

# Orientation Agenda for Senators-elect Chamber

## 1. Identify Staff

- A. Michael Adams – Director of Human Resources
- B. Nathan Hatfield – Assistant Clerk – LINCS
- C. Susan Clarke Schaar – Clerk of the Senate
- D. Lindley Starzer – Deputy Director of Committee Operations and Calendar Clerk
- E. Corinne Sloan – Assistant Journal Clerk
- F. Tara Perkinson – Chief Deputy Clerk
- G. Hobie Lehman – Director of Committee Operations and Sergeant-at-Arms
- H. Jonathan Palmore – Chief Technology Officer

## 2. Review immediate area

- A. Chamber layout and anterooms
- B. Eating at your desk. Drinks will be in lounge.
- C. Voting buttons
  - a. Yea (green)
  - b. Nay (red)
  - c. Rule 36 – explain/Rules subcommittee opinions if needed
  - d. Voting for a seatmate – please remember Senate Rule 38 (a). “No Senator shall be allowed to vote or submit a vote statement unless he is in attendance at the daily session at the time the Senate is being divided, or before a determination of the question upon a call of the roll, and **is physically present in the Chamber, or one of its anterooms.** A Senator may submit a vote statement if he was not recorded as voting or if his recorded vote does not reflect his intention. The statement shall be limited to the fact that his vote was not recorded or that his vote did not reflect his intention and **must be submitted to the Clerk of the Senate by the adjournment of the daily session.**” This is different from the House.
  - e. Leave of absence – No Senator shall absent himself from the service of the Senate without leave. (Rule 6), usually requested by a seatmate. Yellow sheets are not accepted if a Senator has received leave. (Rule 38 (a))

- D. Request to speak button
  - a. If Senator's name appears on display, President may recognize OR
  - b. Members rise, are recognized by President of Senate and then may speak
- E. Page button
- F. "Please see the Clerk" screen
- G. Microphones – how to turn on and off – push your speak button, wait to be called on, then pull your microphone out – 45-degree angle, 6 inches from mouth
- H. Voting boards – front and back of Chamber (you can also refer to the Calendar)
  - a. Info on bills:
    - i. Bill number
    - ii. Chief Patron
    - iii. Short title
    - iv. Calendar section
    - v. Page number of bill in Calendar
    - vi. Committee vote
  - b. Motion will be displayed at the top of the front boards and bottom of the back boards, it is written in red.
  - c. "R" (recorded) or "V" (voice)
  - d. "8 hands"/"Chair is uncertain" (Rule 30)
- I. Calendar on iPad – Jonathan will train individually

### **3. Rules of Chamber floor**

- A. Rules for news media-Senate floor-SEE MEDIA GUIDE – Senators should not engage press on the floor 15 minutes before session or 5 minutes after session (including recess and at ease).
- B. Movement of Pages, presence of page supervisors, lunch orders
- C. Sergeant-at-Arms and staff
- D. House members' access to the Senate chamber floor.
- E. Presentation of guests by Senators on the Senate Floor must have approval of Rules Chair. Please remain seated and refrain from talking.
- F. Please do not yell across the chamber to another Senator.
- G. Dress Code.

### **4. Brief review of 2024 Parliamentary Language Manual**

### **5. Speaking on the floor/Debate**

- A. The President calls on the patron first to explain the bill and/or make a motion. When the President asks "For what purpose does the Senator rise?" please state your reason, the President will respond "the Senator has the Floor" and then you may proceed. Remember the "triangle" of speaking and address questions through the President.
  - a. "Madam President, I rise to speak to the bill."
  - b. "Madam President, I rise for a motion."
  - c. "Madam President, would the Senator yield for a question?"
  - d. Address the Lt. Governor as Madam President, not Mr. Speaker.
- B. The Lt. Governor is strict about Senators waiting to be called on before they begin to speak. It would be beneficial to watch a session day to see how the Lt. Governor directs speakers.
- C. Senators should remain behind desk while speaking.
- D. Please do not walk in front of a Senator who is speaking.
- E. Address other Senators by their locality (on salutation chart and seating chart).
- F. Senator should remain standing when receiving a response to a question to or from another Senator.
- G. No Senator shall give audible expression to his or her approval or disapproval of any proceeding before the Senate. (Rule 40 (a))
- H. The use of props is prohibited on the floor of the Senate. (Rule 40 (a))
- I. No phone calls are allowed on the floor of the Senate, audible alerts from devices should be turned off. (Rule 40 (b)) Please be mindful that guests in the Gallery and others behind the back wall can hear conversations due to acoustics. (Rule 40 (b))
- J. Senators shall confine themselves strictly to the point in debate and shall not use disrespectful language. (Rule 42)
- K. No member shall speak more than twice upon the same subject without leave, and shall only speak the second time after every member choosing to speak has done so. (Rule 43) The patron of the bill usually speaks first and then closes after everyone has spoken.
- L. Please wait until the Senator speaking is done before asking a question. (Rule 46)
- M. Jefferson's Manual, Section 371 - "It is a breach of order in debate to notice what has been said on the same subject in the other House, or the particular votes or majorities on it there; because the opinion of each House should be left to its own independency, not to be influenced by the proceedings of the other; and the quoting (of) them might beget reflections leading to misunderstanding between the two Houses."
- N. Please do not mention email messages or read statements from lobbying groups in your remarks regarding legislation.

- O. Please do not take pictures of or record Senators while they are speaking.

## **6. Start of session day through morning hour**

*(clip – January 19, 2023 - Morning hour: Prayer, pledge, roll call, Journal, House Comm.)*

- A. Prayer, Pledge
- B. Roll call of Members
- C. Reading of the Journal
  - a. Lt. Gov. will select Senator and make motion.  
“Senator \_\_\_\_\_ moves that the reading of the Journal be waived.”
- D. House Communications
  - a. The Lt. Governor will recognize the floor Leader (Senator Surovell)
  - b. Sen. Surovell will move “the reading of the communication from the House of Delegates be waived.” This is a roll call vote. (Note: The vote has the effect of dispensing with the first constitutional reading of bills.) Please vote “YEA.”

### E. Recognition and welcome of visitors

*(clips - January 19, 2023 - Explanation of introduction procedure by LG  
January 19, 2023 - Introduction by Senator Dunnavant)*

- a. SEE MESSAGE FORM (i.e. Green Sheet). Please do not introduce guests until you get a green sheet, which indicates that they are present in the gallery.
  - b. Usually occurs during Morning Hour, i.e. during recognition of guests in Order of Business.
  - c. It is rare, but at the end of a daily session, a Senator may rise to be recognized and ask to “return to the morning hour.” After recognition the Senator may introduce a group or person in the gallery.
  - d. Please do not personally introduce your family members. Please have your seatmate do so.
  - e. Please keep introductions to no more than one minute.
  - f. It is not appropriate to introduce lobbyists in the gallery.
- ### F. Bill Introduction
- a. Usually occurs through Efiling, so you do not need to rise if you have already submitted a bill electronically. If you have a hard copy, see the desk staff for instructions.
  - b. After the introduction deadline, the Senator should request unanimous consent and explain the purpose of the legislation. (See Parliamentary Language Manual.)

## **7. Motions and Bill Information** (Calendar)

- A. On **Senate** bills etc. patrons usually make all motions – Patron information is included in the Calendar.
- B. On **House** bills etc. The chair of the committee which last heard the bill usually makes all motions. Sometimes a Delegate will ask a Senator to make all motions. Please let the committee chair know.
- C. For Senate bills etc. in the House, you will need to make arrangements to have a Delegate make motions on your bill.
- D. Bills are passed, joint resolutions and resolutions are agreed to and conference reports are adopted.
- E. Motions are always put to the Senate in the positive, even if made in the negative. This is most often used when asking for an amendment/substitute to be rejected. (See Parliamentary Language Manual.)
- F. Reconsideration motion. Make the motion at the end of a Calendar section. This is a courtesy of the Senate and usually does not receive any “nay” votes.
- G. Passed by for the day/passed by temporarily – This is a courtesy of the Senate and is usually not contested. As a courtesy, let the Majority Leader and the patron know.
- H. Differences from the House
  - a. We debate the merits of a bill on 3<sup>rd</sup> reading, not 2<sup>nd</sup>. Only floor amendments/substitutes are debated on 2<sup>nd</sup> reading.
  - b. We don't move to the Regular Calendar, we “take out of the block.” This is a courtesy of the Senate and is not usually contested. As a courtesy, please let the patron know. If the bill is taken out of the block and passed by for the day, it will appear in the same Calendar category the next session day.
  - c. The process of considering amendments is determined by the order the amendments are received by the Clerk's Office, not by the scope of the amendments.
- I. Amendments
  - a. Yellow amendment folder
  - b. Order of committee and floor amendments
  - c. Process for drafting and submitting floor amendment(s)/substitute (DLS)
- J. Vote statements (yellow sheets) and co-patron forms.
  - a. Vote statements (yellow sheets). Rule 38 (a). No Senator shall be allowed to vote or submit a vote statement unless he is in attendance at the daily session at the time the Senate is being divided, or before a determination of the question upon a call of the roll, and is physically present in the

Chamber, or one of its anterooms. A Senator may submit a vote statement if he was not recorded as voting or if his recorded vote does not reflect his intention. The statement shall be limited to the fact that his vote was not recorded or that his vote did not reflect his intention and must be submitted to the Clerk of the Senate by the adjournment of the daily session. (See handout.)

- b. Co-patron forms. You may sign on as a co-patron electronically or you may obtain a paper form from the Desk Staff. (See handout.)

## **8. Bill/Resolution Explanations**

*(clips – January 19, 2023 - Uncontested Senate Bills on Third, block*

*January 18, 2023 - Uncontested Third, taking out of block*

*January 19, 2023 - Regular Senate Bill on Third w/explanation (SB 807, Favola)*

*January 25, 2023 - Question and answer (SB 1216, Peake and Lucas)*

*January 16, 2023 - Uncontested Senate Bills on Second, block*

*February 2, 2023 - Regular Senate Bills on Second (SB 915, clean and SB 957 w/committee amendments)*

*February 1, 2023 - Regular Senate Bill on Second (SB 1047 w/ Floor Substitute – there is no Committee substitute)*

*January 19, 2023 - Uncontested and Regular Senate Bills on First Reading, block) This is different from the House.*

- A. Senators should be prepared to explain their bills and resolutions on Uncontested Calendar Third Reading if it has been taken out of the block (in addition to making the motion to pass/agree to the bill/resolution).
- B. Senators should explain bills and resolutions on Regular Calendar Third Reading in addition to making the motion to pass/agreed to the bill/resolution.
- C. Please do not mention email messages or read statements from lobbying groups in your remarks regarding legislation.
- D. Remember to talk about your opinion, not what other Senators say. “I disagree with the Senator because I think ....” It is not personal; it is about the subject matter.
- E. When answering a question, please only answer the question. You will have a chance to wrap up as the last speaker (patron) of the bill.

## **9. Memorial/Commending Resolutions**

*(clip – January 19, 2023 - Memorial Resolutions, block)*

- A. These sections are different from the House.
- B. Memorial Resolutions. Please remain seated and do not walk or talk during this part of the Calendar.
- C. Staff and Pages are not allowed to assist you during this part of the Calendar.

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- D. Please do not take memorial resolutions out of the block unless they are a statewide elected official, a member of the General Assembly, a member of the Virginia congressional delegation, or a legislative staff member. This is the custom, usage, and practice of the Senate.

*(clip - January 19, 2023 - Commending Resolutions, block)*

- E. Commending Resolutions. The Senate does not take commending resolutions out of the block, except to pass by for the day.
- F. The Senate votes on these resolutions on Thursday each week.

### **10. Points of Personal Privilege**

- A. Usually occurs at the end of the Calendar for the day.
- B. This is an opportunity for a Senator to speak on any matter he or she desires.
- C. Please remain seated and do not walk or talk during points of personal privilege.
- D. Staff and Pages are not allowed to assist you during this time.

### **11. Adjournment**

- A. Adjournment – usually until 12 noon, except for Fridays, which may be earlier
- B. If you wish to request an honorary adjournment, please let the floor leader and the desk staff know.

*(clip – January 19, 2023 - End of day)*

### **11. Important Dates for the Session**

### **12. Review Mock Session and January 19, 2023 Calendar/Voting and microphone practice at your desk**

### **14. Travel vouchers**

### **15. Brief review of First Day proceedings**

- A. Swearing-in is a ticketed event only
  - a. Guests will exit after presentation of new Senators.
- B. First day on the floor review