

## **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.

### **Check list**

- ☐ Assign a secretary
- ☐ Be sure each bill has a sponsor
  
- ☐ Call meeting to order
- ☐ Call roll
  - Record the roll in Teams committee folder
- ☐ Announce quorum is present
- ☐ Set ground rules
  - Recognition of chair before speaking
  - Give name and county before addressing the committee
  - All questions should be directed to the chairperson
  - Always use correct parliamentary procedure
  
- ☐ 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 (debate is in second committee meeting)
  
- ☐ Have each bill sponsor give a 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.
  
- ☐ After all the sponsors have introduced their bills, give the committee members time to re-think each bill for themselves
  
- ☐ Have each representative rank the bills in order of their preference for consideration and debate first choice to tenth choice.
  
- ☐ Proceed with the following:
  - Call each bill number one at a time.
  - Have Committee members give their rating. (first choice – tenth choice)
  - Keep a running total for each.
  - Place in priority (first bill to be debated will be the bill with the lowest number rating; i.e., it would have received the most first choice votes)
  - This will be the order for consideration.
  
- ☐ Announce the committee calendar for the Second Committee meeting. If there is time, do a quick review of what will be done and expected of members during the Second Committee Meeting.
  
- ☐ 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).
  
- ☐ Chair or secretary should complete the First Committee Meeting report form(s) with bill ranking in TEAMs folder and on bill tracking spreadsheet in teams
  
- ☐ Post the calendar for Second Committee Meeting outside the committee meeting room.

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

## **SECOND COMMITTEE MEETING**

Purpose of Meeting: 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.

### **Check List**

- ☐ Collect and organize committee Appearance Cards for the lobbyists
  - Always accept late cards and allow lobbyist to speak
- ☐ Call the committee to order.
- ☐ Secretary call the roll
  - Record roll in the teams committee folder
- ☐ Announce that a quorum is present.
- ☐ Use second committee bill forms in binder for each bill (one form for each bill)
- ☐ Remind all lobbyists who haven't turned in a committee Appearance Cards to do so at this time if they wish to testify during this committee meeting.
- ☐ Read the names on the committee Appearance Cards that you already have: ("Name" from lobbying group is speaking in [favor/opposition] of Bill # \_\_\_\_\_).
- ☐ Announce the calendar of the bills to be considered. The bills will be debated in the order they were ranked in the first committee meeting.
- ☐ The sponsor of the bill has 1 – 2 minutes to present his/her bill.
- ☐ Any Legislator may ask non-debatable questions of the Bill Sponsor
- ☐ Call on lobbyists to speak if there are those who wish to address this bill (One pro, one con, etc.).
- ☐ Legislators may ask questions of each lobbyist at the conclusion of his/her presentation.
- ☐ Announce that, although the vote on bills will not be taken until the Third Committee Meeting, now is the appropriate time to debate. Ask: "Does any representative wish to speak for or against Bill # \_\_\_\_\_?"
- ☐ Repeat the process for the next bill in order of rank and continue the process until all bills have been presented.
- ☐ Update current bill sheet on bill calendar posted outside the committee room
- ☐ Recess the committee until the next meeting.
- ☐ The chair or secretary should complete the Second Committee Meeting report form in teams committee folder

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.

### **THIRD COMMITTEE MEETING**

Purpose Of Meeting: To make final decisions about proposed bills.

#### **Check-List**

- ☐ Amendments happen in this committee meeting
- ☐ Convene Meeting.
  
- ☐ Ask secretary to call roll and announce that a quorum is present
  - Record roll in the teams committee folder
  
- ☐ Announce the order of bills for this final committee meeting – as determined in the first committee meeting
  
- ☐ 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
  
- ☐ Announce the first bill. Ask if there are any amendments to be offered for it.
  
- ☐ The amendment sponsor has two minutes to present the amendment and to answer questions.
  
- ☐ The chair opens the floor for legislators to engage in debate.
  
- ☐ Legislators vote on the amendment.
  
- ☐ The bill sponsor has 1 – 2 minutes to present closing remarks on the bill.
  
- ☐ The final bill is voted on with any amendments that may have been passed.
  
- ☐ Repeat this process for each bill in the order it has been ranked
  
- ☐ At this time, the bills which have passed favorably will be re-ranked for the purpose of favorable placing on the agenda for chambers
  
- ☐ Rank passed bills (same process as first committee)
  
- ☐ Adjourn the meeting (Make sure that the committee room is left in proper order).
  
- ☐ Fill out Third committee form in committee teams folder and update bill tracking spreadsheet in teams
  
- ☐ Remind the bill sponsor that if their bill passes in committee, they will sponsor the bill on the chamber floor.
  - Help sponsor prep for sponsoring bill on chamber floor. Review the script

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