

World Affairs Council of Philadelphia Model Senate 2006 Guidelines for Sub-Committee Chairs

Preface: Committee Chairs play a critical role in the Model Senate simulation. The primary responsibility of each chair is to move the committee through an agenda of witness presentations, witness questioning, discussion, debate and voting. Challenges for chairs include balancing some degree of "free-flowing" discussion with order, balanced Q&A for witnesses and keeping time. Note: Do not get bogged down with a lot of parliamentary procedure – use parliamentary protocol to keep the flow of the session going in an orderly manner (see below).

Morning Session

- Call the meeting to order. Roll call of witnesses coming before the sub-committee (list will be provided).
- Make a statement framing the issue from your senator's point of view.
- Invite the ranking Democrat to make a one-minute response.
- Review agenda for the day.
- Review rules (the following rules are suggested, not required)
 - Allotted time for witness testimony: 7 minutes for statement & questions.
 - Questions per witness: 3 (witnesses can be re-called after all witnesses have spoken)
 - The Chair can bend the rules for special guests or circumstances.
- Break for lunch by 12:10 pm. Have open discussion or re-call important witnesses and continue Q&A.
- When you recess for lunch, announce the time the committee will reconvene(12:45 pm) .

The Working Lunch

The goal is to have, by the end of the lunch, an almost complete or complete draft legislation that can be discussed in the afternoon session. Organizing this session is the prerogative of the Chair. The group might wish to work together (Republicans and Democrats), separately or in any configuration they chose. In the proposed legislation, include elements that will require discussion and possible recall comments by witnesses in the afternoon. Finalize the draft during the afternoon session. Conclude and adjourn the sub-committee session no later than 1:20 pm.

Note: transparencies of the Senate bill template and a marker pen will be provide. Write out the sub-committees proposed legislation and bring to the afternoon plenary session. Be sure to bring a script of the legislation with you as well. It is very difficult reading off the screen – this is why you should have a scripted copy from which to read and comment.

The afternoon session

- Call the meeting to order.
- Take roll call (witnesses).
- Read proposed legislation.
- Recall witnesses.
- Hold open discussion & debate. Witnesses may be recalled.
- Vote. Each Senator votes "yea" or "nay" on the proposed legislation.

Final Session: Senate Foreign Relations Committee

When called, read your sub-committee's proposed legislation to the full committee. Then make a one-minute statement about why the full committee should pass your bill. Be prepared to take questions if there is time.