

# Committee Script

## Minnesota YMCA Youth in Government Legislative Committee Procedures

1. Committee Chair	(Call the committee to order)	<b><i>"The committee will now come to order"</i></b>
2. Committee Chair	(Take Roll Call)	<b><i>"The Clerk will now take the roll."</i></b>
3. Clerk	(Take Roll Call)	(Read each committee member's name on the roll and record who is present, turn into advisor)
4. Committee Chair	(Regular Order of Business)	<b><i>"The next bill under consideration is House/Senate file XXXX. Is there an author present?"</i></b> (Chair announces the next bill on the docket and asks for an author, if no author is present the chair can entertain a motion to table the bill and move on to the next bill on the docket)
6. Author	(Move Bill)	<b><i>"Mr./Madam Chair, I move my bill."</i></b>
7. Committee Chair	(Opening Statement)	<b><i>"The Chair recognizes the author for a two minute opening statement."</i></b>
8. Author	(Opening Statement)	<b><i>"Thank you author, is there any testimony on the bill?"</i></b>
9. Committee Chair	(Testimony)	(After the author has made their opening statement the Chair will ask if anyone present would like to testify on the bill. This may include lobbyists, cabinet officials, or the public.)
10. Lobbyists, Cabinet, or Public	(Testimony)	
11. Committee Chair	(Debate)	<b><i>"If there is no more testimony, we will now open the floor for debate. Is there any debate? The Chair recognizes representative/senator XXXXX."</i></b> (During debate only members of the committee may be recognized)
12. Committee Members	(Debate)	(Committee members need to be recognized by the chair to participate in debate. Committee members may make a statement, ask permission to ask the author questions, or make a motion. See Article III of the rules for motions that are in order.)
13. Committee Chair	(Closing Statement)	<b><i>"Is there any debate? Is there any debate? Is there any debate? Seeing no further debate, the Chair recognizes the author to give a closing statement."</i></b> (A committee member may make a motion to end debate, however if no committee member motions to end debate the Chair can use his/her discretion to end debate.)
14. Author	(Closing Statement)	
15. Committee Chair	(Move to Vote)	<b><i>"We will now move to a vote on House/Senate file XXXX. All those in favor of passing this bill please signify by raising your hand. All opposed signify by raising your hand. This bill does/does not pass"</i></b> (Record the number of Yeas and Nays on the bill tracking form)
16. Committee Chair	(Consent Calendar)	<b><i>"The chair would entertain a motion to place House/Senate file XXXX on the Consent Calendar."</i></b> (If a bill is considered to be non-controversial it may be

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		moved to be placed on the Consent Calendar. If no motion is made then this step can be skipped)
17. <b>Committee Member</b>	(Consent Calendar)	<b><i>"Mr./Madam Chair, I move that we place House/Senate file XXXX on the Consent Calendar"</i></b>
18. <b>Committee Chair</b>	(Consent Calendar)	<b><i>"There is a motion on the floor to place House/Senate file XXXX on the Consent Calendar, all those in favor please signify by raising your hand, all those opposed? The motion does/does not prevail."</i></b> (If the motion does not prevail the bill will still be passed through committee onto the regular calendar, if the motion does prevail the bill will be placed on the consent calendar, which must be indicated on the bill tracking sheet.)
19. <b>Clerk</b>	(Bill Transferred to the Secretary of State)	(The Clerk or Vice Chair will ensure all paper work is completed and then transfer the bill and tracking sheet to the Secretary of State Office after it has passed)
20. <b>Committee Chair</b>	(Regular Order of Business)	(The Chair will repeat steps 6 through 21 until the schedule calls for a recess. When the schedule calls for a recess the Chair will continue with Steps 23 through XX.)
21. <b>Clerk</b>	(Committee Reports)	(The Clerk or Vice Chair will create two committee reports, one for the House and one for the Senate, and transfer them to the Secretary of State Office when the committee has recessed for the day.)
22. <b>Committee Chair</b>	(Recess)	<b><i>"The chair would entertain a motion to recess the committee until (Date and Time)"</i></b>
23. <b>Committee Member</b>	(Recess)	<b><i>"I move that we recess until (Date and Time)."</i></b>
24. <b>Committee Chair</b>	(Recess)	<b><i>"There is a motion on the floor that we recess until (Date and Time), is there a second? All those in favor of recessing until (Date and Time) say Yea, all those opposed say Nay. This motion does or does not prevail."</i></b> (The committee is in recess until the date and time specified. Please make sure your committee area is free of trash and looks neat before you leave. The Chair should always be the last one out of the room.)