

Excerpt from general guidance for presiding officers

"1.2 Presiding over meetings of Parliament

The Presiding and Deputy Presiding Officers are responsible for chairing meetings of Parliament, ensuring Parliamentary business is conducted in an orderly manner and providing guidance on the interpretation of the Standing Orders.

The Business Team and Head of the Chamber Office, together with the PO's Office staff provide advice and support on all chamber business matters. In preparation for each meeting of Parliament, Business Team staff will provide a Presiding Officer script; a speaking list, and a debate management sheet as well as any other necessary supporting documentation. Oral briefing meetings with the clerks to discuss debate management, possible points of order and any other matters which may arise take place 15-30 minutes before each meeting of Parliament.

When chairing meetings of Parliament, a Presiding/Deputy Presiding Officer is supported by 3 clerks. The Principal Clerk sits to the right of the Presiding Officer and is the main source of advice on procedural matters. The Minute Clerk to the PO's left provides advice on debate timings and where necessary will liaise with MSPs participating in the debate. The third clerk sits to the left hand side of the podium and operates the voting system.

Further oral briefing on chairing of meetings will be available from the Business Team and Head of the Chamber Office."