

SSI ONSITE MOCK COMMITTEE MEETING

Committee Chair Instructions

*****Please Read This Document to the End*****

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Thank you for volunteering to serve as a chairperson for our SSI Onsite Mock Committee Meetings! We look forward to a wonderful and educational experience for our students.

Details

Follow the instructions in the email you received to find your committee assignment and download the legislation. The email also includes the time and location of the committee meetings. You can also find this information at <https://ssionline.org/vip-resources/>.

There will be a brief orientation for all VIP volunteers prior to the committee meetings. Coffee and refreshments will be served. Following the orientation, you will be introduced to the students, a photo will be taken, and the committee meetings will begin.

***Please arrive at least 5 minutes early** so that we can start on time. If you are running late or will be unexpectedly prevented from attending, please call Joseph Cecil at 989-388-1149.

Committee Overview

Committees are named after American presidents (Adams, Jefferson, Washington, Madison) rather than being named to indicate what type of bills are being considered, and instead of Republican and Democratic Caucuses, we have the Blue Caucus and the Green Caucus.

Each committee will be considering two bills and each bill will have two lobbyists: one speaking in support of the bill and one speaking in opposition to the bill. Students are assigned their position on each bill and spend 2-3 days role-playing as state representatives. Half of the student committee has been assigned to support the bill and the other half to oppose it. The students are not allowed to change their vote, nor are they allowed to amend the bill.

Student Representatives must use proper parliamentary procedure during the meeting, meaning that the Chair is running the meeting, and students must be recognized by the Chair before asking a question or making a comment, even when addressing other committee members.

****Please explain what this should look like to the students.***

Chair Information

Every student **must** participate at least once by either asking a question or making a comment. If students have not engaged by the second bill, feel free to encourage them to make a comment or ask a question. You can remind the group of the required participation, and if you notice that one student has not participated, you can encourage the student to speak by saying, "Representative *Lastname*, we haven't heard anything from you. I'll give you a minute to think of something to say and then come back to you for a question or comment."

Committee Agenda and Schedule:

Opening Procedure and Roll Call: 3 minutes

First Bill: 35 minutes

5 Minute Break (*time permitting*)

Second Bill: 35 minutes

Adjourn: 2 minutes

Reception with Students: 15 minutes

Before starting, ask the lobbyists for their *Committee Hearing Cards* which will have their name and the organization they represent so that you can recognize them. The lobbyists may use a fake name and/or organization.

Note: Because of the lobbyists' schedules, the order in which the bills are considered CANNOT be changed without permission.

Opening Procedure and Roll Call (3 minutes)

Call the meeting to order and take the roll using the *Committee Tally Sheet*. We will also have name tents by each seat so you can call on them by name (Representative *Lastname*). Take time to explain basic parliamentary procedure (raising hand to be recognized, speaking through the Chair, how to make a motion i.e. "I move" not "I motion").

First Bill (35 minutes)

1. Announce that the committee will be taking up bill #... for public comment.
The order in which you take up your committee's bills is listed in materials provided.
2. Ask the Bill Sponsor from the sponsoring caucus to give a brief introduction of the bill.
3. Call on the first lobbyist using the information on the Committee Hearing Cards.
Note: If the first lobbyist is not there on time, you can have the opposing lobbyist go first.
4. Lobbyists should be given 3-5 minutes for their initial remarks followed by 6-8 minutes for questions from the students. The whole process should take 10-12 minutes. **If any lobbyists do not finish their testimony after 5 minutes, ask them to wrap up so that students may begin asking questions.** Lobbyists who give long winded answers can also be asked to keep their answers concise. Students may be reluctant to ask questions at first. Feel free to ask questions or make comments yourself.
5. After approximately 25 minutes of lobbyist testimony and questions, the lobbyists should be thanked, and debate should be opened between caucuses. Ask whether anyone has any questions or comments for the other caucus. Remind them that they should direct everything through you. Again, students may need to be prompted to begin debate. You can help by presenting some thoughts as a devil's advocate.
6. After approximately 10 minutes or if the debate has come to a natural end, explain how to ask for a motion to report the bill out of committee and request a second. Use the tally sheet to record their vote (yea or nay) as you read off their names. ***Caucus members must vote FOR the bill they are sponsoring and AGAINST the bill they are opposing. All bills must be reported out of committee after debate.*** If the bill receives a majority of yes votes, then the bill will be reported out with a "favorable recommendation." Otherwise it will be reported with an "unfavorable recommendation." The Chair should vote in the case of a tie.

Note: Depending on how involved students are during the first bill, there may or may not be time to take a brief break.

Take up the second bill following the same procedure as the first: 25 minutes of testimony and questions and 10 minutes of debate between caucuses.

Close the meeting by asking for a motion to adjourn. Please make sure everything is done by the time indicated on your *Committee Chair and Lobbyist Assignments* sheet.

There will be a brief VIP reception with the students immediately following the committee meeting. We invite you to stay if time permits.

If you need more information on the bills or our committee procedure, please contact us for additional assistance. **If you have any questions, please call Aimee Chauvin at 517-321-6233x702.**

Note: If an emergency arises and you cannot fulfill your commitment on the day of the event, please call or text Joseph Cecil at 989-388-1149.