HANDOUT O

House Session Procedures

1. The Speaker calls House to order, and directs the House Clerk to call the first Bill.

2. The House Clerk reads first bill number and short title and announces the name of committee and results of committee vote.
   - For example: “reported by a vote of 5 aye and 1 no.”

3. The Speaker asks the Committee Chair to explain why the committee recommends the bill. The Chair explains the Committee’s reasoning.

4. The Speaker calls for a discussion under closed rule (no amendments allowed).
   - He or she recognizes the Majority Leader to conduct party discussion/questions for no more than three minutes total.

5. The Opposing Party Clerk keeps cumulative time and calls “time” at three minutes.

6. The Party Clerk for party speaking keeps time on each Speaker and calls “time” at thirty seconds,

7. The Majority Leader comes forward and
   a. Asks the Party Clerk to provide party position on bill.
      - Clerk does so, including result of caucus vote.
   b. Briefly states his/her opinion on bill.
   c. Recognizes the Majority Whip who briefly states his/her opinion.
   d. Recognizes other party members who wish to speak.
   e. Yields to Speaker.

8. The Speaker recognizes the Minority Leader, who conducts party discussion in a similar fashion.
   - Note: The House Clerk completes paperwork on prior bill while opposing party has floor. The House Clerk will
     i. Staple Handout O: House Tally Sheet below the Bill
     ii. Stamp the Bill
     iii. Date the Bill
     iv. Complete the House Calendar
     v. Deliver Bill to the President (teacher)

9. The Speaker closes the discussion and asks the House Clerk to conduct voice or roll-call vote:
a. Voice Vote: The **House Clerk** says
   i. “All those in favor say Aye” (they do)
   ii. “All those opposed say No” (they do)
   1. The **Speaker** determines the result of a voice vote and announces such: “The bill is passed/killed by a voice vote”.
   2. Any member may challenge the result of a voice vote and request a roll-call vote.
   iii. The **House Clerk** records the results on **Handout O: House Tally Sheet**.
   iv. The **House Clerk** circles “voice” on **Handout O: House Tally Sheet**.

b. Roll-Call Vote: The **House Clerk** conducts and announces the result of roll-call vote:
   i. “The bill is passed/killed by a vote of ______ aye, ______ no.”
   ii. The **House Clerk** records the results on **Handout O: House Tally Sheet**.
   iii. The **House Clerk** circles “roll-call” on **Handout O: House Tally Sheet**.

c. Standing Vote: The **Speaker** directs the **House Clerk** to conduct a standing vote.
   i. The **House Clerk** says, “All those in favor, please stand.” (they do)
      ▪ He or she counts all of those standing and records the number on **Handout O: House Tally Sheet**
   ii. The **House Clerk** says, “All those opposed, please stand.” (they do)
      ▪ He or she counts all of those standing and records the number on **Handout O: House Tally Sheet**.
   iii. The **House Clerk** announces the result: “The Bill is passed/killed by a vote of ______ aye, ______ no.”
   iv. The **House Clerk** circles “standing” on **Handout O: House Tally Sheet**.

10. The **Speaker** directs the **House Clerk** to call the next bill. (Go back to step 2)

11. When all bills have been completed, the **Speaker** calls for motion to recess the Student Congress pending action by **President**. (A motion is made)
   ▪ **Speaker** calls for “second”
     ▪ (A second is made)

12. The **Speaker** declares Congress in recess.
    ▪ The **Speaker** should use a serious expression and manner and project his or her voice to state, “**Congress is in recess**,” and hit the gavel.