



**PLEASE NOTE: THE FOLLOWING LEGISLATIVE PROCEDURES APPLY TO DISTRICT CONFERENCES FALL 2020 AND STATE CONFERENCES 2021**

**VIRTUAL COMMITTEE GUIDELINES**

1. The purpose of Legislative Hearing Committee is to debate each bill assigned to the committee and vote for or against a bill to move on to full FLOOR/CHAMBER Session.
2. Each Hearing Committee will have a Chair and Clerk. These are leadership roles and will be selected by Club Advisors prior to District and State Conference. The chairs shall preside, keep time, and overall manage all aspects of the committee.
3. The order in which bills shall be heard will be determined at random. This order shall not be determined by bill number.
4. Points of Order shall be limited to parliamentary procedure violations
5. Upon recognition, a delegate shall state his/her name and delegation before proceeding with further statements.
6. Do not reference other bills.
7. Delegates may directly ask the author a series of questions if the author chooses to yield to a series of questions. The chair will only ask if the author will yield if there is no direct response from the author.
8. There will be no recognized motions during HEARING COMMITTEE
9. THE ONLY MOTION in order is for favorable recommendation for House or Senate action in a HEARING COMMITTEE or for due passage in FLOOR DEBATE. Motions to extend debate, amend, suspend the rules and previous question are not allowed and will be called out of order.
10. Yielding of time to another member is not in order at any time.
11. Decorum during committee sessions is expected.



### **ZOOM PROCEDURE GUIDELINES**

1. VOTING IN ZOOM committee: delegates should RAISE HAND icon until CHAIR/CLERK have counted. Chair will then lower the RAISE HAND icon after the vote.
2. CHAIRS AND CLERK WILL HAVE COHOST PRIVILEGES TO HELP MANAGE THE COMMITTEE.
3. CLERKS will CREATE NUMBERED CARDS FOR PRO/CON (20 CARDS numbered 1-20) Further explanation provided during Chair/Clerk training.
4. A delegate seeking to be recognized should remain muted and click on the "RAISE HAND" feature in zoom.
5. Delegates should not call out or make gestures to be recognized.
6. Do not raise your REAL OR VIRTUAL HAND or unmute during another delegate's speech unless it is the author to answer questions.
7. PLEASE Refer to another speaker as "THE PREVIOUS DELEGATE," not by proper name.
8. Face and hand gestures are not permitted during another delegate's speech.
9. Only committee business shall be conducted in the Chat.
10. Do not use sarcasm in debate in the form of a false pro or false con speech.