

# KYA | PARLIAMENTARY PROCEDURE SCRIPT

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**INTRO**                    **It is now time for Bill (#). Will the sponsors of Bill (#) please come forward?**

Bill Sponsors approach the Podium and display their placards.

**The clerk will read the title of the bill.**

The Clerk reads the Bill Title.

**OPENING**                **The Bill Sponsors will have 3 minutes to divide between their opening and closing statements. You may begin when ready.**

Bill Sponsors give their Opening Statement

Once the Sponsors yield their time, check the time with the Clerk, subtract what was used from 3 min., then announce/write how much remains for their closing.

**Seeing that the sponsors used (time) for their opening statement, they will have (time) for their closing.**

**CAUCUS**                **We will now have a 1-minute caucus.**

This is time to read the bill, discuss it with fellow delegates, and formulate thoughts for questions and speeches.

**NDTQ**                    **It is now time for 2 minutes of Non-Debatable Technical Questions. Are there any such questions on the floor?**

Questions that can be answered with "Yes," "No," or a fact-based answer - take as many as can be asked/answered in 2 min.

**The time for Non-Debatable Technical Questions has elapsed.**

If chairing a HS Commonwealth Committee, ask if there are any Cabinet Members or Lobbyists who wish to deliver testimony.

For all other sessions, proceed directly to debate.

**TESTIMONY**            *Are there any Cabinet Members or Lobbyists who wish to testify on this bill?*

Each Cabinet Member or Lobbyist has 1 min. If there is more than one present, call them all up, just like pro/con debate.

*You have 1 minute to deliver your testimony.*

Cabinet Member/Lobbyist gives testimony. Repeat as needed.

**DEBATE**                **We will now move on to pro-con debate. Are there speakers wishing to speak in opposition to this bill?**

The Chair selects 3 speakers\* in opposition from those who raise their placards. They line up to your left in the front of the room.

If there are lots of delegates wishing to speak, encourage yielding.

**Are there speakers wishing to speak in favor of this bill?**

The Chair selects 2 speakers\* in favor from those who raise their placards. They line up to your right in front of the room.

\*Always select 1 more con than pro to end on con: Con/Pro 3/2, 4/3, 5/4, etc.

If no one volunteers to speak on a side, wait a few seconds and ask again for speakers. Encourage debate a couple of times before moving on.

*Ex: Seeing as there were no voluntary speeches in opposition at this time, we will begin with a speech in favor.*

Each time the side with no speakers comes up, ask again.

**Seeing as the Bill Sponsors' opening was taken as a speech in favor, it is now time for a speech in opposition.**

The first speaker in opposition has 1 min. to speak.

**Seeing as that was an opposition speech, it is time for a speech in favor.**

The first speaker in favor has 1 min. to speak.

The Chair alternates speeches in opposition/favor, until final opposition speech.

**Seeing as that was our final speech in favor, it is now time for our final opposition speech.**

After the final opposition speech, ONLY HS Commonwealth debate moves to Amendment Procedure, then the Chair calls previous question.

In all other debate, there are NO amendments, and previous question is called.

## AMENDMENTS

*Are there any amendments on the desk?*

The Clerk responds yes or no, and the number (1-2) of amendments. If there are none, call previous question. If yes, begin debating the amendment(s).

*The Clerk will read the text of the first amendment on the desk.*

Clerk reads the full text of the amendment once, or twice if needed.

*Is the Amendment Sponsor present?*

The sponsor comes to the podium/stands to present - skip if no response.

*You have 30 seconds to present your amendment.*

The amendment sponsor presents the amendment.

*Do the Bill Sponsors accept the amendment as friendly?*

If the Bill Sponsors accept the amendment, ask for a speaker in opposition from the floor. If the Sponsors do not accept it, the Sponsors have 30 sec. to oppose.

*You have 30 seconds to speak in opposition to the amendment.*

The Bill Sponsors OR the opposition speaker from the floor has 30 sec. to speak.

*We will now vote on the amendment. All in favor raise your placards and say Aye (Count). All opposed raise your placards and say Nay (Count). It is the decision of the Chair that this amendment has been (adopted/defeated).*

Repeat process if there is an additional amendment, or call previous question.

**Chair calls previous question.**

## TESTIMONY

If chairing a HS Commonwealth Committee, ask again if there are Cabinet Members or Lobbyists who have yet to testify. Use the script from first page.

## CLOSING

**The Sponsors have (time) for their closing. You may begin when ready.**

Bill Sponsors give their Closing Statement

## RANK/VOTE

**It is now time to (rank/vote on) this bill.**

During Committees, the Chair will call a 30-second caucus for delegations to come to a consensus on their ranking for the bill, and then proceed to the next bill.

During House/Senate debate, the Chair will proceed to a vote on the bill.

**It is time to vote on Bill (#). Doorkeeper, please seal the chamber.**

**All those in favor, please raise your placard and say Aye (Count)**

**All opposed, please raise your placard and say Nay (Count)**

If the vote is close, announce: *The Chair is in doubt.* Recount using a standing vote.

**It is the decision of the Chair that Bill (#) has been (passed/defeated).**  
(Chair raps gavel once). **And it has.** (Chair raps gavel twice).