

GUIDELINES FOR COMMITTEE PROCEDURE

PUBLIC SESSION

1. Chair calls committee to order
 - Chair asks clerk to read bill for committee consideration
2. Bill's sponsors speak to their bill
 - after sponsors testify Chair ask if they will yield to questions
 - committee members are to only ask questions about the bill, no comments or debate (If there are no questions the chair may close questioning without a motion)
3. Lobbyists wish to speak to the bill (follow same procedure as with the bill's sponsors)
4. When the lobbyist(s) finishes the Chair announces the public session is closed

COMMITTEE SESSION

1. Chair declares the committee session open on the bill
2. Chair asks for a motion on the bill *as ought to pass* (committee action will always open with this)
 - motion must have a second from a committee member to continue
3. Once there is a second the Chair announces debate open on the bill
 - Chair controls flow of debate; no members may speak without recognition from the Chair

AMENDMENTS A motion to amend leads to the following:

Must be submitted in writing for the clerk to read

Motion to amend must be seconded to continue

The person sponsoring the amendment speaks justify the amendment

Committee debates the amendment until debate stops (chair can then announce it closed) or

MOTION TO CALL OR MOVE THE QUESTION **This motion is to close debate**

Must have a second (no debate on this motion)

Vote on the motion to close debate: "*All those in favor of closing debate raise their hands*"

Repeat vote for those opposed to closing debate (Chair and clerk count votes, announce results)

This vote must have 2/3 support to close debate; if less than 2/3 support, debate continues

If the motion to close debate succeeds: clerk reads the amendment or bill
(depends on what debate is being closed)

Chair conducts vote as detailed above: *All those in favor of/opposition to (motion/amendment) raise their hands ...*

4. Majority votes for an amendment, debate on the bill continues as *ought to pass as amended*
 - If a majority does not vote for an amendment, debate continues on the original motion
5. If there is no debate on a bill, the Chair may declare the debate closed and proceed with a vote
 - Clerk reads the bill
 - Chair conducts the vote: *All those in favor of/opposition to this bill as ought to pass...*
6. Majority votes for a bill: chair notes committee action on bill and sends it to the Capitol with a page
7. If a majority does not vote for a bill, say: *The Chair will entertain a motion inexpedient to legislate*
 - Second to the motion—no debate—immediate vote on new motion (send result to Capitol)
 - All votes on bill must end with a positive vote, which is why the second motion is made on the bill
8. On to the next bill. (back to the top)