

COMMITTEE CHAIR RESPONSIBILITIES

ALL GAVELS & STOPWATCHES MUST BE RETURNED IN CALENDAR COMMITTEE!!

COMMITTEE CHAIRPERSONS

- At committee chair training, you will get all of the items you need to run your committee meeting. PLEASE check to be certain you have in your possession the original copies of all the bills your committee is to hear, ranking forms, amendment forms and a calculator. *If you are missing any of these items, DO NOT start your committee meeting until you have obtained them, most likely from the information booth or from the officer assigned to oversee your committee.*
- See that your committee meeting is called to order and is adjourned on time.
- Introduce yourself, your Co-Chair, and the officer monitoring your committee.
- **PLEASE EXPLAIN THE RANKING PROCESS IN DETAIL AND DO NOT BEGIN CONSIDERING BILLS UNTIL YOU ARE REASONABLY CERTAIN THAT ALL PATRONS UNDERSTAND THE RANKING PROCESS!**
- *Explain the amendment process and encourage combining bills. Allow time in the beginning, if necessary, for students to combine.*
- Follow proper parliamentary procedure in conducting the committee session.
- Consider each bill by calling on the sponsors to present. In the event that the sponsor(s) is not present when a bill is called, then the bill should be placed on the bottom of the committee docket and brought up again only after all other bills are given consideration.
- Before adjournment, express your appreciation to those who assisted you and to your committee members.
- Take original bills and committee ranking forms to the Calendar Committee meeting at the appropriate time.
- Serves as official timekeeper.
- Be prepared to read any bill in its entirety if requested.
- Record committee action on the COMMITTEE REPORT sheet attached to the bill folder. (Do not write on original bill)
- Count all votes
- Make certain all proposed amendments are properly attached to their respective bills.