

Head Clerk Instructions

Materials

- Folders for vote records (official record in the case of a challenge)
- Folder for Roll Call (Attendance) records
- Paper clips
- Pen
- Two countdown timers
- Computer connected to the projector
- Vote Record Spreadsheet (digital)

Before the Full Session:

Work with the Speaker to update the Full Session Vote Record Spreadsheet and familiarize yourself with how it works. It has a number of automatic features.

During Full Session

The clerk has three major duties: Monitoring attendance (roll call), timing speakers, and conducting the vote.

1) Full Session Attendance Procedures for Head Clerk

- a. Collect Attendance from each Committee at the start
- b. Update attendance numbers on the “Attendance” tab in the voting spreadsheet
- c. If students leave or arrive, committee Chairs should report this to the Head Clerk. Update the spreadsheet and make a note on the paper copy of the attendance record noting the time the student arrived or left.

2) Timing: This is a critically important role and will require focus and attention. There are many different aspects of time to manage. The use of the signal cards is the way you may communicate the time remaining for a speaker.

- a. Bill Sponsor Introduction: 3 minutes
- b. Bill Debate: Time varies, broken into 3 minutes increments, yielded to individual representatives on 30+ second increments. **You will need TWO timers:** When the speaker yields three minutes to the Floor Leader, start a 3 minute timer. When the floor leader yields 1 minute to a representative, start a 1 minute timer.
- c. Closing Speech: 2 minutes
- d. Recess before Vote: 3 minutes

Using the Time Signal: For each speaker (including bill sponsors, floor leaders, representatives) use the signal cards or lights to indicate how much time they have remaining. Hold the cards up continuously, so that they can be seen by the person speaking, and the Speaker of the House.

- Use the **green** signal and start the clock when the Representative begins speaking.
- With 15 seconds remaining, show the **yellow** signal.
- When the speaker's time has expired, use the **red** signal.
- At this point the Speaker of the House will bang their gavel and indicate that the speaking time has expired.

- 3) **Voting:** Use the yellow signal when 30 seconds remains in the recess before voting. At the end of the three minute recess the Speaker will ask representatives to return to their seats and record their votes. The Assistant Whips will line up at the microphone to announce the vote in their committee.
- a. Record the vote on the spreadsheet when the the whips announce the vote totals
 - b. Collect the vote records from each Assistant Whip as the official record in case of a dispute. (they should bring their official vote record up to the front and turn it in to you)
 - c. Once the vote record has been turned in the votes are final and may not be changed. It is advised that if a bill is within 10 votes of passing or failing that you quickly review the paper records and ensure that they match the electronic record before the final result is announced.

Head Clerk Time Sheet

HB _____

Sponsor Speech: 3 minutes

Total Debate time _____

Debate time allocation

Floor Speeches	
Dems	Repub.
Open Debate	
Dems	Repub.

Closing Speech: 2 minutes

Recess prior to voting: 3 minutes

Voting: 3 minutes

Total Time _____

Clock Time _____

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