

# STANDING RULES OF PROCEDURE

The following Rules of Parliamentary Procedure have been adopted by the Oregon YMCA Youth and Government Program Committee and shall be used in all sessions of the Committees, House of Representatives and Senate.

## DEFINITIONS

1. Measure: A bill, resolution or memorial.
2. Session: A duly called meeting of a Committee, the House of Representatives or Senate.
3. Chair: The presiding officer of a session.

## MOTIONS

1. Precedence
  - a. The order of precedence shall be:
    1. Privileged
    2. Subsidiary
    3. Main
    4. Incidental
  - b. When a motion is being considered, a motion of higher precedence may be made, but not of lower precedence.
2. Motions are considered and voted upon in the reverse order that they were made.
3. All sessions shall be conducted using the following motions:

	<u>Privileged</u>	<u>Second</u>	<u>Amendable</u>	<u>Debatable</u>	<u>Vote</u>	<u>Interrupt</u>
a. Adjourn	Yes	No	No	No	Majority	No
b. Recess	Yes	Yes	No <sup>1</sup>	No	Majority	No
c. Question of Privilege	No	No	No	No	2	Yes
<b><u>Subsidiary</u></b>						
d. Extend Debate Period	Yes	No	No	No	2/3 <sup>4</sup>	No
e. Extend Question and Answer	Yes	Yes	No	No	2/3 <sup>4</sup>	No
f. Refer to Committee	Yes	Yes	Yes	Yes	Majority	No
g. Committee of the Whole	Yes	Yes	Yes	Yes	Majority <sup>6</sup>	No
h. Amend	Yes	Yes	Yes	3	Majority	No
<b><u>Main</u></b>						
i. General Business	Yes	Yes	Yes	Yes	Majority	No
j. Reconsider	Yes	No	No	3	2/3 <sup>5</sup>	Yes
k. Override Governor's Veto	Yes	No	No	Yes	2/3 <sup>4</sup>	No
<b><u>Incidental</u></b>						
l. Question of Order	No	No	No	No	2	Yes
m. Appeal Decision of the Chair	Yes	No	No	3	Majority	Yes
n. Parliamentary Inquiry	No	No	No	No	2	Yes
o. Request for Information	No	No	No	No	2	Yes
p. Withdraw a Motion	No	No	No	No	2	No

1. Motion to amend motion to recess is debatable.	4. Of those voting.
2. Vote not required – is the decision of the chair only.	5. Member making motion must have voted in majority on original decision.
3. Debatable only when motion to which it applies is debatable.	6. Vote on the amendment itself must be unanimous to pass.

4. The purpose of the above motions is as follows (letters refer to chart in paragraph 2 above.):

**To Improve Business**

- h. Amend
- d. Extend Debate Period
- e. Extend Question and Answer Period

**To Prevent Action**

- p. Withdraw a Motion

**To Delay Action**

- f. Refer to Committee

**To Change a Decision of the Assembly**

- j. Reconsider

**To Amend on the Floor of the Assembly**

- g. Committee of the Whole

**To Introduce Business**

- i. General Business
- k. To Override Governor's Veto

**To Close the Session**

- a. Adjourn
- b. Recess

**To Maintain Rules of Order**

- c. Question of Privilege
- l. Question of Order
- m. Appeal the Decision of the Chair
- n. Parliamentary Inquiry
- o. Request for Information

**PRESENTATION AND DEBATE OF MEASURES**

1. The Chair shall preserve the order and decorum during the presentation and debate of the measures and shall call for the vote. He/she shall decide questions of order in accordance with these Standing Rules subject to an appeal from the decision of the Chair.
2. The Chair shall allow the following amounts of time for the presentation and consideration of each measure:
  - a. Two minutes for the initial presentation by the sponsor(s) of the measure.
  - b. Three minutes for questions by the session members and answers by the sponsor(s) or until extended or terminated under 4.b. below.
  - c. Ten minutes for debate unless extended or terminated under 4.c. below.
  - d. Two minutes for summary by the sponsor(s).
3. Measure Amendments
  - a. If a measure is amended and adopted in committee, amendments may either be printed or read to the assembly for consideration.
  - b. Neither assembly may amend a measure except by a unanimous vote of the assembly acting as a committee of the whole. They must return to full assembly before considering the amended measure.
  - c. Either assembly may recall a measure from the Youth Governor by a motion to reconsider before the measure is either approved or vetoed by the Youth Governor.
4. Debate and Voting
  - a. When a member of the House or Senate is going to speak, he/she shall rise and address the Chair as "Mr. President" or "Madame President" or "Mr. Speaker" or "Madame Speaker," as the case may be. The member shall wait to be recognized by the Chair before speaking further.
  - b. In the House or Senate sessions, members must obtain permission from the Chair to question another member. Permission is requested by asking, "Will the sponsor yield?" Questions and answers shall be addressed to the Chair. Unless extended by appropriate motion, the chair shall terminate the question and answer period at the end of the time limit or when no other members wish to speak, whichever occurs first.

- c. Debate shall alternate between members speaking in support and those speaking against. No member shall speak more than once to the same question until every member choosing to speak shall have spoken. Unless extended by appropriate motion, the chair shall terminate debate at the end of the time limit or when no other members wish to speak, whichever occurs first.
- d. When debate is terminated, the Chair shall put the question to the members by stating "Those in favor say aye," and after that vote is counted, then "Those opposed, nay." If the Chair is in doubt, he/she may order a division of the members by first having those voting in support rise and be counted, and then likewise for those voting against. Every member, including the Chair, who is present when the question is put may vote either "aye," "nay" or abstain.

## **DOCKETS**

1. Committees
  - a. Each committee shall determine the order in which the measures assigned to that committee shall be considered.
  - b. At the conclusion of the last committee session, each committee shall prioritize the measures passed by that committee for consideration by the House and Senate.
2. House and Senate
  - a. House: The House Docket Committee shall consist of the committee chairs who are members of the House and up to two members at large from the House appointed by the Speaker. The Speaker of the House shall preside.
  - b. Senate: The Senate Docket Committee shall consist of the committee chairs who are members of the Senate, up to two members at large from the Senate appointed by the President, and the unsuccessful candidate for Youth Secretary of State. The President of the Senate shall preside.
  - c. Each docket committee shall determine the order in which its measures shall be considered during the sessions. The committee shall consider the measures in the priority they assigned by the committees. Measures received from the other body shall be alternated with the docketed measures.
  - d. The decisions of the docket committees are final and shall not be changed by the vote of either assembly.

## **VETO PROCEDURES**

1. Memorials and Resolutions are not subject to veto. However, the Youth Governor may indicate his/her support of either by signing them if desired.
2. Bills that have passed both the House and Senate and are delivered to the Youth Governor by 4:00 p.m. Friday must have the notice of the Youth Governor's veto delivered to the House and Senate by 10:00 a.m. Saturday.
3. Bills that have passed both the House and Senate and are delivered to the Youth Governor by 11:00 a.m. Saturday must have the notice of the Youth Governor's veto delivered to the House and Senate by 2:00 p.m. Saturday.
4. Unless the Youth Governor delivers his/her notice of veto of a bill in accordance with the above, the bill shall be deemed to pass.
5. The Youth Governor's veto of any bill may be overridden by a two-thirds majority of both the House and Senate any time prior to 3:00 p.m. Saturday.
6. The assembly in which the measure originated may entertain a motion to override the veto. If the motion passes, the measure shall be presented and considered as any other measure. If the assembly votes to override the veto, then the measure shall proceed to the other assembly for the same presentation and consideration.

## **GENERAL RULES**

1. No person shall be permitted within the bar of the House or Senate while the assembly is in session except members of that assembly, photographers, YMCA staff, advisors, pages, and special dignitaries to whom the Chair has extended such courtesy.
2. When any member wishes recognition to be given to any visitor or delegation, the member shall notify the Chair who may extend proper recognition at the appropriate time.
3. Only electronic devices issued by the YMCA may be used for official program purposes, and are the only electronic devices allowed for use during official committee, House or Senate sessions. Electronic devices include, but are not limited to: cell phones, messaging systems, and computers.

Amended January 2017