

LEGISLATIVE PROGRAM LEADERS 2014

SENATE PROGRAM LEADERS

Position	Student	Delegation
Floor Leader	Jonghae Lee	Lee's Summit North High School
Secretary	Caitlin McCord	Lee's Summit North School

Committee	Chairperson	Delegation
Committee A	Mona Jaswal	Fort Zumwalt West High School
Committee B	Bridgett Neff	Lee's Summit High School
Committee C	Kurt Weatherford	Parkway South High School
Committee D	Parker Mathews	Pembroke Hill School

HOUSE PROGRAM LEADERS

Position	Student	Delegation
Floor Leader	Jasmine Jefferies	Lee's Summit North High School
Reading Clerk	Erin Neely	Parkway South High School
Secretary	Abbey Stoetzel	Lee's Summit West High School
Sergeant-at-Arms	Julia Hoffman	Visitation Academy

Committee	Chairperson	Delegation
Committee 1	Stephanie Babatola	Carnahan High School
Committee 2	Mikaila Livingston	Harrisonville High School
Committee 3	Emma Cleaver	Lee's Summit North High School
Committee 4	Tori Kelley	Lee's Summit North High School
Committee 5	Christine Betts	Lee's Summit West High School
Committee 6	Shae Sanders	Parkway South High School
Committee 7	Elle Nowogrocki	Visitation Academy
Committee 8	Jenna Reimler	Visitation Academy

LEGISLATIVE PROCESS OVERVIEW

The most exciting phase in the legislative process is trying to get your bill passed. Any bill can become law if it is based on a good idea, supported by research, presented with conviction, and carried by a strong network of support. The quality of each of these components rests on you, the individual, and thus your experiences in the Legislative Program depend heavily on your efforts. You are not working alone and the efforts of those around you are equally important. Individuals shape the work of the entire legislature by taking part in the whole process. Good legislators focus on the examination of each bill brought before them just as much as they concentrate on their own bill. You can make a difference in YIG by getting involved, which will enhance your own experience as well as the experiences of those around you.

BEHIND THE SCENES

You need to be prepared to discuss your bill with anyone who may play a role in passing it into law, including other legislators, news reporters, governor's staff members, and other student leaders.

1. Know your bill's strengths and be prepared to address criticisms.
2. Network with other legislators to build support for your bill.
3. Develop connections with staff members in the Governor's office.

PRESENTATION SPEECH

Simply knowing your topic well is not enough. You must organize your ideas into an effective presentation and practice delivering it until you can explain your ideas in a convincing and timely way without having to read your speech.

1. Discuss the importance of the issue and why it matters to Missourians.
2. Identify the problem addressed by your bill, including the causes of the problem.
3. Explain why the solution you offer is the best way to address the problem.
4. Be prepared to answer questions from other legislators. You may consider providing answers to anticipated questions in your speech.
5. Prepare a short summary of the main points to be used as closing remarks, leaving room to address questions brought up during debate.

COMMITTEE SESSIONS

The first time you formally present your bill is in a committee hearing. The committee will study, discuss, and prepare for the floor bills written by its members.

1. Prepare a brief presentation speech because the amount of time for each bill will depend on the number of bills assigned to the committee.
2. Be sure to cover the main points of your bill in your speech, and address the criteria by which each bill is ranked.
3. Be prepared to answer questions by having relevant statistics and research with you. The committee hearing is when legislators ask many detailed, specific questions.
4. Bills are ranked by committee members, and then move on to the Rules Committee, which sets the calendar for debate on the floor. Make sure to lobby your committee chairperson to support your bill in the Rules Committee.

LEGISLATIVE SESSIONS

During these sessions, the author(s) of each bill that reaches the floor must present the legislation and allow the other legislators to debate and vote on the bill.

1. Stay aware of the calendar for the chamber to see where your bill is placed.
2. For your opening remarks, you will have eight minutes. Be sure to use a formal and detailed presentation speech. Use an outline or written speech to guide you and have your research readily available.
3. After your presentation, legislators will have the opportunity to ask you questions, and make speeches in affirmation or opposition to your bill. Be prepared to answer questions.
4. Enlist supporters of your bill to speak in affirmation, assisting them before debate by sharing your statistics and research.
5. Amendments may be offered and voted upon separately before being added to your bill.
6. In your closing remarks, address any concerns raised in debate. Also, briefly summarize your bill, making sure that the main points of your bill are clear to the chamber.
7. After approval, the other chamber must pass your bill. You need to find a legislator in the other chamber to sponsor your bill for you when it reaches the floor. Be sure this person is familiar with your bill and able to present it effectively.
8. If it passes the other chamber, you should meet with the Governor and his/her staff to lobby for your bill to be signed into law.

HOW A BILL BECOMES A LAW

In YIG, we attempt to follow the true legislative process as best we can. We face time and space constraints which require us to deviate some from the actual process used by the Missouri General Assembly. The following steps assume you are a member of the House of Representatives.

1. Submit your bill. Your bill will be assigned to a committee prior to the State Convention.
2. During the State Convention, your bill will be heard in committee. If your bill passes in committee, it is sent to the House floor. However, the Rules Committee sets the calendar of bills to be heard. There is no guarantee that your bill will be heard on the floor.
3. If your bill does pass the House, it is sent to the Senate floor. However, due to time constraints, your bill might not be debated in the Senate.
4. If the Senate debates and passes your bill, it is sent to the Governor. The Governor may sign your bill into law or may veto your bill.
5. If the Governor vetoes your bill, both the House and Senate must vote to override the veto with a two-thirds vote. If this happens, your bill becomes law.

Name of Motion and Explanation	What to Say:	Rules of Usage					
		May the speaker be interrupted?	Is a second required?	Can the motion be debated?	Can the motion be amended?	What vote is needed to pass?	Can the vote be reconsidered?

Main Motions (lowest in precedence; each main motion must be disposed of before considering another)

Introduce a Bill¹ To bring legislation to the floor for consideration ²	"I move for perfection and final passage of..."	No	No	No	No	No Vote	No
Reconsider a Vote³ To review a previous decision and vote on it again	"I move to reconsider the vote on..."	Yes	Yes	Yes ⁴	No	Majority	No
Take from the Table To bring a tabled motion to the floor for consideration	"I move to take from the table..."	No	Yes	No	No	Majority	No ⁵

Subsidiary Motions (only take precedence over main motions and as listed in order from highest to lowest)

Lay on the Table To postpone indefinitely the consideration of a motion	"I move to table the motion."	No	Yes	No	No	Majority	No
Previous Question⁶ To close debate and proceed to a vote ⁷	"I call (or move) the previous question."	No	Yes	No	No	2/3 Majority	No ⁸
Postpone to a Certain Time To postpone consideration of a motion for a set time	"I move to postpone this decision until..."	No	Yes	Yes	Yes	Majority ⁹	Yes
Commit or Refer To send an issue to a committee for stud	"I move to refer [specific matter] to [specific committee]."	No	Yes	Yes	Yes	Majority	Yes ¹⁰
Amend To change something in the current bill or motion	"I move to amend the bill (or motion) by..."	No	Yes	Yes ¹¹	Yes ¹²	Majority	Yes

Incidental Motions (each may take precedence over subsidiary and main motions, but only when connected directly to current business)

Appeal To attempt to overturn the decision of the chair	"I appeal the chair's decision."	Yes	Yes	Yes	No	Majority	Yes
Division of the Assembly To demand a standing vote	"I call for a division!" or "Division!"	Yes	No ¹³	No	No	No Vote	No
Objection to Consideration of a Question To prevent a motion from being brought to the floor	"I object to consideration of this motion."	Yes	Yes	No	No	2/3 Majority	Yes ¹⁴
Point of Order To protest a violation of the rules	"I rise to a point of order." or "Point of order!"	Yes	No	No	No	No Vote	No
Parliamentary Inquiry To ask a procedural question	"I have a parliamentary inquiry."	Yes	No	No	No	No Vote	No
Point of Information¹⁵ To ask a content-oriented question	"I wish to ask the author/sponsor a question." or "I rise to a point of information."	Yes ¹⁶	No	No	No	No Vote	No
Reading Papers To have a bill or amendment read to the chamber	"If there is no objection, I would wish to read... (or have the Reading Clerk read...)"	No	No	No	No	No Vote ¹⁷	No

Privileged Motions (highest in precedence over all other types of motions, as listed from highest to lowest)

Adjourn¹⁸ To end the session officially	"I move that we adjourn."	No	Yes	No	No	Majority	No
Recess To take a break in the session	"I move that we recess for [specific length of time] (or until [specific time])."	No	Yes	No	Yes	Majority	No
Question of Privilege To address comfort and safety issues	"I rise to a question of privilege" or "Point of personal privilege!"	Yes ¹⁹	Yes	No	No	No Vote	No
Order of the Day To return to a skipped item on the calendar	"I request the regular orders of the day."	Yes	Yes ²⁰	No	No	No Vote	No

¹Only the Floor Leader is permitted to introduce new legislation in YIG.

²Due to time constraints, this motion need not be seconded or voted upon, and may not be debated, amended, or reconsidered.

³The motion to reconsider a vote must be made by a member who voted with the prevailing side.

⁴This motion may be debated if the motion it seeks to reconsider is debatable.

⁵This motion may only be reconsidered if it fails.

⁶The Floor Leader is the only member permitted to move the previous question in YIG.

⁷This motion may lead to two votes—one to close debate and one to pass the motion itself.

⁸This motion may be reconsidered only if the vote on the main motion has not yet been taken.

⁹The main motion may not be considered earlier than the specified time without a two-thirds vote.

¹⁰This motion may not be reconsidered once the committee has taken up the subject.

¹¹The debate on an amendment must be confined to the amendment itself and not the main motion.

¹²An amendment can only be amended itself one time.

¹³This motion must be made by two members in the Senate, but only one is required in the House.

¹⁴If the vote on this motion supports the objection, then the vote may be reconsidered.

¹⁵This motion is always directed to the chair, who will then seek the answer.

¹⁶The author or sponsor may refuse to yield for a question.

¹⁷If there is an objection, then a majority vote is required allow the reading.

¹⁸The motion to adjourn is only made at the close of the session on the final day of the State Convention.

¹⁹The speaker may be interrupted if the matter is urgent, but should be avoided whenever possible.

²⁰The speaker will be allowed to complete her/his thought before the chair proceeds with this motion.

RULES OF THE GENERAL ASSEMBLY

GENERAL

- Rule 1:** The Missouri YMCA Youth In Government General Assembly, or General Assembly, shall follow parliamentary procedure and the rules of the Missouri General Assembly. The YIG Senate shall follow the rules of the Missouri Senate, while the YIG House of Representatives and the YIG Novice House shall follow the rules of the Missouri House of Representatives. Clarification of and exceptions to these rules are stated henceforth in these Rules of the Missouri YMCA General Assembly.
- Rule 2:** All legislators, and their guests, must exercise at all times the four core values of the YMCA: caring, honesty, respect, and responsibility.
- Rule 3:** All legislators must adhere to the rules set forth concerning decorum and debate, except for time limits which may be different for specific committees/chambers.
- Rule 4:** The final authority for all rule interpretation rests with the Legislative Coordinator or designated parliamentarian assigned to each chamber.
- Rule 5:** All joint sessions of the YIG program shall convene in the House chamber. All joint sessions, the opening session for each chamber and the morning sessions for each chamber shall be opened with an invocation followed by the Pledge of Allegiance. During these initial proceedings, all members and other persons present in the chamber shall rise.
- Rule 6:** There shall be no drinking, eating, or smoking in the legislative chambers, galleries, or committee rooms.
- Rule 7:** Each legislator, excluding Presiding Officers, must author or co-author her or his own original bill and submit that legislation to the YIG State Office by the deadline date for inclusion in the Convention Manual.
- Rule 8:** A majority of members in each legislative body who have registered with the Program before the Opening Joint Session and who have remained in good standing throughout the State Convention shall constitute a quorum to do business. In order to insure good standing, the Legislative Coordinator shall update registration for each legislative body before the beginning of morning business throughout the State Convention.

DUTIES OF PRESIDING OFFICERS OF THE LEGISLATURE

- Rule 9:** The President of the Senate, the Speaker of the House, and the Speaker of the Novice House, from here forward to be known as Presiding Officer(s), shall take the chair at the hour in which the legislative session convenes or reconvenes and shall immediately call the members to order.
- Rule 10:** The Presiding Officer shall preserve order and decorum in her/his chamber and may utilize the Sergeant-at-Arms if deemed necessary.
- Rule 11:** The Presiding Officer of the chamber shall rise to restate and respond to all questions and motions.
- Rule 12:** The Presiding Officer of the chamber shall speak on all points of information and points of order before recognizing other members rising for the same purpose. S/he shall decide on all questions concerning points of order unless there is an appeal from the floor. No member may speak more than once on such an appeal. When any ruling of the chair is appealed, the Presiding Officer shall

ask the question, "Shall the chair be sustained?" This question, being put before the members, must be voted on before the body proceeds to any other business.

Rule 13: The Presiding Officer may leave the chair at any time. The Pro Tempore of the respective body shall preside in her/his absence, unless another member is designated to preside. In the Novice House, where there is no alternate, the Presiding Officer may allow a member of the Senate or the House of Representatives to preside in her/his absence.

LEGISLATIVE COMMITTEES

Rule 14: The function of Legislative Committees shall be to study, discuss, and prepare bills for the floor of their respective chambers.

Rule 15: All Governor and Lieutenant Governor bills shall originate in the Senate.

Rule 16: Each Legislative Committee shall consist of the author(s), or sponsor(s) if executive bill (from here forward to be known as author), of all the bills assigned to that committee. Only these assigned committee members may conduct business in their respective committees, unless otherwise discussed in these rules.

Rule 17: An appointed Committee Chairperson shall preside over all committee business. The Committee Chairperson shall operate as the presiding officer of their respective committee and must follow the rules set forth for presiding officers.

Rule 18: The Committee Chairperson shall appoint a Committee Secretary from among the committee members to assist in the completion of any official Legislative Committee business.

Rule 19: The Presiding Officer of each chamber shall be an ex-officio member of all committees in their respective chambers for the purpose of discussion, but shall have no vote.

Rule 20: Each Legislative Committee shall conduct a committee session. Each session shall equally consider all bills enrolled in that committee and follow a prescribed time, order, and time limit established by the committee chairperson.

Rule 21: Each Legislative Committee's session shall consist of procedural information supplied by the committee chairperson, testimony by a bill's author(s), remarks or questions raised by committee members, committee amendments or committee substitutes submitted on the proper form to the committee secretary, and ranking of each bill according to established priorities.

Rule 22: For all bills, the bill jacket shall include any proposed amendments or proposed committee substitutes and reflect the result of such actions on the bill jacket. The bill jacket shall then be signed, timed, and certified by the Committee Secretary and the Committee Chairperson to verify the results.

Rule 23: All bills shall be sent to the Rules Committee of their respective chamber after each Legislative Committee adjournment.

Rule 24: The function of the Rules Committees shall be to establish the calendars for each Legislative chamber. The Rules Committees shall convene at a scheduled time and remain in session until all bills recommended by the Legislative Committees have been placed on their respective chamber's calendar.

Rule 25: The Rules Committee for each chamber shall consist of the Presiding Officer, the Pro Tempore, the Committee Chairpersons and the Floor Leader. The Floor Leader shall operate as the

presiding officer of their respective committee and must follow the rules set forth for presiding officers.

- Rule 26:** The Rules Committee Chairperson shall appoint a Committee Secretary from among the committee members to assist in the completion of any official Rules Committee business.
- Rule 27:** Each initial Rules Committee shall conduct a calendar session. Each calendar session shall consider all ranked bills enrolled in that chamber and follow a prescribed time, order and time limit established by the committee chairperson.
- Rule 28:** Each initial Rules Committee's calendar session shall consist of procedural information supplied by the committee chairperson, remarks or questions raised by committee members and the creation of a chamber calendar.
- Rule 29:** The Rules Committee may meet as needed by having the Rules Committee Chairperson communicate with their respective presiding officer concerning place and time.

LEGISLATIVE PROCEDURES FOR THE ENACTMENT OF BILLS

- Rule 30:** All bills must be submitted in the proper format.
- Rule 31:** The inclusion of a bill in the State Convention Manual and its assignment to a Legislative Committee shall constitute the first reading of the bill. Committee substitute bills shall have their first reading, in entirety, to the committee before a vote is taken.
- Rule 32:** The reading of a bill by the Reading Clerk when it is brought to the floor of the chamber for debate shall constitute the second reading of the bill. This second reading shall be limited to title and amendments, if added, except for committee substitute bills, which must be read in entirety.
- Rule 33:** The reading of a bill by the Reading Clerk by title and amendments, at the conclusion of debate, shall constitute the third reading of the bill, and must be followed immediately by the vote for final passage.
- Rule 34:** Whenever a Legislative Committee recommends that a bill be passed with amendments, or proposes a committee substitute bill, the bill shall be presented to the floor as amended or substituted by the committee, without a separate vote on the amendments or substitutions.
- Rule 35:** All chamber amendments to bills shall be submitted in writing to the Reading Clerk at the time they are proposed.
- Rule 36:** The title of a bill may not be amended and no bill shall be so amended in its passage through the General Assembly as to change its original purpose as expressed in its title.
- Rule 37:** The Senate or House may consider bills passed by the other body at any time during the State Convention. During the last day of the session, however, each body shall consider bills passed by the other at a ratio of at least two bills from the other body for every one of its own when an adequate number of bills from the opposite chamber allows.
- Rule 38:** Once received from the chamber of origin, a bill will immediately proceed to the Rules Committee for consideration to be placed upon the chamber's calendar.
- Rule 39:** For all bills, passed or failed, the bill jacket shall be marked with the number of votes for and against, along with the number of abstentions. The bill jacket shall then be signed, timed and certified by the secretary and the presiding officer to verify the results.

- Rule 40:** The secretary of the chamber of origin shall immediately send all passed bills to the other chamber for consideration upon the bill author's verification of a sponsor in the other chamber, which the Secretary will write on the bill jacket.
- Rule 41:** Both the Senate and the House must pass the exact same bill before it is sent to the Governor for consideration.
- Rule 42:** If the second legislative chamber amends a bill passed by the chamber of origin, the original author(s) of the bill shall have three options. First, the author(s) can accept the amendments and the bill shall be sent to the Governor for consideration. Second, the author(s) can reject the amendments, and the bill is considered "dead," and will not advance any further in the legislative process. Third, the author(s) can request a Conference Committee to adjust the differences in the legislation.
- Rule 43:** Each requested Conference Committee shall be immediately appointed by the Presiding Officers of the Senate and the House and shall include only the original author(s) of the bill, the author(s) of the amendment(s) from the second legislative body and one other member from each chamber.
- Rule 44:** Each appointed Conference Committee must agree to the exact same bill before it will be sent to the Governor for consideration. This must be completed within one hour of the bill being certified in the second chamber. The bill in question will be considered "dead" if no agreement is reached within one hour after second chamber certification.
- Rule 45:** Once a bill has been passed exactly the same through both legislative chambers then it will proceed to the Governor for consideration. All bills passed by the Novice House will be sent immediately to the Governor for recognition.
- Rule 46:** Any bill passing both legislative chambers which is sent to the Governor before Saturday at 10:30 a.m. must be considered by the Governor and a decision reached by 11:30 a.m. on Saturday. If such a bill is not decided upon by the Governor by said deadline, then the bill shall be sent to the Secretary of State and enrolled into law.
- Rule 47:** If the Governor fails to sign a bill into law, then s/he shall provide a written statement to the General Assembly explaining the reason(s) why the bill was not enrolled into law. If the Governor fails to issue a written statement, then the bill shall be sent to the Secretary of State and enrolled into law.
- Rule 48:** A scheduled veto session will be held in each chamber on Saturday. Any vetoed bills, whether from chamber of origin or second chamber, will be considered first or at any moment when received. Then, if time allows, chamber bills will be considered and this business should be conducted according to established rules not adhering to veto sessions.
- Rule 49:** Any business conducted during the veto session shall proceed as follows: first, vetoed bill is read by title and amendments only; second, the Governor's written statement shall be read to the chamber by the Reading Clerk; third, the Presiding Officer shall directly proceed to vote, following the rules for such by asking the following question " Shall the bill pass, the objections of the governor notwithstanding?"; fourth, if two-thirds of the registered members vote in the affirmative, then if bill is in the origin chamber follow the rules for such and send to second chamber or if bill is in second chamber then send to the Secretary of State, so the bill can be enrolled into law.
- Rule 50:** Bills passed by both bodies, signed into law by the Governor shall be sent to the Secretary of State and enroll it into law.

Rule 51: All bills enrolled into law shall be embossed with the seal of Missouri YMCA Youth In Government by the Secretary of State.

Rule 52: All failed bills shall be returned to the Secretary of the chamber of origin and filed.

MOTIONS

Rule 53: Every motion shall be repeated by the Presiding Officer before the body proceeds.

Rule 54: If a question is under debate, no motion shall be entertained except to adjourn or recess the body, or to table, call, refer, or amend the question at hand.

Rule 55: If a motion is pending before the body, it may be withdrawn with permission from the Presiding Officer so long as no member objects and the withdrawal is granted prior to voting on the amendment or bill in question. If there is an objection, the motion must stand. If a motion is withdrawn, the effect is the same as if it had never been made.

Rule 56: The Floor Leader, or the acting Floor Leader, shall be the only member who may introduce legislation and call the previous question.

Rule 57: A motion to reconsider any previous motion requires a vote of the majority of the body. If a motion to reconsider is passed, the body immediately shall debate the previous motion before proceeding to other business. Any motion to reconsider, having failed once, may not be considered again.

DECORUM AND DEBATE

Rule 58: Members of the General Assembly shall be the only individuals permitted to appear before or address their respective chambers, with the exception of the Governor, Secretary of State, or Attorney General, who may appear before or address any legislative body upon the invitation of the Presiding Officer and unanimous consent of the members present. This rule does not apply to joint sessions.

Rule 59: In order for a Presiding Officer in legislative committee or a program officer in chamber, excluding the Chaplain and Pro Tempore (if not acting as the presiding officer), to present their bill to the full body they must relinquish their position to another member of that body. This relinquishment must take place before the next order of business. At such a time as the originally-appointed presiding officer or the originally-appointed program officer would like to return to their respective position, they must be recognized by the presiding officer and reestablish their position. The member of the body that replaced the originally-appointed presiding officer or originally-appointed program officer shall relinquish the position and return to their original role. This relinquishment must take place before the next order of business.

Rule 60: No member of any legislative body, except the author or sponsor of the bill in question, shall speak more than five minutes on a bill without unanimous consent of the members present.

Rule 61: The author or sponsor of a bill may speak up to eight minutes during her/his presentation speech, and may reserve an additional two minutes for closing remarks. When the question is called on her/his bill, the author or sponsor shall then be permitted to make any final statements about the bill before the vote is taken.

Rule 62: Any member seeking recognition from the chair shall rise, move to a microphone (if necessary), indicate her/his seat number, and wait for the Presiding Officer. The Presiding Officer shall inquire, "For what purpose does the gentleman/lady/Senator/Representative rise?" Upon being

recognized by the Presiding Officer, the member shall state her/his purpose, and when given permission to continue, state her/his name and delegation before having the floor to proceed.

- Rule 63:** When two or more members rise in the chamber at the same time, the Presiding Officer shall indicate who is to speak first.
- Rule 64:** Members who have not spoken on the matter before shall hold precedence to address the body.
- Rule 65:** The right of a member to have the floor shall not be challenged once s/he has proceeded with her/his remarks.
- Rule 66:** A member who has the floor shall not lose it when interrupted by a call to order, a question of privilege, a point of order, a point of information, a request to interrogate, or a request from the Presiding Officer to suspend all business to announce a special message or receive an official guest.
- Rule 67:** A member, once recognized, will lose the floor if s/he yields to another for the purpose of proposing an amendment, or yields for the presentation of new business.
- Rule 68:** A member may yield for a motion to recess without losing the right to continue when the debate is resumed.
- Rule 69:** Debate on each bill in the House of Representatives and Novice House is limited to thirty minutes, including the time allotted to the author or sponsor for a presentation speech. When thirty minutes have elapsed, the author or sponsor shall be granted an additional two minutes to make closing remarks, if previously requested. Then, the vote shall be taken on the bill and all pending amendments. Debate in the Senate is unlimited.
- Rule 70:** No member of any legislative body shall be addressed by name on the floor of the chamber.
- Rule 71:** All members, once recognized by the presiding officer, shall address all remarks to the Presiding Officer.
- Rule 72:** No absurd or frivolous motions shall be entertained by the Presiding Officer of any body. If the Presiding Officer determines a motion to be such, it shall be declared out of order. This decision of the chair may be appealed, but if the chair is sustained, no further appeals from the same member shall be entertained.
- Rule 73:** The Senate, House of Representatives, and Novice House, by two-thirds vote, may censure, suspend, or expel any unruly member. If such a motion is made and seconded, discussion shall be limited to a statement or explanation from the accused. After making a statement, the accused shall retire from the room until the vote has been taken on the censure, suspension, or expulsion, and the results announced.

VOTING

- Rule 74:** When voting, a majority of the registered members in each legislative body shall constitute a constitutional majority, unless otherwise indicated. This majority shall consist, then, of at least fifty percent plus one of registered members in each body.
- Rule 75:** All members of any legislative body are able to vote, except for the Presiding Officer.
- Rule 76:** The Presiding Officer shall ensure that the chambers are sealed for each vote taken on legislation, after which the chambers may be unsealed.

- Rule 77:** The vote on final passage of a bill in the Senate, House of Representatives, and Novice House shall be taken by standing vote. No bill shall be finally passed except by the affirmative vote of the majority of the body.
- Rule 78:**
- a. When voting, the presiding officer of the body shall say, "Those who are in favor of [state the question] please say 'aye', or 'please raise your hand' or 'please stand.'" After the affirmative vote is expressed the presiding officer shall say, "Those who are opposed please say 'no', or 'please raise your hand' or 'please stand.'"
 - b. When voting on legislation, the Presiding Officer will call for abstentions in the following manner: After the negative vote is expressed the presiding officer shall say, "Those who are abstaining please say 'no', or 'please raise your hand' or 'please stand.'" Abstentions may not be cast when voting on motions.
 - c. If the chair is in doubt, or a division of the body is called, those in the affirmative shall rise and be counted, followed by those in the negative, and concluding with those who wish to abstain.
- Rule 79:** The call for a standing vote, a division, must be made by two or more members in the Senate, but only one member in the House of Representatives or Novice House.
- Rule 80:** The Presiding Officer of any legislative body shall only vote to break a tie.

MISCELLANEOUS

- Rule 81:** No standing rule of the Senate, House of Representatives, or Novice House shall be suspended.

LEGISLATIVE RANKING GUIDE

All legislative bills are presented in a committee hearing. The committee will study, discuss, and prepare for the floor bills written by its members. In committee, bills are not voted on the same way they are during general sessions. Rather, each bill is evaluated by all committee members on the following criteria:

1. Debatable (will the bill generate agreement and disagreement that leads to an engaging debate)
2. Preparation and Presentation (is the author well-prepared for the committee hearing and persuasively present their well-written bill)

Using a ballot like the sample below, each committee member ranks each bill on the criteria above, using a 1 to 10 scale. Each bill will result with a ranking from 4 (best) to 20 (worst).

Bill Number: <u>H-006</u> Committee: <u>A</u> Chamber: <u>House</u>		
Debatable:	4	Value of Scoring 1-2 = Excellent 3-4 = Very Good 5-6 = Good 7-8 = Fair 9-10 = Poor
Preparation and Presentation:	7	
TOTAL:	11	

If students coauthor a bill, they share one ballot during the committee hearing. There will only be as many ballots per bill as there are bills in the committee. So, if there are 12 bills in the committee, there will only be 12 ballots for each bill as it is ranked.

Once all ballots have been submitted on a bill, the Secretary will place them in an envelope and give them to the advisor assigned to the committee. The Legislative Coordinators will then add up all results for all bills. Each bill will have an average score (total score divided by number of ballots). The results will be shared with the Rules Committee, which will then create the Legislative Calendar based on these rankings.

It is extremely important that each legislative participant give consideration to all criteria when ranking a bill. While you may agree or disagree with the bill’s proposal for action, the ranking process is designed for you to evaluate the bill based on these criteria to ensure that the bills which are well-written and researched, feasible, of importance to Missouri, and strongly presented move forward in the legislative process. Debate in the general sessions is where participants will begin to engage more in their agreement or disagreement with bill’s proposal for action, and have an opportunity to vote for or against the bill.

LEGISLATIVE AMENDMENT FORM

BILL TO BE AMENDED

Name and Delegation: _____

This is the name and delegation of the amendment author.

Chamber (circle): House Senate Novice

Circle the chamber you are a member of at YIG. Also, enter the full bill number.

Bill #: H-006

Deleted/Edited Lines: 18 _____ which read as follows:

Be specific with the lines and/or parts of the bill you want to amend.

This act shall take effect on January 1, 2010.

Added/Edited Lines: 18 _____ to read as follows:

Here, show the changes that you have made to the bill. Remember to be specific!

This act shall take effect on January 1, 2012.

Vote: # _____ Yes / In favor of the amendment

Here, the Secretary will record the vote on the proposed amendment.

_____ No / Not in favor of the amendment

Committee Secretary: _____

(Signature)

HOUSE SEATING CHART

Speaker of the House

Secretary 167

Reading Clerk 168

1	13	25	48	60	72	83	95	107	119	131	143	155
2	14	26	49	61	73	84	96	108	120	132	144	156
3	15	27	50	62	74	85	97	109	121	133	145	157
4	16	28	51	63	75	86	98	110	122	134	146	158
5	17	29	52	64	76	87	99	111	123	135	147	159
6	18	30	53	65	77	88	100	112	124	136	148	160
7	19	31	54	66	78	89	101	113	125	137	149	161
8	20	32	55	67	79	90	102	114	126	138	150	162
9	21	33	56	68	80	91	103	115	127	139	151	163
10	22	34	57	69	81	92	104	116	128	140	152	164
11	23	35	58	70	82	93	105	117	129	141	153	165
12	24	36	59	71	82	94	106	118	130	142	154	166