



## **Model Senate Foreign Relations Committee –2009-10 Guidelines for Sub-Committee Chairs**

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, facilitating Q&A with witnesses and staying on schedule.

### Morning Session (10 a.m. – 12 p.m.)

- Call the meeting to order.
- Roll Call (ranking member will conduct)
- Make a statement framing the issue from your senator’s point of view.
- Invite the ranking republican to make a one-minute response.
- Review agenda for the day.
- Review rules
  - Allotted time for each witness’ testimony: approximately seven minutes for statement & questions;
  - Questions per witness: three (witnesses can be recalled after all witnesses have spoken);
  - The Chair can bend the rules for special circumstances.

Do not break for lunch before 12:10 p.m. Recall important witnesses and continue Q&A. When you recess for lunch, announce the time the committee will reconvene.

### The Working Lunch (12:10 p.m. – 12: 45 p.m.)

Organizing this session is the responsibility of the Chair. Each senator will arrive at the Hearing with his/her own prewritten draft resolution. The goal is to create, by the end of lunch, a combined draft resolution that will be discussed and amended in the afternoon session. The group must work together across party lines to create a document combining all of their ideas, taking into account the witness testimonies.

In the proposed resolution, include elements that will require critical thought and discussion by all parties of the committee including witnesses. Senators will finalize the draft resolution during the afternoon session.

### The Afternoon Session (12:45 p.m. – 2:00 p.m.)

- Call the meeting to order.
- Take roll call.
- Read proposed legislation
- Hold discussion & debate surrounding the proposed resolution.
- Vote. Each senator votes “yea” or “nay” on the proposed legislation
- Hold Forward Engagement discussion and debriefing.

### Closing Session (2:00 p.m. – 2:45 p.m.)

When called, read your subcommittee’s proposed resolution to the full committee and make a one-minute statement about why the full committee should pass your bill. Be prepared to take questions if there is time. If not everyone in your sub-committee voted in favor of the resolution, those opposed may wish to explain their reasoning at this time. The entire committee will vote on your proposed resolution.