

# KYA | CHAIR & PARLIAMENTARIAN PACKET

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Thank you for serving as a Chair or Parliamentarian at KYA! This packet includes everything you'll need to successfully lead and facilitate your committee or chamber.

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## CHAIR MATERIALS

Committee Chairs and Pro Tempores will pick-up their materials at the **Y-Desk**. PO materials will be at the podium in your Chamber.

- Gavel
- Copies of Docket
- Bill Book
- Precedent Sheet
- Fabulous Prize (Committees Only)

## CHAIR CHECKLIST

- Arrive 15 min. early
- Be in Professional Attire
- Meet with Parliamentarians
- Check that Microphone works (If not, notify Y-Staff)
- You may NOT debate – the Chair must remain impartial
- Plan with Clerk on utilizing the Quadrant/Timing and Precedent Sheets.

## DURING DEBATE

- During debate, remind your delegates to keep noise and conversations to a minimum
- No one should question your decisions as Chair, even Advisors. Let Y-Staff know quickly if you have issues.
- In CW House/Senate at the Capitol, have delegates shift from the balcony every other bill so all delegates have a chance to debate from floor.
- HS CW Only: You determine if an Amendment is germane (relevant to the bill). Only hear germane Amendments. If you have more than 2 that meet the criteria, you decide which ones are best to hear.

## AFTER DEBATE

- Do not adjourn without double-checking with Y-Staff that it is OK to adjourn.
- In Committees, check-off delegation names on the Precedent Sheet as they submit their Ranking Sheets to ensure you have collected ALL RANKING SHEETS. After all Ranking Sheets are in, announce the winner of your Fabulous Prize. Be sure to ask Clerk for feedback/recommendations on a winner.
- Give Ranking Sheets to Y-Staff overseeing your Committee, or bring them directly to the Y-Desk.
- If you are borrowing a gavel to chair (not a Pro Tempore or PO), leave it at the podium.

## CLERK CHECKLIST

- Arrive 15 min. early
- Be in Professional Attire
- Meet with Committee Chair
- Bring Timekeeping Device (You may use your phone)
- You CAN debate – have a delegate fill-in for you.
- As delegates pick-up ranking sheets, check-off delegation names on Precedent Sheet.

## DURING DEBATE

- You will assist the Chair in timing each speech, so be sure to know time limits.
- Be ready to announce how much time Bill Sponsors use in their Opening, and how much remains for Closing.
- In House/Senate debate, bills that pass the opposite chamber will be brought to you or the Chair to add to your docket by the podium.
- HS CW Only: Amendment Forms can only be submitted to the Clerk once the first con speech begins and prior to the final con speech. If a form isn't filled out correctly or completely, it is ineligible.

## DOORKEEPER CHECKLIST

- Arrive 15 min. early
- Be in Professional Attire
- Meet with Committee Chair
- Move a chair to sit next to the door to your room
- You CAN debate – have a delegate fill-in for you.
- Check nametags as delegates enter (confirm they're in the right room).

## DURING DEBATE

- During debate, only allow people to enter in between speeches (even Adults).
- Update Door Docket: circle the Bill # being debated, cross it out when finished, then circle the next Bill #.
- In House/Senate debate, you'll also mark if a bill is Passed (P) / Defeated (D), and add any bills passed by the opposite chamber.
- If your room has two doors, you can ask the Chair to appoint another Doorkeeper to assist you.

# KYA | CHAIR WELCOME SCRIPT

(One BIG Gavel Rap) **Welcome! I'm** \_\_\_\_\_ **from** \_\_\_\_\_,  
(YOUR NAME) (YOUR DELEGATION)  
**and I'll be serving as your** \_\_\_\_\_ **. This is our clerk,**  
(YOUR POSITION: COMMITTEE CHAIR, PRO TEM, SPEAKER OF BG HOUSE, ETC.)  
\_\_\_\_\_, **and our Doorkeeper in the back is,** \_\_\_\_\_  
(CLERK'S NAME) (DOORKEEPER'S NAME)

Committees Again, welcome to KYA! I hope you've all settled in and have come ready to share your policy ideas and learn something new about your Commonwealth!

Chambers I hope you all had a great first day at KYA and that you're ready to take things to the next level by voting on the bills we're debating today.

**This is** \_\_\_\_\_ **. Please make sure you're in the correct (committee/chamber).**  
(COMMITTEE/CHAMBER NAME)

**You can check this on your nametag or in your Bill Book. Let's review a few items before we begin:**

**1. Absolutely NO food, gum, or drinks (except water) during debate. The Kentucky YMCA has great relationships with all of the facilities we use, and we don't want to jeopardize that.**

If at Hotel To make sure everyone can hear those speaking and to ensure that the Chair can read your placards, we need everyone to fill in the seats as far forward and to the center of the room as possible (Give them time to move).

**2. During this session, we'll be...**

Committees ...debating and ranking bills to determine which bills will be debated at the Capitol tomorrow. We'll be ranking each bill using 5 criteria:

- Debatability Are valid points raised on both sides during debate?
- Feasibility Is it possible for the state government to implement this law?
- Importance Is this policy issue important enough to create a law?
- Presentation Is there evidence of training and research by the Bill Sponsors?
- Creativity Are the proposed ideas, actions, and solutions unique?

To rank the bills, each delegation will get 1 ranking sheet. Will 1 delegate from each delegation please come get their ranking sheet from the Clerk? (Pause).

After every bill, we'll have a 30 sec. caucus for you to meet with the other members of your delegation and decide what rankings to give each bill.

For each of the criteria, you can rank from 1 (Poor) to 5 (Excellent). The best score a bill can get is a 25, and the lowest is a 5. Please keep these ranking criteria in mind while you're listening carefully to the Bill Sponsors and debate.

Chambers ...voting to pass or defeat the bills on our docket. Bill Sponsors that pass this chamber will head to the opposite chamber: \_\_\_\_\_, and you'll be placed as the next bill on their docket.

- Capitol Chambers If your bill passes both chambers, you'll meet with the Governor here at the Capitol.
- Morning Hotel If your bill passes both chambers, you'll meet with the Governor at the Capitol this afternoon.
- Afternoon Hotel If your bill passes both chambers, you'll meet with the Governor once PO's return to the hotel.

A note about voting: If I am uncertain about whether a bill passed or was defeated, I will say "The Chair is in doubt," and we'll move to a standing vote.

If I do not say "The Chair is in doubt," but you think that it was close enough to justify a standing vote, you can call "Division" in between the gavel raps.

I may or may not recognize your call for division. Please remember that Division calls that are not made respectfully will be called out of order and not tolerated.

**3. To be recognized during debate, you must raise your placard in the air.**

**You may notice delegates with Yellow Placards. These are Candidates, who travel between rooms to speak in front of all delegates. Candidates have precedence once per session, which means they'll be called on the first time they raise their placard. After that, they will be treated the same as all other delegates.**

HS CW Cmte. Additionally, you will see delegates with Purple Placards. These are Cabinet Members and Lobbyists. They do not have speaking rights during debate, but have time to present 1 min. of Testimony each during committees. Time for testimony occurs immediately before and immediately following debate.

**Please raise your placard with your name right side up (demonstrate) so the Chair can read it. When you are recognized to speak, please speak into the microphone so you can be heard.**

Committees Committees are your best chance to get recognized to speak. We will also be more lenient tonight on procedure – if you do not follow procedure correctly, I will ask you to repeat your action using the correct procedure.

Tomorrow, you'll be with more people in a bigger chamber, and recognitions will be harder to come by. Try to give as many speeches as possible tonight - even if you're nervous! The longer you wait, the harder it will be, so start tonight.

As an extra form of encouragement, we've got 1 FABULOUS PRIZE to give out at the end of committee. This prize will be awarded to the delegate who does the most to enhance the quality of debate. It will be someone who asks thoughtful questions, gives meaningful speeches, and exhibits the Y's 4 core values.

Chambers It can be much harder to get recognized in Chambers than it is in Committees, so I would like to encourage everyone to yield as often as possible. That way, we'll get a lot more speakers during debate.

Capitol CW Cham. Each delegation has been assigned a set number of seats on the floor, so some delegates will start the session seated in the balconies.

That's OK. Delegates in the balconies can be recognized to speak, but you'll need to be loud. We'll rotate seats every other bill so everyone gets a chance to debate from the floor.

I'll be stricter about procedure today than your Committee Chair. Remember to address the Chair and maintain decorum while we're in session.

**4. Before we begin debate, let's briefly review debate rules and Parliamentary Procedure. Please flip over your placards – on the back, you'll see our KYA Debate Guide.**

**On the left, you'll see the script for being recognized, as well as info on Non-Debatable Technical Questions and the 2 actions you can take during debate other than speaking:**

**Ask a Question or Series of Questions** (Review briefly).

**Yielding** (Review briefly).

HS CW The final action listed on the left side is amendments. Amendments ARE in order during debate. (Review procedure briefly).

All Others The other action listed on the left side is amendments. Amendments are NOT in order during our debate, but Bill Sponsors are allowed to turn in friendly amendments to their own bills BEFORE we begin debate on their bill.

**On the right side, you'll find the full Parliamentary Procedure script so you can follow along.**

**5. The Clerk will now read each bill number on our docket to make sure all of our Bill Sponsors are present. When the clerk calls your bill number, please raise your placards.** (Clerk reads the bills. If any sponsors are not present, inform the Adult Committee Volunteer).

**6. Finally, remember to have FUN! KYA is about using your voice, and the only way you can ensure your voice is heard is to speak as often as possible. With that, let's start debate.**

# 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).

