The House of Representatives

To begin the session:
   Bang the gavel 3 times and say,
   **Speaker:** "The House will come to order"

1\textsuperscript{st} Order of business – Roll call
   **Speaker** "The clerk will take the roll."
   **Speaker** "The clerk will announce the order of business."

2\textsuperscript{nd} 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

3\textsuperscript{rd} Order – Approval of journal: **None**

4\textsuperscript{th} Order – Considerations and messages from the Governor and Senate (at times)

5\textsuperscript{th} Order- Reports of standing committees (This portion is not done on the first House Session. This only occurs after committees have actually met.)
   **The Committee Chair says:** "The _______ committee reports out House bill # _______ with a __________ recommendation."
   (Insert name of committee, bill #, & committee decision)

6\textsuperscript{th} Order – Reports of select committee: **None**

7\textsuperscript{th} Order – Motions, memorials and resolutions: **None**

8\textsuperscript{th} Order – Introduction, 1\textsuperscript{st} reading and reference of BILLS, PETITIONS and JOINT MEMORIALS.
   (Reading)
      **Speaker:** "The clerk will read the bills on the 1\textsuperscript{st} reading."
      **The Majority Leader (or any member):** "Mr. Speaker, I ask unanimous consent that all the bills on 1\textsuperscript{st} 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."

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

10\textsuperscript{th} Order – 2\textsuperscript{nd} reading of BILLS and JOINT RESOLUTIONS.
   **Speaker:** "The clerk will read the bills (resolution) on the 2\textsuperscript{nd} reading."
   **Majority Leader (or any member) will rise to say:** "I ask unanimous consent that all bills on the 2\textsuperscript{nd} 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."

11\textsuperscript{th} Order – 3\textsuperscript{rd} 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."
The 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)