

SEATING OF THE PARLIAMENTARY MEMBERS

- The lay-out of the *Youth Parliament* should resemble the lay-out of the Chamber of the Parliamentary bodies, *Lok Sabha & Rajya Sabha*, as far as possible.
- Ruling party to sit on the right side of the chair.
- Opposition and other alliances to sit on the left side of the chair
- Both sides more or less equal in no.

LANGUAGE

Both English and Hindi are allowed in all the proceedings.

While debating, only a particular language should be used i.e. during one speech, no mixed language (like *Hinglish*) allowed

PROCEDURE

The following procedure shall take its course during the 2-day session of the Youth Parliament :

- National Anthem
- Oath of Speaker
- Statements from the members of the house
- Discussion Hour
- Question Hour
- Zero Hour
- Introduction of Bills
- Reading of Bills (discussion and amendments)
- Voting (simple majority)

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Note

- An informal session or adjournment of maximum 15 minutes can be allotted to the house on the sole discretion of the chair.
- In case there is no bill available to be introduced the house will return to Discussion Hour.
- The chairperson has the authority to put into effect any order or procedure that the chairperson may feel is required for the proper functioning.
- For the benefit of debate the chairperson has the right to start the second day directly from any point; however the same shall be informed at the end of day 1.

OATH OR AFFIRMATION

A newly elected member of the House is required to make an Oath or affirmation at the commencement of a sitting of the House.

The prescribed form of Oath or affirmation is:

"I....., having been elected (or nominated) a member of (Youth Parliament) House of the People do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India and that I will faithfully discharge the duty upon which I am about to enter."

STATEMENTS FROM THE HOUSE

- After establishing quorum, the speaker will ask for statements from the members. A total of 8 members (4 each from government and opposition) are given time on the floor to make statements. The leader of the house is the default first speaker and the leader of opposition is the default last speaker. However they may pass on their chance to speak to whoever they wish to.
- The other 6 speakers are chosen by the discretion of the chair when the MPs are asked for statements.
- The maximum time allowed to make statements is **two minutes**.
- Agendas for discussion hour (explained in the next section) are allowed to be sent once first two speakers have given their statements.

Note: All the points (described later) including the points of information are allowed during this time.

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DISCUSSION HOUR

- A discussion hour is the time allotted (maximum half hour) for the discussion on a sub-agenda which the members feel should be discussed in front of the house. The total time of all the discussion shall be an hour.
- All agendas for discussion hour are supposed to be sent prior the commencement of discussion hour.
- Agendas for discussion hour are allowed to be sent, once first two speakers have given their opening statements.
- The process of putting up agendas for a discussion is in writing and follows the given format:

Name of the constituency

Topic of the discussion

Total Duration (*not to exceed 30 minutes*)

Individual Speaker Time (*not to exceed 60 seconds*)

- The speaker shall keep the agendas in chronological order and first put the agenda to vote which is received first on the Dias.
- The chairperson may withdraw any agenda he/she feels has no relation to the agenda. However he/she has to notify the particular MP of the same on which the MP is allowed to send a chit explaining why the agenda should not be withdrawn.
- On receiving the agenda, the speaker will ask for seconds. An agenda requires 1/5th support of the house to enable it to be put to vote.
- On receiving required seconds the chairperson will put the agenda to vote and the result is decided by a simple majority of placard vote.
- An extension to a discussion hour may be obtained if the total time does not exceed 30 minutes.

Note: All points **except** points of information are allowed in the discussion hour.

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QUESTION HOUR

- It is the one hour after the discussion hour where the members of the house are free to ask questions to each other on matters pertaining to agenda or on a national emergency provided that such a question is sent in writing to the said member via the speaker and with his due approval before the commencement of question hour.
- The question has been defined as an instrument by which a member can elicit information on any matter of public importance.
 - i. **Starred Questions** : Meant for oral answers.
 - ii. **Unstarred Questions** : Meant for written answers
- The sender MP is allowed to ask a supplementary question, with the permission of the Chairperson, after the reply is obtained from the Minister concerned for starred questions.
- The chit on which the question is sent has to be properly marked/written as Starred or Unstarred to be in proper format.
- Any Starred question may be changed to unstarred on the discretion of the chair. The chair shall notify the sender of the same.
- Answers to Unstarred questions are mandatory and have to be sent to the recipient MP via the chairperson before the end of question hour.
- Not more than **two** starred questions are allowed to be asked to a member. In case a particular MP has already received his quota of two starred questions then the chairperson shall change the further incoming starred questions as unstarred and notify the sender MP of the same.
- Similarly not more than **twenty (20)** unstarred questions are allowed to be asked to a member. In case 20 unstarred questions have already been sent to a particular MP the chairperson shall return the question to its sender.
- The maximum questions, starred or unstarred, a member is entitled to send is 20 per day.

The right to ask a question is governed by the following conditions:-

- It shall be clearly and precisely expressed and shall not be too general incapable of any specific answer or in the nature of a leading question

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- If it contains a statement, the member shall make himself responsible for the accuracy of the statement
- It shall not contain arguments, inferences, ironical expressions, Imputations, epithets or defamatory statements
- It shall not ask for an expression of opinion or the solution of an abstract legal question or of a hypothetical proposition.
- It shall not ask as to the character or conduct of any person except in his official or public capacity.
- It shall not ordinarily exceed 150 words.
- It shall not relate to a matter which is not primarily the concern of the Government of India.
- It shall not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion.
- It shall not make or imply a charge of a personal character.
- It shall not raise questions of policy too large to be dealt with within the limits of an answer to a question
- It shall not repeat in substance questions already answered or to which an answer has been refused
- It shall not ask for information on trivial matters
- It shall not ordinarily ask for information on matters of past history
- It shall not raise matters under the control of bodies or persons not primarily responsible to the Government of India
- It shall not ask or information on matter which is under adjudication by a court of law having jurisdiction in any part of India
- The Speaker shall decide whether a question, or a part thereof, is or is not admissible under these rules and may disallow any question, or a part thereof, when in his opinion it is an abuse of the right of questioning or is calculated to obstruct or prejudicially affect the procedure of the House or is in contravention of these rules.

Note: All points **except** points of information are allowed in the question hour.

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ZERO HOUR

- It starts immediately after the Question Hour.
- During the Zero Hour any question pertaining to agenda or a national emergency can be raised by a member without any prior written request.
- The Zero Hour can extend to any period of time depending upon the Speaker's direction.
- The Government is not obliged to answer any of the questions raised in the Zero Hour. However in the context of the debate it is highly expected from them to answer all the questions.
- The chairperson shall choose the MPs on his discretion.

Note: All points **except** points of information are allowed in the zero hour

CALLING ATTENTION NOTICE

- The idea of Calling Attention Notice has originated in our country itself a combination of questions for answers with supplementary and brief comments on a matter of urgency and public importance.
- The calling attention notice has to be sent to in written to the chairperson who shall use the time between two procedural hours that is Discussion Hour and Question Hour or Question Hour & Question Hour and Zero Hour for the same. However the chairperson is allowed to allow calling attention notice at any time if the matter of emergency or has to be resolved urgently.
- The Opposition gets a chance to criticize the Government and its policies.

Procedure:

The Speaker calls the name of the member (or members) in whose name the item has been mentioned. On being called, the member raises in his/her seat and calls the attention of the Minister concerned and requests him/her to make a statement on the matter. The form, in which the member calls the attention, is as follows:

I call the attention of the Minister.....to the following matter of public importance and I request that he/she may make a statement there on.

- The Minister then makes a statement of facts. The member or members, in whose name or names the notice has been issued, are permitted to ask questions seeking clarification arising out of the statement made by the Minister.

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- The Minister after hearing all the questions raised by the Members will give a consolidated reply thereto and after that there would be no further discussion on the matter.

ADJOURNMENT MOTION (OPTIONAL)

Any matter which is of urgent importance and which is so grave that it affects their interest and safety of the country can be raised through an adjournment motion.

In order that the adjournment motion be admitted it must

- be related to a single specific issue,
- be urgent, and
- be of public importance.

NO-CONFIDENCE MOTION (OPTIONAL)

- There is an express constitutional provision which lays down that the Council of Ministers will be responsible to the Lok Sabha.
- In a parliamentary democracy it means that the Ministers hold their offices so long as they enjoy the confidence of the Lok Sabha. The moment the Lok Sabha expresses its noconfidence in the Ministry the Prime Minister and his/her Ministers have to leave. Thus the Prime Minister and his/her Council of Ministers are collectively responsible to the Lok Sabha.
- For the benefit of debate this motion shall not be allowed to be raised before the second day of youth parliament.
- The member who wishes to raise this particular motion shall take proper permission before raising this motion.
- On receiving the agenda, the speaker will ask for support. For this motion to pass it shall require an affirmative vote of 40 members.
- The Chairperson in this motion shall allow every question necessary to determine the decision of the House on the motion.
- The chairperson will allot specific time period for speeches and will allow as many speakers as possible in this particular motion.

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- After the members have spoken on the motion, the Prime Minister gives a reply to the charges leveled against his/her government. The mover of the motion has the right to reply.
- When the chairperson feels there has been sufficient debate on the question he shall put forward the motion to vote.

PRIVILEGE MOTION

- It is a motion raised by a Member of Parliament. Ministers are charged with committing a breach of the privilege of the House by withholding or distorting facts.
- The motion can be raised at any time in the parliament.
- The Minister is given a chance to reply and the MP who has raised the motion is allowed to ask supplementary questions.

ANTI-DEFECTION LAW/ ANTI-DEFECTION MOTION

If a member of the parliament votes (or abstains) against the directives issued by his/her party, without the written permission of the said party, the member stands to be disqualified on grounds of defection if such a request is made to the speaker by the leader of the party in the house or in case of the leader standing on defection-any member of the house belonging to that party. In case of single-seat parties, the defection is to be decided at the discretion of the speaker.

LEGISLATIVE BUSINESS

Law-making is a major function of Parliament and, therefore, in the Youth parliament the legislative business should form an important part. All legislative proposals are brought in the form of Bills before the Parliament. No Bill can become a law unless it has been passed by the parliament and has received assent of the President. The proposal is given the shape of a Bill and introduced in Parliament. Bills are either

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Government Bills which are sponsored by Ministers, or private members' bills which are sponsored by individual members other than ministers.

Each Bill undergoes three Readings:

The First Reading

- The First Reading means a motion for permission to introduce a Bill. ON the adoption of the motion the Bill is introduced.
- The will skip the first reading as it only seeks leave to introduce a bill.

The Second Reading

- There are two stages in the Second Reading of the bill. In the first stage, the motion that the Bill be taken into consideration is adopted. [This is followed by discussion on the principles of the bill.]
- In the second stage, clause-by-clause consideration of the Bill is taken up. Notices of amendment are given any time after the introduction of a Bill. An amendment is admissible if it is within the scope of the bill.
- After the introduction of the bill, the minister concerned formally moves that the bill be taken up for consideration. The minister will say; "sir, I beg to move that the bill be taken into consideration." The Minister then makes a brief introductory speech outlining of the importance of the Bill. After this the Speaker formally places the motion before the house with the announcement that "The motion is that the Bill be taken into consideration."
- This is followed by a discussion in which the members from either side can take part after giving prior notice of their intention to the secretary-General. It may be noted that the discussion should be held on the general principles and provisions of the Bill. The Speaker asks members from both the Treasury and the Opposition benches to speak on the bill. After the discussion, the Minister concerned makes a closing speech and winds up the discussion.
- The motion for consideration is then put to the house. After it has been adopted, clause-by-clause discussion of the bill takes place. Amendments, if any, are permitted and voted upon.

The Third Reading

In the Third Reading the Minister concerned moves that the bill be passed. The Speaker then puts the question before the house in these words: The Question is that theBill, 199... Be passed. Those in favour will say "Aye, those against will be 'No.' after taking the voice vote, he/she declares thrice that Ayes (or Noes) have it. He will then say that 'the Bill is passed (not passed)", as the case may be.

It may be noted that for passing an ordinary Bill a simple majority is required and for Bills pertaining to Constitutional Amendments two-thirds majority is necessary.

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PRIVELEGES TO THE MPs

These privileges in the form of permission or points are allowed at all times when a speaker is not speaking or immediately after the speaker has finished speaking. Point of Information is not allowed at certain times as mentioned above in relevant sections. Permission to raise a motion is only allowed at certain time periods, as previously mentioned, along with the motions.

- **PERMISSION TO RAISE A MOTION:** A MP at any time can raise his/her placard and seek permission from the chair to raise a motion.
- **POINT OF INQUIRY:** Enquiry about parliamentary procedures and conduct to the chair.
- **POINT OF ORDER:** This may be introduced in order to complain about improper parliamentary procedures; however, the Chair may overrule the point. This can also be used in case of a factual error.
- **RIGHT TO REPLY:** If a particular member present feels that a grave (or false) statement has made by others towards that member, he/she may privilege the right of reply with the permission of the chair.
- **POINT OF PERSONAL PRIVILEGE:** This may be used in order to remove a personal discomfort.
- **POINT OF INFORMATION:** This may be used to put up questions on a members' statement

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Consideration for Drawing up the Merit List

Although the executive board shall have its own criteria of deciding they shall keep in view the following points while assessing the performances of speaker

Discipline and Decorum	10
Observance of Parliamentary procedures	20
Selection of Subjects for Questions and Supplementary and Quality of Answers thereto	20
Selection of Subjects for Debates	10
Delivery or Quality of Speeches delivered, Standard of Debate	30
General Assessment of the Performance as a whole	10
TOTAL	100

- **Chits:** All the chits will be marked and will have significant weightage while deciding the final awards.
- Party Policy & Role Rehearsal

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IMPORTANT POINTS TO BE KEPT IN MIND:

- Attire **Indian/Western** formals **STRICTLY**. Indian Wear is encouraged.
- Laptops allowed.
- No internet usage allowed inside the house.
- Two most important parts of the list of business of a 'Youth Parliament' are the 'Questions' and the 'Debate' or 'Discussion'. During Question Hour, the judges are likely to be impressed by quality of questions asked and the quality of replies given by the Ministers.
- During the Debate or Discussions, they particularly look for the standard of Debate and the quality of expression. The participants should show utmost respect to the Chair. They should abide by the decisions of the Chair and should have faith in his impartiality and judgment.
- The participants are encouraged to tap desks in agreement.

Please Note JUIT Youth Parliament shall not allow any statement against any religion or debate on acts of government against any particular religion. The same shall lead to expulsion of MP from the house for a time period of 10 Minutes

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Appendix-1

Glossary of Parliamentary Terms

- ❖ **Adjournment:** It means putting off till another time. It is either adjournment of the debate or adjournment of the house. Adjournment of the debate means postponement to the debate of a Motion/Resolution/bill on which the house is then engaged. Such a motion is moved at any time during a debate. A motion for adjournment of the debate, if carried, postpones the decision of any question. adjournment of the house means termination of the sitting of the house till the time appointed for the next sitting. It should be differentiated from prorogation and dissolution.
- ❖ **Adjournment sine die:** It terminates a sitting of the house without any definite date being fixed for the next sitting. Usually the Speaker adjourns the house sine die on the last day of its session.
- ❖ **Agenda:** It means the List of Business for a particular day. It contains items of business to be taken up by the house in the order in which they are listed.
- ❖ **Amendment:** It means a change proposed in a motion or a Bill. Amendment can be proposed either by leaving out or adding certain words or both. Amendment to the Constitution can also be proposed, but a special majority is required to pass Constitutional Amendments.
- ❖ **Appropriation Bill:** Money cannot be withdrawn from the Consolidated Fund of India except under appropriation made by law. Appropriation Bill is a Bill passed annually for authorization of the house for withdrawing money from the Consolidated Fund of India. **Bar of the House:** The Bar is the line which is marked by a broad strip of leather laid across the carpet on the floor of the house between the benches. The members are not allowed to speak outside the bar. Persons who are not members of the House, are not allowed to cross the bar during the sitting of the house. Persons who commit breach of privilege, can be called to the bar of the house for reprimand or admonition by the house.
- ❖ **Bill:** It is the draft of a legislative proposal. It is a draft of statute, which can become law only when it has received the approval of a parliament and assent of the president. A bill consists of the title, a preamble and various clauses (sub-divisions of a Bill).
- ❖ **Budget:** It is an annual financial statement of the estimated receipts and expenditure of the Government in respect of a financial year. The Budget or the annual financial statement is presented before the house in two parts, namely the Railway budget and the General budget.
- ❖ **Calling Attention Notice:** A Calling Attention Notice is given by a member to call the attention of a Minister to a matter of urgent public importance.

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- ❖ **Casting Vote:** In case equal number of votes have been cast both in favour and against any matter (viz. Bill, motion, etc.) the Speaker may cast a vote to decide the matter. Such a vote is called the casting vote.
- ❖ **Closure:** At any time during the discussion of a motion a member can move for closure which brings the debate to a close. The motion "That the question be now put" is put by the Speaker. If the motion "That the question be now put" is carried, the matter is immediately decided without any further debate. (With the coming into force of the Business Advisory Committee in 1953, the time for discussion on various items of business is decided in advance and therefore the need for a closure motion is not felt by the members. Consequently, the occasions for taking recourse to the closure motion have become very rare.)
- ❖ **Contempt of the House:** It means any act or omission which obstructs the House in the performance of its functions. For example, if a person disobeys an order to attend a committee, he is liable to be punished for contempt of the house. The person who has committed contempt of the house may apologise and it is up to the House to accept it and let him go. If the house decided to punish him, a motion has to be moved and in the motion the period of imprisonment and the place or jail where the contemnor is to be placed, are mentioned. In case the offence is not serious, the person concerned may be called to the bar of the House. He may be then reprimanded or admonished by the Speaker. Contempt of the House may be distinguished from a breach of privilege. A breach of privilege is an offence against a specific privilege of Parliament while contempt of the House is an offence amounting to an obstruction in the proceedings of the house. All breaches of privilege are contempt of the House. It is possible that a person may be guilty of a contempt of the house, but he may not have violated any specific privilege of the members.
- ❖ **Crossing the Floor:** When a member passes between the member who is addressing the house (in possession of the house) and the speaker, he is said to have crossed the floor. This act of passing between the member and the Speaker is forbidden, because to cross the floor is a breach of parliamentary etiquette. 'Crossing the floor' also means changing one's political allegiance, i.e. changing from one political party to another.
- ❖ **Division:** After the voice vote is taken on any item, the Speaker says, "I think the Ayes (or the Noes) have it." If his opinion is challenged by the minority, he orders division so that the exact balance of the opinion may be determined. The Speaker directs that the votes be recorded either by operating the automatic vote recorder or by using 'Aye' and 'No' slips in the House or by members going into the lobbies. In case the votes are to be recorded by members going into the lobbies the members for 'Ayes' go to the right lobby and those for 'noes' go to the left lobby. Votes are recorded in the lobbies and then the Speaker announces the result. Thus division is a mode of deciding a question by recording votes for or against it.

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- ❖ **Expunction:** It means deletion of words or expressions from the proceedings of the house by the Speaker. Such expressions as are considered to be indecent or unparliamentary, are ordered to be deleted from the records.
- ❖ **Gazette:** It is an official newspaper containing lists of government appointments, legal notices, dispatches and announcements, etc.
- ❖ **Guillotine:** It means putting to the vote of the house all outstanding questions relating to the business on hand by the speaker on the expiry of the time allotted for the discussion of such business. Guillotine is a form of closure, but unlike closure it is applied straightway by the Speaker without any motion.
- ❖ **Half-an-hour Discussion:** The Speaker may allow discussion on a matter of sufficient public importance which has been the subject of a recent question and the answer to which needs elucidation of a matter of fact. Such a discussion is held in the last thirty minutes of a sitting.
- ❖ **Hear, Hear:** It is an explanation. Members are allowed to exclaim Hear, Hear during a debate provided it is used with moderation.
- ❖ **Law:** Law is a body of rules given in an Act which in the form a Bill has been duly passed by the two Houses and assented to by the President. It is binding on every citizen and the courts are bound to apply it. The term 'law' covers any rule, regulation, bye-law or sub-rule made by a subordinate authority under delegated powers.
- ❖ **Leader of the House:** Leader of the ruling party in the house, he is an important functionary and exercises direct influence.
- ❖ **Leader of the Opposition:** Generally the leader of the largest recognised Opposition party having at least one-tenth membership in the house is recognised as Leader of the Opposition. The Leader of the Opposition is the official spokesman of the Opposition in the House. In India he/she has been granted the same status as that of cabinet Minister.
- ❖ **Lobby:** It is the covered corridor immediately adjoining the House. There are two lobbies in the Lok Sabha, the Inner Lobby which is also called Division lobby and the Outer lobby. The Outer lobby is intended for the use of members of Parliament, for members and the press representatives for informal discussion and exchange of views.
- ❖ **Lok Sabha:** The House of the People is called the Lok Sabha because it is elected directly by the people.
- ❖ **Message:** Under the provision of the Indian Constitution the president can send a communication to either House of Parliament. Such a communication is known as 'Message'. Messages to the Lok Sabha are sent by the President through the Speaker. The Speaker reads out the message to the house and then the house takes up the matters referred to in the message for

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consideration. For example, a Message from the President notifying his intention to call a Joint Sitting of both the houses, in connection with the Dowry Prohibition Bill, 1959, was sent in 1961.

- ❖ **Motion:** It means a proposal submitted to the House for its consideration and decision. When the House votes a motion, the motion becomes the opinion or the will of the whole House. Motion fall into three broad categories :
 - Substantive motions
 - Substitute motions
 - Subsidiary motions.

- A **substantive motions**, is a self-contained proposal submitted for the approval of the House. It is drafted in such a way that it enables the House to express its decision. The motion of thanks on the President's Address to the House, the motion of no-confidence and the motion for adjournment on a matter of public importance are some of the examples of substantive motions.
- A **substitute motion** is moved in substitution of the original motion. As a substitute motion arises out of the original motion, it has to be moved before the discussion on the original motion commences.

- A **subsidiary motions** is related to other motions or it emerges from some proceedings of the House.

It is further sub-divided into ancillary motions, superseding motions, and amendments. Motions made in connection with the various stages of a Bill are called ancillary motions. For example, "That the bill be referred to a select committee," is an ancillary motion. Superseding motions are moved in the course of a debate. They may seek recirculation of a Bill for eliciting further opinion.

- ❖ **Amendments** are the third type of subsidiary motions. An amendment may be to a Bill or a motion or even to an amendment.
- ❖ **Motion of No-Confidence** is a motion moved in the House to express want of confidence in the Council of Ministers.
- ❖ **Cut Motion** is a motion moved in the House during the discussion on the demands for grants to reduce the amount of demand. Cut motions are moved by the members of the Opposition only.
- ❖ **M.P:** It means Members of Parliament. Members of Parliament can use the abbreviation 'M.P.' after their names.
- ❖ **Order, Order:** The Speaker uses these words to call the House to order or to ask the House to hear the Chair or a member who is in possession of the House.

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- ❖ **Papers Laid on the Table:** It means the papers or documents laid on the Table of the House for the purpose of bringing them on the record of the House. Papers can be laid on the Table by a Minister or by a Private member or by the Secretary-General with the permission of the Speaker.
- ❖ **Parliamentary privileges:** It means the powers other than legislative, possessed by both the Houses and their members. Without these privileges the members cannot discharge their functions. Examples freedom of speech and freedom from arrest during sessions.
- ❖ **Point of Order:** It means a point relating to the interpretation or enforcement of the Rules of Procedure or such Articles of the Indian Constitution as regulate the business of the House. A point of order is raised in the House for the attention and decision of the Chair. It can also be raised on a matter relating to the maintenance of decency and decorum of the House.
- ❖ **Prorogation:** It means the termination of a session of the House by an order of the President.
- ❖ **Question:** The Parliamentary Question is an effective technique by which a member can elicit authentic and concrete information on programmes, policies and performance of the government.
- ❖ **Starred Question:** A member who desires an oral answer to his question on the floor of the house is required to distinguish it by an asterisk and therefore such a question is known as Starred Question.
- ❖ **Unstarred Question:** It is question which does not call for oral answer. Unstarred Questions are listed for written answers which are laid on the Table of the House.
- ❖ **Supplementary Question:** A member can ask a supplementary question arising out of the main question and demand an answer. Supplementary Questions are asked for the purpose of further elucidation on any matter of fact.
- ❖ **Short Notice Question:** Normally a ten days' notice is required for any Question to be answered. However, a question relating to matter of urgent public importance may be asked for oral answer, with a shorter notice. The member asking such a question has to state the reasons for shorter notice.
- ❖ **Quorum:** It means the minimum number of members required to be present at a sitting of the House. The quorum to constitute a sitting of the Lok Sabha is one-tenth of the total number of members of the House.
- ❖ **Readings:** There are three Readings or stages through which a bill passes. The First Reading means a motion for leave to introduce a Bill. The Second Reading consists of discussion of the principles of the Bill and also its clause-by-clause consideration. The Third Reading means discussion on the motion that the Bill be passed.

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- ❖ **Secretary-General:** The Secretary-General of the Lok Sabha is a permanent official of the secretariat of the House. He/she is appointed by the speaker. He/she performs parliamentary and administrative functions. He/she advises the Speaker on various parliamentary matters and procedures.
- ❖ **Session:** it is the period from the day the Parliament begins its first sitting to the day the Parliament is prorogued.
- ❖ **Subordinate legislation:** It means rules or regulations, having the force of law, they are framed by the subordinate authority in pursuance of the power delegated to it by the Parliament.
- ❖ **Summons:** It is an official communication issued by the Secretary-General of the Lok Sabha under the President's order to the Lok Sabha members informing them about the place, date and time of commencement of a session of the House.
- ❖ **Unparliamentary words:** Words or expressions which ought not to be used in debate, are known as unparliamentary words. The use of such words or expressions is a breach of order and a member using such words can be called upon to withdraw from the House or be 'named'. When the Speaker so names the member to the House, the Leader of the House moves at once "***that Shri/Smt. (name of the member) be suspended from the service of the House***".
The question on this motion is put at once without any debate.
- ❖ **Vote on account:** It means grants in advance made by the House to enable the Government to carry on until the voting of the demands for grants and passing of the general Appropriation Bill.
- ❖ **Whip:** In the parliamentary form of Government, a party has inside Parliament a number of officials known as Whips. The main duty of the Whips is to ensure attendance of the members at the time of important decisions.

Appendix-2

Some of the Words Declared as Unparliamentary:

- Not true or lie
- Deliberate Misrepresentation
- Not becoming a gentleman
- Intentionally misleading
- Bloody
- Disgraceful
- Indecent
- Rotten lie
- Contemptible
- Dishonest
- Insincere
- Scandalous
- Cowardly
- Double-dealing
- Insinuation
- Untrue
- Criminal
- False
- Insulting
- Black mailing
- Damn-lie
- Fraudulent
- Mischievous
- Unworthy of the house
- Definite untruth
- Foolish
- Nonsense
- Impertinent
- Deliberately false
- Hypocritical
- Offensive
- Ridiculous



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Some of the Expressions Declared as Unparliamentary:

▪ To call a member as :

- Barbarous
- Blackguard
- Black-mailer
- Bully
- Cheat
- Corrupt
- Coward
- Dishonest
- Fraud
- Goonda
- Hypocrite
- Hooligan
- Idiot
- Liar
- Monkey
- Monster
- Murderer
- Nonsense
- Rat
- Rogue
- Rude

▪ Suggesting that another Member :

- is double dealing
- is lacking in intelligence
- is insincere
- has motives
- has no respect for womanhood
- has no patriotic sense
- has used ungentlemanly methods
- was exhibiting a bad breeding
- was ganging up



#takecharge