

Chair/Clerk Timekeeping Worksheet – State Affairs Forum

Proposal Number: _____ Committee: _____

Chairperson: _____ Clerk: _____

	Time Allowed	Time Used	Time Yielded
Proposal Laid Out	15 secs		
Author's Opening Remarks	3 mins		
Non-Debatable Technical Questions and answer (Total time is 2 mins)			
Questions and answer	2 mins		
Pro/Con Debate (2 Pro/2 con 1min per speaker)			
PRO Speaker	60 sec		
CON Speaker	60 sec		
PRO Speaker	60 sec		
CON Speaker	60 sec		
Amendment Period (5 min, Limited to 3 amendments per proposal)			
Clerk Reads 1 st Amendment	15 sec		
Amendment Author	60 sec		
CON Speaker	60 sec		
PRO Speaker	60 sec		
Author Position	30 sec		
Call for a Vote on the Amendment (If Author does not accept amendment)	15 sec		
Clerk Reads 2 nd Amendment	15 sec		
Amendment Author	60 sec		
CON Speaker	60 sec		
PRO Speaker	60 sec		
Author Position	30 sec		
Call for a Vote on the Amendment (If Author does not accept amendment)	15 sec		
Author's Summation	2 mins		
Vote - Call for Vote on the Motion	10 sec		

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