

# **GIRLS STATE LEGISLATIVE OFFICER RESPONSIBILITIES**

## **SPEAKER OF THE HOUSE – PRESIDENT OF THE SENATE**

1. Presides over respective Chamber
2. Appoints Committee Chairmen
3. Assigns bills to committees
4. Rules on questions of procedure
5. Appoints Chaplain of the Day
6. Appoints members to chair Committee of the Whole
7. Instructs other officers
8. Appoints Conference Committees
9. Maintains Order
10. Is responsible for notifying Senior Staff of all bills passed prior to Graduation. Requires name of bill and author.

## **SPEAKER PRO-TEM- VICE PRESIDENT**

1. Replaces Speaker/President when requested
2. Monitors operations of Standing Committees
3. Serves on Rules Committee
4. Monitors number of times a Representative/Senator speaks on a bill
5. Carries out tasks assigned by Speaker/President

## **FLOOR LEADER**

1. Determines order of bills considered
2. Moves for recesses and adjournments.
3. Moves for “Committee of the Whole” considerations of bills on General File
4. Serves on Rules Committee

## **CHIEF CLERK**

1. Handles Roll Calls and Roll Call Votes
2. Reads bills for consideration
3. Maintains and records amendments
4. Serves on Rules Committee

## **BILL STATUS CLERK**

1. Assists Chief Clerk in keeping amendments
2. Provides daily update on status of bills
3. Communicates with other chamber on bill status
4. Responsible for messages to Chief Clerk of other chamber

## **SERGEANT AT ARMS**

1. Responsible for maintaining order in the chamber
2. Announces dignitaries and other special visitors

## **CHAPLAIN**

1. Provides opening prayer each day

## **REPORTER**

1. Reports the day’s activities at the Evening Session