

PROCEDURE NOTES

1. Call to order

President's call to order
Moment of silent prayer

2. Preliminary matters

President's miscellaneous short announcements that affect the day's proceedings such as expected times for adjournment or special recesses.

President's announcement of correspondence received by the President or the Convention. [Copies of any correspondence will be attached to the Daily Journal.]

Daily agenda is circulated to the delegates by (in the name of) the Convention Secretary.

[Note: the agenda should carry, under the appropriate heading, anything officially scheduled or calendared for the day]

Daily Journal and Summary Journal from previous day are circulated to delegates by (in the name of) the Convention Secretary.

3. Roll call

Convention Clerk calls roll and announces results.

Convention Secretary announces quorum under Rule 4.

[Note: When delegates arrive late, after the roll has been called, they will have been marked absent. The Daily Journal should note in parens under the Roll Call when late-arriving delegates finally made it. Departures need not be noted.]

4. Adoption of Journal

Floor leader:

- (1) Moves adoption of the Summary Journal
from previous day

- (2) Moves adoption of Daily Journal from two days'
earlier

Delegates may offer corrections at this time. Corrections offered on the floor may be accepted by the Floor Leader on the spot, and the Journal approved subject to those corrections.

Delegates may not offer long additional remarks at this time. Those may be offered informally for inclusion in the Journal (see below) or may be offered formally under #11, Miscellaneous Business.

Convention Secretary signs Daily Journal when adopted.

Convention Clerk signs Summary Journal when adopted.

[Note: Procedures on informal requests for changes or additions -- Delegate changes will be accepted if made within 24 hours after the Daily Journal is placed before the Delegates. Delegate additions requested informally generally will be accepted unless they appear to involve some larger issue on which the Committee on Organization and Procedures should be consulted. Substantial additions will be noted as written supplements to the Journal when they are placed in the corrected Journal. Pages with corrections noted on the floor will be placed before the delegates with the next day's Daily Journal. Pages with corrections submitted by individual delegates, and not announced on the floor, will be cleared with the individual delegate but not circulated to all delegate as corrected pages. Because the Daily Journal is numbered sequentially (including attachments) any page number changes will be designated as "A" pages so that the ending page number of the final Daily Journal itself is the same as the ending page number of the draft.]

[Note: Procedures on translations -- The Daily Journal will contain translations only at the direction of the

Committee on Organization and Procedures. Translations will be indicated in the text of the Daily Journal. Translations will be certified by the Secretary by his signature on the Journal for the day in which the translation appears.]

5. Reports of Committees

President: Report of the Committee on Organization and Procedures as to referral of delegate proposals (previously introduced) to substantive committees for consideration. [Copies of referral memos will be attached to the Daily Journal.]

Committee Chairs: delivery of formal reports of amendments proposed for consideration by the Convention. [Committee written reports will be attached to the Daily Journal for the day on which they are submitted by the Committee Chair].

Committees: Reports after public hearings summarizing proceedings.

6. Introduction of proposals

Delegates: announce proposals being introduced by number; delegates may also want to announce co-sponsors. Copies of any proposal introduced by number will be attached to the Daily Journal.

No proposals after July 10 cutoff, except by unanimous consent.

This category can be used after July 10 for delegate proposed amendments to committee language that has been reported to the floor. Under Rule 46, all delegate amendments are to be written out and distributed.

7. Motions and resolutions

Motions to amend the rules (Rule 63)

Motions to suspend the rules (Rule 62)

Motion under Rule 26 to discharge an issue from a substantive committee and bring it to the floor.

Motion under Rule 44 to take from the table any matter previously tabled. If it is a matter under #4-7, it is considered under #8, Unfinished Business. If it is a matter under #10, General Orders, it is considered under #10 when that is reached.

Motions under Rule 50 to reconsider amendments already adopted by the Convention are NOT considered here. Those are dealt with under #10, General Orders.

Resolutions from the leadership on behalf of the Convention

Resolutions from the Committees to send legislative matters to the Legislature, and for other purposes.

Resolutions from individual members

[Note: the full text of all resolutions adopted by the Convention should not appear in the Daily Journal unless it is actually read on the floor; text will be attached to the Daily Journal for the day on which it is introduced or passed.]

Convention Secretary signs resolutions adopted by the Convention and transmits them under Rule 14(b).

8. Unfinished business

Floor leader: Matters in categories #4, 5, 6, and 7 that were tabled on previous days and that the leadership wants brought up.

Delegates: Matters involving motions that require notice periods, for which notice was previously given. [Convention Secretary determines whether required number of days have elapsed.]

[Note: matters tabled under #10, General Orders of the Day (debates on amendments), are brought up again under General Orders of the Day on a subsequent day, not under Unfinished Business.]

9. Special orders of the day

President:

(1) Announcement of decisions by the Committee on Organization and Procedures with respect to scheduling committee recommendations for consideration by the Committee of the Whole (under #10, General orders of the day for this day or subsequent days) and FIRST READING by the Convention

(2) Announcement of decisions by the Committee on Organization and Procedures with respect to scheduling amendments that have passed first reading for consideration by the Committee of the Whole (under #10, General orders of the day for this day or subsequent days) and SECOND READING by the Convention.

10. General orders of the day

Floor leader: moves that the plenary session of the Convention resolve into the Committee of the Whole in order to consider items that have been calendared.

President: appoints a delegate to chair the Committee of the Whole (or does it himself)

First reading of amendments

Consideration by the Committee of the Whole of reports by the substantive committees.

Delegate proposed amendments (to the constitutional language reported out by the substantive committees) are considered.

Reports by the Committee of the Whole to the Convention.

Vote on first reading in the plenary session of the Convention.

[Note: the Daily Journal should carry the full text of the amendment voted on.]

Second and final reading of amendments

Consideration by the Committee of the Whole of amendments passed on first reading.

Delegate proposed amendments to the constitutional language that passed on first reading.

Report by the Committee of the Whole to the Convention.

Vote on second reading in plenary session of the Convention

[Note: The Daily Journal should carry the full text of the amendment voted on in second reading.]

Convention Secretary signs constitutional amendments adopted by the Convention and transmits them under Rule 14(b).

Motions to reconsider: All motions to reconsider substantive matters relating to amendments previously discussed in plenary session are considered under General Orders of the Day.

Delegate speeches that are not part of the debate should be done under #11.

11. Miscellaneous business and announcements

Delegates: Speeches on various subjects not directly a part of debates on amendments; introductions of people in the audience; expressions of appreciation; formal extensions of remarks recorded in the Daily Journal.

Committee chairs: Announcements
as to any committee meetings scheduled

Committee chairs: Give notice (announcement) of petitions
received by the Committee (under Rule 58).

Convention Secretary: Issues notices of public hearings
approved by the Committee on Organization and Procedures under
Rule 30(a) .

Convention Secretary: Announces any outgoing correspondence,
from the Convention. [Copies of outgoing correspondence, signed
by the Secretary, will be attached to the Daily Journal of the
day the correspondence is announced.]

Announcements of social functions

12. Motion to recess or adjourn

Floor leader: If the Convention is in the middle of an
agenda item and is to pick up on the next day with the same item
of business, then recess; if the Convention has completed all the
items on the agenda and is to go back to the beginning of the
agenda items on the next day, then adjourn.

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