

Rules of Order

Preface to the Rules of Order

The YMCA Youth Legislature makes every attempt to duplicate, as nearly as possible, the work of the regular Washington State Legislature. Naturally, in a four-day session shortcuts are necessary.

The Rules of Order that follow have been adopted and adapted to create a uniform understanding of general rules to govern the legislative process that is the Senate and House of Representatives of the YMCA Youth Legislature. When issues arise that are not covered here, please consult *Reed's Rules: A Manual of General Parliamentary Law*.

I. DUTIES OF NON-PRESIDING OFFICERS

A. Governor

1. The Governor shall make an address during the opening and closing joint sessions of the YMCA Youth Legislature. This address shall include a reading of the Governor's action taken on legislation passed out of all chambers of the legislature.
2. The Governor shall consider each bill passed by the Legislature, soliciting information and advice from major office holders, legislators, and lobbyists.
3. The Governor shall sign or veto legislation within 45 minutes of the moment at which the Governor's consideration of said legislation has begun. The Governor shall begin consideration of all legislation within 45 minutes of final passage by both houses, following certification of delivery by the Secretary of State. If the Governor fails to act in the time allotted, the legislation becomes law without his or her signature.
4. If the Governor vetoes a piece of legislation, the official copy of the bill shall be returned immediately to the Secretary of State for recording, then delivered immediately to its house of origin, with written reasons for the veto. Simultaneous notification is given, in writing, to the bill's sponsor.
5. The Governor shall have the option to convene regular meetings each day of session with the major office holders to ensure a smooth and effective legislative process.
6. The Governor shall appoint a Cabinet Member for each district. The Governor may also appoint one additional Cabinet Member to serve as his or her Chief of Staff.
7. The Youth Governor shall host the Governor of the State of Washington whenever the Youth Legislature is honored by his/her presence.
8. The Governor shall host the Governor's Ball with the assistance of his or her delegation.
9. The Governor shall perform other duties, as the office requires, such as attending press conferences, meeting with legislators, lobbyists, etc.
10. Following the closing of the final joint session, the Governor shall transmit all bills considered, signed, and vetoed, to the Secretary of State.
11. The Governor shall act as the chief representative of the YMCA Youth Legislature to YMCA Boards and assemblies, as requested, for the year following his or her election.
12. The Governor shall serve as the Youth Legislature's student representative on the Youth & Government Board of Directors for the year following his or her election.
13. The Governor shall attend the National Youth Governor's Conference in Washington, D.C. the summer following his or her election.
14. The Governor may submit two Executive Request Bills per legislative session.
15. The Governor may testify in committee, but cannot vote.

B. Governor's Cabinet

1. Each member of the Cabinet shall be assigned appropriate roles and responsibilities by the Governor to meet the needs of the executive branch. In the event that the Governor names a Chief of Staff, that Cabinet member's responsibilities shall include oversight of the administration of the Governor's Office at session, as defined by the Governor.
2. Meet at least once per day with the Governor, as a cabinet, in order to brief the Governor on the status of bills pertinent to the member's department and those bills the Governor has requested be followed.
3. As requested, the Cabinet shall advise the Governor, support executive decisions, and lobby on behalf of the Governor.
4. The Cabinet shall seek the opinions of key legislators for the Governor.
5. The Cabinet shall provide editorial and clerical assistance to the Governor in preparing speeches.
6. The Cabinet members shall observe legislative sessions on the Governor's behalf and report back.
7. The Cabinet shall perform other assignments as requested by Governor.

C. State Attorney General/ Assistant Attorneys General

1. The State Attorney General shall represent the state's legal and constitutional interests in considering all legislation before the legislative chambers and the Executive.
2. The State Attorney General shall advise the Governor.
3. The State Attorney General shall assign and supervise the Assistant Attorneys General.
4. Assistant Attorneys General shall be elected, one from each district, and shall be assigned duties by the State Attorney General.
5. The Assistant Attorneys General shall review legislation and advise legislators on the constitutionality of proposed bills. They shall notify the bill's sponsor(s) if there are any questions regarding a bill's legality or constitutionality. This notification must take place prior to any public statements or amendments offered by an Attorney General regarding the bill in question.
6. With the consent of the bill's sponsor(s), Assistant Attorneys General may suggest amendments that bring the language of a bill into consistency with the Washington State Constitution. Assistant Attorneys General may not change the intent of legislation, or significantly alter wording, except to meet constitutional or legal criteria. The motion to amend is only in order on the floor of the House or Senate if the content of that motion has first been suggested to the chamber by a member of the Attorney General's office.
7. Amendment suggestions by the Attorneys General shall be allowed during committee hearings, Senate, House, and Freshman Chamber sessions.
8. The Attorney General may offer constitutional opinions and suggest amendments on the floor of the Senate and House with the permission of the presiding officer, who will announce the AG's presence in the wings and invite the AG onto the floor to address

the body. The AG shall not use the upper rostrum microphone.

D. Secretary of State, Assistant Secretary of State, and Director of Elections

1. The Secretary of State shall be the custodian of all legislation passed by all legislative chambers.
2. The Secretary of the Senate and Chief Clerk of the House shall speedily transmit the official copy of legislation passed by both houses to the Secretary of State, who must certify the time of final passage and delivery of each bill to the Governor's desk.
3. The Secretary of State shall, with the help of the Assistant Secretary of State, ensure that the Senate and House have reasonable access to updated flash calendars over the course of the legislative session.
4. The Secretary of State shall receive an official record of the session proceedings from the Secretary of the Senate and Chief Clerk of the House.
5. The Secretary of State shall be responsible for transmitting two full sets of all flash calendars and the record of proceedings, including the Governor's actions, to the State Director after the closing of the final joint session.
6. The Secretary of State serves as Vice Chair of the Fair Elections Commission.
7. The Secretary of State supervises the election of Youth Legislature major officers.
8. The Assistant Secretary of State shall assist in ensuring that all official duties of the Secretary of State's office are accomplished in a timely manner, at the direction and request of the Secretary of State.
9. The Director of Elections serves as the Chair of the Fair Elections Commission.
10. The Director of Elections shall implement and enforce the campaign rules and administer the election of Youth Legislature major officers and perform other duties as requested by the Secretary of State.
11. The Secretary of State and Director of Elections may testify in committee, but cannot vote.

E. Editor-in-Chief / Assistant Editors

1. The Editor-in-Chief shall supervise the production and layout of the Capitol Chronicle newspaper, including the control and proofreading of the final copy. The Editor-in-Chief shall also be responsible for ensuring that the press employs digital social media platforms to share Capitol Chronicle content.
2. The Editor-in-Chief shall coordinate the general operation of the pressroom and supervise all Assistant Editors, Copy Editors, and Bureau Chiefs.
3. The Editor-in-Chief and Assistant Editors shall write and publish at least three editorials on topics related to Youth and Government, e.g., calling for passage/defeat of bills, choice of

officers, etc.

4. Assistant Editors shall be elected, one from each district, and the Editor-In-Chief shall assign them to a specific position. The Editor-In-Chief shall also assign reporters to work in the appropriate areas during sessions.
5. See also Duties of Other Delegates: Reporters (III.C.).

F. Chief Lobbyist Executive / Lobbyist Executives

1. The Chief Lobbyist Executive shall assign Lobbyist Executives to be in charge of firms made up of equal numbers of lobbyists, support the Lobbyist Executives in their work, and shall ensure that the firms are active in lobbying on behalf of their assigned bills across all legislative chambers.
2. Lobbyist Executives shall be elected, one from each district, and shall be responsible for the active leadership of the lobbyists assigned to their firm, ensuring that their firm's assigned bills are effectively promoted and that each lobbyist remains active in pursuit of the firm's goals.
3. The Chief Lobbyist Executive shall act as liaison to the Governor's Office, providing lobbying expertise to the Governor and Governor's staff.
4. See also Duties Of Other Delegates: Lobbyists (III.D.).

G. Post Master General / Assistant Post Master General

1. The Post Master General shall coordinate with page program advisors to coordinate all page efforts.
2. One Assistant Post Master General shall be elected at the district level. The Post Master General shall assign them specific duties, as needed.
3. The Post Master General shall also assign pages to work in the appropriate area during sessions, ensuring that each chamber and program area has adequate paging support for their communications needs.
4. The Post Master General and Assistant Post Master General shall monitor page notes for appropriateness, maintain smooth, efficient and timely delivery of notes, and prevent and/or stop inappropriate communication as soon as possible.

II. DUTIES OF THE OFFICERS OF THE HOUSE AND SENATE

A. President of the Senate and Speaker of the House

1. The President and Speaker shall preside over and act as the representatives of their respective houses at all times. All presiding officers shall ensure that the will of the majority prevails and that the rights of the minority are respected.
2. The presiding officer shall take the chair precisely at the hour appointed for the session, call the members to order, and, if a quorum is present, proceed with the business of the body.
3. The presiding officer shall preserve order and decorum in the chamber. In the case of a disturbance or disorderly conduct within the chamber, the presiding officer shall order the Sergeant-at-Arms to suppress the disruption.
4. The presiding officer may speak to points of order in preference to

other members rising for that purpose, and shall decide all questions of order, subject to an appeal to the body by not less than ten percent of the membership of the body.

5. The presiding officer shall answer all parliamentary inquiries, but is advised to consult with the parliamentarian.
6. The presiding officer shall announce the results of all votes taken and shall cast the deciding vote in the case of a tie.
7. The presiding officer or their designee shall sign all acts, memorials, and resolutions passed by the body.
8. Each presiding officer will serve on a legislative committee and may vote in that committee. They may also provide expertise when called upon by other committees.
9. All special committees of the body shall be named by the presiding officer.
10. The President shall chair the Senate Rules Committee. The Speaker shall chair the House Rules Committee.
11. The President shall preside over the opening joint session. The Speaker shall preside over the closing joint session.
12. The President and Speaker shall organize the officers of their respective chambers into efficient working teams. They shall meet with the officers before the formal session begins and as often as is necessary during the session. They shall make sure that the officers are aware of their duties.
13. In the absence of the President Pro Tem/Speaker Pro Tem, the President or Speaker shall have the right to leave the chair and call any member to the chair to preside. While acting as presiding officer, the member shall not lose the right to vote. The President or Speaker may resume the chair at any time.
14. The President and Speaker may participate in debate and vote only when not presiding over the chamber, except as noted in rule II.A.6.

B. President Pro Tem of the Senate and Speaker Pro Tem of the House

1. The President Pro Tem and Speaker Pro Tem shall preside over the Freshman Chamber(s) as needed during the designated session.
2. When not presiding, the President Pro Tem and Speaker Pro Tem may participate in debate and vote in their respective house.
3. The President Pro Tem and Speaker Pro Tem shall serve on a legislative committee and may vote in that committee.
4. The President Pro Tem shall be the Vice Chairperson of the Senate Rules Committee. The Speaker Pro Tem shall be the Vice Chairperson of the House Rules Committee.
5. The President Pro Tem and Speaker Pro Tem are entitled to chair their respective upper houses for no less than one and a half hours during the first and second regular sessions.

C. Secretary of the Senate and Chief Clerk of the House

1. The Secretary and Chief Clerk shall preside over the organizational session of their respective houses.
2. The Secretary and Chief Clerk shall serve as custodian of all official documents of their respective house. They shall receive and place bills on the docket as each is reported out of the Rules Committee or the opposite house. They shall be responsible for

speedily transmitting bills that have passed the Senate/House to the proper authority. They shall ensure that members are informed of all proposed committee amendments. They are responsible for receiving all official messages to their respective house.

3. The Secretary and Chief Clerk shall direct the activities of the officers of the lower rostrum.
4. The Secretary and Chief Clerk shall keep the official record of the proceedings in their respective house.
5. The Secretary and Chief Clerk may testify in committee, but may not vote. They shall have no debate or voting privileges in their assigned legislative chambers.

D. Reading Clerks and Assistant Reading Clerks

1. The Reading Clerks shall read all bills, amendments and announcements as directed by the presiding officer and Secretary or Chief Clerk, and perform other duties, as requested.
2. The Reading Clerks or Assistant Reading Clerks shall take all roll calls and keep a record of attendance, as well as a continuous tally of the number of legislators present.
3. The Reading Clerks and Assistant Reading Clerks may testify in committee, but may not vote. They shall have no debate or voting privileges in their assigned legislative chambers.

E. Sergeant-at-Arms and Assistant Sergeants-at-Arms

1. The Sergeant-At-Arms shall organize their Assistant Sergeants-At-Arms into efficient working teams and assign specific duties as required.
2. The Sergeant-At-Arms shall maintain order in the chamber and visitor's gallery.
3. The Sergeant-At-Arms shall permit only authorized persons to be on the floor of the chamber.
4. The Sergeant-At-Arms shall supervise all flag ceremonies.
5. The Sergeant-At-Arms shall act as an escort for all official dignitaries and visitors.
6. The Sergeant-At-Arms and Assistant Sergeants-At-Arms may testify in committee, but may not vote. They shall have no debate or voting privileges in their assigned legislative chambers.

F. Parliamentarians

1. The Parliamentarians shall provide parliamentary advice and counsel to presiding officers. Parliamentary decisions shall be based upon the "Washington State Youth and Government Rules of Order" and *Reed's Rules: A Manual of General Parliamentary Law*, respectively. These rulings shall be issued in writing, and made available to the members of the chamber for reference, as they will remain in force for the duration of the legislative session.
2. The Parliamentarians shall also, whenever possible, answer written parliamentary questions of members of the chamber.

3. The Parliamentarians shall attend all sessions of their respective bodies, and are entitled to a seat on the rostrum for the convenience of consulting with the presiding officer.
4. The Parliamentarians shall serve on a legislative committee. They shall have debate and voting privileges in committee and in their assigned legislative chambers. (Exception IV.E.3.i.i.)

G. Chaplains

1. The Chaplains shall be alert to all opportunities to keep the YMCA core values – honesty, caring, respect, and responsibility - before the members of the Youth Legislature.
2. The Chaplains shall prepare and deliver inspirational messages for the opening of all sessions of their respective chambers. The Chaplains are entitled to a seat on the lower rostrum, to allow them to assist the clerks, as requested.
3. The Senate Chaplain shall prepare and deliver the closing message at the joint session(s). The House Chaplain shall prepare the opening message at the joint session(s).
4. The Chaplains shall serve on a legislative committee. They shall have debate and voting privileges in committee and in their assigned legislative chambers.

H. Committee Chairs

1. The Chair shall preside over the discussion and debate of bills considered by the committee. The Chair shall ensure that the will of the majority prevails and that the rights of the minority are respected. The Chair shall ensure that the committee gives each bill thorough consideration and makes all necessary amendments.
2. The Chair shall be a member of the House and shall serve as a member of the House Rules Committee.
3. The Chair shall be the proponent for all House bills from his/her committee during Rules Committee.
4. The Chair shall be the proponent of committee amendments when they are considered on the floor of the House.

I. Committee Vice Chairs

1. The Vice Chair shall serve as recorder and custodian of the official copies of bills for the committee.
2. The Vice Chair shall perform the duties of the Chair in his/her absence, and is entitled to the opportunity to chair no less than one bill during committee session. When assuming the Chair's duties, the Vice Chair shall appoint another committee member to serve as recorder, selecting the Chair for this purpose if he/she is present and available.
3. The Vice Chair shall retrieve any amended bills from the Code Reviser's Office prior to Rules Committee. The Vice Chair shall be a member of the Senate and shall serve as a member of the Senate Rules Committee.

4. The Vice Chair shall be the proponent for all Senate bills from his/her committee during Rules Committee.
5. The Vice Chair shall be the proponent of committee amendments when they are considered on the floor of the Senate.

J. 8th Grade Chairs

1. 8th Grade Chairs preside over the discussion and debate of proposals considered in the 8th Grade Chamber(s). They shall ensure that the will of the majority prevails and that the rights of the minority are respected. They shall ensure that each proposal is given thorough consideration.
2. 8th Grade Chairs shall preserve order and decorum in the 8th Grade Chamber(s), and answer all parliamentary inquiries. They should give instruction in parliamentary procedure as necessary.
3. 8th Grade Chairs shall introduce guest speakers that are scheduled to speak in the 8th Grade Chamber(s).

K. 8th Grade Clerks

1. The 8th Grade Clerks shall serve as recorder and custodian of the official copies of proposals for the 8th Grade Chamber(s), and shall speedily transmit official proposal copies to the proper authority upon passage.
2. The 8th Grade Clerks shall perform the duties of the Chair in his/her absence. When assuming the Chair's duties, the 8th Grade Clerks shall appoint another committee member to serve as recorder.

III. DUTIES OF OTHER DELEGATES

A. Senators, Representatives, Freshman Legislators

1. Senators, Representatives, and Freshman Legislators must sponsor or co-sponsor a legislative bill. It must be filed in time for inclusion in the official bill book. No more than two names may appear on a bill, as of the printing of the bill book. No delegate's name may appear as a sponsor or co-sponsor on more than two bills. Each bill must be sponsored or co-sponsored by a Senator, Representative, or Freshman Legislator, with the exception of Executive Request legislation as described in I.A.15.
2. Legislators shall study their bills, including background, current laws, and other legal implications, to become knowledgeable about all aspects which their legislation might address.
3. Legislators shall study the bill book in advance of the Youth Legislature and read the sections on "Rules of Order," "Duties of Officers," and "Outline of Parliamentary Rules."
4. Legislators shall act as the proponent for their bill before its assigned legislative committee. The sponsoring legislator(s) will be made voting members of the committee where their bill has been assigned for hearing.
5. Legislators shall study the other bills introduced in their assigned chamber, in order to prepare for thoughtful debate.

6. If a committee votes to recommend passage of a legislator's bill to Rules, the Senate/House Rules Committee will place it on the appropriate docket. When the bill comes up for consideration in its respective chamber, the legislator will be called upon to act as its proponent. This includes presenting statements to open and close debate, as well as responding to questions from the body.
7. If a bill passes the sponsoring legislator's chamber, it will be forwarded to the opposite chamber. The legislator should enlist support in that body, but may not neglect responsibility to consider and vote upon all other legislation before their chamber. The legislator shall not disturb the opposite chamber by entering the wings or floor of that chamber while it is gavelled into session.
8. If a bill passes both houses, the legislator should work with others to provide the Governor with the necessary information to make an informed consideration.
9. Legislators should evaluate all proposed legislation with concern for the welfare of the citizens of the State of Washington. Delegates should not hesitate to address fellow legislators with pertinent information.

B. Pages

1. Pages shall be assigned responsibilities for specific legislative committees, chambers, officers, and/or program areas during the Youth Legislature.
2. Pages shall deliver official business messages that aid other delegates in successful pursuit of their assigned duties. Pages have the right to read all messages and shall not deliver messages that are not official business.
3. Pages shall obtain the approval of the presiding officer before distributing any printed materials on the floor of any legislative chamber.
4. Pages may debate in committee, but may not vote. Pages have no floor debate privileges in any legislative chamber.

C. Reporters

1. Each Reporter shall submit one article or news release to the State Office by the deadline for publication in the first issue of Capitol Chronicle.
2. Each Reporter shall work as a member of the Press Corps to produce the issues of the Capitol Chronicle while in Olympia, and to produce other social media content as assigned by the editorial staff.
3. Each Reporter will be given designated responsibilities, and will contribute a minimum of one piece per day for the Capitol Chronicle.
4. Each Reporter shall work closely with their assigned supervisor on content and revisions.
5. Each Reporter shall prepare questions for interviews and press conferences.

6. Each Reporter is encouraged to prepare one pre-session and one follow-up article or news release to be sent to the local media in the reporter's home community. The articles should provide substantive information about the YMCA Youth Legislative Session.
7. Each Reporter shall keep the Press room informed of their location and attend all scheduled Press Corps meetings.

D. Lobbyists

1. Each Lobbyist must co-sponsor at least one bill with a Senator, Representative, or Freshman Legislator.
2. Members of the Lobbyist Corps will be assigned to a firm. Each firm will be assigned specific bills to support. Each bill is entitled to the support of a lobbyist firm.
3. Lobbyists may speak and answer questions on the floor of the Senate, House, and Freshman Chamber(s), provided that permission has been granted by either the bill sponsor or one member from the committee in which the bill initiated, but may not ask questions of a proponent.
4. Lobbyists are encouraged to provide information relevant to legislation at all levels of consideration.
5. Lobbyists shall attend all scheduled lobbyist meetings and press conferences related to their assigned legislation.
6. Any lobbying handbills, posters, or printed materials shall be approved and signed by the firm leader and the lobbyist advisors before duplicating or posting.

E. 8th Grade Legislators

1. 8th Grade Legislators must sponsor one legislative proposal. Proposals must be filed by the date specified in the program calendar for inclusion in the Bill Book.
2. 8th Grade Legislators shall study the subject of their proposal and be knowledgeable about its general topic.
3. 8th Grade Legislators shall use parliamentary procedure during debate.
4. 8th Grade Legislators shall act as a proponent for their proposal before the 8th Grade Chamber(s).
5. 8th Grade Legislators will participate in 8th grade legislative committees.

IV. PROCEDURES

A. Organizational Sessions

1. The Senate and House will be called to order promptly at the scheduled time on the opening day of the session.
2. The Secretary of the Senate will preside in the Senate and the Chief Clerk will preside in the House.
3. Agenda:
 - a. Call to order.
 - b. Presentation of colors and flag salute.

- c. Invocation by Chaplain.
- d. Roll call and announcement of presence of a quorum.
- e. Administration of oaths of office.
- f. Transfer of the gavel to President/Speaker.
- g. Senate moves to the House for the joint session. House awaits the arrival of the Senate.

B. Joint Sessions

1. Opening Session
 - a. The Senators, led by the Lt. Governor, proceed to the House chamber and are seated.
 - b. The Lt. Governor calls the joint session to order.
 - c. The Lt. Governor appoints special committees to escort dignitaries to the rostrum.
 - d. The oaths of office are administered to the officers of the executive branch of state government.
 - e. The Youth Governor and invited dignitary address the joint session.
 - f. The joint session adjourns.
2. Closing Session
 - a. The Senators, led by the Lt. Governor, proceed to the House chamber and are seated.
 - b. The Speaker calls the joint session to order.
 - c. The Speaker appoints special committees to escort dignitaries to the rostrum.
 - d. The Youth Governor addresses the joint session.
 - e. Awards and recognitions are given.
 - f. The Director of Elections announces the results of major officer elections.
 - g. The session adjourns sine die.

C. Committee Sessions

1. The primary purpose of the committee sessions is to give in-depth consideration to all bills. Each committee's assigned bills focus on a designated subject area.
2. Public Hearing
 - a. The Chair shall establish the order in which the bills will be heard in committee prior to the session convening, which order the committee shall approve as its first order of business.
 - b. The Committee may adopt a less formal method of debate in order to facilitate in-depth discussion of the bills. However, all amendments and motions must be moved and voted upon according to formal rules of order.
 - c. All amendments, except for amendments suggested by an Attorney General, will be made in committee. They will be written and submitted on the provided amendment forms. Minor amendments will be written in committee. Major amendments will be taken by the bill's proponent(s) to the Code Reviser's Office for official composition and revision. They must be signed by the sponsor, Chair or Vice Chair, and Committee Advisor.
 - d. Similar bills may be combined by amendment, and the co-

sponsors given equal credit.

- e. After a bill has been given consideration, the committee shall vote upon it. Only a "do pass," with or without amendments, or a "do not pass" recommendation can be given. All tabled bills must be considered before the committee adjourns.
3. Executive Session: The purpose of Executive Session is to determine which of the bills given a "do pass" after their public hearing will be given a "do pass to Rules" and a priority ranking.
 - a. Only bills given a "do pass" after their public hearing will be considered for passage to the Rules Committee.
 - b. Five bills may be given a "Do pass to Rules" vote. These may be any combination of Senate or House bills, e.g., 1 Senate, 4 House.
 - c. Of the five bills given a "Do pass to Rules" vote, two bills are given Priority 1 and 2. The remaining three are unranked and will be prioritized during Rules Committee. The final priority list of bills shall be approved by a majority vote of the committee.
 - d. The Chair and Vice Chair shall fill out and sign a prioritized list in ink with no errors to be given to the Secretary of State.
 - e. The Vice Chair shall retrieve any amended bills from the Code Reviser's Office prior to Rules Committee.
 - f. Freshman Chamber bills, while they are debated in committee, are not included in Executive Session, as all Freshman Chamber bills are transmitted to the Secretary of State for inclusion on the Freshman Chamber docket.

D. Rules Committee

1. The Senate Rules Committee shall be chaired by the Lt Governor, who is also the President of the Senate, and vice chaired by the President Pro Tem. The House Rules Committee shall be chaired by the Speaker of the House and vice chaired by the Speaker Pro Tem.
2. Membership of the Senate Rules Committee consists of committee Vice Chairs. Membership of the House Rules Committee consists of committee Chairs.
3. At the commencement of the Rules Committee hearing, the Lt Governor and Speaker of the House will take the bills which passed out of committee prioritized first or second and prepare a calendar of these bills for their chambers. Bills introduced in the House will be placed on the House Docket, and bills introduced in the Senate will be on the Senate Docket. This calendar will be promptly transmitted to the Secretary of State so that an interim docket of the first bills scheduled in each chamber can be prepared and published prior to the first legislative session.
4. In the absence of the Lieutenant Governor and Speaker of the House, the President Pro Tem and Speaker Pro Tem shall preside. Rules Committee members will be given the opportunity to make brief

statements on the remaining bills transmitted by their committees. At the completion of these remarks, each voting member of the Rules Committee shall place "pulls" with the following stipulations:

- a. Each member can place up to three pulls;
 - b. Committee members will be given at least 10 minutes to place their pulls;
 - c. No member may place more than one pull on a bill; and
 - d. Once affixed to a bill, no pull can be removed.
5. When time for placement of pulls has elapsed, the Rules Committee Vice Chair will count the pulls in public session for the inspection of all Rules Committee members. The bill with the most pulls will be prioritized first, second-most pulls second, and so on. These bills will be placed on the docket immediately after the bills prioritized as first and second during the committee process. Any ties in the tally of pulls will be broken by the President Pro Tem or the Speaker Pro Tem.

E. Floor Sessions and Parliamentary Rules

1. Order of Business
 - a. Call to order by the Presiding Officer
 - b. Roll call and announcement of the presence of a quorum by the Reading Clerk
 - c. Presentation of colors and flag salute by the Sergeant-At Arms
 - d. Invocation by the Chaplain
 - e. Consideration of bills in chamber of origin:
 - i. Announcement of bill number by Reading Clerk
 - ii. Reading of amendments - Reading Clerk, questions to Chair or Vice Chair
 - iii. Request for a proponent(s) for the bill by Presiding Officer
 - iv. Debate on final passage of the bill - 20 minutes includes opening and closing remarks by proponent(s) and all debate
 - v. Vote on final passage of the bill
 - f. Consideration of bills from the opposite chamber may begin at any point after the Chief Clerk or Secretary of the Senate has received the official copy. The presiding officer may request a motion to consider bills from the opposite chamber, inserting these bills one at a time into the existing calendar in the order in which the bills are received. After an arranged time, only legislation from the opposite chamber may be considered. The process for debate is the same as under "Order of Business" above.
 - g. Consideration of vetoed bills may take place at any point in the chamber's calendar, provided that a majority vote is taken and is successful. Vetoed bills may come up for a vote only once and cannot interrupt debate already in progress.
2. Decorum
 - a. When a member wishes to speak, he or she shall so indicate and wait for recognition from the presiding officer. The member shall then address the presiding officer as Mr./Madame/Honorable President in the Senate or

Mr./Madame/Honorable Speaker in the House.

- b. Members shall speak only to the issues, avoiding personal attacks and not mentioning the proceedings of the other chamber.
 - c. Members will respectfully listen to all debate and avoid private conversations with other members on the floor.
 - d. No members, officers, pages or other persons shall cross between the member having the floor and the presiding officer.
 - e. No member may leave the chamber for longer than 15 minutes except when excused by the presiding officer.
 - f. Electronic devices are permitted during YMCA Youth & Government activities only when used for Youth & Government work. This includes, but is not limited to, bill research, RCW research and looking at the constitutions of Washington State or the United States. Recreational use of electronic items including, but not limited to personal music devices, cell phones and laptops is only permitted during session breaks and is never permitted on the House/Senate floor. The Sergeant-At-Arms, Major Officers and/or Program Area Lead Advisors will determine if a device is being used in an improper way. After one warning has been given, individual delegates will lose all privileges to use electronic devices during session.
3. Rules of Debate
- a. Once the calendar has been set, it cannot be changed except by a majority vote to consider a vetoed bill, or to consider a bill that has been erroneously omitted from the docket (this consideration occurs only by a motion from the Chair or Vice Chair from the omitted bill's committee). All bills from the opposite house will be considered in the order received. By a majority vote, a house may take up the calendar of bills from the other house temporarily, in a manner specified by the motion's proponent (example: 1 Senate bill for every 2 House). After an arranged time, only bills from the opposite house may be considered.
 - b. The first reading of a bill shall be considered publication of the bill in the bill book.
 - c. The presiding officer shall have the Reading Clerk read the bill number, sponsors, and the first and last line of the bill to be considered. The presiding officer shall then announce that the bill is on second reading and ask the Reading Clerk to read any amendments. The presiding officer shall then ask the committee Chair or Vice chair to explain the amendments. Reading the amendments shall constitute passage of the committee amendments. The presiding officer shall then announce that the bill is on Third Reading and request a proponent for the bill. The clerk in charge of the lower rostrum shall ensure that debate does not proceed unless the rostrum is in possession of the official bill copy with an accurate cover sheet attached.
 - d. The proponent shall have the right to open and close the debate on the third reading and final passage of the bill. The bill's

- sponsor or designee shall be the proponent of the bill.
- e. No member other than the proponent may speak longer than the following time limits:
 - i. Opening remarks - three minutes
 - ii. Individual speakers - three minutes
 - iii. Closing remarks - three minutes
 - f. The proponent may yield to a question or a series of questions, however the questioning and answering shall be considered part of the questioner's three-minute debate time. The questioner shall maintain the floor until the three-minute debate time limit is reached. When the member is finished asking questions the same member may maintain the floor and speak for or against the issue until the three-minute debate time expires.
 - g. Debate time limits may be shortened by the body by a two-thirds majority vote. If the body deems additional debate on a particular piece of legislation is warranted and necessary, and the time allotted for debate has expired with at least one fourth of the chamber's delegates still requesting recognition from the presiding officer, a motion may be made by a member of the body, only after total debate time has elapsed and prior to closing remarks. If the body passes this motion by a two-thirds majority vote, additional debate time for said legislation would be increased only once, not to exceed one minute personal debate time and five minutes total debate time.
 - h. No member may yield the floor to another member except for the purpose of asking a question, yielding to one's co-proponent, or allowing a lobbyist to address the body.
 - i. Debate privileges:
 - i. Chaplains and parliamentarians are allowed debate privileges, except in cases where a conflict exists between debate and performance of the individual's official duties. Parliamentarians shall not participate in debate in an issue after offering an opinion on a parliamentary ruling.
 - ii. Sergeant-At Arms staff, Reading Clerks, Chief Clerk of the House and Secretary of the Senate do not have floor speaking privileges.
 - iii. Lobbyists may speak on the floor of the Senate, House, or Freshman Chamber(s) only when yielded the floor by a voting member. Lobbyists' privileges include testifying for or against a bill and answering questions from members. Lobbyists may make opening and/or closing remarks on a bill. They may not ask a proponent to yield to a question or series of questions.
 - iv. Members of the Governors Cabinet may only speak on the floor of the House and Senate on behalf of the Governor. They may speak with the permission of the presiding officer, who will announce the Cabinet member's presence in the wings and invite them onto the floor to address the body. The AG shall not use the upper rostrum microphone. Cabinet members may not ask the proponent to yield to a question or a series of questions.

- v. The Attorney General may speak in the House, Senate and other chambers within the boundaries prescribed in I.C.8. Assistant Attorneys General may only speak on the floor of the chambers on behalf of the Attorney General. The Attorney General or one of his/her Assistant Attorneys General may speak with the permission of the presiding officer, who will announce their presence in the wings and invite them onto the floor to address the body. The AG shall not use the upper rostrum microphone. Attorneys General may not ask a proponent to yield to a question or a series of questions.
- j. When there is no further debate, the time limit has expired, or the previous question has been called, following closing remarks, the presiding officer shall put the question to a vote.
 - i. If, after the final vote on the bill, the bill passes in the original house, the Secretary of the Senate or Chief Clerk of the House shall immediately transmit the official copy of the bill to the Secretary of State, who will certify passage in the original house and transmit the bill to the opposite house.
 - ii. If a bill passes both houses, the official copy of the bill will be immediately transmitted to the Secretary of State by the Secretary of the Senate or Chief Clerk of the House to be recorded and delivered to the Governor.
 - iii. The Governor shall sign or veto legislation within 45 minutes of the moment at which the Governor's consideration of said legislation has begun. The Governor shall begin consideration of all legislation within 45 minutes of final passage by both houses, following certification of delivery by the Secretary of State. If the Governor fails to act in the time allotted, the legislation becomes law without his or her signature.
 - iv. If the Governor vetoes a piece of legislation, the official copy of the bill shall be returned immediately to the Secretary of State for recording, then delivered immediately to the house of origin, with brief written reasons for the veto. Simultaneous notification must be given, in writing, to the bill's sponsor.
 - v. When the Senate or House Rostrum receives word of a vetoed bill, they shall notify the chamber. The governor's written reasons for the veto shall be read, after which a motion to override may be made by a member of the chamber. If the motion passes, the vetoed bill will be placed on the docket calendar. Vetoed bills may come up only once for a vote and cannot interrupt debate already in progress.
 - vi. The veto may be overridden by a 2/3 majority vote of both houses.
 - vii. If a vetoed bill is overridden in the original house, then the official copy shall be transmitted immediately to the Secretary of State, who will transmit it to the opposite chamber for action.

4. Motions

- a. Parliamentary motions are classified and ranked in

precedence as follows:

- i. **Principal motions** are the new business considered by the body. All bills, memorials and resolutions must be introduced by principal motions, which have no precedence. All principal motions require the support of a second member, and while these motions cannot be amended, the bill they relate to can be amended in committee and under limited circumstances on the floor specified under I.C.6 and I.C.7.
 1. **To consider**- The introduction of legislation is accompanied by a motion to consider it. Bills placed on the calendar by the Rules Committee are considered automatically.
 2. **To take from the table**- Motion used to consider a previously tabled bill. This is the sole principal motion which is not subject to debate.
 3. **To rescind**- Motion used to revoke passage of a bill adopted earlier by the body. This motion must be made by a member who originally voted for the bill, and is not in order after the Governor has taken action.
 4. **To limit debate**- Motion used to limit debate time on all subsequent bills (consistent with IV.E.3.g.).
- ii. **Subsidiary motions** modify or advance the business of the body, and as a consequence relate solely to the individual bill in question. Subsidiary motions must be resolved before the motion to which they refer can be considered.
 1. **To object to consideration**- Motion to deny consideration of a bill. This is not in order once debate has started. Bills stricken from the docket in this manner must be reintroduced under a "motion to consider" in order to be heard.
 2. **To lay on the table**- Motion to remove a bill from the calendar by postponing debate indefinitely on the measure. The bill can be reconsidered by moving to take the bill from the table.
 3. **To call for the previous question**- Motion to end debate, and to proceed immediately to closing remarks, followed by a vote on the bill.
 4. **To postpone**- Motion to delay debate on a bill for any specified period of time. If the initial motion is to postpone debate indefinitely, the motion cannot be amended.
 5. **To amend**- Motion to change the content of a bill. On the floor of the Senate, House, and Freshman Chamber(s), this motion can only be made after its content has been formally suggested by an Attorney General. (See I.C.7 and I.C.8.).
- iii. **Incidental motions** arise out of questions that already exist. These motions take precedence over principal and subsidiary motions.

1. **Points of order**- General motion to challenge the actions of the presiding officer in relation to the rules of order. In practice, this motion is a reminder to the chair to adhere to the rules. Should the presiding officer rule against the motion, a motion to appeal the decision of the chair requires a majority vote to pass.
 2. **To appeal the decision of the Chair**- Motion to overturn any ruling made by the presiding officer.
 3. **To withdraw a motion**- Motion to end consideration of a pending motion made by the same member. While this motion can be applied to any motion, in practice it is only used by proponents as a mechanism to end consideration of their own bill, particularly in cases when bills are combined in committee.
 4. **To ask for the reading of a paper**- Motion to have the Reading Clerk read aloud the whole text of the bill currently being considered by the body, including any amendments.
- iv. **Privileged motions** are of the highest rank and priority.
1. **To call for the orders of the day**- Motion to have the Reading Clerk read aloud the calendar of bills about to come before the body.
 2. **To adjourn Sine Die**- Motion to conclude the legislative session for the year.
 3. **To adjourn to a certain time**- Motion to end the session for a finite period of time, generally for the day.
 4. **To recess**- Motion calling for an intermission in the session, usually for lunch. A roll call is not required after a recess, but may be taken at the presiding officer's discretion.
 5. **To call a division**- Motion calling for a thorough accounting of a vote. On the floor of the House and Senate this necessitates that members stand and count off.
 6. **To raise a question of privilege**- This motion is raised as a device to correct any injustice that affects the proceedings of the body, its integrity collectively as well as the rights, reputation and conduct of individual members. Similar to the point of order motion, it is up to the presiding officer to rule on its validity, subject to majority vote if appealed. Once recognized as valid by the chair, the body sets aside pending business until the question of privilege is resolved. Actions by the body vary in accordance to the seriousness of the question. For example, disorder in the gallery would generally evoke a recess until the Sergeant-at-Arms has restored order. Likewise, disclosure that a member has been bribed would typically be resolved by the

member being censured or expelled.

- b. Special provisions on debate
 - i. The rules of order cannot be suspended. As a consequence, no action contrary to these rules may be undertaken without the unanimous consent of the body. The House and Senate shall never do business on the floor as the committee of the whole, nor adopt any other parliamentary model to supersede the rules of order.
 - ii. Between considerations of items on the calendar, all non-subsidiary motions are in order. During consideration of bills and other calendar items, all non-principal motions are in order.
 - iii. No amendments to bills shall be accepted from the floor, with the exception of amendments formally suggested by an Attorney General (see I.C.6 and I.C.7.)
 - iv. If a motion is amended, the amendment must be considered and resolved prior to resolution of the original motion. Should the amendment be agreed to, the motion, as amended, will then be considered. If the amendment fails, the motion will be considered in its original form. It shall be the general policy that time spent debating amendments shall be consumed from the debate time allotted to the bill in question - in the case of non-friendly amendments, it will be up to the discretion of the Chair.
- c. The following motions will not be entertained for any reason:
 - i. to suspend the rules
 - ii. to reconsider
 - iii. to proceed under committee of the whole
 - iv. to do business under the call of the senate/house
 - v. to impeach
- d. When a question is under debate, no principal motions shall be received.
- e. The motion to postpone indefinitely shall not be heard twice on the same issue.

5. Voting

- a. All members present must vote. An abstention will be counted as a no vote. No member may leave the chamber while a vote is being taken.
- b. A quorum is fifty percent plus one member of the specified body. A quorum is assumed to be present unless challenged before the announcement of the result of the vote.
- c. No motion is in order while a vote is in progress.
- d. All votes shall be by raising a name card. If a division is demanded or the presiding officer is in doubt, a standing vote shall be taken.
- e. A majority is defined as any number over fifty percent of the members listed as present by the Reading Clerk or Assistant at the time that the motion being voted upon was made, provided that a quorum is present. For all bills, the time that the motion is made is the moment when the presiding officer places the bill

- on Third Reading and asks for the bill's proponent.
 - f. There shall be no oral roll call votes.
 - g. Legislators are prohibited from voting if they were not present for the entire debate on the bill in question. No legislator may enter the chamber once closing remarks have commenced until the conclusion of voting on final passage of that bill.
 - h. Acts and Memorials require a simple majority vote to pass. Resolutions require a 2/3 majority vote to pass.
6. General Rules
- a. Only members, officers, and other persons authorized by the Executive Director of the Youth and Government Program shall be allowed on the floor of the House and Senate.
 - b. When any member wishes recognition to be given to any visitor or delegation, that member shall notify the presiding officer in writing. At the nearest appropriate time proper recognition shall be extended.
 - c. Recognition of outstanding delegates in all aspects of the program shall be made at the closing joint session.
 - d. When issues arise that are not specifically covered by these rules, consult *Reed's Rules* and the Washington State Constitution, in that order.
7. Spoken Forms for Some Motions, Questions, and Rulings
- a. Proper form for speaking on the floor at any time includes first being recognized, then to address the presiding officer "Mr./Madam/Honorable President or Mr./Madam/Honorable Speaker" . . . This is followed by any of the following forms (each addressed to the rostrum):
 - i. To ask a question of the proponent:
 - a. "Will the proponent yield to a question?"
 - ii. To ask more than one question:
 - a. "Will the proponent yield to a series of questions?"
 - iii. To speak in support:
 - a. "I wish to speak in favor of this bill."
 - iv. To speak negatively about a bill:
 - a. "I wish to speak against this bill."
 - v. To yield the floor:
 - a. "I wish to yield the floor to..."
 - vi. To refer to a comment made by another member:
 - a. "In reference to the statement of Senator/Representative name, I wish to state... [follow with your point]"
 - vii. To make a motion:
 - a. "I would like to move..." or "I move that..."
 - viii. To make an amendment:
 - a. "I move to amend as follows..."
 - ix. To call for the previous question (end debate):
 - a. "I call for the previous question." or "Previous question".
 - b. When calling for the vote, the presiding officer shall use these forms:
 - i. For the affirmative vote:

- a. "Those in favor, please raise your name card."
- ii. For the opposing vote:
 - a. "Those opposed."
- iii. If the presiding officer is in doubt, or if a division is called, the body shall divide as above, rising to represent the vote of either affirmative or opposed.
- c. Process for Appealing the Decision of the Chair: Appeal must be made immediately following the decision of the Chair and applies only to points of order.
 - i. Spoken form: "I appeal the decision of the Chair."
 - ii. Chair's response: "Do one tenth of the members agree to the request for appeal? If so, please rise."
 - iii. If 10% rise the maker of the motion is allowed three minutes to speak in favor of the appeal, followed by one spokesperson against also for three minutes.
 - iv. Chair: "Shall the decision of the Chair stand as the decision of the House/Senate?"
 - v. The question is then voted upon. If there are a majority of "ayes" or the vote is a tie the decision of the Chair is sustained. If the "nays" hold a majority the Chair's decision is reversed. If the ruling of the chair applied to a motion that required a two-thirds majority, a motion to appeal the decision of the chair shall also require a two-thirds majority.