



AMERICAN INTERNATIONAL COLLEGE  
**MODEL CONGRESS**

**83<sup>rd</sup> Annual Joint-Session**

**Procedural Manual**

**March 31<sup>st</sup> & April 1<sup>st</sup>, 2023**

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**Preface:**

The Model Congress Procedural Manual serves as the parliamentary authority for the American International College Model Congress. Upon writing this manual, references have been made to both Robert's Rules of Order and the rules of the United States Senate and House of Representatives; however, the rules in this manual are presented through a simplified manner, thus allowing a more practical set of guidelines for the conference. Because of this, only the rules, motions, and procedures written within this manual will be recognized. If a situation arises that was not covered in the manual, then the Legislative Chairperson, Chairperson of the Committee and/or the Parliamentarian in the Senate and the House of Representatives reserves the ultimate authoritative voice.

**I. Housing, Drug, and Alcohol Policies**

- a. Drugs and alcohol are strictly prohibited on the College campus and at the hotel. Advisors, please note that you are responsible for your students' actions.
- b. The Model Congress Staff will confiscate any drugs and/or alcohol that they may discover and alert the offender's respective advisor.
- c. An immediate report will be made to the Legislative Chairperson(s) who will suspend the delegate(s) (and possibly the entire delegation) from the Model Congress if they deem it appropriate.
- d. The hotel management reserves the right to implement a curfew.

**II. Conduct Code**

- a. While the Model Congress Event is an atmosphere where free speech is promoted, respect for fellow delegates, advisors, judges, and Model Congress Staff is required. Students should refrain from derogatory comments and expressions. While not in session, students should maintain a high level of maturity and discipline as a representation of themselves and their school.
- b. We ask the advisors to instill these rules with your students prior to their attendance and subsequent participation throughout the conference at American International College. Judges will be asked to deduct points from students who do not abide by these rules; Chairpersons may remove students for gross infractions of these rules.

**III. Dress Code**

- a. Dress for all delegates should consist of business casual attire, including suit jackets/blazers, ties, long-sleeved shirts, slacks, professional dresses and skirts, and dress shoes.
- b. Heels exceeding 3 inches in height are discouraged for practicality. Jeans and sneakers will also not be tolerated in session.
- c. Modesty must always be maintained by all delegates. Students in violation may be dismissed and will only be allowed to return once they have modified their attire to a reasonable extent. The Legislative Chairperson reserves the right to terminate a student's participation if that student's attire is considered inappropriate.

**IV. Attendance**

- a. Attendance at the keynote presentation is mandatory. All students must remain at the keynote until dismissed to their sessions.
- b. Schools are not permitted to leave House and Senate sessions after their bills have been debated and must remain until these sessions have fully adjourned.
- c. Unless specific arrangements have been made with a member of the Executive Staff (the Dean of the Model Congress, the Legislative Chairperson and Operations Chairperson), any school guilty of desertion will not be considered by the Judges.

## V. Coaching

- a. The following limitations have been created for every session while it is in order:
  - i. Advisors cannot speak or pass notes to delegates and vice versa during any session that is in order.
  - ii. Delegates may not pass notes to one another during any session.
- b. If the Chairperson feels that coaching is occurring, they have the authority to remove all those involved from the room. The Legislative Chairperson will be alerted to all incidences of coaching. These limitations may seem extreme to some, but to those who debate honestly, these limitations are obvious in their nature and fairness. Special consideration will be made in the case of an emergency. In those cases, advisors must speak to the Legislative or Operations Chairperson.

## VI. Acceptable Use of Technology

- a. Delegates will receive their legislation and committee assignments prior to committee sessions. Therefore, it is expected that delegates research the bills and be knowledgeable on the subject matter prior to Model Congress. Limited technology use will be allowed during sessions to enhance debate and help bring real information in to debate but it should not be relied on.
- b. Laptops and tablets are permitted in the Emergency, Committee, House, and Senate sessions. Cellphones may be used during the Emergency Session but are still strictly prohibited and will be confiscated if found in use during all other sessions. Students may use laptops and tablets to enhance debate by using facts and research. Students are prohibited from using technology to communicate amongst each other and if a violation occurs, the chair reserves the right to eliminate the technology use privilege.
- c. If a chair believes that a delegate is reading information verbatim from a scholarly source, they will ask the delegate to turn off their technology.

## VII. Legislation

- a. Each delegation is requested to introduce one piece of legislation at the Model Congress. Each bill (piece of legislation) will receive adequate and equal consideration in the Committee, and if passed or discharged, the House of Representatives and Senate sessions.
- b. Any bill deemed appropriate for consideration by the Congress of the United States is appropriate for consideration by the Model Congress. In the past, legislation concerning the prohibition of the sale of mail order firearms, the prohibition of the construction of nuclear power plants, and the legalization of marijuana have all been considered. These are only examples and should not limit your choice of subject matter in any way; you are encouraged to be as creative as possible.

- c. A typed copy of your legislation should be sent by the specific deadline communicated by the Legislative Chairperson. Legislation electronically submitted after this date will not be included in the legislation packet, nor will the non-compliant school(s) receive their pre-Congress copy of the legislation packet. If a school does not allow others to review and research their bill, that school will not receive the privilege of reviewing and researching others' bills. Also, late bills will not be considered for the Best Bill Award. Within a few weeks following the deadline you will receive a Legislation Packet, from which you will have ample time to prepare any remarks on the material.
- d. While drafting your legislation, you may refer to the "Essentials for Drafting an Exceptional Bill" that is listed, as well as the sample bill on the following pages. The Model Congress staff reserves the right to correct and edit obvious grammatical and spelling errors, in addition to necessary format changes (the numbering of lines etc.). This has been instituted to maintain a high level of professionalism and readability in all pieces of legislation. We will never edit any content, purpose or specific wording in any piece of legislation. When you receive your complete legislation packets, please make sure to carefully review your bills. Contact the Model Congress staff at [model.congress@aic.edu](mailto:model.congress@aic.edu) with questions or concerns about changes made.

#### VIII. Essentials for Drafting an Exceptional Bill

- a. **Numbers:** Do not mark your bill with page numbers, a bill number, or line numbers. The numbers will be added when the bills are configured by the Model Congress Staff. The bill number is assigned as it is received in the Model Congress Office. Bills received in the incorrect format will not be accepted.
- b. **Sponsor:** The name and location of the high school sponsoring the bill should be typed on the upper right-hand corner. Type the name(s) of the delegate(s) sponsoring the bill in the indicated space on the sample bill. A maximum of two individuals may sponsor one piece of legislation. The sponsors of said bill must be in the same delegation. An advisor cannot sponsor any piece of legislation.
- c. **Joint Resolutions and Constitutional Amendments:** Any bill that seeks to add, delete, or substitute any part of the Constitution of the United States of America is known as a Constitutional Amendment. All other bills are known as Joint Resolutions.
- d. **Preamble (Purpose):** Every bill should consider only one subject. Make the purpose of the bill as concise as possible but broad enough to indicate clearly the scope of the bill. The purpose (preamble) of the bill cannot be amended in debate
- e. **Enactment Clause:** Every bill should begin with, "Be it enacted by the Senate and the House of Representatives of the United States of

America in Congress assembled that..." This is automatically assumed to be Section 1, (but should not be labeled as such).

- f. **Body of the Bill:** Your bill should be a consistent unit. Permanent and general provisions should come first. Also, be sure that dependent clauses follow those that they are dependent on.
- g. **Definitions:** A definition should be given when any ambiguity of a word or phrase may create an issue with interpreting the bill in the correct intended manner. Definitions will only apply to a bill exactly as they are written. For those bills that need it, definitions should be outlined in Section 2. For those bills that do not need definitions please do not omit section 2 but continue with the provisions of your bill in that space.
- h. **Repealing and Penalty Clauses:** An act calling for the cancellation of a law or part of a law should contain a repealing clause. If needed, the clause should provide for the penalty to be imposed for failure to carry out the provisions of the bill.
- i. **Language:** As much as possible, words should be used in their ordinary and accepted sense. Please refrain from using any "street", slang, or abbreviated language in legislation.

**Sample Bill:**

Model Congress

SABIS International  
Charter School  
Springfield, MA

M.C. #  
In the Model Congress  
January 9th-January 11th, 2014

Ms. Mauke (for herself and Mr. Barlow) introduce the following resolution:

A Joint Resolution

It is the purpose of this Legalizing Industrial Growth of Hemp in its Totally (LIGHT) bill to legalize the production of industrial hemp (cannabis sativa) on United States soil.

Be it enacted by the Senate and the House of Representatives that the Controlled Substances Act shall be amended to no longer include industrial hemp in the definition of marijuana, thereby allowing the substance to be grown on U.S. soil.

Section 2: For the purpose of this bill, the following definitions shall apply:

- A. Industrial Hemp: The tough, coarse fiber of a cannabis plant produced in an industrial setting, such as a factory
- B. THC (Tetrahydrocannabinol): A prescription drug that Treats or prevents nausea and vomiting caused by cancer medicines, when other medicines do not work. Also used to increase the appetite of people with acquired immunodeficiency syndrome (AIDS)
- C. FDA: The Food and Drug Administration
- D. Hemp Farms: Agricultural crops placed in an industrial setting that produce industrial hemp for consumer purposes

Section 3: Any company that wishes to grow hemp shall have to first apply for a permit.

- A. A committee shall be established to regulate the growing of hemp and the issuing and processing of permits. Members will be responsible for going to the farms and performing these inspections to make sure that no illegal substances are being grown. Members will also be responsible for setting limits on the number of farms that can be established yearly per company.
- B. The FDA shall be responsible for regulating these inspections, along with one scientist certified to test THC levels within the plants being grown. The committee members may recruit the assistance of other experts to assist in the inspection process.
- C. If a permit is granted by the established committee, the companies must allow access to their established farms for at least two unscheduled times during the year for inspections to make sure all growing is in order.



**IX. Consideration of the Main Motion**

- a. The main motion is the agenda and all legislation brought before the committee. The agenda and order of the bills that the Chair follows is chosen at random by the Staff. Any requested changes to the order of the bills on the agenda must come from an advisor and be approved by the Legislative Chairperson.
- b. To begin the consideration of the main motion, the Chairperson will ask if the sponsor of the first bill is present. If the sponsor is present, they are given the opportunity to speak first on the bill. In primary debate, a delegate may yield their remaining time to their co-sponsor. The floor cannot be yielded directly to another delegate.
- c. After the sponsor speaks, a delegate will speak as 1<sup>st</sup> Opposed, followed by 2<sup>nd</sup> in Favor, and 2<sup>nd</sup> Opposed. This completes Primary Debate.
- d. The Chairperson then calls for General Debate. At this time, delegates may speak in favor or opposed to the legislation, and the Chairperson will alternate those opinions as best they can. A delegate cannot seek the floor until it has been yielded.
- e. No member of the assembled Committee may make a motion or speak before they have obtained recognition from the Chairperson. The Chairperson will recognize any member who is seeking the floor while entitled to it. A speaker will raise their placard stating, "Seek the Floor" and will yield the floor by stating, "I yield the floor" and resuming their seat. If two or more members of the committee rise to claim the floor simultaneously, it is up to the Chairperson's discretion to choose which delegate will be recognized.
- f. This process continues until the agenda is finished.

**X. Committee, House, and Senate Procedures**

- a. A committee may amend, approve, or defeat any bill that is brought before it. If a bill is defeated it may be brought to the floor of the House or Senate by means of a Discharge Petition.
- b. If a bill is not defeated in Committee, it is placed in one of two calendars. If the bill received a two-thirds vote in committee it is placed on the consent Calendar. A bill receiving a simple majority vote in committee it is placed on the Policy calendar. These calendars determine the time-period that each bill shall be debated in the House and Senate sessions.
- c. In the committee, House and Senate the Chairperson will insist that the speaker (delegate) identify themselves by name, school and delegate number each time they rise to speak.
- d. In committee the Chairperson will not recognize the point of "Will the delegate yield the floor?" In the House and Senate, this is in order and the chairperson will repeat the question to the speaker. The speaker is not compelled to yield the floor unless they have exceeded their given time limits

**XI. Discharge Procedure**

- a. In order to bring a bill that did not pass in Committee over to House or Senate, a Discharge Petition must be acquired, completed, and delivered to the Legislative Chairperson by 8:30 AM on the day of House and Senate sessions. An online discharge submission form will be made available.
- b. A bill is eligible to be discharged if it failed with at least 1/3 vote in Committee sessions. If a bill did not receive at least 1/3 of a favorable vote in its committee session, the Chair will not recognize a discharge.
- c. Delegates will be notified of all discharge petitions that have been submitted on the morning of House and Senate sessions.
- d. After all business is finished, discharge petitions will be brought to the floor for a voice vote, requiring a simple majority, to determine if they will be debated.

**XII. Rhetorical Questions**

- a. **Rhetorical Question:** Any question that conveys a point or excessive information in the question itself, or any question that requires a “yes” or “no” answer instead of an informed response.
- b. Avoid using questions that begin with, “Do you feel that...?”, “Is it true that...?”, or “What if...?”
- c. Avoid the use of double negatives.
- d. Please refrain from sarcasm; all sarcastic remarks will be deemed rhetorical. Sarcasm used by the delegate who has possession of the floor will also be noted as rhetorical.
- e. Upon recognition of a rhetorical remark the Chairperson will ask the speaker to rephrase or yield their question.
- f. Please keep in mind that the judges are interested in your informed responses and not your ability to outwit, demean, and/or embarrass your fellow delegates.

**XIII. Permission to Preface**

- a. A delegate may preface they feel that additional facts are pertinent to the conversation. The chair is not obligated to grant permission. If allowed, please keep statements to a 30 second maximum.
- b. Example: Additional Information
  - Delegate: “Point of inquiry! Permission to preface?”
  - Chair: “On inquiry delegate 107, preface granted.”
  - Delegate: “Alex Clark, Delegate 107 of American International College. In fiscal year 2015 the federal deficit was \$439 million and in fiscal year 2016 it will be \$474 million. With that in mind, what is the delegate’s proposal to reduce the deficit in future years?”

#### **XIV. Cross-Debate**

- a. Cross-Debate: Any statement the Chairperson believes is addressing or directed at another delegate.
- b. All questions, comments, points, and motions must move through the Chairperson. Using the comment "Through the Chair" before verbalizing any remarks can ensure this.
- c. A delegate is not required to state, "through the chair" if they are clearly speaking through the chair and not addressing other delegates directly.
- d. Avoid the pronouns "you," "I," "we," "they," "us," etc. when asking or answering questions. You can replace these words with phrases using the third person (Ex. "The delegate", "What are the delegate's opinions on...").

#### **XV. Parliamentary Points and their Precedence**

- a. In order to have a point recognized by the chairperson, the delegate must raise their placard and hold it still so that it is clearly visible while speaking the point to which they wish to rise.
- b. If a speaker wishes to close themselves to points of inquiry and query (disallow questions to be asked), then the speaker will simply state, "I close myself to all points at this time." To reverse this process and open oneself to points (allow questions to be asked), one will state, "At this time I open myself to all points."
- c. Precedence: The order in which the Chairperson of Committee, House, and Senate will recognize delegates' points.
- d. The order of Precedence:
  - i. Point of Personal Privilege
    1. To consider the rights and privileges of the assembly as a whole, or any of its members individually
    2. Usually connected with matters of physical discomfort such as lighting, heating, or inability to hear a speaker
    3. May be introduced and may interrupt the speaker at any time
    4. EX: "Point of Privilege!"  
Chairperson will say "On Privilege, delegate # \_\_\_\_"  
"(name), (school), (delegate #) Through the Chair, I cannot hear the speaker."
  - ii. Point of Order
    1. To call attention to a procedural rule that has been violated (to point out cross-debate, lack of delegate introduction, disrespect of the rules, etc)
    2. May be introduced and may interrupt the speaker at any time
    3. EX: "Point of Order!"  
Chairperson says "On Order delegate # \_\_\_\_"  
"(name), (school), (delegate #). Through the Chair, the speaker never stated what school he was from."

- iii. Point of Parliamentary Inquiry
  - 1. To request information on parliamentary procedure (points, motions, and rules) or the proper course of a parliamentary point or motion.
  - 2. May be introduced and may interrupt the speaker at any time
  - 3. EX: "Point of Parliamentary Inquiry!"  
Chairperson says "On Parliamentary Inquiry delegate #\_\_\_\_"  
"(name), (school), (delegate #). Through the Chair, what is the proper way to get my amendment recognized?"
- iv. Point of Information
  - 1. To seek knowledge or direct a question to the Chairperson. This point cannot be used to obtain information from a delegate.
  - 2. May be introduced and may interrupt the speaker at any time
  - 3. EX: "Point of Information!"  
Chairperson says "On Information delegate #\_\_\_\_"  
"(name), (school), (delegate #). Through the Chair, when is this session over?"
- v. Point of Inquiry
  - 1. To address a single question to the speaker on the floor
  - 2. May be introduced when the speaker is open to all points. The speaker does not have to answer if they do
  - 3. not wish to address the question
  - 4. EX: "Point of Inquiry!"  
Chairperson says "On inquiry delegate #\_\_\_\_"  
"(name), (school), (delegate #) Through the Chair, \_\_\_\_\_?"  
At this point the speaker either answers the question through the Chairperson or simply states through the Chairperson, "I wish to not answer."
- vi. Point of Query
  - 1. To address up to three related questions to the speaker on the floor
  - 2. May be introduced when the speaker is open to all points. The speaker does not have to answer if they do not wish to address the question.
  - 3. EX: "Point of Query!"  
Chairperson says, "On query delegate #\_\_\_\_"  
"(name), (school), (delegate #) Through the Chair, \_\_\_\_\_?"  
At this point the speaker either answers the question through the Chairperson or simply states through the Chairperson, "I wish to not answer."

4. The two remaining related questions then follow. A delegate must ask at least two of three possible questions but can choose to yield the third.

**XVI. Parliamentary Motions**

- a. Motion: a proposal made by a delegate to bring about certain actions, and can in some instances also require a second, and possibly a vote by the assembled delegates.
- b. To be recognized for a motion the delegate must raise their placard and hold it still so that it is clearly visible while speaking the motion they wish to carry out.
- c. A motion can only be recognized by the Chairperson, but before recognizing a delegate for a motion, the Chairperson may ask for further information. This will most often happen in motions to extend and limit debate; however, this may happen for any motion. The Chairperson then, based upon the grounds provided, will decide whether to recognize the motion.
- d. Motions will be recognized at the Chairperson's discretion; there is no order of precedence.
- e. **Motions Recognized in Committee, House, and Senate:**
  - i. **To Adjourn**
    - 1. To conclude a session
    - 2. Will not be recognized by the Chairperson until all business is completed
    - 3. Requires a second
    - 4. Requires a majority vote
    - 5. EX: "Motion to Adjourn!"
  - ii. **To Amend**
    - 1. To modify a bill or primary amendment by addition, deletion, or substitution
    - 2. May be introduced only in general debate
    - 3. Requires a second
    - 4. Requires a majority vote
    - 5. EX: "Motion to amend!"
  - iii. **To Limit Debate**
    - 1. To place constraints on the number of speakers, questions or total time of debate on a bill in general debate.
    - 2. May be introduced during general debate only and should specify whether the limit is just for the pending bill or for each bill thereafter.
    - 3. EX: "Motion to limit debate!"  
The Chairperson may then ask, "On what terms?"  
"To limit debate to three more speakers with two questions each." At this point the Chairperson may accept the motion and ask for a second to vote or reject it outright.

**iv. To Extend Debate**

1. To set up an extension of the debate and/or the time limits when the time for debate is ruled ended by the Chairperson
2. One must specify a time-period, number of questions, and/or number of speakers
3. May be introduced only when debate has ended unnaturally (by time, or question limit)
4. Debate on any matter may only be extended four times. In House and Senate, the maximum for each extension is three minutes for bills on the Consent Calendar and five minutes for bills on the Policy Calendar. Number of questions may be extended by an additional three questions per speaker, following the rules of general debate. In Committee sessions, time and question extensions are up to the discretion of the Chair. The Emergency Session cannot be extended.
5. The vote on a motion to extend debate shall be conducted via a voice vote and a show of hands.
6. EX: "Motion to extend debate!"  
the Chairperson may then ask, "On what terms?"  
"To extend debates to three more speakers with two questions each." At this point the Chairperson may accept the motion for a second, and vote, or reject it outright.

**v. To Move to the Previous Question**

1. Voting to end debate on the main motion (the bill itself) or an amendment and bring it to an immediate vote. (Essentially voting on whether you will vote on the bill or keep debating)
2. Requires a second
3. Requires a two-thirds vote to terminate debate
4. If achieved, voting on the specified question occurs
5. EX: "Motion to move the previous question!"

**vi. To Recess**

1. To temporarily stop proceedings
2. Motion must state a desired length of time the recess is to be
3. May be introduced at any time
4. Requires a second
5. Requires a majority vote
6. Is amendable
7. EX: "Motion to recess!"  
The chairperson says, "For what length of time?"  
"For 15 minutes."

**vii. To Revote**

1. To have a supplementary vote to replace the original vote
2. Only entertained if the voting procedure was out of order

3. The motion must state why the vote was illegal
4. Motion must be made before the Chairperson pounds the gavel the third time
5. Upon the third bang the vote is final and can only be brought about through a complete discharge petition
6. Requires a second
7. Requires a majority vote
8. EX: "Motion to revote!"  
The chairperson says, "On what grounds?"  
"Delegate number 32 voted twice."

**f. Motion Recognized only in Committee**

**i. To Suspend the Rules**

1. To bring a decision of the Chairperson up before the body assembled to vote, thus overturning or confirming the decision of the Chairperson (used most often when the committee wants the chairperson to recognize a certain point or motion)
2. A two-thirds vote is required to bring the decision before the body (a vote to determine if the committee wants to vote to change the decision)
3. A three-fourths vote is required to overturn a decision by the Chairperson
4. EX: "Motion to suspend the rules!"  
Chairperson says, "On what grounds?"  
"That the Chairperson recognizes the motion to limit debate."

**ii. For an Unmoderated Caucus**

1. Allows for delegates to leave their seats and discuss only the matter at hand amongst other members of the committee (beneficial for discussing amendments and possible actions)
2. The delegate should state the purpose of the unmoderated caucus and the amount of time. Caucuses should be no longer than five minutes and cannot be extended
3. Requires a second
4. A majority vote is needed to bring about an unmoderated caucus
5. The chairperson reserves the right to deny a motion for an unmoderated caucus in the interest of time
6. EX: "Motion for an unmoderated caucus!"  
Chairperson says, "On what grounds?"  
"To discuss possible amendments for five minutes."

**g. Motions Recognized only in the House and Senate**

**i. To Appeal to the Parliamentarian**

1. To attempt to overturn a decision of the Chairperson by asking the Parliamentarian for a second and final ruling (used most often when the assembly wants the chairperson to recognize a certain point or motion)
2. May be introduced at any time
3. Requires a second
4. Requires a two-thirds vote
5. EX: "Motion to appeal to the Parliamentarian!"  
Chairperson says, "On what grounds?"  
"That the Chairperson recognizes the motion to extend debate."

**XVII. Amendments**

- a. Amendments are made by insertion/addition, deletion, and substitution.
- b. Two Types of Amendments:
  - i. Primary Amendments: amendments that make changes directly to the pending bill. These are the most commonly occurring amendments.
  - ii. Secondary Amendments: These amendments make changes to a primary amendment that has already been introduced.
- c. Rules pertaining to Amendments:
  - i. Only Primary and Secondary Amendments are allowed.
  - ii. Amendments cannot change the stated preamble (purpose) of the bill.
  - iii. All amendments must be submitted to the clerk in written form before being introduced.
  - iv. Both Consent and Policy items are amendable in House and Senate.
  - v. Friendly Amendments: amendments that are deemed acceptable by the sponsor(s) of the pending motion and do not require a vote. Friendly primary amendments to the bill are allowed only in House and Senate. Friendly secondary Amendments are acceptable in Committee, House, and Senate. The Chair will ask the sponsor of the pending motion whether the amendment is friendly or not. If the amendment is accepted as friendly, it is incorporated into the pending motion without debate or vote.
  - vi. When debating an amendment, the sponsor of the amendment shall obtain the floor, followed by one speaker opposed, then general debate will occur.
  - vii. Delegates may motion to move to the previous question on the amendment, or if debate ends naturally (there are no points or motions on the floor), the assembly will move to vote.



- viii. The vote is taken on the Secondary Amendment, if one is pending, then on the Primary Amendment.

## **XVIII. Time Limits**

- a. The Time Limits in the Emergency Session are as follows:
  - i. Sixty total minutes of debate time
  - ii. During Primary Debate each speaker will have 5 minutes total speaking time. Each speaker may address up to 5 questions each within the allotted time.
  - iii. In General Debate each speaker is allotted 2 minutes to present remarks and may address up to 3 questions each within the allotted time.
  - iv. For amendments, in primary debate all speakers will have a 2-minute speaking time and may address up to 5 questions during the allotted time. General debate speakers will have a 1-minute speaking time and may address up to 3 questions within the allotted time.
- b. The Time Limits in Committee are as follows:
  - i. Each piece of legislation will have 50 minutes of debate time.
  - ii. During primary debate, each sponsor will have 8 minutes total speaking time.
  - iii. During primary debate, first and second opposed will each have 6 minutes total speaking time.
  - iv. In General Debate, each speaker will have 3 minutes total speaking time.
  - v. For amendments, in primary debate all speakers will have a 2-minute total speaking time. In general debate, all speakers will have a 1-minute speaking time.
  - vi. There are no question limits in Committee sessions unless brought forward via a motion to limit debate.
  - vii. Upon the conclusion of the allotted time, the Chairperson shall notify the delegation that the time on the bill has expired and that a vote is in order. Upon the conclusion of the allotted time a motion can be made to extend debate; if it is seconded and two-thirds of the delegation vote in favor of the motion the debate shall be extended.
  - viii. Debate in a committee session may only be extended by up to an additional ten minutes.
- c. The Time Limits in the House and Senate are as follows:
  - i. Consent Calendar Bills – Bills passed in Committee session with more than 2/3 vote.
    - 1. Nineteen total minutes of debate time
    - 2. During Primary Debate, Sponsors have 3 minutes total speaking time between them, shared however they wish and may address up to 5 questions each within that allotted time.

3. During primary debate, first and second opposed have a 1-minute total speaking time each and may address up to 3 questions.
  4. During Primary Debate if the sponsor(s), do not wish to speak, another delegate may seek the floor and become first and/or second in favor. Those delegates are allotted 2 minutes each to present their remarks and may address up to 4 questions each within the allotted time.
  5. In General Debate, each speaker is allotted 1 minute to present remarks and may address up to 3 questions each within the allotted time.
  6. For amendments, in primary debate all speakers will have a 2-minute speaking time and may address up to 5 questions during the allotted time. In general debate, all speakers will have 1-minute total speaking time and may address up to 3 questions each within the allotted time.
  7. Upon the conclusion of the allotted time, the Chairperson shall notify the delegation that the time on the bill has expired and that a vote is in order. Upon the conclusion of the allotted time a motion can be made to extend debate; if it is seconded and two-thirds of the delegation vote in favor of the motion the debate shall be extended.
- ii. Policy Calendar Bills – Bills passed in Committee session with simple majority vote
1. Twenty-five total minutes of debate time
  2. During Primary Debate, Sponsors shall have 5 minutes total speaking time between them, shared however they wish and may address up to 5 questions each within that allotted time.
  3. During primary debate, first and second opposed have 2 minutes total speaking time each and may address up to 4 questions.
  4. During Primary Debate if the sponsor(s), do not wish to speak, another delegate may seek the floor and become first and/or second in favor. Those delegates are allotted 2 minutes each to present their remarks and may address up to 4 questions each within the allotted time.
  5. In General Debate each speaker is allotted 2 minutes to present remarks and may address up to 3 questions each within the allotted time.
  6. For amendments, in primary debate all speakers will have a 2-minute speaking time and may address up to 5 questions during the allotted time. In general debate, all

speakers will have 1-minute total speaking time and may address up to 3 questions each within the allotted time.

7. Upon the conclusion of the allotted time, the Chairperson shall notify the delegation that the time on the bill has expired and that a vote is in order. Upon the conclusion of the allotted time a motion can be made to extend debate; if it is seconded and two-thirds of the delegation vote in favor of the motion the debate shall be extended.
- iii. Discharged Bills – Bills that failed in Committee session with at least 1/3 vote in favor, brought to the floor after all business is finished.
1. Twenty total minutes of debate time
  2. During Primary Debate, Sponsors have 5 minutes total speaking time between them, shared however they wish and may address up to 5 questions each within that allotted time.
  3. During primary debate, first and second opposed have a 2-minute total speaking time each and may address up to 4 questions.
  4. During Primary Debate if the sponsor(s), do not wish to speak, another delegate may seek the floor and become first and/or second in favor. Those delegates are allotted 2 minutes each to present their remarks and may address up to 4 questions each within the allotted time.
  5. In General Debate, each speaker is allotted 2 minutes to present remarks and may address up to 3 questions each within the allotted time.
  6. For amendments, in primary debate all speakers will have a 2-minute speaking time and may address up to 5 questions during the allotted time. In general debate, all speakers will have 1-minute total speaking time and may address up to 3 questions each within the allotted time.
  7. Upon the conclusion of the allotted time, the Chairperson shall notify the delegation that the time on the bill has expired and that a vote is in order. Upon the conclusion of the allotted time a motion can be made to extend debate; if it is seconded and two-thirds of the delegation vote in favor of the motion the debate shall be extended.

**XIX. Charts**

- a. We encourage delegates to make use of charts and graphs that are appropriate and helpful to illustrate to delegates and judges the purpose of the legislation.
- b. All charts and graphs must be approved by the Legislative Chairperson prior to the conference and receive their signature.

**XX. Quorum**

- a. Quorum: a simple majority of schools assigned to the House and Senate (Half plus 1)
- b. Ex: If fourteen schools are assigned to the Senate, one voting delegate must be present from at least eight schools to make a quorum. Although the number of schools in attendance determines the quorum, each individual delegate will retain their voting rights.
- c. No quorum count is needed in committee; the voting is based on a tally and percentage.

**XXI. Termination of Debate**

- a. Debate will be considered to have ended naturally when no other delegate wishes to seek the floor, or in House and Senate when time has expired on the pending motion. The Chair will then call for a vote.
- b. Debate may end through a motion to “Move to the Previous Question”; this requires a second and a two-thirds vote to terminate debate and vote on the bill.

**XXII. Voting**

- a. In Committee, the Chairperson will conduct all voting as the delegates raise their placards at the appropriate time to vote in favor, in opposition, or in abstention.
- b. No voting is to be conducted until the chamber is in order and doors are secure.
- c. In House and Senate each school will tally their votes and when asked one speaker shall report its tally of in favor, opposed, and abstentions. (Ex: “Four total- 2 in favor, 1 opposed, 1 in abstention”)
- d. Two types of bills (main motions): Joint Resolutions, which require a simple majority vote to be passed; and Constitutional Amendments, which require a two-thirds vote to be passed.
- e. In the case of any tie vote the Chairperson will always vote in favor of the bill; however, if this is not sufficient to meet the required percentage the bill may not pass.
- f. During all voting process the doors will be secured, and no one will be allowed in or out.

**XXIII. Abstentions**

- a. A delegate may abstain from a vote rather than voting in favor or in opposition. By abstaining, the delegate is expressing their inability to reach a decision on the vote due to lack of information (ex. missing part of the debate, had to leave the room for the moment, etc.), not because they simply cannot make up their mind.

- b. Abstaining should not be used to passively vote down another school's bill. If the Chairperson feels that delegates are abstaining for an inappropriate reason the Chairperson has the authority to call a revote.

**XXIV. Judging**

- a. Delegates must state their name, delegate number, and school name whenever they are speaking in front of the judges to ensure all students are fairly recognized.