

Parliamentary Procedure

If you are in a **committee hearing** here is the order of business:

1. Introduction of Chair, Clerk, Members (at beginning of hearing only)
2. Announcement of docket and ground rules/Y core values (at beginning of hearing only)
3. Is the bill sponsor present?
4. Amendments from the bill sponsor
5. Clerk reads preamble
6. Opening Statement From Bill Sponsor
7. Statement from Cabinet, Lobbyist(s), Attorney General
8. Pro Con Debate-Amendments from the committee to be proposed during pro con debate.
9. Closing Statement
10. Members make notes on their ranking sheets on the bill
11. After all bills are heard, chair will ask for nominations for which bill committee would like to move forward.
12. Once a bill is nominated, the nominating member will make a brief statement as to why.
13. One con statement will be entertained
14. A vote will be taken, majority vote needed to pass to house/senate
15. Once the designated # of bills is selected, the committee will end.

If you are in the **House or Senate**, here is the order of business:

1. Call to Order
2. Introduction of Speaker or President and Chamber Officers
3. Election of Speaker or President Pro Tempore
4. Motion to Set Speaker's Time
5. Opening Thought by Chaplain (every day)
6. Announcements, Docket, Ground Rules
7. "Is the bill sponsors present?"
8. Clerk reads Preamble and Amendments
9. Clerk reads Committee Report (if filed)
10. Opening Statement
11. General Debate
12. Closing Statement
13. Clerk reads Preamble
14. Voice Voting (count if necessary)

Raising a Point and Making Motions

How to Raise a Point:

On a Committee, at an appropriate time, raise your hand and say “Mr./Madam Chair, I raise a _____”

In the House or Senate, at an appropriate time, stand up and wait for recognition.

What are the different points you can make?

- Point of Personal Privilege: There is something about the room that distracts you from working. You may interrupt. Don't raise issues that can't be fixed (i.e. room temperature).
- Point of Order: A procedural mistake has been made. You may interrupt. Be ready to explain the mistake and the correct course of action.
- Point of Parliamentary Inquiry: You have a question about procedures or what will happen next. You may not interrupt. Have a clear question ready.
- Point of Information: You have specific factual information that the Chamber should know, or you require specific factual information about a statement or bill. Have your information clearly prepared and ready before standing. Use only when absolutely necessary.

How to Make a Motion?

Get recognized by Chair or Senate President/Speaker of the House. Say “I move to _____”

What are the different motions you can make?

- Motion to Move the Previous Question: Moves from Executive Session debate directly to a vote in Committee. Moves from general debate to the Sponsor's closing statement in House or Senate. Requires Second & Supermajority.
- Motion to Adjourn/Recess: Ends the Chamber's session permanently (adjournment) or temporarily (recess). Requires Second & Simple Majority
- Motion to Amend: Committee Executive Session only asks Committee to consider an Amendment that you have prepared. Requires second and simple majority to consider an Amendment. Amendments require a motion to recommit on House or Senate floor.
- Motion to Suspend Rules & Extend Debate: Allows discussion beyond normal time allotted for debate. Requires Second & Supermajority.
- Motion to Table a Bill: Moves bill to end of the docket. Requires Second & Simple Majority Same procedure for Motion to Take from Table