

# Educational Resources

## PARLIAMENTARY COMMITTEE SIMULATION

### Clerk Instructions

The committee clerk has an important job in helping the chair run the meeting. You will keep track of a list of speakers who would like to ask questions and make comments. You also have the important job of changing the wording of the bill if committee members pass amendments.

- **Preparation of committee room:** Assist your teacher in setting up the committee room. Distribute copies of blank amendment forms to the government and opposition, and keep extras in case more are needed.
- **Organizing speaking list:** When committee members put up their hands to ask questions or make comments, keep a list of their names in the order they put up their hands. Sit next to the chair, so he/she can call the members in the right order.
- **Counting votes:** When the Committee votes on an issue, keep track of the number of votes in favour of and against each clause. If a clause is approved, write “Approved” next to the clause on the master copy of the bill. Write “Defeated” if it is defeated, and then cross out that clause.
- **Organizing amendments and revising the wording of the bill:** Any committee member who wants to amend a bill will fill out a blank amendment form and pass it to you. The chair may ask you to read out the proposed changes in wording. If the amendment is approved, cross out, add or change the wording of the clause on the master copy. The chair may want you to read out the new wording.