

Duties of a Committee Chair

1. Bring the meeting to order. Say: "I'd like to bring the meeting to order."
2. Read the number of the first bill. Ex: "We'll begin with House Bill number 34. Do we have a proponent for this bill?"
3. If the answer is yes, ask the proponent, "Would the proponent like opening remarks?"
4. After opening remarks, say, "The floor is now open for debate."
5. When you call on someone, make sure that they are either:
 - A. Asking "Will the proponent yield to a series?"
 - B. Speaking out for the bill; or
 - C. Speaking out against the bill.
7. If anyone doesn't follow the correct procedure, say "Point of order."
8. Debate ends when either 1) Debate time has elapsed; or 2) someone calls "Previous question." In that event, ask for a second. If you hear a second, then say, "We will now move to vote on previous question. All those in favor raise your placard. All those opposed, raise your placard."
8. If Previous question passes, then give the proponent closing remarks. If PQ fails, then return to debate.
9. After closing remarks, then say, "We will now move to vote on (House Bill #34). All those in favor, raise your hand. All those opposed, raise your hand." Then smash down your gavel. "Bill passes (or fails)."
10. Then, move on to the next bill, or, if there's not enough time for another bill, say, "The Chair will now entertain a motion to adjourn." Then you need a second and a majority vote to adjourn.
11. Then say, "Meeting adjourned."