

# LEAD SENATE MOCK COMMITTEE MEETING

## *Committee Chair Instructions*

**Note: If an emergency arises and you cannot fulfill your commitment, please call Isaac Van Loh at 517-618-1449.**

Thank you for volunteering to serve as a Chair for the LEAD Legislative Committee Meetings! We are looking forward to a wonderful and educational experience for our students and are glad that you can be a part of the team.

## Details

**Follow the instructions in the email you received to find your assignment and download the bills your committee will be considering. The email also contains the time and place of the committee hearings. You can also find this information at <https://ssionline.org/vip-resources/>.**

## Chairing

You will be chairing a hearing on two different bills. Each bill will have two lobbyists speak: one supporting the bill and one opposing. Committees are named after American ideals (Liberty, Justice, Freedom) 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. Students spend the week role-playing as senators and are assigned their position on each bill. They are not allowed to change their positions. Senators must use proper parliamentary procedure during the meeting, meaning that the Chair is running the meeting, and students must have the Chair recognize them in order to ask a question or speak. They are not allowed to directly ask questions of each other but must ask them through the Chair. *Please explain what this should look like to the students.*

An adult volunteer will be acting as a Clerk and may be able to answer questions during the meeting. Every student **must** participate by either asking a question or making a comment. If students have not engaged by the second bill, feel free to draw them out and encourage them to make a comment or ask a question. You might remind the group that each person needs to ask a question or make a comment and tell them if they still don't say anything, soon you'll start calling out people by name. If you notice that one student in particular has not participated, you can single him out 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."

## Schedule:

1:30pm	Arrive at the Anderson House Office Building
1:45-2:40pm	Opening Procedure and First Bill
2:40-2:50pm	Ten Minute Break
2:50-3:45pm	Second Bill

**End by 3:45pm**

**Because of certain lobbyists' schedules, the order in which the bills are considered CANNOT be changed.**

*Continued on back*

### **Opening Procedure (1:45)**

Call the meeting to order and instruct the Clerk sitting next to you to take role with the *Committee Tally Sheet*. We will also have name tents by their seats so you can call on them by name (Senator *Lastname*). Take some time to explain the basics of 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 (1:50-2:40)**

1. Announce that the committee will be taking up bill #... for public comment.  
The order in which you take up your committee’s bills will be listed in materials provided for you upon arrival.
2. Ask the Bill Sponsor from the sponsoring caucus to give a brief introduction of the bill.
3. Recognize the lobbyists and moderate student questions.  
The Clerk will give you a committee hearing card with information for you to introduce each lobbyist. If the supporting lobbyist is running late, you can have the opposing lobbyist go first. **The first lobbyist should be given 3-5 minutes for his initial remarks followed by approximately 10 minutes of questions. This would then be repeated for the second lobbyist.** If a lobbyist runs over time, ask him to wrap up so that students can ask questions. Longwinded lobbyists can be asked to keep their answers short so more questions can be asked.  
Students may be reluctant to ask questions at first. Feel free to ask questions or make comments yourself to help them start.
4. **By 2:20**, students should finish asking the lobbyist questions and begin considering amendments and debating with each other regarding the bill. If the legislators do not yet have the proposed amendments, you can instruct the Clerk to pass them out. Beginning with the supporting caucus’ first amendment, ask the amendment sponsor to explain the purpose of the amendment. After that, debate on the amendment can take place. When time for debate is up, tell the students that time for debate is over, and they are going to vote on the amendment that has been offered. The Clerk should use the role sheet to record their vote (yea or nay) as their names are read. Senators are free to vote as they please for amendments. The Chair should vote in case of a tie. You have approximately 20 minutes for the amendment process. Consider how many amendments the bill has, and use that to gauge how much time you can spend on each amendment.
5. After all the amendments have been considered, you can ask if there is any final debate concerning the bill in general.
6. **Near 2:40**, the vote for the bill should take place. Explain how to ask for a motion to report the bill out of committee and request a second. The Clerk should then call the vote.

***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 out with an “unfavorable recommendation.” The Chair should vote in the case of a tie.

### **Break (2:40-2:50)**

**Take up the second bill following the same procedure as the first.**

**2:50** Hear testimony **3:20** Amendments/Debate **3:45** Adjourn

**Close the meeting by asking for a motion to adjourn. Please make sure everything is done by 3:45pm. Thank you!**