

## Indiana YMCA Youth and Government Standing Joint Rules

### 1. Hours of meeting

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

### 2. Order of business

The order of business for the legislative houses shall be as follows:

1. Roll call
2. Invocation by the Chaplain
3. Pledge of Allegiance
4. Messages from the Governor
5. Messages from the other House
6. Motions
7. Consideration of bills on Docket
8. Announcements
9. Adjournment

### 3. Call to order

The presiding officer, or in his/her absence, the Speaker Pro-Tempore (President Pro-Tempore), shall take the chair precisely at the hour appointed for the meeting and shall immediately call the House (Senate) to order.

### 4. Quorum

A majority of the members (50% plus 1) of either House shall constitute a quorum of that House for purposes of conducting business and voting.

### 5. Committees

The following are Standing Committees of the Indiana YMCA Model Legislature; Crime and Punishment, Health Care, Transportation, Welfare, Education and Children, Economic Development, Miscellaneous. The House and Senate Standing Committees shall hear all bills assigned by the State Director. Committees will have approximately equal numbers of bills for consideration. The Committee Co-Chairs shall establish the docket. Each author will have equal time to present his or her bill. A simple majority shall be required to pass bills out of Committee. Each committee shall report promptly to the House (Senate) its recommendations 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 who will deliver them to the Chief Clerk (Secretary) or an assistant, and shall have them placed on the docket as appropriate unless otherwise ordered by a majority vote of the members present.

### 6. Messages from the Governor

Messages from the Governor shall be delivered to the Chief Clerk (Secretary) or to an assistant and shall be read.

### 7. Messages from the other house

Messages from the other House shall be delivered to the Chief Clerk (Secretary) or to an assistant, and shall be read. Bills approved by the other House shall be placed on the docket.

### 8. Introduction of bills

Each Representative or Senator must introduce one on the form provided by the Indiana YMCA Model Legislature and Court staff office, or a reasonable facsimile thereof. The Bills shall be printed separately, except that in the case of identical bills from different legislators, the text of the bill shall be printed in the Bill Book only once, but the bill shall carry the names of each of the legislators. No bill may be introduced except in the manner specified in these rules.

### 9. Docket

All bills on the House (Senate) docket shall be called for consideration in the order determined by the Secretary of State or the Chief Clerk (Secretary).

Within the legislative houses, the Chief Clerk (Secretary) shall establish the order of bills on the docket, subject to the direction of the presiding officer. The presiding officer may give priority on the docket to the consideration of bills originating in the other House

and any bills vetoed by the Governor but such bills shall be called in the order of their receipt. Each House may adopt a ratio for consideration of bills from the other house.

#### 10. Consent Calendar

At the conclusion of the final legislative session, at the discretion of the presiding officer, a motion may be made to place all pending legislation which currently appears on the docket to a "Consent Calendar". Bills on the Consent Calendar must meet the following requirements:

- A. Must have the approval of the bill's author/sponsor.
- B. Must have been heard and passed in the house of origin.
- C. Must not have been heard on the floor of the House (Senate) prior to the Consent Calendar motion (except in the case of a bill sent to the floor after being referred back to committee).
- D. Must be currently on the docket (Bills may not be pulled from the table or committee).

Any member of the House (Senate) may ask that a bill be removed from the Consent Calendar and the Clerk (Secretary) will do so. The Consent Calendar Motion shall not be used to override a Governor's veto of legislation. The Consent Calendar shall be approved by a majority vote of the House. If approved, Consent Calendar legislation will be sent to the Governor for action.

#### 11. Suspension or amendment of the rules

The Standing Joint rules may be suspended during each session with a 2/3<sup>rd</sup> vote of both Houses.

The Standing Joint rules may be amended through a resolution initiated in a joint committee which has been appointed by the Speaker of the House (3 members) and the Lt. Governor (3 members). The joint committee hears the resolution, refines it if necessary, and then brings the proposed amendment before both Houses. The amendment passes with a 2/3<sup>rd</sup> vote of both Houses.

#### 12. Duties of officers

- A. Legislative officers do not have debate and voting privileges on the floor of their House except as specified in 12(C) below.
- B. The Speaker (Lieutenant Governor) or other presiding officer shall possess the following powers and perform these duties:
  1. Preserve order and decorum; rule on points of order of other members;
  2. Decide all questions of order subject to appeal by the House (Senate) ;
  3. Have general direction over the Chambers and other rooms set aside for the use of the House (Senate);
  4. Have general control and direction over the bills, and papers of the House (Senate);
  5. Authenticate by signature, all bills, memorials, resolutions, order, and proceedings of the House (Senate);
  6. Be an ex-officio member of all committees to the House (Senate) and all joint committees but without the right to vote. This attendance shall not be considered in establishing a quorum in such committee meetings.
- C. The Speaker of the Assembly and the Lieutenant Governor shall vote only in case of a tie vote.
- D. The Speaker Pro-Tempore (President Pro-Tempore) shall have the powers and perform the duties of the Speaker (Lieutenant Governor) in his/her absence.
- E. The President Pro-Tempore shall serve as Chair of the Joint Committee on Rules.
- F. The Chief Clerk (Secretary) shall have the following duties:
  1. Have charge of and supervise all clerical business and printing of the House (Senate);
  2. See that all records are properly kept;
  3. Refuse to permit any records or papers to be taken from personal custody, except upon duly signed receipts from authorized persons;
  4. Read or allow assigned assistants to read from the desk only such matter as the presiding officer shall direct;
  5. Have general supervisions over all clerks, attaches, and employees of the House (Senate) with full responsibility for their attendance and the proper performance of their duties;
  6. Dispatch to the other House all bills with their amendments promptly upon passage by the House concerned;
  7. At the direction of the presiding officer, correct the title of any bill to conform to amendments adopted by the House (Senate) to the text of the bill, and correct clerical errors in bills.
  8. The Chief Clerk (Secretary) can author and present a bill. He/she can not debate bills other than his or her own

bill. When presenting his or her bill, he or she must step down from the role of Chief Clerk (Secretary) and appoint a qualified replacement.

- H. The Sergeant-at-Arms shall have the following duties:
  - 1. Attend the House (Senate) during its sessions, preserve order, and perform such other duties as he/she may be assigned by the presiding officer.
  - 2. See that no person is admitted to the House (Senate) Chamber during its session other than its members, except as directed by the presiding officer or otherwise directed in these Rules.
  - 3. Direct the activities of assigned assistants.
  - 4. The Sergeant-At-Arms can author and present a bill. He/she can not debate bills other than his or her own bill.
- I. The Chaplain shall offer invocation at the opening of each day's regular sessions, and at such other times as he/she may be requested. He or she has all other privileges of a member of the House (Senate)

### 13. Decorum and privileges of members of the legislature.

- A. When a member desires to address the House (Senate) the member shall raise their name placard and wait to be called on. Upon being recognized, they are to rise, address themselves to "MR (or Madam) Speaker" (MR or Madam President), state their name and YMCA, and then may speak on the subject under consideration. When two or more members rise at the same time, the presiding officer shall designate the member who is entitled to speak.
- B. No member shall speak more than once during the consideration of one question on the same day and at the same stage of proceeding without the unanimous consent of the members, except that the author of a bill or the maker of a motion shall have the right to open and close the debate thereon. Once recognized, each member shall be entitled to three minutes to speak on any bill or other question before the house, except that the author or official sponsor of the bill under consideration may speak for three minutes to open and two minutes to close the debate. No question may be directed to a member speaking on a bill during his presentation, but a member may yield to questions during any time he has remaining after making his presentation.
- C. A member's time to speak may only be extended beyond the three minute time limit by a two-thirds vote. A member's time to speak may be increased only once for any single motion. Speakers on a main motion (bill) shall not exceed 3 for (pro) and 3 against (con). A motion to increase the number of speakers may be passed by a two-thirds vote of all members for a maximum of two speakers; one for and one against. The number of speakers may be increased only once for any single bill.
- D. The author or a speaker for or against the bill under consideration may yield their entitled time to any member who has not yet spoken, but no other member shall yield to another member time to speak on any matter.
- E. If any member is in violation of these rules, the presiding officer shall call the offending member to order. The member shall immediately be seated, unless permitted by the chair to explain. Any member may rise to a point of order by receiving recognition of the chair and stating a point of order. The member shall then be seated. The presiding officer shall decide the point of order without debate. The decision of the presiding officer on points of order shall be subject to appeal to the House (Senate) and a majority vote of the members present shall decide such an appeal. An appeal is not debatable.
- F. No person shall, while on the floor of the House (Senate) or in the chambers or any other facilities, engage in attacks ad hominem, profanity or offensive language, or any activity not keeping with the solemnity and decorum of the proceedings. No person shall tamper with state owned property while using the state owned facility. This includes equipment located in the chambers, the Supreme Court and all committee rooms.
- G. Food or drink of any kind is not permitted in any of the State Capitol chambers and meeting rooms.
- H. Smoking or the use of tobacco products is not permitted during any conference sponsored by the Indiana YMCA Youth and Government Program.
- I. Infringements of these regulations shall be dealt with by the Sergeant-at-Arms and if appropriate, the State Director. Those who disregard the warning of the Sergeant-at-Arms may be required to leave at the discretion of the presiding officer. Nothing in this paragraph, however, shall be construed as limiting or otherwise regulating the actions of any regular employees or officials of the Indiana Legislature.
- J. Only members of the House shall be allowed on the floor of that House, with the following exceptions:
  - Youth officers
  - Governor's Aides
  - Media members when actively photographing proceedings, with permission of the Sgt-at-Arms
  - Model Legislature and Court staff and administrators
  - Advisors when taking photographs with permission of Sgt-at-Arms
  - Indiana State legislators and their staff
  - If space allows and the Presiding officer concurs, Delegation Advisors may sit in the back of the chambers

#### **14. Method of voting**

- A. All members shall vote. Their vote shall be by voice, except as provided herein. Their vote shall be a simple "Aye" if for the measure or motion; "No" if opposed or abstain.
- B. The presiding officer, using personal discretion, may, call for a standing vote. In this event he/she shall ask for those in favor of the measure or motion to stand. They shall stand until the Chief Clerk (Secretary) has completed the tally. The Speaker (Lieutenant Governor) shall then ask for those opposed to the motion or measure to stand. They shall continue standing until the Chief Clerk (Secretary) has completed the count, and the results are then announced.
- C. A majority vote of the members of the House (Senate) present shall be required for the passage of any bill except that a majority vote of the members of the House (Senate) present shall be required for the passage of a bill over the Governor's veto. A veto by the Governor may be overridden if both Houses vote as stated.
- D. In the case of an equal division or tie vote in either House in which the Speaker or Lieutenant Governor refused to vote, the question shall be lost.
- E. Once begun, the vote shall not be interrupted.

#### **15. Attendance**

No member shall leave any session of the House (Senate) without the permission of the presiding officer or an action from the floor.

#### **16. Motions and questions**

When a question is under debate or before the House (Senate) all privileged, subsidiary, and incidental motions shall be received by the presiding officer in the order of precedence set by Roberts Rules of Order (revised).

All incidental questions of order, arising after a motion is made or any other question indicated above, shall be decided by the presiding officer and shall not be subject to debate.

#### **17. Amendments to bills**

Amendments may be introduced only in Committees and as an author's amendments. Amendments approved by the committee shall be in writing and attached to the original bill and committee report 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 for distribution to members of both houses.

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.

#### **18. Special speakers.**

Only House (Senate) members may speak on the floor of the House (Senate), with the following exceptions, the Governor, when presenting a legislative address, elected members of the Indiana Legislature, or other adult guests approved by the State Director.

The House (Senate) shall adopt no rules which infringe upon these exceptions.

#### **19. Parliamentary rules**

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