



FLORIDA 4-H LEGISLATURE

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

RESOURCE MANUAL I

Guidelines and Procedures Key Documents

State Capitol in Tallahassee, FL



Full Manual I Documents
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FLORIDA 4-H LEGISLATURE

2025 4-H LEGISLATURE PLANNING COMMITTEE

Governor: Sophia Massey

4-H Legislature Committee Chair & Lt. Governor: AseyeShika Nukunya

Senate

House

President of the Senate

Burke Foster

Secretary of the Senate

Veronica Rosauer

Agriculture and Natural Resources Chair

Abigail Pruden

Criminal Justice Chair

Lane Taylor

Education Chair

Torye Sorrells

GCT Chair

Ricky Fernandez

Health and Human Services Chair

Lily Simmer

Lily Massey, Secretary

Juvenile Justice Chair

Weston Hoffman

Green Party Leader

Dylan Collins

Gold Party Leader

Josiah Burch

Speaker of the House

Helena Peterson

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Hannah Varnadoe

Agriculture and Natural Resources Chair

Kathryn Montes De Oca & Mason Cassady

Criminal Justice Chair

Zach Bolden

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Benjamin George & Aiden Andrews

Health and Human Services Chair

Maleah Godfrey

Juvenile Justice Chair

Julia Cota & Amber Hughes

Green Party Leader

Emery Lehenbauer

Gold Party Leader

Katie Ross

Chief Public Relations Officer: Kendall Tran

Head Lobbyist: Tyler Evrard-Vescio

Adult Committee: Kelsey Cook, David Hafner, and Sara Brake



FLORIDA 4-H LEGISLATURE

Dear Legislature Participant,

Welcome to the 53rd session of the Florida 4-H Legislature! My name is AseyeShika Nukunya, your 2024-2025 Legislature Planning Committee Chair. I will be serving as your Lieutenant Governor during our session, and I can't wait to meet all of you in Tallahassee! Legislature (affectionately called LEG for short) is an exciting week, and I hope you are ready to lobby for (or against!) bills written by your Planning Committee, meet new people and build lasting friendships, and learn more about our Legislative process. Get ready to jump into your role as a Senator, Representative, Media Correspondent, or Lobbyist! LEG week is full of opportunities, such as our time in the capitol, and our opportunity to debate real-life, important topics, and I want you all to take advantage of everything. This opportunity will enable you to not only grow as a 4-Her, but as a civically minded individual as well.

Your 2025 Legislature Planning Committee has been working hard all year to plan this event. We all want you to have the best experience possible. If you have questions, or ever need assistance, you can identify the LEG Planning Committee members by their gold name tags. Please don't hesitate to ask them for help! They are prepared to help, whether you need help with the schedule, assistance with a bill, or aid locating your committee room. Your Planning Committee is here to help.

In order to fully prepare for LEG, I encourage every participant to read through the provided documents entitled Manual 1 and Manual 2, found on the Florida 4-H Legislature website. Understanding the contents of these documents will ensure that you feel comfortable in your assigned role. Manual 1 includes information about 4-H Legislature, parliamentary procedure for use within chambers and committee meetings, and information specific to each role. Manual 2 includes the bills which will be lobbied for and debated during the week at the capitol. A detailed schedule will also be provided on the Florida 4-H Legislature website. Please familiarize yourself with the schedule and be aware of the layout of each day, so you can be prepared for each activity.

As we move closer to LEG, I would encourage you to thoroughly read the provided bills and find the topics you are interested in. Research the background and context of the bill, so you can feel prepared during the week. By looking deeper into the bills, you can foster more involved debate, making LEG more impactful for everyone.

Again, I am so excited to meet all of you, and welcome you to Legislature! I understand that LEG is a big event; my first year, I felt overwhelmed, but by the end of the week, I had found my new favorite 4-H event. My advice: take some deep breaths, prepare yourself, and engage in these important discussions. Preparation and research will not just make the event better for you, but it will allow different, maybe even opposing, opinions and beliefs to be voiced and heard. I hope you all enjoy the our amazing Legislature event!

Sincerely,
AseyeShika Nukunya
2025 Legislature Planning Committee Youth Chair



FLORIDA 4-H LEGISLATURE

DRESS CODE

This event models the real Legislature and we dress the part! Follow the guidelines below to be ready for your week of LEG.

Name-Tag

- Each participant will be given a name-tag pouch that will display their name and provide a pocket to hold a room key and lunch money. All youth and adults will be required to wear their name-tags at all times. This is important for everyone's safety and identification.

State Capitol Dress

- Business professional dress is required at the Capitol
- Days at the Capitol: Tuesday, Wednesday, and Thursday (3 professional outfits)
- Professional dress includes:
 - collar dress shirts, ties, sport coats or suits, slacks, and dress shoes with socks
 - pants/ skirt suits, dresses or blouses and skirts or pants, professional dress shoes
 - Jackets or sweaters are recommended for the Capitol
- Monday's opening session at the Capitol can be business casual
 - dress includes: dress pants and polo, dress pants/skirt and blouses. A full suit is not required. No jeans.

Evening Activity Dress

- 4-H appropriate relaxed

Closing Banquet Dress

- Formal

FLORIDA 4-H LEGISLATURE

DECORUM AND DEBATE

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).

Decorum and Debate

- When a legislator wants to speak, they will stand and address the presiding officer by saying:
 - Senate: “Mr. President” / “Madame President”
 - House: “Mr. Speaker” / “Madame Speaker”
- When recognized, a member shall say (a) their name; and (b) county. 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.
- 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.
- 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.
- Once the presiding officer has set the time limit for debate, the member speaking must “yield their 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.
- When a legislator is recognized by the presiding officer and obtains the floor, their 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 their right to speak. A member continuing to speak improperly may be ordered to take a seat by the presiding officer.

Voting

- 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, they may proceed by asking for a standing vote (use of the voting machines) 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.

FLORIDA 4-H LEGISLATURE

53RD SESSION 2025

Committee Room Assignments

House

House Agriculture	12 House Office Building	LL Floor of House Building
House Criminal Justice	221 Senate Office Building	2nd Floor of Senate Building
House Juvenile Justice	102 House Office Building	EL Floor of House Building
House GCT.....	314 House Office Building	3 rd Floor of House Building
House Health and Human Services	404 House Office Building	4th Floor of House Building
House Education.....	116 Knott	1 st Floor of Knott Building

Senate

Senate Agriculture	212 Knott	2 nd Floor of Knott Building
Senate GCT	212 Knott	2 nd Floor of Knott Building
Senate Criminal Justice	412 Knott	4th Floor of Knott Building
Senate Juvenile Justice	412 Knott	4th Floor of Knott Building
Senate Health and Human Services	227 Senate Office Building	2nd Floor of Senate Building
Senate Education	231 Senate Office Building	2nd Floor of Senate Building

Presiding and Recording Officers	Senate Chambers	4th Floor of Capitol Building
Lobby Group	17 House Office Building	LL Floor of House Building
Media Team	Headquarters & Senate Gallery	4 th and 5 th Floor of Capitol Building
LEG Headquarters	Between House and Senate Chambers	4 th Floor of Capitol Building

FLORIDA 4-H LEGISLATURE

FIRST COMMITTEE MEETING

Summary

- Call committee to order.
- Select a secretary and have the secretary call the roll.
 - Announce that a quorum is present.
- Set the ground rules for the meeting:
 - Recognition of chair before speaking.
 - Give name and county before addressing the committee.
 - All questions should be directed to the chairperson.
- 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.
- Have each bill sponsor give a brief (no more than 1 – 2 minutes) summary of their bill. Instruct them to simply talk about the bill's intent and why it is important. 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.
- Recess the meeting.
- Chair or secretary should complete the first committee meeting report form(s) with bill ranking and submit to the Legislature Planning Committee Chair. Post the calendar for second committee meeting outside the committee meeting room.

DO NOT start the second committee meeting until the time indicated in the 4-H Legislature schedule.

First Committee meeting

Proper Language

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

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.

Chair: 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.

Chair: Secretary please call roll.

Secretary: We will now call the roll. (Call names from the list of members for your Committee.)

Mister/Madam Chairman _____, a quorum is present.

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 will have 2 minutes to summarize your bill. Please simply talk about the bill's intent and why it is important. We will begin with the sponsor of ___01.

Representative/Senator: (committee member, in order of the bill numbers, will hold up their name card to be recognized, starting with sponsor of ____ 01.)

Chair: Representative/Senator __ (last name) ___

Representative/Senator: Representative/Senator _____, from _____ County. Thank you Mister/Madam Chairman, for the time to explain my bill. I am sponsor of Bill _____.

(Bill sponsor has 1-2 minutes to present their bill.)

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

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

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

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)

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.

(after all the votes have been tabulated and added)

Chair: Secretary will now announce the bill calendar.

Secretary: The order of consideration for bills is: (announces committee bill calendar)

Chair: In a few minutes, we will take a short recess before beginning our second 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/Senate floor, or to kill these bills in committee. I will now entertain a motion to recess this meeting until _____.

Chair: Representative/Senator __ (last name) __ for what reason do you rise?

Representative/Senator: Representative/Senator _____, from _____ County. I move to recess until _____.

Chair: Second? Hearing no objections, the committee is recessed until _____. Please be mindful if other committees are still in session, and be in your seats ready to begin promptly at _____.

(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.)

DO NOT start the second committee meeting until the time indicated in the 4-H Legislature schedule.

FLORIDA 4-H LEGISLATURE

SECOND COMMITTEE MEETING

Summary

Chairs, make sure you receive and organize committee appearance cards (with assistance from committee secretary) for the lobbyists to testify at this meeting.

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

DO NOT start the third committee meeting until the time indicated in the 4-H Legislature schedule.

Second Committee meeting

Proper Language

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

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

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

Will the Secretary please call the roll?

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

Madam/Mister Chairman _____, a quorum is present.

(Read the names on the committee appearance cards that you already have.)

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

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

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

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

Chair: Representative/Senator _____.

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

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

Chair: Thank you, Representative/Senator _____. Will Lobbyist _____ please come forward to address the committee.

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

Thank you for your time.

(wait to be dismissed)

Chair: Do any of the Representatives/Senators have any questions to ask of this lobbyist?

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

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

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

Chair: I will now entertain a motion to recess this meeting until _____.

Chair: Representative/Senator __ (last name) __ for what reason do you rise?

Representative/Senator: Representative/Senator _____, from _____ County. I move to recess until _____.

Chair: Second? Hearing no objections, the committee is recessed until _____. Please be mindful if other committees are still in session, and be in your seats ready to begin promptly at _____.

(The Chair and Secretary should complete the second committee meeting report form with bill ranking to submit to the Legislature Planning Committee Chair immediately following the meeting. Post the calendar for the third committee meeting.)

DO NOT start the third committee meeting until the time indicated in the 4-H Legislature schedule.

FLORIDA 4-H LEGISLATURE

THIRD COMMITTEE MEETING

Summary

- Convene meeting.
- Ask Secretary to call roll and announce that a quorum is present.
- Announce the order of bills for this final committee meeting.
- Announce that bills during this meeting will be voted either:
 - FAVORABLY
 - In its original form
 - With amendment(s)
 - As a committee substitute
 - UNFAVORABLY
 - Tabled
 - “Killed”
- Announce the first bill. Ask if there are any amendments to be offered for it.
- The amendment sponsor has one 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 by the Rules Committee.
- Announce the suggested calendar for the committee’s bills.
- Give final instructions for the House or Senate floor. Remind committee members to pay attention to committee bills in chambers so they may be recognized in the House or Senate session. Committee members will probably know more about their bills than anyone else on the floor.
- Adjourn the meeting (make sure that the committee room is left in proper order).
- Chair or Secretary should complete the third committee meeting report form 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 immediately following 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.

Third Committee meeting

Proper Language

Chair: I call this meeting of the ____ committee to order at _____ p.m. At this meeting, we will make final decisions about proposed bills. Will the Secretary please call the roll?

Secretary: (Read the list of committee members and note their presence or absence).

Mister/Madam Chairman ____, a quorum is present.

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

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

(if there are amendments)

Chair: The amendment sponsor has one minute to present the amendment and to answer questions.

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

Chair: Representative/Senator _____.

Representative/Senator: Representative/Senator _____, from _____ County. Thank you, Mister/Madam Chairman. This amendment_____ (present amendment information).

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

Legislators vote on the amendment.

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

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

Chair: Representative/Senator _____.

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

Chair: All in favor of this bill, please raise your hands. (It is appropriate to take a voice vote first and then if division is called 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 member's name and they respond by saying “yes” for affirmative or “no” for opposed.

Secretary: (count votes)

Chair: All opposed?

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

(Cross out on list if failed)

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

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

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

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

Chair: I will now call each passed bill number one at a time. As I call each bill number, each of you, as called, will give that bill's ranking. The Secretary will keep a record of the ranking for each bill and priority will be given to the bill with the lowest score for consideration on the House/Senate floor.

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

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

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

(Chair or Secretary should complete the third committee meeting report form 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 immediately following the meeting.)

FLORIDA 4-H LEGISLATURE

LEGISLATIVE SESSION

Proper Language & Procedures For Bill Passage

Opening the Legislative Session

President/Speaker: The House/Senate Chamber will now come to order. (strikes the gavel once)

President/Speaker: Clerk / Secretary, will you now unlock the voting machines for the members to vote yes for their presence.

vote

President/Speaker: Clerk / Secretary, will you now lock the machines and announce a quorum.

Clerk/ Secretary: Mister/ Madam Speaker/President, a quorum is present.

President/Speaker: The Clerk / Secretary will now present the bill calendar for this legislative session.

Clerk/ Secretary: (reads bill calendar)

President/Speaker: We will now revert to the order of passage of bills.

Bill Passage

Bill Sponsor coming up next on calendar gains recognition and says,

Mister/Madam President/Speaker, I move that the rules be waived and House/Senate Bill No. ____ be read for a second time by the title only.

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.

Secretary/Clerk: (Reads the bill by title only, noting changes made in committee)

“Bill ___, a bill to be entitled ...”

President/Speaker: The sponsor has three (3) minutes to present the bill.

Sponsor: Goes to the front of the chamber and presents the bill.

President/Speaker: We are now in order for non-debatable technical questions for 3 minutes.

(Legislator rises)

President/Speaker: Representative/Senator ___, for what reason do you rise?

Legislator: (states name and county): I rise to ask a non-debatable, technical question of the bill sponsor.

President/Speaker: Will the bill sponsor yield to a non-debatable, technical question?

Sponsor: Yes, I yield. (Sponsor may yield to all questions or one at a time)

President/Speaker: The sponsor has yielded; you may ask your question.

Legislator: (asks question) — sponsor answers (Other legislators may be recognized to ask non-debatable, technical questions until time expires).

President/Speaker: We are now open for debate on the floor. We will have 3 rounds of pro/con debate for 3 minutes each.

(Legislator rises)

President/Speaker: Representative/Senator ____, for what reason do you rise?

Legislator (state name and county): I rise to speak pro or con on this bill.

President/Speaker: You may make your statement

(Debate is continued by legislators from their assigned seats. If a legislator does not use the full 3 minutes they may yield their 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 presiding officer or by a motion to extend debate.)

President/Speaker: The bill sponsor has two (2) minutes to close.

Sponsor: Returns to the front of the chamber and presents their closing arguments. When finished, they say: “Mister/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.”

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/Senate Bill No. ___ for the third and final time by title only?

Secretary/Clerk: Reads the bill by title only.

President/Speaker: Are there any amendments on the desk?

(If so, they are read by the [Secretary/Clerk](#))

(If there are amendments, each is taken up in order as submitted. The amendment sponsor has two minutes to present amendment. Debate goes for 2 rounds of pro/con debate of 2 minutes each. The amendment sponsor then has one minute to summarize. Vote on each amendment is taken and recorded after debate.

President/Speaker: I will now accept a motion of the bill sponsor.

Sponsor (state name and county): “Mister/Madam President/Speaker, I move that Bill No. ___ does now pass.”

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.

(allow time for voting)

Will the Secretary/Clerk announce the vote?

Secretary/Clerk: Mister/Madam President/Speaker there are ___ yeas and ___ naes.

President/Speaker: By your vote you have passed / failed House/Senate Bill No. ___.

President/Speaker: The chair recognizes the sponsor of the next bill.

FLORIDA 4-H LEGISLATURE

MOTIONS

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, the membership will then cast their vote for or against the motion.

- **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.

- **Subsidiary Questions**

- **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.

"Mr. President/Madam Speaker, I move to amend the motion to....."

- **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. Instead of pro/con debate rounds, any member may speak for either side.

"Mr. President/Madam Speaker, I move to convene the committee as a whole (for x minutes)"

- **End debate (Vote Required — Majority)**

This is an important motion. 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.

"Mr. President/Madam Speaker, I move to end debate"

- **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.

- **Incidental Motions**

- **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.

- **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.

- **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.

“Madam President/Mr. Speaker, I rise to a Point of Order.”

- **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.

“Madam President/Mr. Speaker, I move that the Senate/House does now adjourn at ___ a/p.m.”

“Madam President/Mr. Speaker, I move that the Senate/House does now recess until ___ a/p.m.”

To recess at a certain time: “Madam President/Madam Speaker, I move that the Senate/ House adjourn upon the final consideration of Bill No. ___.”

- **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.

- **Postpone Indefinitely (Vote Required — 2/3)**

The effect will be to kill the bill with any pending amendments on the desk or proposition by a 2/3 vote.

“Madam President/Mr. Speaker, I move that House Bill No. ___ be indefinitely postponed.”

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).

- **Reconsider a Vote (Vote Required — 2/3)**

This motion is made when a vote has been taken and a member desires, 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.

“Mr. President/Madam Speaker, I move that the Senate/House do now reconsider the vote by which Bill No. ___ passed (or failed to pass).”

- **To ask a question about parliamentary procedure: (Hypothetical question)**

“Mr. President/Madam Speaker, Point of Parliamentary Inquiry.”

- **Call the Previous Question (Vote Required — 2/3)**

Any member can call for the previous question. 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.

“Mr. President/Madam Speaker, I move the Previous Question of the passage of bill___.”

- **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.

“Mr. President/Madam Speaker, I move the Previous Question of the adoption of amendment__”

- **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.

“Mr. President/Madam Speaker, I move that the rules be waived and that Bill No. ___ be placed at position # ____ on the calendar.”

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

“Madam President/Mr. Speaker, I move that the rules be waived and that Bill No. ___ be placed at position #1 on the calendar.”

- **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.

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.”

- **To give the rest of your time to someone who supports your side:**

After debate statement: “I yield my time to a likeminded (or unfavorable) speaker,” OR “I yield my time to ____ (name a specific speaker).”

- **As the bill sponsor, you can give up the right to summarize the bill:**

“I waive my right to summation.”

- **Point of Clarification**

“Madam President/Mr. Speaker, Point of Clarification, please.”

FLORIDA 4-H LEGISLATURE

AMENDMENT FORM

After a bill has been introduced, any action taken thereon is taken with respect to the bill and amendments made to that bill. All Amendments must be in writing.

Follow the below examples to write 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. Strike out ".....
- On Page 1, after line 15, insert: “(4) In all counties over 300,000 population...”

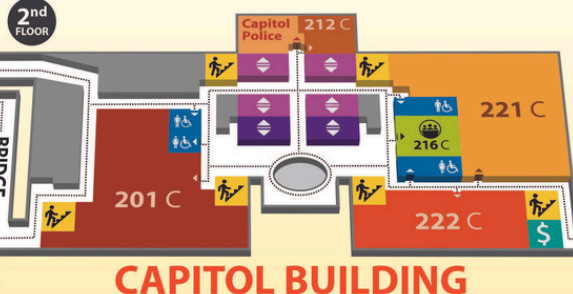
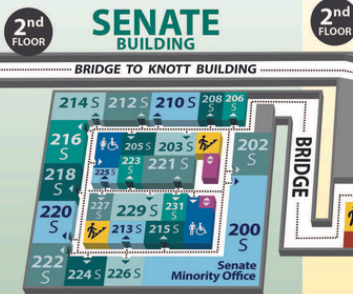
Amendment Sponsor(s): _____

Bill Number: _____ Amendment Number: _____

Pass: _____ Fail: _____

KNOTT BUILDING

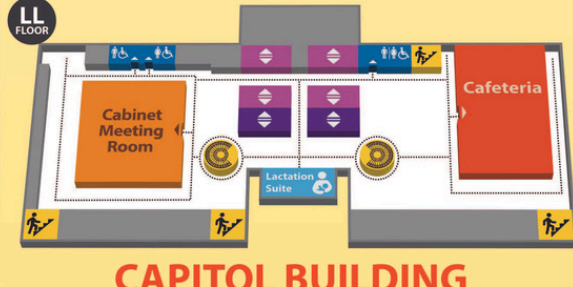
- Pat Thomas Committee Room • 412 K
- Webster Hall • 212 K
- Senate Committee Room • 117 K
- House Committee Room • 116 K



Where Is Your Representative's Office?
Scan here to find out!



Scan with your phone for a Digital Version of this Map



Stairs



Committee Meeting Room



Elevators Letters I-L (Floors P-5)



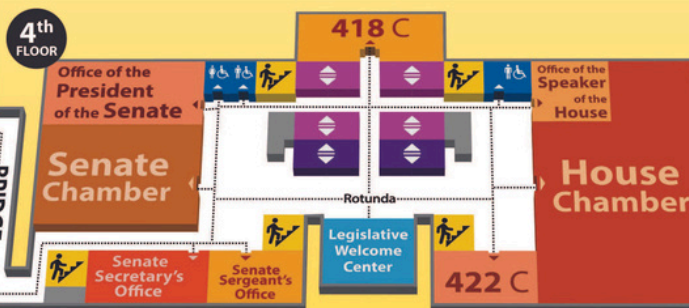
Elevators Letters A-H (Floors LL-22)

House Member Offices Are Also Located on Floors 10, 11, 13 & 14



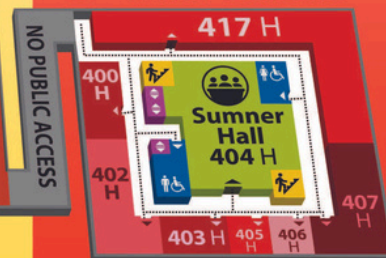
CAPITOL BUILDING

4th FLOOR SENATE BUILDING

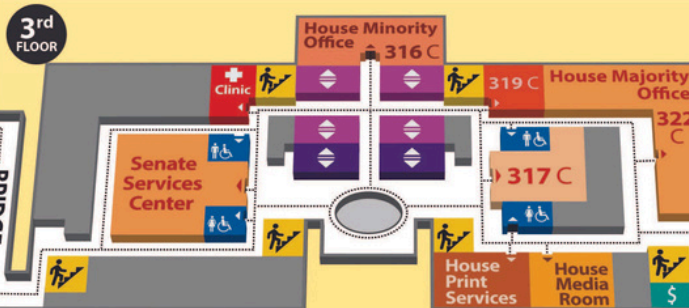
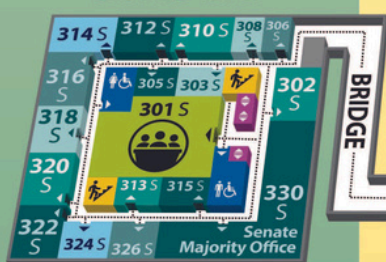


CAPITOL BUILDING

4th FLOOR HOUSE OFFICE BUILDING



3rd FLOOR SENATE BUILDING



CAPITOL BUILDING

3rd FLOOR HOUSE OFFICE BUILDING



Stairs



Committee Meeting Room



Elevators Letters I-L (Floors P-5)



Elevators Letters A-H (Floors LL-22)

House Member Offices Are Also Located on Floors 10, 11, 13 & 14

FLORIDA 4-H LEGISLATURE

GLOSSARY OF TERMS

- **AMENDMENT:** A proposal to change the original form of a bill. A change may be proposed by committee or individual legislator.
- **APPEAL:** A legislator may challenge any ruling of the presiding officer by appealing to the entire body to override this decision.
- **APPROPRIATIONS BILL:** A bill authorizing the spending of public money.
- **BICAMERAL:** Consisting of two houses. All states have bicameral legislatures except Nebraska, which has only one house (unicameral).
- **BILL:** A proposed law.
- **BRANCHES OF GOVERNMENT:** Administrative Branch: Governor; Legislative Branch: Senate and House of Representatives; Judicial Branch: Supreme Court System
- **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.
- **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).
- **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.
- **COMMITTEE:** A group of Senators or Representatives appointed by the presiding officer to consider an issue and to submit a report on its recommendations for action by the body that originated it.
- **COMMITTEE REPORT:** The statement given when a bill is sent to the Senate or House floor. Report the bill favorably with amendments, report a substitute bill with the same idea, or report it unfavorably.
- **CONFERENCE BILL:** A bill that has been passed by both the Senate and the House and will be presented to the Governor for consideration.
- **CONFERENCE COMMITTEE:** A joint committee composed of the presiding officers of the House and Senate 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.
- **CONVENE:** To meet in a formal legislative session.
- **DEBATE:** To argue the merits of a bill, for and against.
- **DECORUM:** Appropriate behavior and conduct.
- **EFFECTIVE DATE:** The date upon which a bill becomes law. When a bill has been passed, this date identifies the time this law guides.
- **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.
- **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.
- **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.
- **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.

- **MAJORITY PARTY:** The political party having more than a majority of seats in a house.
- **MINORITY PARTY:** The political party having fewer than a majority of seats in a house.
- **MOTION:** This action on the floor of the chamber results from a member making a request (a motion). A motion is a proposal 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.
- **PARTY LEADER:** Works to educate 4-H Legislature participants about the party platforms and encourage participants to join and then vote their party. 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.
- **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.
- **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 for a term of two (2) years.
- **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.
- **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.
- **REPEAL:** The removal of a provision from the law.
- **RULES:** The rules of each house determine how it will conduct its daily business.
- **RULES COMMITTEE:** A committee of Legislature Leadership who sets the calendar for the legislative session.
- **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.
- **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.
- **SESSION:** The period during which the legislature meets.
- **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.
- **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.
- **SPONSOR:** A bill’s sponsor is the legislator introducing it.
- **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.
- **“THE FLOOR”:** Refers to the full body of the Senate or House who will take action on a proposed bill.
- **TITLE:** The constitution requires each bill to be prefaced by a concise statement of its content.
- **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.
- **VOTE:** A decision on a question, either affirmative or negative.
- **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.
- **WAIVE:** To forfeit, or to give up.
- **YIELD:** To give (as in to “yield to a like speaker”).



FLORIDA 4-H LEGISLATURE

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

RESOURCE MANUAL I

Guidelines and Procedures **Key Documents**

State Capitol in Tallahassee, FL

