

ZIG RULES OF PROCEDURE

Special ZIG Committees

1. The purpose of the Special ZIG Committee (SZC) is to consider and advance bills.
2. Each SZC will have co-chairs who are CCE officers. The chairs shall preside, keep time, and manage all aspects of the committee.
3. Delegates will be assigned to an SZC. All delegates are members of the SZC to which they are assigned and shall not be allowed admission to the other SZCs.
4. The order in which bills shall be heard will be the order listed in the conference book.
5. Bill Timeline:
Each bill in committee shall be considered in the following manner:
 - a. Chair reads the title of the bill before the author's remarks.
 - b. Opening remarks by the bill author (2 minutes).
 - c. Non-debatable, technical questions (2 minutes).
 - d. Chairperson opens debate.
 - e. Three rounds of Con/Pro debate: Con and Pro speakers will alternate; beginning and ending with a Con (1 minute each speaker)
 - i. Upon recognition, a delegate shall unmute themselves and state his/her name and school.
 - ii. Delegates must state their intention to do one of the following:
 1. address the floor in a statement.
 - a. "I will be addressing the floor."
 2. to directly ask the author a series of questions.
 - a. "I will be asking the authors a series of questions."
 3. to ask the author a series of questions and address the floor afterwards.
 - a. "I will be asking a series of questions and then addressing the floor."
 - iii. The only recognized motions during the SZC will be the main motion, or the motions to adjourn or recess. The chair will direct each of these motions.
 - iv. Yielding is not in order during SZC, including to the author's summation or to fellow delegates
 - v. Amendments are not in order during SZC
 - f. Author's summation (1 minute).
6. Decorum during committee sessions:
 - a. The motions to extend debate, amend, suspend the rules and previous question will not be in order during the Special Zoom Committee.
 - b. A delegate seeking to be recognized should remain muted and click on the "raise hand" feature of Zoom. Delegates who verbally call out or make gestures will not be recognized.

- c. No delegate shall "raise their hand" or unmute during another delegate's speech unless they are the author and have been asked to answer questions.
 - d. Refer to another speaker as "the previous delegate," not by proper name.
 - e. Do not reference other bills.
 - f. Face and hand gestures are not permitted during another delegate's speech.
 - g. Do not attempt to directly message the author or comment in the large group chat during the author's bill.
 - h. Do not use sarcasm in debate in the form of a false pro or false con speech.
 - i. Do not use props during committee sessions. Props include charts, diagrams, printed research, or any other non-verbal element used to make a point or to provide emphasis to a delegate's speech.
7. Voting:
- a. At the conclusion of debate, the chair will call for a pass-or-fail vote to move the bill out of committee.
 - b. Each member of the committee may vote individually on each bill using the "yes/no" function. Anyone wishing to abstain will simply not vote. Abstentions will count as "no" votes.
 - c. Any bill receiving a simple majority of "yes" votes will move out of committee.
8. Patrons of bills may submit minor corrections to their bills at the beginning of the Special Zoom Committee. Corrections should not change the substance or intent of the bill. Once the patrons have begun their presentation, they may not submit amendments to their bill for the duration of the conference.
9. Absolutely no cheering is allowed upon completion of bills or speeches. If you would like to congratulate an Author please do so by showing "spirit fingers" on screen or sending a private message. Please also do not use the group chat for emotional responses to speeches or bills.
10. Anything not specifically addressed in the ZIG Rules and Procedures shall be handled in the manner specified in the YIG Rules and Procedures below.

Ad-Hoc Joint Committees

1. The purpose of the Ad-Hoc Joint Committee (AJC) is to consider and vote on bills.
2. The Ad-Hoc Joint Committees shall operate under the same rules as the Special ZIG Committees, except with regards to the following items:
3. **Intent Speeches:**
 - a. Delegates may submit intent speech requests before the Ad-Hoc Joint Committee begins.
 - b. Intent speeches are limited to 1 minute and 30 seconds and delivered between the end of technical questions on the bill and the beginning of debate on the bill.
 - c. Intent speeches may only address the chamber; intent speakers must identify themselves and state their intent to address the floor.
 - d. Intent speakers may not yield their time to another delegate, ask the patrons questions, or make a motion
 - e. Intent speeches do not count as rounds of debate

f. Delegate may only deliver one intent speech during an AJC.

4. Amendments to Bills:

- a. Amendments must be submitted to the chair prior to the start of the Ad-Hoc Joint Committee. Any amendment submitted after the start of the AJC will not be considered.
- b. The title of a bill may not be amended. Delegates must make every effort to ensure that proposed amendments do not make a bill omnibus.
- c. Any amendments must be written on the appropriate form, be legible, and be germane.
- d. Amendments must be recognized and announced before con/pro debate on a bill has begun.
- e. The patrons of the resolution must declare any amendment "friendly" (if they agree with the proposed amendment) or "unfriendly" (if they disagree).
 1. Friendly amendments may be passed without debate through a "yes/no" vote using Zoom's "yes/no" function.
 2. Unfriendly amendments are debated in the appropriate format. The amendment's sponsor acts as the patron of the amendment, and the patrons of the resolution have the right to be the first con speaker in the debate.
- f. In the AJC, the chair may recognize a maximum of one (1) amendments to any bill.
- g. Amendments must be in one of three forms:
 1. TO DELETE... You must be specific about what part of the bill you are deleting.
 2. TO INSERT... You must be give specific wording to be inserting and the specific location of where it is to be inserted.
 3. TO SUBSTITUTE... A combination of the above.

5. Voting:

- a. At the conclusion of debate, the chair will call for a pass-or-fail vote.
- b. Each member of the committee may vote individually on each bill using the "yes/no" function. Anyone wishing to abstain will simply not vote. Abstentions will count as "no" votes.
- c. Any bill receiving a simple majority of "yes" votes will pass and be sent to the Governor for signature.

YOUTH IN GOVERNMENT RULES OF PROCEDURE

Introductory Note: Zoom in Government (ZIG) and Youth in Government (YIG) is modeled after the Tennessee General Assembly. The circumstances at YIG require many of its rules of procedure to vary from the practices of the General Assembly. In questions or issues not addressed by the following rules, the YMCA Center for Civic Engagement staff may look to other authorities for guidance.

I. Presentation of Bills or Resolutions

- h. Patrons of bills should make every effort to write a bill in compliance with the expectations of the YIG conference. The CCE staff may remove inappropriate bills from the dockets of their respective chambers regardless of committee rankings.
- i. When presenting their bills, patrons should uphold expectations for appropriate behavior. Disruptive behavior is subject to disciplinary action. Patrons should not use props of any kind while presenting their bills.
- j. Patrons may yield extra time from their introduction to their summation. Delegates speaking “pro” on those bills may also yield time to the patrons’ summation. Unused time from the patrons’ summation is yielded to the presiding officer (chair).
- k. Patrons may invoke Patron’s Rights during debate on their bill when a delegate has offered factually incorrect information about the text of their bill. Patron’s Rights allows the patrons ten seconds of uninterrupted speaking time to offer correct information. The patrons must wait until the speaker has concluded their remarks before exercising these rights.

5. Debating Bills, Amendments, and other Motions:

- a. Delegates to the General Assembly may speak when recognized by the chair. Delegates’ remarks must be relevant to the items on the agenda at any given time. Delegates from other chambers or components (Governor’s Cabinet, Supreme Court) may only speak with permission of the CCE staff.
- b. Once recognized, delegates must identify themselves to the session with their name and school.
- c. Delegates recognized as speakers in debate have the right to do two of the following things with their speaker’s time. Speakers must inform the chair of their intentions before continuing to:
 - i. Address the floor/session
 - ii. Ask the patrons of the bill a series of questions
- d. Speaker’s time: unless otherwise indicated by the chair, each speaker shall have one minute to address the floor. Speakers who have been yielded time by another delegate may not yield any further time. Unused speakers’ time is yielded to the chair.
- e. Intent Speeches: delegates may submit intent speeches during debate on bills in chambers.
 - i. Intent speeches are limited to 2 minutes and delivered between the end of technical questions on the bill and the beginning of debate on the bill.
 - ii. Intent speeches may only address the chamber; intent speakers must identify themselves and request permission to address the floor.

- iii. Intent speakers may not yield their time to another delegate, ask the patrons questions, or make a motion.
- iv. Intent speeches do not count as rounds of debate.
- v. Delegates may only deliver one intent speech during the conference.

6. Conducting Business

- a. Two-thirds (67%) of the assigned delegates shall constitute a quorum of the General Assembly and committees. A quorum must be present for any session to conduct the business on its docket.
- b. All delegates are expected to maintain decorum, i.e. appropriate behavior, during all sessions. Delegates behaving inappropriately are subject to disciplinary action by conference officers and the CCE staff. The Delegate Code of Conduct defines further expectations for appropriate delegate behavior.
- c. The CCE staff and calendar committee shall prepare the dockets for committees and chambers. The House, Senate, and their committees may amend their dockets in the following ways:
 - i. Add bills passed by the other chamber
 - ii. Postpone bills to a specific time. If a bill is postponed to a certain time, it automatically has the highest priority for consideration at that time.
 - iii. Amendments to the docket should be done only with clear, compelling reasons. The motion to amend the docket is not debatable and requires a simple majority to pass.

7. Motions

- a. These motions require a second. Motions shall be ranked as follows:
 - i. Adjourn
 - ii. Recess
 - iii. Previous Question
 - iv. Adopt a Bill (Main Motion)
- b. A motion shall be in order when it outranks all other pending motions. For instance, if a motion to recognize an amendment is pending, moving the previous question shall be in order.
 - i. Adjourn: A motion to adjourn must be made by the floor leader. It is non-debatable and shall be voted on immediately. It takes a simple majority for passage and should include the time the house is adjourning to, except for the final motion to adjourn, which shall specify no time (adjourn sine die).

- ii. **Previous Question:** This is the method for ending debate immediately. It requires a two-thirds majority to pass. The previous question may be moved on any of the motions that rank below it. However, if more than one motion is pending, the person moving the previous question should specify which motion the previous question applies to. For instance, if there is a motion to amend a bill, the previous question may be moved on the motion to amend or the motion to adopt the bill. If it is moved on the motion to adopt the bill, it implicitly includes the motion to amend. If the previous question is adopted, the house will first vote on the amendment and then on the motion to adopt the bill. If the previous question applies only to the amendment, the house will vote on the amendment then continue debating the bill. **Note:** moving the previous question ends debate. The sponsors' summation is not part of the formal debate, so a successful previous question motion will begin the sponsors' summation. Should the chamber wish to forego the summation, then a motion to suspend the rules to that effect is in order.
- iii. **Main Motion:** This is the actual consideration and vote on whether or not to adopt a bill as presented to the house by its sponsors. The bill is debatable and is subject to all motions listed above.

8. Voting

- a. Each delegate seated in chambers and committees has one vote on all motions.
- b. Delegates should not abstain on votes on bills or amendments without a clear reason for doing so. Abstentions are effectively 'no' votes. There are no abstentions on procedural motions.
- c. The majority required to pass motions is found on the Table of Motions in the bill book and the Delegate Manual.
- d. During voting procedure, delegates should not leave or enter the room until the results of the voting have been determined by the chair.
- e. Majorities: any bill or amendment shall require a simple majority (more ayes than nays) to pass with these exceptions: a) Any bill proposing an amendment to the Tennessee State Constitution, and b) a motion to reconsider a bill to overturn the Governor's veto, requires a constitutional majority for passage. For the purposes of Youth in Government, a constitutional majority shall be a majority of voting members seated in the chamber (50% + 1). Abstentions count as 'nays' in a constitutional majority.

9. Miscellaneous:

- a. **Companion Bills:** The CCE staff may appoint as Companion Bills any bills submitted to different chambers of the Youth in Government by different sponsors that have the same intent and content. In such cases, should each chamber pass its Companion Bill, both bills shall be sent to the Governor's Cabinet without being sent to the other chamber for its approval. Should one Companion Bill be amended by one house, then the patron of the Companion Bill in the other house should use the motion to adopt the other chamber's amendments described above.