Guidelines and Procedures

June 20-24, 2022
State Capitol in Tallahassee, FL

50th Session of the Florida 4-H Legislature 2022
FLORIDA 4-H LEGISLATURE

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

RESOURCE MANUAL I

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Brooke Adams, 2022 Youth Planning Committee Chair
# 2022 4-H Legislature Planning Committee

**Governor:** Hayden Hawes  
**4-H Legislature Committee Chair & Lt. Governor:** Brooke Adams

## Senate
- President of the Senate: Anastasia Godfrey  
- Secretary of the Senate: Daylyn Hutchinson  
- Agriculture and Natural Resources Chair: Katie Howard  
- Criminal Justice Chair: Indigo Miller  
- Education Chair: Miriam Wood  
- GCT Chair: Jackson Fletcher  
- Health and Human Services Chair: Kristopher Stone & Travis Lommerse  
- Juvenile Justice Chair: Selasi Nukunya  
- Green Party Leader: Miriam Wood  
- Gold Party Leader: Selasi Nukunya

## House
- Speaker of the House: Photini Thorp  
- Clerk of the House: Kaity Eubanks  
- Agriculture and Natural Resources Chair: Dylan Collins & Bailey Hughes  
- Criminal Justice Chair: Nathanael Monroe & Sean Masters  
- Education Chair: Carolyn Wolking  
- GCT Chair: Berkley Barnes & AseyeShika Nukunya  
- Health and Human Services Chair: Heather Owen & Joseph Semprivivo  
- Juvenile Justice Chair: Lizzie Shurley  
- Green Party Leader: Lizzie Shurley  
- Gold Party Leader: Nathanael Monroe

**Lead Media Correspondent:** Taylor Thigpen  
**Co-Head Lobbyist:** Lily Crawford

**Adult Steering Committee:** Kelsey Cook, Charlie Poliseno, and Sara Brake
Dear 4-H Legislature Participant,

Welcome to the 50th session of the Florida 4-H Legislature! My name is Brooke Adams, and I am so excited to serve you as the 2021-2022 Legislature Planning Committee Chair as well as your Lieutenant Governor during the week of 4-H Legislature. I am so stoked that we will be back to having an entire week long event in our beautiful capitol to be able to lobby and debate bills and learn more about the Florida Legislative processes! Whether this is your very first or fourth year at 4-H Legislator, I encourage you to immerse yourself into this event and make the most out of this week long event. I sincerely hope that you will enjoy your experience as you take on the role of being a Senator, Representative, Media Correspondent, or Lobbyist. It is an amazing opportunity to be able to participate in this event, so I hope that throughout this week you take advantage of the opportunities available which will allow you to learn more about our state government and legislative processes, build lifelong relationships connections, and experience personal growth.

This year, our Legislature Planning Committee has worked hard to plan our event and make sure you have the best experience possible. Throughout the week, the Planning Committee members will be wearing gold name tags. If at any time you need assistance, whether it is understanding the schedule, working with technology, information on a bill, or anything else you may need, please do not hesitate to ask them. To ensure that you are as comfortable as possible in your role this week, you will have access to Manual 1 and Manual 2 on the Florida 4-H website (https://florida4h.ifas.ufl.edu/events/legislature/). Manual 1 provides information about 4-H Legislature, rudimentary parliamentary procedure, and information relevant to each role. Manual 2 includes the bills which will be lobbied and debated during your week at Legislature. A detailed schedule for our event can be found on the Florida 4-H website. It is important that you are familiar with the schedule each day, so you are prepared for each activity. Following the schedule will help you have a successful and positive experience at 4-H Legislature.

Leading up to 4-H Legislature, I strongly encourage you to research your bills and know some background knowledge about what the bills entail. It is key to understand the strengths and weaknesses as well as the opposing point of view on each of your bills. This will help you prepare strong arguments to use during committee meetings and chamber sessions and will make the event experience more enjoyable for everyone.

Again, I am beyond excited to spend this week with you making awesome 4-H memories and I look forward to seeing everyone’s passion about your roles during leg. Above all, please treat your fellow participants with kindness and respect. Remember that everyone will have a difference in opinion, and that is what makes this a wonderful experience. I know this year’s Legislature will be an excellent 50th session. I look forward to seeing you, and I hope you have a fantastic week!

Sincerely,
Brooke Adams
2022 Florida 4-H Legislature Committee Chair
Table of Contents

A. GENERAL GUIDELINES .................................................................................................................. 4
  1. A Word to Participants .................................................................................................................. 4
  2. What Is The Florida 4-H Legislature? ......................................................................................... 5
  3. Location & Facilities ..................................................................................................................... 6
  4. Schedule ..................................................................................................................................... 6
B. POLICY & GUIDELINES .................................................................................................................. 9
  1. Participant Requirements ............................................................................................................ 9
      A. YOUTH DELEGATES .............................................................................................................. 9
      B. ADULT PARTICIPANTS ....................................................................................................... 9
  2. Conduct & Decorum .................................................................................................................... 10
      A. SAFETY & RESPONSIBILITY ......................................................................................... 10
      B. RESPECT & COURTESY .................................................................................................. 10
      C. POLICIES AT THE CAPITOL ......................................................................................... 10
  3. What to Bring ............................................................................................................................ 11
  4. Dress Code .................................................................................................................................. 12
C. ROLES & RESPONSIBILITIES ..................................................................................................... 12
  1. Citizen, Registered Voter .......................................................................................................... 13
  2. 4-H Governor ............................................................................................................................. 13
  3. 4-H Lt. Governor – Legislature Committee Chair ....................................................................... 14
  4. Speaker Of The House – Appointed ......................................................................................... 14
  5. Clerk Of The House – Appointed ............................................................................................. 14
  6. President Of The Senate – Appointed ....................................................................................... 14
  7. Secretary Of The Senate – Appointed ....................................................................................... 14
  8. 4-H Legislator (Senator Or Representative) ............................................................................. 14
      a. COMMITTEE CHAIR - APPOINTED ................................................................................. 16
      b. COMMITTEE SECRETARY - SELECTED .......................................................................... 16
      c. 4-H BILL SPONSOR .......................................................................................................... 17
      d. 4-H PARTY LEADER ........................................................................................................ 17
  9. 4-H Media Team ......................................................................................................................... 18
      a. LEAD MEDIA CORRESPONDENT, a.k.a. HEAD OF MEDIA - APPOINTED .............. 18
      b. MEDIA CORRESPONDENT ............................................................................................. 18
  10. 4-H Lobbyist ............................................................................................................................. 18
a. HEAD LOBBYIST, CO-HEAD AND ASSISTANT LOBBYISTS........................................21
b. 4-H LOBBY GROUP CHAIRPERSON ...........................................................................21
c. LOBBY GROUP SECRETARY ....................................................................................21
d. PAGE..........................................................................................................................21
D. FLORIDA 4-H LOBBY GROUPS ..................................................................................21
   1. Citizens’ Committee For Individual Rights (CCIR) .......................................................21
   2. Churches Of Florida United (CFU) ..............................................................................22
   3. Florida Business Association (FBA) ............................................................................22
   4. Florida Parents For Education (FPE) ..........................................................................22
   5. Law Enforcement Council (LEC) ................................................................................23
   6. Stewards Of Earth (SOE) ..........................................................................................23
E. “FLORIDA 4-H LEGISLATURE” COMMITTEES ..........................................................24
   1. Standing Committees ..................................................................................................24
      a. Agriculture & Natural Resources .........................................................................24
      b. Criminal Justice ......................................................................................................24
      c. Education ................................................................................................................24
      d. Government, Commerce & Transportation .........................................................24
      e. Health & Human Services .....................................................................................24
      f. Juvenile Justice ........................................................................................................24
   2. Committee Meetings/Hearings ...................................................................................24
      First Committee Meeting ............................................................................................25
      Proper Language & Procedures Used in 1st Committee Meeting (Example) ..........26
      Second Committee Meeting .......................................................................................28
      Proper Language & Procedures Used in 2nd Committee Meeting (Example) .......29
      Third Committee Meeting ..........................................................................................31
      Proper Language & Procedures Used in 3rd Committee Meeting (Example) .......32
F. LEGISLATIVE SESSIONS ..............................................................................................33
   1. Explanation of Legislative Sessions ..........................................................................34
   2. Session Procedure .....................................................................................................34
      a. Joint Opening Session (Tuesday Morning) .............................................................34
      b. Session 1 (Referring Bills To Committee, Tuesday) ...............................................34
      c. Session 2 (Wednesday) ..........................................................................................34
      d. Session 3 (Thursday) .............................................................................................36
e. Ceremonial Adjournment Of The Florida 4-H Legislature Session (Thursday Afternoon) .................................................................36

3. Special Committees ..................................................................................................................36
   a. Rules Committee ..............................................................................................................36
   b. Conference Committee ..................................................................................................36

G. RULES & PARLIAMENTARY PROCEDURES .................................................................37
   1. Proper Procedures .........................................................................................................37
   2. Duties Of The Presiding Officer ....................................................................................37
   3. Meaning of Gavel Raps .................................................................................................37
   4. Decorum And Debate .......................................................................................................38
   5. Voting ..............................................................................................................................38
   6. Motions: Meanings And Effect ......................................................................................39
   7. Proper Language & Procedures Used For Bill Passage – Example .........................41
   8. Language For Additional Motions ................................................................................42

H. AWARDS & RECOGNITION ..............................................................................................43
   1. Chris Allen Youth Participant Awards ........................................................................43
   2. Co-Founder Adult Participant Awards .........................................................................44
      a. Volunteer Founder’s Award, in memory of Herb Morgan, Jim Brasher and in honor of Ruth Milton .................................................................44
      b. Friend of Florida 4-H Legislature Award, in memory of Damon Miller ............44

I. WRITING BILLS & AMENDMENTS ..................................................................................44
   1. Writing Bills ..................................................................................................................45
   2. Drafting Amendments ....................................................................................................45

J. GLOSSARY OF TERMS .......................................................................................................47

K. APPENDICES .....................................................................................................................50
   1. Template for Drafting an Amendment ........................................................................50
   2. Sources of Resources for Bill Writing & Research ....................................................52
A. GENERAL GUIDELINES

1. A Word to Participants

   Two manuals for study will be provided to each participant attending the Florida 4-H Legislature program to guide preparation and participation in this exciting educational program. Specifically:
   - Manual I – Guidelines and Procedures
   - Manual II - Bills & Lobby Groups

   These are your manuals. Before the event, make notes, underline and highlight as needed. Bring both manuals with you to Florida 4-H Legislature in Tallahassee.

   Whether you are a lobbyist, legislator, or press team member, it is important that you spend time researching the bills and issues that will be discussed. Your understanding of the program will be directly related to your knowledge of this material and your bills. The success of the “learn by doing” experience in the Florida 4-H Legislature depends on your preparation before you arrive, as well as your active participation in the total program during the event. You must have accurate facts. Good preparation before arriving at the Florida 4-H Legislature will make the “Session” more meaningful, satisfying, and effective. Reading and preparation is very, very important.

SIX SUGGESTIONS FOR YOU:

1. Study Manual I to learn definitions, committee procedures and floor rules. Talk with your county 4-H Agent and attend any preparation trainings and/or meetings.

2. Study the proposed “4-H bills” in Manual II.
   a. Investigate the bills. Know both sides of the issues.
   b. Visit a local library. Become familiar with the statutes and laws of Florida.
   c. Secure facts about a position you might choose.
   d. Visit MyFlorida.gov to learn more about issues and laws.
   e. Attend County/District 4-H Legislature trainings or Mock Legislatures

3. Practice participating in committee meetings as a chairman and as a committee member. Skills should be developed in knowing the mechanics of a meeting, such as making motions, etc.

4. Attend city or county government meetings to observe the procedure and begin to understand this type of public policy meeting or watch local PBS television to see a local public meeting.

5. Observe the broadcast “Today in the Legislature” over a public television channel in your area, or watch C-Span.

6. Come to Florida 4-H Legislature with a positive attitude and an open mind for learning.
2. **What Is The Florida 4-H Legislature?**

The first State 4-H Citizenship program was held in 1973. The Florida 4-H Legislature provides an opportunity for teen 4-H members to have a “learn by doing” experience in state government each summer. When delegates participate in the Florida 4-H Legislature they have an actual experience in all three branches of Florida’s government: Executive, Legislative, and Judicial. Florida 4-H laws are considered and passed or vetoed in a model legislative session at the Florida State Capitol.

During this five-day event, 4-H’ers will serve as Florida 4-H senators, representatives, lobbyists, media correspondents, Lt. Governor or Governor. Lobbyists will also have the opportunity to serve as a page and/or experience being a Supreme Court Justice, lawyer or juror.

This event is a “mock” legislative experience. Proposed bills do not represent the position of the State 4-H program. 4-H’ers may defend a position just to learn how to debate and not necessarily because they would choose that position in “real life.”

The purpose of the Florida 4-H Legislature is to provide experience that prepares 4-H members for leadership in the American democratic process. Each participant learns, practices and defends the theory and process of representing citizens and making public policy.

**YOUTH-ADULT PARTNERSHIP**

Florida 4-H Legislature is a “youth-led” event, planned and conducted by a youth “4-H Legislature Planning Committee” with the assistance of an adult “Steering Committee.” The committee meets three times during the year at 4-H State Council Executive Board meetings. Senior 4-H members provide leadership for writing proposed bills and managing all aspects of the event. Adults secure facilities, arrange logistics, provide supervision and facilitate the process in order to help the youth have a positive experience and a successful event.

**THE FLORIDA 4-H LEGISLATURE IS DESIGNED TO HELP TEENS:**

1. Learn about state government.
2. Understand formal and informal government structure.
3. Become aware of societal issues and potential solutions.
4. Apply moral and ethical valuing processes to public policy making.
5. Develop confidence in — and dedication to — the democratic process.
6. Gain communication skills.
7. Listen to varying viewpoints.
8. Respect the opinions and rights of others.
9. Learn about career opportunities in government.
10. Be prepared to return to a local community and be an active citizen.
3. **Location & Facilities**
Tallahassee: Florida’s Capitol is the site of Florida 4-H Legislature

Participants should show their appreciation for being allowed to use the buildings and facilities. Participants are expected to be respectful and courteous to those who work at the facilities we use and who assist us in making the Florida 4-H Legislature program possible.

A. **CAPITOL AND HISTORIC BUILDINGS**
   
During the week, we are fortunate to be able to use several Capitol, government and historic buildings and facilities. The Old Capitol, New Capitol, House and Senate office buildings, Supreme Court and other historic and public buildings will be used. It is important that participants treat the buildings and facilities we use with care and respect.

B. **HOUSING**
   
Participants are housed at a local hotel or a Florida State University dorm. Rooming assignments are by role; not by county.

C. **FOOD & MEALS**

Dinner meals Monday through Thursday, and breakfast Tuesday, Wednesday and Thursday are provided as a part of the Legislature program.

During the day participants are responsible for their lunch and they may eat at the Capitol cafeteria or local downtown restaurants. For safety reasons, youth must eat in groups; never alone.

D. **RECREATION**

As a part of the 4-H Legislature program, recreation activities may be arranged at local facilities and parks.

County delegations receive the greatest benefit from the Florida 4-H Legislature when the youth and adult participants prepare before attending and plan ways to share their experiences with others when they return home.

4. **Schedule**
   
The schedule below provides a general overview of what you can expect to occur during the week of 4-H Legislature. A schedule with specific times and locations for activities will be provided at event/site check-in.

***this is a typical schedule outline, do not follow for the 2021 virtual year***
**Pre-Planning - Sunday**
This is for 4-H Legislature Planning Committee members only. Any others must obtain prior approval from the adult steering committee chair & pay an additional lodging fee.

**Day 1 – Monday**
Check-In & Registration Opens  
Registration Closes  
Dress for Afternoon Programs  
Snacks on the Go  
Capitol  
General Assembly and Orientation  
Return to Lodging  
Dinner at Dorms  
Strategy Sessions/All Adult (Staff & Volunteer) Meeting  
Voter Registration/Chamber Seating Assignments  
Social - Dance & Recreation  
Closing Thoughts & Announcements  
In Your Own Room - Room Check  
LEG Planning Committee Meeting

**Day 2 – Tuesday**
Breakfast  
Capitol  
Opening Joint Session at Capitol House Chambers  
House & Senate Sessions Convene to Refer Bills to Committee  
First Committee Meeting Convenes - Lobbyists in Strategy Meetings  
Lunch on Your Own  
Rehearsal in House Chambers  
Second Committee Meeting Convenes – Lobbyists attend  
Third Committee Meeting Convenes – Lobbyists attend  
Committee Meetings Adjourn  
Return to Lodging  
Snack  
Lobby Groups Meeting  
House/Senate Rules Meeting  
Committee Organization Meeting  
Dinner at Dorms  
Lobbying Hours  
Social, Dance & Recreation  
Adult Meeting  
Announcements & Closing Thoughts  
In Your Own Room - Room Check  
LEG Planning Committee Meeting

**Day 3 – Wednesday**
Breakfast  
Group Photo on Old Capitol Steps
Lobbyist Meeting  
House & Senate Sessions Reconvene  
Lunch on Your Own  
House & Senate Sessions Reconvene  
Museum Tour  
Lobbyist Introduction to Supreme Court  
Lobbyist Meeting  
Press Conference  
Buses Depart for Dorms  
Dinner at Dorms  
Movie Night  
Announcements & Closing Thoughts  
In Your Own Room - Room Check  
LEG Planning Committee Meeting

**Day 4 – Thursday**

Breakfast  
Capitol  
House & Senate Sessions Reconvene  
Lobbyists – Supreme Court Tours and Trials  
Lunch on Your Own  
Lobbyists – Mock Legislature Session  
Lobbyist Lunch  
House & Senate Sessions Reconvene  
Chris Allen Award Voting  
Sine Die - Ceremonial Adjournment  
Press Conference  
Depart Capitol – Return to Dorms  
Get ready for and Go to Banquet location  
Banquet  
LEG in Review & Recognition Program  
Final Dance  
Return to Dorms  
Senior Farewell  
In Your Own Room - Room Check  
LEG Planning Committee Meeting

**Day 5 – Friday**

Breakfast on Your Own  
Check Out of Dorms – Turn in keys at LEG Registration Table by 10 a.m.
B. POLICY & GUIDELINES

1. Participant Requirements

The following standards have been developed to promote the greatest benefits for all participants attending the Florida 4-H Legislature.

A. YOUTH DELEGATES

Counties are encouraged to allow as many senior 4-H members to attend as possible, provided they meet the requirements for participation. Delegates will be assigned to one of their preferred roles by Steering Committee members and State 4-H staff according to the needs of the event. Assignments to committees and lobby groups are made in order to achieve diversity of geographic populations in order to provide youth the opportunity to experience a variety of views.

Minimum Requirements for Youth Participants:

i. It is recommended (not required) that youth have prior 4-H experience.
ii. Be between the ages of 13 and 18 (as of Sept. 1 of the current 4-H year).
iii. Be interested in learning more about state government.
iv. Be capable of self-discipline to prepare, make decisions and fully cooperate.
v. Show qualities of good citizenship, good judgment, and leadership.

B. ADULT PARTICIPANTS

Adults provide an important component to a successful 4-H Legislature program. Adult participation will be purposeful and all adults are expected to assist as needed. Adult are also expected to interact with youth in a positive way and not interfere with the learning process.

Adult participants can identify preferred committee choices on their registration forms. Assignments are made prior to the event and adult participants will be notified the week before the event or during the 1st night’s adult orientation.

i. County Volunteers: 4-H Volunteers are welcome and needed in order to provide a safe environment and to help facilitate the 4-H Legislature experience. However, the number of volunteers is limited due to space, cost and an appropriate youth/adult ratio that fosters positive youth development. All adult volunteers must meet the requirements of the Florida “4-H Volunteer Screening and Selection” policy. Every volunteer has program assignments each day.

ii. Extension Agents: Several County Extension Agents are selected each year to participate as Agent Advisors/facilitators. The Extension agents, in cooperation with other adults, are responsible for the supervision of participants from all counties. Each agent has one or more program assignments.
iii. **Adult Steering Committee Chair:** Responsibility for the budget, schedule and final decisions for the Florida 4-H Legislature program rests with the advisor appointed by the State 4-H Program Leader. The chair will work closely with the Planning Committee chair to facilitate planning meetings.

iv. **Adult Steering Committee Members:** Assists the 4-H Legislature Planning Committee in planning and implementing the event.

2. **Conduct & Decorum**
   
   **A. SAFETY & RESPONSIBILITY**
   
   Each county is encouraged to have or designate an adult supervisor (Extension Agent or Volunteer) to accompany their county delegation and provide adequate supervision in Tallahassee. We are striving for the ratio of one (1) adult per ten (10) delegates.

   **B. RESPECT & COURTESY**
   
   Youth and adults are expected to treat each other with the same respect and courtesy they would expect to receive. Florida 4-H Legislature is a “youth-led” event and youth are encouraged to practice self-discipline and self-reliance.

   Adults are ultimately responsible to help the delegates:
   - Be safe at all times.
   - Attend all sessions and program activities during the week; and
   - Participate in a respectable manner at all times.

   No matter what assignment an adult has, he or she will be an example and role model and should provide advice to help youth obtain the greatest benefit from the Florida 4-H Legislature experience.

C. **POLICIES AT THE CAPITOL**

   i. As good citizens, each participant is responsible to keep the Capitol facilities, lodging facilities and transport vehicles in good condition. Purposeful damage will be charged to the participant(s) who caused damage.

   ii. Everyone will go through a security checkpoint to enter the new Capitol building. DO NOT joke about security issues. All comments are taken seriously.

   iii. The security checkpoint includes a metal detector. Pocket knives, firearms, box cutters or anything that is — or might be considered — a weapon will be confiscated.

   iv. Do not experiment with the “voting” buttons at the desks in the House or Senate Chambers. This technology will be turned on when it is appropriate for you to use them.

   v. Do not disturb the telephones placed at the desks in the Chambers. The electronic set-up is delicate, so “movement” causes phones to ring in that legislator’s office.

   vi. Cell phones must be turned off or on “silent” ring during all program events at the Capitol and formal banquet.
vii. Do not block hallways or doorways at the Capitol. Be very aware of staffers who need to move through the buildings quickly to do their jobs. Many other people visit these public buildings every day.

viii. Do not visit the Executive offices or loiter in hallways outside Executive offices.

ix. No food, chewing gum or drinks are allowed in the Capitol committee meetings rooms or chambers (Do use the water fountains often).

x. Do not use any laptop or tablet in the chambers or committee for recreational use; only for conducting research and/or legislative business.

xi. Remember: we are guests at the Capitol — be on your best behavior!

3. What to Bring
   A. TOILETRIES:
      i. Bath towel, hand towel, washcloth (if dorms are used for lodging)
      ii. Bath soap
      i. Shampoo, hair dryer, and all other hair care items
      ii. Toothbrush, toothpaste
      iii. Other personal hygiene items

   B. BEDDING: (if dorms are used for lodging – but not necessary if hotel is used)
      i. A sleeping bag or blankets/linens for a single bed
      ii. A pillow

   C. WHAT ELSE TO BRING?
      i. Alarm clock
      ii. Personal medication(s) as needed
      iii. Manual I & II for the Florida 4-H Legislature, with your name printed on it
      iv. A three-ring binder may store the manuals and help keep Proposed Bills and other resources organized
      v. Money for participants to purchase their own lunch Monday through Thursday at the Capitol lunchroom, or at a restaurant within walking distance of the Capitol (allow $7 – $15 per day; tipping will be expected at seated restaurants)

   D. Optional Items to Bring:
      i. An extension cord may help reach outlets
      ii. Shower shoes
      iii. Sunglasses
      iv. Umbrella
      v. Camera for memories (be sure to label with name and county)
      vi. Money to purchase a long-stem rose or flowers for a friend (each flower is approximately $1-$2)

   E. DO NOT Bring:
i. Special jewelry that could be lost; Florida 4-H will not be responsible for loss or theft of your valuables.

ii. Pocket knives, and other items that may cause a metal detector to alarm. These items will be confiscated, which will cause delays at the Capitol entrance.

iii. Heavy brief cases. Do limit the number of things you will carry each day. You will be walking distances and will be in many locations daily. Be efficient about the number of things you need to remember and carry daily.

4. Dress Code
Because this event models the real Legislature, appropriate dress, respect and dignity will guide the event. Each participant will be given a “neck wallet” that will display his/her nametag and provide a “pocket” to hold a room key and lunch money. All youth and adults will be required to wear their nametags at all times during the Florida 4-H Legislature program. This is important for everyone’s safety and identification. Planning committee members will be identified by an alternate nametag.

If you have questions about what is appropriate attire for “4-H Events,” please check out the “Dress Code Guidelines” established for 4-H University on the Florida 4-H Website:
http://florida4h.org/events/files/4H_image_factsheet.pdf

A. At the Capitol: Business dress is required during day hours at the Capitol.
   i. Boys must wear a shirt with a collar, tie, coat, slacks, and shoes with socks.
   ii. Girls must wear “Business Professional” suits, dresses or blouses and skirts or pants.
   iii. Girls should bring a dress jacket, sweater or wrap to wear in the Capitol as the air conditioning gets very cool.
   iv. Comfortable “business style” shoes; no flip-flops.
   v. NO jeans, shorts, spaghetti straps or tank-tops.

B. At the Lodging - Dormitory or Hotel:
   i. Jeans, shorts and sandals are appropriate for dances, alternative activities or free time but must be “4-H appropriate.”

C. During Recreation Time Away from Lodging:
   i. For swimming, a reasonable, conservative swimsuit (no bikini)
   ii. Beach towel
   iii. Jeans, shorts and sandals appropriate for “4-H events”

D. At the Closing Banquet:
   i. More formal attire is appropriate for the dinner, awards program and dance.

C. ROLES & RESPONSIBILITIES

Youth Participant Roles At Florida 4-H Legislature Event:
The specific ways in which teens can participate in Florida 4-H Legislature program are:
1. **Citizen, Registered Voter**
   One of the most important goals of the Florida 4-H Legislature Program is to provide “learn by doing” educational experiences to help youth gain knowledge and develop skills that will foster/promote civic engagement. The objective is for youth to become aware of and active participants in our democratic process.

**Voter Registration**
All youth delegates will complete a sample Voter Registration form on which they will declare/indicate a “political party” affiliation. The outcome of the registration process helps determine the “majority” and “minority” parties for the Florida 4-H Legislature.

**Political Parties**
The 4-H Legislature has two parties: the Green Party and the Gold Party. Each party has a leader who will work to educate 4-H Legislature participants about the party platforms and encourage participants to join their party. Please note that the party system is provided to emulate “real life” experiences and to promote active participation. Political party role play is to be done in good spirit and should not become a cause of division or polarization of 4-H Legislature participants. Therefore, in the spirit of fairness and cooperation, no party materials or party campaigning will be done prior to delegates’ arrival at 4-H Legislature. Also, the Legislature Planning Committee members will be evenly assigned to either the Green or Gold Party.

2. **4-H Governor**
   Role Description:
   Currently, the President of the Florida 4-H Council functions as the Florida 4-H Legislature Governor. He or she promotes a “platform” of interests that are
communicated to legislators. He or she signs, vetoes or allows a bill to become law without the support of his other signature. The Governor will schedule a press conference during this event to announce the likelihood that a specific bill will be vetoed.

3. **4-H Lt. Governor – Legislature Committee Chair**  
   **Role Description**  
   Currently, the Chair of the 4-H Legislature Planning Committee serves as the Florida 4-H Lt. Governor; In “real life” the Lt Governor is a part of the Executive Branch. The 4-H Lt. Governor acts as a liaison between interests of the legislators, lobbyists and Governor. The Lt. Governor can preside over either chamber or joint session of the Florida 4-H Legislature.

4. **Speaker Of The House – Appointed**  
   **Role Description**  
   Presiding Officer in the House. The Speaker of the House is also expected to provide leadership during the event and will help draft and edit bills for Florida 4-H Legislature. Member of the Legislature Planning Committee.

5. **Clerk Of The House – Appointed**  
   **Role Description**  
   Announces whether or not a quorum is present, announces calendar, reads bills, controls voting machines, keeps and calls time during debates, and assists the Speaker in maintaining control of the procedures in the House. Keeps a record of the minutes of the House proceedings. Member of the Legislature Planning Committee.

6. **President Of The Senate – Appointed**  
   **Role Description**  
   Presiding Officer of the Senate. The President of the Senate is also expected to provide leadership during the event and will help draft and edit bills for Florida 4-H Legislature. Member of the Legislature Planning Committee.

7. **Secretary Of The Senate – Appointed**  
   **Role Description**  
   Announces whether or not a quorum is present, announces calendar, reads bills, keeps and calls time during debate, announces outcomes of votes and assists President of the Senate in maintaining control of the procedures in the Senate. Maintains a record of the proceedings of the Senate. Member of the Legislature Planning Committee.

8. **4-H Legislator (Senator Or Representative)**  
   **Role Description:**  
   Legislators represent the people of a geographic area (district) who elect them. Legislators represent the diverse people, industry, business, agriculture, economics, and environmental interests of their district. Most often, legislators deal with bills of statewide interest. Balancing the needs of the district against
laws that affect the entire state creates opportunities and conflict for each legislator. This is a big deal! This is exactly the kind of pressure legislators in the Senate and House of Representatives feel as proposed bills are considered. Legislators are frequently frustrated in trying to do what is right for all the people of his/her district while at the same time looking out for the state as a whole. Legislators rely on lobbyists to help find facts to guide their votes. Legislators are also encouraged to become a “Bill Sponsor” (see information on Bill Sponsors)

Preparation for Florida 4-H Legislature:

1. Read the proposed 4-H bills in Manual II. They will give you an idea of the “sense” of the bill and some of the issues involved. Understand all “sides” of each bill.
2. After reading the bills, decide which ones will have a major impact on the people of your area. Try to determine the consequences of each bill if it became the law.
3. Gather facts and statistics to support your point of view. Organize these facts and complete a persuasive speech to present during committee debate.
4. Obtain information from local libraries, lawyers, judges and other resource people (sheriff, teachers, and business owners) to assist you in preparing an adequate presentation.
5. Visit with your real state senator or representative and discuss the bills with him or her in order to get the legislative point of view. You might also discuss these with your local mayor or county commissioner to find out how these bills will affect your community (Your County Extension 4-H Agents can help make appointments for you).
6. Every 4-H Senator and Representative will be assigned to a committee during the Florida 4-H Legislature, where initial discussion on proposed legislation will occur. Legislators should become thoroughly familiar with every bill assigned to their committee and should be prepared to discuss, debate and rank the bills in committee meetings. When bills assigned to a legislator’s committee come to the House or Senate floor, committee members should be prepared to lead in the debate of the bills.

There are Six 4-H Legislative Committees:
1. Agriculture & Natural Resources
2. Criminal Justice
3. Education
4. Government, Commerce & Transportation
5. Health & Human Services
6. Juvenile Justice

Participating in Committee Meetings/Hearings:
The purpose of the committee meetings/hearings is to allow Bill Sponsors to present a bill and allow 4-H Legislators to debate the bills. Various lobby groups and others are also provided the opportunity to speak formally before the committee in order to gain support or oppose a bill. Amendments may be made to bills in committee and will be voted upon by the committee members. After the lobbyists have spoken and legislators have had a chance to question them, the Committee will vote whether the bills should be sent to the House/Senate for further debate of the proposed bills. At this point, legislators must make their final decision as to whether they will vote for or against the various bills under consideration. The legislators/committee members will also vote to rank the bills in the order that they would want them brought to the floor.

At 4-H Legislature:
When you arrive at Florida 4-H Legislature, you will begin to hear discussion of the bills. Other 4-H legislators and 4-H lobbyists will try to persuade you to vote a particular way on a particular bill. Keep an open mind and evaluate carefully what is being said. Talk to other legislators during and between sessions to gain their support and their vote. Be ready to discuss your position in committee meetings and on the floor of the House or Senate to ensure that others will thoroughly understand your views (Give facts about the bills – not “I think”).

Skills Needed:
  i. Communication
  ii. Negotiation
  iii. Listening
  iv. Public speaking
  v. Quick decision making
  vi. Teambuilding
  vii. Reasoning

a. COMMITTEE CHAIR - APPOINTED
   Role Description:
   A Chair for each of the 4-H Legislature Committees is appointed by the Chair of 4-H Legislature Committee. These committee chairs are members of the 4-H Legislature Planning Committee. These Committee Chairs preside over committee meetings and provide leadership for the 4-H Legislature program.

b. COMMITTEE SECRETARY - SELECTED
   Role Description
   Each Committee Chair will select a member of his/her committee to serve as secretary. The secretary will assist with the business of committee meetings by performing such duties as taking minutes, calling roll, keeping time and completing reports, etc.
c. 4-H BILL SPONSOR

Role Description
Legislators (senators and representatives) are expected and encouraged to sponsor at least one bill. A bill sponsor should choose to sponsor a bill that is published in the Florida 4-H Legislature Manual II (“Bill Book”) for the current year. The bill sponsor is responsible for representing this bill at the initial committee meeting, and championing the bill as it goes through committee and the House or Senate. A bill must be sponsored by a legislator (senator or representative) when it reaches the floor of the House or Senate Chambers.

d. 4-H PARTY LEADER

Role Description
Works to educate 4-H Legislature participants about the party platforms and encourage participants to join and then vote their party. This position is appointed by the Chair of 4-H Legislature Planning Committee.

Preparation for Florida 4-H Legislature:

1. Thoroughly research your bill before arriving in Tallahassee.
2. Gather as much information on your bill as possible. Remember to use facts, not opinions, to determine how to vote on a bill.
3. Make a list of all the pros of your bill, which can help convince legislators to vote for your bill.
4. Also, make a list of possible arguments against your bill. Be prepared to defend your bill against these arguments.
5. If possible, speak to a “real” legislator in your area or his/her aide. They can supply valuable help.
6. Study Manual I, which outlines the committee meetings and Senate/House sessions so that you will know what to do during each phase of the legislative process.
7. Your committee chairperson may have helpful information for you.

Skills Needed:

i. To communicate clearly
ii. Do a public presentation
iii. Be diplomatic
iv. Find facts to support bill
9. **4-H Media Team**

A limited number of 4-H Legislature participants will be selected to serve as members of the press/media team. Prior 4-H Legislature experience is preferred. Experience and skills in reporting, journalism and/or photography are preferred.

a. **LEAD MEDIA CORRESPONDENT, a.k.a. HEAD OF MEDIA - APPOINTED**

   **Role Description:**
   The “Lead Media Correspondent” is appointed by 4-H Legislature Chair and is a member of the 4-H Legislature Planning Committee. The Lead Correspondent will oversee the development and publishing of the daily happenings of the Florida 4-H Legislature. This includes the “Legislative Times,” hard copy newspaper, videos and the use of social media. The purpose is to report on matters and issues important to the participants of 4-H Legislature.

b. **MEDIA CORRESPONDENT**

   Participants interested in being a MEDIA CORRESPONDENT (formally known as a reporter,) should indicate this on their registration form. Experience in journalism and/or writing is preferable. Computer skills are helpful.

   **Role Description**
   1. To help plan and create materials for the daily 4-H newspaper, “Legislative Times.”
   2. To investigate Florida 4-H Legislature happenings as assigned by the Lead Media Correspondent and press advisor.
   3. To find news stories at Florida 4-H Legislature and new angles of interest.
   4. To assemble and publish the 4-H newspaper and social media posts.
   5. To write articles and/or take photos for the 4-H media outlets that will provide the participants with a record of the events during the legislative session.
   6. To develop a memories presentation of the 4-H Legislature experience to be shown during the banquet on Thursday evening.

   **Skills Needed:**
   i. Be able to write newspaper articles according to accepted journalistic practices
   ii. Should have some journalism or photo journalism experience
   iii. Should have attended Florida 4-H Legislature at least once
   iv. Be able to work with word processing programs, social media and/or technology skills
   v. Have communication skills to interview people and write objective articles

10. **4-H Lobbyist**

   - 4-H Legislature Lobbyists are usually first-time participants at 4-H Legislature. Being a lobbyist provides an excellent opportunity to learn about 4-H Legislature — the process and procedures. 4-H Lobbyists also have the opportunity to learn about the Florida Supreme Court and participate in a “mock trial.”
The word “lobbyist” comes from the practice of standing in the state house lobby while trying to get lawmakers’ votes. Much lobbying still occurs outside the senate and house chambers.

Role Description
1. Lobbyists are individuals who represent a particular interest group. Lobbyists work actively to pass legislation favorable to the group they represent. They also work against bills that could be unfavorable to the group.
2. The lobbyist role is to know the pros and cons of bills to the particular group. Both sides of the issues must be known in order to effectively persuade those in opposition and those legislators who are undecided.
3. The Florida 4-H Legislature is a time and place to learn and practice skills. Therefore, a Lobbyist may choose a point of view that is different from their own opinion — just to practice the skills of debate and persuasion.

Preparation For The Florida 4-H Legislature:
   a. Read all the bills. Think of arguments for and against each bill. This will give you an idea of the “sense” of the bill and some of the issues involved.
   b. Each lobbyist is assigned to a “Lobby Group.” The Lobby groups are:
      a. Citizens Committee For Individual Rights (CCIR)
      b. Churches of Florida United (CFU)
      c. Florida Business Association (FBA)
      d. Florida Parents for Education (FPE)
      e. Law Enforcement Council (LEC)
      f. Stewards of the Earth (SOE)
   c. Locate the bills that pertain to the group for whom you lobby. The positions of each lobby group are indicated in Manual II for most bills.
   d. For the bills pertinent to your Lobby Group, gather facts and develop arguments about the implications why (or why not) it should pass to law. You need facts to support your arguments.
   e. It is recommended that the Lobbyist know the pros and cons of each bill assigned to their Lobby Group. However, each Lobbyist should identify at least one bill they feel strongly about either supporting or opposing. Learn as much as you can about the bill/issue.
   f. Prepare a short one to two minute speech/presentation to present at the Second Committee Meeting to which the bill has been assigned/referred. You may use posters in your presentation.
   g. You may, if you wish, make fliers to hand out to promote your position about a specific bill for committee meetings or Office Hours.

Before the Event, Lobbyists Can:
   a. Arrange for interviews with local governmental officials and teachers. Ask for their position on the issues.
b. Ask teachers and librarians to help locate resource materials (books, films, tapes, newspapers, magazines) about an issue/bill.
c. Look up similar types of legislation.
d. Ask for opinions from parents and friends.
e. Seek information from special interest groups concerned with bills under consideration.
   a. Example: League of Women Voters, Sierra Club, Florida Conference of Catholic Bishops, and Associated Industries, etc.
f. Clip newspaper articles about 4-H Legislature issues.
g. Use the Internet to research bills.
h. Listen to the current news media’s reaction to issues of debate at the Florida 4-H Legislature. Put together facts, papers, new bills, etc. on items of interest to you.

At 4-H Legislature:

a. When you arrive in Tallahassee, you may engage in discussion with 4-H Legislators trying to persuade them to your position.
b. Participate in Lobby Group Meetings to work with members of your lobby group to plan a strategy to lobby the legislators. During the 1st Lobby Group meeting, each group will decide amongst themselves which Lobbyist will be lobbying for or against the bills assigned to that particular Lobby Group.
c. You will also make appearances during committee hearings to influence the committee toward the position on bills that are of interest to your Lobby Group.
d. During the Second Committee Meeting, you will complete an “Appearance Card” indicating your desire to appear before the committee. You will be allowed to make a brief speech or present information for a specific bill. Your job is to try to get the Legislative committee members to vote either in favor or opposition to a specific bill as you and your lobby group would prefer.
e. During Tuesday evening “Office Hours,” talk with as many different legislators as possible to persuade them to vote for or against bills that are of interest to your lobby group.
f. During Senate and House sessions, you will continue to influence legislators by sending them messages about why they should support or defeat a bill being discussed.

Skills Needed:

i. Speaking and listening
ii. Research – Analyze the problem and solution
iii. Action – Plan and execute the implementation
iv. Persuasion
vi. Ability to work with others (lobbyists, the governor, legislators)
a. HEAD LOBBYIST, CO-HEAD AND ASSISTANT LOBBYISTS
Role Description
The Head Lobbyists are appointed by the chair of the 4-H Legislature Committee and are members of the 4-H Legislature Committee. Their role is to assist the Lobbyists in having a successful “Legislature experience.” They will meet with Lobby Groups to assist them in organizing and developing a strategy to get bills of interest passed or defeated.

b. 4-H LOBBY GROUP CHAIRPERSON
Role Description
One of the Lobby Group members will be selected as Chairperson to represent the group and provide leadership for the group. The role of the Lobbyist Chairperson is to coordinate the lobbying efforts of each lobby group. A vital part of the chairperson position is to work with Lobbyists and their ideas, and to create an effective “strategy” to sway the opinions of 4-H Legislators. The Lobby Group Chair is responsible for preparing a report of the members listing the bills that they will speak on and the Committees at which they plan appear.

At 4-H Legislature:
- Assist lobbyists in preparing “arguments” to gain support for bills of interest to this lobby group.
- Schedule each lobbyist to speak on one or more bills of importance to your interest group.

c. LOBBY GROUP SECRETARY
Role Description
One of the Lobby Group members will be selected to serve as secretary. The secretary will assist the Lobby Group Chair by keeping minutes of the Lobby Group meetings, calling roll, and providing a report of which Lobby Group members plan to appear before which committee meetings/hearings.

d. PAGE
Role Description
Lobbyists who are interested may apply to be a page. Pages are seated in the back of the House or Senate chambers while they are in session. Pages take messages between legislators, to the Governor and/or others. Messages may include facts about a bill, information to develop political allies, etc. Messages should be pertinent to the business of the Florida 4-H Legislature program.

D. FLORIDA 4-H LOBBY GROUPS

1. Citizens’ Committee For Individual Rights (CCIR)
General Philosophy
Members of the Citizens’ Committee for Individual Rights believe lawmakers should not abridge a person’s freedom. We believe that state and federal law has already placed too many restrictions on its citizens and we would like to dismantle “big government.” We oppose tax raises and increased funding from tax payers money. We also promote
fairness to all citizens. The fair and equal treatment of everyone by the government is very important to us.

**Lobbyist Role**
You represent a group that campaigns for the freedom of individuals. The group is called Citizens Committee for Individual Rights. You are working for them, and you will promote their favored legislation and oppose any legislation they feel is detrimental to their beliefs.

2. **Churches Of Florida United (CFU)**
**General Philosophy**
We are representing the Churches of Florida United, a coalition of the principal denominations in Florida. The Churches of Florida United firmly support the preservation and restoration of public morality in Florida. We defend the dignity and rights of all people, especially the weak and powerless. The position of the CFU has always been one of protecting the religious freedom of churches and individuals.

**Lobbyist Role**
You are a member of the Churches of Florida United. Your job is to analyze all bills that may have a negative effect on the moral values and individual rights of the citizens and see that state legislators are informed on the possible consequences of these bills.

3. **Florida Business Association (FBA)**
**General Philosophy**
The FBA believes that the high standard of living expected by the people of Florida is a direct result of the economic growth of the state – i.e., more businesses means more jobs; more jobs means more money; more money means a higher standard of living. This lobby group will support any legislation that encourages the growth of business and industry within the state. We are skeptical of new taxes and fight inflationary government practices. We want government to remove regulations and allow the free market economy to operate.

**Lobbyist Role**
You are representing the Florida Business Association (FBA). Your interest lies with the entire spectrum of businesses and industries that abound in Florida. They pay your salary and it is your job to support legislation that will keep the economy in Florida growing at a rapid rate. It is also your job to “fight” legislation that might tend to slow down or interfere with the economic growth rate.

4. **Florida Parents For Education (FPE)**
**General Philosophy**
In general, the FPE believes that a well-rounded education consists of a variety of experiences originating not only in the school classroom, but also from the community at large. As a group, we support legislation that results in educational opportunities. FPE believes the task of education is too large to be left entirely to the community schools. The public school district is the primary source of education for children, therefore standards of excellence must be maintained.

**Lobbyist Role**
Education is for all children. The Florida Parents for Education pays your salary and expects you to work toward the passage of legislation that will increase the quantity and quality of educational opportunities for all youth in Florida.

5. **Law Enforcement Council (LEC)**

**General Philosophy**
The LEC believes that traffic control and other enforcement areas are under staffed and they need additional money to hire staff to enforce laws properly. We believe, if a person has broken the law, he/she should be punished to strengthen the “Arm of Justice.” The philosophy of the Law Enforcement Council is: “Let’s get tough!”

**Lobbyist Role**
You represent the law enforcement officials at city, county and state levels. You want to see legislation passed that will make law enforcement and investigation easier. They expect you to fight against any legislation that would make enforcement and investigation more difficult.

6. **Stewards Of Earth (SOE)**

**General Philosophy**
The SOE believes that our environment is fragile. We should be stewards of our precious natural resources. Beauty alone is not at stake. Our very existence as a species is dependent upon the protection of our air, water, soil, and oxygen-producing plant resources. We support legislative action to protect our environment. We support agriculture only when it has low negative impact on the environment.

**Lobbyist Role**
You represent the Stewards of Earth and should do your best to see that their message is heard in Tallahassee. You are to work as hard as possible for the passage of any legislation promoting environmental protection and agriculture and to strive equally as hard to oppose legislation that may not be beneficial to environmental interests.

Keep in mind that a legislator is responsible for issues affecting everyone and therefore must know something about the benefits and harm of a given bill to all people. The same preparation is desirable for a lobbyist. The lobbyist, however, represents the interest of a
particular group, and group interests are generally confined to issues that affect the Lobby Group.

E. “FLORIDA 4-H LEGISLATURE” COMMITTEES
4-H senators and representatives are assigned to one of six committees for the purpose of studying and preparing bills that are to be presented on the Senate or House floor.

1. Standing Committees
   a. Agriculture & Natural Resources
      Includes issues such as: seed, insect pests, entomology, plant quarantine, forestry, inspection of livestock and meat products, citrus, human nutrition, agricultural research, animal industry, and animal disease. Additional issues of concern are: conservation of natural resources, public lands and parks; matters relating to air, water and noise pollution; energy resources, a state growth policy, fuel and oil matters and land management.
   b. Criminal Justice
      Issues involved are crime, law enforcement, public safety and the justice system.
   c. Education
      Addresses education policy and issues from kindergarten through the universities, including vocational and technical schools.
   d. Government, Commerce & Transportation
      Addresses matters pertaining to taxes, job opportunities, highways, weights and standards, motor fuel, import/export laws, and benefits to new industry in the state. This committee will also address the inherent policy relating to Homeland Security.
   e. Health & Human Services
      Issues include: welfare, mental health, state hospitals, and other state institutions.
   f. Juvenile Justice
      Issues include: crime, law enforcement specifically relating to alleged perpetrators under 18 years of age, punishment and community service.

2. Committee Meetings/Hearings
Three Committee Meetings/hearings will be held during Florida 4-H Legislature. Every 4-H representative and senator is assigned to a committee and is expected to be an active participant in the committee to which they are assigned.

Purpose:
- One purpose of the committee is to identify the sponsor for each bill and, if necessary, assign committee members as sponsor or co-sponsor for bills that do not have a sponsor. This will usually be decided Monday evening during the committee strategy meeting.
The bill sponsor and/or co-sponsor present the bill in committee meetings. If the bill reaches the Senate or House floor, the sponsor presents the bill on the floor.

One purpose of a committee is to eliminate (“kill”) some bills so they do not all have to be considered on the “floor” by the full legislature.

Another purpose of the committee hearing is to work out the details of a bill that may require an amendment so it is more clearly written and/or passable.

Committee decisions save time on the Senate and House floor.

Committee Structure:
There will be a chairperson for each of six committees who is also a member of the 4-H Legislature Committee and is experienced in 4-H Legislature. The chair presides at Committee Meetings. The chairperson appoints a secretary. The secretary keeps minutes and writes in the amendments to bills as directed by the committee.

Committee Advisor:
An adult 4-H Volunteer, 4-H Agent or Resource Person from the House or Senate staff serves as advisor to the committee.

Bill Sponsor:
Each representative and senator is encouraged to be a Bill Sponsor or Co-Sponsor.

Committee Chairperson Instructions:
The following are the instructions for conducting First, Second and Third Committee meetings.

First Committee Meeting

Purpose of Meeting
To establish structure of a committee meeting. To introduce committee members to the structure of the committee. To begin functioning efficiently using the Florida 4-H Legislature rules and parliamentary procedures.

Agenda
1. Call Committee to order.
2. Recognize the role of the assigned members:
   a. Advisor
   b. Secretary
   c. Bill sponsors
3. Select a secretary and have the secretary call the roll.
4. Announce that a quorum is present.
5. Set the ground rules for the meeting:
   a. Recognition of chair before speaking
   b. Give name and county before addressing the committee
   c. All questions should be directed to the chairperson
   d. Always use correct parliamentary procedure
6. 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 so that the most important issues will be dealt with first in debate.

7. 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. Encourage committee members to make marginal notes in their handbooks. Bills are to be presented in the order they are listed in Manual II Bill Book until they are ranked.

8. After all the sponsors have introduced their bills, give the committee members time to re-think each bill for themselves.

9. Have each representative rank the bills in order of their preference for consideration and debate first choice to tenth choice.

10. Proceed with the following:
   a. Call each bill number one at a time.
   b. Have Committee members give their rating. (first choice – tenth choice)
   c. Keep a running total for each.
   d. 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)
   e. This will be the order for consideration.

11. Announce the committee calendar for the Second Committee meeting. If there is time, do a quick review of what will be done and expected of members during the Second Committee Meeting.

12. Recess the meeting: “Hearing no objections, the committee is recessed until _____, the next time on the schedule,” (Take a short break at discretion of the chair).

13. 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.

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

Proper Language & Procedures Used in 1st Committee Meeting (Example)

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

2. 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.
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.

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

4. 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 a 1 minute 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.

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

6. Chair: Representative/Senator ________.

7. 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.)

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

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

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

11. 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)

12. 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.
13. Secretary: (after all the votes have been tabulated and added) The order of consideration for bills is: (announces committee bill calendar)

14. Chair: In a few minutes, we will take a short recess before beginning our 2\textsuperscript{nd} 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 ______. 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.)

Second Committee Meeting

\underline{Purpose of Meeting:}
To hear debate for and against bills referred to this committee. To hear testimony from Lobbyists. Voting on bills to pass to the Senate and House floor will not take place until the third and final committee meeting.

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

\underline{Agenda}
1. Call the committee to order.
2. Have secretary call the roll (Note members who are absent or who arrive late. The chair has the discretion to move a bill lower on the calendar or to the bottom of the calendar if the Bill Sponsor is absent or late).
3. Announce that a quorum is present.
4. 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.
5. Read the names on the committee Appearance Cards that you already have: (“Name” from lobbying group is speaking in [favor/opposition] of Bill # ______).
6. 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. If the bill sponsor is late, recognize him/her last, but only at this meeting.
7. The sponsor of the bill has 2 – 3 minutes to present his/her bill.
8. Any Legislator may ask non-debatable questions of the Bill Sponsor.
9. 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).
10. Call on lobbyists to speak if there are those who wish to address this bill (One pro, one con, etc.).

11. Legislators may ask questions of each lobbyist at the conclusion of his/her presentation.

12. 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 # ______?”

13. Repeat the process for the next bill in order of rank and continue the process until all bills have been presented.

14. Recess the committee until the next meeting.

15. 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.

Note: Do NOT start Third Committee Meeting early. If time permits, review what will be done and what is expected of members at Third Committee Meeting.

Proper Language & Procedures Used in 2nd Committee Meeting (Example)

1. Secretary: Will all lobbyists present who will testify as 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.)

2. Chair: I call this meeting of the ______ Committee to order at ________ a.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?

3. Secretary: (Read the list of Committee Members and note their presence or absence). Madam Chair/Chairman ____, a quorum is present. (NOTE TO CHAIR: If a committee member is late, move their bill out of order and place it at the end of the calendar.)

4. Chair: (Read the names on the committee Appearance Cards that you already have.) (name)________ from lobbying group, ____________ is speaking in [favor/opposition] of Bill # ______. (Repeat for all Appearance Cards.)

5. 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 (with the exception of _____, due to the representative’s late arrival) 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.
6. Secretary: (Call the number of the 1st bill according to ranking)

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

8. Chair: Representative/Senator ________.

9. 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).

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

11. 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)

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

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

14. 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. Does any representative wish to speak for or against Bill # ______?

15. 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.

16. Chair: I will now entertain a Motion to recess this meeting for lunch until ______. 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 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.)
Third Committee Meeting

Purpose of Meeting:
To make final decisions about proposed bills. In the spirit of the process, any bills killed in committee are unlikely to make it to the floor during session. Therefore, the committee is reminded to vote “pro” for bills that may inspire lively debate on the floor. Even if the legislator opposes them.

Agenda
1. Convene Meeting.
2. Ask secretary to call roll and announce that a quorum is present.
3. Announce the order of bills for this final committee meeting.
4. Announce that bills during this meeting will be voted either:
   a. FAVORABLY
      i. In its original form
      ii. With amendment(s)
      iii. As a committee substitute
   b. UNFAVORABLY
      i. Tabled
      ii. “Killed”
5. Announce the first bill. Ask if there are any amendments to be offered for it.
6. The amendment sponsor has two minutes to present the amendment and to answer questions.
7. The chair opens the floor for legislators to engage in debate.
8. Legislators vote on the amendment.
9. The bill sponsor has 1 – 2 minutes to present closing remarks on the bill.
10. The final bill is voted on with any amendments that may have been passed.
11. Repeat this process for each bill in the order it has been ranked (steps 5 – 10).
12. 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.
13. Announce the suggested calendar for the committee’s bills.
14. 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.
15. Adjourn the meeting (Make sure that the committee room is left in proper order).
16. 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 & Procedures Used in 3rd Committee Meeting (Example)

1. 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?

2. Secretary: (Read the list of Committee Members and note their presence or absence). Madam Chair/Chairman ____, a quorum is present.

3. 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:
   a. FAVORABLY, or
   b. UNFAVORABLY

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

5. Chair: (if there are amendments,) The amendment sponsor has two minutes to present the amendment and to answer questions.

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

7. Chair: Representative/Senator ________.

8. Representative/Senator:: Representative/Senator ____________, from _____________ County. Thank you, Mister/Madame Chairman (Or Representative/Senator will give or waive his/her remarks on the amendment).

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

Legislators vote on the amendment.

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

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

11. Chair: Representative/Senator ________.

12. Representative/Senator:: Representative/Senator ____________, from _____________ County. Thank you, Mister/Madame Chairman (Or Representative/Senator will give, or waive, his/her closing remarks on the bill).
13. **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.

14. **Secretary**: (Count votes)

15. **Chair**: All opposed?

16. **Secretary**: (Count votes). The bill has (passed/or/ has been killed). (Cross out on list if failed)

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

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

19. **Secretary**: The bills that have been passed are: ____ , ____ , …

20. **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)

21. **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 for consideration on the House/Senate floor.

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

23. **Chair**: We will now adjourn this meeting. Hearing no objections, this meeting is adjourned at _______. Please be mindful if other committees are still in session, and be in your seats on the House floor ready to begin promptly 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. The report forms should be turned in to the Legislature Planning Committee Chair as soon as you leave the meeting.)

**F. LEGISLATIVE SESSIONS**
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

Participants Should Bring this Reference Book to the Florida 4-H Legislature to Have as a Ready Reference Available

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 nays”

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.).”

**H. AWARDS & RECOGNITION**
Recognition of all award recipients will occur during the final banquet on Thursday of the Florida 4-H Legislature.

1. **Chris Allen Youth Participant Awards**
The following youth awards are given in memory of the late Chris Allen, an active participant in the Florida 4-H Legislature. The recipients of the Chris Allen Awards are nominated and selected by their peers during the week of the Florida 4-H Legislature program.

The awards include:
- **Outstanding Senator** (Senators, lobbyists, media correspondents vote)
• **Outstanding Representative** (Representatives, lobbyists, media correspondents vote)
• **Outstanding Media Correspondent** (Senators, representatives, lobbyists and media correspondents vote)
• **Outstanding Lobbyist** (Senators, representatives, lobbyists and media correspondents vote)

All participants (youth and adults) are invited to submit nominations for these awards to the Florida 4-H Legislature Planning Committee, or an adult advisor, by Thursday at 8:00 a.m. Adults may make nominations, but may not vote. A nominating committee of Legislature Planning Committee members will review nominations and print a ballot for group voting during the final General Session of the Florida 4-H Legislature. 4-H Legislature Planning Committee members are not eligible for the Chris Allen Award. Participants who receive an award are not eligible for the same award in future years. However, they are eligible for an award in another category.

2. **Co-Founder Adult Participant Awards**
Two adult awards are given to recognize those who were instrumental in initiating the Florida 4-H Legislature program.

a. **Volunteer Founder’s Award**, in memory of Herb Morgan, Jim Brasher and in honor of Ruth Milton
This individual is selected, by program participants, from volunteers who are attending the Florida 4-H Legislature. The criteria for selection include: to be present during the week of the program, active with youth participants, encouraging and supportive; a role model, and willing to go the “extra mile.”

**Recipients:** Michael Wickersheim, 2004; Denise Crawford, 2005; David Morrow, 2006; Marsha Bechtel, 2007; Liz Burris, 2008; Jaimie Hudson, 2009; Andy & Jaime Hogue, 2010; Valerie Ansell, 2011; Lauren Pace, Chad Morrow, Jeremiah Hall, 2012.

b. **Friend of Florida 4-H Legislature Award**, in memory of Damon Miller
This award will be presented by the current Florida 4-H Legislature Committee to anyone who has promoted the program by giving generously of time, talent or resources. The person(s) selected for this recognition will have shown that they value: youth participation and involvement in the Florida 4-H Legislature program, civic education and the governmental process.

**Recipients:** Damon Miller, 2004; Barbara Payne, 2005; Capitol Nurses, 2006

**I. WRITING BILLS & AMENDMENTS**
Each year, the 4-H Legislature Planning Committee is responsible for developing the bills that will be used at Florida 4-H Legislature. The committee welcomes and invites 4-H members, volunteers and Extension Agents to submit bills and/or ideas for bills.
1. Writing Bills
Laws are established when legislators agree that proposed bills are in the best interest of the state and favorably pass the bills. However, the process involved in creating, debating, and passing or defeating bills is complex.

Just like citizens who propose bills at the state and federal levels of government, 4-H citizens influence this event by proposing bills to use during the Florida 4-H Legislature event. Assistance comes from various county officials and community resources.

Proposed bills are in one of six committees:
- Agriculture & Natural Resources
- Education
- Criminal Justice
- Health & Human Services
- Government, Commerce & Transportation
- Juvenile Justice

Submitting Bills and ideas for bills:
Any 4-H member may submit a bill or an idea for a bill to be included for consideration among the bills for Florida 4-H Legislature. The 4-H Legislature Committee and Steering Committee, with the approval of the Associate Dean of Florida 4-H, will make the final decision as to which bills are published for use at Florida 4-H Legislature.

Timeline for submitting bills:
Ideas for bills are requested one week prior to the First Executive Board Meeting. Formatted bills are requested at least one week prior to Second Executive Board Meeting. Ideas for bills and formatted bills should be submitted to the 4-H Legislature Planning Committee Chair or State 4-H Office. Bills to be considered for the next year’s 4-H Legislature may also be submitted during current 4-H Legislature.

Sources for bill writing and research can be found in Appendix 3 of this manual.

Purpose of Bills:
Each 4-H bill is designed to correct an existing problem somewhere in the state. As is often the case, a bill affects groups of people in entirely different ways. In other words, a benefit for one group may be a disadvantage for another group. Due to differences in opinion, lobby groups are established as “vested interest” groups. The purpose of each “vested interest” group is to promote passage of legislation that is beneficial to their group. In a similar manner, lobby groups guard against unnecessary legislation or legislation not beneficial to their group.

Supporting a Proposed Bill:
To help each participant has a good learning experience, and to save time at the event, each Lobby Group has been assigned either a favorable or unfavorable position on most bills. The bills, Lobby Groups, and lobby group positions are outlined in Manual II.

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                          | AVOID                                                |
      |-------------------------------|------------------------------------------------------|
      | 1. Lines 3 through 7           | 1. Lines 3 through 7, inclusive                      |
      | 2. Rest of the line            | 2. Remainder of the line                            |
      | 3. Insert “penalties”          | 3. Insert the word “penalties”                       |
      | 4. After “(7)” and before “(4)”| 4. After the number “(7)” and before the number “(4)”|
      | 6. Insert                      | 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

48. YIELD
To give (as in “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. ________________________________________________________________

6. ________________________________________________________________

7. ________________________________________________________________

8. ________________________________________________________________

9. ________________________________________________________________

10. ________________________________________________________________

11. ________________________________________________________________

12. ________________________________________________________________

13. ________________________________________________________________

14. ________________________________________________________________

15. ________________________________________________________________

16. ________________________________________________________________

17. ________________________________________________________________

18. ________________________________________________________________

19. ________________________________________________________________

20. ________________________________________________________________

21. ________________________________________________________________

22. ________________________________________________________________

23. ________________________________________________________________

24. ________________________________________________________________

25. ________________________________________________________________

26. ________________________________________________________________

RETURN TO SECRETARY of the SENATE or CLERK of the HOUSE
2. Sources of Resources for Bill Writing & Research

In-Library Materials

Robert’s Rules of Order (keep in mind that 4-H LEG has its own unique language, as do most governing bodies. Robert’s Rules are used when it is not clear in the 4-H LEG manuals.)

Florida Statistical Abstract

(updated annually with demographical information)

Information Plus issue guides

Guidelines for Bill Drafting


Library Databases

Gale InfoTrac

Gale General Reference Center

Gale Opposing Viewpoints

NewsBank Archive: America’s Newspapers

Legislative Resources Online

Online Sunshine

 [http://www.leg.state.fl.us](http://www.leg.state.fl.us) (Select Senate or House for member, committee and bill information) Statutes: [http://www.leg.state.fl.us/Statutes/](http://www.leg.state.fl.us/Statutes/)

National Conference of State Legislatures

 [http://www.ncsl.org/](http://www.ncsl.org/) (Discussion of state issues and links to other state legislatures.)

The Buzz: Florida Politics News from the St. Pete Times Staff


(Political blogposts with insider comments. Often Entertaining.)

Florida News & Information Resources*

* [Tampa Tribune](http://www.tampatrib.com/) (Tampa Bay Online) [Tampa Bay Times](http://www.tampabay.com/)

 [http://www2.tbo.com/](http://www2.tbo.com/)
Orlando Sentinel
http://www.orlandosentinel.com/

The Miami Herald
http://www.miamiherald.com/

The Florida Times-Union
http://jacksonville.com/

Herald-Tribune (Sarasota)
http://www.heraldtribune.com/

The Gainesville Sun
http://www.gainesville.com/

SunSentinel (South Florida)
http://www.sun-sentinel.com/

Pensacola News-Journal
http://www.pnj.com/

Tallahassee Democrat
http://www.tallahassee.com/

National News & Information Resources*

The New York Times – mainstream media
http://abcnews.go.com/

The Washington Post – mainstream media NewsMax – conservative

Los Angeles Times – mainstream media

The Washington Times - conservative

Fox News Channel – mainstream media National Review – conservative

Associated Press – mainstream media Weekly Standard – conservative

CBS News – mainstream media The New Republic – liberal

MSNBC – mainstream media The Nation – liberal

The American Prospect – liberal
http://prospect.org/

Real Clear Politics

Political Resources – National & Florida
Republican National Party
http://www.gop.com/
Democratic National Committee
http://www démocrats.org

Republican Party of Florida
http://rpof.org/
Florida Democratic Party
http://www.fladems.com/

Issue Resources
Florida Farm Bureau – Issues and Public Policy
http://www.floridafarmbureau.org/
The Florida Bar

http://www.floridabar.org/
Florida Chamber of Commerce
http://www.flchamber.com/

Other Resources
ipl2
(A public service organization and learning/teaching environment. The "librarians index to the internet.")
http://www.ipl.org/
FindLaw

http://www.findlaw.com/

State and Local Government on the Net
This site provides frequently updated directory of links to government sponsored and controlled resources on the Internet. Great source to access Florida legislative information.
http://www.statelocalgov.net/
Florida State Government Information
http://www.myflorida.com/

THOMAS Legislative Information

http://www.realclearpolitics.com/

http://thomas.loc.gov
*Disclaimer: Florida 4-H provides this information for research and perspectives purposes. It does not imply endorsement.
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 Poliseno 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