Expectations of Committee Chairs:

* Respect all members of the committee. Treat everyone fairly. Everyone gets a voice in the discussion, even if they are from the other party.
* Keep your committee on-task.
* Make sure that everyone understands the bill you are considering. Make sure everyone understands the amendments that other committee members propose before voting on them.
* If you have questions, raise your hand and I will come over and help.
* You get to choose what bills your committee considers. Take into consideration what you like best and what your fellow party members want. If you are nice, you can even look at the bills from the other party. ☺ However, you can’t just sit around and do nothing if the only bills left are ones you don’t like—you still have to consider it to keep your committee running.

How to use LegSim in your committee:

1. Click on Committees, and then select your committee on the next page.
2. Click on “Manage Committee”.
3. Click on “Convene Hearings and Prepare Reports”.
4. Here you will see all of the bills referred to your committee. Decide which bill you want to consider. (If need be, you can see the text of the bill by going to the “Clerk” tab and clicking on “Browse Legislation”.)
5. Click “Open Hearing” for the bill that you want, and then click “Draft Report”.
6. Here you will see the editable text of the bill. Read the bill to your committee; if your committee has a second computer, have your committee members follow along (again, click on “Browse Legislation” in the “Clerk” tab).
7. After reading the bill, discuss the bill. Here are some questions to get the discussion going:
	1. What do you like about this bill?
	2. What don’t you like about this bill?
	3. What are the short and long term consequences of passing/not passing this bill?
	4. What could make this bill better?
8. At any time during the discussion, anyone on the committee can propose an amendment (change) to the bill. If someone proposes an amendment, discuss the amendment using the same questions above in step 7. If someone wants to amend the amendment, they can. Vote on any amendments to the amendment, then vote on the amendment. If the amendment passes, change the text of the bill.
9. After the discussion is over and there are no other amendments, click on “Submit Draft Report”. Note: you do **not** need to fill out the bottom box labeled “Committee Report”.
10. Click on “Return to Committee Management”.
11. Click on “Schedule Markup Votes and Motions to Report”.
12. Find the bill you were just working on, and click on “Enter Previous Vote”.
13. Under “Select Motion Type”, click the down arrow and select “Adopt Committee Report”.
14. Under “Vote Recorded By”, click the down arrow and select “Roll Call Vote”.
15. Ask each member how they want to vote on the amended bill. Record their votes to the right of their name. “Yes” votes for the bill to go to the whole House for consideration, “No” votes are votes to kill the bill, and “Present” means that you were there, but did not take a position.
16. After all the votes are in, click on “Record Vote”.
17. Repeat for the next bill!

Expectations of Committee Members:

* Be respectful of your fellow committee members, especially when you are debating or discussing.
* Listen to the other members’ views, and consider them when making decisions.
* Listen to the bill when it is being read.
* Stay on task.
* Be active! Not only will this make the simulation more fun, but you will have more to write about in your final paper. This means participating in the discussions/debates, proposing amendments, asking questions, making sure you understand what is going on, and otherwise actively making your committee better.
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