

VIRGINIA GOVERNMENT SIMULATION GENERAL ASSEMBLY RULES AND PROCEDURE

The following rules shall guide the committee and floor debate for the Virginia Government Simulation Model General Assembly.

RESOLVED that the Virginia Government Simulation (VGS) Model General Assembly has established the rules and procedures for its membership. The rules and procedures contained herein shall not be amended or suspended during the Model General Assembly session.

RESOLVED FURTHER, that the rules and procedures provided are based on the rules and procedures of the Virginia House of Delegates and the Senate of Virginia conformed to the specific limitations of the Virginia Government Simulation Model General Assembly Session. All committee and floor debate and related procedures shall be governed as follows:

INTRODUCTION OF LEGISLATION

Rule 1. All legislation shall be written and introduced per the requirements of the Virginia Government Simulation .

COMMITTEE MEMBERSHIP AND REFERRAL

Rule 2. All committee membership and the referral of legislation shall be governed per the requirements of the Virginia Government Simulation .

COMMITTEE

Rule 3. The order of business for committees shall be as follows:

1. Call to order by the chair;
2. Attendance of committee members called by the Committee Chair;
3. Introduction of other members, lobbyists, resource consultants, and advisors
4. Chair explains time limits per bill, if any, and sets order of the committee docket (first committee should last at least 75 minutes and second

committee should last at least 60 minutes);

5. The Chair calls assigned bills by number, title, and patron. The bills are considered in numerical order unless a motion to pass by temporarily is made and agreed to. If a motion to pass by temporarily is agreed to then the bill is moved to the end of the docket;
 - a. Patron is called upon to explain the purpose of the bill. The patron shall state their name and higher education institution upon being called on;
 - b. The Chair recognizes any student Lobbyists that wish to speak on the bill;
 - c. The Chair recognizes members that wish to speak either for or against the legislation, desire to ask questions of the patron, or have committee amendments to offer. Each member must state their name and higher education institution upon being called on;
 - d. Chair again recognizes any lobbyists that wish to speak either for or against the legislation prior to a final vote on the bill;
 - e. Chair only recognizes the resource consultant if there is a problem understanding the subject matter or if a member seeks assistance with the legislation; the resource consultant should not interject personal opinion into the debate of the legislation or attempt to frame the debate regarding the legislation; and
 - f. Chair asks the committee for a motion regarding the bill.

Rule 4. The proper motions for application in committee are adjourn, pass by indefinitely, pass by temporarily, amend, or report; which shall have precedence in the order named. Such motion is not required to be seconded. Upon being recognized by the Chair, each member must say their name and higher education institution.

The proper motions are as follows:

- **TO REPORT THE BILL OUT:** This is the motion to vote on the bill with a recommendation of it passing. This motion is in order during debate on the bill.

- Upon being recognized, a committee member would say the following: "Mr./Madam/MX Chair, I move the bill be reported out."
- TO ADOPT COMMITTEE AMENDMENTS: This is the motion to vote on an amendment(s) offered on a bill with a recommendation of it being adopted. This motion is in order during debate on the amendment.
 - Upon being recognized, a committee member would say the following: "Mr./Madam/MX Chair, I move the committee amendment(s) be adopted."
- TO REPORT A BILL WITH COMMITTEE AMENDMENTS: This is the motion to vote on a bill amended with a recommendation of passage. This motion is in order during debate on the bill.
 - Upon being recognized, a committee member would say the following: "Mr./Madam/MX Chair, I move the bill, as amended, be reported out".
- TO PASS THE BILL BY INDEFINITELY (PBI). This is the motion to vote on a bill, but will defeat the bill if a majority of the committee votes in favor of this motion. This motion is in order during debate on the bill.
 - Upon being recognized, a committee member would say the following: "Mr./Madam/MX Chair, I move the bill be passed by indefinitely".
- TO PASS THE BILL BY TEMPORARILY. This is the motion to temporarily move a bill to the end of the committee docket and can only be made once on the same bill. This motion is in order upon the bill patron being recognized to explain the bill or during debate on the bill.
 - Upon being recognized, the bill patron or committee member would say the following: "Mr./Madam/MX Chair, I move this bill be passed by temporarily."
- TO ADJORN THE COMMITTEE. This is the motion to end the committee's meeting for the day. This motion is in order after the last

bill on the docket has been voted on and the committee has been in session for a minimum of 75 minutes on the first day and 60 minutes on the second day.

- Upon being recognized a committee member would say the following: "Mr./Madam/MX Chair, I move this committee meeting be adjourned for the day".

Rule 5. In taking the vote in committee, the chair shall put each question to a voice vote and each question shall be distinctly put in substantially the following form, viz.: "All in favor of passing House/Senate Bill # (or whatever the motion/question may be shall be stated), say 'Aye,' " and "those opposed say 'No.'" If the Chair is in doubt which side is prevailing, the Chair shall direct the members of the committee voting in the affirmative of the question to raise their right hand to be counted by the Clerk, and then likewise, those desiring to vote in the negative. All decisions shall then be announced by the Chair. If a committee member is in doubt that the Chair made the correct decision as to which side is prevailing, the committee member may seek recognition and be recognized to call for a division provided the following:

- If a committee member believes the Chair has interpreted the voice vote incorrectly, a committee member shall seek to be recognized after a vote has taken place and after the Chair has made their initial decision.
- The Chair shall recognize any member that seeks to be recognized immediately after a vote has taken place.
- A committee member must seek to be recognized before debate begins on the next bill.
- The Chair shall recognize the committee member making the request for a division and proceed to a hand counted vote.
- The proper wording to request a Division is as follows: "Mr. Chairman, I call for a Division."
- If a member abuses the privilege to request a Division vote, the Chair, after consultation with the faculty leadership of VGS may decide to no longer recognize that member for such purposes.

- Committee Resource Advisors, Alumni Staff, or any supervising adults may not include their opinion or persuade the Chair or any committee member to call or request a Division.

Rule 6. A majority vote of the committee members voting shall decide all questions in committee.

Rule 7. Prior to adjournment of the committee meeting, any motion or decision of the committee may be reconsidered once by any member, including the bill patron, having voted on the prevailing side. The motion to reconsider shall be phrased, "Mr. Chairman, having voted on the prevailing side, I move the committee reconsiders the vote on (bill number or motion made)?" If agreed, by a majority vote of the committee, the prior action is before the committee and is again open for debate as if no action had been previously taken by the committee. This motion is not required to be seconded.

CHAMBER FLOOR

Rule 8. The order of business on the floor of each chamber shall be as follows:

- a. Call to order by the Presiding Officer;
- b. Attendance of members called by the Clerk;
- c. Presiding Officer explains time limits per bill, if any (Friday's session should not end before 3:30 PM and Saturday's should not end before 11:30 AM);
- d. Presiding Officer directs the Clerk to call the Calendar;
- e. Calendar is set by the Clerk based on bills that were reported from committee. The bills are considered in numerical order unless a motion to pass by temporarily is made and agreed to. If a motion to pass by temporarily is agreed to then the bill is moved to the end of the Calendar.
- f. Clerk reports the bill by reading the bill number, title, patron, and whether the bill was reported with any amendments. If so, the amendments are also reported by the Clerk;
- g. Presiding Officer recognizes the Patron of the legislation explain the

- purpose of the bill and committee amendments. The Patron or any member recognized to speak must state their name and higher education institution prior to beginning their remarks;
- h. If there is a floor amendment offered, the author of the floor amendment will be recognized to explain the floor amendment. The floor will be open for debate on the offered floor amendment and a vote will be taken on the adoption of the floor amendment;
 - i. Once all committee and floor amendments have been acted upon then debate will be on the bill as introduced, if no amendments, or as amended, if amendments are adopted;
 - j. Presiding Officer asks for any other members that wish to speak either for or against the legislation, desire to ask questions of the patron, or has a floor amendment(s) to offer. Each member must state their name and higher education institution upon being recognized;
 - k. Once there is no more debate, time limit for consideration of the bill expires, or the motion for the pending question is called by the Majority Leader and agreed to, the Presiding Officer will call the question, which is "Shall the Bill Pass?"

Rule 9. The main motion for a bill on the floor is "Shall the Bill Pass?" The Presiding Officer shall call for the question of the main motion without any specific direction. Additional motions that may be made during chamber floor debate are: adjourn, pass by temporarily, or amend; which shall have precedence in the order in which they are named. This motion is not required to be seconded.

Rule 10. The Floor Leader may be recognized by the Presiding Officer to move that the pending question be called. Only the Floor Leader shall be recognized for this motion and if made shall be decided without debate. If the body agrees that the pending question shall be called then the body shall immediately proceed to a vote on the pending question. If any other member makes the motion to call for the pending question they shall be ruled out of order by the Presiding Officer.

Rule 11. A bill that was defeated in the committee of the house of origin may

be brought directly to the floor and added to the end of the Calendar provided the following occurs:

- a. Patron meets with the VGS faculty leadership prior to 12 noon on Friday to state reasons why the bill should receive consideration on the floor without committee approval;
- b. VGS f agrees collectively and provides in writing to the Clerk of the respective chamber permission to add the bill to the Calendar in the house of origin; and
- c. The bill is added to the end of the Calendar for consideration on the floor, and shall not be open to further reconsideration if the bill fails to pass in the house of origin;
- d. It is the sole authority of the Virginia Government Simulation staff to determine if a non-reported bill from committee may be reconsidered for floor consideration;
- e. The Virginia Government Simulation staff shall include, for purposes of this section, the Executive Director and the Program Director; f. The Virginia Government Simulation has ultimate discretion regarding each chamber and committee's calendar.

Rule 12. In taking the vote in Chamber, the Presiding Officer shall put each question to a voice vote and each question shall be distinctly put in substantially the following form, viz.: "All in favor of passing House/Senate Bill # (or whatever the motion/question may be shall be stated), say 'Aye,' " and "those opposed say 'No.'" If the Presiding Officers is in doubt which side is prevailing, the Presiding Officer shall direct the members of the committee voting in the affirmative of the question to raise their right hand to be counted by the Clerk, and then likewise, those desiring to vote in the negative. All decisions shall then be announced by the Presiding Officer. If a member is in doubt that the Presiding Officer made the correct decision as to which side is prevailing, the member may seek recognition and be recognized to call for a division provided the following:

- If a member believes the Presiding Officer has interpreted the voice vote incorrectly, a member shall seek to be recognized after a vote

has taken place and after the Presiding Officer has made their initial decision.

- The Presiding Officer shall recognize any member that seeks to be recognized immediately after a vote has taken place.
- A member must seek to be recognized before debate begins on the next bill.
- The Presiding Officer shall recognize the member making the request for a division and proceed to a hand counted vote.
- The proper wording to request a Division is as follows: "Mr. Speaker/President, I call for a Division."
- If a member abuses the privilege to request a Division vote, the Presiding Officer, after consultation with the VGS faculty leadership, may decide to no longer recognize that member for such purposes.
- Resource Advisors, Alumni Staff, or any supervising adults may not include their opinion or persuade the Presiding Officer or any member to call or request a Division.

Rule 13. A majority vote of the members voting shall decide all questions on the chamber floor.

Rule 14. Prior to adjournment of the floor session, any motion or decision of the body may be reconsidered once by motion of any member, including the bill patron, having voted on the prevailing side. The motion to reconsider shall be phrased, "Mr. Speaker or Mr. President, having voted on the prevailing side, I move we reconsider the vote on (bill number or motion made)?" If agreed, by a majority vote of the body, the prior action is back before the House/Senate and is again open for debate as if no action had been previously taken by the body. This motion is not required to be seconded.

CROSSOVER AND SECOND HOUSE ACTION

Rule 15. After completion of action in the house of origin all legislation shall be communicated to the second house and referred to a committee where consideration shall be guided by the same rules as in the house of origin.

Rule 16. Committee and floor amendments may be offered for consideration

in the second house; however, all amendments adopted in the second house shall be made part of the bill and shall not be required to be agreed to by the house of origin.

GOVERNOR'S ACTIONS

Rule 17. All legislation passed by both the House and Senate shall be received by the Governor for action.

Rule 18. The Governor may sign the bill or veto the bill as the final action of the Governor.

Rule 19. The Governor shall report all final action on the legislation presented at the closing Joint Assembly prior to adjournment sine die of the Model General Assembly Session.

OVERRIDE VETO SESSION

Rule 20. All legislation vetoed by the VGS Governor goes before the House and the Senate for an override vote.

Rule 21. Each legislation starts in its house of origin.

Rule 22. Any bills not signed by the VGS Governor fifteen minutes after the Override Veto Session has begun, will automatically pass.

Rule 23. The order of business on the floor of each chamber shall be as follows:

- a. Call to order by the Presiding Officer;
- b. Presiding Officer explains the override process.
- c. Presiding Officer directs the Clerk to call the Calendar;
- d. Calendar is set by the Clerk based on bills that were reported from the executive office. The bills are considered in the order they are received by the Clerk. The motion to pass by temporarily is not in order.
- e. Clerk reports the bill by reading the bill number, title, patron, and the

VGS Governor's reasons for vetoing.

- f. Presiding Officer recognizes the Patron of the legislation explain the purpose of the bill. The Patron or any member recognized to speak must state their name and higher education institution prior to beginning their remarks. The Patron is limited to *one minute* in their explanation. If time has elapsed or the bill patron goes outside the scope of explaining or defending the bill for legislative reasons, they shall be out of order.
- g. Floor amendments are not in order.
- h. Debate is for 5 minutes total per bill.
- i. Once debate has concluded, either by time expiring or no more speakers seeking recognition, the Floor Leader will move the pending question.
- j. The Presiding Officer will call the question, which is "Shall the Bill Pass?"
 1. This is only one vote.
 2. The bill requires a two-thirds vote in favor from each chamber to override a veto.
 - i. Two-thirds in based on the number of members present during the Override Session.
 - ii. This is a hand vote; no division may be called.
 3. If the ayes have it, the veto is overridden and the Presiding Officer declares "The ayes have it, the bill passes.". If the nays have it, "The nays have it, the bill remains vetoed".
 4. If the house of origin overrides the veto, the bill is sent to the other chamber. If the second chamber has two-thirds of its members vote in favor of overriding the veto, then the bill passes and the veto is overridden.

Rule 24. The VGS Governor shall announce what vetoes have been overridden at the Closing Ceremony.

SAMPLE COMMITTEE PROCEDURE

Basic Procedure:

Call to order by Chairperson - "I NOW CALL THIS COMMITTEE TO ORDER"

- 1) Chair introduces the bills in order
- 2) Chairperson asks if the bill patron is present- "IS THERE A BILL PATRON PRESENT?"
- 3) Patron explains - "MR/MADAM CHAIR, I WOULD LIKE TO EXPLAIN THE BILL"
- 4) Chairperson asks if there is a Lobbyist to speak on the bill- "IS THERE A LOBBYIST THAT WISHES TO SPEAK ON THE BILL?"
- 5) Chairperson opens committee for debate on a bill - "THE FLOOR IS NOW OPEN FOR DEBATE"
- 6) Committee members debate, ask questions, or make motions - "MR/MADAM CHAIR, I WOULD LIKE TO SPEAK TO THE BILL" or "MR/MADAM CHAIR, WILL THE PATRON YIELD TO A QUESTION?" or "MR/MADAM CHAIR, WILL THE PATRON YIELD TO A FOLLOW UP QUESTION?" or see below for possible motions
- 7) A motion is made to report the bill out - "MR/MADAM CHAIR, I MOVE THIS BILL BE REPORTED our or see below for other possible motions.
- 8) Committee votes to end debate
- 9) Chairperson asks if there is a Lobbyist to speak on the bill - "IS THERE A LOBBYIST THAT WISHES TO SPEAK ON THE BILL?"
- 10) Chairperson recognizes any lobbyists to speak to the bill - "MR/MADAM CHAIR, I WOULD LIKE TO LOBBY FOR/AGAINST THE BILL"
- 11) Committee votes on the bill

Note: You must say your name and higher education institution when you get called on by the committee Chair.

Possible motions include:

- 1) "I MOVE THIS BILL BE REPORTED OUT" - [In order during debate on a bill and if you are in favor of passing the bill]

- 2) "I MOVE TO ADOPT THE FOLLOWING AMENDMENT" - [In order during debate on an amendment]
- 3) "I MOVE THAT THIS BILL, AS AMENDED, BE REPORTED OUT" - [in order during debate on a bill after the amendment has been adopted]
- 4) "I MOVE THAT THIS BILL BE PASSED BY TEMPORARILY" - [In order after the bill is introduced but before debate on the bill starts]
- 5) "I MOVE THAT THIS BILL BE PASSED BY INDEFINITELY" - [In order during debate on the bill and if you do not want the bill to pass]
- 6) "MR/MADAM CHAIR, I CALL FOR A DIVISION" - [In order after the final vote on the bill has concluded]
- 7) "MR/MADAM CHAIR, HAVING VOTED ON THE PREVAILING SIDE, I MOVE TO RECONSIDER BILL#_" - [In order at any time during the current committee session]
 - 1) Chair receives amendment
 - 2) Chair informs the committee there is an amendment on the table - "THERE IS AN AMENDMENT ON THE TABLE"
 - 3) Chair introduces the amendment
 - 4) Chair asks if the amendment patron is present- "IS THE AMENDMENT PATRON PRESENT?"
 - 5) Amendment patron explains their amendment - "MR/MADAM CHAIR, I WOULD LIKE TO EXPLAIN THE AMENDMENT"
 - 6) Lobbyist is recognized to speak on the amendment- "MR/MADAM CHAIR, I WOULD LIKE TO LOBBY FOR/AGAINST THE AMENDMENT"
 - 7) Chair opens debate on the amendment - "THE FLOOR IS NOW OPEN FOR DEBATE ON THE AMENDMENT"
 - 8) Motion to adopt the amendment is made - "MR/MADAM CHAIR, I MOVE TO ADOPT THE AMENDMENT"
 - 9) Committee votes to end debate on the amendment
 - 10) Committee votes on the amendment

SAMPLE CHAMBER PROCEDURE

Basic Procedure:

- 1) Call to order by the presiding officer- "THE HOUSE/SENATE WILL NOW COME TO ORDER"
- 2) Presiding officer directs clerk to read the calendar

- 3) Presiding officer asks if the bill patron is present- "IS THERE A BILL PATRON PRESENT?"
- 4) Patron explains - "MR/MADAM SPEAKER/PRESIDENT, I WOULD LIKE TO EXPLAIN THE BIL"
- 5) Presiding officer opens committee for debate on a bill - "THE FLOOR IS NOW OPEN FOR DEBATE"
- 6) Committee members debate, ask questions, or make motions (limited} - "MR/MADAM SPEAKER/PRESIDENT, I WOULD LIKE TO SPEAK TO THE BILL" or "MR/MADAM SPEAKER/PRESIDENT, WILL THE PATRON YIELD TO A QUESTION?" or "MR/MADAM SPEAKER/PRESIDENT, WILL THE PATRON YIELD TO A FOLLOW UP QUESTION?" or see below for possible motions
- 7) The Floor Leader makes a motion to end debate - "MR/MADAME SPEAKER/PRESIDENT, I MOVE THE PENDING QUESTION" 8) Chamber votes to end debate
- 9) Chamber votes on the bill (pass/fail)

Note: You must say your name and higher education institution when you get called on by the Speaker/President

Possible motions include:

- 1) "I MOVE THE PENDING QUESTION"- [Floor Leader ONLY can make this motion]
- 2) "I MOVE TO RECESS UNTIL. - [Floor Leader ONLY can make this motion]
- 3) "I MOVE WE ADJORN SINE DIE"-[Floor Leader ONLY can make this motion
- 4) "I MOVE THAT THIS BILL BE PASSED BY TEMPORARILY"- [In order after the bill is introduced but before debate on the bill starts, can be made by anyone]
- 5) "MR/MADAM SPEAKER/PRESIDENT, I CALL FOR A DIVISION"- [In order after the final vote on the bill has concluded, can be made by anyone] 6) "MR/MADAM SPEAKER/PRESIDENT, HAVING VOTED ON THE PREVAILING SIDE, I MOVE TO RECONSIDER BILL#_ "- [In order at any time during the current committee session, can be made by anyone]

Amendment process

1. Clerk receives amendment
2. Clerk informs the presiding officer there is an amendment on the table-
"MR/MADAME SPEAKER/PRESIDENT THERE IS AN AMENDMENT ON THE TABLE"
3. Clerk introduces the amendment
4. The presiding officer asks if the amendment patron is present- "IS THE AMENDMENT PATRON PRESENT?"
5. Amendment patron explains their amendment -"MR/MADAM SPEAKER/PRESIDENT, I WOULD LIKE TO EXPLAIN THE AMENDMENT"
6. The presiding officer opens debate on the amendment - "THE FLOOR IS NOW OPEN FOR DEBATE ON THE AMENDMENT"
7. Motion to adopt the amendment is made by the Floor Leader ONLY-
"MR/MADAM SPEAKER/PRESIDENT, I MOVE TO ADOPT THE AMENDMENT"
8. The chamber votes to end debate on the amendment
9. The chamber votes on the amendment (pass/fail)

Note: You must say your name and higher education institution when you get called on by the Speaker/President

Decorum in Debate

- 1) While a member is preparing to speak on any matter, that member shall rise and respectfully address the chair as "Mister/Madam Speaker" or "Mister/Madam President".
- 2) While a member is speaking to the body or addressing the chair, no person shall pass between the member speaking and the chair or otherwise disturb the members of the chamber.
- 3) When recognized by the chair, the member may then speak to the question under debate, avoiding personalities, names and discourteous language.
- 4) No motion is in order unless the member so moving makes it from his assigned seat.
- 5) When two or more members rise at once, the presiding officer shall name the person who is to speak first
- 6) No member shall speak longer than neither three (3) minutes at one time nor more than once on the same question except by the leave of the house. Floor managers of a measure shall have the right to close the debate with an additional

five (5) minutes.

- 7) If a question remains pending when the house adjourns for the day, and is revived on the succeeding day; no member who has spoken on the proceeding day shall again speak on the question without leave.
- 8) A member may yield to another the remaining time allotted for the member's debate. However, the member to whom the time is yielded may not yield any remaining time to another member other than the member from whom the time was originally yielded.

Decorum in Voting

- 1) No person shall visit or remain at the Clerk/Secretary's desk while any vote is being taken or otherwise distract the Clerk from his duties.
- 2) No person shall disturb the presiding officer or members of the house while the presiding officer is putting a question or addressing the house.
- 3) Failure to observe rules of decorum may result in ejection from the floor.

Calling Members to Order

- 1) The presiding officer shall call a member to order for transgressing the rules. The presiding officer may remove a member from the floor for flagrant transgression of the rules.