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 (This portion is not done on the first Senate Session. This only occurs after committees have actually met.)
   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)