



**TEXAS YOUTH AND GOVERNMENT**

# HEARING COMMITTEE CHAIRPERSON/CLERK MANUAL OF THE YMCA TEXAS YOUTH LEGISLATURE

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# **HEARING COMMITTEE CHAIRPERSON / CLERK MANUAL**

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## GENERAL INFORMATION

### Setting and Posting of Committee Docket

Each committee chairperson shall set the order of the docket for bills in their committee and shall post a preliminary docket on the door of the committee room at least 30 minutes before the start of the committee. When considering the docket, the chairperson should consider that by Senate Rules, bills are placed on the Senate Calendar (Docket) in the order in which they are reported from Committee<sup>1</sup>. The House Calendar Committee, on the other hand, sets the House docket.

### Dress Code Information

The chairperson must always enforce dress code. Motions to amend dress code (or schedule or to impeach any officer) are always out of order. All delegates are required to wear business attire. Please see the Dress Code in the Conference Handbook for guidelines on appropriate attire.

### Addressing Committee Members/the Chair

The chairperson should refer to all students by the title "delegate." In past years it may have been common to refer to delegates as "ladies" or "gentlemen," but this language has now been updated, so please ensure you are referring to all members of your committee or chamber as "delegate." Delegates should refer to the chair as "Honorable Chair" or "Honorable Chairperson." Additionally, the chair should gesture with the gavel at which delegate they wish to recognize in order to differentiate between multiple delegates.

### Motions and the Power of the Chair

One of the benefits of being the chairperson of a committee is generally referred to as the "power of the chair" and refers to the ability of the chairperson to control the flow of business as they deem appropriate (within the rules of course). Perhaps the greatest "power of the chair" lies in the handling of motions. Allowing or denying that a specific motion to be made or controlling how a motion is made often directly affects whether the motion passes and how the motion affects the bill.

For example, accepting a motion to table a bill is generally perceived as opposition to the bill. Likewise, refusing to recognize a motion to table a bill can be perceived as support for the bill. The handling of motions for the previous question can also be viewed as showing support for / or opposition to a bill. Allowing either type of motion will allow the "processing" of more bills but will conversely severely limit debate.

While the decision of whether to allow a motion or not lies in the hands of the chairperson, you should be very deliberate in those decisions. Though less common in committee, it is very common practice during the general sessions for members to try to rush through bills at the top of the docket in an attempt to get to bills lower on the docket. They attempt to do so by tabling bills, moving the previous question at the earliest possible time, or by suspending the rules to somehow restrict debate. To their surprise, when the bill they desire to present or debate finally gets to the top of the docket they find that still more members do exactly the same thing to their bill. The net effect is that a lot of bill authors get to present their bill in the general session but with very little debate. That is unfortunate because most of the members that are pressing through the docket agree in retrospect that the debate is the fun part. You are urged to consider this as you preside and consider motions that limit debate.

The motions to be particularly aware of are any motion to table, motions for the previous question, and any motion to suspend the rules.

<sup>1</sup> In other words, the first Senate bill reported favorably out of any committee will be the first bill considered by the Senate, the second bill reported favorably out of any committee will be the second bill considered by the Senate and so on.



**Miscellaneous Tips**

- ◆ Proponent / Opponent slips and Amendment slips are in order for any measure as soon as the caption of the measure is read.
- ◆ Be very careful when asking for the nature of (reason for) the motion versus asking for the actual motion. See the examples in the Special Case Scripts section. If a member makes a motion that is contrary to what they said they were going to do when they stated the nature of the motion, their motion is out of order. If on the other hand, the Chairperson fails to ask for the nature of the motion and just tells the member to state their motion, they may make any motion that is in order at that time, which could be very undesirable.

**General List of Committees**

Education	Environmental Affairs	Ways and Means
Criminal Justice	Public Safety	Health and Human Services
State Affairs		

**SESSION SCRIPTS**

**Procedure for Opening a Hearing Committee**

- 1) The Chairperson calls the Committee to Order.
- 2) Chairperson will introduce themselves, the Clerk, and any adult Resource Person or Advisor who might be present.
- 3) The Chairperson will call on the Clerk to read the docket.
- 4) Roll will be taken of the authors of bills that are to be heard in that Committee.
- 5) The Committee Clerk should send each bill to the Chamber Clerk immediately upon disposition. Passed Senate bills should be sent with greatest urgency.
- 6) The Committee may not adjourn nor should any members leave until all bills whose authors are present have been heard.
- 7) At the preference of the Chairperson, a warm-up period may be held at the beginning of the meeting using a practice bill to help members become familiar with procedure and become comfortable.

**Procedure for Hearing a Bill or Resolution in Committee**

1. BILL OR RESOLUTION LAID OUT: The Chairperson shall lay out the first or next bill and call upon the Clerk to read its caption and Enacting Clause. [Proponent/Opponent slips and Amendment slips are in order as soon as caption is read]
2. AUTHOR'S OPENING REMARKS: The Chairperson shall recognize the author(s) for a period not to exceed three (3) minutes to give testimony to the Committee explaining the bill and reasons why it is needed. Note: The Bill Author may not yield their time to their closing summation, as that is only in order during floor debate.
3. AUTHORS QUESTION AND ANSWER PERIOD: Upon completion of the author's opening remarks or expiration of the time period, the authors question and answer period shall begin and will last for 5 minutes. [NOTE: All persons wishing to give testimony on the bill to the Committee, be they Committee Members or lobbyists<sup>2</sup>, must submit a proponent or opponent slip as appropriate, to the Clerk before the last member's one-minute question period is complete.] The author(s) question and answer period shall proceed as follows:
  - a) The Chairperson recognizes in turn Members of the Committee who wishes to question the author(s) for one minute each with the following rules applicable:



<sup>2</sup> Since a committee hearing is considered a public forum, a non-member, for example a lobbyist or private citizen, may speak as a proponent or opponent to a bill during the hearing committee process. However, only a member of the committee may propose amendments to a bill or vote on any matter.

- i) Each member may ask as many questions as they can get answered within their one-minute time limit but must speak in the form of questions – they may not use this time to make a proponent or opponent speech.
    - ii) A member not using their full minute may not yield the time to another Member and may not rise again during this period.
  - b) The question and answer period will only last for 5 minutes.
4. PROPONENT / OPPONENT DEBATE PERIOD (2 Proponent and 2 Opponent, and they will be shuffled.): Completion of the Author(s) Question and Answer Period marks the beginning of Proponent / Opponent Debate Period, which the Chairperson shall announce. [NOTE: Any Committee Member wishing to submit an amendment to the bill must submit a completed Amendment Slip to the Clerk before the last Opponent speaker finishes their remarks.]
  - a) The Chairperson will ask the Clerk to name the first proponent witness wishing to give testimony in favor of the bill and shall then recognize them for a maximum of sixty (60) seconds to present their testimony.
    - i) The Chairperson will recognize all Committee Members who wish to ask the proponent speaker **one question** per Committee Member.  
NOTE: Section 4.a through 4.a.i shall be repeated 2 times and will be chosen from the Proponent slips that have been shuffled.  
[NOTE: For clarification, 2 proponent speakers are to be heard before any opponent speakers are heard.]
    - ii) Proponent speakers may not yield their time to the Bill Author's closing summation during Hearing Committees, as that is only in order during floor debate.
  - b) The Chairperson will ask the Clerk to name the first opponent witness wishing to give testimony against the bill and shall then recognize them for a maximum of sixty (60) seconds to present their testimony. If no opponent slips were submitted the Chair may ask if any member wishes to speak in opposition to the main measures but no opponent is required.
    - i) The Chairperson will ask the Clerk to name the first opponent witness wishing to give testimony against the bill and shall then recognize them for a maximum of sixty (60) seconds to present their testimony. If no opponent slips were submitted the Chair may ask if any member wishes to speak in opposition to the main measures but no opponent is required.
    - ii) The Chairperson will recognize all Committee Members who wish to ask the opponent witness one question per Committee Member.  
NOTE: Section 4.b through 4.b.i shall be repeated 2 times and will be chosen from the Opponent slips that have been shuffled.
5. AMENDMENT PERIOD: Completion of the Proponent / Opponent Debate Period marks the beginning of Amendment Period, which the Chairperson shall announce. (Only 1 Amendment should be heard, and should be shuffled from the amendments submitted)
  - a) The Chairperson shall ask the Clerk to read the amendment
  - b) The Chairperson shall recognize the Amendment Author for sixty (60) seconds to explain the amendment.
  - c) The Chairperson shall recognize the Bill Author for sixty (60) seconds to respond to the amendment
  - d) The Chairperson shall recognize the Amendment Author for one (1) minute to close debate on the amendment.



- e) The Chairperson calls for a vote on the amendment.
- f) If amendment passes, the Clerk attaches the completed Amendment Slip to the bill as part of the Committee Report.

NOTE: Section 5.a through 5.e shall be repeated twice and chosen from the shuffled submitted amendment and only adopted amendments will be attached to the bill.

- 6. **AUTHORS SUMMATION PERIOD:** The Chairperson shall recall the Bill Author(s) to offer ninety (90) seconds of additional testimony in summation.
- 7. **BILL DISPOSITION:** Chairperson recognizes a Committee Member to make a motion that:
  - a) The Committee recommends the bill favorably for House or Senate Action; or
  - b) The Committee recommends the bill with amendments favorably for House or Senate Action; or
  - c) The Committee recommends the bill with no recommendation for House or Senate Action (though it is more proper to make a "positive" motion per (a) or (b) above).
- 8. The Chairperson calls for a vote on the motion (the bill). The vote may be a voice vote or standing vote, but if a written request for a standing vote signed by three (3) Committee Members is turned into the Clerk before the start of the vote, the Chairperson must call for a standing vote. If "Division" is called between the two raps of the gavel, the Chair must decide whether or not to recognize it. If the Chair chooses to recognize
- 9. The Clerk completes the bill report and has it delivered to the Clerk of the House or Senate as soon as possible.
- 10. The Chairperson lays out the next bill and repeats the process (steps 1 through 9) for the second and all subsequent bills on the Committee docket.
- 11. The Committee will adjourn by a Member's motion only after (1) all bills on the docket have been properly heard and the advisor has given the okay, or (2) the time for adjournment as listed in the schedule has been reached.



## **EXAMPLES OF HEARING COMMITTEE DEBATE**

### **Bill Debate Script**

Using the following simple bill as an example, this section includes a scripted example of a bill debate following hearing committee procedure.

A BILL TO BE ENTITLED

An Act prohibiting ticket scalping, setting penalties, and declaring an emergency.

Be it enacted by the Youth Legislature of the State of Texas

Section 1. Definitions:

- a. Scalping: the resale of tickets to concerts, sports events, and other entertainment events at prices greater than the face value as stated on the ticket.

Section 2. Provisions

- a Ticket scalping is hereby prohibited.

Section 3. Penalties. Violation of this Act shall be a Class A misdemeanor and shall be punishable as such.

Section 4. Repealer Clause. All laws and parts of laws in conflict with this Act are hereby repealed to the extent of the conflict.

Section 5. Severability Clause. If any portion of this Act shall be deemed unconstitutional, it is the intent of this Legislature that the other portions of this Act remain in full force and effect.

Section 6. Emergency Clause. The importance of this legislation and the crowded conditions of the calendars of both houses create an imperative public necessity that the Constitutional Rule requiring that bills be read on three (3) separate days in each house be suspended, and it is so suspended, and that this Act shall take effect on the date indicated, and it is so enacted.

The cast of characters includes the Chairperson and Clerk and the following committee members:

David Dallas from Dallas Downtown YMCA	Harry Harris from Houston Downtown YMCA
Alice Travis from Austin Downtown YMCA	Sally Bexar from San Antonio Downtown YMCA

and **Terry Tarrant from Fort Worth Downtown YMCA** as the Bill Author.



## Bill Laid Out

**CHAIRPERSON:** Will the clerk please read the caption of the first bill?

**CLERK:** An Act prohibiting ticket scalping, setting penalties, and declaring an emergency.

## Author's / Sponsor's Opening Remarks

**CHAIRPERSON:** The bill author shall come forward to make opening remarks. You will have 3 minutes.

**Terry Tarrant:** Fellow Representatives and Senators, I come before you to ask for your consideration of an important piece of legislation. Every day, average citizens are denied the opportunity, or must pay ridiculous premiums, to attend popular events. Though there are never enough front row seats to satisfy consumer demand, it is almost impossible for the average consumer to buy premium seats at the price the performer, promoter and venue intended those seats to cost. This is true because "scalpers" buy up large quantities of premium seats and then auction them off to the highest bidder. This has also caused some major performers, Garth Brooks for example, to cancel events in some venues.

**David Dallas:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate<sup>3</sup> rise?

**David Dallas:** David Dallas, Dallas Downtown YMCA, I rise to question the Bill Author.

**CHAIRPERSON:** I'm sorry delegate, you are out of order. You may not question the Bill Author during their opening remarks. Bill Author, you may continue with your remarks.

**Terry Tarrant:** We must put an end to this practice of price gouging – to equalize the playing field so that each average consumer has an equal chance to get the best seats in the house.

**Alice Travis:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate<sup>3</sup> rise?

**Alice Travis:** Alice Travis, Austin Downtown YMCA, I rise to make a motion.

**CHAIRPERSON:** State the nature of your motion.

**Alice Travis:** Concerning Tabling of this Bill.

**CHAIRPERSON:** I do not wish to recognize that motion at this time.

**Terry Tarrant:** I appreciate the chair's recognition that this is a matter worthy of debate by not recognizing the motion to table it. I urge you to give this important matter fair consideration and will now yield the remainder of my time to the chair.

<sup>3</sup> See "Addressing Committee Members" on page 1.



## Author's / Sponsor's Question and Answer Period

**CHAIRPERSON:** The Bill Author has yielded their remaining time to the Chair. We will now move to the formal Question and Answer period which will last 5 minutes. Please note that Proponent / Opponent Debate slips are due by the end of this Period. Does anyone wish to question the Bill Author at this time?

**David Dallas:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**David Dallas:** David Dallas, Dallas Downtown YMCA, I rise to question the Bill Author.

**CHAIRPERSON:** Does the Bill Author wish to yield?

**Terry Tarrant:** Yes.

**CHAIRPERSON:** You may question the Author(s) for one minute.

**David Dallas:** Don't you believe that a person who stands in line and buys tickets to an event and later finds they will not be able to attend the event should be able to sell them instead of losing the money?

**Terry Tarrant:** Yes I do, but not for a profit.

**David Dallas:** And why shouldn't someone be able to sell anything that they buy legally for a profit?

**Terry Tarrant:** It is not these individuals and their circumstances that have caused event tickets to become out of reach of the average person. It is the ticket agencies that pay homeless people a few dollars, or a pack of cigarettes, or a bottle of wine, to stand in line and buy all of the tickets they can with the sole intent of reselling the tickets at a marked up price.

**David Dallas:** And what is wrong with that?

**Clerk:** Time.

**CHAIRPERSON:** Time has been called.

**Alice Travis:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**Alice Travis:** Alice Travis, Austin Downtown YMCA, I rise to question the Bill Author.

**CHAIRPERSON:** Does the Bill Author wish to yield?

**Terry Tarrant:** Yes.

**CHAIRPERSON:** You may question the Author(s) for one minute.

**Alice Travis:** Continuing with the previous line of questioning, what is wrong with a ticket agency acquiring tickets for the purpose of resale?

**Terry Tarrant:** The face value of the tickets is set at a level to pay the performers, the promoters and the venue and still be reasonable enough in cost that an enthusiast can afford to attend. Scalped tickets are marked up so much that either the enthusiast must settle for an undesirable seat or make a great sacrifice to purchase a high-priced ticket for a good seat. Of course, this generally means that only the elite have front row seats.

**Alice Travis:** Thank you. [Sits down]

**CHAIRPERSON:** Are there any further questions of the Bill Author?

**Sally Bexar:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**Sally Bexar:** Sally Bexar, San Antonio Downtown YMCA, I rise to question the Bill Author.



**CHAIRPERSON:** Does the Bill Author wish to yield?

**Terry Tarrant:** Yes.

**CHAIRPERSON:** Proceed.

**Sally Bexar:** If this is enacted, don't you think that punishment, as a Class A Misdemeanor, is too harsh?

**Terry Tarrant:** I do not. However, I would entertain an amendment to change the punishment to Class C for first time offenses and Class B for subsequent offenses.

**Sally Bexar:** Thank you [sits down].

## Proponent / Opponent Debate Period

**CHAIRPERSON:** Are there any further questions of the Bill Author? Seeing none, we will now move into the Proponent / Opponent Debate Period. Please note that Amendments are due by the end of the Proponent / Opponent Debate Period. Would the Clerk please read the name of the first Proponent speaker?

**CLERK:** (Shuffle all Proponent Slips) Harry Harris

**CHAIRPERSON:** Harry Harris shall come forward to speak in favor of this Bill for a time not to exceed 60 seconds.

**Harry Harris:** I am fully in support of this Bill because I think the average fan should be able to attend an event without having to go into debt. At present, it is very expensive to attend the events of superstars because all of the good tickets are bought by ticket agents for resale. [Sits down]

**CHAIRPERSON:** By their actions, they have yielded their time to the Chair. Would the Clerk please read the name of the next Proponent speaker?

**CLERK:** There are no more proponent speakers.

**CHAIRPERSON:** Since there are no more proponent speakers, we will now hear from the Opposition. Would the Clerk please read the name of the first Opponent speaker?

**CLERK:** (Shuffle the Opponent slips) Alice Travis

**CHAIRPERSON:** Alice Travis shall come forward to speak in opposition to this Bill for a time not to exceed 60 seconds.

**Alice Travis:** I strongly believe in a free-market economy and therefore must oppose any measure that would limit an individual's right to make a profit. Therefore I urge you to vote against this Bill.

**Harry Harris:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**Harry Harris:** Harry Harris, Houston Downtown YMCA, I rise to question the Opponent.

**CHAIRPERSON:** Does the Opponent wish to yield?

**Alice Travis:** No.

**CHAIRPERSON:** The Opponent does not wish to yield to your question.

**David Dallas:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**David Dallas:** David Dallas, Dallas Downtown YMCA, I rise to question the Opponent with a friendly question.



**CHAIRPERSON:** Does the Opponent wish to yield?

**Alice Travis:** Yes.

**CHAIRPERSON:** Proceed.

**David Dallas:** Wouldn't you agree that the performers, promoters and venues are making the money they feel they must make if the tickets are sold at face value?

**Alice Travis:** Yes.

**David Dallas:** How does...

**CHAIRPERSON:** I'm sorry, but you are out of order – you may only ask one question.

**David Dallas:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**David Dallas:** David Dallas, Dallas Downtown YMCA, I rise to question the Opponent.

**CHAIRPERSON:** Does the Opponent wish to yield?

**Alice Travis:** Yes.

**CHAIRPERSON:** Proceed.

**David Dallas:** As I was saying, wouldn't you also agree that if a person is willing and able to pay more than face value that the owner of that ticket has the right to sell it?

**Alice Travis:** Yes.

**Clerk:** Time.

**CHAIRPERSON:** Time has been called. Will the Clerk please read the name of the next Opponent speaker?

**CLERK:** Sally Bexar

**Alice Travis:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**Alice Travis:** Alice Travis, Austin Downtown YMCA, I rise to make a motion.

**CHAIRPERSON:** State the nature of your motion.

**Alice Travis:** Concerning the Previous Question.

**CHAIRPERSON:** I do not wish to recognize that motion at this time. Sally Bexar shall come forward to speak in opposition to this Bill. You will have 60 seconds.

**Sally Bexar:** While I support this Bill in principle, I cannot vote for it with the stiff penalty it would impose in its current form. I have proposed an amendment that will reduce the penalties. I urge you to vote for that amendment. However if that amendment fails, I also urge you to vote against this bill. [Leaves podium]

**CHAIRPERSON:** By their actions, they have yielded their time to the Chair. Would the Clerk please read the name of the next Opponent speaker?

**CLERK:** There are no more opponent speakers.

## Amendment Period

**CHAIRPERSON:** Seeing as there are no more Opponent speakers we will now move to the Amendment Period. Will the Clerk please read the first amendment?

**CLERK:** (Shuffle all Amendments) Replace the text of Section 3 Penalties with 'First time violation of this Act shall be punishable as a Class C misdemeanor. Second and subsequent violations shall be punishable as a Class B misdemeanor.'



**CHAIRPERSON:** The Amendment Author shall come forward and have one minute to explain the amendment.

**Sally Bexar:** As I said in my opponent speech, I support this Bill in principle but feel that the penalty is too stiff for the offense. I urge you to pass this amendment so that the penalty is commensurate with the crime. [Leaves podium]

**CHAIRPERSON:** The Bill Author shall come forward and have one minute to respond to the amendment.

**Terry Tarrant:** I support this amendment, as I feel a first time offender should not be subjected to jail time.

**CHAIRPERSON:** Since the Bill Author has accepted this amendment, is there any member who wishes to speak against this amendment? Seeing none, the Amendment Author will now have one minute to close debate on this amendment.

**Sally Bexar:** The punishment has to fit the crime so I urge you to vote for this amendment. [Leaves podium]

**CHAIRPERSON:** By their actions they have yielded their time to the chair. We will now vote on the amendment. All those in favor, please signify by saying "Aye". All those opposed, say "Nay". In the eyes of the chair the Ayes have it and this Amendment is adopted. [Strike gavel twice] The Clerk will now read the next amendment.

**CLERK:** There are no more amendments.

## Author's / Sponsor's Summation Period

**CHAIRPERSON:** Seeing as there are no more amendments, we will now hear the Bill Authors closing remarks. You have 90 seconds.

**Terry Tarrant:** It is time that we put an end to the price gouging of ticket agencies and re-enable normal people to afford front row seats to their favorite event. As amended, I think the punishment is viewed as more appropriate for the crime. Therefore, I urge all of you to vote for this Bill, and hereby move that this bill as amended receive favorable recommendation for House or Senate action.

## Bill Disposition

**CHAIRPERSON:** There is a motion on the floor for favorable recommendation of this bill as amended for House or Senate action. Do I hear a second?

**Harry Harris:** Second!

**CHAIRPERSON:** A motion for favorable recommendation of this bill as amended for House or Senate action has been made and seconded. We will now vote on that motion. All those in favor, please signify by saying "Aye". All those opposed, say "Nay". In the eyes of the chair, the Nays have it, and this bill as amended does not receive favorable recommendation for House or Senate action. [Strike gavel twice] The Clerk will now read the caption of the next bill.



## Special Case Scripts

Using the same sample bill, this section includes various scripted examples for things that can occur during debate.

### Motion to Table

**Alice Travis:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**Alice Travis:** Alice Travis, Austin Downtown YMCA, I rise to make a motion.

**CHAIRPERSON:** State the nature of your motion.

**Alice Travis:** Concerning Tabling of this Bill.

**CHAIRPERSON:** State your motion.

**Alice Travis:** I move that this bill be laid on the table.

**CHAIRPERSON:** There is a motion to table this Bill on the floor. Do I hear a second?

**David Dallas:** Second!

**CHAIRPERSON:** A motion to table this Bill has been made and seconded. We will now vote on that motion. All those in favor, please signify by saying "Aye". All those opposed, say "Nay". In the eyes of the chair, the Ayes have it, and this bill is laid on the table. [Strike gavel twice] The Clerk will now read the caption of the next bill.

### Motion for Previous Question

**Davis Dallas:** Honorable Chair!

**CHAIRPERSON:** For what purpose does the delegate rise?

**David Dallas:** David Dallas, Dallas Downtown YMCA, I rise to make a motion.

**CHAIRPERSON:** State the nature of your motion.

**Davis Dallas:** Concerning the Previous Question.

**CHAIRPERSON:** State your motion.

**Davis Dallas:** I move for Previous Question.

**CHAIRPERSON:** There is a motion for Previous Question on the floor. Do I hear 4 seconds?

**Sally Bexar:** Second!

**Harry Harris:** Second!

**Alice Travis:** Second!

**Terry Tarrant:** Second!

**CHAIRPERSON:** A motion for Previous Question has been made and duly seconded. We will now vote on that motion. All those in favor, please signify by saying "Aye". All those opposed, say "Nay". In the eyes of the chair, the Ayes have it. [Strike gavel twice and Call for the next appropriate action, i.e. the Authors Summation]



## Point of Order

[Someone does something that is against the rules that is either not caught by, or is ignored by, the chairperson and some other member objects.]

**Alice Travis:** Point of Order!

**CHAIRPERSON:** State your point.

**Alice Travis:** The delegate did not state their name and delegation.

**CHAIRPERSON:** The chair stands corrected. The delegate must state their name and delegation before asking a question.

## Chairperson is Unable to Determine Outcome of Voice Vote

**CHAIRPERSON:** There is a motion for [matter] on the floor that has been duly seconded. We will now vote on that motion. All those in favor, please signify by saying "Aye". All those opposed, say "Nay". [The result is unclear]. The chair is unable to determine the outcome from this voice vote. Therefore we will now take a standing vote. All those in favor, please signify by standing. [Chair and Clerk count proponents] Be seated. All those opposed, please stand. [Chair and Clerk count opponents] Be seated. By a vote of [# of proponents] to [# of opponents], this measure does pass.

## Member Calls Division on Announcement of Outcome of Voice Vote

**CHAIRPERSON:** There is a motion for [matter] on the floor that has been duly seconded. We will now vote on that motion. All those in favor, please signify by saying "Aye". All those opposed, say "Nay". In the eyes of the chair, the Ayes have it. [Strike gavel twice – a member, disputing the call of the vote, says "Division" between the two gavel strikes] Division has been called. Therefore we will now take a standing vote. All those in favor, please signify by standing. [Chair and Clerk count proponents] Be seated. All those opposed, please stand. [Chair and Clerk count opponents] Be seated. By a vote of [# of proponents] to [# of opponents], this measure does pass.



**HEARING COMMITTEE MOTION / SECONDS CHARTS**

<b>Motion</b>	<b>Citation</b>	<b>Required Votes</b>	<b>Seconds Required</b>	<b>Debatable Motion</b>
Expulsion of a member of the body		2/3 membership	One	Yes
Suspend floor privileges of a member		2/3 present	One	Yes
Suspend the normal order of business	Const Art 3, Sec 5(c)	4/5 membership	One	Yes
Suspension of a Joint Rule		4/5 present	One	Yes
Suspension of a House or Senate Rule		2/3 present	One	Yes
Favorable Recommendation for House or Senate Action		Majority present	One	No
Unfavorable Recommendation for House or Senate Action		Majority present	One	No
Adoption of an Amendment		Majority present	One	No
Adopt Motion for Previous Question		Majority present	4 committee members	Yes
Motion to Lay on the Table		Majority present	One	No
Motion to Lay on the Table Subject to Call		Majority present	One	No

**PROCEDURE FOR HEARING COMMITTEE DEBATE – QUICK FORM**

- 1) BILL OR RESOLUTION LAID OUT
- 2) AUTHORS OPENING REMARKS (3 minutes)
- 3) AUTHORS QUESTION AND ANSWER PERIOD (1 minute or question and answer "conversation" per person and 5 minutes for the Question and Answer period.)
- 4) PROPONENT / OPPONENT DEBATE PERIOD (One question per member allowed during PRO/CON debate and only 2 Proponents and 2 Opponents which slips must be shuffled)
  - a) Call each Proponent witness in order (60 seconds each)
  - b) Call each Opponent witness in order (60 seconds each)
- 5) AMENDMENT PERIOD (All amendments must be shuffled and only 1 amendment per bill will be heard in committee)
  - a) Clerk reads amendment
  - b) Amendment author (60 seconds)
  - c) Bill Author(s) (60 seconds)
  - d) Optional Opponent if Bill Author is FOR Amendment (60 seconds)
  - e) Amendment author closes debate (60 seconds)
  - f) Calls for a vote on the amendment
- 6) AUTHORS SUMMATION PERIOD (90 seconds)
- 7) MOTION - Call for motion for favorable recommendation for House or Senate action
- 8) VOTE - Call for vote on the motion

\*All times are subject to change before conferences