

YOUTH & GOVERNMENT™

We build strong kids, strong families, strong communities.

Indiana YMCA Youth and Government Committee Procedures

I. Hours of meeting

The hours of meeting shall be as established in the printed program.

II. Order of Business

The order of business for the committees shall be as follows:

1. Roll call
2. Motions
3. Consideration of bills on Docket
4. Adjournment

III. Call to Order

The Co-chairs shall take the chairs precisely at the hour appointed for the meeting and shall immediately call the committee to order.

IV. Quorum

A majority of the members (50% plus 1), excluding ex-officio members, of the committee shall constitute a quorum of the committee for the purpose of conducting business and voting.

V. Docket

The State Director will assign bills to committee. It is the Co-chairs' responsibility to set the docket for their committee.

VI. Duties of the officers

The Co-chairs shall have the responsibility to set the docket, keep order of the committee, and guarantee each bill equal consideration. The Co-Chairs shall also be responsible for keeping track of all votes, and keeping all amendments with the bill. The presiding Co-chair may vote only in case of a tie.

VII. Committee Procedures

When ready for consideration of the bill, the following procedure is used:

A. Step One: Introduction

CHAIR: "We are now ready for consideration of Senate (House) Bill # ____: An Act to... (reads title). Is there a sponsor present?" The bill's sponsor stands up and says:

SPONSOR: "Mr. (or Madam) Chair, and members of the committee, this is a bill (or resolution) to (explain the bill concisely, explaining why the committee should support it)."

**Note: Sponsor must be a legislator, even if not the bill's actual author.
Sponsors have three minutes to speak.**

Indiana YMCA Youth & Government
615 N. Alabama Street, Suite 200
Indianapolis, IN 46204
(317) 266-9622 * Fax: (317) 266-2845
www.indymca.org

Mission: To ensure that leadership, democracy, and the YMCA Core Values of Honesty, Caring, Respect, and Responsibility are learned by each generation.

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B. Step Two: Questions

A total of two minutes will be allotted for questioning of the sponsor.

CHAIR: "Are there questions by members of the committee regarding this bill?"

This is not time for debate, questions are for clarification only. Only members of the committee may ask questions.

C. Step Three: Committee Debate

CHAIR: We will now begin debate. Do I hear a motion on this bill?"

COMMITTEE MEMBER: "I move this bill be reported 'do pass'" (or other appropriate motion).
Only committee members may make motions.

CHAIR: "The committee is now open to discussion on this bill."

COMMITTEE MEMBERS: Chair will recognize speakers and guide open discussion regarding this bill, respecting time limits. A total of ten minutes will be allotted for debate, equally divided between proponent/opponent.

D. Step Four: Closing

CHAIR: "The Sponsor of this bill may have Two minutes to close."

SPONSOR will give a 2 minute closing speech on the bill.

CHAIR: "This hearing is now closed."

E. Step Five: Voting

When the discussion ends, either by motion or end of allotted time, the Chair moves to a vote, saying:

CHAIR: "We have a motion before us by Senator/Representative _____, that (repeats the motion on the floor.)" (Remember, if the bill was amended, the main motion needs to be changed to "do pass as amended.")

CHAIR: "All those in favor of (or "all opposed to") the motion please raise your hand." Vote is by show of hands.

CHAIR announces outcome of vote. CHAIR then proceeds with subsequent bills.

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VIII. Method of Voting

- A. All members shall vote, unless religious or moral reasons shall force them to abstain from voting, in which case they shall have the right to express their reason for abstention. The vote shall be a simple "Aye" if for the measure or motion; "No" if opposed.
- B. A majority vote of the members of the committee present shall be required for the passage of any bill. The Co-chair presiding may only vote in case of a tie.
- C. Once begun, the vote shall not be interrupted.

IX. Amendments

Amendments may be introduced only in Committees and only as author's amendments.

Author's amendments may be presented to the committee prior to the consideration of the bill, and will become part of the un-amended bill without debate or vote of the committee.

Author amendments may not change the intent or title of the original bill as submitted to the YMCA Model Legislature and Court office.

Committee members may suggest amendments to the author but the amendments will not be considered unless the author accepts them. If the author accepts the committee members suggested amendment, a debate on the amendment shall take place in committee.

All amendments shall be in writing and attached to the original bill and committee report thereon at the time the bill is returned to the Secretary of State with the committee report.

Amendments which constitute a change of 25 words or more shall be reproduced by the sponsor for distribution to members of both houses.

No amendments will be allowed on the floor of the House (Senate).

X. Decorum and other Procedures

- A. Issues not covered by these Committee rules shall be governed by the Standing Joint Rules of the Indiana YMCA Model Legislature and Court.
- B. Members of the committee are defined as those individuals listed in the current year's billbook for each committee. The Co-Chairs cannot alter the membership roster.
- C. The Speaker of the House (President of the Senate) is ex-officio member of all committees, thus may speak as a committee member, but cannot vote in the committee.
- D. After all bills receive a vote of "do pass" or "do pass as amended" the Committee report shall be filed with the Secretary of State. If a bill receives a vote of "do not pass", it officially "dies" when the House (Senate) adopts the committee reports.

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XI. Motions

- A. Do pass. To pass a bill out of committee for debate in the House (Senate), as originally submitted.
- B. Do pass as amended. To pass a bill out of committee for debate in the House (Senate), as amended in committee.
- C. To Recess. The Co-Chairs may call a recess without a motion. But the motion may be made a member of the committee.
- D. To Adjourn. The Co-chairs may entertain a motion to adjourn when ALL of the business of the committee is finished. Only germane when the Co-chairs requests the motion.

XII Committee Reports

- A. Each committee shall report promptly to the House (Senate) its recommendation on those bills referred to it by the Model Legislature and Court staff. These reports shall be in writing, and shall be delivered to the Secretary of State.
- B. Amendments to bills reported favorably from committee ("do pass as amended") must be in writing and submitted along with the bill when it is sent from the Committee to the Secretary of State and will become part of the bill from then on.

XIII Parliamentary Rules

In all cases not provided for these Rules, the authority shall be the Standing Joint Rules and Roberts Rules of Order (revised).

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