



Hearing Committee Procedure

I. Hearing Committee Timeline

BILL OR RESOLUTION LAID OUT	15 sec
AUTHOR OPENING REMARKS (3 MINUTES)	3 min
AUTHORS QUESTION AND ANSWERS PERIOD (1 MINUTE FOR QUESTION AND ANSWER "CONVERSATION" PER PERSON)	5 Min
PRO/CON DEBATE (2 PRO/2 CON)	
PRO	60 sec
CON	60 sec
PRO	60 sec
CON	60 sec
AMENDMENT PERIOD (1 TOTAL AMENDMENTS IS MAXIMUM)	
CLERK READS 1 ST AMENDMENT	15 sec
AMENDMENT AUTHOR	60 sec
BILL AUTHOR	60 sec
OPTIONAL OPPONENT IF BILL AUTHOR IS FOR AMENDMENT	60 sec
AMENDMENT AUTHOR CLOSING DEBATE	60 sec
CALL FOR A VOTE ON THE AMENDMENT	15 sec
AUTHOR'S SUMMATION PERIOD	90 sec
MOTION – CALL FOR MOTION FOR FAVORABLE RECOMMENDATION FOR HOUSE OR SENATE ACTION	15 sec
VOTE – CALL FOR VOTE ON THE MOTION	10 sec

i. Question and Answer period

- Delegates should ask to "question the bill author."
- Each delegate gets 60 sec. If a delegate wants to question again, ask if anyone who has not questioned: "objects to his/her questioning again."
- Pro/con slips are due by the end of this period.

ii. Proponent/opponent debate period

- ONE question per delegate allowed.
- Amendment slips are due by the end of this period.
- If a motion for the previous question occurs, at least ONE Con speaker can be heard if any members are actually in opposition. There is no need for someone to speak in opposition just for the sake of debate. Any measure can be unanimously supported.

iii. Amendment period

- Amendment author: ONE question per delegate is allowed.
- Bill author: ONE question per delegate is allowed.
- Opponent: 60 sec. Only ask if the bill author was FOR the amendment. ONE question per delegate is allowed.
- Amendment author: 60 sec closing. No questions are allowed.

iv. Author's closing summation: 90 Sec

- No questions.
- Motion for favorable recommendation for House or Senate action (as amended if needed)



II. Hearing Committee Motions

HOUSE AND SENATE FLOOR DEBATE MOTION / SECONDS CHARTS

Motion	Citation	Required Votes	Seconds Required	Debatable Motion
Suspend floor admission rules		Unanimous	One	Yes
Authorize Conference Committee to Meet		Unanimous	One	Yes
Expulsion of a member of the body		2/3 membership	One	Yes
Override of Veto for bills originating in the other house		2/3 membership	One	No
Override of Veto for bills originating in this house		2/3 present	One	No
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
Adoption of House, Senate or Joint Rules		Majority of membership	One	No
Final passage of proposed Constitutional Amendment		2/3 membership	One	No
Final passage of Bill to take effect immediately	Const Art 3, Sec 39	2/3 membership	One	No
Final passage of Bill that does not take effect immediately		Majority present	One	No
Final passage of an Amendment		Majority present	One	No
Adopt Conference Committee Report		Majority present	One	Yes
Adopt Motion for Previous Question		Majority present	25 in House 5 in Senate	Yes
Motion to Lay on the Table		Majority present	One	No
Motion to Lay on the Table Subject to Call		Majority present	One	No
Motion to Limit Amendments		Majority present	25 in House 5 in Senate	Yes



Chamber Procedure

I. Chamber Timeline

BILL OR RESOLUTION LAID OUT	15 sec
AUTHOR OPENING REMARKS	5 min
AUTHORS QUESTION AND ANSWERS PERIOD	10 min
AMENDMENT PERIOD (Repeat for each amendment)	
CLERK READS 1 ST AMENDMENT	15 sec
AMENDMENT AUTHOR	2 min
BILL AUTHOR	2 min
OPTIONAL OPPONENT IF BILL AUTHOR IS FOR AMENDMENT	2 min
AMENDMENT AUTHOR CLOSING DEBATE	1 min
CALL FOR A VOTE ON THE AMENDMENT	15 sec
PRO/CON DEBATE	
PRO (ONLY PROPONENT SPEAKERS CAN YIELD TIME TO THE BILL AUTHOR'S CLOSING SUMMATIONS)	2 min
CON	2 min
REPEAT PRO/CON SPEAKERS	
AUTHOR'S SUMMATION PERIOD	2 min
VOTE – CALL FOR VOTE ON THE MOTION	10 sec

i. Question and Answer period

- Delegates should ask to "question the bill author."
- Pro/con slips are due by the end of this period.

ii. Amendment period (Repeat for each amendment)

- Amendment author: ONE question per delegate is allowed.
- Bill author: ONE question per delegate is allowed.
- Opponent: 2 min. Only ask if the bill author was FOR the amendment. ONE question per delegate is allowed.
- Amendment author: 1-minute closing. No questions are allowed.

ii. Proponent/opponent debate period

- ONE question per delegate allowed.
- If a motion for the previous question occurs, at least ONE Con speaker can be heard if any members are actually in opposition. There is no need for someone to speak in opposition just for the sake of debate. Any measure can be unanimously supported.
- Proponent can yield any remaining time to bill author. Delegates must say "I yield my remaining time to bill author's closing summations". Otherwise, the remaining time goes to the chair.

iii. Author's closing summation: 2 min

- No questions.
- Motion for due passage (as amended if needed)



II. Chamber Motions

HOUSE AND SENATE FLOOR DEBATE MOTION / SECONDS CHARTS

Motion	Citation	Required Votes	Seconds Required	Debatable Motion
Suspend floor admission rules		Unanimous	One	Yes
Authorize Conference Committee to Meet		Unanimous	One	Yes
Expulsion of a member of the body		2/3 membership	One	Yes
Override of Veto for bills originating in the other house		2/3 membership	One	No
Override of Veto for bills originating in this house		2/3 present	One	No
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
Adoption of House, Senate or Joint Rules		Majority of membership	One	No
Final passage of proposed Constitutional Amendment		2/3 membership	One	No
Final passage of Bill to take effect immediately	Const Art 3, Sec 39	2/3 membership	One	No
Final passage of Bill that does not take effect immediately		Majority present	One	No
Final passage of an Amendment		Majority present	One	No
Adopt Conference Committee Report		Majority present	One	Yes
Adopt Motion for Previous Question		Majority present	25 in House 5 in Senate	Yes
Motion to Lay on the Table		Majority present	One	No
Motion to Lay on the Table Subject to Call		Majority present	One	No
Motion to Limit Amendments		Majority present	25 in House 5 in Senate	Yes