



**CONGRATULATIONS, YOU'RE A
LEGISLATOR!**

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YOUR STEPS AS A LEGISLATOR

YOUR MISSION: To create laws that you think are important and will benefit the citizens of Minnesota.

Along the way you will also have the chance to become a better speaker. And as an added benefit, you may even find out a little more about what is going on in the world around you! What more could you ask for?

As a legislator, you are going to be spending most of your time working with bills either in the House of Representatives or the Senate. Your whole position revolves around making laws, discussing them, reviewing them and voting on them. By the time you're done, each one of you will author a bill and debate a multitude of other bills.

THE THINGS YOU WILL DO AS A LEGISLATOR ARE:

- ◆ Research and author at least one (1) bill
- ◆ Meet all deadlines
- ◆ Be aware and informed of legislative rules and procedures
- ◆ Attend your respective Regional Training Session
- ◆ Adhere to the Code of Conduct
- ◆ Present your bill at Model Assembly and try to get it passed
- ◆ Debate and defend your bill

Along with help from your peers and advisors, there are resources in this packet to help guide you through these tasks.

The Legislative program is the oldest component of the Model Assembly. This area gives participants the ability to make their voices heard on important issues which affect the people of Minnesota. You will work at the local level to research and write bills on topics that are important to you, to your school, to your family or to your community – the possibilities of topics are limitless!

At the Model Assembly, you will present your bill in a committee hearing. Those bills which have the strongest topics or the greatest possibilities for debate may be advanced to be heard on the floor of one of the Houses or Senates and may even find their way through to the Executive Branch, where they may be signed into law or vetoed. Legislators also work with Lobbyists and Cabinet members to ensure passage of their bills. This is an important alliance that some people underestimate. Representatives and Senators benefit from developing allies and advocates who can help develop strategies for putting their bills into law.

NEWS FLASH

If you want even *more* challenge, you can also choose to run for an elected office or appointed position for next year's Model Assembly!

WRITING A BILL

With all this talk about bills, you're probably wondering, "So who is this Bill guy anyway?" Well, since you're going to be spending so much time writing and debating bills, it's probably a good idea to give you some info about them.

A Bill is a proposal to change the laws of Minnesota – or "draft legislation." Legislators use a special format for wording the draft so that it fits with existing laws. The laws are called statutes, and Minnesota has a lot of them! When you put them all together, officially they are called the Minnesota Revised Statutes. But since our lives are always changing, the laws need to adjust, too. So, as a legislator you are required to write one bill that either:

- ◆ Changes a law that already exists;
- ◆ Deletes a law that already exists; or
- ◆ Makes a new law to address an issue.

The most important part of writing a legislative bill is that you choose a topic that is meaningful to you. The strength of commitment you feel toward your bill will undoubtedly influence your overall experience in the Model Assembly. Whether your interests lie in the environment, business, education, or social programs, your bill should be about something that you believe in.

Writing a bill is simple if you know a few secrets. The next few pages will reveal some of those secrets. Now that you know what a bill is let's walk you through HOW to write one!

STEP 1: *Choose a Topic*

STEP 2: *Research It*

STEP 3: *Fill Out Topic Analysis Form*

STEP 4: *Write First Draft and Get Feedback*

STEP 5: *Write Final Draft and Send In*

STEP 6: *Debate It*

Step 1 – Choose a topic

There are lots of topics out there that you can choose to address. Your first step is to come up with a fantastic idea for changing life as we know it. What you really want to do is find a problem you see in society that you would like to fix. Talk to your Delegation Director, friends, teachers, YMCA staff, coaches, parents, your legislator – anybody who might be helpful. Have members of your delegation look around the community and see what needs to be done. Develop a list of suggestions. What areas do you think can be improved with legislation? Which affect the quality of people's lives? Which endanger the growth and enrichment of the human condition? Here's a list of only A FEW topics you could do. Use these just to get ideas flowing...

Abortion Issues	Education reform	Landlords and tenants	Shoplifting
Abuse of children	Elections	Liabilities	Social services
Adoption	Employee rights	Liberty	Stadium funding
Advertisements	Fireworks	Licenses	State and local government
Aged persons	Fire arms	Liens	State guard affairs
Agriculture	Fires	Literacy	Taxation
AIDS	Food	Lobbying	Teenage pregnancy
Air pollution	Gambling	Marriage	Telecommunications
Alcoholic beverages	Gay & Lesbian rights	Medical information rights	Tobacco sales and regulation
Animal Control	Genetic tests	Metric system	Traffic
Assault	Government operations	Natural resources	Transportation
Athletes	Graduation standards	Pardons and parole	Unemployment
Babysitting	Guardians	Partnerships	Unicameral legislature
Bad checks	Gun control	Perjury	Vending machines
Bias	Handicapped persons	Personal injury	Water supply
Building Codes	Harassment	Personal property	Welfare reform
Camping	Carnivals	Pesticides	
Campaign Finance Reform	Cancer Research	Pets	
Reform	Capital punishment	Population	
Carnivals	Change of name	Pollution	
Cancer Research	Charities	Prescription drugs	
Highways	Child care services	Protective services	
Historic preservation	Child welfare and placement	Public health	
Holidays	Civil Law	Public lands	
Home instruction	Compensation and salaries	Public safety	
Homeless	Confidentiality/Privileged information	Public spending	
Homeopathic	Consumer Rights	Public transit	
Homicide	Corporate Fraud	Racial profiling	
Hospitals	Court System	Recklessness	
House arrest	Crime	Recycling	
Housing	Crime victims	Redevelopment areas	
Hunger	Criminal Justice	Rest homes	
Imprisonment	Deadly weapons	Responsible parties	
Income	Defensive driving schools	Restaurants	
Insurance	Discrimination	Retirement funds	
International trade with the state	Domestic violence	Riots	
Investments	Drivers licenses	Roads	
Jails	Drug laws	Safety	
Judges	Drugs and medicine	School budgets	
Jurisdiction	Education funding	School curriculum	
Jury duty		School teachers	
Juvenile delinquents		School textbooks	
Kidnapping		Senior citizen issues	
Labor and employment		Self defense	
Laboratories			

OTHER SOURCES OF CURRENT ISSUES:

- ◆ One of the simplest and most accessible sources of current information is the newspaper. Whether it's the home town daily or the New York Times, a newspaper can give you a good idea of what people want or don't want, like or don't like.
- ◆ Internet, internet, internet!! Plug some issues into any search engine and see what comes up. You will find a variety of related issues that can make for a well-rounded bill.
- ◆ Interview prominent people in the community such as newspaper editors, city officials, teachers, business people, social workers, or ministers. Get their views on which issues they feel need legislative attention.
- ◆ Consider any condition which exists in your school, family or community. Then propose a solution to end the problem or resolve the issue. It's that simple!

WHEN YOU THINK ABOUT PICKING A TOPIC, KEEP A FEW THINGS IN MIND:

- ◆ It needs to be a STATE issue and not FEDERAL. You also want it to address a statewide problem and not an issue that is specific to one location.
- ◆ It should be something that could really work and not just a daydream. Sometimes great ideas don't make great bills because they are not practical.
- ◆ It should be something you believe in and can passionately defend.

Step 2 – Research it

Now that you have the beginnings of an idea, you need to do some looking around to be able to develop it fully. If you only have a general topic, you may want help coming up with a more specific application. Some things that might help are:

- ◆ Media sources- Time, Newsweek, Internet, nightly news, radio, etc.
- ◆ Youth in Government Website has many links which may be helpful
- ◆ Thinking of things that have personally affected you or someone you know.
- ◆ Discussions with local leaders, teachers, family and friends.

MINNESOTA SEARCH

Once you come up with your specific idea, you need to figure out how to make it work. First of all, you need to check and see if there is already a law that deals with your issue. You can do this at the library or by using the following website: <http://www.leg.state.mn.us/leg/statutes.asp>. This is important, so don't blow it off!

If your brilliant idea is already a law, then it's back to Step 1. So - go check and find out. Make sure you do a REALLY GOOD search for your topic. Pick several words or ideas that are related to yours. You don't want to write your whole bill and get up to debate it, only to find out that the same law is already on the books!

If you search really well, most of the time you will find a law that deals with your issue, but it needs to be better. OR, you may find a bad law that needs to be removed. *This is great!* You can write a bill to change or delete a current law, and sometimes the best debates come from tweaking a current statute.

If you are writing a new bill from scratch, you need to find where it will fit in the Minnesota statutes and come up with a number. Ask your Delegation Director, advisors or fellow legislators for help with this if you need to.

CONSTITUTIONALITY

Determine the constitutionality of your proposed law by referring to a copy of the State and Federal Constitutions or by talking with a lawyer. When a law is unconstitutional, it means that it goes against the constitution and it will be annulled by the Supreme Court.

ADDITIONAL RESEARCH

Once you've checked the Minnesota statutes, you need to move on to the most dreaded of all areas. The thing no teenager ever wants to hear. The word that strikes terror into the hearts of students everywhere. RESEARCH. You may not like it, but it's vital.

Feeding all of the hungry cats in the city might sound like a good idea to you, but there are a lot of questions to answer. Where will the money come from? Are there already cat-feeding organizations out there? How many hungry cats are there? You're going to need answers to questions like these, so start looking. Try to collect as many facts as you can about your issue. A good place to start is on the Minnesota State Legislature website. The Senate Counsel & Research Office issues research reports on topics currently being considered in the Legislature at: <http://www.senate.leg.state.mn.us/departments/scr/report/>

Some of these reports are requested by senators or required by law while other reports are the product of interim work by staff on issues which are of interest to legislative committees. Another State resource is the research the House does on issues. This website is <http://www.house.leg.state.mn.us/hrd/issinfo/issinfo.htm>

CATEGORIES THAT HAVE BEEN RESEARCHED IN THE PAST INCLUDE:

Agriculture Feedlots, Farming Data, Economics ...	Government: Local & Metropolitan Gov't Structure, Data, Open Meeting Law ...
Children & Youth Child Support, Child Care, Protection ...	Government: Finance Spending, Debt, Bonding, Unallotment ...
Civil Law & the Courts Child Support, Court System, Legal Procedures ...	Health MA, MinnesotaCare, Tobacco Settlement ...
Commerce Do-Not-Call List, Liquor Laws, Insurance ...	Human Services MFIP, Family Assistance Programs, Child Care ...
Criminal Justice Abuse, DWI, Firearms, Juveniles ...	Housing Federal Assistance, State Assistance ...
Demographics & Economics Population, Minorities, Income, Inflation ...	Legislature Legislative Office, Regular & Special Session ...
Education: Community Early Childhood, Adult Education, Libraries ...	Privacy Consumers, Gov't Data, Personal Records ...
Education: K-12 Education Requirements, Funding, Enrollment ...	Taxes: General Act Summaries, Aids & Taxes, Misc. Taxes ...
Education: Higher U of M, MnSCU, Financial Aid, Appropriations ...	Taxes: Income Revenue, Tax Base, Rates, Credits ...
Elections Campaign Laws, Elected Officials, Redistricting ...	Taxes: Property Overview, Simulations, State Aids ...
Employment & Labor Unemployment Ins., Workers' Comp., Data ...	Taxes: Sales State Tax, Local Tax, SSTP ...
Environment & Natural Resources Protection, Solid Waste, Nuclear Waste ...	Transportation Spending, Highways, Transit, Safety ...
Gambling Charitable, Indian Gaming, Revenue, Taxes ...	Utility Regulation Energy, Telecommunications, Cable ...
Government: State Agencies, Data Practices, Employment ...	Veterans & Military Affairs Recent Legislative Changes ...

OTHER PLACES YOU MIGHT FIND VALUABLE INFORMATION ARE:

- ◆ Library, Internet, books, magazines
- ◆ Associations and organizations that your bill affects
- ◆ Professionals, attorneys, educators

You should have some statistics, some facts, even some informed testimonies by people who know what they're talking about. The more facts you can find now, the better your bill will be and the easier it will be to squash any opposition in debate! The best bills are written by people who have done their work! Once you've gotten your basic information, the next step will help make sure you've hit all the major hot spots.

Step 3 – Fill out Topic Analysis Form

Hand in hand with research, we have made a handy-dandy analysis form with fill-in-the-blank sections for you – just to make sure you've covered all of the bases. You probably found a lot of this information during research, but filling in this form makes sure nothing gets left out.

Topic Analysis Form
Answer the 10 Killer Questions

1. How much will this bill cost?

2. Where will the money come from?

3. Who will enforce this bill?

4. Is this in conflict with State Constitution, Federal Constitution or Federal Law?

5. Do other states do this?

6. Has this been tried before in Minnesota?

7. Whom in our society will this bill affect?

8. When will it take effect?

9. Who might be against this bill & why?

10. Is this a responsibility that belongs to the government, or could it be taken care of better in another way?

Step 4 – Write a first draft & get feedback

Now that you have a pretty solid idea and the information to develop it, you can try to put your idea into bill form. This means actually wording it the specific way it will appear at Model Assembly. Remember to address all the issues on the Analysis Form. Drafting a bill in the proper form is crucial to getting it passed by the legislature. It's also a lot easier than you might think! The real trick to writing an outstanding bill is knowing one simple fact: any subject you can think of has already been thought of in some form and it's all in one set of books, the Minnesota Statutes. A statute is just another word for a law that has been written down or put into print. There is a law on everything from agricultural subsidies to real estate fraud.

How is this going to help you? Since everything has been written down in the Minnesota Statutes, the easiest thing to do is to change an existing law to make it say what *you want it to say*. And you can find current copies of the Minnesota Statutes at your local library, court house, or on the internet. The Youth in Government website has a link to the Reviser of Statutes, where you can download the full text of any law.

Tips for the Well Written Bill

Each bill in the Youth in Government Model Assembly must contain the following sections:

1. **A TITLE**. This is the part of the bill that will be read in committee and in the legislative bodies when the bill is up for consideration. A good title is concise and states what the bill is basically about.

EXAMPLE:

AN ACT TO: Ban smoking in all public restaurants and bars.

2. **AN ACTION CLAUSE**. This is the part of the bill that states what the bill actually does. Use strong language here, making your intent clear. This is the meat and bones of what you want to do. This section should be as specific as possible.

EXAMPLE:

BE IT ENACTED BY THE YOUTH LEGISLATURE OF THE STATE OF MINNESOTA that it shall be illegal to smoke any form of tobacco inside Minnesota restaurants and bars that are open to the public

3. **PURPOSE**. This section simply states why this bill is being written. What is the aim or what does this bill hope to accomplish?

EXAMPLE:

The purpose of this bill is to promote healthier lifestyles and cut down the effects of second-hand smoke to patrons of public establishments.

Characteristics of Good Bills

4. **DEFINITIONS.** In this section, you define any terms which are key to the bill. Remember that this is a law and will need to be interpreted by law enforcement so the more clear the language of the bill, the better.

EXAMPLE:

Definitions

1. Restaurant shall be defined as any establishment that serves prepared food in exchange for money.
2. Bars shall be defined as any establishment that serves alcohol excluding off sales liquor stores.
3. Public shall be defined as any member of the state being allowed to enter the establishment freely without fee or restriction.

5. **PENALTIES.** In this section, you state what penalty would be applied to someone who is in violation of your new law. Penalties can take many forms, and are often related to the intent of the bill. *(Do not include this section if your bill does not call for any specific penalties).*

EXAMPLE:

The penalty for any person found smoking in a public establishment shall be a petty misdemeanor, punishable by a fine up to \$300.

6. **FUNDING.** If your bill requires the spending of any money, in this section you need to explain exactly where that money will come from such as new taxes, the sale of bonds, fees etc. *(Do not include this section if your bill does not call for any specific funding).*
7. **ENFORCEMENT.** So, you've made something illegal or told someone to do something. Who will make sure it gets done? If something is illegal because of your bill, the police will probably be the enforcement. If you are making a change with your bill that doesn't make something illegal then there is probably a state agency that deals with it. *(Do not include this section if your bill does not require enforcement).*
8. **EFFECTIVE DATE.** This is the date on which your bill takes effect. Some can go into effect immediately ("upon passage") others take time to set up so be logical. *(If you decide that you want to have a specific effective date for your bill, note that that date should be after the Model Assembly Session in January).*

THERE ARE ALSO A LOT OF OTHER TIPS TO MAKE YOUR BILL SPECTACULAR!

- ◆ Language. Use respectful language reflecting YMCA values.
- ◆ Singular Terms. Use singular terms, such as he, she, the Governor, applicant, etc. Avoid plurals where possible – they can confuse people.
- ◆ Be careful with pronoun usage. Two or more "he's" in one sentence can get confusing.
- ◆ Watch for others your act may apply to. If you use the term "cities", make sure you don't also want it to apply to towns, counties or school districts.
- ◆ Watch "shall" versus "may". One little word may force something to happen, instead of giving it the option to happen.
- ◆ Avoid "and/or". It makes the statute difficult to read and interpret. If you must use both, consider writing two different sections.
- ◆ Use consistent, brief terms. Don't be afraid to use definitions to make your substantive language shorter and more concise.

CONTENT

- ◆ Should be written on a topic that is of interest to you and thoroughly researched before the Model Assembly. If you have interest in more than one topic, you may author more bills for the Model Assembly.
- ◆ Should relate to a Minnesota issue - not an issue that is controlled by the federal government or another state.
- ◆ Should clearly and succinctly state the objective of the bill in the title.
- ◆ Should contain definitions of specialized terms contained in the bill.
- ◆ Should contain provisions for enforcement (who will enforce, how and under what circumstances) only if needed. (If a bill by definition does not require enforcement, do not even mention enforcement in the bill.)
- ◆ Should contain an effective date for when the bill will come into force. The date should be realistic for the provisions of the bill.

FORMAT

- ◆ Should list supporting delegates in the opposite body who can speak for the bill on the floor of the other house. (List this on the bill form in the space provided.)
- ◆ Should list the name and delegation and of the author on the bill form.
- ◆ SHOULD NOT list any bill number or committee name on the bill form. The youth officers and State Office staff will assign bill numbers and committees.
- ◆ NO JOKE BILLS WILL BE ACCEPTED BY THE STATE OFFICE!!!! If you have questions about this requirement, work with your local Delegation Director.

A Poorly Written Bill

The following bill is NOT written using the suggestions from the previous pages. Take out your red pen and make corrections or circle things that are poorly written.

Title: AN ACT TO DECREASE THE NUMBER OF HEALTHCARE RELATED DEATHS IN THE UNITED STATES

Be it enacted by the Youth Legislature of the state of Minnesota:

I. Purpose:

To improve healthcare standards for Americans, as well as help all people become eligible for clinic use and access whether or not they have the necessary funding available.

II. Accomplish:

Over 40 million people under the age of 65 (16.5% of the pop.) in America are living without health insurance, and that number continues to increase. This bill will help to eliminate the number of health problems of these individuals by creating a number of free clinics for use by the needy. Each state will need to have at least 1 clinic per 500,000 people. These facilities will include the following: 15 licensed doctors, 30 licensed nurses, and 5 ambulances and drivers employed at all times. To become eligible for use of these clinics, the patient will need to receive less than \$14,000 income per year (per family) and have no healthcare insurance. *People making more than the required amount of income but are ineligible for healthcare insurance for a legitimate reason (fatal diseases, etc.) are also available to be treated. However, these clinics are meant to be for general healthcare use (check-ups, treatment of mild illnesses and problems, etc.) but not for specific, fatal or serious diseases such as cancers.

Each state's government will head and monitor the enforcement of these laws. There will be annual check-ins by a state official/ healthcare expert to make sure all the necessary elements are accounted for. This inspector will also take in data such as number of patients and amount of money being raised to make sure each facility is being run properly and that it is effective. If the facility is not being used by at least 50,000 people per year then it should be moved or eliminated.

III. Funding:

The majority of the money for this project will come from the income taxpayers of the states. For states without an income tax, as well as for the rest of the needed funds, private donors as well as companies willing to sponsor can supply the money. Some staff members may be volunteers with the proper schooling and licenses, but most will be employees receiving a paycheck.

Formatting & Examples

Use the following format example and make your bill look great!

FORMATTING STYLE POINTS

- ◆ MINNESOTA STATUTE. All bills must reference a current Minnesota statute they are deleting, amending or creating.
 - ◇ If *deleting at statute*, simply reference the ARS number and say the section is repealed.
 - ◇ If *changing a current statute*, copy the existing statute in its entirety, ~~strikeout any deleted text~~, and put any new text in **BOLD AND CAPITALS**. If numbering or lettering changes mess up the organization of the statute, you can suggest, "renumbering the sections to conform" in the bill. Keep the same ARS number.
- ◆ LONG TITLE. Give your bill a specific "Long Title". This goes at the very top of the bill.
 - ◇ For example "An Act Concerning the Stability of Foster Care."
- ◆ ENACTING CLAUSE. Every bill must have an enacting clause.
 - ◇ BE IT ENACTED BY THE YMCA MODEL LEGISLATURE OF THE STATE OF MINNESOTA.
- ◆ SUBDIVISIONS. Subdivide your bill starting with:
 - Section 1.
 - Section 2. a.
 - b. 1.
 - 2. A.
 - B.

The next page has a copy of the Bill Template form. You can download electronic versions from the Youth in Government website. Bills will only be accepted in electronic format. Check with your Delegation Director to learn how to submit your bill electronically and for the appropriate deadline.

Once you have completed your first draft, pass it along to some peers, your Delegation Director, and/or your advisors. Ask them to edit it and give you feedback. The more people who can read your bill and give you suggestions, the clearer it will be for Model Assembly!

What is wrong with this example? What needs to be taken out? What is it missing?



INTRODUCED BY:

DELEGATION:

LEGISLATIVE BODY:

Title: AN ACT TO

COMMITTEE:

BILL #:

BE IT ENACTED BY THE YOUTH LEGISLATURE OF THE STATE OF MINNESOTA

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Step 5 – Write final draft & send in

After you've passed your bill around for feedback and made any necessary changes, you should write your final draft. Here is a final checklist to make sure that you have included everything you need.

- ◆ Your bill should not be more than 2 typed pages in length.
- ◆ If you are changing or deleting a current MN Statute, you should include the text of the actual statute being changed in the body of the bill.
- ◆ Your bill should be formatted in the proper layout like the template shown above, including the required enacting clauses.
- ◆ Your bill should have line numbers.

Once you write your final draft, you will send it to your Delegation Director who will send it to the State Office. This is a required step in order to be able to present your bill at Model Assembly. Bills will only be accepted in electronic format. Check with your Delegation Director to learn how to submit your bill electronically and for the appropriate deadline. *Make sure you get your bill to your Delegation Director by his/her deadline.*

SOME FINE PRINT

Any and all objections will be resolved by the State Office. It is possible for a bill to be reviewed by the State Office and the author be given instructions/conditions to fulfill for the bill to continue into the Model Assembly Session Book.

Step 6 – Final research & debate

Even though you have finished writing your bill, your work is not over! Just because your bill looks good doesn't mean it is going to pass. You have to convince all the other legislators at the Model Assembly that it should pass. You have to speak in front of a committee and in front of the whole House (if you are a Representative) or the whole Senate (if you are a Senator). On top of that, you have to make sure that someone in the other house is prepared to speak on your bill and that the person knows all the information to debate the bill. You have to know your stuff!

To prepare for your presentation, here are a few things you can do before the Model Assembly:

- * Interview a senator, representative, or lawyer who can help with the final preparation of the bill and in organizing debate concerning it.
- * Ask these people to attend a meeting of your delegation to critique and comment on the bills of all the delegates.
- * Seek out opposing views on the subject.

Ask your delegation for time to debate your idea in order to fine tune it and make it MAGNIFICENT! Usually, most delegations will have time set aside for this, but you may need to talk to your Delegation Director or Chair. When you debate the topic, keep a few things in mind:

- You are looking for weak points in your bill, so be open for arguments against it.
- Deliberating it with your peers can help you clean up any last messy sections.
- Write down areas that you may need to address as you go along. You probably don't have a photogenic memory, so this is important.

Check out the next section "Presenting your Bill" for more ideas about how debate can help you.

Every member of the Kellogg House, Wabasha Senate, Sanford House, Knutson Senate, Humphrey House, Stassen Senate, Sibley House and Ramsey Senate and MUST author at least one bill. Each member of the above bodies will be checked before their assignment on the floor is given. Members not authoring at least one bill may not be seated and may lose their position.

It is wise to make sure that your bill has a knowledgeable co-author in the other body so they can assist in the debate. Remember, if you are a Representative you are not allowed to speak on the floor of the Senate and vice-versa. You NEED a co-author to speak for you in the other house.

PRESENTING A BILL

Once the bill is written, you have to figure out how to convince everyone that your brilliant idea should be passed and become a law. This is the fun debate part! When you present your bill (either in committee or on the floor) you will have time for an opening statement, response to questions, and a closing statement.

OPENING ARGUMENT

Let's start with the opening statement first. You'll have about 2 minutes to WOW the crowd with this.

- ◆ **PROBLEM** – First off, you want to make them aware of the HUGE PROBLEM you are trying to fix in your bill. For example: The devastating effects of hat hair. Your opening argument should start out with a bang. A great story or good fact will catch their attention and make them realize that the issue you're discussing is VITALLY IMPORTANT!! Then it's your job to clearly but QUICKLY make them think, "I can't believe I never realized how important hat hair is! We need to cancel all the other bills until we solve *this* issue!" Give them a couple of facts or tell them a story to make them aware of the problem.
- ◆ **YOUR PLAN** – Next, you want to lay out the basic steps of your plan that will deal with this earth shattering issue. Make a clear statement: "My bill will solve the horrible problem of hat hair by making it illegal to wear a hat". Then try to pick about 3-5 things that the audience needs to know in order to understand how your bill will do what it says it will. Where will the money come from? Who will this affect? How will you enforce it? This is where you need some solid facts as to why your bill should become a law.
- ◆ **HEAD THEM OFF AT THE PASS** – You know that the other legislators are just waiting to try and bust up your bill, so think of some common arguments that people have had about your bill. [*Here's where your practice debates come in handy!*] Address them right now before they get a chance to say anything! Example: You may think that it is necessary to wear a hat sometimes, but research shows that most hat wearing is purely an optional activity.

RESPONSE TO QUESTIONS - DEBATE

After you've given your opening speech, the legislators will be allowed to ask you questions and make pro and con statements.

- ◆ **BE READY** - Have a fact sheet with lots of information in an easy-to-read format so that you can be prepared to answer any questions they shoot at you, like: How many people wear a hat regularly?

THINK ABOUT IT - Before you get put on the spot, do your homework and find the answers to any questions that you were asked in practice debate. Then strain your brain to try any think of any other questions you might be asked.

- ◆ WRITE IT DOWN - You also want some paper and a pencil to jot down any con statements that other legislators make – that way you can address those statements in your closing speech. For example, they may say: Wearing hats is a Constitutional right in this country, so it shouldn't be illegal!

CLOSING ARGUMENT

When everyone is done asking their questions and making their statements, you will get a chance to finish up discussion. You'll have 2 minutes to leave the audience with no doubt about passing your bill.

- ◆ ADDRESS CON STATEMENTS – Since you don't get to speak during debate except to answer questions, you will want to take a minute and address the con statements that were brought up by other legislators. *Hopefully* you jotted them down during debate. Pick a couple of the **biggest** arguments you heard and take a minute and give rebuttal statements that are short but to the point: Even though it may be a Constitutional right to wear a hat, our Constitution has been amended before because of important issues, and this would certainly qualify as a major issue! Don't try to address too many of them – just a couple of biggies. If there were no real objections to your bill (because of your fantabulous writing and presentation, of course!) try to respond to the debate somehow. Say something like, "I would like to thank the House for its tremendous support of this bill." It lets everyone know you were at least awake for the last ten minutes.

It's really important to address the major con statements, otherwise people won't know the answers to the good points your opponents made and they probably won't vote for a bill that they think has such huge problems. But only spend a minute on it.

- ◆ CLOSING THOUGHT – The last thing you say to the audience is what they will remember the most, so you need to decide what is *most important* for them to think about. It's best to restate the problem and then your solution, just to recap. Don't introduce any new ideas – it just confuses people. Then you can add a dramatic closing thought. Have a conclusion you can go right into if you run out of time.

Helpful Hints

- ◆ Try to use many types of information in your speech:
 - ◇ Factual Knowledge - Information that is verifiable and agreed upon by almost everyone.
 - ◇ Statistical Inferences - Interpretation and examples of an accumulation of facts.
 - ◇ Informed Opinion - Opinion developed through research and/or expertise of the claim.
 - ◇ Personal Testimony - Personal experience related by a knowledgeable party.
- ◆ Think about:
 - ◇ Who is your audience?
 - ◇ What do they believe?
 - ◇ Where do they stand on the issue?
 - ◇ How are their interests involved?
 - ◇ What evidence is likely to be effective with them?
- ◆ Practice Your Arguments.
 - ◇ Try giving your opening and closing statements to your club, your parents, or just to a mirror.
 - ◇ Consider creating visual aids (handouts or palm cards) to help present any points that may be complex or confusing rather than trying to explain verbally.
 - ◇ The more calm, prepared and concise you are the better chance you have of convincing others to support your bill.
- ◆ Quality, not quantity.
 - ◇ You have two minutes for opening and closing, but you don't have to use them all.
 - ◇ Be wise and don't confuse the issue with too much information.
 - ◇ Select the best stuff for your speeches, and hold the rest in case you need it during debate time.
- ◆ RELAX!!!

PARLIAMENTARY PROCEDURE

Parliamentary Procedure Abridged Table of Motions and Definitions

Only one motion can be addressed at a time.

No other motion can be considered until the first motion has either passed or failed.

There are no seconds on any motion in the Minnesota Legislature Rules of Order.

Our program tries to be as similar to the actual real-life Legislature as possible. You will need to become familiar with parliamentary procedure. Don't panic! It sounds complicated, but it's actually just a fancy way of debating – and we'll teach you all you need to know!

Any time you are acting officially as a legislator (on the floor of the House or Senate, in committee, etc) you will need to use this form of parliamentary procedure to run the meeting. It plays a major role in keeping meetings on an efficient track, using language and a format that is familiar to everyone. Because of that, it's your responsibility to know it well and use it.

For the most part, the officers and chairs will lead the meetings and tell everyone what to do. However, since you are an active participant, you will need to know how to get involved! Here is a table of common actions that you may want to do, or that you might see take place during the meeting.

Motion	Applies to the following motions	Interrupt member who has the floor?	Mover must be recognized first?	Requires a second?	Debatable?	Vote required	May be renewed?	Motions that apply to it
Fix the time of the next meeting	None	No	Yes	Yes	Not when privileged	Majority	Not for the same time	Amend, reconsider
Adjourn	None	No	Yes	Yes	Not when privileged	Majority	Yes	None
Question of privilege	None	Yes	No	No	No, but resulting motion may be	Decided by chair	After progress	None
Rise to a point of order	Any motion or act	Yes	No	No	No, but appeal is	None unless appealed	No	None
Appeal the ruling of the chair	Any decision of the Chair	Yes	No	Yes	No, unless underlying matter is debatable	Majority	No	Any
Table	Main Motion, appeals, privilege, reconsider	No	Yes	Yes	No	Majority	After progress	None
Remove from table	Only a tabled motion	No	Yes	Yes	No	Majority	After progress	None
Close or limit debate (Previous Question)	Any debatable motion	No	Yes	Yes	No	2/3 Majority	After progress	Reconsider
Amend	Any	No	Yes	Yes	Yes	Majority	No	Any
Postpone indefinitely	Main motion, question of privilege	No	Yes	Yes	Yes	Majority	No	Limit or close debate, reconsider
Reconsider	Any except adjourn, table, suspend rules	Yes	No	Yes	Yes	Majority	No	Limit or close debate, table, postpone
Suspend the rules	Any	No	Yes	Yes	No	2/3 Majority	Only by unanimous consent	None

ADDRESSING THE CHAIR:

When you speak on the floor or in committee, you have to talk to the chairperson. It's like using an operator to place a collect call. You call the operator and tell them what you want to do, and then they call the person for you and give you permission to speak. The chair is the operator of the meeting. This means that all statements and requests must begin by saying "Mr. Chair" or "Madam Chair", then stating what you intend to do. You may be ruled out of order by the chair if you fail to do so.

ADJOURNING:

Adjournment is typically done at the end of the day or the end of the session and is done through making a motion to adjourn. You may ask the Chair to consider adjourning or the Chair may ask for a member to make the motion. You need to be recognized by the Chair to make the motion. A majority of the members in the chamber (50% + 1) is required for the motion to prevail. If an adjourning motion is approved, the Chair will announce the time to reconvene.

- ◆ To make a motion to adjourn: "Thank you Mr./Madam Chair. I move that we adjourn until tomorrow at 9am."

PREVIOUS QUESTION:

If you feel that debate is one-sided or just particularly boring, you can help bring it to an end. Any member may call for the question by saying "I move the Previous Question" in between speakers during debate. After Previous Question has been called, the Chair will ask for a vote on the Motion of Previous Question. 2/3 of the people in the chamber need to agree with you for the motion to pass. If the motion prevails, the Chair will move directly to closing statements and voting. Moving Previous Question isn't considered to be nice because it cuts off verbal debate. Consider this when thinking about making this motion.

CLOSING STATEMENT:

This is your LAST opportunity to convince the other members to vote for your bill. You also give this speech from your desk. The time you have for this is determined by the Chair and they should tell you before you begin. You will want to cover the following in your statement: restate their position, rebut points made during debate, and introduce new points in favor of their bill. Many sponsors will end their closing statement by moving the bill again, but it is not required.

MOTION:

Motions are what moves the process forward during debate sessions. A motion may be made in committee or on the floor of the House or Senate. Every bill must be moved both in Committee and in floor sessions (please see Opening Statement for the official motion). You need to be recognized to make any motion.

- ◆ To make a motion: "Mr./Madam Chair, I would like to move..." or "Mr./Madam Chair, I move that..."
- ◆ To make an amendment (in committee sessions only): "Mr./Madam Chair, I move to amend HB/SB _ as follows..."

OPENING STATEMENT:

This is your chance to tell everyone what your bill is about and why he or she should pass it. As the bill sponsor, you would give the statement from your desk. During Committee is the

FIRST time everyone will be hearing your speech, so make it count! When you are done making your opening statement, you must move the bill.

- ◆ To move a bill: "I move my bill."

POINT OF INFORMATION:

If you have information that is important to the current debate, you can say "Point of Information" in between speakers during debate. When you've been recognized, you'll give the information to the Chair. This is especially useful if you have a statistic that the author was not able to give during questions. The Chair has the right to refuse to recognize any point of information if he/she believes that debate is being impeded by the abuse of this procedure.

POINT OF ORDER:

During the debate, if a colleague has not stated their name/delegation/intent or otherwise violates parliamentary procedure, you could shout out "Point of Order." The Chair must recognize the motion. Once recognized, you would state your point. If the Chair determines the point to be valid, they will tell the delegate sit down, apologize, or whatever disciplinary action must take place.

- ◆ "Point of Order!" Then wait to be recognized by the Chair: "Isn't he/she supposed to be speaking for the bill instead of against?"
- ◆ "Point of Order!" Then wait to be recognized by the Chair: "My colleague did not state his/her name."

POINT OF PERSONAL PRIVILEGE:

Let's say your parents came to visit you during the Model Assembly and you'd like to introduce them to the chamber. You can do this during debate without interrupting the debate in progress. You would call out "Point of Personal Privilege" between speakers. Once recognized by the Chair, you would make your statement of introduction. You can also make these for other general announcements (see below).

- ◆ "Point of Personal Privilege! (After recognition by the Chair) I would like to introduce my parents in the gallery, Mr. & Mrs. Hebert."
- ◆ "Point of Personal Privilege! (After recognition by the Chair) There is too much talking in the back of the room."

RECESS:

This is similar to the break you take during grade school! You may ask the Chair to consider taking a recess, but typically the Chair asks the floor for a volunteer to make the motion. The Chair will usually state what the recess is for (a meal break, stretch break, until the next morning, etc.).

- ◆ To move for recess: "Thank you Mr./Madam Chair. I move that we take a recess until after lunch (or whatever the Chair is entertaining a motion for)."

RECOGNITION TO SPEAK:

- ◆ If you would like to speak, raise your hand (or name card) and wait for the Chair to recognize you.
- ◆ After being recognized, you will stand and state the following:
 - ◇ Thank you Mr. or Madam Chair
 - ◇ Your intent
- ◆ The types of intent statements are listed below:

MODEL ASSEMBLY SESSION

- ◊ To speak: "I reserve my right to make a statement."
- ◊ To ask a question of the sponsor: "Will the author yield to a question?"
- ◊ To ask more than one question: "Will the author yield to a series of questions?"
- ◊ To yield the floor: "I wish to yield the floor to Senator/Representative...."

POINT OF INFORMATION:

If you wish to receive information pertinent to the debate on the floor or about parliamentary procedure, you can ask the Chair for this information by stating "Point of Information." After you've been recognized you will direct your request to the Chair. Please note the Chair may not answer your question but can also field answers from the other members.

SPEAKING ON THE FLOOR:

You may speak only to the issues, avoiding personalities and not referring to the proceedings in the other chamber. In Committee debate, you are usually allowed one question and one pro/con statement per bill. This gives more people a chance to participate in debate. If you wish to speak again, and a colleague does not, you can ask the colleague to yield his/her speaking time to you. This is usually allowed, but it is within the presiding officer's discretion not to recognize a yield of time (especially if a legislator has spoken a lot and there are others who wish to be heard).

A Note About Personal References: At no time should you or anyone else addressing a committee refer to another delegate by name. It's considered to be rude. Reference to comments of another member may only be made if relevant to the issue at hand and not in reference to discussion in the other chamber. Remember you are debating the TOPIC, not the PERSON.

- ◊ To refer to a comment made by another member: "In reference to the statement made by the previous speaker, "my friend", "my colleague", "my friend from across the aisle", I...(follow with your point)."

SUSPEND THE RULES:

Please note that this is not one of the Director's favorite rules! When the chamber wants to do something that it cannot do without violating one of its regular rules, it can adopt a motion to suspend the rules. Typically this motion is used to hear a bill that was previously defeated or vetoed by the Governor. A motion to suspend the rules is only in order toward the end of the Assembly. Rules may not be suspended to allow members of the opposite chamber on the floor during floor sessions!

- ◊ "Mr./Madam Chair, I move that the rules be suspended and that the chamber (state reason for suspension of the rules)..."

VOTING:

Get used to voting – it happens a lot on the chamber floor! The primary voting procedure is a voice vote. On the floor, at the time a vote is called, the Chair will ask the Sergeant-at-Arms to seal the doors of the chamber – no notes shall be passed, and no one may enter or leave the chamber during a vote. Sometimes the vote is so close that the Chair may ask people to stand and be counted if they vote "Aye" or "Nay." When calling for a vote, the presiding officer will use the following forms (please refer to the Debate Procedure section for when abstentions may apply). For more information regarding voting, please see the Standing Joint Rules for the House and Senate.

- ◊ For the affirmative vote: "Those in favor, say 'Aye'."
- ◊ For the opposing vote: "Those opposed, 'Nay'."



Well, here it is at last. The big finale. The main event. What you've been waiting for this whole time. The YMCA Youth in Government Model Assembly Session. Now, once you stop fainting from excitement let's talk about what to expect as a legislator at this magnificent event.

COMMITTEES

One of your first challenges will be to get your bill through committee. Every legislator (including yourself!) will be placed on a committee, usually the same one as your bill. These committees are on subjects like "Education" or "Transportation". Each committee will have a chair and co-chair who will run the show. The committees

- ◊ look at all the bills that fall under their subject;
- ◊ debate them;
- ◊ decide which ones will Pass to be discussed on the House or Senate floor; and
- ◊ decide which ones will Fail and go to the great hopper in the sky.

Each author will have a chance to present their bill (see "How to Present a Bill") and the committee will debate it. As a committee member, you want to pass good bills that are well thought out and have the potential for good debate. At this point, even if you don't agree with a bill or you don't think it's a great idea, you should try to be as unbiased as possible. Your job is simply to decide if the entire chamber should get to debate on this bill or not.

When it's time for *your* bill to be debated, you'll step down from your position on the committee and suddenly become SUPER LEGISLATOR! This is your moment to shine, and all your practice and hard work will be put to the test.

Once all the committees have debated and voted on their bills, another group called the RULES COMMITTEE will collect them and decide what order they will be presented on the floor. Here are the committees of each legislative body:

KELLOGG HOUSE/ WABASHA SENATE COMMITTEES	SANFORD HOUSE/KNUTSON SENATE COMMITTEES	HUMPHREY HOUSE/STASSEN SENATE COMMITTEES	SIBLEY HOUSE/RAMSEY SENATE COMMITTEES
Economic Regulation	Commerce	Consumer Affairs	Criminal Justice
Education I	Corrections	Crime Prevention	Economic Development
Education II	Education Development I	Ecology	Education Finance I
Environment	Education Development II	Education Services I	Education Finance II
Government Services	Forests, Wetlands &	Education Services II	Government
Health & Family Security	Wildlife	Family Services	Administration
Judiciary	Government Operations	Government Affairs	Natural Resources
Transit	Health & Human Services	State Infrastructure	Public Transit
	Transportation		Social Services

COMMITTEE SCRIPT

Here's an example of what a committee meeting will look like:

MINNESOTA YMCA YOUTH IN GOVERNMENT LEGISLATIVE COMMITTEE PROCEDURES

1. CALL TO ORDER Committee Chair

"THE COMMITTEE WILL NOW COME TO ORDER."

2. INTRODUCTIONS Committee Chair
(Introduces self, Vice Chair, Clerk, Advisors, resource people, etc.)

3. CHAIR REQUESTS THAT THE CLERK TAKE ROLL Chair & Clerk
(Clerk must take roll each day to record those members present.
A motion to suspend with the roll call is not in order.)

"THE CLERK WILL TAKE THE ROLL."

4. CHAIR EXPLAINS COMMITTEE PROCEDURE & POSTS Committee Chair
THE BILL PRIORITY LIST/SCHEDULE & TIME THAT EACH BILL WILL BE HEARD
(To inform authors of schedule; Review the rules and the order of business.)

5. PRACTICE BILL IS PRESENTED Committee Chair &
(A bill not in that committee is presented and used as a warm-up bill.) Assistants

6. REGULAR ORDER OF BUSINESS

7. CONSIDERATION OF BILLS AS PRIORITIZED Committee Chair/
(Chair announces each as it comes up – recognizes the Committee Clerk
author for a short presentation – two minutes)
**"THE NEXT BILL UNDER CONSIDERATION IS _____ HOUSE/ _____ SENATE
FILE # _____. IS THE AUTHOR PRESENT?"**

8. TESTIMONY Lobbyists, Cabinet,
the General Public

(After the author has made their presentation, the Chair will ask if anyone present would like to testify on the bill. This may include lobbyists, cabinet officials, or the public. Only members of the committee may ask questions. Questions may be asked of any person testifying before the committee, either during or after their presentation.)

9. DEBATE AND DISCUSSION Committee Members
(After the testimony has been taken, the floor is open to the committee to debate and discuss the bill. Questions may be asked of those who testified.)

10. MOTION TO PASS BILL Committee Members
(When the allocated time has elapsed, any member of the committee may move that the bill be recommended to pass.)

"I MOVE THAT _____ HOUSE/ _____ SENATE FILE # _____ BE RECOMMENDED TO PASS (AS AMENDED)."

(If a bill is considered to be of a non-controversial nature it may be moved to pass and be placed on the Consent Calendar.)

"I MOVE THAT _____ HOUSE/ _____ SENATE FILE # _____ BE RECOMMENDED TO PASS AND BE PLACED ON THE CONSENT CALENDAR."

11. CHAIR HANDLES MOTION Committee Chair

"IT HAS BEEN MOVED THAT _____ HOUSE/ _____ SENATE FILE # _____ BE

RECOMMENDED TO PASS (AS AMENDED). ALL THOSE IN FAVOR PLEASE SIGNIFY BY SAYING 'AYE'. THOSE OPPOSED SIGNIFY BY SAING 'NO'. THE MOTION PREVAILS (DOES NOT PREVAIL)." (A hand vote shall be taken on **all** votes in committee for **final passage**.)

12. BILL FORWARDED TO SECRETARY OF STATE Clerk & Chair
(Bill should be grouped by House & Senate and sent to the Secretary of State's office with the proper transmittal sheet attached.)

13. COMMITTEE REPORTS FORWARDED TO SECRETARY OF STATE Clerk & Chair
(Separate Committee Reports should be prepared for the House and the Senate and must be forwarded to the Secretary of State's Office immediately when the committee has recessed for the day!)

-
- ◆ Remember to send the first two passed bills to the Secretary of State's Office immediately during the first committee meeting. During subsequent committee sessions, save up 4 – 5 bills and then send them to the Secretary of State's Office.
 - ◆ Committee Reports must be turned in to the Secretary of State's Office immediately when the committee has finished its hearings for the day. The proceedings of the Houses and Senates cannot happen without these reports!!! The Secretary of State's Office has to turn these forms around very quickly, so the sooner you can turn in these reports, the better.

AMMENDMENTS

In committee you can also suggest changes to bills – this is called “amending”. The chair should have information on how to do it. The author may decide that they want to make a last minute change, or you may find some incorrect information in debate. You may get an amendment form from the Committee Chair or Clerk/Secretary.

THE FLOOR

Once you’ve finished your committee duties, whether or not your bill passed, you will move onto the floor of the House or Senate. The rest of the weekend will be spent debating the bills that passed through committee in whatever order the Rules Committee decided. Your job here is to listen, ask good questions and pass legislation that will help the people of your state.

If your awesome bill passed through committee, and it’s placed early enough on the agenda, you may get to present your bill once again to the whole chamber.

This time you’ll be trying to convince the whole kit and caboodle of Representatives or Senators to pass your bill!!

THE GOVERNOR/LT. GOVERNOR’S OFFICE

If your bill passes the House and Senate it’s headed straight to the top – the Governor or Lt. Governor’s desk!!!! This is your LAST opportunity to persuade the Governor or Lt. Governor why the bill is a good idea.

Hopefully, it will pass your chamber...

- then your sponsor in the other chamber will help it pass there;
- and the Governor or Lt. Governor will like it and sign it;
- and you’ve helped to create a NEW LAW!

STANDING JOINT RULES OF THE HOUSE AND SENATE

These rules should be used during any formalized debate session or meeting during the Model Assembly or Regional Training Session.



MODEL ASSEMBLY SESSION RULES OF THE LEGISLATURE AND PROGRAM

**As adapted by Minnesota YMCA Youth in Government
from the Permanent Rules of the
Minnesota House of Representatives**

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member giving such notice, or another member designated in writing by the member who originally gave notice of the Special Order to the Speaker/President, may make the motion for the Special Order.

Speaker/President shall take the chair at the hour at which the House/Senate convenes and the House/Senate shall then be called to order. A prayer shall be said by the Chaplain or time allowed for a brief meditation. Then it shall be followed by the pledge of allegiance to the flag of the United States of America. Then a roll of members shall be called and the names of members present and members excused shall be entered in the Journal of the House/Senate.

1.02 **READING OF THE JOURNAL.** A quorum being present, the Journal of the preceding day shall be read by the Clerk/Secretary unless otherwise ordered. The House/Senate may correct any errors in the Journal of the preceding day.

1.03 **ORDER OF BUSINESS.** After the reading of the Journal, the order of business of the day shall be:

- (1) Presentation of petitions or other communications.
- (2) Reports of standing committees.
- (3) Second reading of bills.
- (4) Second reading of bills from the other house.
- (5) Reports of select committees.
- (6) Introduction and first reading of bills.
- (7) Consideration of messages from the other house.
- (8) First reading of bills from the other house.
- (9) Consent Calendar.
- (10) Calendar for the day.
- (11) Motions and resolutions.
- (12) Announcements.

Conference committees on bills and the Committee on Rules may report at any time.

1.04 **SECOND READING OF BILLS.** Every bill shall require a second reading.

1.05 **COMMITTEE OF THE WHOLE.** (Does not apply to the Model Assembly program.)

1.06 **RULES TO APPLY TO COMMITTEE OF THE WHOLE.** (Does not apply to the Model Assembly program.)

1.07 **GENERAL ORDERS OF THE DAY.** (Does not apply to the Model Assembly program.)

1.08 **THIRD READING OF BILLS.** No amendment shall be received after the third reading without the unanimous consent of the House/Senate, except to fill blanks or to amend titles.

At any time prior to its passage any bill or resolution may be referred or re-referred by a majority vote of the whole House/Senate. If the committee to which it was referred or re-referred reports an amendment on it, it shall again be given its second and third reading and placed upon its final passage.

1.09 **SPECIAL ORDERS.** A bill may be made the Order of the Day for a special time and be placed upon a separate list known as "Special Orders."

The Committee on Rules may by committee report designate as a Special Order any bill which has had its second reading.

Any member may move to make a bill a Special Order by giving notice at least two hours in advance of and specifying the hour at which the member will so move. The notice shall include the number and title of the bill and the day and time certain for the Special Order. Only the

- 1.13 **MINORITY REPORTS.** Any minority report shall be made

A two-thirds vote of the whole House/Senate on such motion is required to make a bill a Special Order.

The time set for the motion may not be extended, and failure to make the motion at the specified hour forfeits the right to make the motion.

A motion to make a bill a Special Order, when made according to the procedures herein prescribed, shall be a privileged motion, shall take precedence over all other motions except a motion to adjourn or to set the time to adjourn and questions of personal privilege, and may be made at any time at the hour designated in the notice. A three-fourths vote of the whole House/Senate is required to suspend the motion.

Any Special Order, or any part of it, may be continued or postponed by two-thirds vote of the whole House/Senate at the time of such Special Order; however, a Special Order designated by the Committee on Rules may be continued or postponed by a majority vote of the whole House/Senate at the time of such Special Order.

When the time arrives for the consideration of any Special Order, the House/Senate shall consider each bill upon the Special Order in the order in which it is listed. After consideration it shall immediately be read the third time and placed upon final passage.

1.10 **FINANCE AND REVENUE BILLS GIVEN PRECEDENCE.** Any bill relating to taxes or raising revenue and any finance bill, which has had its second reading, shall be in order after Friday and acted upon whenever requested by the Chair of the Committee on Commerce, the Chair of the Committee on Consumer Affairs or the Chair of the Committee on Economic Development or a designee of the Chair.

1.11 **CONSENT CALENDAR.** Any bill of a non-controversial nature for which the committee report recommends placement upon the Consent Calendar shall be given its second reading after the report is adopted and placed upon the Consent Calendar. The bill shall be placed upon the Consent Calendar in the order in which it is given its second reading.

The Consent Calendar shall immediately precede the order of business known as "Calendar for the Day." Any bill debated in committee, and which the committee believes there would be no real opposition to, can be recommended to pass and be placed on the Consent Calendar.

Every bill on the Consent Calendar shall be will have its title read and the principle author will have one (1) minute to speak on behalf of the bill. The bill will then be given its third reading and voted upon, provided, however, that at any time prior to third reading, ten members may object to any bill as being controversial. Any bill so objected to shall be stricken from the Consent Calendar and be immediately placed upon the Calendar, taking its place in the usual order.

1.12 **SUSPENSION OF RULES TO ADVANCE A BILL.** Every bill shall be reported 3 times, except that in case of urgency, a two-thirds majority of the whole House/Senate may suspend this Rule. A motion for suspension of the Rules to advance a bill for consideration out of its regular order is in order under the order of business "Motions and Resolutions" or at any time the bill is before the House/Senate. The motion must be presented to the Speaker/President in writing and must state the present position of the bill.

- A call of the House/Senate may be lifted by a majority vote of the

separately from the majority report and shall be considered before the majority report. If the minority report is adopted the majority report shall not be considered. If the minority report is not adopted the majority report shall then be considered.

1.14 COMMITTEE REPORT LAID OVER. The report of any committee may be laid over one hour and printed in the Journal, if so ordered by the House/Senate.

1.15 RECALLING BILL FROM COMMITTEE. Any bill or resolution may be recalled from any committee at any time by majority vote of the whole house of origin, be given a second reading and be advanced to The Calendar of the day. A motion to recall a bill or resolution shall be in order only under the order of business "Motions and Resolutions."

1.16 TIME LIMIT FOR CONSIDERATION OF BILLS. A one-half hour limit will be placed on the debate of each bill before the House/Senate. The time limit may be shortened or extended at the discretion of the Speaker/President. Because of the brief time the Model Legislatures are in session, it is not permissible to "cover the clock".

1.17 DISPOSITION OF BILLS FROM THE OTHER HOUSE. After the final vote on passage of any bill presently before the body, a File received from the other house, accompanied by a message announcing its passage by the other house, shall immediately be given its second reading. This File shall thereupon become the next order of business and take precedence over any other matter before the body. Such Files passed by the other house and received by the body shall not be given precedence more than twice successively.

Any File originating in the other house which has been amended by the body, shall be returned to the house of origin which will vote to concur or refuse to concur with the amendments. If the other house concurs, it shall be repassed and sent to the Governor. If the house of origin refuses to concur, a conference committee shall be created consisting of three members of the Senate and three members of the House to work out an acceptable version of the bill. If both houses concur on the conference committee report the bill may be repassed and sent to the Governor.

1.18 RECORDED FLOOR PROCEEDINGS. All proceedings on the floor of the House/Senate may be recorded on magnetic tape or similar recording device under the direction of the Clerk/Secretary.

Discussion preserved under this rule is not intended to be admissible in legislative intent.

ARTICLE II VOTING

2.01 AUTHORIZING ELECTRIC VOTING SYSTEM. Except for a vote upon elections, any vote may be taken by means of the electric voting system which shall be under the control of the Speaker/President. No member may vote on a question except at the member's own seat in the chamber.

2.02 CALL OF THE HOUSE/SENATE. Ten members may demand a call of the House/Senate at any time except after voting has commenced. When such call is demanded, the doors shall be closed, the roll shall be called, the absent members shall be sent for, and no member may be permitted to leave until the roll call is suspended or completed. During the roll call, no motion shall be in order except a motion pertaining to matters incidental to the call. Proceedings under the roll call may be suspended by a majority vote of the whole House/Senate. After the roll call is suspended or completed the Sergeant at Arms shall not permit any member to leave the Chamber unless excused by the Speaker/President.

whole House/Senate.

2.03 DEMANDING YEAS AND NAYS. Yeas and nays shall be ordered without demand upon final passage of bills and upon adoption of resolutions or motions directing the payment of money. In all other cases the yeas and nays shall be ordered only upon demand of 15 members.

2.04 EXPLAINING OR CHANGING VOTE. No member shall be allowed to explain a vote or discuss the question while the yeas and nays are being taken, nor be allowed to change a vote after the yeas and nays have been announced from the chair.

2.05 EVERY UNEXCUSED MEMBER TO VOTE. Any member who is immediately interested in the question being voted on shall not vote.

Every other member present before a vote is declared from the chair shall vote for or against the matter before the House/Senate, unless the House/Senate excuses the member from voting. However, no member is required to vote on any matter concerning a resolution except for a resolution relating to the internal business of the body or the Legislature.

A member who declines to vote on a call of the member's name shall be required to state reasons for so declining. After the vote has been taken but before the chair has announced the vote, the chair shall submit to the House/Senate the question, "Shall the member, for the reasons stated, be excused from voting?" which shall be decided without debate. Any other proceedings in reference thereto shall take place after announcement of the vote.

2.06 VOTING TO OVERRIDE A VETO. A majority vote of the member of the House/Senate present during a joint convention shall be required for the passage of any bill except that a two-thirds vote of the members of the House/Senate voting separately shall be required to pass a bill over the Governor's veto. If any bill is not returned to the house which sent it to the Governor within one hour after the Secretary of State has delivered it to the Governor, it shall be considered as signed.

ARTICLE III MOTIONS AND AMENDMENTS

3.01 AMENDMENTS AND OTHER MOTIONS. No amendment or other motion shall be debated until after it is stated by the Speaker/President.

After an amendment or other motion has been stated by the Speaker/President it is in possession of the House/Senate, but the mover may withdraw it at any time before amendment or decision. Unless a motion, resolution or amendment is withdrawn on the day it is made, it shall be entered in the Journal, together with the name of the member offering it.

The Speaker/President may require any amendment or other motion be typewritten and that five copies be given to the Clerk/Secretary.

3.02 PRECEDENCE OF MOTIONS. When a question is under consideration, no motion shall be received except the following, the first four of which shall be decided without debate:

- (1) To fix the time of adjournment.
- (2) To adjourn.
- (3) To lay on the table.
- (4) For the previous question.
- (5) To refer.
- (6) To postpone to a time certain.
- (7) To amend.
- (8) To postpone indefinitely.

The motions shall have precedence in the order listed. However, if the motion for the previous question has been seconded and the main question ordered, the motion to lay on the table shall not be in order.

3.03 MOTION TO ADJOURN. A motion to adjourn shall always be in order except during roll call.

When a motion to adjourn is made it shall be in order for the Speaker/President, before putting the question, to permit any member to state reasons which would seem to render adjournment improper at that time. Such a statement shall not be debatable and shall be limited to not over two minutes.

3.04 MOTION FOR RECONSIDERATION. When a question has been decided either in the affirmative or negative, it shall be in order for any member who voted with the prevailing side to move its reconsideration, provided that such motion is made on the same day the vote was taken. A motion for reconsideration can be made at any time in the Order of Business and shall take precedence over all other questions except the motion to adjourn and the notice of intention to move reconsideration. Such motion or notice shall not be in order if the document, bill, resolution, message, report or other official action on which the vote was taken shall have left the possession of the House/Senate.

When a member gives notice of intention to move reconsideration of the final action of the House/Senate on any bill, resolution, message, report or other official action, the Clerk/Secretary shall retain the same until after the matter is disposed of or the time has expired during which the motion for reconsideration can be made.

On the last day allowed for the motion to reconsider, it shall be in order for any member who voted on the prevailing side to make the motion, unless the matter has been already disposed of.

A motion for reconsideration having been voted upon and lost shall not be renewed.

Notice of intention to move reconsideration shall not be in order after Saturday.

3.05 ORDER OF PUTTING QUESTION. Except in the case of privileged questions, all questions, whether in committee or in the House/Senate, shall be put in the order in which they are moved. When filling blanks, a motion for the largest sum or the longest time shall be put first.

3.06 DIVISION OF A QUESTION. Any member may request the division of a question which contains several separate and distinct points. A motion to strike out and insert shall not be divisible. If a motion to strike out is lost it shall not preclude another motion to amend or to strike out and insert.

3.07 THE PREVIOUS QUESTION. The motion calling for the previous question must be seconded by 15 members. If the motion for the previous question is ordered by a majority of members present, it shall have the effect of cutting off all debate and bringing the House/Senate to direct vote upon the question or questions.

The previous question may be moved and ordered upon a single motion, a series of motions allowable under the Rules, or an amendment or amendments; or it may include all authorized motions or amendments, including a vote on final passage of a bill.

On a motion for the previous question, but prior to its being ordered, a call of the House/Senate shall be in order. After a majority has ordered the previous question, no call shall be in order prior to the

(9) To pass.

When the previous question is decided in the negative, the main question remains under debate until disposed of by taking a vote either on the question or in some other manner.

All incidental questions of order arising after a motion is made for the previous question and prior to the vote on the main question shall be decided without debate.

3.08 AMENDMENTS TO AMENDMENTS. An amendment may be amended, but an amendment to an amendment may not be amended.

3.09 MOTIONS AND PROPOSITIONS TO BE GERMANE. No motion or proposition on a subject different from that under consideration shall be admitted under guise of its being an amendment.

3.10 AMENDMENT NOT TO ANNEX ANOTHER BILL. Except in a standing committee no bill or resolution shall at any time be amended by annexing or incorporating any other bill or resolution.

3.11 RESOLUTIONS AND MOTIONS INVOLVING EXPENDITURE OF MONEY. Any resolution or motion involving the expenditure of money out of the legislative expense fund shall be referred to the Committee on Rules before being acted upon by the House/Senate. A majority vote of the whole House/Senate, determined by a roll call, is required to pass any such resolution or motion.

3.12 AMENDMENTS TO APPROPRIATION AND TAX BILLS. No amendment increasing an appropriation and no amendment increasing a tax shall be declared passed until voted for by a majority of the whole House/Senate determined by a roll call vote.

3.13 MOTION TO LAY ON THE TABLE. A motion to lay on the table shall not be in order on a motion to amend, except that a motion to amend the Rules may be tabled.

3.14 MOTION TO RESCIND. The motion to rescind shall not be in order at any time in any proceeding in the House/Senate or in any committee.

3.15 SUSPENSION OR AMENDMENT OF THE RULES. The concurrence of two-thirds of the whole House/Senate is required to suspend, alter, or amend any Rule of the House/Senate, except that any amendment to the Rules reported by the Committee on Rules may be adopted by a majority of the whole House/Senate.

Except as provided in Rule 1.12, a motion to suspend, alter, or amend any Rule of the House/Senate must be made under the order of business "Motions and Resolutions." If the motion is made at any other time, unanimous consent is required before the Speaker/President can entertain the motion.

A motion to suspend the Rules, together with the subject matter to which it pertains, is debatable, but the previous question may be applied to the motion.

ARTICLE IV DEBATE AND DECORUM

4.01 ABSENCE OF MEMBERS AND OFFICERS. Unless illness or other sufficient cause prevents attendance, no member or officer of the House/Senate shall be absent from any session of the House/Senate without first having obtained from the Speaker/President permission to be absent.

decision on the main question.

4.02 DUTIES OF MEMBERS. Members shall keep their seats until the Speaker/President announces adjournment.

Every member, before speaking, shall rise and respectfully address the Speaker/President and shall not speak further until recognized by the Speaker/President. When two or more members rise at the same time, the Speaker/President shall designate the member to speak first.

4.03 QUESTIONS OF ORDER. If any member of the House/Senate transgresses the Rules, either in speaking or in any other way, the Speaker/President shall, or any member may, call the member to order. A member so called to order shall immediately sit down unless another member moves to permit the member who was called to order to explain. In either case, the House/Senate, if appealed to, shall decide without debate. Only if the decision is in favor of the member called to order shall that member be at liberty to proceed. A member called to order shall be liable to censure or such other punishment as the body may deem proper.

4.04 ORDER IN DEBATE. No member shall speak more than twice on the same subject without leave of the House/Senate, nor more than once until every other member wishing to speak on the pending question has had an opportunity to do so.

4.05 NOTICE OF INTENTION TO DEBATE A RESOLUTION. Any member may give notice of intention to debate a resolution. Such notice may be given at any time before the vote is taken on the resolution. If such notice is given, the resolution shall be laid over one hour without debate or any other action.

4.06 OFFENSIVE WORDS IN DEBATE. If any member is called to order for offensive words in debate, the member calling for order shall report the words to which exception is taken and the Clerk/Secretary shall record them. No member shall be held to answer or be subject to censure of the House/Senate for any language used in debate if exception is not taken before any other member has spoken or any other business has taken place.

4.07 ORDER DURING SESSION. No member shall walk out of or across the Chamber when the Speaker/President is putting the question. No member shall engage in private conversation while another member is speaking or pass between the speaking member and the Chair.

4.08 NO ONE TO REMAIN BY THE CLERK'S/SECRETARY'S DESK. No member or other person shall remain by the Clerk's/Secretary's desk while the yeas and nays are being called.

4.09 WHO MAY BE ADMITTED TO THE FLOOR. No person shall be admitted within the House/Senate Chamber, except members themselves, properly authorized employees, the Chief Executive and ex-governors of the State of Minnesota, members of the other house, heads of departments of the state government, judges of the Supreme Court, Court of Appeals, and District Courts, members of Congress, properly accredited representatives of radio and television stations, newspapers and press associations, as herein provided for, and none other. When a former member of Congress or the Minnesota Legislature or any other person is issued a permit by the Speaker/President good for the day, that person shall be provided with a seat near the Speaker's/President's rostrum, and at no time shall a conversation be carried on so as to disturb the business of the House/Senate. Before issuing the permit, the Speaker/President shall make certain that the person does not seek the floor of the House/Senate for the purpose of influencing decisions of the body.

The alcoves shall be kept for the use of members only, and the Sergeant at Arms shall keep them cleared.

request of any member for unanimous consent unless an extraordinary condition exists, in which event the Speaker/President may consent to entertain a motion for its suspension.

The Sergeant at Arms is charged with the duty of strict enforcement of this provision.

4.10 PRESENTATION OF PETITIONS. Any petition, memorial or other paper presented to the House/Senate shall include the name of the member introducing it and a brief description of its contents and shall be presented by the Speaker/President, who shall state briefly its contents.

4.11 NO TOBACCO, FOOD, BEVERAGES, OR CHEWING GUM IN THE CAPITOL COMPLEX. Tobacco, food, beverages, and chewing gum are prohibited in all areas of the Capitol, Judicial Center, and State Office Building including all Chambers and galleries, hearing rooms, minor corridors and offices, and any other room in use by Youth in Government.

ARTICLE V BILLS

5.01 BILL AND RESOLUTION FORM. No bill or resolution shall be introduced until it has been examined and approved by the Youth in Government State Office as to form and compliance with the Joint Rules of the House and Senate. Approval as to form shall be endorsed on the bill or resolution by the State Office. A bill that is divided into articles may include or be accompanied by a table of contents.

5.02 INTRODUCTION OF BILLS AND RESOLUTIONS. A bill, advisory bill or resolution offered for introduction shall be placed in the hands of the Speaker/President at least 1 hour prior to the convening of the daily session. Every bill and resolution shall be introduced and shall contain the name of the member or name of the committee introducing it. No bill, memorial, or resolution shall have more than 5 authors. Any memorial (a statement of facts being forwarded to a governmental official, agency or body) shall be introduced in the same form as a bill and take the same course as a bill. No resolution shall authorize the expenditure of monies from any source other than the legislative expense fund.

Bills shall be assigned to committees by the Presiding Officers and the State Office. The committees shall report to the House and Senate their recommendation on each bill submitted to it. (See Rules; Art. VI) These reports shall be in writing, and shall be delivered to the Clerk or Secretary or an assistant, and shall then be read unless otherwise ordered by the chair, or a majority of the members present. (See Consent Calendar)

5.03 TIME LIMIT FOR BILLS. If any bill is not returned to the house which sent it to the Governor within one hour after the Secretary of State has delivered it to the Governor, it shall be considered as signed.

5.04 ADVISORY BILLS. An advisory bill may be introduced by any member in the same manner as a bill except that the requirements of Rule 5.01 shall not apply. Each advisory bill shall be typewritten on a form provided by the Clerk/Secretary. It shall have a title not exceeding 12 words in length and shall contain a specific proposal for the initiation, termination or alteration of a law or program of the state or any of its subdivisions. It need not be drafted in a form appropriate for enactment into law.

An advisory bill may be considered only in committee and shall not be given a second reading or be otherwise considered by the House/Senate, except that the committee may report its recommendation for re-referral to another committee.

It shall not be in order for the Speaker/President to entertain a request for the suspension of this Rule, or to present from the Chair the

5.05 FIRST READING AND REFERENCE OF BILLS. Each bill, advisory bill and resolution shall be reported and given its first reading upon its introduction. No bill, advisory bill or resolution shall be objected to upon its introduction.

Except as provided in Rule 1.17 and Rule 5.06 each bill, advisory bill or resolution shall, after first reading, be referred by the Speaker/President to the appropriate standing committee or division thereof.

Congratulatory resolutions are exempt from this rule and may be adopted by the Committee on Rules without further consideration by the House/Senate.

Except as otherwise provided in these Rules, after a bill, advisory bill or resolution has been referred by the Speaker/President, a majority vote of the whole House/Senate shall be required for a re-referral of the bill, advisory bill or resolution.

5.06 COMMITTEE BILLS. A committee bill shall be read for the first time and may be referred by the Speaker/President to any standing committee. If it is not so referred, it shall be laid over one hour. It shall then be read for the second time and placed upon the Calendar, or, if recommended by the Committee, upon the Consent Calendar.

5.07 PRINTING OF BILLS. Every bill shall be printed in the Model Assembly Session Book by the State Office.

5.08 FINANCE AND REVENUE BILLS. Any bill, whether originating in the House or Senate which may involve any present or future financial obligation on the part of the State or which affects state revenues, after being reported to the House/Senate, shall be referred, or re-referred to the appropriate standing committee, or the Committee on Taxes, for action.

5.09 BILLS AFFECTING DEBT. (Does not apply to the Model Assembly program.)

5.10 BILLS AFFECTING STATE GOVERNMENT POWERS AND STRUCTURE. Any bill, whether originating in the House or the Senate, which creates or reestablishes any new department, agency, commission, board, task force, advisory committee or council, or bureau, or any other such entity, or which substantially changes or alters the organization of or delegates emergency rulemaking authority to or exempts from rulemaking any department or agency thereof of state government, or substantially changes, alters, vests or divests official rights, powers, or duties of any official, department or agency of the state government or any institution under its control, after being reported to the House/Senate, shall be referred, or re-referred, as the case may be, to the Committee on Government Operations or the Committee on Government Affairs or the Committee on Government Administration for action by that committee.

5.11 BILLS AFFECTING TAXES. Any bill whether originating in the House or Senate, which substantially affects state tax policy or the administration of state tax policy, after being reported to the House/Senate, shall be referred, or re-referred to the Committee on Commerce or the Committee on Consumer Affairs or the Committee on Economic Development for action by that committee. Any standing committee other than the aforementioned committees to which such a bill is referred shall, in its report, recommend re-referral to said committees.

5.12 WAYS AND MEANS COMMITTEE: RESOLUTION; EFFECT ON EXPENDITURES AND REVENUE BILLS. (Does not apply to the Model Assembly program.)

5.13 BILLS PROPOSING MEMORIALS. Any bill or amendment that proposes to have a memorial erected in the Capitol area shall be referred to the Committee on Rules.

5.14 RECESS BILL INTRODUCTIONS. (Does not apply to the Model Assembly program.)

5.15 BILLS PROPOSING CONSTITUTIONAL AMENDMENTS. Any bill, whether originating in the House or Senate, which proposes a constitutional amendment, after being reported to the House/Senate, shall be referred, or re-referred, as the case may be, to the Committee on Rules for action by that committee. Any committee, other than the Committee on Rules, to which such bill has been referred, shall, in its report, recommend re-referral to the Committee on Rules.

5.16 PASSAGE OF BILLS. Article IV, Section 22 of the Constitution of the State of Minnesota states that no law may be passed unless voted for by a majority of all members of each house.

ARTICLE VI COMMITTEES POWERS AND DUTIES

6.01 COMMITTEES. Standing joint committees of the House and Senate shall be appointed by the Speaker and President as follows:

Kellogg House and Wabasha Senate Committees
Economic Regulation
Education I
Education II
Environment
Government Services
Health & Family Services
Judiciary
Transit

Sanford House and Knutson Senate Committees
Commerce
Corrections
Education Development I
Education Development II
Forests, Wetlands & Wildlife
Government Operations
Health & Human Services
Transportation

Humphrey House and Stassen Senate Committees:
Consumer Affairs
Crime Prevention
Ecology
Education Services I
Education Services II
Family Services
Government Affairs
State Infrastructure

Sibley House and Ramsey Senate Committees:
Criminal Justice
Economic Development
Education Finance I
Education Finance II
Government Administration
Natural Resources
Public Transit Committee
Social Services Committee

6.02 COMMITTEE MEMBERSHIP AND LEADERSHIP. At the time of registration for the program, those placed in the Legislatures are given committee assignments randomly by the State Office. No less than 30 days prior to the opening of a regular session of the Legislatures, the Speaker-designate and President-designate shall appoint committee leaders.

Duties of the legislative committee leaders are as follows:

Chair:

- a) shall preside during committee hearings, maintain order and assure that meetings are productive and organized, and assure that every bill is given a fair and proper consideration during its presentation and debate;
- b) shall have a good working knowledge of parliamentary procedure, using it to guarantee maximum discussion on each bill;
- c) shall see that each bill on the committee docket has an author or proponent.
- d) shall set the docket for the committee;
- e) shall appoint others, if necessary, to assist in the proper operation of the committee;
- f) shall report the results of the committee roll call to the committee advisor or Program Specialist;
- g) shall attend all required training meetings.

Vice-chair:

- a) shall assume the duties of the Chair in their absence;
- b) shall attend all required training meetings.

Clerk:

- a) shall be responsible for all the committee paperwork, assuring that each bill is delivered to the Secretary of State upon its final vote, and will assure that the following items are available: copy of each bill, copy of committee procedures, a watch for timing bill debate, and the bill reporting papers from the Secretary of State;
- b) shall report the title and number of each bill;
- c) shall receive all written amendments to bills and keep them in the order they are received;
- d) shall keep the time and assure that items follow the committee procedures;
- e) shall take the roll call of members at the beginning of each meeting and report the results to the Chair;
- f) shall attend all required training meetings.

Adult Advisor:

- a) shall be present for all committee meetings;
- b) shall advise the committee leadership whenever called upon or when committee is not functioning properly;
- c) shall act in an advisory role only;
- d) shall determine the effectiveness of the committee and report the findings to the Program Specialist;
- e) shall receive the report on the roll call of the committee from the Chair and report the findings to the Program Specialist;
- f) shall have basic knowledge of the committee procedure.

6.03 COMMITTEE MEETING SCHEDULE. The Speaker/President shall prepare a schedule of committee meetings, fixing as far as practicable the day and the hour for the regular meeting time of each committee. The schedule of committee meetings shall officially be made available to the news media. The

shall give written notice which may be announced from the desk and shall be posted on the bulletin board at least one hour in advance of the change.

The chair of each committee shall, as far as practicable, give three hours notice of any meeting. The notice shall include the date, time, place and agenda for the meeting.

The docket of the committee, which lists the order of bills to be heard, must be posted outside each committee room and shall include the date and time for the hearing of each bill.

6.04 COMMITTEE PROCEDURES. Meetings of all joint committees of the House and Senate shall be open to the public.

A majority of members of any committee shall constitute a quorum.

The Rules of the House and Senate shall be observed in all committees wherever they are applicable.

Any member of any committee may demand a roll call vote on any bill, resolution, report, motion or amendment before the committee. Only upon such demand being made shall the roll be called and the vote of each member on the bill, resolution, report, motion or amendment be recorded in the committee minutes, together with the name of the member demanding the roll call.

A committee may reconsider any action so long as the matter remains in the possession of the committee. A committee member need not have voted with the prevailing side in order to move reconsideration.

Order of Business. Committees shall follow these procedures for the first and subsequent committee meetings.

- a) The Chair Calls the Meeting to Order.
- b) Introductions. The chair will introduce himself/herself and have each member introduce themselves and then the chair will ask any adult advisor to introduce themselves.
- c) Roll Call of Members. The chair will ask the clerk to take attendance by calling for each member by name.
- d) Practice Bill. (At first meeting only) The first thirty minutes of committee time shall be used for members to become familiar with the committee process and to practice on a practice bill given to each chair. The chair will thoroughly explain committee procedures and appoint a member to speak as the author of the practice bill.
- e) Determination of Time Limits. The chair shall divide the total time remaining for committee meetings by the number of bills on the docket. The time being equally divided for each bill, a specific time and day will be determined for hearing each bill. The chair must prepare the schedule of bills and the schedule must be posted outside each committee room. If hearing times change for any bill, the chair shall correct the posted schedule immediately.
- f) Bill Hearings. Each bill will be heard in the order determined by the chair. Similar or like bills should be combined before being heard by the committee. The chair can make recommendations as to which bills should be combined.

Rules for Committee Meetings.

- a) Each bill shall be printed in the Model Assembly Session Book

chair of any committee holding a special meeting or making a change in the regular schedule of meetings

b) Committee members are assigned by the State Office at the time of registration. Only assigned members whose name appears on the official committee roster may vote in that committee. The author of a bill being considered by a committee shall have the same speaking privileges as any member of the committee. However, an author who is not a member of the committee has no vote.

c) Members of the Governors' Cabinet, lobbyists, and the public are encouraged to testify before a committee but do not have speaking privileges as do legislators, nor do they vote.

d) An adult advisor will serve as the committee advisor.

e) Chairs, vice-chairs, and clerks are appointed by the Speaker and President and are required to attend a training session prior to the Model Assembly Session. Committees do not have the authority to change committee leaders.

f) The committee will review each bill in order. The author shall have 2 minutes for an opening statement outlining the reasons the bill should be passed. After the authors opening statement there shall be time for members of the Governor's Cabinet, lobbyists, and the public to testify before the committee. Members may ask questions of those testifying before the committee during or after their testimony, however those testifying may only make statements to the committee and shall not participate in committee debate. During the following debate, a bill may be amended.

g) When time for debate on a bill has elapsed, a member of the committee shall move that the bill be "recommended to pass", "recommended to pass as amended", or "recommended to pass and be placed on the Consent Calendar". No bill shall be passed unless voted for by a majority of all the members of the committee. A motion to lay on the table is regarded as a breach of etiquette in the Legislature. The chair shall cast the deciding vote in the event of a tie.

h) When a committee has finished its business it should recess and its members should take their places in their respective Legislative chambers. If additional time is available, it would be wise to use the time productively to plan strategy for debate in the House/Senate.

6.05 SUBCOMMITTEES. The chair of a committee shall appoint the chair and members of each subcommittee with the advice and consent of the Speaker and President. The chair or the committee may refer bills to subcommittee. Any subcommittee may make such investigation or exercise such authority as is delegated to it by the chair or the committee.

6.06 COMMITTEE RECORDS. The chair of a standing committee shall cause a record to be kept, in the form prescribed by the Committee on Rules, which shall include the record of each bill referred to the committee and the minutes of the committee. The minutes shall include:

- a) The time and place of each hearing or meeting of the committee;
- b) Committee members present;
- c) The name and address of each person appearing before the committee, together with the name and address of the person, association, firm or corporation in whose behalf the appearance is made;

by the State Office and shall be assigned to the proper committee by the Speaker and President.

f) The record of each subcommittee meeting, including the time and place of the meeting; members present, the name of each person appearing before the subcommittee, together with the name of the person, association, firm or corporation in whose behalf the appearance is made; and the language of each motion, together with the name of the member making the motion, and the result of any vote taken upon the motion, including the yeas and nays whenever a roll call is demanded;

g) Other important matters related to the work of the committee.

The minutes shall be approved at the next regular meeting of the committee.

Testimony and discussion preserved under this rule is not intended to be admissible in any court or administrative proceeding on an issue of legislative intent.

6.07 COMMITTEE REPORTS. The chair of a standing committee reporting to the House/Senate the action taken by the committee upon any bill or resolution referred to it shall do so upon the form provided for such reports. Each bill or resolution shall be reported separately and the report shall be adopted or rejected without amendment.

The report shall contain the action taken by the committee and the date of such action and shall be authenticated by the signature of the chair.

Before a committee reports favorably upon a bill or resolution, the chair shall see that the form of the bill or resolution conforms to the Joint Rules of the House and Senate.

The Committee on Rules may report at any time.

If a majority of the members of a standing committee finds a bill referred to the committee to be of a non-controversial nature, the report may recommend that the bill be placed upon a separate calendar to be known as the Consent Calendar.

6.08 COMMITTEE BILLS. Any standing or special committee may introduce a bill as a committee bill on any subject within its purview.

6.09 SUBSTITUTION OF BILLS. No standing or special committee nor any of its members shall report a substitute for any bill referred to the committee if the substitute relates to a different subject, is intended to accomplish a different purpose, or would require a title essentially different from that of the original bill. Whenever the House/Senate is advised that a substitute bill reported to the House/Senate is in violation of this rule, the report shall not be adopted.

6.10 CONFERENCE COMMITTEES. A conference committee may report at any time. No committee except a conference committee or the Committee on Rules shall sit during any daily session of the House/Senate without leave.

d) The language of each motion, the name of the committee member making the motion, and the result of any vote taken upon the motion, including the yeas and nays whenever a roll call is demanded;

e) The date on which any subcommittee is created, the names of its members and the bills referred to it;

6.11 COMMITTEE BUDGETS AND EXPENSES. (Does not apply to the Model Assembly program.)

6.12 PUBLIC TESTIMONY. Public testimony from proponents and opponents shall be allowed on every bill or resolution before a joint standing committee or subcommittee.

6.13 COMMITTEE ON RULES. There shall be a House/Senate Committee on Rules consisting of members appointed by the Speaker/President. The Floor Leader shall be serve as the chair. No action shall be taken by the committee without the approval of at least four members of the committee. The committee shall have no other powers except the following:

a) The committee will designate the priority of consideration for bills or resolutions recommended to pass by the standing committees. Each chair of the standing committees shall designate the order in which bills passed out of their committee should be considered by the whole body. The chair of the Committee of Rules, in the presence of the committee members, shall determine the order of bills and resolutions placed on the Calendar for the day. It is essential that bills be placed on the Calendar from each standing committee in turn. Committee lobby efforts could effect the priority of a bill.

b) The Committee on Rules shall, at the first session of the House/Senate, present an appropriate resolution for approval of the rules governing the Model Assembly Session.

c) The Committee on Rules may carry out the duties required of it in reference to other rules contained herein.

ARTICLE VII OFFICERS OF THE PROGRAM

LEGISLATIVE OFFICES

7.01 DUTIES AND PRIVILEGES OF THE SPEAKER/PRESIDENT. The Speaker/President shall preside over the House/Senate and shall have all the powers and be charged with all the duties of the presiding officer.

The Speaker/President shall preserve order and decorum. The Speaker/President or the chair of the Joint Convention may order the lobby or galleries cleared in the case of disorderly conduct or other disturbance.

Except as provided by rule or law, the Speaker/President shall have general control of the Chamber and of the corridors, passages and rooms assigned to the use of the House/Senate.

The Speaker/President shall sign all acts, addresses, joint resolutions, writs, warrants and subpoenas of the House/Senate or issued by order of the House/Senate. The Speaker/President shall sign all abstracts for the payment of money out of the legislative expense fund of the House/Senate; but no money shall be paid out of said fund unless the abstract is also signed by the Clerk/Secretary.

The Speaker/President shall appoint the Floor Leaders, Chaplain and Sergeants at Arms.

7.02 SPEAKER/PRESIDENT PRO TEMPORE. Whenever the Speaker/President is absent, the Speaker/President pro tempore,

A conference committee report shall include only subject matter contained in the House or Senate versions of the bill for which that conference committee was appointed, or like subject matter contained in a bill passed by the House or Senate. The member presenting the conference committee report to the House/Senate shall disclose all substantive changes from the original version of the bill.

7.03 DUTIES OF CLERK/SECRETARY. The Clerk/Secretary shall have general supervision of all clerical duties pertaining to the business of the House/Senate. The Clerk/Secretary shall perform under the direction of the Speaker/President all the duties pertaining to the office of Clerk/Secretary and shall keep records showing the status and progress of all bills, memorials and resolutions. The Clerk/Secretary shall be responsible for taking the roll call of members at the beginning of each session, as well as during votes other than voice votes, and will report the results of the roll to the Speaker/President and the body. The Clerk/Secretary shall receive bills from or send bills to the other house or to the Governor, through the Secretary of State, with a report of the votes by which the bill has passed. At the direction of the Speaker/President, the Clerk/Secretary shall correct the title of any bill to conform to amendments adopted by the body, and to correct clerical errors in any bill.

7.031 DUTIES OF READING CLERK/SECRETARY. During a temporary absence of the Clerk/Secretary, the Reading Clerk/Secretary, elected at the State Convention, shall be delegated all the usual responsibilities of the Clerk/Secretary and is authorized to sign the daily journal, enrollments, abstracts and other legislative documents. The Reading Clerk/Secretary shall read titles of bills being considered by the House/Senate as well as any proposed amendments, any messages received, and any announcements being made. The Reading Clerk/Secretary shall perform any duties delegated to them by the Speaker/President, the pro tempore, or the Clerk/Secretary.

7.04 ENGROSSMENT AND ENROLLMENT. The Clerk/Secretary shall have supervision over the engrossment and enrollment of bills. The Clerk/Secretary shall cause to be kept a record by file number of the bills introduced in the House/Senate which have passed both houses and been enrolled.

7.05 BUDGET AND PURCHASING. (Does not apply to the Model Assembly program.)

7.06 BULLETIN BOARD. (Does not apply to the Model Assembly program.)

7.07 INDEX. (Does not apply to the Model Assembly program.)

7.08 DUTIES OF THE SERGEANT AT ARMS. It shall be the duty of the Sergeant at Arms to carry out all orders of the House/Senate or the Speaker/President and to perform all other services pertaining to the office of Sergeant at Arms, including maintaining order in the Chamber and supervising entering and exiting from the Chamber and the prompt delivery of messages. The Sergeant at Arms shall see that no person is admitted to the chamber other than its members, except as directed by the Speaker/President or as otherwise cited in these rules. The Sergeant at Arms shall also perform other duties as instructed by the Speaker/President.

7.09 DUTIES OF THE FLOOR LEADERS. It shall be the duty of the Floor Leader to prepare and present all resolutions organizing the session, introduce the Special Orders Calendar, and make any necessary procedural motions as directed by the Speaker/President. The Floor Leader shall act as chair of the Committee on Rules.

elected at the State Convention, shall preside until the Speaker/President returns. In the absence of the Speaker/President and Speaker/President pro tempore, a member selected by the Speaker/President shall preside until the return of the Speaker/President or Speaker/President pro tempore.

CONSTITUTIONAL OFFICES

7.11 DUTIES OF THE GOVERNOR. It shall be the duty of the Governor to represent the YMCA and Minnesota YMCA Youth in Government during his/her term of office as the youth chief executive of the Model Assembly program. The Governor shall speak at the opening and closing joint conventions of the Model Assembly program in a State of the State address and farewell address respectively. In the State of the State address, the Governor shall outline a legislative program. The farewell address should be a review of the accomplishments of the Model Session and a statement on the matters of responsible citizenship of high school students. The Governor shall study each bill passed by the Legislatures and sign it into law or veto it. The Governor shall appoint members of the cabinet, shall appoint staff members as required by the office including Chief of Staff, and fill vacancies which may occur in the offices of Secretary of State, Attorney General, and other state offices created until the end of the term of the person who vacated the position. The Governor may request written opinions of any departmental officer on any subject relating to their duties. The Governor may delegate any power, duty, responsibility, or function to the Lieutenant Governor except the State of the State address. The Governor shall act as the chair of the Executive Council. Other duties of the Governor shall include attendance at YMCA association or regional meetings, the Youth Conference on National Affairs, the National Youth Governor's Conference, and other events.

7.12 DUTIES OF THE LIEUTENANT GOVERNOR. It shall be the duty of the Lieutenant Governor to act as the Chief Executive for the Humphrey/Stassen and Sibley/Ramsey legislatures, and assume the duties of the Governor in the Governor's absence. The Lt. Governor will carry out these duties in accordance with section 7.11 above with the exceptions of filling officer vacancies and delivering the State of the State address. If the Governor is unable to perform the duties of the office of Governor, the Lieutenant Governor shall succeed the Governor. The Lieutenant Governor shall hold membership in the Executive Council. The Lieutenant Governor may appoint addition staff as needed. Other duties of the Lt. Governor shall include attendance at YMCA association or regional meetings, the Youth Conference on National Affairs, the National Youth Governor's Conference, and other events.

7.13 DUTIES OF THE SECRETARY OF STATE. It shall be the duty of the Secretary of State to be the custodian of all official documents of the Model Assembly program, instruct the Assistants and Clerks/Secretaries to file all bills during and at the end of session, and attest all official proclamations and commissions of the Governor. The Secretary of State shall appoint Assistant Secretaries of State and a Chief Clerk. The Secretary of State may delegate any powers, duties, responsibilities, and functions to the Chief Deputy Secretary of State which may be totally inclusive in the Secretary's absence. The Secretary of State shall hold membership in the Executive Council.

7.14 DUTIES OF THE CHIEF DEPUTY SECRETARY OF STATE. It shall be the duty of the Chief Deputy Secretary of State, elected at the State Convention, to perform any function of the Secretary of State in the Secretary's absence and shall perform any duties delegated by the Secretary.

7.15 DUTIES OF THE ATTORNEY GENERAL. It shall be the duty of the Attorney General to act as chief legal officer of the state

7.10 DUTIES OF THE CHAPLAIN. It shall be the duty of the chaplain to offer the prayer or meditation at the beginning of each day and to plan and conduct the devotional each evening of the Model Assembly Session. The chaplain shall assist the Clerk/Secretary and Reading Clerk/Secretary in the daily business of the House/Senate and shall perform any other duties as instructed by the Speaker/President.

In the legislative process, the Attorney General assists in drafting or amending new legislation, and is consulted by the Governor, Lt. Governor or Legislature on questions of constitutionality, form, and legality of proposed laws. The Attorney General shall hold membership on the Executive Council. The Attorney General may appoint Deputy Attorneys General and up to Assistant Attorneys General. The Attorney General may delegate any powers, duties, responsibilities, and functions to the Chief Deputy Attorney General which may be totally inclusive in the Attorney General's absence.

7.16 DUTIES OF THE CHIEF DEPUTY ATTORNEY GENERAL. The Chief Deputy Attorney General, elected at the State Convention, shall perform any function of the Attorney General in the Attorney General's absence and shall perform any duties delegated by the Attorney General.

COURT OFFICES

7.17 DUTIES OF THE CHIEF JUSTICE OF THE SUPREME COURT. It shall be the duty of the Chief Justice to oversee the operation of the Supreme Court, to preside over the Court while the Court is in session, and to schedule each of the cases to be heard before the Court during the Model Assembly Session. The Chief Justice shall appoint the necessary number of Presiding Justices to preside over cases while the Chief is deliberating or is absent from the Court. The Chief Justice shall report before the closing Joint Convention of the Model Assembly Session the opinions of the Court.

7.18 DUTIES OF THE CHIEF JUDGE OF THE COURT OF APPEALS. It shall be the duty of the Chief Judge to oversee the operation of the Court of Appeals, to preside over the Court while the Court is in session, and to schedule each of the cases to be heard before the Court during the Model Assembly Session. The Chief Judge shall appoint the necessary number of Presiding Judges to preside over cases in each of the active Courts of Appeals or while the Chief is deliberating or absent from the Court. The Chief Judge shall report before the closing Joint Convention of the Model Assembly Session the opinions of the Court.

DIRECTORS OF MEDIA AND LOBBYISTS

7.19 DUTIES OF THE LOBBYIST EXECUTIVE DIRECTOR. It shall be the duty of the Lobbyist Executive Director to coordinate all activities of Youth Lobbyists, assign topic area and organizational information and assure the proper registration of all lobbyists. The Executive Director may appoint an Assistant Director and other staff as necessary.

7.20 DUTIES OF THE EDITOR-IN-CHIEF OF THE NEWSPAPER. It shall be the duty of the Editor-in-Chief to publish a newspaper for each day of the Model Assembly Session and to manage its operations. The Editor-in-Chief shall appoint members of the newspaper staff as editors, technicians, and writers to assure the efficient operation of the newspaper. The Newspaper Editor-in-Chief shall be supervised by the Media Communications Subcommittee of the State Steering Committee, as outlined in the State Convention Rules.

7.21 DUTIES OF THE T.V. NEWS STATION GENERAL MANAGER. It shall be the duty of the Station General Manager to produce evening news programs for each day of the Model Assembly

and legal advisor to the Governor, Lt. Governor, members of the Cabinet, and other constitutional officers. The opinions of the Attorney General have the force and effect of law as they apply to education and tax matters. The Attorney General shall prosecute all actions against persons claiming an interest adverse to the state and shall appear for the state in all cases in the Supreme Court and Federal Court wherein the state is directly interested and also in all civil cases of a like nature in all other courts of the state whenever the interests of the state require it.

7.22 DUTIES OF THE RADIO STATION GENERAL MANAGER. It shall be the duty of the General Manager to produce radio programs for each day of the Model Assembly Session, to provide news coverage during the Model Assembly Session, to coordinate the training of staff technicians, announcers, and reporters, and to direct all other activities of the Radio Station. The General Manager shall appoint members of the staff as directors to assure the efficient operation of the Radio Station. The Radio Station General Manager shall be supervised by the Media Communications Subcommittee of the State Steering Committee, as outlined in the State Convention Rules.

APPOINTMENTS OF THE GOVERNOR AND THE COURTS

7.23 DUTIES OF GOVERNOR AND LT. GOVERNOR APPOINTEES. It shall be the duty of the appointees of the Governor and Lieutenant Governor to serve at the wishes of the Governor and Lieutenant Governor, to fulfill all responsibilities and duties assigned to them, to attend all training sessions, and to meet all report deadlines in maintaining their positions. All those wishing to be appointed by the Governor and Lieutenant Governor must complete the necessary forms and submit them to the State Office.

7.24 DUTIES OF JUDICIAL APPOINTEES. It shall be the duty of the appointees of the Chief Justice and Chief Judge to serve at the wishes of the Chief Justice and Chief Judge, to fulfill all responsibilities and duties assigned to them, to attend all training sessions, and to meet all report deadlines in maintaining their positions. All those wishing to be appointed by the Chief Justice and Chief Judge must complete the necessary forms and submit them to the State Office.

ARTICLE VIII APPOINTMENTS BY THE OFFICERS

8.01 APPOINTMENT OF OFFICIALS. The elected officers shall designate the positions of and appoint officials. A record of all such appointments, including positions, shall be kept in the State Office and shall be open for inspection by the public.

Elected Officers shall establish the procedure for filling vacancies when not in session.

ARTICLE IX GENERAL PROVISIONS

9.01 RULE AS TO CONSTRUCTION. As used in these Rules the terms "majority vote" and "vote of the House/Senate" shall mean a majority of members present at the particular time. The term "vote of the whole House/Senate" shall mean a majority vote of all the members elected to the House/Senate for that particular session of the Legislature.

Singular words used in these Rules shall include the plural, unless the context indicates a contrary intention.

Session, to produce the live coverage of the opening and closing Joint Conventions, to coordinate training of staff technicians and reporters, and to direct all other activities of the T.V. News Station. The Station Manager shall appoint members of the staff as producers, directors, photographers, technicians, and reporters to assure the efficient operation of the T.V. News Station. The T.V. News Station General Manager shall be supervised by the Media Communications Subcommittee of the State Steering Committee, as outlined in the State Convention Rules.

9.03 DEADLINES.
(Does not apply to the Model Assembly program.)

9.04 DISPOSITION OF BILLS.
(Does not apply to the Model Assembly program.)

9.05 AUTHORIZED MANUAL OF PARLIAMENTARY PROCEDURE. The rules of parliamentary procedure contained in "Mason's Manual of Legislative Procedure" shall govern the House/Senate in all applicable cases in which they are not inconsistent with the Joint Rules of the Senate and House of Representatives, or established custom and usage.

9.02 MEDIA NEWS REPORTERS. Accredited representatives of the press, press associations, and radio and television stations shall be accorded equal press privileges by the House/Senate. Any person wishing to report proceedings of the House/Senate may apply to the Speaker/President for a press pass and assignment to suitable available space.

Television stations shall be permitted to televise sessions of the House/Senate.

NEXT YEAR

Before you pack up the bills and put the parliamentary procedure guide into storage, you should think about next year and what you might want to do.

If you really enjoyed getting legislation passed...

You may want to consider being a Lobbyist.

A lobbyist is the person behind the scenes who pushes the legislative process. You probably had some experience with them in committees or debate this year, and hopefully you got to talk to your own teammates. Lobbyists represent clients, and they try and get certain bills to pass or fail depending on how it affects their client's interests. You can use all your debating and negotiating skills to convince legislators to think your way one-on-one, or you can organize campaigns about legislation to reach whole groups. Your primary focus is still legislation and you also get to use your debating skills. If you like networking, have a cause you believe in passionately, and love to convince others to join your cause, being a lobbyist might be right for you!

If you like the debating part of being a legislator...

You may want to consider being in the Court Program.

The Court program gives you a lot of time to debate (our fancy word for arguing!). As an attorney, you represent one side of a case and try to convince a panel of judges that your arguments are better than the other side's. If you become a judge, you get to listen to the arguments of others and poke holes in them with your piercingly intelligent questions. It's all about the debate!

If you didn't really enjoy the legislative aspect of government...

You may want to consider being in the Media Corps

The media plays a vital role in the way the government runs, and there are a variety of jobs to choose from. You could be the journalist that discovers the big scoop about a controversial bill, or you may want to run a feature on personalities or social aspects of Model Assembly. You could be a photographer or a layout editor, or even try your hand at advertising. You could interview legislators on a particular bill for a television or radio broadcast. The Media Corps is a great place to be, plus you get a great picture of all the different parts of Model Assembly.

If you loved being a part of the Model Assembly . . .

You may want to become an Elected Officer or Appointed Official

YOUTH OFFICERS (grades 9 – 12) - Officers for the program are elected by participants in each program area at the Model Assembly Session, to take office at the conclusion of the Model Assembly and complete their leadership the following January. Youth Officers preside in the Model Legislatures and Courts and lead all program areas during the Model Session.

APPOINTED OFFICIALS (grades 9 – 12) - Shortly after the Model Assembly Session, the newly elected Youth Officers appoint delegates to assist in the leadership of their program area.

Some appointed positions include: Floor Leaders, Committee Chairs, Commissioners, Administrative Assistants, and Presiding Judges/Justices.