

**Chair/Clerk Timekeeping Worksheet – Legislative Committee**

Bill Number: \_\_\_\_\_ Committee Number: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Clerk: \_\_\_\_\_

	<b>Time Allowed</b>	<b>Time Used</b>	<b>Time Yielded</b>
<b>Bill or Resolution Laid Out</b>	15 secs		
<b>Author's Opening Remarks</b>	3 mins		
<b>Author's Question and Answers Period (Total time is 5 mins)</b>			
Speaker 1 and Answer	60 sec		
Speaker 2 and Answer	60 sec		
Speaker 3 and Answer	60 sec		
Speaker 4 and Answer	60 sec		
Speaker 5 and Answer	60 sec		
Additional Speakers			
<b>Pro/Con Debate (2 Pro/2 con)</b>			
PRO Speaker	60 sec		
CON Speaker	60 sec		
PRO Speaker	60 sec		
CON Speaker	60 sec		
<b>Amendment Period (1 amendment is maximum)</b>			
Clerk Reads 1 <sup>st</sup> Amendment	15 sec		
Amendment Author	60 sec		
Bill Author	60 sec		
Optional Opponent If Bill Author is for Amendment	60 sec		
Amendment Author Closes Debate	60 sec		
Call for a Vote on the Amendment	15 sec		
<b>Author's Summation Period</b>	90 sec		
<b>Motion - Call for Motion for Favorable Recommendation for House or Senate Action</b>	15 sec		
<b>Vote - Call for Vote on the Motion</b>	10 sec		

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