**General Assembly Procedure Tips**

Speaker: Rap gavel. “The House will come to order. The Clerk will now read Bill # \_\_\_\_\_ for the third time.”

Clerk: Stands and reads the Bill.

Speaker: “The chair recognizes Representative \_\_\_\_\_\_\_\_\_\_\_ from seat # \_\_\_\_\_\_.”

The Representative proceeds to the Well and speaks on his/her bill.

**How to Ask a Question of the Delegate in the Well:**

Representative: Stands and holds identification sign above his head and says “Mr./Ms. Speaker.”

Speaker: “The Chair recognizes the Representative from \_\_seat #\_\_.”

Representative: “Will the Representative yield to a question?”

Representative at the Well: “I will (will not) yield.”

Speaker: “The Representative will (will not) yield.”

If the Representative yields to a question…

Representative: “Is it not true that…..?”

If the Representative does not yield, the question cannot be asked. The Representative at the well may continue speaking on the bill, yield to a question from someone else, or yield the well.

If the Representative at the well wishes to not be interrupted while speaking on the bill, then the Representative needs to turn to the Speaker and say, “I wish not to be interrupted.” Following the presentation, he/she may yield to questions or yield the well.

**How to Speak for or Against a Bill:**

Representative: Stand and raise identification sign above head and say, “Mr./Ms. Speaker.”

Speaker: “The Chair recognizes the Representative from seat # .”

Representative: “I wish to speak for/against this Bill.”

Speaker: “That is your privilege.”

The Representative then proceeds to the Well and gives his/her reasons for supporting/opposing the Bill.

**How to Move The Previous Question (Vote):**

After a Bill has been debated, the following procedure is used to vote on this Bill:

Any Representative: Stands and holds identification sign above his head and says “Mr./Ms. Speaker.”

Speaker: “The Chair recognizes the Representative from \_\_seat #\_\_.”

Representative: “Mr./Ms. Speaker, I move the Previous Question.”

Speaker: “The Representative from seat # \_\_\_\_ moves the previous question. Shall the call for the previous question be sustained? Is there any objection?” If so a Representative will yell, “Objection!”

If there is objection, the following takes place:

Speaker: “There is objection. Does the Representative move?” (asked of the Representative who moved the previous question.)

If the Representative moves, the Speaker calls for the vote.

Speaker: “All in favor of the previous question, vote ‘yea’.” (A vote for yea would cut off further debate.) “All opposed, vote ‘nay’.” (A vote here would reopen debate.)

The Speaker determines if there were more yeas or nays heard.

Speaker: “The yeas/nays have it. The motion is carried/defeated.”

If the motion is defeated (nays won), the Floor will reopen for debate on that Bill.

If the motion is carried (yeas won), the Speaker will precede as follows:

Speaker: “The sponsor of the Bill has a few minutes for summation.”

Representative: Sums up the Bill

Speaker: “Is there objection to agreeing to the report of the committee which is favorable to the passage of the Bill? The Chair hears none and the main question is ordered. Shall this Bill pass? The Doorkeeper will lock the doors. Those in favor of the passage of the Bill will rise and stand until counted (this means raise hands). (Pause for counts to be made). Reverse your positions (this means that those in opposition raise hands). (Pause for counts to be made). On the passage of the Bill, the “yeas” were \_\_\_\_\_ and the “nays” were \_\_\_\_\_. This Bill having received the requisite constitutional majority is therefore passed….Or (if this Bill did not pass) this Bill failed to receive the requisite constitutional majority is therefore lost.” Raps gavel soundly!

Note: The vote on the Bill must be a quorum; that is, one half plus one of the total number in the House. This is called “requisite constitutional majority”.

**Other Information:**

Floor Leader: Ask to be recognized when it is time for class to end. “Mr./Ms. Speaker.”

Speaker: “The Chair recognizes the Floor Leader.”

Floor Leader: “I moved that the House be recessed.”

Speaker: “You have heard the motion to recess. All in favor say ‘Aye’….all opposed, ‘Nay’. The ‘Ayes’ have it.” Rap gavel. “I declare this House in recess.” Rap gavel.

Doorkeeper: Stands at the door. If a guest would like to enter, the Doorkeeper will approach the Speaker if no one is speaking in the well. “Mr./Ms. Speaker.”

Speaker: “The Chair recognizes the Doorkeeper.”

DoorKeeper: “We have a visitor.”

Speaker: “Representatives, rise and honor our distinguished guest, \_\_\_\_\_\_\_\_\_\_\_\_\_.”

Then, continue with the Assembly.