

FLORIDA 4-H LEGISLATURE

THIRD COMMITTEE MEETING

AGENDA

- Convene Meeting.
- Ask secretary to call roll and announce that a quorum is present.
- Announce the order of bills for this final committee meeting.
- Announce that bills during this meeting will be voted either:
 - FAVORABLY
 - In its original form
 - With amendment(s)
 - As a committee substitute
 - UNFAVORABLY
 - Tabled
 - “Killed”
- Announce the first bill. Ask if there are any amendments to be offered for it.
- The amendment sponsor has two minutes to present the amendment and to answer questions.
- The chair opens the floor for legislators to engage in debate.
- Legislators vote on the amendment.
- The bill sponsor has 1 – 2 minutes to present closing remarks on the bill.
- The final bill is voted on with any amendments that may have been passed.
- Repeat this process for each bill in the order it has been ranked (steps 5 – 10).
- At this time, the bills, which have passed favorably, will be re-ranked for the purpose of favorable placing on the agenda by the Rules Committee meeting.
- Announce the suggested calendar for the committee’s bills.
- Give final instructions for the House or Senate floor. Remind committee members to pay attention to committee bills in chambers so they may be recognized in the House or Senate session. Committee members will probably know more about their bills than anyone else on the floor.
- Adjourn the meeting (Make sure that the committee room is left in proper order).
- Chair or secretary should complete the Third Committee Meeting report form(s) noting number of favorable or unfavorable votes for each bill, and the final ranking order. The report forms should be turned in to the Legislature Planning Committee Chair as soon as you leave the meeting.

Note: If it is not time to recess according to the 4-H Legislature schedule, the committee members should stay in the committee room and prepare for the House or Senate sessions.

Proper Language

Chair: I call this meeting of the third Committee to order at _____ p.m. At this meeting, we will make final decisions about proposed bills. 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.

Chair: The order of the bills to be considered is as follows: (Read list in order of ranking) Bills during this meeting will be voted either: FAVORABLY, or UNFAVORABLY

Chair: The first bill on the calendar is _____. Are any amendments to be offered for it?

(if there are amendments)

Chair: The amendment sponsor has two minutes to present the amendment and to answer questions.

Representative/Senator: (whose amendment is now on the floor, hold up his/her name card to be recognized)

Chair: Representative/Senator _____.

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

(The chair opens the floor for legislators to engage in debate about the amendment.)

Legislators vote on the amendment.

Chair: Will the bill sponsor for the bill on the calendar present any closing remarks. You have 30 seconds to close.

Representative/Senator: (whose bill is now on the floor, hold up his/her name card to be recognized):

Chair: Representative/Senator _____.

Representative/Senator: Representative/Senator _____, from _____ County. Thank you, Mister/Madame Chairman (closing remarks on the bill).

Chair: All in favor of this bill, please raise your hands. (It is appropriate to take a voice vote first and then if division (or a showing of five hands) is called then the Chair may take a count by hand. If time permits, the Chair could conduct a roll call vote in which the Secretary calls each members name and they respond by say “Yes” for affirmative or “No” for opposed.

Secretary: (Count votes)

Chair: All opposed?

Secretary: (Count votes). The bill has (passed/or/ has been killed).

(Cross out on list if failed)

Chair: (Repeat this process for each bill in the order ranked until all bills have been voted on)

Chair: Will the Secretary please read the bills that have passed and representatives/senators, please note these bills on your ranking sheets.

Secretary: The bills that have been passed are: _____, _____, ...

Chair: At this time, the bills, which have passed favorably, will be re-ranked for the purpose of favorable placing on the agenda by the Rules Committee meeting. (Give everyone time to finish the process)

Chair: I will now call each passed 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 for consideration on the House/Senate floor.

Secretary: (after all the votes have been tabulated and added) The order of consideration for bills is: ____

Chair: We will now adjourn this meeting. (call for a motion and adjourn)

Please be mindful if other committees are still in session, and be ready to load the buses at____

(Chair or secretary should complete the Third Committee Meeting report form(s) noting number of favorable or unfavorable votes for each bill, and the final ranking order.)