

Mock Congress Procedure

When all House Bills are passed, they will be sent to the Senate. When Senate Bills are passed, they will be sent to the House of Representatives. In order for a bill to become a law, both the House of Representatives and the Senate must approve it. Lastly, the president of the United States must sign the bill to law.

Step #1: Have students register to vote. Students must declare themselves either Democrat or Republican. This ensures an accurate representation of our two party system. If the class has taken the political ideology test then all numbers right of the zero or positive integers should register as Republican and all numbers left of the zero or negative integers should register Democrat. After everyone has filled out the voter registration form, tally how many republicans and democrats there are, the party with the most people is the majority party and the other party is the minority party.

Step #2: Each student will be required to write 1 bill. You may write a second bill for extra credit. Students must follow the template given.

This should take about 2 days if you do not complete it in the time allotted you will have the assignment as HW. We will write bills in the career center and everything should be saved on your H Drive so you can edit it if a committee asks for revisions

Step #3: Election of officers: Have the student separate into their respected parties. The majority party with the help of the president is going to select the Speaker (house) or the President pro-tem (Senate). The chosen President or Speaker now gets the power to choose the Majority Leader. The majority leaders get to choose the whips.

a. Majority Party will select three (3) members (Speaker of the House for House of Rep or President pro-tem for senate, Majority Leader, & Whip)

b. Minority Party will elect two (2) members (Minority leader, and a whip)

Step #4: The majority and minority leader from each should meet and create 8 committees to put bills into. A1-A4 Committees and B1-B4. You can get ideas for committee at either of these websites www.senate.gov. and www.house.gov

Step #5: Caucus: Republicans meet and Democrats meet. Select Committee membership (who will be in each committee). Party leaders are also in Committees. Every student will be in an A committee and a B committee.

- a. count # of students in party and divide that number by 4 and assign that many students for each A committee.
- b. Repeat the same procedure for the B committees

Step #6: Majority party selects the chair of each committee. Minority party selects minority chair of each committee. A student can only be head of one committee. No party leaders may be the head of a committee, however party leaders do sit in committee.

Step #7: Meet as an entire body. Call to order by Speaker or VP. All bills are read in their entirety and given a number and assigned to a committee. (Ex. HR1 or S1)

Step #8: Adjourn to Committee meetings A or B. Chosen by the Majority whip. Whip can say 20 minutes in Committee A and 20 minutes in committee B.

Step#9: _When the Bill is in Committee

- a. Read Bills in their entirety
- b. Possible Choices
 - 1. Kill the Bill (rip up and throw in the garbage)
 - 2. leave it as is
 - 3. amend to pass (needs congressman/woman signature)
 - 4. ***Needs a majority vote to get out of committee.
 - 5. Sign Bill in appropriate spots

Step #10: When bills leave a committee, they will be read two more times before they can leave the Senate/House.

- a. Bill is read by the Speaker or the VP
- b. Chair of the committee stands and says “I move that this bill be passed.”
- c. The minority chair of that committee stands and says, “I second that motion.”
- d. The person who wrote the bill now stands and gives a reason why this bill should be passed and gives any additional information about the bill.
- e. At this time anyone may stand and speak for or against the bill (debate time, VP or Speaker should have some organization in place so there isn’t chaos.)

Step #11: Debate

- a. At any time during the debate **any** congressman/woman can stand and say, “I move to pass the this bill.” Or may also say, “I move that we change the bill to read.....” (If you change the reading of a bill you must vote on the reading and once again for the bill to pass. (Voting organization and tallying is majority and minority whips responsibility.)
- b. Another person can stand and say, “I second this motion.” Once this occurs a vote will take place. (The majority and minority whips again are responsible for organizing and tallying the vote.)

Step #12: Once a bill passes by the entire Senate/House (majority vote) it is to be read for the last time in it’s entirety and sent to the House/Senate where it will go through the entire process again.

If it passes again it is to be signed by the president of the United States.

Job Descriptions

Speaker of the House/Vice President

Nominates the Majority/Minority Leader
Major duty is to Communicate with the President (Govt Teacher)
Must sign all bills to be sent to opposite house in congress.
Initial Reading of Bills

Majority Leader/Minority Leader

Nominates the Whips
Initial reading of bills

Whips

Handle all of the voting
When to vote
Vote Tallying