visual aids (handouts or note cards) to help present any points that may be complex or confusing rather than trying to explain verbally.
- The more calm, prepared, and concise you are, the better chance you have of convincing others to support your bill.

Quality, not quantity

- You have two minutes for opening and closing, but you don't have to use them all.
- Be wise about how much you say and don't confuse the issue with too much information.
- Select the best stuff for your speeches and hold the rest in case you need it during debate time.



LESSON: Opening Summation

Let's start with the opening statement first. You'll have about 2 minutes to WOW the crowd with this.

- **PROBLEM** – First off, you want to make them aware of the HUGE PROBLEM you are trying to fix in your bill. For example: pet safety in moving vehicles. Your opening argument should start out with a bang. A great story or good fact will catch their attention and make them realize that the issue you're discussing is VITALLY IMPORTANT!! Then it's your job to make them think clearly but QUICKLY, "I can't believe I never realized pets don't have to be secured when a vehicle is being operated! We need to cancel all the other bills until we solve this issue!" Give them a couple of facts or tell them a story to make them aware of the problem.
- **YOUR PLAN** – Next, you want to lay out the basic steps of your plan that will deal with this earth-shattering issue. Make a clear statement: "My bill will solve the problem of animals jumping out or distracting a driver while the vehicle is being operated". Then try to pick about 3-5 things that the audience needs to know to understand how your bill will do what it says it will. Where will the money come from? Who will this affect? How will you enforce it? This is where you need some solid facts as to why your bill should become a law.
- **HEAD THEM OFF AT THE PASS** – You know that the other legislators are just waiting to try to bust up your bill, so think of some common arguments that people have had about your bill. [Here is where your practice debates come in handy!] Address them right now before they get a chance to say anything! Example: You may think that it is necessary that pets be secured in a car while it is being operated, but you may find that is not the reason for many car accidents.



ACTIVITY: Draft Opening Summation

Think about:

What is your bill topic?

Why is this overall topic important?

Why is your specific bill important?

How will the state benefit if your bill should pass?

What makes your bill "special" or unique?

What are the selling points?

Is there anything you'd like to emphasize/was left out of the text of your bill?

Why are you "in the right?"

Key points

Be positive...positivity makes the listeners feel good about your bill even before reading it.

A little bit of a "scare" tactic can be effective, but tread carefully.

Don't take this time to talk about the opposition to your bill...Save it for your closing statement.

It's OK to be dramatic...preferably not in a "we're all going to die!" kind of way, but rather overemphasizing your strengths for "the common good."

It's OK to be brief...you don't need a long, exhausting opening statement...if all else fails, just say "I wrote this bill because _____ and I think that you should support it because _____."



LESSON: Response to Questions and Debate

After you've given your opening speech, the legislators will be allowed to ask you questions and make pro and con statements.

- **BE READY** – Have a fact sheet with lots of information in an easy-to-read format so that you can be prepared to answer any questions they shoot at you, like: How many car accidents are caused by an animal who was not secure in a vehicle?
- **THINK ABOUT IT** – Before you are put on the spot, do your homework and find the answers to any questions that you were asked in practice debate. Then strain your brain to try to think of any other questions you might be asked.
- **WRITE IT DOWN** – You also want some paper and a pencil to jot down any con statements that other legislators make – that way you can address those statements in your closing speech. It does not need to be long but just enough to summarize the idea. For example, they may say: Requiring animals to be secured while a vehicle is being operated will reduce animal injuries!



LESSON: Closing Summation

When everyone has asked their questions and made their statements, you will get a chance to finish the discussion. You'll have 2 minutes to leave the audience with no doubt about passing your bill.

- **ADDRESS CON STATEMENTS** – Since you do not get to speak during debate except to answer questions, you will want to take a minute and address the con statements brought up by other legislators. *Hopefully* you jotted them down during debate. Pick a couple of the biggest arguments you heard and take a minute and give rebuttal statements that are short but to the point. If there were no real objections to your bill, try to respond to the debate somehow. Say something like, "I would like to thank the House for its tremendous support of this bill." It lets everyone know you were at least awake for the last ten minutes.
- **CLOSING THOUGHT** – The last thing you say to the audience is what they will remember the most, so you need to decide what is *most important* for them to think about. It's best to restate the problem and then your solution, just to recap. Don't introduce any new ideas – it just confuses people. Then you can add a dramatic closing thought. Have a conclusion you wrote beforehand that you can go right into if you run out of time.



ACTIVITY: Review and practice procedures for Pre-Gov:

Committee Procedures

The normal committee proceedings of the State Legislature cover many more days than our program has. In committee, bills are discussed at length, changed and discussed, made public through news reports and hearings, reviewed and revised thoroughly and finally, if they survive this long, are sent to the floor to be placed on the calendar for debate.

Committee hearings at Pre-Gov are much simpler. After a brief introduction, the debatibility, feasibility and importance will be considered and voted on. Votes in committee will determine which bills will be higher on the docket of the legislature for debate.

Committee assignments are made by the State Office. Factors considered in committee assignments include bill topic, relative size of each committee and diversity in terms of local delegations.

CHANGE: Committee members can offer amendments.

Amendments at Pre-Gov

Amendments may be offered from the floor to any bill after the author's opening statement.

Amendments must be submitted online prior to the bill being introduced.

- The Clerk shall read the proposed amendment and invite the amendment author to give a 1 minute authorship speech.
- There is a 3 minute time limit on amendment debate.
- After the first con speech, debate will be pro/con and continue until a vote is called or time elapses.
 - If there are no con arguments, a motion to pass by unanimous consent may be considered.
- The bill author will receive a 1 minute closing speech and then the amendment will be voted on.

Bill Ranking

Bills are ranked on the following criteria:

- **Debatability*** - Is there controversy or good arguments for both sides of the issue? Would there be a good debate on the floor?
- **Feasibility** - Will the bill be enforceable and effective?
- **Importance** - Is this bill vital to the state? Does it concern a pressing issue?

*Debatability ranking will be weighted.

Bills are ranked along the following scale:

excellent good average insufficient poor

Remember: Bill rankings are not relative to the passing/failing of the bill - bills are simply being ranked on the criteria and **not** on whether or not the delegate would like to see the bill enacted.

Reading/Ranking Procedures

- The co-chair will ask the author to read the bill's title and purpose aloud.
- The author is given one minute for an opening speech on the bill's merits in relation to the ranking criteria.
- Amendments will be considered according to the procedure above.
- Debate is opened on the bills. Each of the following sections will follow the pattern of one pro speech, one con speech, and open debate totaling no more than three minutes per section.
 - Debatability
 - Feasibility
- After time for debate has elapsed, the author is invited to make a one minute closing speech on behalf of their bill to emphasize its importance.
- The co-chair will review the bill number and give time for delegates to complete the ranking of that bill.

Time Recommendation Per Bill

- Title & Purpose of Bill
- Author Presentation - 1 Minute Maximum
- Amendments
 - Opening – 1 minute
 - Debate – 3 minutes
 - Closing – 1 minute
- Discussion of Merit – Debatability
 - Pro speech – 1 minute
 - Con speech – 1 minute
 - Open debate – 1 minute
- Discussion of Merit – Feasibility
 - Pro speech – 1 minute
 - Con speech – 1 minute
 - Open debate – 1 minute
- Author Summation – 1 Minute Maximum
- Complete Bill Ranking form

General Rules of Legislative Committees

- Committees will meet and function at times listed on the printed schedule.
- All delegates will report to their assigned committee and be present at all sessions.
- Co-chair will serve as secretary to keep a written record of all actions that the committee takes.
- All appointed officers of the legislature may serve as voting members of a committee. The following elected officers may NOT vote: Governor, Lt. Governor, the Senate President, and Assembly Speakers.
- The Chair may be a voting member of the committee.
- A roll call will be taken when the committee is called to order. This list will become the official list of voting members in the committee.
- Bills will be discussed in numerical order. The only exception to this will be the chair's bill - the chair may elect to present his or her own bill first (as an example for the other delegates) or last (so as to not disrupt proceedings).
- The chair must pass the gavel for discussion of his/her own bill.

Introductory Procedures

- Roll call & attendance.
- Introductions & ice breaker - each delegate gives their name, delegation, years in the program.
- Reading period.
- Networking for amendments.
- Call to order - chair accepts a motion to call the session to order.
- Review bill ranking criteria and scale.
- Review committee procedure.
 - The committee will wait until debate has closed on a bill before ranking it.
 - Rankings here are not relative to the passing/failing of the bill - bills are simply being ranked on the criteria (debatability, feasibility, importance) and **not** on whether or not the delegate would like to see the bill enacted.
- Review parliamentary procedure as it relates to Pre-Gov.

Review of Parliamentary Procedure (Parli Pro)

- Getting recognized to speak
 - The Chair will call for a pro or con speaker
 - Raise your hand and wait for the chair to recognize you by name
 - Speak your piece, pro or con
 - If you are speaking PRO, or FOR, the author's bill: When you are done, say "I yield my time to the author's closing summation."
 - If you are speaking CON, or AGAINST, the author's bill: When you are done speaking and if time remains, say "I yield my time to the Chair."
- Introducing yourself
 - "Delegate [last name], [delegation] delegation. Thank you, Chair."
 - Example: Delegate Jones, Wausau delegation. Thank you, Chair.
- Other notes
 - Always refer to the bill's author as "the author"
 - Always refer to other speakers as "previous delegates" (not by name!)
 - Delegates should NOT be speaking while other delegates are arguing their points.



ACTIVITY: Debate practice

The next step is for delegates to convince all the other legislators at Model Gov that the bill should pass. Rules of parliamentary procedure will be followed. Time limit on a bill is 20 minutes and can be extended up to a maximum of 40 minutes.

Order of Debate

- 1. Introduction** – the Clerk will read the bill number and title (An Act to ...). The author will be asked to come forward and delegates will have time to read the bill until the author's opening summation. Then the presiding officer will say, "We will now move to the author's opening summation."
- 2. Opening summation – 2 minutes** – after being recognized by the Chair,
 - a. Introduce yourself – guide below
 - b. Give your speech
 - c. When finished, say "I reserve the rest of my time for my closing summation."
- 3. Con/Pro/Con debate – 2 minutes per speech, 3 speeches total** – speakers will be called in order with regard to stance on the issues for these 3 speeches only
- 4. Open debate – 2 minutes per speech** – speakers will be called without regard to pro or con. This continues until time elapses or the chamber votes to end debate
- 5. Closing statement – 2 minutes** (plus time yielded from the opening statement and pro speakers)
- 6. Voting** – the Chair will ask all those in favor to say "Aye" and all opposed to say "Nay."

NOTE: voting should be done using your NORMAL speaking voice, not any louder.

 - a. Legislative appointed officials may debate and vote. The Senate President and any Assembly Speakers may only vote to break a tie.
 - b. If you feel that a voice vote is too close, you may call a standing vote.
 - i. Loudly call out the word "Division!" before the Chair pounds the gavel, ending bill consideration.
 - ii. Stand up for aye/nay vote and sit down after you are counted.

Recognition

"Representative/Senator [last name], [delegation] delegation. Thank you, Chair."

- Examples: Representative Smith, Wausau delegation. Thank you, Chair.
Senator Jones, Stevens Point delegation. Thank you, Chair.

Debate procedure

In addition to (or instead of) speaking, you can also do any of the following if you reserve your right:

Ask a Question or Series of Questions

Delegates may use part or all of their time to ask the author a question or series of questions, any of which can be debatable or non-debatable. Answers by the author are included in your time. **Once you are satisfied with a response, you can pause them, thank them for their answer, and move on to another question or to speaking/yielding.**

- After being recognized by the Chair, introduce yourself (guide above)
- Address the author, saying "Would the author yield to a series of questions?"
- If you would like to speak after your questions, say "I reserve my right to speak after."
- Ask your question or questions. Comment afterwards if you reserved the right to do so.
 - Sample non-debatable questions: Where did you get your research? How many people will this impact? From where will the funding come?
 - Sample debatable questions: Isn't this bad for Wisconsin? Why is this a good option? Won't this be too expensive?
- If time remains, say "I yield my time to the Chair."

Yielding

Delegates may also yield part of their time to one other delegate. You must reserve the right to yield before you begin speaking, and the delegate you are yielding to must be with you. The first delegate must speak for 45 seconds before yielding is in order.

Motions

Only one motion can be addressed at a time. No other motion can be considered until the first motion has either passed or failed.

To do this	Say this	Interrupt?	Second?	Debate?	Vote
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting*	I move that we recess until..	No	Yes	No	Majority
Raise point of order	Point of order	Yes	No	No	Chair rules
Request information	Point of information	Yes	No	No	Chair rules
Appeal the ruling of the chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority
Suspend further consideration	I move we table...	No	Yes	No	Majority
Offer an amendment	I move to amend...	No	Yes	Yes	Majority
Approve by unanimous consent	I move to approve ... by unanimous consent	No	No	No	All
Limit or extend debate*	I move that 'describe change to time limits'	No	Yes	No	2/3 vote
End debate	I move the previous question	No	Yes	No	2/3 vote

* Recess refers to taking a break in the middle of a meeting. When you reconvene from recess, you take up business right where you left off. Adjournment ends business for the day.

Amendments

Amendments may be offered from the floor to any bill during open debate unless the amendment significantly alters the nature of the original bill.

Amendments must be presented to the Clerk with an official amendment form.

The author must be recognized by the presiding officer while amendments are in order.

Amendments may not be proposed during the first rounds of debate nor in the last five minutes of debate on a bill. The presiding officer will rule on the admissibility of an amendment if its germaneness is in question.

- The presiding officer will announce when amendments are in or out of order.
- The Clerk shall read the proposed amendment.
- The amendment author will receive a 1 minute authorship speech.
- There is a 5 minute time limit on amendment debate.
- After the first con speech, all debate will be pro/con and will continue until a vote is called or the 5 minute time limit elapses.
- The bill author will receive a 1 minute closing speech.
- After voting on the amendment, debate on the original bill shall resume.

Script for Debate

Start of each bill: "Will the clerk please read the number and title of the next bill? Delegates will have time to read the bill as the author comes forward. Will the author of bill number __ please come forward?"

Once the author is set up: "The author is now recognized for a two-minute opening summation. Author, you may begin when ready."

After the author yields time to closing summation: "Author, you have yielded _____ to your closing summation."

Con/Pro/Con Debate – 2 minutes per speech, 3 speeches total

"We will now move into two rounds of pro-con debate. Seeing as the author's opening was a pro speech, we will now entertain a two-minute con speech."

"Thank you, delegate. We are now in order for a pro speaker. Are there any such speakers on the floor?"

"Thank you, delegate. We are now in order for a final con speaker. Are there any such speakers on the floor? "

"Thank you, delegate. We will now move into a period of open debate. Are there any such speakers on the floor? The floor is also now open for amendments."

Open Debate – 2 minutes per speech. *Assembly, limit to 10 minute. Senate – use your judgement for the timing

- Call on 4-6 delegates at a time to approach the microphone.

When the floor is no longer open for amendments – "The floor is not closed for amendments."

*no amendments in the last 5 minutes of debate

When debate is done

"The time for open debate has now elapsed. (OR "Seeing no other speakers...")

Closing Summation – 2 minutes + _____(yielded time)

"We will now hear the author's (2 + yielded time) minute closing summation. Author, you may begin when ready."

"Thank you, author. We will now move to a vote on this bill. All those in favor, please signify by saying aye. All opposed, please signify by saying nay. In the ears of the chair, the ayes (nays) do have it. This bill does (not) pass." (bang gavel twice)