

# LEAD Committee Chair Instructions

Thank you for volunteering as a Chair for the LEAD Legislative Committee Meetings! We are looking forward to a wonderful and educational experience for our campers.

## Overview

You will be presiding over a committee meeting on two different bills. Each bill will have two lobbyists presenting testimony (one supporting the bill and one opposing). Committees are named after US Presidents (Washington, Adams, Jefferson, Madison) or values (Freedom, Liberty, Justice) rather than being named to indicate what type of bills are being considered. Each committee is split into two caucuses, Green and Blue, instead of Republican and Democratic.

Campers spend the week role-playing as state representatives or state senators and are assigned their positions on each bill. They are not allowed to change their positions. Campers must use proper parliamentary procedure during the meeting (including speaking through the Chair, making a motion, etc.). ***Please explain to the campers what this should look like.*** Throughout the meeting, an adult volunteer will be acting as a Clerk who will keep time, tally the vote, and be available for questions during the meeting.

Every camper **must** participate by either asking a question or making a comment. If campers have not participated by the second bill, please encourage them to make a comment or ask a question. You may start by asking a question yourself, or engage a particular camper with *“Representative Lastname, we haven’t heard anything from you. I’ll give you a minute to think of something to say and then come back to you for a question or comment.”*

## Schedule

1:15pm	Arrive at the Anderson House Office Building
1:30 – 1:35pm	Introductions and Instructions
1:35 – 2:25pm	Item 1 – Blue Caucus Bill
2:25 – 2:40pm	Fifteen Minute Break
2:40 – 3:30pm	Item 2 – Green Caucus Bill
<b>3:30pm</b>	<b>Adjourn Committee</b>

It is important that both bills begin on time out of respect for our lobbyists’ time. If a lobbyist is late, please check with the Clerk who will be in communication with SSI on the ETA for the lobbyists. If the supporting lobbyist is delayed, we may have the opposing lobbyist start.

If you have any questions, please contact our office at 517-321-6233 or email us at [programs@ssionline.org](mailto:programs@ssionline.org).

**On the day of the event, if you are running late or unable to attend, please call or text Grace Anne Rosbury at (989)-494-8432.**

# Committee Meeting Procedure

## 1:15pm - Arrive at the Anderson House Office Building

- Check in with the SSI Staff present in the lobby. They will direct you to your room and answer any questions you may have.

## 1:30-1:35pm - Introductions and Instructions

- Introduce yourself to the campers.
- Explain parliamentary procedure (raising hand, speaking through the Chair, making a motion).
- Call the meeting to order and instruct the Clerk to take role.

## 1:35-2:25pm - First Bill

- Announce that the committee will be taking up bill #HB/SB/HJR...
- Ask the Bill Sponsor (a camper) to give a brief introduction of the bill.
- Recognize each lobbyist and moderate camper questions.
  - 15 mins for the supporting lobbyist
    - 3-5 minutes for initial remarks
    - 10 minutes for questions from campers
  - 15 mins for the opposing lobbyist
    - 3-5 minutes for initial remarks
    - 10 minutes for questions from campers
- By 2:05, open the meeting for debate among the campers.
- By 2:20, end the debate, ask for a motion to report the bill out of committee and request a second. The Clerk will record camper's votes.

## 2:25-2:40pm - Fifteen Minute Break

## 2:40-3:30pm - Second Bill

- Announce that the committee will be taking up bill #HB/SB/HJR...
- Ask the Bill Sponsor (a camper) to give a brief introduction of the bill.
- Recognize each lobbyist and moderate camper questions.
  - 15 mins for the supporting lobbyist
    - 3-5 minutes for initial remarks
    - 10 minutes for questions from campers
  - 15 mins for the opposing lobbyist
    - 3-5 minutes for initial remarks
    - 10 minutes for questions from campers
- By 3:05, open the meeting for debate between the campers.
- By 3:20, end the debate, ask for a motion to report the bill out of committee and request a second. The Clerk will record camper's votes. Close the meeting by asking for a motion to adjourn.

**Please make sure everything is done by 3:30pm. Please leave the gavel, name-tents, and committee folder for SSI Staff to pick up at the end of the meeting.**

## Notes

- **Camper Participation:** Every camper must ask at least one question or make one comment, but they may be reluctant to speak. You can encourage discussion by making comments or asking questions.
- **Voting:** Campers must vote *for* the bill they support and *against* the bill they oppose. As Chair, you are the only undetermined vote. Please vote in favor of the caucus that asked the best questions and gave the best arguments. If a bill fails in the committee meeting, it will still be debated by the full chamber.