



FLORIDA 4-H LEGISLATURE

providing youth the knowledge and life skills they need to be productive, responsible citizens

RESOURCE MANUAL I

Guidelines and Procedures

June 20-24, 2022

State Capitol in Tallahassee, FL



**50th Session of the Florida 4-H Legislature
2022**

UF | IFAS Extension
UNIVERSITY of FLORIDA





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Edited By:

Kelsey Cook, Steering Committee Chair and
Duval County 4-H Extension Agent

Charlie Polisenno, Steering Committee Member and
Hillsborough County 4-H Extension Agent

Sara Brake, Steering Committee Member

Brooke Adams, 2022 Youth Planning Committee Chair



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1. Explanation of Legislative Sessions

The Legislative sessions in the Senate and House of Representatives will be held on Tuesday, Wednesday and Thursday. There will be limited time for debate in the chambers. Time is at a premium. It is important for every legislator to understand what is happening so time will not be wasted.

2. Session Procedure

Senators and Representatives will be assigned seats in the chambers. The President of the Senate and the Speaker of the House will preside over their respective chambers.

a. Joint Opening Session (Tuesday Morning)

The joint opening session is the ceremonial opening session for 4-H Legislature. All delegates meet in the House chambers. The purpose is to provide a forum and an opportunity for the Governor or his/her appointed representative and/or other dignitaries to speak to the delegates. During this session delegates are sworn in. Also, there may be, when appropriate, special “joint resolutions,” proclamations or other special presentations made to honor or recognize supporters or friends of Florida 4-H and/or the Florida 4-H Legislature program.

b. Session 1 (Referring Bills To Committee, Tuesday)

Once the opening session is called to order, and after the thought for the day and pledges, the presiding officer calls upon the Clerk of the House or the Secretary of the Senate to read the first bill (by title only). The Speaker of the House or President of the Senate will refer a bill to a specific committee. The clerk or secretary continues reading each bill by title only and the Speaker of the House or President of the Senate will refer each bill to the appropriate committee, this process continues until all bills have been referred to a committee. This is the “first reading” of a bill.

After all of the bills are referred to committee, the House and Senate sessions are recessed if there is no further business. Legislators then report to the First Committee Meeting. Lobbyist will report for the Lobbyist Meeting.

c. Session 2 (Wednesday)

Once the second legislative session is called to order, the presiding officer asks the clerk or secretary to “unlock the machines” and ask “legislators to vote.” Then the clerk or secretary will announce if there is a quorum present. The thought for the day and pledge are presented. The presiding officer asks the clerk or secretary to announce the “Bill Calendar.”

Then the presiding officer calls upon the Clerk to read the first bill on the calendar, noting changes made in the committee. This is the “second reading” of a bill.

The presiding officer recognizes the Bill Sponsor who then has 2 – 3 minutes to present his/her bill. This is the time to explain the bill and why it should be passed.

The presiding officer announces the time limit for non-debatable, technical questions of the Bill Sponsor and recognizes legislators who have questions. The Bill Sponsor may choose to answer the questions or not.

The presiding officer announces the number of rounds of con/pro debate and the time limit. Debate then begins with the presiding officer recognizing a con speaker. The con speaker has X minutes (usually three (3) minutes) to present negative arguments; if the con speaker finishes speaking before time is called, he/she may yield his/her time to a “like” speaker.

Note: After the round of negative/con speakers concludes, a round of pro debate begins. A speaker in favor of the bill is recognized and allowed X minutes (usually three (3) minutes). The pro speaker may speak for X minutes or yield his/her time to a “like” speaker.

This pattern of rotation continues until three con/pro rounds of debate are completed. If there are NO amendments, the bill sponsor is given three (3) minutes to summarize and make a closing statement after the debate has ended. He or she then moves that the bill be read for a third time by title only and placed on final passage.

The presiding officer asks for objections to the motion (usually there are none since this is a formality) and then asks the clerk to read the bill by title only. This is the “third reading” of the bill.

If there are amendments to the bill (which must have been submitted in writing to the Clerk of the House or Secretary of the Senate prior to the debate) they are then dealt with following the same procedure as above. The amendment sponsor is allowed to present the amendment and con/pro rounds of debate follow as above. The only difference is that less time and number of rounds of debate is allowed. After debate on each amendment presented from the floor is concluded, each amendment is voted upon.

After all amendments are disposed of, the vote will be taken on the bill as amended. The Bill Sponsor is given three (3) minutes to summarize and make a closing statement. The Bill Sponsor then moves that the bill be read for a third time by title only and placed on final passage, noting changes made by passed amendments. A majority vote is required for passage.

Bills will continue to be brought to the floor following the procedures above and as outlined in section G. of this manual, RULES & PARLIAMENTARY PROCEDURES.

When the same bill passes in both the House and Senate in the exact same language it may be presented to the Florida 4-H Governor for action — the Governor may sign the bill, allow the bill to become law without his/her signature or the Governor may veto the bill.

If a bill passes in both the House and Senate but the language is not the same then it may be referred to a Conference Committee to determine if a compromise “Conference Bill”

can be agreed upon. The Conference Bill is then presented in the House and Senate for passage. If it passes in both the House and Senate, it is presented to the Governor for consideration.

Legislative Sessions may be recessed for breaks, lunch and at the end of the day. The presiding officer will reconvene the session following recesses.

d. Session 3 (Thursday)

The Presiding Officer reconvenes the session and bills continue to work through the system. If the Governor has vetoed any bills, the House and Senate may choose to attempt to “override the Governor’s veto.”

At the end of the session the Florida 4-H Legislature will be adjourned.

e. Ceremonial Adjournment Of The Florida 4-H Legislature Session (Thursday Afternoon)

The Florida 4-H Legislature adjourns with a ceremonial procedure. “Sine die” refers to final adjournment of a legislative session. The term is sometimes used to denote the ceremony involving the dropping of white handkerchiefs, which symbolizes the end of a regular session.

By tradition, the Florida House and Senate adjourn their legislative sessions at the same time. In the Old Capitol building, the presiding officers could not see each other. So the Sergeants at Arms for each body would stand in the doorway of their chamber and drop handkerchiefs simultaneously. The Senate President and Speaker of the House waited for this cue and then each rapped the gavel at the same time.

After the introduction of telephones, the “handkerchief dropping” became symbolic. In the New Capitol building, the Senate President and the Speaker of the House have a clear view of each other, but the “handkerchief dropping” tradition continues.

3. Special Committees

a. Rules Committee

The Senate and House shall each have a Rules Committee. The President of the Senate and House Speaker will preside over their respective committees. All committee chairpersons serve as Rules Committee members. The Rules Committee will convene at a time stated by the presiding officers.

Purpose:

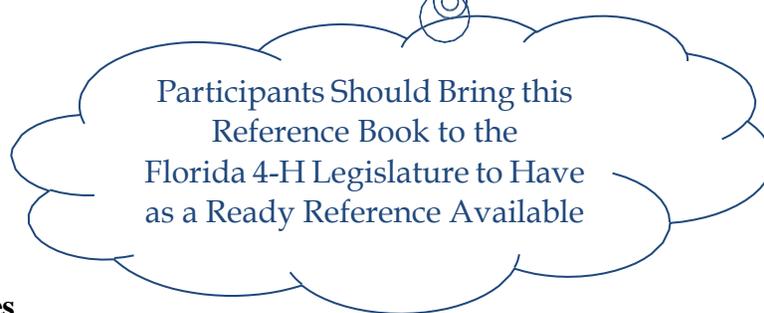
The function of the Rules Committee will be to determine the calendar (bills in order of debate) for each chamber.

b. Conference Committee

A joint rules committee will meet to streamline companion bills passed in both the House and Senate. If there are any differences in the bills, the joint rules committee will attempt to “hammer out” the differences and compromise to create a “Conference Bill” that can

be presented for vote in the House and in the Senate. A “Conference Bill” that passes both the House and Senate is then presented to the 4-H Governor for his/her consideration.

G. RULES & PARLIMENTARY PROCEDURES



1. Proper Procedures

Following are the rules and parliamentary procedures under which the Florida 4-H Legislature will operate. It is important for delegates to study these procedures and know how to function.

These rules and the parliamentary procedure may vary from those you may be familiar with and/or have used in other situations.

The Florida 4-H Legislature uses a combination of rules and procedures that have been adapted from “Roberts Rules of Order,” “League of Women Voters,” the Florida Senate Rules and the Florida House Rules. These rules and procedures have been streamlined and designed to expedite logistics for this event. These are the approved/official rules and procedures to be used for Florida 4-H Legislature.

2. Duties Of The Presiding Officer

1. The presiding officer in each of the chambers is:
 - Senate: President of the Senate
 - House of Representatives: Speaker of the House
2. The Senate President, the Speaker of the House or the Legislature Planning Committee Chair may designate a member of the Legislature Planning Committee to preside.
3. The Senate President and Speaker of the House are members of their respective chambers, and so can vote on all legislation; however, this is usually reserved for the breaking of a tie vote.
4. The presiding officer takes the chair at the prescribed time, calls the members to order, and ascertains the presence of a quorum.
5. The Presiding officer presents the order of business and maintains decorum in the chamber.

3. Meaning of Gavel Raps

Members must understand and respond promptly when the presiding officer raps the gavel.

1 rap – The chamber will come to order.

2 raps – Members will rise.

3 raps – Members stand and applaud (usually when a guest enters the chamber – continue until one (1) rap brings order).

4. Decorum And Debate

1. When a legislator wants to speak, he or she will stand and address the “presiding officer” by saying:

Senate: “Mr. President” / “Madame President”

House: “Mr. Speaker” / “Madame Speaker”

2. When recognized, a member shall say (a) his or her name; and (b) county.
3. If a member doesn’t follow this rule, the 4-H legislator may be ruled out of order and is likely to lose the right to speak.
4. When two or more 4-H legislators stand at the same time, the presiding officer will decide who is to speak first and that decision will be final.
5. The sponsor of a bill shall have the right to make opening and closing remarks in debate on the floor of the chambers. So, a bill sponsor should be prepared.
6. When a legislator is recognized by the presiding officer and obtains the floor, he or she may not be required to yield the floor unless desired, except at the direction of the presiding officer.
7. Once the presiding officer has set the time limit for debate the member speaking must “yield his/her time” by saying “I yield my time to a like speaker,” or “I yield my time to _____(specific member’s name)” in order to continue that round of debate. However, the presiding officer may or may not allow the “yielding of time to a specific member.” If time is not yielded, the presiding officer states “Time was not yielded” and the debate is ended or reverts to the opposing view.
8. When a legislator is recognized by the presiding officer and obtains the floor, his/her remarks must pertain to the subject under debate, avoiding personal comments about others. Failure to do so will result in the presiding officer calling the legislative member out of order and the member loses his/her right to speak. A member continuing to speak improperly may be ordered to take a seat by the presiding officer.

5. Voting

1. The presiding officer may take any vote by voice vote. This will be done by asking those who are voting for the proposition to signify by saying “Aye.” Then those against the proposition will signify by saying “Nay.” If the presiding officer is in doubt as to the outcome, he/she may proceed by asking for a standing vote of those “For” and “Against.” The count then determines the outcome.
A member/legislator who is unsatisfied with a voice vote may call for “division” which allows for a standing vote. The presiding officer then has the discretion to ask for a standing vote.
2. Vote Required for Passage of Motions — see the section on motions.
3. Vote Required for Passage of Motions regarding Amendments to the State Constitution — 2/3 of those voting.

4. Other forms of voting called for by division may be deemed appropriate by the presiding officer with approval of adult advisor.

6. Motions: Meanings And Effect

Any legislator may make any motion by addressing the presiding officer in the usual manner and then stating the motion.

When a motion has been made, the presiding officer shall state it to the membership for consideration, and the membership shall proceed to consider it and then cast their vote for or against the motion.

The presiding officer may permit the “mover” and one opponent of the motion 1 – 3 minutes each to debate those motions, which are, in fact, debatable.

1. Main or Principal Motion

When a motion is made, the presiding officer shall restate it; if in writing, it shall be read aloud by the clerk. At the discretion of the presiding officer, every motion and/or amendment may be required in writing. Passage of a bill is an example of a main motion.

2. Subsidiary Questions

a. Amendment (Vote required — Majority)

Any main motion may be amended. An amendment must also conform to the subject matter of the main motion. Only one amendment to an amendment can be offered.

b. To Convene the Committee of the Whole (Vote required — 2/3)

This, in effect, allows the entire chamber to enter into informal discussion without formality other than recognition by the chair.

c. End debate (Vote Required — Majority)

This is an important motion. If demanded by a vote of a majority of the members present, its effect shall be to cut off all debate and bring the House to a direct vote, first upon the pending amendments, if there are any in their order, and then on the main question.

d. To Lay on Table (Vote Required — Majority)

Its effect is to postpone action on a motion but it permits the re-introduction of the motion at a time during that or the next session. It is usually proposed when the author is unable to supply the necessary information requested by his opponent. It is not debatable; the sponsor has 2 minutes to present reasons for its adoption.

3. Incidental Motions

a. Suspension of the Rules (Vote required — 2/3)

This is a motion to suspend the operation of the rules of order that the particular body has adopted in order to permit consideration of some pressing matter out of its usual place.

- b. **Withdrawing a Motion (No vote required)**
When a motion is before the chamber, the mover may withdraw it by rising and moving its withdrawal. No one but the maker of the original motion can move to withdraw.
 - c. **Points of Order (No vote required)**
A legislator, rising to a Point of Order, need not be recognized. The point of order must pertain to the rules and nothing else.
4. **To Adjourn or Recess (Vote Required — Majority)**
This is a highly privileged motion and must be for a certain time. A motion to adjourn takes precedence over a motion to recess. (Due to the 4-H Legislature schedule, adjourning is performed only at the time prescribed in the schedule or with the Steering Committee's approval).
 5. **To Amend a Bill (Vote Required — Majority)**
The majority of all motions may be made orally, but amendment motions must be made in writing and must amend the proper section of any legislative matter to be effective. An amendment may be offered to any proposition by any member at the time the proposition is before the membership for consideration. An amendment is adopted by majority vote.
 6. **Postpone Indefinitely (Vote Required — 2/3)**
This motion is self-explanatory. The effect will be to kill the bill or proposition by a 2/3 vote.
 7. **Reconsider a Vote (Vote Required — 2/3)**
This motion is made when a vote has been taken on a proposition and a member desires, for some reason, to reconsider the vote by which the bill, amendment or proposition was passed or defeated. If the motion carries, it brings the matter back before the membership for further consideration. Any member who voted on the prevailing side may make it, and the motion can be adopted. No question can be reconsidered more than one time.
 8. **Call the Previous Question (Vote Required — 2/3)**
This is an important motion. Any member can call for the previous question by addressing the presiding officer in the usual manner. The usual reason for calling for the previous question is to cut off debate or an amendment harmful to a proposition. The adoption of such a motion ends debate and kills any amendment on the desk which has not been brought to the floor. It brings the main questions to a vote, along with any amendments that have already been passed. Sponsors will be allowed a final summation.
 9. **Call the Question on the Amendment (Vote Required — Majority)**
This motion ends debate and moves for an immediate vote on the amendment. Sponsors of the amendment get no final summation. Whether the amendment passes or fails, the presiding officer goes on to the next amendment on the clerk's desk.

10. To Take Up A Bill Out of Its Regular Order and Place It At Some Point On The Calendar Other Than At the Top (Vote Required — 2/3)

The motion is made that the rules be waived and that the bill be placed at a designated place on the calendar.

11. To Take a Bill Out of Its Regular Order and Place It At the Top Of The Calendar (Vote Required — Unanimous)

12. To Place A Bill On The Calendar Despite An Unfavorable Committee Report (Vote Required — 2/3)

The sponsor of this motion will be given two (2) minutes to present his reasons for adoption. Not debatable. Vote will immediately follow the sponsor's statements.

13. To Strike Enacting Clause (Vote Required — Majority)

Must be proposed in a written amendment, which must be received by the clerk before the bill patron's summation begins.

7. Proper Language & Procedures Used For Bill Passage – Example

1. **President/Speaker:** "We will now revert to the order of passage of bills."
2. **Sponsor of Bill Coming Up Next on Calendar:** Gains recognition and says, "Mr./Madam President/Speaker, I move that the rules be waived and House Bill No. ____ be read for a second time by the title only."
3. **President/Speaker:** "It has been moved that Bill No. ____ be read for a second time by title noting changes made in committee. Is there an objection to the motion? Hearing none, will the Secretary/Clerk now read Bill No. ____ for the second time by title noting changes made in the committee?"
4. **Secretary/Clerk:** (Reads the bill by title only, noting changes made in committee) "Bill ____, a bill to be entitled ..."
5. **President/Speaker:** "The sponsor has three (3) minutes to present the bill."
6. **Sponsor:** Goes to the front of the chamber and presents the bill.
7. **President/Speaker:** "We are now in order for non-debatable technical questions."
8. (Legislator rises) **President/Speaker:** "For what reason does the representative/senator rise?"
9. **Legislator:** (states name and county) "I rise to ask a non-debatable, technical question of the sponsor."
10. **President/Speaker:** "Will the sponsor yield to a non-debatable, technical question?"
11. **Sponsor:** "Yes, I yield." (Sponsor may yield to all questions or one at a time)
12. **President/Speaker:** "The Sponsor has yielded; you may ask your question."
13. **Legislator:** (asks question) — Sponsor answers (Other legislators may be recognized to ask non-debatable, technical questions until time expires).
14. **President/Speaker:** "We are now open for debate on the floor. We will have *x* rounds of con/pro debate for *x* minutes each."
15. (Legislator rises) **President/Speaker:** "For what reason does the representative/senator rise?"
16. **Legislator:** "I rise to speak con (or pro) on this bill."
17. **President/Speaker:** "You may make your statement"

18. (Debate is continued by legislators from their assigned seats on an alternating basis, one con/pro speaker, minutes each until three con and three pro speakers have been heard. If a legislator does not use the full 3 minutes he/she may yield his/her time to a “like speaker” or to a specific representative/senator. If time is not yielded, time is called and the debate reverts to the opposing side. Representatives/senators must gain permission from the presiding officer before debating. Debate may continue by a decision of the chair or by a motion to extend debate.)
19. **President/Speaker:** “The bill sponsor has three (3) minutes to close.”
20. **Sponsor:** Returns to the front of the chamber and presents his closing arguments. When finished, he then says: “Mr./Madam Speaker/President, I move the rules be further waived and that Bill No. ____ be read for a third time by title only and placed on final passage.”
21. **President/Speaker:** “It has been moved that Bill No. ____ be read for a third and final time by title only. Is there an objection to the motion?” Hearing none, “Will the Secretary/Clerk now read House Bill No. ____ for the third and final time by title only?”
22. **Secretary/Clerk:** Reads the bill by title only.
23. **President/Speaker:** “Are there any amendments on the desk?” (If so, they are read by the Secretary/Clerk)
- At this point, if there are amendments, each is taken up in order as read. The amendment sponsor has two (2) minutes to present amendment. An opposition speaker is then given two minutes. Debate continues until there have been two (2) pro and two (2) con speakers. The amendment sponsor then has one minute to summarize.
 - Vote on each amendment is taken and recorded.
 - After all amendments have been disposed of, the original bill sponsor is recognized and says...
24. **Sponsor:** “Mr./Madam President/Speaker, I move that Bill No. ____ does now pass.” (Motion for the previous question)
25. **President/Speaker:** “Representative/Senator _____ moves that Bill No. ____ does now pass. This vote is on the final passage of Bill No. ____.” “The Secretary/Clerk will unlock the machine and the members will prepare to vote.” “Will the Secretary/Clerk announce the vote?”
26. **Secretary/Clerk:** “Mr./Madam President/Speaker there are *x* yeas and *x* naes”
27. **President/Speaker:** “By your vote you have passed (failed to pass) Bill No. ____.”
28. **President/Speaker:** “The chair recognizes the sponsor of the next bill.”

8. Language For Additional Motions

EXAMPLES

1. **To recess at a certain time:** “Madam President/Madam Speaker, I move that the Senate/ House adjourn upon the final consideration of Bill No. ____.”
2. **Point of Order** – Questioning ruling of the chair or procedure: “Madam President/Mr. Speaker, I rise to a Point of Order.”
3. **To stop debate and bring a vote on the motion (2/3 votes required):** “Mr. President/Madam Speaker, I move the Previous Question of the adoption of the amendment (or passage of a bill).”

4. **To fail to pass a bill by postponing it indefinitely:**
 “Madam President/Mr. Speaker, I move that House Bill No. ____ (with pending amendments) be indefinitely postponed.”
5. **To fail to pass a bill outright:** “Mr. President/Madam Speaker, I move that we strike the enacting clause,” (must be in amendment form) OR “I move that we table the bill indefinitely,” (may be vocalized).
6. **To give the rest of your time to someone who supports your side:**
 “I yield my time to a favorable (or unfavorable) speaker,” OR “I yield my time to _____ (name a specific speaker).”
7. **As the bill sponsor, you can give up the right to summarize the bill:**
 “I waive my right to summation.”
8. **To take a bill from the table of committee, after an unfavorable report:**
 (2/3 votes required) “Madam President/Mr. Speaker, I move that Bill No. ____ be taken from the table and placed on the calendar — the unfavorable report of the committee to the contrary notwithstanding.”
9. **To take a bill out of its regular order and place it at some point on the calendar other than at the top** (2/3 votes required):
 “Mr. President/Madam Speaker, I move that the rules be waived and that Bill No. ____ be placed at position # ____ on the calendar.”
10. **To take the bill out of its regular position and place it at the top of the calendar** (unanimous required): “Madam President/Mr. Speaker, I move that the rules be waived and that Bill No. ____ be placed at position #1 on the calendar.”
11. **To ask a question about parliamentary procedure:** (Hypothetical question)
 “Mr. President/Madam Speaker,” After recognition: “Point of Parliamentary Inquiry.”
 Then if the speaker allows, you may ask the question.
12. **Point of Clarification:** “Madam President/Mr. Speaker, Point of Clarification, please.”
13. **To Reconsider:** (As in a motion made by a representative on the prevailing side of a vote to re-vote on the bill.) “Mr. President/Madam Speaker, I move that the Senate/House do now reconsider the vote by which Bill No. ____ passed (or failed to pass).”
14. **To Adjourn:** “Madam President/Mr. Speaker, I move that the Senate/House do now adjourn (or adjourn at ___ p.m.).”

2. Drafting Amendments

- a. After a bill has been introduced, any action taken thereon is taken with respect to the bill and amendments made to that bill.
- b. In writing amendments to a bill, the objective is to make clear the change to be made in the bill.
- c. Form and Style:
 - a. The following examples of form and punctuation are suggested for simple amendments:
 - On Page 2 of the bill, line 17, after “of,” insert “the.”
 - On Page 3 of the bill, line 1, after “Florida Statute 57.967,” insert a period. Delete the rest of line and line 2.
 - On Page 1, after line 15, insert: “(4) In all counties over 300,000 population...”
 - b. Normally, it is not necessary to indicate both the word before and the word after the material to be inserted. Sometimes it is necessary to do so in order to make it clear where the new materials fit into the printed bill.

For example, if the word “of” appeared twice on page 2, line 17, of the bill, the following form would be used: On page 2 of the bill, line 17, after “of” and before “state,” insert “the.”

- c. In amending a one-page bill, it is not necessary to give the page number in the amendment.
- d. After the phrase “of the bill” has been used once in the bill, it does not need to be repeated.
- d. When replacing existing material with new material, delete existing material first and then insert new material.
- e. In referring to a punctuation mark, spell out the word rather than use the symbol. For example: On page 4 of the bill, line 3, delete semicolon.
- f. Restore material that the bill proposes to delete from existing law in following manner: On Page 1 of the bill, line 18, restore “3” and delete “2.”
- g. Always use clear and simple wording in amendments. The following words and phrases are preferred:

USE

1. Lines 3 through 7
2. Rest of the line
3. Insert “penalties”
4. After “(7)” and before “(4)”
5. Delete “173.170” and insert
6. Insert

AVOID

1. Lines 3 through 7, inclusive
2. Remainder of the line
3. Insert the word “penalties”
4. After the number “(7)” and before the number “(4)”
5. Delete “FS173.170” and in lieu “173.171” thereof insert “FS173.171”
6. Insert the following

When more than one change is made in the same line, use the following form:

On page 1 of the bill, line 3, after “FS” insert “78.982” and in the same line after “penalties,” insert “appropriate money.”

When all of a bill is to be deleted, except the title and enacting clause, make sure that the title still applies to new matter, and use the following form:

On page 1 of the bill, delete lines 8 through 19.

Select pages 2 through 4 and insert: “Section 1. FS 428.070 is amended to read: “418.070. (1)...”

J. GLOSSARY OF TERMS

1. AMENDMENT

A proposal to change the original form of a bill. A change may be proposed by committee or individual legislator.

2. APPEAL

A legislator may challenge any ruling of the presiding officer by appealing to the entire body to override this decision.

3. APPROPRIATIONS BILL

A bill authorizing the spending of public money.

4. BICAMERAL

Consisting of two houses. All states have bicameral legislatures except Nebraska, which has only one house (unicameral).

5. BILL

A proposed law.

6. BRANCHES OF GOVERNMENT

Administrative Branch: Governor;
Legislative Branch: Senate and House of Representatives; Judicial Branch: Supreme Court System

7. CALENDAR

A list of the bills awaiting action. They are placed in the order in which they will be considered for action on the Chamber floor.

8. CHAMBER

Also known as the "Floor," it is the room in which the Senate or the House of Representatives meet (Ex: Senate Chambers, House Chambers).

9. CLERK OF THE HOUSE OF REPRESENTATIVES

The person designated by the House of Representatives to assist the members of the House in the detailed processes of enacting laws and to record that history.

10. COMMITTEE

A group of Senators or Representatives appointed by the presiding officer to consider an issue or question and to submit a report on its recommendations for action by the body that originated it.

11. COMMITTEE OF THE WHOLE

When the chamber votes to convene into the committee of the whole it allows the entire chamber to enter informal discussion of an issue, without formality other than recognition by the chair, (2/3 vote required). It is advantageous when many unanswered questions about a bill come into debate.

12. COMMITTEE REPORT

The statement a committee gives when a bill is sent to the Senate or House floor. Committee may: report the bill favorably with amendments, report a substitute bill with the same idea, or report it unfavorably.

13. CONFERENCE BILL

A bill that has been passed by both the Senate and the House and will be presented to the Governor for consideration.

14. CONFERENCE COMMITTEE

A joint committee composed of the presiding officers of the House and Senate or other designees and other members appointed by the Legislature Planning Committee Chair. The committee reviews bills passed by both houses and decides which bills will become "conference bills." In the event that the Governor vetoes a bill, the committee may work together to develop a plan to override the veto.

15. CONVENE

To meet in a formal legislative session.

16. DEBATE

To argue the merits of a bill, for and against.

17. DECORUM

Appropriate behavior and conduct.

18. EFFECTIVE DATE

The date upon which a bill becomes law. When a bill has been passed, this date identifies the time this law guides.

19. ENACTING CLAUSE

The constitution requires that each law be prefaced by the phrase “Be It Enacted by the Florida 4-H Legislature...” An amendment to strike out the enacting clause kills a proposed law.

20. LAW

The final product of the legislative process. It is the end result of the introduction of a bill, its passage by both houses, its approval by the Governor (or the overriding of his veto by the legislature), and its recording by the Secretary of State.

21. LAYING ON THE TABLE

“Laying something on the table” usually means disposing of the matter for the legislative session. A motion to “lay on the table”, if adopted, has the effect of killing the motion. A motion may be taken from the table with a 2/3 vote.

22. LEGISLATIVE AIDE

A lobbyist who is assigned as an assistant to a legislator; like the Governor, President of the Senate, etc. This position is not utilized every year.

23. MAJORITY PARTY

The political party having more than a majority of seats in a house.

24. MINORITY PARTY

The political party having fewer than a majority of seats in a house.

25. MOTION

This action on the floor of the chamber results from a member making a request (a motion). A motion is a proposal, usually oral, made to the presiding officer and relating to the business being discussed. The rules determine the importance of the motion and whether it is to be considered.

26. PARTY LEADER

Works to educate 4-H Legislature participants about the party platforms and encourage participants to join and then vote their party. To control your party and make sure they know what they are for and against. To encourage debate in a professional manner, keep the party aware of what they are for and against, and restrain them from slinging insults at the other party.

27. PARTY WHIP

To assist the Party Leader in the running of the party on the floor, committee meetings and other meetings. This position is not utilized every year.

28. POINT OF ORDER

It means (when stated) that some member is challenging either what is happening or what he thinks is about to happen.

29. PRESIDENT OF THE

SENATE The presiding officer of the Senate. He or she is designated as president by the majority party in caucus and then elected by the full membership of the Senate for a term of two (2) years.

30. PRESIDENT PRO TEMPORE OF THE SENATE

Literally translated, president “for a time.” He or she performs specified duties as prescribed by the Senate Rules or the Senate President.

31. PREVIOUS QUESTION

A motion for the “Previous Question” requests an end to debate on a certain subject (amendment or bill), so a vote can be taken.

32. REPEAL

The removal of a provision from the law.

33. RULES

The rules of each house determine how it will conduct its daily business.

34. RULES COMMITTEE

A committee of Legislature Leadership members who sets the calendar for the legislative session.

35. SECRETARY OF THE SENATE

The person elected by the Senate to assist Senate officers, members, and staff in the detailed processes of enacting laws and to record that history.

36. SERGANT AT ARMS

The person in each house who is responsible for the security of the legislative house and the maintenance of that house's property.

37. SESSION

The period during which the legislature meets.

38. SPEAKER OF THE HOUSE OF REPRESENTATIVES

The presiding officer of the House of Representatives. He or she is designated as the speaker by the majority party in caucus and then elected by the full membership of the House for a term of two (2) years.

39. SPEAKER PRO TEMPORE OF THE HOUSE

This person accepts the duties of the Speaker of the House when the speaker isn't available to fulfill those duties as prescribed.

40. SPONSOR

A bill's sponsor is the legislator introducing it.

41. SUPER COMMITTEE

A combination of the Ag and Government, Commerce & Transportation committees, Education and Health & Human Services committees and Criminal Justice and Juvenile Justice committees to streamline committee meetings at 4-H Legislature. As needed.

42. "THE FLOOR"

Refers to the full body of the Senate or House who will take action on a proposed bill.

43. TITLE

The constitution requires each bill to be prefaced by a concise statement of its content.

44. VETO

Return by the Governor to the legislature of a bill without his or her signature; the veto message from the Governor usually explains why he or she thinks the bill should not become law.

45. VOTE

A decision on a question, either affirmative or negative.

46. WAIVE THE RULES

The constitution and the rules of the legislature provide a series of braking actions on the passage of bills. But if 2/3 of the members present are agreeable to foregoing such procedural steps as reading the bill on three (3) separate days, then the motion to waive the rules is in order.

47. WAIVE

To forfeit, or to give up.

48. YIELD

To give (as in to "yield to a like speaker").

K. APPENDICES

- 1. Template for Drafting an Amendment**
- 2. Sources of Resources for Bill Writing & Research**

Florida 4-H Legislature

Amendment

Sponsor : _____

Amendment No: _____ Pass _____ Fail: _____

1 _____
2 _____
3 _____
4 _____
5 _____
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26 _____

RETURN TO SECRETARY of the SENATE or CLERK of the HOUSE

Florida 4-H Legislature Timeline

1973 – 1st session of Florida 4-H Legislature
1973- late 80's Ruth Milton & Herb Morgan lead program, along with assistance from then-Florida legislator, Bill Nelson
1974 Moved mock session to new capitol House chambers
Late 80's- salt award initiated to acknowledge the first bill that fails during session
1997-hot sauce award initiated to acknowledge the first bill that passes during session
Late 80's-Wednesday's political picnic moved from McClay Gardens to FSU Reservation
1979 Thursday night banquet held at FSU ballroom
1980 Thursday night banquet moved to Holiday Inn
1984-2000 Dr John Rutledge becomes lead adult for program with Damon Miller
Mid-80's Thursday night banquet moved to Silver Slipper
1993- Wednesday's political picnic moved from FSU Reservation to Wakulla Springs
In late 90's *The Capitol Letter* became *Legislative Times*
2001 Thursday night banquet moved to Tallahassee Country Club
2001-03-Ami Neiberger-Miller becomes lead adult for program with Damon Miller
2003 – Judicial System/Supreme Court Experience for Lobbyists Added
2003 – Became a bi-cameral event
2003 – Real Florida Legislature Special session “bumped” us to the Old Capitol chambers
2004-Debbie Nistler joins steering committee.
2004-06 Dr. Marilyn Lesmeister becomes lead adult for program
2004 - Founders Award initiated
2005 35th session of 4-H Legislature resolution proclaimed & founders invited to visit program
2005 Thursday night banquet moved to Tallahassee-Leon County Civic Center
2005- Adult Steering Committee Formed
2005 – 4-H LEG planning chair becomes known as “Lt. Governor”
2005 moved housing to the Double Tree Hotel with additional funding from Homeland Security grant; ugly shoes contest initiated until 2007
2007 Moved back to FSU dorms for housing
2007- Vickie Mullins becomes lead adult for program with Michael Wickersheim, 4-H volunteer, and Debbie Nistler, Bradford County 4-H Agent
2007-2013 Wednesday's political picnic at Jack McLean City Park
2008 Super Committees formed
2012 40th Session of 4-H Legislature celebrated with Alumni event
2012 – Tracy Tesdall becomes lead adult for program with Michael Wickersheim, 4-H volunteer, and Debbie Nistler, Bradford County 4-H Agent
2014-present Wednesday's political picnic location varies from year to year
2016- Dr. Debbie Nistler becomes lead adult for program with Michael Wickersheim and Jeremy Hall.
2018-Kelsey Haupt joins steering committee.
2019-Charlie Polisenjo joins steering committee.
2020- LEG become virtual because of covid-19 pandemic. Kelsey Haupt becomes lead adult for program. Sara Brake joins steering committee
2021- Program remains virtual with a one-day in-person event at the University of Florida due to the covid-19 pandemic