

Chamber place cards

The *Chamber place cards* can be used in parliamentary debates. The front of the card has the title (either role, ministerial portfolio or electorate). The back of the card has their role in the chamber, the standing orders (rules) and some key phrases.

The place cards are based on the roles in the Legislative Assembly (lower house). If, however, you are running the debate in the Legislative Council, the table shows what replacements need to be made:

LA		LC
Speaker	→	President
Premier	→	Member for [electorate] (Leader of the Government)
Leader of the Opposition	→	Member for [electorate] (Leader of Opposition Business)

The government does not need the majority in the Legislative Council, therefore the number of members from each party — government, opposition, minor party or independent — can vary, e.g.: the opposition party might have the majority, or the crossbench might hold the balance of power.

Throughout the debate, students can indicate if they would like to speak by standing up or alternatively they can raise their hands. It is the Presiding Officer's role to select whose turn it is to speak.

Process of passing a bill

There is an instruction page for the passing of a bill. A copy of this would be useful for the Presiding Officer, minister introducing the bill and the member responsible for moving the readings. The instructions include key phrases for each of the three readings. Briefly:

- First reading: introduction of the title of the bill by minister responsible
- Second reading: minister responsible explains the bill in more detail and all MPs have a chance to respond to the bill (referred to as second reading debate)
- Third reading: all MPs vote on whether to pass the bill

Chamber support roles

Some Parliamentary Officer roles have also been included. These roles support the chamber on a sitting day, but are not involved in the debate. The roles include the Clerks, Serjeant-at-Arms, Usher of the Black Rod and Hansard reporter.

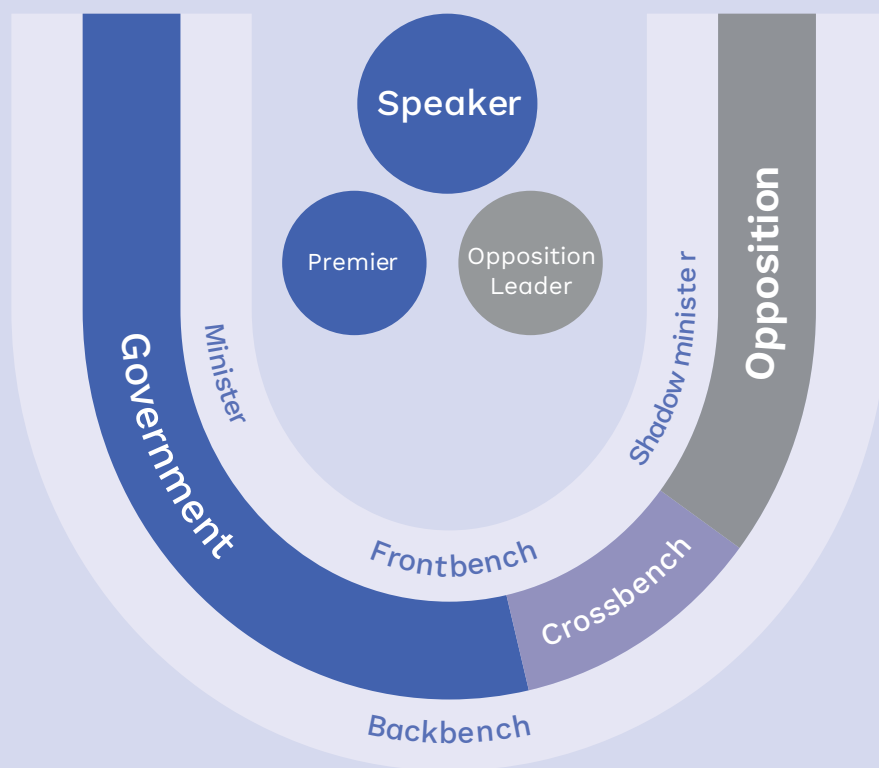
These roles can be used to differentiate the activity. For example, for students who may lack the confidence for public speaking, who have been absent, or who may need extra scaffolding or support before participating in debate.

Scan the QR code or follow the link below for more details on the passage of a bill and classroom activities.

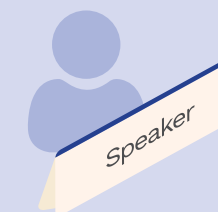
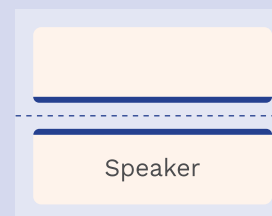
vicparl.news/debating-chamber



Room setup



How to prepare place cards:



1. Print and fold each page along the dotted line
2. Display each place card with title facing towards the room
3. Print the cards with the icon relevant to the selected chamber.

The table breaks down how many of each card needs to be printed, based on a class of 25 students. If setting up for the Legislative Assembly, the Premier and Leader of the Opposition will sit facing each other. If setting up for the Legislative Council, the Leader of Government and Opposition Business can sit facing each other.

Presiding Officer	Government (50% +1)	Opposition (30%)	Crossbench
1 Speaker	1 Premier 5 ministers (20%)* 7 backbenchers	1 Leader of the Opposition 5 Shadow ministers 2 backbenchers	3 minor party and/or independent members

* The number of ministers can be increased or decreased depending on the debate.

Speaker

Presiding Officer

Member for



The role of the Speaker

- Maintain order in the chamber
- Remove/withdraw members for disorderly conduct. This includes:
 - speaking out of turn or being disruptive, including yelling over speakers
 - using 'unparliamentary language' in their speeches
 - including irrelevant material
- Call upon members to speak. Alternate between the different sides of the chamber
- Call for official votes. Either on the voices (aye or no), or a division (an official count)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'unparliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Maintaining the order of the chamber

"I call the [Title of the Member] to speak."
(When choosing a member of the house to speak)

"All those in agreement say 'aye', all those to the contrary 'no'; The [ayes/noes] have it."
(Used for motions, for example moving from first to second, or from second to third readings)

"Order!"
(To call either individual members or the whole chamber to order)

"Through the Chair!"
(To remind members that all remarks need to be directed to the Presiding Officer)

Fold here

Premier

Member for



The role of the Premier

When introducing bills:

- Introducing bills of high importance to the state
- Reading of the title (first reading)
- Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on any bill. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'parliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

Leader of the Opposition

Member for _____



The role of the Leader of the Opposition

When introducing bills:

- Introducing Private Member's bills
- Reading of the title (first reading)
- Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on bills. This could include views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevancy)
- You cannot use 'parliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

Minister for

Government (frontbencher)

Member for



The role of a minister

When introducing bills:

- Introducing bills related to your areas of responsibility (portfolio)
- Reading of the title (first reading)
- Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevancy)
- You cannot use 'parliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

Shadow Minister for

Opposition (frontbencher)

Member for



The role of a shadow minister

When introducing bills:

- Introducing Private Member's bills, related to either your electorate or your areas of responsibility (portfolio)
- Reading of the title (first reading)
- Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'parliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

Member for

Government (backbencher)



The role of a member (government)

When introducing bills:

- Introducing Private Member's bills (with party permission and when specifically relating to your electorate)
- Reading of the title (first reading)
- Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'parliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

Member for

Opposition (backbencher)



The role of a member (opposition)

When introducing bills:

- Introducing Private Member's bills
- Reading of the title (first reading)
- Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'parliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

Member for

Minor party or independent (crossbencher)



The role of a member (minor party or independent)

When introducing bills:

- Introducing Private Member's bills
- Reading of the title (first reading)
- Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'unparliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

President

Presiding Officer

Member for _____



The role of the President

- Maintain order in the chamber
- Remove/withdraw members for disorderly conduct. This includes:
 - speaking out of turn or being disruptive, including yelling over speakers
 - using 'unparliamentary language' including irrelevant material in their speeches
 - being rude to the Presiding Officer
- Call upon members to speak. Alternate between the different sides of the chamber
- Call for official votes. Either on the voices (aye or no), or a division (an official count)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'unparliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Maintaining the order of the chamber

"I call the [Title of the Member] to speak." (When choosing a Member of the house to speak)

"All those in agreement say 'aye', all those to the contrary 'no'; The [ayes/noes] have it." (Used for motions, for example moving from first to second, or from second to third readings)

"Order!" (To call either individual members or the whole chamber to order)

"Though the Chair!" (To remind members that all remarks need to be directed to the Presiding Officer)

Fold here

Member for

Leader of the Government (frontbencher)

The role of a member (Leader of the Government)

- When introducing bills:
- Introducing bills of high importance to the state
 - Reading of the title (first reading)
 - Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'unparliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

Member for

Leader of Opposition Business (frontbencher)

The role of a member (Leader of Opposition Business)

When introducing bills:

- Introducing Private Member's bills
- Reading of the title (first reading)
- Summarising the bill and its purpose (second reading)

During debate:

- Making speeches on bills. This could include highlighting your, your party's or electorate's views (for example, the benefits, areas of concern and any consequences)

Standing orders

- Stand when speaking
- Address the Presiding Officer, not other members
- Refer to other members by their title. You cannot refer to them by name
- You must keep to the debate (relevance)
- You cannot use 'unparliamentary language'
- Answers to questions must be direct, succinct, factual and relevant
- Points of order need to be related to a member not following the standing orders

Useful phrases

- "I rise today to speak about _____"
- "I move _____"
- "I will be proposing an amendment to _____"
- "I oppose _____"
- "I am pleased to share _____"
- "As a member of the [party], I believe _____"
- "I thank the [Title of Member] for their contribution on _____"
- "I'm concerned about the point raised by [Title of Member] _____"
- "On a point of order [Presiding Officer] _____"

Fold here

Process of passing a bill

First reading

Introducing the bill where the full title is read for the first time.

Speaker: The [name of the bill] will now be read for the first time. I call on the Minister for [portfolio] to read the bill.

Minster for [portfolio]: Thank you Speaker. I rise today to introduce the [name of the bill].

Speaker: I call on the Member for [electorate].

Member for [electorate]: I move that the bill be read a second time.

Speaker: All those in favour of reading the bill a second time say 'aye'. All those against 'no'. The 'ayes' have it. The bill will now be read a second time. I call on the Minister for [portfolio].

Second reading

The purpose of the bill is explained and members provide their arguments on the bill.

Minster for [portfolio]: Thank you Speaker. The [name of the bill] will [explains the purpose of the bill].

Speaker: I call upon [calls upon members to have their say on the bill, alternating between different parties].

Third reading

The members vote on whether to pass the bill or not (i.e. the third reading ends the time for debate).

Member for [electorate]: I move that the bill be read a third time.

Speaker: All those in favour of reading the bill a third time say 'aye'. All those against 'no'. The 'ayes' have it. The bill will now be read a third time.

Speaker: All those in favour of the [name of bill] please stand. All those in against the [name of bill] please stand. The bill has been [passed/defeated].

Hansard reporter

LA

LC

The Hansard reporter is a parliamentary officer. Their role is to:

- provide a record of what is said in parliament:
 - who spoke
 - what the key ideas and arguments are (in parliament every word of the debate is recorded and documented)
 - who has been disruptive, but not what was said
 - the results of any motions
 - the results of any divisions, including the names of members who voted for and against a particular bill

A Hansard reporter does not speak when in the chamber.

Serjeant-at-Arms

LA

The Serjeant-at-Arms of the Legislative Assembly is a Parliamentary Officer. Their role is to:

- announce the Speaker (Presiding Officer)
- maintain chamber security
- support the clerks in their duties by alerting the clerk/Speaker:
 - about whose turn it is to speak
 - if someone is not following the standing orders
- record any disorderly behaviour and the consequences
- double check the results of motions

Key phrase

“Honourable Members, the Speaker”

Cut here

Clerk

LA

LC

The clerk of the chamber is a parliamentary officer. Their role is to:

- support the Presiding Officers (the Speaker or President)
- answer questions about procedure
 - who speaks when
 - set the timer for timed speeches
 - alert the Presiding Officers if someone is not following the standing orders
 - record any disorderly behaviour and the consequences
- record motions and their results
- record divisions (votes) and their results

Key phrase:

“The next order of business is the [name of bill]”

Usher of the Black Rod

LC

The Usher of the Black Rod of the Legislative Council is a Parliamentary Officer. Their role is to:

- announce the Presiding Officer, the President
- maintain chamber security
- support the clerks in their duties by alerting the clerk/President:
 - about whose turn it is to speak
 - if someone is not following the standing orders
- record any disorderly behaviour and the consequences
- double check the results of motions

Key phrase:

“Members of the Legislative Council, the President”