



PARLIAMENTARIAN GUIDELINES

Participation Limits per Delegation:

Each school may nominate **one (1) delegate** to serve as a Parliamentarian. Students who are nominated by their schools will be assigned to a role as a doorkeeper or clerk by the Kentucky YMCA staff. Parliamentarians should have a working knowledge of Parliamentary Procedure

Doorkeeper Responsibilities/Privileges:

- A. Arrive 15 minutes early in proper attire.
- B. Report to the chair of your Committee/Chamber session.
- C. Pull a chair from the back row to sit directly beside the main door inside the committee/chamber.
- D. Assist the chairperson in maintaining order and decorum in the chamber.
- E. Check nametags as delegates enter -- only people in your Committee/Chamber are allowed. (For example: If you are in the House 1, make sure all name tags say House 1.)
- F. The only exceptions for the above rule are: Y-Staff, Media Corps, Executive Committee Members and Candidates, Bill Authors who passed in the previous Chamber, and Advisors.
- G. Even with above exceptions, allow people to enter or leave *only* between speeches. Note: speeches, not bills.
- H. Post and maintain the docket.
First Committees:
 1. Circle the bill number on the docket that is currently being debated.
 2. Upon completion, cross out the bill number. (Do not cross out the school name!)Second Day Chambers or Second Committees:
 1. Circle the bill number on the docket that is currently being debated.
 2. Upon completion, cross out the bill number and circle if the bill is passed/deemed favorable or defeated/deemed unfavorable.When a bill is brought to you after being passed in the previous Chamber:
 1. Insert the passed bill number and school to be the next bill on the docket.
 2. Give the passed bill to the clerk and remind them it should be the next bill on the docket.
- I. If your room has two doors, appoint another doorkeeper and explain the duties.
- J. You may debate.

Clerk Responsibilities/Privileges:

- A. Arrive 15 minutes early in proper attire.
- B. Report to the chair of your Committee/Chamber session.
- C. Read docket and bill titles as instructed by the Chair.
- D. It will be your responsibility to time each speech and the overall time spent on each bill. **BRING YOUR OWN TIMEKEEPING DEVICE.**
- E. Maintain the Precedent Sheet and quadrant drawing to ensure coverage of the entire committee/chamber.
- F. Assist the chairperson in maintaining order and decorum in the chamber.
- G. During Second Day Chambers, when the doorkeeper brings you a passed bill, it



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H. will be the next bill on the docket.
You may debate.