

FLORIDA 4-H LEGISLATURE

FIRST COMMITTEE MEETING

AGENDA

- Call Committee to order.
- Select a secretary and have the secretary call the roll.
 - Announce that a quorum is present.
- Set the ground rules for the meeting:
 - Recognition of chair before speaking
 - Give name and county before addressing the committee
 - All questions should be directed to the chairperson
- Explain the ranking of bills on the committee calendar. Bills will be ranked 1–10 in order of importance at the end of the First Committee meeting
- Have each bill sponsor give a brief (no more than 1 – 2 minutes) summary of his/her bill. Instruct them to simply talk about the bill's intent and why it is important. Bills are to be presented in the order they are listed in Manual II Bill Book until they are ranked.
- After all the sponsors have introduced their bills, give the committee members time to re-think each bill for themselves.
- Have each representative rank the bills in order of their preference for consideration and debate first choice to tenth choice.
- Proceed with the following:
 - Call each bill number one at a time.
 - Have Committee members give their rating. (first choice – tenth choice)
 - Keep a running total for each.
 - Place in priority (first bill to be debated will be the bill with the lowest number rating; i.e., it would have received the most first choice votes)
 - This will be the order for consideration.
- Announce the committee calendar for the Second Committee meeting.
- Recess the meeting
- Chair or secretary should complete the First Committee Meeting report form(s) with bill ranking and submit to the Legislature Planning Committee Chair. Post the calendar for Second Committee Meeting outside the committee meeting room.

DO NOT start the Second Committee Meeting until the time indicated in the 4-H Legislature Schedule.

Proper Language

Chair: I call this meeting of the _____ Committee to order at _____ a.m/pm.

Chair: I need a volunteer to serve as Committee Secretary.

(Or, if you have already appointed one, which is preferable, then simply announce who you have appointed.) The Secretary will call roll, determine if a quorum is present, and keep the record of votes taken.

Chair: Bill Sponsors you have all been assigned 1 or 2 bills to sponsor. In a few minutes you will each be called upon to introduce your bills.

Chair: Secretary please call roll

Secretary: We will now call the roll. (Call names from the list of members for your Committee.) Madam Chair/Chairman _____, a quorum is present.

Chair: We will now go over some of the ground rules for the meeting. Before speaking, you must first be recognized by the chair. You will raise your name card and wait to be called on. You must then give your name and county before addressing the Committee. Any questions you have should be directed to me as the Chair. Always be sure to use correct parliamentary procedure.

Later on we will rank the bills before this committee from 1-10 in order of importance, so that the most important issues will be dealt with first in debate. As members present their bills, please make notes on your bill copies in your manual so you can make a determination of the bill's importance when asked.

We will now hear from each of the bill sponsors. Each of you is to give no more than 2 minutes summary of your bill. Please simply talk about the bill's intent and why it is important. We will begin with the sponsor of ___01.

Committee Member: (Committee member, in order of the bill numbers, will hold up their name card to be recognized, starting with sponsor of ___ 01.)

Chair: Representative/Senator __ (last name) ___

Representative/Senator: Representative/Senator _____, from _____ County. Thank you Mr/Madam Chairman, for the time to explain my bill. I am sponsor of Bill _____.

(Bill sponsor has 1-2 minutes to present their bill.)

Chair: Thank you Representative/Senator _____. We will now hear from the next bill sponsor.

Representative/Senator: (repeat as above for bills 02, 03, 04, etc.)

Chair: (repeat as above until all 10 bills have been presented)

Chair: We have now heard all the bills presented. Please take a few moments to look over your notes and rank the bills from first choice to tenth choice in order of your preference for consideration and debate.

(Give everyone time to finish the process)

Chair: I will now call each bill number one at a time. As I call each bill number, each of you, as called, will give that bill's ranking. The Secretary will keep a record of the ranking for each bill and priority will be given to the bill with the lowest score, meaning that it received the most first choice votes.

(after all the votes have been tabulated and added)

Chair: Secretary will now announce the bill calendar.

Secretary: The order of consideration for bills is: (announces committee bill calendar)

Chair: In a few minutes, we will take a short recess before beginning our 2nd committee meeting. At the second committee meeting, we will hear debate for and against each of the bills before this committee. We will be voting on whether to pass these bills out of committee onto the House floor, or to kill these bills in committee. I will now entertain a Motion to recess this meeting until _____

Chair: Representative/Senator __ (last name) __ for what reason do you rise?

Representative/Senator: Representative/Senator _____, from _____ County. I move to recess until _____

Chair: Second? Hearing no objections, the committee is recessed until _____. Please be mindful if other committees are still in session, and be in your seats ready to begin promptly at _____.

(Chair or secretary should complete the First Committee Meeting report form(s) with bill ranking and submit to the Legislature Planning Committee Chair immediately following the meeting. Post the calendar for Second Committee Meeting outside the committee meeting room.)

DO NOT start the Second Committee Meeting until the time indicated in the 4-H Legislature Schedule.