

PARLIAMENTARY PROCEDURE IN A NUTSHELL

VI.1: Order of Business on Committee

- Call to Order
 - Introduction of Members
 - Appointment of Vice Chair and Clerk
 - Announcements, Docket, Ground Rules
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- Sponsors Present?
- Amendments from Sponsor
- Clerk reads Bill
- Technical Review
- Opening Statement
- Committee Questions
- Governor's Cabinet and Atty. General
- Public Debate
- Committee Questions
- Closing Statement
- Executive Session
- Clerk reads Preamble and Amendments
- Voice Vote (count if necessary)
- Bill Rating (if passed)

VI.2: Order of Business in the House/Senate

- Call to Order
 - Introduction of S/P and Chamber Officers
 - Election of S/P Pro Tempore
 - Motion to Set Speaker's Time
 - Opening Thought by Chaplain (every day)
 - Announcements, Docket, Ground Rules
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- Sponsors Present?
- Clerk reads Preamble and Amendments
- Clerk reads Committee Report (if filed)
- Opening Statement
- General Debate
- Closing Statement
- Clerk reads Preamble
- Voice Voting (count if necessary)

Does not apply to the following:

Veto Override Sessions
Constitutional Conventions

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VI.3: Points

How to Raise a Point:

- On 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.

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

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

VI.4: Motions

How to make a Motion:

- Get recognized by Chair or S/P
- Say “I move to ___”

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
- Amendment 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