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The House of Representatives

To begin the session:

Bang the gavel 3 times and say,

Speaker: "The House will come to order"

1st Order of business – Roll call

Speaker "The clerk will take the roll."

Speaker "The clerk will announce the order of business."

2nd Order of business – Prayer by Chaplain- (This has already been done during the Opening Ceremony you will not have to do this again).

Bang the gavel once

3rd Order – Approval of journal: **None**

4th Order – Considerations and messages from the Governor and Senate (**at times**)

5th Order- Reports of standing committees

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

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

6th Order – Reports of select committee: **None**

7th Order – Motions, memorials and resolutions: **None**

8th Order – Introduction, 1st reading and reference of BILLS, PETITIONS and JOINT MEMORIALS.

(Reading)

Speaker: "The clerk will read the bills on the 1st reading."

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

Speaker: "There being no objection, the clerk will read the bills."

(Once all have been read, the Speaker announces to which committee they are referred.)

Speaker: "House Bill _____ to _____ committees, House Bill _____ to _____ committee, etc."

9th Order – First reading of engrossed bills: **Done above on the 8th Order**

10th Order – 2nd reading of BILLS and JOINT RESOLUTIONS.

Speaker: "The clerk will read the bills (resolution) on the 2nd reading."

Majority Leader (or any 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."

Speaker: "There being no objection, the Clerk will read the bills."

11th Order – 3rd reading, debate and vote on BILLS and JOINT RESOLUTIONS **(Reading)**

The Clerk begins to read the bill in its entirety.

Clerk: "House Bill _____" (**Starts reading bill until stopped**)

The Sponsor of the bill stands and says: "Mr. Speaker."

The Speaker asks: "For what purpose does the Representative rise?"

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

Speaker: "There being no objection, the Representatives have the floor to open debate."

(The Debate Process)

Once the Sponsor is finished **any other Representatives** may rise to debate, first saying, "Mr. Speaker."

Speaker asks: "For what purpose does the Representative rise?"

The Representative says: "To debate the Bill."

Speaker responds: "The Representative has the floor."

When the debate is finished **the Speaker asks:** "Is there further debate?"

"Hearing none, Representative _____ (the sponsor) may close debate."

(The sponsor closes debate)

(Questions during debate)

A Representative rises and says: "Mr. Speaker."

The Speaker responds: "For what purpose does the Representative rise?"

The Representative says: "Mr. Speaker, will the representative yield for a question?"

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

The Speaker responds: "The Representative yields." **Or** "The Representative does not yield." **Or** "The Representative will yield at the end of debate. The Representative may continue with debate."

(The Voting Process)

The Speaker says: "Debate being closed, the question is, shall House Bill _____ pass the House? The clerk will call the role." (The clerk calls role.) **The Speaker says:**

"_____ (#) Ayes _____ (#) Nays. The bill having passed the House, it will be transmitted to the Senate." **Or** "The bill having failed to pass, it will be filed with the Clerk of the House."

12th Order – Consideration of general orders: **None**

13th Order– Miscellaneous and unfinished business: **None**

14th Order – Presentations of petitions and communications: **None**

15th Order – Announcements

For an announcement, an introduction **a Representative may rise and say:** "Mr. Speaker, may I rise for a point of personal privilege."

The Speaker says: "The Representative has the floor."

16th Order – Adjournment

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

The Assistant Majority Leader (or other member) says: "I second that motion".

The Speaker says, "The House stands adjourned until _____ at _____ o'clock." Pound the gavel once. (**Insert date and time**)