

MEMO TO THE SPEAKER OF THE HOUSE/PRESIDENT OF THE SENATE

Madam Speaker/President:

1. Immediately following your election, you shall conduct elections for Speaker Pro-Tem/Vice President, Floor Leader, Chief Clerk and Bill Status Clerk, using the format the Junior Counselor used in your election.
2. Each newly elected office should join you at the front.
3. When the elections are completed, ask for volunteers to serve as Chaplain. You need four (4) for Tuesday, Wednesday, Thursday, and Friday. Chaplains give a brief prayer after roll call at the morning session only.
4. Next have members count off by 1 through 6. All members with the same number will serve on that numbered committee. You will then appoint one member of each committee to serve as Chairman. Committee numbers and assigned rooms will be on the blackboard.
5. Have the Chief Clerk read in each Bill by number, sponsor and title only. After each Bill is read, you state "House Bill #_____ is assigned to Committee #_____ (name of Committee).
6. After all Bills are read and assigned, the Floor Leader will address the Chair and move that the House/Senate recess until a designated time for consideration of Bills in Committee.
7. After reminding the Committee Chairmen that each shall appoint a Committee Secretary to keep records of amendments and committee actions, call for vote on the Floor Leader's motion by saying, "All in favor of the motion to recess, please say "Aye"; all opposed, say "No". The "Ayes" and the House/Senate is in recess until the designated time."
8. Please use the time to go over the responsibilities with your officers. After that, you may all visit the committees to observe how they are functioning.
9. Call to Order. Reports from the Committee Chairmen on actions taken (basically whether they have completed their work or need more time).
10. The Floor Leader moves to Recess until a designated time. Announce that you may grant some time for committees to complete work. "All in favor....."