



# Maryland Student Legislature

## *Forms Roster Descriptions*

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### **Description:**

*This describes the individual forms in the Maryland Student Legislature Forms Roster of the Protocols and Procedures as it exists on July 14, 2007.*

#### 1. Governor

- (1.1) *Governor's Message:* A message sent from the Governor to members of the General Assembly.
- (1.2) *Veto Document:* Used by the Governor to indicate to the General Assembly that he or she is vetoing a document, and on what grounds.

#### 2. Lt. Governor

#### 3. Attorney General

- (3.1) *Fall Leadership Training Institute Event Checklist:* Used by the Attorney General and Delegation Chairperson in order to assure that all necessary materials are available for the Fall Leadership Training Institute.
- (3.2) *Fall Interim Assembly Event Checklist:* Used by the Attorney General and Delegation Chairperson in order to assure that all necessary materials are available for the Fall Interim Assembly.
- (3.3) *Spring Leadership Training Institute/Interim Assembly Event Checklist:* Used by the Attorney General and Delegation Chairperson in order to assure that all necessary materials are available for the Spring Leadership Training Institute/Interim Assembly.
- (3.4) *First Reading Legislation:* List of legislation being introduced on First Reader.
- (3.5) *Legislation Committee Hearing Schedule:* Used to indicate the time and order of bills as they are being heard in Committee.
- (3.6) *Committee Disposition Report Form:* Used by the Committee Chairman and Vice-Chairman in order to present the committee's disposition on legislation to the body.
- (3.7) *Committee Report Form:* Used to report on the status of votes, amendments, etc. of legislation in Committee.
- (3.8) *Caucus Registration Form:* Used to register a new Caucus with the Attorney General.
- (3.9) *William Troy Simmons Award for Distinguished Career of Service Nomination Form:* Used to nominate one member from a Delegation for the Maryland Student Legislature's highest honor.
- (3.10) *Annual Awards Committee Member Deliberation Form:* Used by the Awards Committee during committee deliberations.
- (3.11) *Annual Awards Committee Report Form:* Used by the Awards Committee to record their decisions, used to report on their decisions during Annual Session Closing Ceremonies and for getting information to Annual Session Coordinator to purchase Awards.
- (3.12) *Application for Council of State Candidacy:* Used to apply to run for a Council of State position.
- (3.13) *Certified Council of State Candidate List:* List of candidates certified by the Attorney General to run for Council of State office.

#### 4. Secretary of State

- (4.1) *Annual Delegation Registration Form:* Required by all Delegations to register their Delegation for the current year.
- (4.2) *Delegation Membership Roster:* Roster of all members of a particular delegation.

- (4.3) *Delegation Charter*: Indicates formal affiliation and acceptance as an official Maryland Student Legislature Delegation.
  - (4.4) *Annual Membership Registration Form*: Required by all members to provide pertinent information to the Secretary of State.
  - (4.5) *Maryland Student Legislature, Inc. Associate Member Release Form*: Required by all members to be submitted at every Maryland Student Legislature event in accordance with the Maryland Student Legislature, Inc. Statutory Code. **No member may participate in any MSL event without signing this form.**
  - (4.6) *Event Attendance Roster*: Roster of all members attending an event.
  - (4.7) *Honorary Membership Certificate*: Given to all new Honorary Members.
  - (4.8) *Alumni Association Information Form*: Used for out-going seniors to submit contact information to the Alumni Association and for Alumni that come to Maryland Student Legislature events to update their contact information.
  - (4.9) *Alumni Association Certificate*: Certificate given to graduating seniors meeting Alumni status.
  - (4.10) *Caucus Roster*: Roster of all members affiliated to a particular Caucus.
  - (4.11) *Quorum Form*: Used for establishing quorum or during a call for quorum.
  - (4.12) *Time Keeping Report Form*: Used to keep time during legislative debates.
  - (4.13) *Amendment Form*: Used to submit amendments to legislation.
  - (4.14) *Floor Report Form*: For describing the disposition of all legislation.
  - (4.15) *Roll Call Form*: Used for roll call votes.
  - (4.16) *Conference Committee Report Form*: Used by Conference Committees to report back to the body on the results of the Conference Committee, as well as any amendments proposed by the Conference Committee.
  - (4.17) *Council of State Ballots*: Ballots used for Council of State Elections.
  - (4.18) *Council of State Election Results Tally Sheet*: Used during the election process to count the votes received by each candidate.
  - (4.19) *Council of State Election Certification Sheet*: Used to certify the results of Council of State elections.
  - (4.20) *Signing Document*: Document signed by the Governor, Speaker of the Assembly, and Lt. Governor indicating that the bill has passed the General Assembly and been signed by the Governor.
  - (4.21) *Legislation Passage Document*: Document signed by the Speaker of the Assembly and Lt. Governor indicating that the bill has passed the General Assembly and is being allowed to pass without the Governor's Signature.
  - (4.22) *Veto Override Document*: Document signed by the Speaker of the Assembly and Lt. Governor indicating that the bill has passed the General Assembly, was vetoed by the Governor, and the veto was overridden by the General Assembly notwithstanding the Governor's objections.
5. *Speaker of the Assembly*
- (5.1) *Committee Roster*: Roster of members of each committee.
  - (5.2) *Witness Roster*: Used to indicate the time and order of witnesses testifying in committee, and what legislation they are testifying on.
  - (5.3) *General Assembly Roster (if unicameral)*: Roster of members of the General Assembly in unicameral session.
  - (5.4) *Senate Roster*: Roster of members of the Senate.
  - (5.5) *House of Delegates Roster*: Roster of members of the House of Delegates.
6. *Comptroller*
- (6.1) *Invoice*: Used to indicate to Delegations the amount of money they owe to the Maryland Student Legislature.

- (6.2) *Delegation Fee Ledger*: Used to record payment of Delegation Fees.
- (6.3) *Event Attendance Ledger*: Used to record payment of Event Fees.
- (6.4) *Reimbursement Form*: Used to submit a request for reimbursement to the Comptroller.
- (6.5) *Receipt*: Receipt given by the Comptroller as proof of payment of fees.
- (6.6) *Unpaid Balance Notification*: Notification to Delegations as to the balance still owed to the Maryland Student Legislature.