New Mexico Youth and Government

A Program of the YMCA of Central New Mexico

Middle School Parliamentary Procedure Guide

DEMOCRACY MUST BE LEARNED BY EACH GENERATION

Components of Debate

Author's Opening Statement	An opening statement is a 1.5-minute period allotted to the proposal author to speak on the content of their proposal. The opening statement should be used to present the main components of the proposal topic and any other ideas the author deems necessary.
Technical Questions	These questions will consist of any other non-debatable, technical questions. Technical questions can be asked in a series of multiple questions and must be questions pertaining to facts, statistics, or source. These questions are typically used to clarify points of the proposal.
Open Debate	During open debate, delegates have an opportunity to present their thoughts without qualifying them as pro or con. This is an opportunity to present arguments for strengthening the proposal presentation or commenting what the strengths and weaknesses of the proposal include.
Author's Closing Summation	This is a 1.5-minute period (plus any yielded time from speakers and Author's Opening) for the proposal author(s) to sum up any main points they would like to reiterate. The author(s) may also use points said by previous delegates to support the proposal. The author(s) may also refute points made by previous delegates.
Division	Any member of the chamber may yell out "division" in between gavel taps at the end of voting if they felt that the chair's assessment of the vote is inaccurate. It is at the discretion of the Chair to hear and recognize the division, hear and not recognize, or ignore the call for division. If division is recognized the entire chamber must cast votes by standing and being counted. This process should be done by both Presiding Officers as efficiently and as accurately as possible.

Structure of Debate

The following table provides the structure of debate and allotted times.

Author's Opening Statement	1.5 minutes
Period of technical, non-debatable questions	2 minutes
Open Debate	6 minutes
Author's Closing Summation	1.5 minutes

Table of Motions

The following is a list of motions which are in order during periods of new business.

Call the Previous Question	Ends debate on the proposal and go into the author's closing summation and voting on the proposal.
Extend Debate	Extends debate on the proposal by [x] minutes. Member must indicate the number of minutes to extend debate when making this motion.
Extend Period of Technical, Non-Debatable Questions	Extends questioning period on the proposal by [x] number of minutes. Member must indicate the number of minutes to extend questions when making this motion.
Read amendment on the floor	If there is an amendment on the floor, the member may ask for the amendment on the floor be read.
Recess	A recess is a break from debate. Member must indicate at what time the chambers will re-convene.
Ask a non-technical, debatable question	Member must ask if the author yields to a (non-technical, debatable, or potentially debatable) question.
Suspend the Rules (3rd Reading of Proposals)	At the beginning of presenting their proposal, proposal authors move to suspend the rules, stating: "I move that the rules be suspended and that the record show that (House/Senate) Proposal _____ was read in full for the Third Time preparatory to its final passage."

Table of Points

The following is a list of points which are in order at any time.

Point of Order	This point may be raised when you feel that a delegate or the Chair is not abiding by correct parliamentary procedure (as laid out for the conference). A point of order is allowed to interrupt the speaker.
Point of Information	This point may be raised if a delegate wishes to share a statistic relevant to the proposal. If an author is unable to answer a statistical question, and a delegate finds the information, they may share it with the chamber.
Point of Inquiry	This point may be raised if a delegate wishes to ask a procedural or factual question.

Committee Procedures
First Reading of Proposals

In committee, you will be debating, amending, and voting on proposals that have been assigned to your committee.
Amending: A member of the committee may motion to hear an amendment during new business or when recognized for speaking time during open debate. If an amendment is already being heard, you must finish debate on that amendment before proceeding to the next.
Voting: Please note that if a proposal is reported unfavorably, it will not be debated in chamber unless all other proposals have been heard. A proposal with an unfavorable recommendation in committee cannot be moved from the bottom of the docket.

Chair: The committee will come to order. This is the Joint Committee on _____.

All members are advised to take their conversation from the chamber. We will now proceed to the first order of business on the committee calendar, which is the consideration of House/Senate Proposal. No. ____.

*The Chair will now entertain a motion to waive the rules and have the proposal read for the first time by title only and open to amendment at any time.

Member: Chair, I ask unanimous consent that the rules be waived and that House/Senate Proposal No. ___ be read for the first time by title only and open to amendment at any time.

Chair: Without objection, so ordered. Will the clerk please read the title of the proposal.

The member designated as clerk reads the title of the proposal.

The author of the proposal under consideration is recognized for a 1.5 minute opening statement. Is the author of the proposal present and prepared to testify?

Author: Present with prepared remarks.

Chair: Author, you are recognized for 1.5 minutes.

Author: Thank you, Chair.

Author offers 1.5 minute opening statement.

Chair: Thank you, proposal author. The chair will now entertain 2 minutes of technical non-debatable questions from members of the committee. Please limit your questions to one per recognition.

Committee members raise their placards to be recognized at the discretion of the Chair.

The Chair recognizes *Representative/Senator (delegate last name)*.

Member: Thank you, Chair.

Committee member asks one question.

Chair: *Continue until time for technical, non-debatable questions elapses.*
Time for technical, non-debatable questions has elapsed. The committee will now proceed with our next order of business, that being open debate. New business is in order at any time during this period. There shall be six total minutes of debate, with each speaker recognized for no more than one minute.

At this time, does any member wish to speak on this proposal?

Committee members raise placards to speak.
Recognized committee member speaks for allotted time. Yielding time to the author or another speaker is not in order during committee.

Member: *Gives speech or refer to the table of motions for a list of items that are in order during this time. Amendments are also in order during this time.*
If giving a speech, at the end of the speech: I yield my time to the floor.

Chair: The chair will now recognize the next speaker, does any member wish to speak on this proposal?

At the end of 6 minutes of open debate
All time for open debate has elapsed. At this time, the Chair will entertain a motion to call the previous question. Is there a motion on the floor?

Member: Chair, I move to call the previous question.

Member: Second.

Chair: The motion on the floor is to call the previous question. In your normal speaking voice, all in favor say "Aye." *Listen for responses.*
All those opposed, please say "Nay." *Listen for responses.*

In the ears of the chair the "Ayes" do have it. The previous question has been ordered (Bangs gavel).

Chair: We will now recognize the Proposal Author(s) for their closing summation. Proposal Author(s), you are recognized for your 1.5 minute closing summation.

Author: Thank you, Chair.

Author offers 1.5 minute closing summation.

I yield my time to the floor.

Chair: Thank you, author. The question on the floor is to recommend the passage of *House/Senate* Proposal No.___.

To favorably recommend the passage of *House/Senate* Proposal No.___ in your normal speaking voice, say "Aye." *Listen for responses.*

To unfavorably recommend the passage of *House/Senate* Proposal No.___ in your normal speaking voice, say "Nay." *Listen for responses.*

If the motion passes:

In the ears of the chair the "Ayes" do have it. The proposal shall be reported favorably to the *House/Senate*.

If the motion fails:

In the ears of the chair the "Nays" do have it. The proposal shall be reported unfavorably to the *House/Senate.*

Chair: We will now proceed to the next order of business on the committee calendar, that being *House/Senate* Proposal No.___.

Please return to the beginning of the hearing script and use the same procedure for each proposal on the calendar. An asterisk marks the start of the proposal hearing process.

When all proposals have been considered, the chair shall proceed to adjourn the committee.

Chair: The Chair will now entertain a motion to adjourn the committee.

Member: Chair, I move that we adjourn.

Chair: Without objection, so moved. The Joint Committee on _____ is adjourned (Bang Gavel).

Committee Reports
Second Reading of Proposals

House & Senate Chambers

Chair: The chamber will come to order.

All members are advised to take their conversation from the chamber. We will now proceed to the first order of business on the chamber calendar, which is the second reading of proposals.

Majority Leader: Speaker/Chair, I move that we go to that order of business being Committee Reports.

***Chair:** At this time will the Chairperson of the Committee on _____ please submit their Committee Report.

Committee Chair: Speaker, Chair, *House/Senate* Proposal Number ___ passed (*favorably, favorably as amended, or unfavorably).*

Continue until all proposals from the committee docket have been reported.

I move the adoption of the Committee Report.

Majority Leader: Second.

Chair: Being no objection, so ordered (Bangs gavel).

Continue this process for each committee, return to the item with the asterisk for the next committee report. When all committees have finished their Committee Reports, proceed with the script.

Chair: Thank you, committee chairs. At this time, the chair would entertain a motion to move to the next order of business. Is there such a motion on the floor?

Majority Leader: Thank you, Speaker/President. I move that we go to that order of business being the Third Reading of Proposals.

Chair: Being no objections, so ordered (Bangs gavel).

Third Reading of Proposals

House and Senate Chambers

Chair: *Will the author of *House/Senate* Proposal Number ___ please place it in its final passage.

Author: Speaker/Chair, I move that the rules be suspended and that the record show that *House/Senate* Proposal ___ was read in full for the third time preparatory to its final passage.

Chair: Being no objections, so ordered (Bangs gavel).
The clerk will now read the title of the proposal, as well as any amendments.
Clerk reads title of proposal and any attached amendments.

Chair: Proposal Author, you are recognized for a 1.5 minute opening statement. Your time has begun.

Author: Thank you, Speaker/Chair.
Proceeds to give 1.5 minute opening statement.
Thank you Speaker/Chair, I yield the remainder of my time to my closing summation.

Chair: Thank you, Proposal Author, you have yielded _____ minutes and ____ seconds to your closing summation.

The Chair will now entertain 2 minutes of technical, non-debatable questions from members of the chamber.
Members raise their placards to be recognized at the discretion of the Chair.

The Chair recognizes *Rep./Sen. (delegate name)*.

Member: Thank you, Chair.
Committee member asks one question.

Chair: *Continue until time for technical, non-debatable questions elapses.*
The time for technical, non-debatable questions has elapsed. The chamber will now proceed with our next order of business, that being open debate. New business is in order at any time during this period. There shall be six total minutes of debate, with each speaker recognized for no more than one minute.

At this time, does any member wish to speak on this proposal?
Members raise placards to speak.

Recognized member speaks for allotted time. Yielding time to the author or another speaker is not in order.

Member: *Gives speech or refer to the table of motions for a list of items that are in order during this time. Amendments are also in order during this time.*
If giving a speech, at the end of the speech: I yield my time to the floor.

Chair: The chair will now recognize the next speaker, does any member wish to speak on this proposal?

At the end of 6 minutes of open debate
All time for open debate has elapsed. At this time, the Chair will entertain a motion to call the previous question. Is there a motion on the floor?

Member: Chair, I move to call the previous question.

Member: Second.

Chair: The motion on the floor is to call the previous question. In your normal speaking voice, all in favor say "Aye." *Listen for responses.*
All those opposed, please say "Nay." *Listen for responses.*

If the motion fails:
In the ears of the chair the "Nays" do have it. The previous question has not been ordered (Bangs gavel).
Is there another motion on the floor?
If the motion passes:
In the ears of the chair the "Ayes" do have it. The previous question has been ordered (Bangs gavel).

Chair: Will the proposal author please rise and offer their closing remarks. You are recognized for ___ minutes and ___ seconds. You may begin when you are ready.

Author: *Proposal author offers their closing remarks. When complete:*

Speaker/Chair: I now move that *House/Senate* Proposal No.___ do now pass.

Member: Second.

Chair: We will now proceed to the passage of *House/Senate* Proposal No.___. All those in favor of passing this proposal, please stand and in your normal speaking voice say "Aye." *Listen for responses.*

All opposed, please stand and in your normal speaking voice say "Nay." *Listen for responses.*

If the motion fails:

In the ears of the chair the "Nays" do have it. This proposal does not pass.

If a proposal fails, the chamber may not clap. If clapping occurs on a failed proposal, please reprimand the chamber. Clapping after a proposal fails is disrespectful and will not be acceptable at any time.

If the motion passes:

In the ears of the chair the "Ayes" do have it. This proposal does pass.

The chamber may clap for the passage of a proposal.

We will now move on to a 1 minute period of New Business. Is there any new business on the floor?

Refer to the table of motions for a list of items that are in order during this time.

We will now proceed to the next order of business on the committee calendar, that being *House/Senate* Proposal No.___.

Please return to the beginning of the hearing script and use the same procedure for each proposal on the calendar. An asterisk marks the start of the proposal hearing process.

When all proposals have been considered, the chair shall proceed to adjourn the committee.

Chair: The chair will now entertain a motion to adjourn the committee.

Member: Chair/Speaker, I move that we adjourn.

Chair: Without objection, so moved. The *House/Senate* Chambers will adjourn until _____ (Bangs gavel).

Amendment Procedure

The following process should be followed for amendments in both committee and main chambers.

Members may move to hear the amendment on the floor during periods of new business or during open debate.

Member: Chair/Speaker, I move that the amendment on the floor be read.

Chair: The clerk will read the amendment on the floor.

Clerk: The text of the amendment is as follows:

The amendment should be read by page and line (ex: Page #, Line #, insert/strike/replace…)

Chair: Does the proposal author recognize this amendment as a friendly amendment?

A proposal author may recognize the amendment as friendly if it is in line with the original intent of the proposal. If the proposal author recognizes the proposal amendment as friendly, the proposal is amended thus and debate continues.

If the proposal author does not recognize the amendment as friendly, they will indicate that it is not friendly, and debate will continue on the amendment as follows:

Chair: The amendment author is recognized for a 1 minute statement.

Amendment author offers brief opening statement.

Thank you, amendment author. The chair will now entertain 1 minute of technical, non-debatable questions. Are there any questions on the floor?

The Chair recognizes *Representative/Senator*.

Member: Thank you, Chair.

Committee member asks one question.

Chair: *Continue until time for technical, non-debatable questions elapses.*

The Chair will now entertain open debate on the amendment for 2 minutes. Is there a speaker on the floor who wishes to speak on the amendment?

Committee members raise placards to speak on amendment.
Recognized committee member speaks for no more than 1 minute.
Yielding time is not in order.

Chair: The chair will now recognize the next speaker, does any other member wish to speak on this amendment?

At the end of 2 minutes of open debate on the amendment
All time for open debate on the amendment has elapsed. The Chair recognizes the proposal author for a 1 minute statement on the amendment.

Proposal Author: Thank you, Chair.
The proposal author gives a 1 minute statement on how this amendment impacts the intent of the proposal.

Chair: Thank you, Proposal Author.

Time for open debate on the amendment has elapsed. The motion on the floor is on passage of the amendment.
In your normal speaking voice, all in favor say "Aye." *Listen for responses.*
In your normal speaking voice, all opposed say "Nay." *Listen for responses.*

If the motion passes:
In the ears of the chair the "Ayes" do have it. This amendment is adopted (Bangs gavel).

If the motion fails:
In the ears of the chair the "Nays" do have it. This amendment is not adopted (Bangs gavel).

Debate returns to the original proposal where it left off.