

# Alabama YMCA Youth Legislature

## Parliamentary Procedure “Cheat Sheet”

### During Debate

- To be recognized, raise your placard. When you get to the microphone, state your name (last name only), your delegation (city), and ask “May I address my remarks to the chamber?” or “Will the patron please yield?”.
- Each delegate is allowed two minutes to speak. There is no need to say “I yield my further time” when you are done. You may, however, yield time to another delegate. The clerk will tell the delegate how much time he has.
- To end debate on a bill or an amendment, you motion to previous question. To do this, you must be recognized and say “I move to previous question”. The motion must be heard and properly seconded. A majority vote of previous question must be recognized by the chair before debate can end.
- Don’t raise your placard before the floor is open for debate.
- Delegates will only be allowed to speak twice on a given bill or amendment.
- Patrons of any bill will be given two minutes for opening and closing remarks. The extra time from opening remarks cannot be yielded toward closing remarks.
- Patrons of any amendment will be given one minute for opening and closing remarks.
- Amendments are recognized by the patron calling out amendment when the floor is open for debate.
- Amendments and motions can be chosen to not be recognized if the chair finds the timing inappropriate.
- Acclamation is a vote that is totally unanimous. Any person who votes against the flow of the acclamation will be asked to stand and give his reasoning.
- Stay in chambers as much as possible so we can keep quorum (enough people to vote on a bill, amendment, or motion).
- The patron of the bill or amendment has debate priority over all other delegates in chambers. After the patron, other officers (pro-tem, floor leader, and assistant floor leader) have priority. Then it will be delegates who have not spoken on the given bill or amendment.

### Points

- Points of Personal Privilege: used when you need to get a copy of something from the chair, when you need something repeated, or any other “favor” from the chair or floor leader
- Point of Order: used when the chair, patron, or speaker is out of order
- Point of Information: used when you have a relevant, non-debatable statement to add
- Point of Inquiry: used when you have a yes-or-no short answer question to address the chair or the patron