

# LEAD Committee Chair Instructions

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 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/>.**

**If an emergency arises and you cannot fulfill your commitment on the day of the event, please call or text Grace Anne Rosbury at (989)-494-8432.**

## 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 Presidents (Adams, Jefferson, Washington, Madison) or values (Freedom, Liberty, Justice) rather than being named to indicate what type of bills are being considered. Each committee is split into two caucuses, Green and Blue, instead of Republican and Democratic Caucuses. Students spend the week role-playing as state representatives or state senators and are assigned their positions on each bill. They are not allowed to change their positions. Legislators must use proper parliamentary procedure during the meeting: 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 to the students what this should look like.*

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:

1:15pm	Arrive at the Anderson House Office Building
1:30-2:25pm	Opening Procedure and First Bill
2:25-2:35pm	Ten Minute Break
2:35-3:30pm	Second Bill

**End by 3:45pm**

If you have any questions, please contact our office at 517-321-6233 or email us at [programs@ssionline.org](mailto:programs@ssionline.org).

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# Day of Event Procedure

## Opening Procedure (1:30)

Call the meeting to order and instruct the Clerk 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 (Representative *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”).

**The order in which the bills are considered should not be changed without consulting SSI Staff.**

## First Bill (1:35-2:25)

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.  
**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 by the second lobbyist.**  
If a lobbyist has not finished his testimony after 5 minutes, ask him to wrap up so that students may begin asking questions. Lobbyists who give long winded answers can also be asked to keep their answers short so that 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 2:05**, students should finish asking questions of the lobbyists and begin debating with each other regarding the bill. 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.
5. After approximately 20 minutes of debate or if the students don’t have anything else to say, explain how to ask for a motion to report the bill out of committee and request a second. The Clerk should use the role sheet to record their vote (yea or nay) as their names are read.

***Caucus members must vote FOR the bill they are sponsoring and AGAINST the bill they are opposing.***

Due to the nature of the simulation with the student’s assigned position, each bill, regardless of the vote tally, will be reported out of committee. As Chair, you are the only undetermined vote. We ask that you vote in favor of the caucus that asked the best questions and gave the best arguments. If you vote in favor of the bill, it will be reported “with recommendation”; if you vote against the bill, it will be reported “without recommendation.”

## Break (2:25-2:35)

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

**2:35** Hear testimony **3:10** Begin debate **3:30** Adjourn

**Close the meeting by asking for a motion to adjourn. Please make sure everything is done by 3:30pm. Thank you!**