New Mexico Youth and Government

A Program of the YMCA of Central New Mexico

Parliamentary Procedure Guide

DEMOCRACY MUST BE LEARNED BY EACH GENERATION

Components of Debate

Author's Opening Statement	An opening statement is a period allotted to the bill author to speak on the content of their bill. The opening statement should be used to present the main components of the bill topic and any other ideas the author deems necessary.
Non-Debatable, Technical Questions (NTQs)	These questions will consist of 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 bill.
Public Comment	During committee only, public comment will enable members of the Lobbyist program or the Governor's Cabinet to make comments on a bill. During first committee, comments are to focus on affirmation of a bill or constructive and actionable amendments to strengthen bills in subsequent rounds of debate.
Con/Pro Debate	Rounds of Con/Pro debate allow members of the chamber to speak in favor of, or against, the bill. Con/Pro debate must begin and end with a Con speech.
Open Debate	During committee only, debate will be structured as open debate so that 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 bill presentation for better success later in the process.
Author's Closing Summation	This is a period for the bill 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 bill. 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 Presiding Officers as efficiently and as accurately as possible.

Structure of Debate
First Reading of Bills

The following table provides the structure of debate and allotted times for the First Reading of Bills.

Author's Opening Statement	2 minutes
Period of technical, non-debatable questions	3 minutes
Public Comment	2 minutes
Open Debate *New Business in order at any time*	4 minutes
Author's Closing Summation	2 minutes

Structure of Debate
Third Reading of Bills

The following table provides the structure of debate and allotted times for the Third Reading of Bills.

Author's Opening Statement	2 minutes
Period of technical, non-debatable questions	3 minutes
Con speech	2 minutes
Period of new business	1 minute
Pro speech	2 minutes
Con speech	2 minutes
Period of new business	1 minute
Pro speech	2 minutes
Con speech	2 minutes
Period of new business	1 minute
Final Pro speech	2 minutes
Final Con speech	2 minutes
Period of new business *Motion needed to Call the Previous Question*	1 minute
Author's Closing Summation	2 minutes *+ yielded time*

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 bill and go into the author's closing summation and voting on the bill.
Extend Debate	Extends debate on the bill by [x] number of rounds. Member must indicate the number of rounds to extend debate when making this motion.
Extend Period of Technical, Non-Debatable Questions	Extends questioning period on the bill 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 Bills)	At the beginning of presenting their bill, bill authors move to suspend the rules, stating: "I move that the rules be suspended and that the record show that (House/Senate) Bill _____ 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 bill. 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 Bills

In committee, you will be debating, amending, and voting on bills that have been assigned to your committee.

Amending: A member of the committee may motion to hear an amendment during new business between rounds of con/pro debate on the current bill under 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 bill is reported unfavorably, it moves to the bottom of the docket of its respective chamber and will only be debated if there is sufficient time. A bill 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 *House/Senate* 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 Bill. No. ____.

*The Chair will now entertain a motion to waive the rules and have the bill 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 Bill 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 bill.

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

The author of the bill under consideration is recognized for a 2 minute opening statement. Is the author of the bill present and prepared to testify?

Author: Present with prepared remarks.

Chair: Author, you are recognized for 2 minutes.

Author: Thank you, Chair.

Author offers 2 minute opening statement.

Chair: Thank you, bill author. The chair will now entertain 3 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 -or- there are no more questions.*

Time for technical, non-debatable questions has elapsed. The committee will now proceed with our next order of business, that being a two-minute period allotted for public comment. Does any such lobbyist wish to speak on this bill?

Continue until time for public comment elapses -or- if there are no lobbyists wishing to speak in public comment.

Time for Public Comment 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 four total minutes of debate, with each speaker recognized for no more than two minutes.

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

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 bill?

At the end of 4 minutes of open debate

All time for open debate has elapsed. We will now recognize the Bill Author(s) for their closing summation. Bill Author(s), you are recognized for your 2 minute closing summation.

Author: Thank you, Chair.

Author offers 2 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* Bill No.___.

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

To unfavorably recommend the passage of *House/Senate* Bill 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 bill shall be reported favorably to the *House/Senate*.

If the motion fails:
In the ears of the chair the "Nays" do have it. The bill 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* Bill No.___.

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

When all bills 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 *House/Senate* Committee on _____ is adjourned (Bang Gavel).

Committee Reports
Second Reading of Bills

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 bills.

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* Bill Number ___ passed (*favorably, favorably as amended, or unfavorably).*

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

I move the adoption of the Committee Report.

Majority Leader: Second.

***If there is an objection to the adoption of the committee report, it will be called out here by the Minority Leader. In this event, go to the script for Second Reading of Bills In the Event of an Objection.*

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 Bills.

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

Committee Reports
Second Reading of Bills
In the event of objection

House & Senate Chambers

[Starting from Second Reading of Bills script, before committee report has been adopted]

Minority **Objection, I motion to hear the author's repeal of the decision of *House/Senate*

Leader: Committee on ____ for *House/Senate* Bill Number ___.

Chair: There is a motion on the floor. Is there a second?

Member: Second.

Chair: The motion on the floor is to hear the authors' repeal. 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 author's repeal has not been recognized (Bangs gavel).
Return to the next order of business, adoption of committee reports.
Is there a motion on the floor?
Committee Chair must re-introduce their motion for adoption of the committee report. Return to Second Reading of Bills script.

If the motion passes:
In the ears of the chair the "Ayes" do have it. The author's repeal has been recognized (Bangs gavel).

Chair: Will the clerk please read aloud the title of the unfavored bill.
Clerk reads title of bill.

Chair: The author will now make their 1 minute repeal. You may begin when you are ready.

Member: *Gives speech*.
I yield my time to the floor.

Chair: The question on the floor is to repeal the decision of the committee to hear the bill on the floor. In your normal speaking voice, all in favor say "Aye."

Listen for responses.

All those opposed, please say “Nay.”

Listen for responses. If chair is in doubt of a 2/3 majority, ask members to stand to be counted for Aye and Nay votes.

If not 2/3rd vote:

In the ears of the chair the “Nays” do have it. The author's repeal has not been recognized (Bangs gavel).

Is there a motion on the floor?

Committee Chair must re-introduce their motion for adoption of the committee report. Return to Second Reading of Bills script.

If 2/3rd vote:

In the ears of the chair the “Ayes” do have it. The author's repeal has been heard and recognized (Bangs gavel).

Committee Chair must re-introduce their motion for adoption of the committee report, amending the recommendation for the bill which has been repealed by the body . Return to Second Reading of Bills script.

Third Reading of Bills

House and Senate Chambers

Chair: *Will the author of *House/Senate* Bill 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* Bill ___ 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 bill, as well as any amendments.

Clerk reads title of bill and any attached amendments.

Author: Speaker/Chair, I move that *House/Senate* Bill ___ be placed in its final passage subject to debate.

Chair: Being no objections, so ordered (Bangs gavel).
Bill Author, you are recognized for a 2 minute opening statement. Your time has begun.

Author: Thank you, Speaker/Chair. I reserve the right to yield the remainder of my time to my closing summation.

Chair: That is your right.

Author: *Proceeds to give 2 minute opening statement.*
Thank you Speaker/Chair, I yield the remainder of my time to my closing summation.

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

The Chair will now entertain 3 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 con/pro debate.

Chair: At this time, does any member rise in opposition to the bill?
Committee members raise placards to speak in opposition.
Recognized committee member speaks for allotted time.

Member: *Gives speech*.
I yield my time to the floor.

Chair: Seeing as that was a con speech, we will now move on to one 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. Amendments are also in order during this time.

Chair: Does any member rise in favor of this bill?
Committee members raise placards to speak in support.
Recognized committee member speaks for allotted time.

Member: *Member has the option of reserving the right to yield time to the author's closing summation, they may say, "Thank you, Chair, I reserve the right to yield the remainder of my time to the bill author's closing summation." The chair will reply, "that is your right." The member may then proceed with their pro speech.*

Gives speech.
I yield my time to the floor *[or]* I yield my time to the author's closing summation *[only if the right to yield was reserved]*.

Chair: We are now in line for a con speech, does any member rise in opposition to the bill?
Chair selects 2nd con speaker.

Member: *Gives speech*.
I yield my time to the floor.

Chair: Seeing as that was a con speech, we will now move on to one 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. Amendments are also in order during this time.
After the period of new business, continue in 2 more rounds of pro/con debate unless the previous question is called or debate is extended.

Debate must end on a con argument.

All time for con/pro 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: Speaker/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 bill author please rise and offer their closing remarks. You are recognized for ___ minutes and ___ seconds. You may begin when you are ready.

Author: Thank you Speaker/Chair. I reserve the right to make a motion.

Chair: That is your right.

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

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

Member: Second.

Chair: We will now proceed to the passage of *House/Senate* Bill No.___. All those in favor of passing this bill, 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 bill does not pass.

If a bill fails, the chamber may not clap. If clapping occurs on a failed bill, please reprimand the chamber. Clapping after a bill 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 bill does pass.

The chamber may clap for the passage of a bill.

We will now move on to one 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* Bill No.___.

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

When all bills 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 during bill 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 bill author recognize this amendment as a friendly amendment?

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

If the bill 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 2 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 a con speaker for one minute. Is there such a speaker on the floor?

Committee members raise placards to speak in opposition.
Recognized committee member speaks for allotted time. Yielding time is not in order.

Does any member rise to speak for one minute in favor of the amendment?

Committee members raise placards to speak in opposition.
Recognized committee member speaks for allotted time. Yielding time is not in order.

Does any member rise to speak for one minute in opposition of the amendment?

Committee members raise placards to speak in opposition.
Recognized committee member speaks for allotted time. Yielding time is not in order.

Time for pro/con debate on the amendment has elapsed. The Chair recognizes the bill author for a 1 minute statement on the amendment.

Bill Author: Thank you, Chair.

The bill author gives a 1 minute statement on how this amendment impacts the intent of the bill.

Chair: Thank you, Bill Author.

Time for con/pro 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 end of new business and proceeds with debate.