

FLORIDA 4-H LEGISLATURE

SECOND COMMITTEE MEETING

AGENDA

Chairpersons make sure you receive and organize committee Appearance Cards (with assistance from committee secretary) for the lobbyists to testify at this meeting.

- Call the committee to order.
- Have secretary call the roll
- Announce that a quorum is present.
- Remind all lobbyists who haven't turned in a committee Appearance Cards to do so at this time if they wish to testify during this committee meeting.
- Read the names on the committee Appearance Cards that you already have: ("Name" from lobbying group is speaking in [favor/opposition] of Bill # ____).
- Announce the calendar of the bills to be considered. The bills will be debated in the order they were ranked in the first committee meeting.
- The sponsor of the bill has 2 – 3 minutes to present his/her bill.
- Any Legislator may ask non-debatable questions of the Bill Sponsor.
- Any Legislator who wishes to testify in favor or in opposition to this bill or who wishes to ask questions about the bill may be recognized (These should be factual accounts — offering information about the bill).
- Call on lobbyists to speak if there are those who wish to address this bill (One pro, one con, etc.).
- Legislators may ask questions of each lobbyist at the conclusion of his/her presentation.
- Announce that, although the vote on bills will not be taken until the Third Committee Meeting, now is the appropriate time to debate. Ask: "Does any representative wish to speak for or against Bill # _____?"
- Repeat the process for the next bill in order of rank and continue the process until all bills have been presented.
- Recess the committee until the next meeting.
- The chair or secretary should complete the Second Committee Meeting report form(s) with bill ranking to submit to the Legislature Planning Committee Chair and turn in to him/her as soon as you leave the meeting. Post the calendar for the 3rd Committee Meeting.

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

Proper Language

Secretary: Will all lobbyists present who are speaking at this meeting and have not yet done so, please turn in their Appearance Cards at this time.

(Collect the lobbyist cards and put them in order according to the ranking of the bills from the 1st Committee meeting. Repeat this announcement regularly during committee meeting.)

Chair: I call this meeting of the _____ Committee to order at _____ a.m./p.m. The purpose of this meeting is to hear debate for and against bills referred to this committee. Voting on bills to pass to the Senate and House floor will not take place until the third and final committee meeting.

Will the secretary please call the roll?

Secretary: (Read the list of Committee Members and note their presence or absence).

Madam Chair/Chairman _____, a quorum is present.

(Read the names on the committee Appearance Cards that you already have.)

Chair: __ (name) _____ from lobbying group, _____ is speaking in [favor/opposition] of Bill # _____. (Repeat for all Appearance Cards.)

Chair: The calendar of the bills to be considered is as follows: (Read list in order of ranking.) The bills will be debated in the order they were ranked in the first committee meeting. The sponsor of the bill has 2 minutes to present his/her bill. At the conclusion of the presentation, any Legislator may ask non-debatable technical questions of the Bill Sponsor. Will the Secretary now call the first bill.

Secretary: (Call the number of the 1st bill according to ranking)

Representative/Senator (whose bill was just called, will hold up his/her name card to be recognized).

Chair: Representative/Senator _____.

Representative/Senator: Representative _____, from _____ County. Thank you
Mister/Madame Chairman _____

(Representative/Senator will give presentation regarding the bill with his/her points/research supporting the bill).

Chair: Thank you Representative _____. Will Lobbyist _____ please come forward to address the Committee.

Lobbyist assigned to the bill just presented: Thank you Mister/Madame Chairman. My name is _____ and I am from the _____. We are (in favor/against) this bill. (present your research). Thank you for your time. (wait to be dismissed)

Chair: Do any of the representatives have any questions to ask of this lobbyist.

Representative/Senator: (If you have questions, raise your sign and wait to be recognized).

Chair: Seeing no further questions, Miss/Mr. (lobbyist name), you may be seated. Although the vote on bills will not be taken until the Third Committee Meeting, now is the appropriate time to debate. We will have 3 rounds of pro/con debate, each lasting 2 minutes. Does any representative wish to speak for Bill # _____?

Chair/Representative/Senator/Lobbyist: (Repeat the process for the next bill in order of rank and continue the process until all bills have been presented).

Chair: I will now entertain a Motion to recess this meeting for lunch 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 _____.

(The chair and secretary should complete the Second Committee Meeting report form(s) with bill ranking to submit to the Legislature Planning Committee Chair and turn in to him/her as soon as you leave the meeting.

Post the calendar for the 3rd Committee Meeting.)

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