

DRAFT - Student-Delegate Duties at the Hearings

Student Chair _____ Room _____

There will be twelve committees made up of 10-15 student-legislators including the Student-Chair. Each committee will conduct hearings from approximately 10:05 to 12:20. Each committee will take testimony from 3-5 witnesses:

I. Before the hearing begins the Student-Chairperson will give all of the committee (student-legislators) members an opportunity to introduce themselves. This is also the opportunity for the Chair to ask if any of the student-legislators has a burning issue that he or she would like to be sure is addressed during the course of the hearings. The Chair will then have this on his or her radar screen as the hearings progress.

II. The Chair calls the hearing to order, announces the purpose of the hearing and the order in which the witnesses will be called to testify.

Example: "Welcome. We are here to gather testimony on the importance on being an informed voter in 2004. We will be hearing from four witnesses. They are"

III. The Chairperson calls each witness. The witnesses appear one at a time. The witness makes an opening statement followed by questions from members of the committee. The Chair establishes time limits for the speaker: 5 minutes for the witness to present his or her views, then 10 minutes of questions from the committee members.

How this happens: The witness will be outside the hearing room waiting to be called. The teacher-facilitator in the room will ask the witness to come in and sit down. Then the Chair will say, "Welcome. My name is (state your name, grade and school) and I am the Chairperson conducting this hearing. Please state your name, little about your background, and your activities related to this Summit. You will have approximately 5 minutes for your opening remarks, then 10 minutes for questions."

IV. The Chair is the first to question the witness, followed by the other members of the committee. When calling upon other committee members to ask their questions, the Chair should first call those who may have burning questions of that particular witness, then call on other committee members. *It is important that every committee member has participated in the questioning of at least one witness.*

Example: The witness presented for 5 minutes so the Chair says, "Thank you, Ms/r. _____. I would like to know more about _____. Would you address that for the Committee, please?" The Chair allows the witness to respond for about a minute and then s/he calls on another committee member, "Thank you. My colleague would like to ask a question now." The Chair then nods at the committee

member with the burning question so s/he can ask the question. This process continues for the remainder of the time.

V. A Committee member may interrupt to ask a question or make a comment any time during the proceedings. Even though the speaker has a 5 minute presentation, if s/he says something that a committee member needs clarified, s/he may politely interrupt.

Example: From a committee member to the Chair, "Excuse me, Mr./Madam Chair. May I ask the witness a question about what I heard?" Chair responds, "yes, you may." The committee member then asks the witness the question.

IV. After the witness has been heard, the student-legislators review the testimony and discuss the issues.

How this will happen: The witness will be excused after 15 minutes. There will be a teacher-facilitator-timekeeper letting you know when time is up. For approximately 5 minutes before the next witness appears, the committee will consider issues such as: (1) whether the testimony was different/same as expected, (2) what new things were learned, (3) what they should be sure to ask of the next witness, etc.

After the last witness leaves, there will be approximately 5 minutes (until 12:25) to debrief. During this time you will discuss things like: testimony that was unexpected, new helpful information, how the witnesses differed or were similar to each other, etc.