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The Senate

To begin the session:

Bang the gavel 3 times and say

President: *"The Senate will come to order."*

1st Order of business – Roll call

President: *"The secretary will take the roll."*

President: *"The secretary will announce the order of business."*

2nd Order of business – Prayer (Do not have to have prayer because it has been done during the opening ceremony)

Bang the gavel once

3rd Order of business – Reading and correction of journal: **None**

4th Order – Reading of communications: **None**

5th Order – Presentation of petitions, resolutions, and memorials: **None**

6th Order – Reports of standing committees

The Committee Chair says: "The _____ committee reports out Senate bill # _____ with a _____ recommendation."

(Insert name of committee, bill #, & committee decision)

7th Order – Reports of special committees: **None**

8th Order – Consideration of message from the Governor: **(Thursday and Friday)**

9th Order – Consideration of messages from the House of Representatives: **(If messages are sent)**

10th Order – Motions and consideration of petitions, resolutions and memorials: **None**

11th Order – Introduction, 1st reading and reference of BILLS

(Reading)

President: *"The secretary will read the bills on 1st reading."*

The PPT or Majority Leader (or other member): *"Mr. President, I ask unanimous consent that all bills on 1st reading be read by number, author and title only and the journal show they have been read at length."*

President: *"There being no objection, the clerk will read the bills."* (Once all have been read, the President announces to which committee they are referred.)

"Senate Bill _____ to _____ committees, Senate Bill _____ to _____ committee, etc."

12th Order – 2nd reading of bills

(Reading)

President: *"The secretary will read the bills on the 2nd reading."*

President Pro Temp or Majority Leader (or other member) will rise to say: *"I ask unanimous consent that all bills on the 2nd reading be read by number and author only and the Journal show they have been read at length."*

President: *"There being no objection, the Secretary will read the bills."*

13th Order – 3rd reading, debate and vote on BILLS
(Reading)

The secretary begins to read the bill in its entirety.

Secretary (Clerk): "Senate Bill _____"

The Senator sponsoring the bill rises and says: "Mr. President."

The President asks: "For what purpose does the senator rise?"

The Sponsor responds: "Mr. President, I ask unanimous consent that further reading of Senate Bill _____ be dispensed with and that the journal show it has been read through at length, section by section, and placed before the Senate for final consideration."

The President says: "There being no objection, the Senator has the floor to open debate."

(The Debate Process)

Once finished any other Senator may rise to debate, first saying: "Mr. President."

The President asks: "For what purpose does the Senator rise?"

The Senator says: "To debate the bill."

The President responds: "The Senator has the floor."

When the debate is finished **the President asks:** "Is there any further debate?" "Hearing none, Senator _____ (the sponsor) may close debate."

(The Sponsor closes debate)

(Questions during debate)

A Senator rises and says: "Mr. President."

The President responds: "For what purpose does the Senator rise?"

The Senator says: "Mr. President, will the Senator yield for a question?"

The Senator who has the floor says: "I will." **OR** "No" **OR** "When I am through with my debate, I will yield."

The President responds: "The Senator yields." **OR** "The Senator does not yield." **OR** "The Senator will yield at the end of debate. The Senator may continue with debate."

(The Voting Process Voting)

The President says: "Debate being closed, the question is, shall Senate bill _____ pass the Senate? The secretary will call the role." (The secretary calls the role.) **The President says:** "_____ # Ayes _____ # Nays. The bill having passed the Senate, it will be transmitted to the House." **OR** "The bill having failed to pass, it will be filed with the Secretary of the Senate."

14th Order – Consideration of general calendar: **None**

15th Order – Miscellaneous business

For an announcement, an introduction **a Senator may rise and say:** "Mr. President, may I rise for a point of personal privilege." **The President says:** "The Senator has the floor."

(Adjournment)

The PPT or Majority Leader (or other member) rises to say: "Mr. President, I move we adjourn."

The Majority leader or Assistant majority leader (or other member) says: "I second the motion"

The President says: "The Senate stands adjourned until _____ at _____ o'clock." Pound the gavel once. **(Insert date and time)**