



## LEADERSHIP OPPORTUNITIES FOR STUDENTS: LEGISLATIVE APPOINTED POSITIONS

### Students well suited for these positions may be:

- Students who feel a calling to servant leadership
- Students who may be more shy during debates but have leadership potential

NOTE: If a delegate chooses to serve in an appointed position, Section Leaders and/or District Directors will assign them to serve in one of the following roles: **Sergeant-at-Arms, Chaplain, or Clerk**. For State Conference, certain roles will be assigned to certain Districts, and these assignments will rotate each program year. Find this year's Appointed Positions District Assignments in the [Legislative](#) section of our website.

### HOUSE CHAMBERS

#### **Sergeant-at-Arms** – 2-3 needed per chamber

A Sergeant-at-Arms is the chief enforcement and protocol officer. He or she is responsible for maintaining order in the House. The word sergeant is derived from the *Latin serviens*, which means "servant." In Texas Government, sergeants are appointed by members of the House.

If Sergeants-at-Arms are Legislative delegates, they may be able to present their bills in committee if they wish. However, they are not able to present in chambers so that they can fulfill their S@A duties. During sessions and committees, the S@A usually assist by:

- Under the direction of the Speaker, maintaining order in the hall of the house and vicinity, including all other rooms in the Capitol assigned to the House.
- Clearing the floor of all persons not entitled to the privileges of the floor at least 30 minutes prior to each session of the House.
- After call is announced, bringing in absent members to the House.
- Screening all notes passed to ensure that they relate to official business and delivering messages to committee chairs when needed.
- Reporting on committee progress to Section Leaders.
- Reporting committee needs to Section Leaders.



**Clerks** – Minimum of 3 needed per chamber; various roles

Clerks are essential to procedure and serve various roles that keep things in order. The Chair will ask some clerks to read bill captions and amendments as well as to announce proponent and opponent speakers. Other clerks will keep order by tracking time and the movement of bills. All clerks must still write, submit, and present a bill at the District Conference if they are Legislative students. Normally, they will not be able to present their bills at State Conference. During committees at State, clerks serve by doing the following:

- Assisting at the Legislative office
- Receiving and recording bills as they come out of committee
- Performing clerk duties as needed in committee

Duties during sessions may include:

- Reading bill captions
- Keeping and calling time
- Keeping bills in order and organized with cover sheets
- Collecting Amendment forms, reading them at the Speaker's request, recording if they pass and attaching them to bills if passed
- Collecting Proponent and Opponent speaker slips and announcing them at the Speaker's request
- Reading motions
- Conducting and recording the roll
- Recording all votes
- Recording/completing the Bill Report and having it delivered to the other chamber

The Chief Clerk will focus on calling roll and maintaining order throughout sessions by organizing proponent/opponent and amendment slips and bills. The Reading Clerk will focus on reading out bill captions and delegate names for speeches. The Calendar Clerk will focus on assisting the Speaker with selecting and organizing bills for the Docket.

**Chaplain**-1 needed per chamber

The Chaplain gives the invocation during the Opening Session of the chamber and may perform other ceremonial duties as needed.

Please remember that unlike other appointed positions with full-time responsibilities, chaplains will debate during session like other delegates. The chaplain is generally responsible for three prayers throughout the weekend at State Conference and should engage actively in the Legislature otherwise.



## SENATE CHAMBERS

### **Sergeant-at-Arms** – 2-3 needed per chamber

A Sergeant-at-Arms is the chief enforcement and protocol officer. He or she is responsible for maintaining order in the Senate. The word sergeant is derived from the Latin *serviens*, which means "servant." In Texas Government, sergeants are appointed by members of the Senate.

If Sergeants-at-Arms are Legislative delegates, they may be able to present their bills in committee if they wish. However, they are not able to present in chambers so that they can fulfill their S@A duties. During sessions and committees, the S@A usually assist by:

- Under the direction of the Speaker, maintaining order in the hall of the house and vicinity, including all other rooms in the Capitol assigned to the Senate.
- Clearing the floor of all persons not entitled to the privileges of the floor at least 30 minutes prior to each session of the Senate.
- After call is announced, bringing in absent members to the Senate.
- Screening all notes passed to ensure that they relate to official business and delivering messages to committee chairs when needed.
- Reporting on committee progress to Section Leaders.
- Reporting committee needs to Section Leaders.

### **Clerks** – Minimum of 3 needed per chamber; various roles

Clerks are essential to procedure and serve various roles that keep things in order. The Chair will ask some clerks to read bill captions and amendments as well as to announce proponent and opponent speakers. Other clerks will keep order by tracking time and the movement of bills. All clerks must still write, submit, and present a bill at the District Conference if they are Legislative students. Normally, they will not be able to present their bills at State Conference. During committees at State, clerks serve by doing the following:

- Assisting at the Legislative office
- Receiving and recording bills as they come out of committee
- Performing clerk duties as needed in committee

Duties during sessions may include:

- Reading bill captions
- Keeping and calling time
- Keeping bills in order and organized with cover sheets
- Collecting Amendment forms, reading them at the President's request, recording if they pass and attaching them to bills if passed



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- Collecting Proponent and Opponent speaker slips and announcing them at the President’s request
- Reading motions
- Conducting and recording the roll
- Recording all votes
- Recording/completing the Bill Report and having it delivered to the other chamber

The Secretary will focus on calling roll and maintaining order throughout sessions by organizing proponent/opponent and amendment slips and bills. The Reading Clerk will focus on reading out bill captions and delegate names for speeches. The Calendar Clerk will focus on assisting the President with selecting and organizing bills for the Docket.

### **Chaplain-1** needed per chamber

The Chaplain gives the invocation during the Opening Session of the chamber and may perform other ceremonial duties as needed.

Please remember that unlike other appointed positions with full-time responsibilities, chaplains will debate during session like other delegates. The chaplain is generally responsible for three prayers throughout the weekend at State Conference and should engage actively in the Legislature otherwise.

## **STATE APPLICATION FOR APPOINTED LEADERSHIP POSITIONS**

If you are interested in serving in an appointed position at State Conference, please fill out your information and turn it in to the Section Leaders at District Conference. Please refer to the assignments of certain roles to certain Districts in the [Legislative](#) section of our website when selecting your position. Thank you!

**Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Club/School** \_\_\_\_\_

I would like to serve at State Conference in the following role:

- |  |   |
|--|---|
| <input type="checkbox"/> Sergeant-at-Arms                            | <input type="checkbox"/> Calendar Clerk |
| <input type="checkbox"/> Chief Clerk                                 | <input type="checkbox"/> Reading Clerk  |
| <input type="checkbox"/> Whatever role you need, I am here to serve! |   |

I understand that I may not have time on the docket to present my bill or participate in the debate in order to fulfill my duties.

\_\_\_\_\_  
**Signature**