Get it, Got it, GOOD!

YMCA of Honolulu
Youth and Government
2019 - 2020

GET IT? GOT IT? GOOD!
A Guide to Parliamentary Procedure
YMCA of Honolulu's Youth and Government

~ INTRODUCTION ~

Youth Legislators of Hawai'i, welcome to "Get, Got it, Good 101".

Are you a seasoned program veteran who needs to brush up before Youth and Government trainings begin?
Maybe a first-time Representative or Senator frantically flipping through your binder mid-debate?
Or even the Youth Governor and you're just *that* bored?

No matter your situation, in GGG 101 you will find a brief, yet thorough description of parliamentary procedure. Reading this document will tell you how to propone and debate bills in chamber by describing what to do and when, telling you the results of specific actions, and giving examples of those actions.

Keep in mind that the original Get it, Got it, Good is much more detailed, but if you need to quickly look up parliamentary procedure it might be better to use this version. Thanks for reading and good luck this session!

~ WHAT IS PARLIAMENTARY PROCEDURE? ~

Parliamentary Procedure is a way of discussing issues in an orderly manner so that:
- Both sides of the issue can be clearly presented
- Each question and answer can be heard
- Discussion can focus on one thing at a time
- The rights of an individual to express his or her views on an issue can be protected
- Upon the conclusion of debate and discussion, through the process of voting, the will of the majority will rule.

~THE OFFICERS OF YOUTH AND GOVERNMENT ~

The officers of Youth and Government are program participants who voluntarily campaign and are elected by other program participants.

PRESIDING OFFICERS
- In the House → SPEAKER
- In the Senate → PRESIDENT
- Also called the CHAIR in both chambers
- Act as a fair and impartial judge to direct debate
- Decide the details of Parliamentary Procedure in their Chamber. This can affect what is allowed for discussion during debate.
  - This power is called "the discretion of the Chair"
- Advised by the Vice Speaker or Vice President
- When referring to the Chair:
  - HOUSE: Mister/Madam Speaker
  - SENATE: Mister/Madam President

VICE SPEAKER (HOUSE) / VICE PRESIDENT (SENATE)
- Help the presiding officer keep track of debate
- Advise in parliamentary rulings
- Take the place of the Chair when they are absent

CLERKS
- Keep track of all documents on the bills and resolutions that are presented in the House or Senate
- Take roll at the beginning of each Legislative Day
- Keep track of the Chamber Calendar
- Record all actions taken on bills and resolutions
- Certify all records with the presiding officer

SERGEANT-AT-ARMS
- Assist the presiding officer in maintaining order and decorum during debate
- Takes bills and resolutions to the Bill Routing Office as debates are concluded

CHAPLAINS
- Deliver inspirational messages at the start/closing of each Legislative Day
- Provide encouragement and emotional support for program participants throughout the duration of the Youth and Government season

~ ORDERS OF THE DAY & CHAMBER CALENDAR ~

ORDERS OF THE DAY
- A schedule of affairs to be addressed during a Legislative Day
- Includes the times for convening (start) and adjournment (end) of the chamber sessions each day

CHAMBER CALENDAR
- The agenda of bills and resolutions to be debated within the chamber
- Established by the presiding officer within the guidelines of YAG
- Each chamber and its presiding officer may have different reasons for the organization of their calendar

~ CALL FOR THE ORDERS OF THE DAY ~

PURPOSE
- To bring debate/discussion back on track if it has strayed away from the matters on the Calendar/Orders of the Day

PROCEDURE
- Stand and be recognized.
- State, "I call for the Orders of the Day"
- The Chair will call for a majority vote immediately (no second is needed)

~ GAINING RECOGNITION ~

In order to speak during debate, you must be RECOGNIZED by the Chair. This ensures that all members of the chamber have the opportunity to voice their opinions or ask questions.

PURPOSE
- Speak for or against the presented bill/resolution
- Ask the proponent (presenter of the bill/resolution) questions
- Request to make a motion

PROCEDURE
- Wait for the presiding officer to open the floor for debate.
- Stand up and say, "Mister/Madam Speaker/President, I am Representative/Senator [your name]"
  - Multiple people may stand up to be recognized
- The presiding officer will "recognize" one person to speak by calling that person's name
- Once recognized, state what you would like to do (i.e. speak for/against a bill or resolution, ask the proponent questions, make a motion, etc.)
- The presiding officer will decide whether you can perform your proposed action

EXAMPLE

Senate President:	The floor is now open for debate.
Senator:	*Stands up* Madam President, I am Senator Hoshijo.
Senate President:	Yes, Senator Hoshijo.
Senator:	May I speak against this bill at this time?
Senate President:	You may.
Senator:	*Presents their argument*

~ THE MAIN MOTION ~

BEGINNING DEBATE

In order to make the best decision regarding a bill/resolution, you must discuss and debate it within the chamber. A Main Motion is a request before the members of the chamber (referred to as the "body") for a specific action be taken.

PURPOSE
- Begin debate on a bill/resolution
- Amend a bill/resolution or other actions for bills or resolutions (i.e. table a bill)
- Amend the debate calendar
- Call for a recess or adjourn the chamber session

PROCEDURE
- Stand and be recognized
- State, "I move that [request/motion]"
- The Chair will address the body and state, "There has been a motion to [request/motion]. Is there a second?"
- If someone says "Second", it means that another member in the body agrees with and supports the motion. The motion will then be carried out, debated, or voted on, depending on what the motion is asking for

EXAMPLE

Representative 1:	Mister Speaker, I am Representative Uyehara.
House Speaker:	Yes, Representative Uyehara.
Representative 1:	I would like to make a motion to move House Bill 04-132 into Third and Final Reading.
House Speaker:	There has been a motion to move House Bill 04-132 into Third and Final Reading. Is there a second?
Representative 2:	Second.
House Speaker:	There has been a second. We will now go into Third and Final Reading.

~ SPEAKING FOR/AGAINST ~

PURPOSE
- To explain why the subject of debate SHOULD PASS/why other people should vote FOR it
- To explain why the subject of debate SHOULD NOT PASS/why other people should vote AGAINST it

PROCEDURE
- Stand and be recognized
- State, "I would like to speak [for/against] the [bill/resolution/motion/amendment)."
- The Chair will state, "Proceed," or, "You may address the body."
- While you are speaking for/against, you must REMAIN STANDING. If you sit, your speaking turn is over.

NOTES
- Debate alternates between those speaking FOR and those speaking AGAINST, unless there is NO ONE who wants to speak for the opposite argument
  - EXAMPLE: Two people in a row speaking FOR a bill/resolution can only happen if there is no one to speak AGAINST
- If you are in the body, you are allowed ONLY TWO speaking turns to speak for/against the item being debated; 2 for OR 2 against OR 1 for and 1 against (if you change your mind)
- If you are the proponent of the bill/resolution, you have THREE speaking turns; the OPENING STATEMENT, during debate, and the CLOSING STATEMENT
  - The opening statement may be deferred into a second speaking turn
- If you have already spoken twice and want to speak again, another participant may give you their speaking turn(s)
  - They must gain recognition and say, "I yield my speaking turn to Representative/Senator [last name]."
  - You must stand before they sit down
- It is considered BAD ETIQUETTE to abstain from speaking AGAINST the bill if you plan to vote against it. Please explain to the proponent and body why you are voting against the bill (i.e. why you disagree, what part of the bill/resolution can be improved).

~ ASKING QUESTIONS ~

PURPOSE
- To ask a specific person a question
- To ask a question for anyone to answer, go to "Point of Information"
- To ask a question about parliamentary procedure, go to "Point of Parliamentary Procedure"

PROCEDURE
- Stand and be recognized
- State, "Mister/Madam Speaker/President, will Representative/Senator [last name] OR 'the proponent' yield to a question/possible series of questions?" REMAIN STANDING
- The Chair will then ask, "Representative/Senator [last name], will you yield to a question/possible series of questions?"
  - If the Representative/Senator answers "Yes," the Chair will ask the Representative/Senator to stand too, so everyone hears the question and the answer
  - If the Representative/Senator answers "No," you cannot ask them your question
    - HOWEVER, you can rephrase the question by using a POINT OF INFORMATION
- If you or the person you are asking SITS DOWN at any time, the questioning is over

~ POINT OF PERSONAL PRIVILEGE ~
MAKING A PERSONAL REQUEST

PURPOSE
- To make personal request (i.e. leave the body, ask someone to speak louder, etc.)
- To answer a POINT OF INFORMATION

PROCEDURE
- Stand and say "Point of Personal Privilege"
- The Chair will recognize you by saying "State your point" → State your request
- If the Chair grants your request, you may proceed with your request

~ POINT OF ORDER ~
CORRECTING AN ERROR IN PROCEDURE

PURPOSE
- An error is committed in parliamentary or debate procedures (i.e. voting conducted incorrectly, a person speaking before being recognized by the Chair, etc.)
- To correct an error in parliamentary procedure

PROCEDURE
- Stand and say "Point of Order"
- The Chair will recognize you by saying "State your point" → State the rule and how it was violated
- The Chair will review your claim and decide whether you are correct/incorrect
    - If your point is CORRECT: "The Chair stands corrected. Your point is well taken."
    - If your point is INCORRECT: "I am sorry. The procedure was correct. You are out of order."

~ POINT OF INFORMATION ~
ASKING A GENERAL QUESTION

PURPOSE
- To ask a question that anyone can answer

PROCEDURE
- Stand and say, "Point of Information"
- The Chair will recognize you by saying "State your point" → Ask your question, REMAIN STANDING
    - You will lose your turn to speak if you sit down
- The Chair then has the following OPTIONS:
    - The Chair will answer your question if he/she knows the answer, then ask you, "Does that answer your question?"
    - The Chair will say, "The Chair does not know. Is there anyone in the body who can answer the question?"
        - A person who would like to answer the questions must rise to a POINT OF PERSONAL PRIVILEGE to answer the question
- Once your question is answered, or if there is no one to answer your question, you may sit down

~ POINT OF PARLIAMENTARY INQUIRY ~
CLARIFYING A POINT OF PROCEDURE

PURPOSE
- To ask a question about Parliamentary Procedure specifically

PROCEDURE
- Stand and say "Point of Parliamentary Inquiry"
- The Chair will recognize you by saying "State your point" → State your question
- The Chair will answer the question, then ask, "Does that answer your question?"

~ CREATING AN AMENDMENT ~
CHANGING A BILL, RESOLUTION, OR MOTION

PURPOSE
- To change something in a bill/resolution (ADD words, TAKE OUT words, and/or SUBSTITUTE words)
- To make changes to punctuation and formatting

PROCEDURES
- Stand and be recognized
- State, "I move to amend [bill/resolution] by [adding/deleting/substituting] [word(s)/phrase(s)] [before/after/in place of] [original text] in line(s) [number]."
- The Chair will ask the Proponent if the amendment changes the intent of the bill/resolution
  - If it changes the intent, the body may proceed with debate on the amendment, BUT if the amendment passes the bill/resolution will be SENT BACK TO COMMITTEES
  - If it does not change the intent, debate on the bill/resolution may continue after voting on the amendment
- The Chair will state,"There has been a motion to amend [bill/resolution]"
- If the motion is seconded, the Chair will open the floor for debate on the amendment, which will proceed the same way that debate on a bill/resolution would
- Once the body is finished debating an amendment, they must vote on it
- If the amendment is made, the Clerk will fill out an AMENDMENT FORM

EXAMPLE

Representative:	Mister Speaker, I am Representative Saito.
Speaker:	Yes, Representative Saito.
Representative:	I would like to amend House Bill 4-39 by adding "physical, psychological, and social" before the word "health" in line 5.
Speaker:	Does this change the intent of your bill?
Proponent:	No it does not.
Speaker:	There has been a motion to amend House Bill 4-39 so that it states "This program will promote physical, psychological, and social health" in line 5. All those in favor say "Aye"
Body:	Aye
Speaker:	All those opposed say "Nay"
Body:	Nay...Division
Speaker:	Division has been called. We will now go into the process of debating the amendment. The floor is now open for debate.
Body:	*Debates the amendment until time runs out*
Speaker:	We will now go into the process of voting.
Body:	*Votes on the amendment*
Clerk:	*Counts the votes*
Speaker:	There is 16 for and 4 against. The amendment has passed. We will now resume debate on House Bill 4-39. The floor is now open for debate.

NOTES
- An amendment is treated like a SEPARATE main motion
  - It requires a second and can be objected
  - The individual making the amendment is given an opening statement, speaking turn during debate, and a closing statement before voting on the amendment
- When debating an amendment, the Clerk must stop the timer for the debate on the bill/resolution, and start the timer for debate on the amendment. Debate on the amendment continues for the same amount of time for a bill/resolution OR until someone calls question.
- Changing one line of a bill only deals with the words in that line, and not with any other line(s) in the bill/resolution (that might need the same change)
- You CAN make changes to multiple lines/phrases in one amendment, but you must specifically state all the different lines and changes
  - "..on lines [line numbers]..."
- If a bill/resolution is amended during CROSS-CHAMBER, it will be sent back to the Chamber of Origin (the chamber of whoever wrote the bill) to have the amendment approved

~ **RECESS** ~
TAKING A BREAK FROM DEBATE

PURPOSE
- If you feel the need to look up information to find answers to questions in debate
- If debate is getting too emotional
- If you that people in debate are not paying attention
- If it is time for lunch/dinner or it is the end of the "work" day

PROCEDURE
- Stand and be recognized.
- State, "I move that we take a [number] minute [closed/open] recess."
  - CLOSED recess - members must remain in chambers
  - OPEN recess - members are allowed to leave the chamber
- The Chair will state, "There has been a motion to have a [number] minute [closed/open] recess. Is there a second?"
- Someone in the body will state, "Second"
- The Chair may call for a formal vote, or state, "If there are no objections from the body, then, by GENERAL CONSENT, we will take a [number' minute [closed/open] recess."

~ **EXTEND OR LIMIT DEBATE TIME** ~

PURPOSE
- Extend if you feel the bill/resolution still needs to be discussed further, amended, clarified, etc.
- Limit if you feel there is no need for further discussion on the bill/resolution

PROCEDURE
- Stand and be recognized.
- State, "I move to [extend/limit] debate time by [number] of minutes."
- The Chair will state, "There has been a motion to [extend/limit] debate time by [number] minutes. Is there a second?"
- Someone in the body will state, "Second"
- The Chair may call for a formal vote, or state, "If there are no objections from the body, then, by GENERAL CONSENT, debate time will be extended by [number] minutes."

~ **REFER TO COMMITTEE** ~
GIVING A BILL BACK TO COMMITTEE

PURPOSE
- To send a bill/resolution back to Committee to be reviewed and make major amendments

PROCEDURE
- Stand and be recognized
- State, "I move that this matter be referred to the Committee on [Committee subject]"
- If the motion is seconded, the Chair will call for a vote
- If the majority are in favor, the matter will be sent back to Committee
- When the bill/resolution comes out of Committee, it will be placed at the end of the bill calendar, unless the Chair decides otherwise

~ LAY ON THE TABLE ~
PAUSE DISCUSSION ON A BILL/RESOLUTION

PURPOSE
- If the bill/resolution is in danger of being rejected/passed and the proponent/opposer feels that they are out of time/lacking research, this *could* buy time to get the desired result if the bill/resolution is taken from the table again
- If something is laid on the table and does not get taken from the table later, it will not pass

PROCEDURE
- Stand and be recognized
- State, "I move that we table [bill/resolution] until [when you would like to continue discussion]"
- If the motion is seconded, the Chair will call for a vote
- If a majority are in favor, debate on the matter is postponed until a motion is made to take it from the table

~ TAKE FROM THE TABLE ~
RESUME DEBATE FOR A TABLED BILL

PURPOSE
- To resume debate on a bill/resolution that was laid on the table earlier

PROCEDURE
- Stand and be recognized
- State, "I move that we take [bill/resolution] from the table"
- If the motion is seconded, the Chair will call for a vote
- If the majority are in favor, debate on the matter will resume, with debate time set at the amount left when the bill was tabled

~ POSTPONE TO A DEFINITE TIME ~

PURPOSE
- If you need more time to find more information about the bill/resolution, or if a break in session is coming up, such as the end of the current day or lunchtime.

PROCEDURE
- Stand and be recognized.
- State, "I move to postpone debate on [bill/resolution] until [specific time]"
- If the motion is seconded, the Chair will call for a vote OR rule on the motion by general consent
- There is no motion needed to resume debate on the matter, as this motion sets a specific time for the matter to be taken up for consideration (i.e. after lunch, at 1 pm, the next day, etc.)

~ POSTPONE INDEFINITELY ~

PURPOSE
- To pause debate on a matter, with no intention of reopening debate on the matter again
- To see which members of the chamber are opposed to the bill/resolution
  - The vote held for this motion will show who is opposed

PROCEDURE
- Stand and be recognized
- State, "I move to postpone debate on [bill/resolution] indefinitely"
- If the motion is seconded, the Chair will call for a formal vote
- If the majority are in favor, the bill/resolution is effectively dead

~ RECONSIDER ~
RE-OPENING DEBATE ON A MATTER THAT WAS DEFEATED

PURPOSE
- To give a matter that was defeated a chance to be amended and passed
  - One or more calendar items must be debated since the defeated matter
  - The person moving to reconsider must be someone who voted against the matter

PROCEDURE
- Stand and be recognized
- State, "I voted on the prevailing side in the defeat of [bill/resolution], and I move that we reconsider the matter at this time"
- If the motion is seconded, the Chair will call for a formal vote
- If the majority are in favor, a new period of debate on the matter is opened

~ RESCIND ~
REPEALING/UNDOING AN EARLIER DECISION

PURPOSE
- To prevent bad legislation from being passed if an earlier decision is found to have a major error

PROCEDURE
- Stand and be recognized
- State, "I move to rescind [matter that you want to rescind]"
- If the motion is seconded, the matter is reopened for debate and voted on
  - ⅔ of the body must vote in favor of the motion to have the decision rescinded

~ SUSPENSION OF RULES ~
ALLOWING SPECIAL RULES IN ORDERS OF THE DAY/CHAMBER CALENDAR

PURPOSE
- If there is an urgent matter that needs to be considered (i.e. the return of a vetoed bill from the Youth Governor, a need for a break to calm members during an emotional debate, etc.)

PROCEDURE
- Stand and be recognized
- State, "I move to suspend the [House/Senate] rules in order to [reason]"
- If the motion is seconded, the Chair will call for a formal vote
  - ⅔ of the body must vote in favor of the motion in order to suspend the rules

~ APPEAL FROM THE DECISION OF THE CHAIR ~

PURPOSE
- If the Chair has made a wrong decision or ruling and needs to be corrected

PROCEDURE
- Stand and be recognized
- State, "I appeal from the decision of the Chair on [matter]"
- If the motion is seconded, the matter is opened for debate and voted on
- When the Chair puts the matter to a vote, he/she will state, "Shall the decision of the Chair be sustained? All those in favor please raise you right hand… All those opposed please raise your right hand."
  - A majority negative (No) vote from the body is required to REVERSE the Chair's decision

~ OBJECTION TO THE CONSIDERATION OF THE QUESTION ~
SKIP DEBATE/DISCUSSION ON AN UNNECESSARY BILL

PURPOSE
- To prevent debate on a bill/resolution/amendment that is embarrassing, frivolous, and/or irrelevant

PROCEDURE
- Stand and be recognized
- State, "I object to the consideration of the question"
  - This does not require a second from the body
- The Chair will call for a vote, stating "The consideration of the question has been objected to. All those in favor please raise your right hand… All those opposed please raise your right hand."
  - A ⅔ negative (No) vote from the body is needed to reject the question for debate

~ PREVIOUS QUESTION ~
INFORMALLY CLOSING DEBATE

PURPOSE
- If you feel there has been adequate discussion on the matter at hand and would like to vote before debate time ends

PROCEDURE
- State, "Question!"
- The Chair will state, "Question has been called to end debate. If there are no objections, we will now go into the process of voting"
- If there is no objection from the body (Nobody says "Objection!"), voting may begin
- If there is an objection from the body, debate will resume until someone moves the previous question or until debate time end.

~ MOVE THE PREVIOUS QUESTION ~
FORMALLY CLOSING DEBATE

PURPOSE
- If you feel there has been enough discussion on the matter at hand and would like to vote before debate time ends
- If the previous question was objected to

PROCEDURE
- Stand and be recognized
- State, "I move the previous question"
- If the motion is seconded, the Chair will call for a formal vote
  - A ⅔ affirmative (Yes) vote from the body is needed to end debate

~ VOTING ~
MAKING DECISIONS AT THE CONCLUSION OF DEBATE

PROCEDURE
- The Chair will state, "We will go into the process of voting"
  - No further discussion is allowed once the chamber begins voting
- The Clerk will call each Representative/Senator (including the debate Chair). Each Representative/Senator must state "Aye" if he/she is in favor of the bill/resolution, or "Nay" if he/she opposes the bill/resolution.
- The Chair will announce the final decision by stating, "There are [#] votes in favor, and [#] votes against. [bill/resolution] [passes/fails]."

~ METHODS OF VOTING ~

GENERAL CONSENT
- This method allows the Chair to determine if there is general agreement amongst the body on simple/obvious motions (i.e. correcting spelling, grammar)
- The Chair will state, "If there are no objections (pause), then by general consent, the motion is passed"

VOICE VOTING
- The Chair will state, "All those in FAVOR, say, 'AYE' (pause). All those OPPOSED, say, 'NAY' (pause)"
- The Chair will judge whether there are more ayes or nays, then state, "The [Ayes/Nays] have it. The motion is [passed/defeated]"
- If it seems like the judgement incorrect, someone in the body may call for Division of the House/Senate

SHOW OF HANDS
- The Chair will state, "All those in [favor/against] the motion, please raise your right hand"
- The Clerk and Vice Speaker/President will count and cross-check total votes

ROLL CALL
- The Clerk will state, "When I call your name, please say, 'Aye,' if you are in favor of the bill/resolution, or, 'Nay', if you are opposed." He/she will then call names, and each member will state their vote.
- A member of the chamber has the right to "kanalua" or "abstain" from voting, during the first round of roll call voting
- During the second round (when the Clerk comes back to them), they may either state their vote or abstain again. If they abstain again, their vote will count towards the majority vote.

~ DIVISION OF THE HOUSE/SENATE ~
REQUESTING A MORE ACCURATE VOTE

PURPOSE
- To call for a more accurate voting method if a member of the body feels that a Voice Vote or Show of Hands Vote has been counted inaccurately by the Chair

PROCEDURE
- After the result of a vote, state "Division!"
- The Chair will state, "Division has been called. We will now move to the next method of voting, or take a standing vote."

~ ADJOURNMENT OF CHAMBER SESSION~

PURPOSE
- To end chamber for the time being (usually for the day)

PROCEDURE
- The Chair will ask, "If there is no further business, is there a motion to adjourn?"
- A member of the body will:
  - Stand and be recognized
  - State, "I move that we adjourn for the day and reconvene tomorrow at [specific time]"
- If the motion is seconded, the Chair will call for a Voice Vote
- After voting, the Chair will state, "This meeting stands adjourned until we reconvene tomorrow at [time]"
- The Chair will pound the gavel once

~ STOP THE HOUSE/SENATE CLOCK ~
FINAL ADJOURNMENT OF THE HOUSE/SENATE CHAMBERS

PURPOSE
- During the Final Day of the Youth Legislature, if adjournment is at a specific time (like 3:00 pm), and you either have more business worthy of consideration or want to "freeze" time for re-convening during the Youth Governor's Banquet, move to STOP THE HOUSE/SENATE CLOCK

PROCEDURE
- Stand and be recognized
- State, "I move to stop the [House/Senate] Clock at [current date & time]"
- When the motion is seconded, the Chair will call for a Voice Vote. (This is a "courtesy vote")
- After the voting, the Chair will state, "The [House/Senate] Clock is stopped at [date & time]"
- After concluding business, call for a RECESS (see page 10), stating, "I move that we take an open recess and reconvene this evening at the Youth Governor's Banquet"
- At the Youth Governor's Banquet, during the part of the program given to each chamber, the Chair pounds the gavel once and states, "The House of Representatives/Senate is reconvened."
- After the conclusion of all business, move to START THE HOUSE/SENATE CLOCK:
    - Stand and be recognized
    - State, "I move to start the [House/Senate] Clock at [time]"
    - After the motion is seconded, the Chair will call for a Voice Vote
    - The Chair will state, "The [House/Senate] Clock is started at [time]." During this time, the Chair will give his/her final farewell remarks to the members of the chamber.
- Once the Chair is finished with his/her farewell remarks, he/she will pound the gavel and state, "The [House of Representatives/Senate] of the [year] YMCA Youth and Government stands adjourned forever!"