

HANSARD

STYLE GUIDE

Bermuda House of Assembly and Senate

Revised May 2011

A note about this Style Guide: This Style Guide has been prepared for the Bermuda House of Assembly and Senate to provide information and guidelines specific to Hansard production. It does not attempt to address all rules of grammar. On matters where this Style Guide is silent please refer to *The Chicago Manual of Style*.

A note about Hansard production: The production of Hansard is guided by the Rules of the Senate, the Standing Orders of the House of Assembly and the principles found in Erskine May's *Parliamentary Practice*.

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SECTION 1

INTRODUCTION TO HANSARD (The Official Report)

What is Hansard?

Hansard is the traditional name of the official report of parliamentary proceedings. The name comes from the publisher of the report of debates at the UK Parliament in the early 19th century, Thomas Hansard. (Full story at <http://www.commonwealth-hansard.org>)

Hansard is a fair, accurate and impartial report. Although editorial corrections are allowed, no words may be added or removed to change the sense of what has been spoken. Care is taken to preserve each Member's distinctive speaking style: this is referred to as the *"verbatim rule." Text is edited to filter out unnecessary wording to make the report generally more readable.

The production of Hansard is guided by Erskine May's *Parliamentary Practice*, and the rules or standing orders of parliament

** "The Official Report is a full report, in the first person, of all speakers alike, a full report being defined as one 'which, though not strictly verbatim, is substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected, but which on the other hand leaves out nothing that adds to the meaning of the speech or illustrates the argument.'"*
[Erskine May's *Parliamentary Practice*, Twenty-Third Edition, page 260]

How is Hansard used?

Hansard is often used both inside and outside of parliament. Students and future parliamentarians refer to Hansard, as do law firms and courts, particularly if there is ambiguity in legislation

"The official record is a hugely important source of accurate and unbiased information. It can be used by anyone who wants to know exactly what went on in a legislature, such as how a particular Member voted on an issue and what he or she said on a particular matter. Equally, it allows politicians, lawyers and the media to determine the exact intention of legislation.

"Just as importantly, the official record provides a record for posterity. It offers a day-to-day account of proceedings, reflecting attitudes to the significant issues of the day and the chang-

ing values and views of society. In short, it will help future generations to paint a picture of how we live today.” [British-Irish Parliament Reporting Association www.bipra.org]

“Scholars, parliamentarians, and anyone with an interest in history appreciates the opportunity to assess the arguments of their elected representatives . . . [Hansard provides] that permanent historical record of the debates.” [Hon. Speaker Kowalski, Legislative Assembly of Alberta. (8th Triennial Conference of Commonwealth Hansard Editors Association, Alberta, Canada, 2005)]

Hansard Association links:

- Commonwealth Hansard Editors Association (CHEA): www.chea.org
- Hansard UK: <http://www.hansard-westminster.co.uk/>

Reference works essential to Hansard production:

- *Concise Oxford English Dictionary*
- *The Chicago Manual of Style*
- A good legal dictionary (Mozley & Whiteley’s; Barron’s; Ballentine’s)
- A good medical dictionary

REQUIRED SKILL SET

“Translating the spoken word into the written word is an art. Conveying the essence and flavour of what people say, when they have made, for example, an outstanding parliamentary speech, is quite an achievement . . . Elected representatives rely heavily upon the work of Hansard.” Sir Alan Haselhurst, Chairman of the Ways and Means Committee, House of Commons. [9th Triennial Commonwealth Hansard Editors Association Conference, London, England, 2008]

Hansard production is a specialised field. The following combined set of skills, experience and attributes are desired:

Required Skills and experience:

- Strong aural comprehension skills: *You must be a good listener!*

Hansard transcribers and editors must have strong aural comprehension skills. They have to rely on the context and their understanding of what is being said in order to accurately capture what a Member is talking about.

Many words sound alike and are easily mistaken for another (homophones). Words such as: council and counsel; principal and principle; there and their; patients and patience, etc., can prove problematic.

- Strong grammar, spelling and punctuation skills
- Strong vocabulary
- Advanced Word Processing skills (Use of Formatting/Styles/Pagination/Headers/Footers)
- Accurate keyboarding skills with a minimum speed of 70 wpm.
- Working knowledge of digital sound byte management
- Previous experience working in a professional environment
- Ability to use researching tools, including the Internet
- Good communication skills, both verbal and written

Desired attributes:

- Wide range of general knowledge
- Knowledge of, and interest in, parliamentary procedure
- Motivated self-starter
- Detail oriented
- Team player with tact and decorum

HOW HANSARD IS PRODUCED



Sittings of the House of Assembly and the Senate are recorded digitally as computer audio files. Each file covers five minutes of the proceedings. The recordings are skilfully transcribed into readable text. Punctuation is added, grammar is corrected, and all names, places and quotes are verified.

Transcribed segments are combined, forming the first draft “Unedited Hansard” document.

The unedited Hansard is then edited. Editors double check the transcript against the recordings and are ever alert for homophones and misidentified speakers. Further research is conducted as required to ensure accuracy of the record.

A note about editing: Hundreds of words that are not so ordinary come up in debate—names of people, places and companies; quotes from statutes, newspapers, magazines, books, reports and other authorities. A major undertaking in Hansard production is the verification of all names and quotes to ensure accuracy of the record.

The Edited Hansard is then printed and proofread. The context of the entire debate is carefully scrutinised to ensure accuracy and continuity. Where there is any doubt, the recording is listened to again. Formatting and Styles are checked, a final spell-check is performed and page numbers are inserted.



Members have an opportunity to review their debates in the edited and proofread copy of Hansard.

A note about corrections: Members are asked to submit corrections within a stated deadline, and should be advised of the guiding principle on corrections (*Sample cover letter next page*)

The guiding principle on corrections is:

“Members are expected, in submitting corrections, not ‘to attempt to alter the sense of words spoken by them in debate.’” [Erskine May’s *Parliamentary Practice*, Twenty-Third Edition, page 259]

After being reviewed by Members the transcript becomes the *Official Hansard Report*—the official, complete report of proceedings.

To form a useful reference tool, individual Official Hansard Reports are combined, indexed and printed in a bound volume. An electronic copy is also useful.

SAMPLE LETTER TO MEMBERS

Dear Honourable Ministers and Members of the House of Assembly:

Re: Edited Hansard Reports for review

Attached for your review are edited Hansards for sittings [list the dates]:

Hansard production is guided by the Standing Orders of the House of Assembly, the Rules of the Senate, and by the principles found in Erskine May's *Parliamentary Practice*.

The Twenty-third Edition of Erskine May's states that the edited transcript is: “. . . *substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected, but which on the other hand leaves out nothing that adds to the meaning of the speech or illustrates the arguments.*” [page 260]

And at page 259, “*Members are expected, in submitting corrections, not ‘to attempt to alter the sense of words spoken by them in debate.’*”

The edited transcript should therefore remain an accurate account of what was said. Words may not be added or subtracted to change the meaning of the original speech.

Kindly read your passages and return your corrections to [insert receiving office] no later than [insert deadline date]. If no corrections are received by this date the transcript will be deemed correct.

Thank you.

SECTION 2
GENERAL INFORMATION

Set out on the following pages in alphabetical order.

(Revised 11 MAY 2011)

ABBREVIATIONS: Use periods with abbreviations that appear in lowercase letters; use no periods with abbreviations that appear in full capitals or small capitals, whether two letters or more. [Chicago 15.4]

a.k.a. Et al. CEO USA NATO

Always spell out abbreviations that may not be familiar to the reader.

Always spell out the abbreviation “etc.” (et cetera)

ACADEMIC DEGREES: Lower case when referred to generally. (*Also see Titles/Awards, Grades, Orders*)

ACCENT MARKS: *See diacritical accent marks*

ACRONYMS: Use capital letters without periods in acronyms and always expand acronyms the first time they occur in a Member’s speech (other than those excepted), with the acronym in parentheses immediately afterwards.

Example:

The Organisation for Economic Co-operation and Development (OECD).

Excepted Acronyms: It is not necessary to expand commonly used/accepted acronyms, for example:

AIDS/HIV	IRS
AM or FM band	NATO
CD or CD-ROM	TV
DNA	UK
DOA	USA
IBM	VIP
IQ	WHO

NOTE: Always verify that the acronym used is correct.

ADJOURNMENT: Hansard records the motion for the adjournment of the House and any subsequent debate under the Heading “Adjournment.” A Style line with the time of adjournment and the date for resumption is inserted. (*Also see Suspension/Resumption of Proceedings*):

Example:

ADJOURNMENT

Heading Style 1

Hon. Minister: Mr. Speaker I move that the House do now adjourn.

The Speaker: The question is that this Honourable House be adjourned.

[At 5:15 pm the House adjourned until (insert date)]

Hansard Style line

If there is no set date for resumption, the House will be adjourned *sine die*, which means without a day being appointed. Hansard would then record:

[At 5:15 pm the House stood adjourned sine die.]

Hansard Style line

AMPERSAND: Avoid using the ampersand in place of the word “and” unless it forms part of a company’s name.

Ernst & Young / Cable & Wireless Bermuda Limited / Deloitte & Touche

AND/OR: It is acceptable to use and/or.

APOSTROPHE: (*Also see Possessives*)

(1) Denotes possession. The Member’s statement / The Minister’s office / For heaven’s sake

(2) Use an apostrophe to avoid confusion in expressions such as: Dot the i’s and cross the t’s

BILLS¹: A Bill is a proposal for a new law or for a change to an existing law. The body of a Bill consists of **clauses**. When the Bill is enacted the clauses become **sections** of the Law or Act. Hansard capitalises the word “Bill” as it relates to the Bill under discussion.

A Bill is made up of clauses which are divided into:

- subsections (1), (2), (3), which may be further divided into;
- paragraphs (a), (b), (c), and possibly even;
- subparagraphs (i), (ii) (iii).

If a Member says, “Clause 1, subsection (1), paragraph (a), subparagraph (ii)”—Hansard cites that as “Clause 1(1)(a)(ii)”

Stages of a Bill:

In the House of Assembly:

- Introduction and First Reading: *The Bill is read by its title [Standing Order 28].*
- Second Reading: *This involves general debate on the principles of the Bill [Standing Order 29 of the Standing Orders of the House of Assembly]*
- Committee: *This is the stage where debate on the Bill takes place by a Committee (usually of the whole House). A Chairperson, other than the Speaker, chairs this stage of the legislative process. During Committee stage the Bill is considered line by line and there can be a vote on each clause. Amendments may be made during the Committee stage.*
- Report: *The Committee reports the results of the Committee stage to the whole House of Assembly. The Speaker chairs this stage.*
- Third Reading: *The Bill is read by its title, and if there are no amendments or objections the Bill is passed [Standing Order 30].*

In the Senate

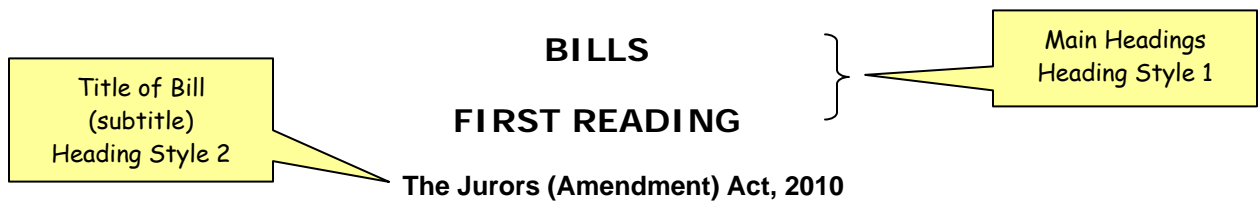
- Introduction and First Reading: *Bill read by its title.*
- Second Reading: *General debate on "principle" of Bill.*
- Committee: *Debate on each clause by Committee, amendments may be made.*
- Report by Committee to Senate.
- Third Reading: *The Bill is read by its title, and if there are no amendments or objections The Bill is passed.*

¹ Standing Orders 28–41; Rules of the Senate 23–39; 40–46

Terminology relating to Bills:

Amendment
 Clause/new clause
 First Reading / Second Reading / Third Reading
 Memorandum of objects and reasons
 Preamble
 Schedule
 short title / long title
 Subsection / Paragraph / subparagraph

BILLS/FIRST READING: The title of the Bill is read, thus giving the Bill a First Reading. Hansard records this under a Main Heading as in the example below:

Example:

Hon. Michael J. Scott: Mr. Speaker, I read for the first time by its title a Bill entitled, The Jurors (Amendment) Act, 2010. Mr. Speaker, I ask that that Bill be set down on the Order Paper for the next day of meeting.

The Speaker: So ordered.

BILLS/SECOND READING: This is the stage where the merits and demerits of the Bill are debated. Hansard records this stage under a Main Heading and subtitle as in the example below.

House of Assembly Standing Order 29 (3) reads: “On the order for the second reading of a Bill, ‘that the Bill be now read for a second time’, the mover shall more fully explain the purpose of the Bill. Debate at this stage may cover the general merits and principles of the Bill.”

Standing Order 29 (5) reads: “On the second reading of a Bill, an amendment may be proposed to the question ‘That the Bill be now read the second time’, to leave out the word “now” and to add at the end of the question the words “upon this day six months” . . .

NOTE: In light of the significance in Standing Order 29 (5) of using or not using the word “now,” Hansard takes care to record the question verbatim.

Example:

BILLS

SECOND READING

The Jurors Amendment Act 2010

Hon. Michael J. Scott: I move that the Bill entitled the Jurors Amendment Act 2010 be now read the second time.

The Speaker: Any objection?
Agreed to.

BILLS/COMMITTEE ON²: After a Bill has been read a second time it stands committed to a Committee, usually of the whole House. This stage is where the clauses are accepted or amended.

The presiding officer is identified in Committee as “The Chairman” Hansard inserts an editorial comment identifying who the Chairman is.

After a Bill has been considered clause by clause in Committee, Hansard inserts an editorial comment indicating that the Bill was considered by a Committee of the whole House and passed with [or without] amendments.

Example:

The Chairman: The Ayes have it. The Bill is approved with amendments and will be so reported to the House.

[Motion carried: The Telecommunications Amendment Act 2010 was considered by a Committee of the whole House, passed with amendments, and will be reported to the House]

(See example of Committee stage next page)

Editorial Comment

² Standing Order 29; Senate Rule 26

2
18 June 2010
Hansard ([Members' Proof](#))

House in Committee at 4:03 pm

COMMITTEE ON BILL

[Hon. Dame Jennifer Smith, Chairman]

**COMMISSION FOR UNITY AND RACIAL EQUALITY
(TRANSFER OF FUNCTIONS) ACT 2010**

The Chairman: We are now in Committee of the whole House on the Commission for Unity and Racial Equality (Transfer of Functions) Act 2010.

The Honourable Minister of Culture and Social Rehabilitation, the Representative of Pembroke West Central, Minister Neletha Butterfield, constituency 18, is the Minister in charge.

Minister Butterfield, you have the floor.

Hon. D. Neletha I. Butterfield: Thank you very much, Madam Chair. I would like to move clauses 1 through 5 as follows:

Hon. D. Neletha I. Butterfield: Clause 1 proposes the Commission for Unity and Racial Equality (Transfer of Functions) Act 2010.

Clause 2 transfers the functions of the Commission for Unity and Racial Equality to the Human Rights Commission.

Thank you, Madam Chair.

The Chairman: Thank you, Minister.

Does any Honourable Member wish to speak to the motion that clauses 1 through 5 be approved and stand part of the Bill?

I will put the motion.

Those in favour of the motion that clauses 1 through 5 be approved and stand part of the Bill signify by saying Aye. Those against, say Nay.

AYES.

The Chairman: The Ayes have it. The Bill is approved and will be so reported to the House.

[Motion carried: Clauses 1 through 5 passed]

The Chairman: Minister, you may continue.

Hon. D. Neletha I. Butterfield: Thank you, Madam Chair.

I would like to move clauses 6 through 9.

Clause 6 inserts new sections 14C to 14G into the Human Rights Act 1981, as follows: Section 14C

(1) and (2) gives the Human Rights Commission the additional functions to promote equality of opportunity and good relations between persons of different racial groups; works towards the elimination of racial discrimination and institutional racial discrimination; establishes and maintains a register of employers and issues codes of practice for the elimination of racial discrimination and the promotion of equality of opportunity in the employment field.

Section 14C (3) and (4) defines "racial group."

...

The Chairman: Thank you.

Does any other Honourable Member wish to speak to the motion that clauses 6 to 9 be approved and stand part of the Bill?

If not, I will put the question.

Those in favour of the motion signify by saying Aye. Those against, say Nay.

AYES.

The Chairman: The Ayes have it. Clauses 6 through 9 are approved and stand part of the Bill.

[Motion carried: Clauses 6 to 9 passed]

The Chairman: The Minister may now move the Preamble and that the Bill be committed to the House as approved.

Hon. D. Neletha I. Butterfield: Thank you, Madam Chair.

I move the Preamble and also move that the Bill be reported to the House.

Thank you.

The Chairman: Thank you Minister.

Those in favour of that motion signify by saying Aye. Those against, say Nay.

AYES.

The Chairman: The Ayes have it. The Bill is approved and will be so reported to the House.

[Motion carried: The Commission for Unity and Racial Equality (Transfer of Functions) Act 2010 was considered by a Committee of the whole House and approved, without amendments, and will be reported to the House.]

[Pause]

House resumed at 4:16 pm

[Hon. Stanley Lowe, in the Chair]

House of Assembly

Editorial comment identifying Chairman (Normal Style)

Editorial comment indicating clauses just considered and passed (Normal Style, italicised)

Editorial comment indicating Bill has been passed with or without amendment (Normal Style, italicised)

BILLS/REPORTING This is the stage where the Committee reports its deliberations to the House.

Example:

House resumed at 4:16 pm

[Hon. Stanley Lowe, in the Chair]

Editorial comment
identifying Speaker
(Normal Style)

REPORT ON BILL

Main Heading
Heading Style 1

INTERNAL AUDIT ACT, 2010

The Speaker: Is there any objection to the Report of the Committee as amended?
Agreed to.

BILLS/THIRD READING This stage is where the Bill is formally passed.

Example:

Main Heading
Heading Style 1

THIRD READING

INTERNAL AUDIT ACT, 2010

Title
Heading Style 2

Dr. The Hon. Ewart Frederick Brown: I move that a Bill entitled, The Internal Audit Act, 2010, be given a third reading and passed.

The Speaker: The question is that the Bill be now read the third time by its title and passed. Those in favour please say Aye. Those against, Nay.

[Motion carried: The internal Audit Act, 2010, read a third time and passed.]

Editorial comment indicating Bill
read a third time and passed
(Normal Style)

BRACKETS: Square brackets are used for:

- (1) Editorial comments, interjections and pauses in proceedings (*Also see Editorial Comments*)

[*Inaudible*]

[*Inaudible interjection*]

[*pause*]

[*Applause*]

[*Laughter*]

[*Deputy Speaker in the Chair*]

Interjection
(not part of
the quoted
material) in
square brack-
ets.

- (2) Interjections which are not part of a quote

Example:

The Speaker: Standing Order 7(3) states: “The ordinary time for the meeting of the House shall be at 10 o’clock a.m. and at that hour the Speaker shall make his [or her] formal entry and the House shall proceed to business.”

- (3) [Brackets may be inserted] in quoted material to clarify ambiguity, provide a missing word or letters, or, in a translation, to give the original word or phrase where the English fails to convey the exact sense. [*The Chicago Manual of Style*, 11.68]

CAPITAL LETTERS: Capitalise people’s names, names of political and geographical places, names of particular buildings or streets, languages, nationalities, religions.

- Full titles of Organisations, Bills and Acts.
- Special events such as New Year’s Eve and Cup Match
- Unique titles (e.g., Premier, Police Commissioner, Permanent Secretary). Where there is more than one, lower case is usually preferred (e.g. board of directors, permanent secretaries).
- Report (when referring to a report that is being debated)
- Titles of respect even when they are modified by adjectives (e.g., the former Governor of Bermuda (**Not** “the former governor”).
- References to the Deity and the Bible:
 - God, Old Testament
 - BUT:** the Greek gods; sacred books of the Hindus.
- Celestial bodies: the Big Dipper, the Milky Way, Halley’s comet
- Earth: When used as the proper name of our planet it is capitalised; otherwise it is usually lowercase.
 - Mars, unlike Earth, has no atmosphere.
 - BUT:** Some still believe that the earth is flat.
- Sun and moon: Usually lowercase.
 - The moon circles the earth, and the earth circles the sun.
- Days of the weeks and names of months, but not the names of seasons:
 - Wednesday
 - December
 - summer, winter, spring, fall

Hansard gives capitals to the following words when they are used as proper nouns:

Backbench Members or Backbenchers
Bill (meaning a specific, named Bill; otherwise, when used generally, a bill)
British Overseas Territories (*See Glossary for more information on BOTs*)
Cabinet
Chair
Chairman or Chair (in Committee)
Chamber
Clerk (of the House)
Commission (named)
Committee (named)
Commonwealth
Constitution
Floor of the House (**BUT:** let the Honourable Member have the floor.)
Gallery (in the House/Senate)
Gazette (**BUT:** gazetted)
Government (**BUT:** government [in such terms as “government policy”])
Government Members (but members of the Government)
Hansard (italicise when cited from)
Honourable Speaker, Honourable Chamber; Honourable House; Honourable and Learned Member (**BUT:** honourable colleague, honourable gentleman, etc.)
House (Upper House, Lower House, House of Assembly, House of Commons, House of Lords)
Law (meaning a specific, named Law; otherwise, when used generally, a law)
Legislative Assembly (**BUT:** legislature, legislators)
Madam Speaker/Mr. Speaker
Member (of the Assembly) (**BUT:** member of a Committee)
Minister of Government
Motion (meaning a specific Motion before the House, otherwise, when used generally, a motion)
Opposition Members (**BUT:** members of the Opposition)
Order Paper
Report (meaning a specific, named report; otherwise, when used generally, a report)
Senate/Senator
Sergeant-at-Arms
Table (lay a paper upon the Table, **BUT:** table a paper)

CITATIONS: Citations to court cases are italicised: *Brown v. Brown et al.* / *Roe v. Wade*

If the person speaking refers to a case as “Smith and Brown” and there is doubt as to the correct name of the case and the details cannot be verified, leave it as said, for example, “Smith and Brown.”

Italicise the word “Hansard” for citations to Hansard, for example: In the *Hansard* of 27 January 2010, at page . . .

CLERK: The Clerk is always in the Chamber during sittings, and will usually only speak when calling a division. (See Voting) The Clerk is identified as “**The Clerk:**”

COLON: (1) The most frequent use of a colon is at the end of a sentence to introduce lists, tabulations, text, etc. Capitalise the first word after a colon only if it is a proper noun or the start of a complete sentence. If in doubt insert a period between the two clauses and form separate sentences.

(2) Use a colon to introduce quotations of more than one sentence.

(3) Use a colon before questions: “I have one question for that Minister: Why doesn’t he resign?”

COMMA: (1) Denotes slight pause. Effective use of the comma involves good judgment, with ease of reading the end view. [Chicago 6.18] Use commas sparingly.

(2) Usually necessary after However, Moreover, Finally, Furthermore, and similar words.

(3) In addition to the most common usages, use a comma to introduce a complete one-sentence quote. (Use a colon to introduce quotations of more than one sentence.)

(4) Use commas to set off each item in a date, except when using only the month and year, or when writing the date in inverted style.

On September 11, 2001, the world changed forever.

He left in September 2003.

Consult the *Hansard* of 23 January 2005.

BUT: A comma is not necessary after a year as in “In 1998” unless followed by another number:

In March 2003 the crime statistics were . . .

In March 2003, 15 people were arrested for . . .

COMPANY NAMES: Retain the same style used by the company:

ALAS (Bermuda)

Cable & Wireless Bermuda Limited

CRM Holdings (CRMH)

Deloitte & Touche

IBM

COMPOUND NAMES: Compound names combine elements of two or more words (as opposed to acronyms which consist of initial letters):

Citygroup Fund Services (Bermuda)

Bankcard

WordPerfect

PricewaterhouseCoopers

ScotiaBank

CONTINUATION OF DEBATE: When a matter is debated over several sittings, Hansard enters an editorial comment [*Continuation of debate thereon*] directly under the title in square brackets:

DEBATE ON THE BUDGET ADDRESS

[*Continuation of debate thereon*]

CONTRACTIONS: Hansard does not generally use contractions, except when:

- part of a direct quotation, or
- used by a Member interjecting, or
- when the full words would sound stilted.

CORRECTIONS: (1) The most straightforward kind of correction that Hansard deals with is when a Member corrects herself/himself more or less in the next breath. Hansard rewords the passage as if it had been said right the first time.

(2) Correcting the wrong word or phrase: If a Member says “section 6” when discussing a Bill, Hansard makes the correction to “clause 6” (*sections* refer to Laws; *clauses* refer to Bills).

(3) Correcting misquoted material. Unless another Member makes an issue of the misquotation or it is clearly deliberate, Hansard verifies and corrects the misquoted material.

(4) Members’ Corrections: Members can submit corrections within the guidelines set out in *Erskine May’s *Parliamentary Practice*; however, no words may be added or removed to change the sense of what has been spoken.

**“Members are expected, in submitting corrections, not ‘to attempt to alter the sense of words spoken by them in debate.’”* [Erskine May’s *Parliamentary Practice*, Twenty-Third Edition, page 259]

NOTE: Before making some corrections it is advisable to give the transcript to the Member and request clarification. (*Also see Editing, Errors (Correcting of), False Starts, Grammar and Verbatim Rule*)

CURRENCY: To insert symbols for foreign currency use key combinations:

British pound (£):	Alt + 0163 (on number keypad)
Euro (€):	Alt + 0128 (on number keypad)
Yen (¥):	Alt + 0165 (on number keypad)

DASH: (*See Em dash; En dash and Hyphen*)

DATES: Use commas to set off each item in a date, except when using only the month and year, or when writing the date in inverted style.

The events of September 11, 2001, changed the world forever.

He left office in September 2003.

Consult the *Hansard* of 23 January 2005.

BUT: A comma is not necessary after a year as in “In 1998” unless followed by another number:

In March 2003 the crime statistics were . . .

In March 2003, 15 people were arrested for . . .

DIACRITICAL ACCENTS MARKS: MS Word will insert most diacritical accent marks automatically. If not, use the Symbols command. (**HOW:** Insert/Symbol/Font: Normal/Subset: Basic Latin [select appropriate symbol]/Insert)

Façade / naïve / Åland

DIGITAL SKIPS: If the recording skips, insert an editorial comment with a time stamp.

[DIGITAL SKIP 16:04:56]

DIVISIONS: (*See Voting/Divisions*)

EDITING: Editing begins at the transcription stage where Members’ extemporaneous speech is given its basic sentence structure. Those who edit Hansard have an obligation to make a sentence more readable since there is a difference between the *spoken* and the *written* word.

The first function of editing is to ensure that the transcript accurately reflects the words spoken, that nothing has been missed or misheard.

The basic rule of Hansard editing is that if the transcript is accurate and grammatical within the limits of the Member’s chosen words, let it stand. A Member’s chosen style or expression should not be paraphrased or otherwise ‘improved.’ (*Also see Corrections, Errors (Correcting of), False Starts, Grammar and Verbatim Rule*)

Hansard verifies all quotes and names. Where there is doubt with the spelling of a name, Hansard will insert an editorial comment and time stamp [PHONETIC 14:10:18] until the spelling can be verified.

NOTE: Where there is any risk of a misunderstanding, a strictly verbatim transcription is favoured.

EDITORIAL COMMENTS: Hansard sometimes adds editorial comments to make the record less ambiguous. Editorial comments are placed in square brackets, italicised and separated from the main text by one blank line above and one blank line below.

[Applause]

[Audiovisual presentation]

[Crosstalk]

[Deputy Speaker in the Chair]

[Desk thumping]

[Gavel]

[Inaudible interjection(s)]

[Inaudible interjections and laughter]

[Inaudible interjections and general uproar]

[Laughter]

[Pause] —inserted when there is an inordinately long break or delay

NOTE: After inserting the editorial comment re-identify the person who continues speaking:

Example:

Sen. John Doe: I would like to ask the Honourable Member to explain—

[Inaudible interjections]

Sen. John Doe: He owes this country an explanation!

Would the Honourable Member please explain what he is proposing?

Member speaking is re-identified after an interruption

ELLIPSIS: Three spaced periods (. . .)

(1) Used to indicate missing words within quoted material. Omit any marks of internal punctuation (a comma, a semicolon, a colon, or a dash) on either side of the ellipsis marks unless they are required for the sake of clarity.

Example of ellipsis inserted when words are missing in a quote:

“. . . at the beginning, where words are missing.”

“at the end, where words are missing . . . ”

“and in the middle . . . where words are missing.”

(2) Used to indicate that a sentence *trails off* before the end (as opposed to being interrupted [*Also see Em dash*]). The three spaced periods create an effect of uncertainty or suggest a suspension of thought. No terminal punctuation is used with ellipsis marks in this kind of construction.

He could have easily saved the situation, but . . .

(3) Used to suggest faltering or fragmented speech.

I . . . that is, we . . . yes, *we* have made an awful blunder!

EM DASH: (—) ([HOW: CTRL+ALT+Dash on number keypad](#))

(1) Use em dashes to set off amplifying or explanatory elements.

“The Member has admitted—well, he would not call it an admission; he would say it was a clarification—that two members of staff have resigned.”

(2) Use an em dash to indicate interruptions or abrupt changes in thought (no space on either side of the dash).

First Member: It is good government—

Second Member: Mr. Speaker, do we have to listen to this?

First Member: —and great leadership.

Will he—can he—win enough votes?

EN DASH (–) ([HOW: CTRL+START+Dash on number keypad](#)) Used between dates, without a space on either side:

1775–1776 / 2000–2005

ERRATUM: (*See Errors (Correcting of)*)

ERRORS (CORRECTING OF): Members are provided an opportunity to review Hansard before it becomes the “Official Report” and the accuracy of Hansard is rarely questioned. However, a substantial error (e.g., a misstatement on the part of the Member or a transcription error) must be brought to the attention of the House by means of a point of order as soon as possible after the sitting if a Member wishes to have the verbatim record changed.

Hansard enters a heading “**ERRATUM**” (in Heading Style 2) and records the correction:

“That the *Hansard* of [date] at page ____, column ____, line ____, should correctly read [enter the correction].”

Hansard should then insert a footnote where the error appeared directing readers to the page where the correction was made.

EXCLAMATION MARKS: Use sparingly, not just because a Member sounds excited.

Oh-oh!

Hear, hear!

Shame!

Order!

EXPLETIVES: *Hansard* records obscenities if said. The offending words can be formally withdrawn, but that does not strike them from the record—unless the Presiding Officer orders them expunged. (*See Expunging*)

EXPUNGING: If words are ordered to be removed from the record (expunged) by the Presiding Officer, *Hansard* removes those words and inserts the following editorial comment in square brackets and bolded where the text has been removed:

[Certain words were ordered expunged from the record.]

FALSE STARTS: (1) If a Member starts to say a word, or begins a sentence and then changes his/her mind and uses different words, record only the Member's final choice of words.

Hansard would edit this: "It is, in the Minister's view, it is a wonderful program."

to read thusly: "In the Minister's view, it is a wonderful program."

However, when a Member has a series of false starts it is better to include everything, because that more accurately reflects the multiplicity of arguments and the Member's inability to put them in order. Use Ellipsis points to suggest faltering or fragmented speech.

I . . . that is, we . . . yes, *we* have made an awful blunder!

(2) Procedural false starts, such as the Chairman wrongly identifying a clause of a Bill, or having to back up and apologise for recognising the wrong Member, can generally be corrected by *Hansard* —unless it gives rise to a procedural debate or is otherwise remarked upon.

FOREIGN LANGUAGE WORDS: *Hansard* records foreign words in italics (*Also see Italics*) *The Concise Oxford English Dictionary* has an entire section entitled "Foreign Words and Phrases" which is very useful.

This link is also helpful: <http://www.infoplease.com/ipa/A0001619.html>

GRAMMAR: *Hansard* always corrects faulty grammar, but aims to remain as faithful as possible to what a Member says.

HEAR, HEAR: An interjection reported as:

An Hon. Member: Hear, hear! [*Insert this when one Member interjects*]

Some Hon. Members: Hear, hear! [*Insert this for several Members interjecting*]

If the Member interjecting can be clearly identified insert the Member's name.

HOMOPHONES: Words or combinations of words that sound the same but are different in spelling as well as meaning. (*Also see Commonly Confused words in SECTION 3*)

Many homophones are errors caused by inattention to context of the debate. Well-known homophones include:

border and boarder
for, fore and four
hear and here
one and won

peace and piece
pour and pore
principal and principle
sense and cents

HYPHEN: (1) Hyphens join compound words:

fixed-term (*when used as adjective*)
long-term (*when used as adjective*)
short-term (*when used as adjective*)
medium- to long-term

Set-up (noun): The Member said it was all a **set-up**, Mr. Speaker.

BUT: set up (verb): I would like to know how we could **set up** a public meeting.)

(2) Hyphens also separate characters such as telephone numbers, social security numbers, and are used to separate letters when a word is spelled out.

1-800-123-4567 Her name is Phyllis; spelled P-h-y-l-l-i-s.

INAUDIBLE: Where the recording is absolutely inaudible, insert an editorial comment and a time stamp

[INAUDIBLE 16:44:01]

INDENTATION: Paragraphs of debate text take an indentation of one tab. (*Also see Paragraphs*)

INITIALS: Initials in a person's name should be followed by a period:

Hon. Nelson B. A. Bascome, Jr., JP, MP

INTERJECTIONS: Comments made by Members other than the one who has the floor are generally included only if the recognised Member or the Chair responds, or if there is a notable interruption in the flow of debate or the Member’s train of thought. (*Also see Brackets (2)*)

If the interjected words are clear, but not the identity of the Member interjecting, Hansard inserts an **em dash** (CTRL + ALT + Dash on Number keypad) at the point of the interrupting interjection and records the words spoken attributing them to “An Hon. Member.” An em dash is inserted again where Member who has the floor continues speaking:

Example:

Ms. Member: It is quite clear that what the Minister is proposing—

EM Dash

EM Dash

An Hon. Member: He’s not even here.

Ms. Member: —is not workable and, clearly, is not . . .

If the words are not clear but the remarks cause the Member speaking to reply, hesitate, or be distracted, Hansard inserts: “[*Inaudible interjection*]”

Example:

Mr. Member: Mr. Speaker, I call your attention to the fact that the Member is not here.

[*Inaudible interjection*]

Mr. Member: Exactly! Perhaps the Member thought it more important that he . . .

ITALICS: Used for:

- Citations to court cases:
Brown v. Brown et al. / Roe v. Wade
- Citations to Hansard
In the *Hansard* of 27 January 2010, at page . . .
- Editorial comments
- Electronic publications
- Emphasis: To stress a word that has been emphasised during a debate
“We commit to concluding these exercises by December which enables any reasonable—and I put emphasis on *reasonable*—recommendation there from to be included.”
- Foreign language expressions
fait accompli / coup d’ état (*Also see Diacritical accent marks*)
- Idiomatic short phrases and local sayings

<i>Aunt Hagar’s children</i>	<i>Onion</i>
<i>Bermudaful day</i>	<i>Sally Bassett day</i>
<i>Girt (Big)</i>	<i>Um um</i>
<i>In’it (that sounds familiar in’it?)</i>	<i>Gombey</i>

- Unspoken discourse: Thought and imagined dialogue are put in italics (no quotation marks are necessary).

People out there are wondering, *What was the Government thinking?*

- Latin/Scientific Names

Sub judice

Ultra vires

Aedes Aegypti mosquito

- Newspapers or periodicals: When newspapers and periodicals are mentioned in text, even if the word “the” forms part of the title, it should not be italicised, nor should it be capitalised (unless it begins a sentence).

She subscribes to *Newsweek* and the *Economist*.

She reads the *Royal Gazette* and the *Chicago Tribune*.

Foreign-language titles retain the article in the original language—but only if it is an official part of the title [Chicago 8.180]:

We read *Le Monde* and *Die Zeit* while travelling in Europe.

- Poems: Quoted titles of most poems are . . . enclosed in quotation marks. A very long poetic work, especially one constituting a book, is italicised and not enclosed in quotation marks. [Chicago 8.191]

Robert Frost’s Poem “The Housekeeper” in his collection *A Boy’s Will*.

Dante’s *Inferno*.

Shakespeare’s *Richard III*.

- Titles of books, poems, plays, booklets, handbooks, brochures, operas, ballets, musicals, films, works of art, songs, collections, exhibitions, and radio and television programmes are italicised—including the definite article “the” if it is part of the title:

In *The old Curiosity Shop*, Dickens . . .

The classic movie *Gone with the Wind*.

PBS’s *Sesame Street*.

BUT: use quotation marks—not italics—around the title of lectures, essays, chapters of books, titles of articles, submissions, papers and newspaper headlines:

Refer to the article “Global Prosperity” in the *Economist*.

- Ships, aircraft and trains. Note that any article before the name should not be italicised:

USS *Enterprise*

the *Columbia* space shuttle

the *Titanic*

BUT: do not use italics for classes of ship and types of aircraft—use lower case with initial capitals: Hercules aircraft / Polaris submarine

LANGUAGE “Proceedings and debates of the House shall be in English.” Hansard generally uses UK English spelling in British Overseas Territories. Use the *Concise Oxford English Dictionary* as the primary reference for spelling. (Set the “Language” in your word processing software to “English UK”)

LISTS: Bulleted or numbered lists are usually punctuated with a semicolon, unless each line item forms a complete sentence, in which case they should be punctuated with a period.

Example: (List w/semicolons)

Reporting for the Committee, the Minister of Health reported that:

- fees at the hospital will be reduced;
- patient rooms will be refurbished; and
- food will be improved.

When punctuating w/semicolons/ start line items w/lower case first letter

Example: (List w/full sentence structure and periods)

Reporting for the Committee, the Minister of Health reported that:

- Fees at the hospital will be reduced by 25 per cent effective 1 April 2010.
- Patient rooms will be refurbished to enhance the hospital’s overall theme of wellness.
- Food served by the hospital cafeteria will be greatly improved by the introduction of a new heart-healthy menu.

When punctuating w/periods/ start line items w/upper case first letter

MEMBERS’ NAMES: Hansard identifies Members speaking by their courtesy title, first name, initials (if any) and surname, bolded.

Hon. Dame Jennifer M. Smith:

Dr. the Hon. Ewart F. Brown:

Hon. Paula A. Cox:

When it is not clear who is speaking, Hansard enters:

An Hon. Member:

MILLIONS, BILLIONS AND TRILLIONS: (*See Numbers*)

MOTIONS: A motion is a formal proposal that the House take action of some kind. The moving of and voting on motions is the basic building block of parliamentary procedure. The steps in processing a motion are:

1. A motion is *moved* by a Member
2. Another Member seconds the Motion (*if necessary*)
3. The Chair proposes the question
4. Members debate the question (*The Member moving a motion speaks twice—once upon the introduction of the Motion, and again after Members have debated its merits. All others speak only once.*)
5. Members may move amendments (*which are then also debated*)
6. The Chair puts the question (*as amended if necessary*)
7. The House makes its decision

It is important that the moving and amending of motions be accurately reported—as well as their passage or defeat.

Hansard capitalises the word “Motion” as it refers to the motion under discussion.

Motions may contain “Whereas” sections and “Resolutions”

NAMING OF MEMBER BY CHAIR: A Member whose conduct is grossly disorderly may be “named” under Standing Order 5(a), and then ordered to withdraw immediately from the House.

Hansard records the entire exchange verbatim and then inserts an editorial style line:

[Mr. [Member's Name] left the Chamber]

“NOT” *There is danger in the word “not.”* It is incredibly easy to transcribe the word “not” as “now” (and vice versa)—an error that is utterly devastating to the meaning of a debate. Use caution.

NUMBERS: Write out numbers one through nine. Numbers above nine are expressed in figures. (Exception: Use figures to express time and dates.) **BUT:** Spell out any number beginning a sentence

- Use the same style to express numbers in a series. If any of the numbers are above 10, put them all in figures.

We used to have two dogs, one cat and one rabbit. Now we have 5 dogs, 11 cats, and 1 rabbit.

BUT: When two numbers appear consecutively and one is used as an adjective, use a combination of words and numbers: “It has been suggested that a mixture of buildings—one of 103 stories, five of more than 50 stories, and a dozen of only 3 or 4 stories—be used for the project.”

- Fractions: Fractions that stand alone (without a whole number preceding them) are spelled out and hyphenated—one-hundredth; one-half; one-third.

BUT: 9 ½ ounces; 5 feet 4 ¾ inches.

- Indefinite numbers and figures of speech: Spell out expressions such as, His two cents’ worth; a thousand and one reasons; 3,000-odd responses.

BUT: I agree with the Minister 110 per cent.

- Million, billion and trillion are spelled out: \$200 million \$3 billion \$4 trillion
- Ordinals: Express first to ninth in words, thereafter use figures: First, second, eighth, 10th, 100th, the nth degree, II Corinthians

BUT: The eleventh hour.

OATH OR AFFIRMATION³: There are two separate forms—1) **Oath** of Allegiance; and 2) **Affirmation** of Allegiance. The wording is slightly different:

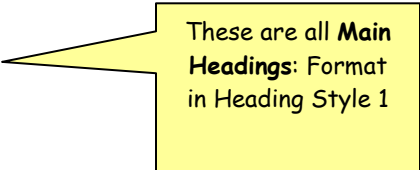
1) **Oath of Allegiance**: I,....., do swear that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her Heirs and Successors, according to law. So help me God. [*Bermuda Constitution Order (1968)*]

2) **Affirmation of Allegiance**: I,....., do solemnly and sincerely affirm and declare that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Her Heirs and Successors, according to law. [*Bermuda Constitution Order (1968)*]

ORDER OF BUSINESS: Hansard follows the Order of Business as set out in the Standing Orders for the House of Assembly and the Rules of the Senate. If all of the text of debates were removed from the Hansard, the remaining procedural text should stand as the sequence of events (Order of Business).

ORDER OF BUSINESS FOR THE SENATE OF BERMUDA: (RULE 9)

1. Prayers
2. Confirmation of Minutes
3. Reading of Messages
4. Reports of committees
5. Announcements
6. Notices of Motion
7. Petitions
8. Statements by Ministers and Parliamentary Secretaries
9. Introduction of Bills
10. First reading of Public Bills received from the House of Assembly
11. First reading of Private Bills received from the House of Assembly
12. Questions
13. Orders of the Day
14. Any Motion made under Rule 16
15. Speeches of Congratulations or Condolence



These are all **Main Headings**: Format in Heading Style 1

³ House of Assembly Standing Order 1; Senate Rule 2


ORDER OF BUSINESS FOR THE HOUSE OF ASSEMBLY (Standing Order 14 (1))

- (c) Prayers
- (d) Oath or affirmation of new Member
- (e) Confirmation of Minutes
- (f) Messages from the Governor
- (g) Announcements by the Speaker or Member presiding
- (h) Messages from the Senate
- (i) Papers and other communications to the House
- (j) Petitions
- (k) Statements by Ministers and Parliamentary Secretaries
- (l) Reports of Committees
- (m) Question Period
- (n) Congratulatory and/or obituary speeches
- (o) Matters of privilege
- (p) Personal explanations
- (q) Notice of motions for the adjournment of the House on matters of urgent public importance
- (r) Introduction of Bills
 - i. Government Bills
 - ii. Opposition Bills
 - iii. Private Members' Bills
- (s) Notices of Motions
- (t) Orders of the Day:—
 - (a) Orders other than Private Bills and Petitions —
 - i. Government Business (Bills and Motions);
 - ii. Opposition Business (Bills and Motions);
 - iii. Private Members' Business (Bills and Motions);
 - (b) Private Bills and Petitions

These are all
Main Headings:
Format in Head-
ing Style 1

ORDER PAPER: The Order of Business outlines the business to be placed before the House and the order in which it is to be taken. (Standing Order 14(2))

A copy of the Order of Business should be provided to assist with Hansard Production.



**HOUSE OF ASSEMBLY
BERMUDA**

Sitting No. 19 Friday 14th May, 2010
2009 – 2010 Session

Order of Business

These all become Main Titles in the Hansard (formatted in Heading Style 1)

(c) Prayers

(d) Oath or affirmation of New Member.

(e) Confirmation of Minutes – 12th, 15th, 17th, 19th & 22nd March, 2010. 10:03 a.m.

(f) Messages from the Governor

(g) Announcements by the Speaker or Member presiding 10:04 a.m.
*Report of the Rules & Privileges Committee concerning the new Standing Orders
Mr. T.E. Lister absent from proceedings as he's attending his daughter's graduation abroad.*

(h) Messages from the Senate

(h) Papers and other communications to the House. 10:10 a.m.
The Transport Control Department 2008 Annual Report – by command laid for the information of the Honourable House of Assembly - Dr. E.F. Brown – Premier of Bermuda

(j) Petitions

(k) Statements by Ministers and other Junior Ministers
Feasibility Study – Transference of certain operations of Government to St. George's and Southside. -Dr. E.F. Brown – Premier & Minister of Tourism &

SAMPLE HANSARD (Following Order of Business)

Hansard (Members' Proof)	18 June 2010	1
BERMUDA HOUSE OF ASSEMBLY		
HANSARD (MEMBERS' PROOF)		
18 JUNE 2010		
10:00 AM		
<i>Sitting Number 25 of the 2009/10 Session</i>		
<i>[Hon. Stanley Lowe, Speaker, in the Chair]</i>	PAPERS AND COMMUNICATIONS OF THE HOUSE	
PRAYERS	<p>The Speaker: I recognise the Minister, you defer to the Deputy Premier?</p> <p>I now recognise the Honourable and Learned Member, Minister of Finance, Minister Cox, from Devonshire North West.</p> <p>Minister Cox, you have the floor.</p>	
<i>[Prayers read by Hon. Stanley Lowe, Speaker]</i>	TRAFFIC OFFENCES PROCEDURE ACT 1974 SPECIFIED PENALTIES AMENDMENT NOTICE 2010	
CONFIRMATION OF MINUTES	<p>Hon. Paula A. Cox: Thank you, Mr. Speaker.</p> <p>Mr. Speaker, on behalf of the Honourable Premier, I have the honour to attach and submit for the consideration of the Honourable House of Assembly the Traffic Offences Procedure Act 1974 Specified Penalties Amendment Notice 2010.</p> <p>Thank you.</p>	
4 JUNE 2010	<p>The Speaker: Thank you.</p> <p>I now recognise the Honourable Member, Mr. W. Roban, from Pembroke East.</p> <p>Minister Roban, you have the floor.</p>	
<p>The Speaker: Minutes of June 4th have been circulated. Minutes of June the 11th have been deferred.</p> <p>Is there any objection to the confirmation of the Minutes of June 4, which have been circulated?</p> <p>Agreed to.</p>	BERMUDA IMMIGRATION AND PROTECTION (RENTAL AND USE) AMENDMENT REGULATIONS 2010	
<i>[Motion carried: Minutes of 4 June 2010 confirmed]</i>	<p>Hon. Walter H. Roban: Thank you, Mr. Speaker.</p> <p>I have the honour to attach and submit for the consideration of the Honourable House of Assembly the Bermuda Immigration and Protection (Rental and Use) Amendment Regulations 2010, proposed and made by the Minister responsible for Labour, Home Affairs and Housing, under the provisions of section 102C (1)(c) of the Bermuda Immigration and Protection Act 1956.</p> <p>I have further papers, Mr. Speaker.</p>	
The Speaker: We will move on.	The Speaker: Yes.	
MESSAGES FROM THE GOVERNOR	BERMUDA IMMIGRATION AND PROTECTION (TOURIST ACCOMMODATION AND HOTEL RESIDENCES) REGULATIONS 2010	
The Speaker: There are none.		
ANNOUNCEMENTS BY THE SPEAKER OR MEMBER PRESIDING		
APOLOGIES AND CONDOLENCES		
<p>The Speaker: I just wish to announce that the following Members, Mr. M. Weeks, from Pembroke East Central; the Honourable Member, Ms. L. Jackson, from Pembroke South West; and also the Honourable Member, Mrs. P. Gordon-Pamplin, from Paget West have indicated in writing that they will not be in attendance at the meeting of the House today.</p> <p>Also, I wish to add that we want to extend our condolences to the Sergeant-at-Arms, whose father passed away last weekend. I believe he is being funeralised tomorrow. So, on behalf of all Honourable Members of the House, we extend to the Sergeant-at-Arms, Mr. Fox, our very sincere sympathy on the passing of his father.</p>		
MESSAGES FROM THE SENATE		
The Speaker: There are none.		
House of Assembly		

Order of Business (taken from Order Paper)
(Format in Heading Style 1)

PAPERS: (See *Tabling of Papers and Reports*)

PARAGRAPHS: New paragraphs take one tab. No blank line between paragraphs.

PARENTHESSES (round brackets): (1) Parentheses usually set off material that is less closely related to the rest of the sentence than that enclosed in em-dashes or commas. [*Chicago* 6.97]

Example:

Intelligence tests (e.g., the Stanford-Binet) are no longer widely used.

(2) Parentheses are also used to enclose numbers or letters which mark items in a series; for subsections of an Act or a Bill.

(1), (2), (3) or (a), (b), (c)
Section 1(1)(a)(ii)
Subsection (1)(a)

PERCENTAGES: Use figures and write out “per cent” (two words) in full. For amounts less than 1 per cent, precede the decimal with a zero. Repeat “per cent” with each individual figure.

The cost of living rose 0.6 per cent.

It is expected that 10 per cent to 30 per cent of the electorate will not vote.

PLURALS: Some plurals are often used incorrectly

“Criteria” (plural)
“Criterion” (singular)
“Media” (plural)
“Medium” (singular)

Some Latin /Greek plural nouns are used in singular – “data” “agenda”

Some plurals have two forms – “referendums” or “referenda”, “maximums” or “maxima” – whatever the person speaking says should be used.

POINTS OF ORDER: The purpose of a point of order is to draw the Chair’s attention to a breach of the rules of the House, or to seek the Chair’s guidance on a matter of procedure. Hansard inserts a sub-heading for a point of order in Heading Style 2 “**POINT OF ORDER**” and records the exchange verbatim.

The Speaker is duty bound to decide all questions of procedure. Just as case law is an important part of the Common-law system, Speaker’s rulings are an important part of the parliamentary system. Hansard is one of the richest repositories of information on Speaker’s rulings which are recorded with skill and utmost care.

POSSESSIVES: Add an apostrophe to denote possession/ownership. (To be sure that the possessive form should be used, try substituting an “*of*” phrase or a similar pattern as in the example below.)

- For a noun that does not end in *s*, add an apostrophe *s* (*'s*):
The company’s profits. (*meaning the profits of the company*)
The patient’s medicine. (*meaning the medication of the patient*)

NOTE: Re-word awkward possessives, for instance:

Reword: The Honourable Minister of Health’s suggestion was . . .

to read: The suggestion by the Honourable Minister of Health was . . .

- For a regular plural noun (one that ends in *s*) add only an apostrophe to form the plural possessive:
Attorneys’ fees
United States’ policy
Jesus’ parables
- For an irregular plural noun (one that does not end in *s*), add an apostrophe plus *s* to form the plural possessive:
women’s coats
children’s toys
- Measure:
A day’s journey
An hour’s delay

Many organisational names and titles contain words that could be construed as possessive. In all cases follow the organisation’s preference.

Aircraft Owners and Pilots Association (AOPA), Bermuda

Architects Registration Council

Harper’s Bazaar

Reader’s Digest

PRAYERS: Hansard inserts an editorial comment “[Prayers Read by (Member’s Name)]” identifying who read the prayers:

Example:

Unedited Hansard	25 June 2010	1
BERMUDA HOUSE OF ASSEMBLY		
UNEDITED HANSARD		
25 JUNE 2010		
10:00 AM		
<i>Sitting Number 26 of the 2009/10 S</i>		
	[Hon. Stanley Lowe, Speaker, in the Chair]	Editorial Comment identifying who is presiding
	PRAYERS	
	[Prayers read by Hon. Stanley Lowe, Speaker]	Editorial Comment identifying who read prayers
CONFIRMATION OF MINUTES		
11 JUNE 2010		
	The Speaker: Any objections to the Minutes of the 11 th of June that have been circulated?	
	The Minutes for the 18 th of June are being deferred.	
	Any objection to the Minutes of June the 11 th ?	
	Agreed to.	
	[Gavel]	
	[Motion carried: Minutes for 11 June 2010 confirmed]	
MESSAGES FROM THE GOVERNOR		
	The Speaker: There are none.	
ANNOUNCEMENTS BY THE SPEAKER OR MEMBER PRESIDING		
MESSAGE FROM SENATE RELATING TO FIRE-ARMS AMENDMENT ACT 2010		
	The Speaker: It says: “Honourable Speaker, Members of the Honourable House of Assembly: The Senate has the honour to return to your Honourable House the accompanying Public Bill entitled, The Firearms Amendment Act 2010, recommending the concurrence of your Honourable House on the following suggested amendment which it is proposed to be made to the Bill, that clause 12 of the Bill be amended as follows: In the new section 29B, subsection (1), by deleting the word ‘information’ and substituting the word ‘affidavit.’ “Senator Dr. the Honourable W. Hughes, Acting Present of the Senate.” Under Standing Order 31, it sets out . . . maybe I should just read a part of it briefly. Standing Order [31]: “(2) When a Bill has been returned from the Senate with a list of the Senate’s amendments, the Member in charge of the Bill may without notice move for the consideration of the said amendments	
	forthwith or on a future date, and such a motion shall be decided without amendment or debate.” I now recognise the Honourable and Learned Member, Minister M. Scott, from Sandys North. Minister Scott has the floor.	
	Hon. Michael J. Scott: Thank you, Mr. Speaker. Mr. Speaker, adopting the first line of the order that you read, that we adopt the amendments as proposed and suggested by the Senate without debate . . . I wish to make such a motion to the Honourable House for its consideration.	
	The Speaker: I am bound to recognise at least an Opposition spokesperson. The Honourable and Learned Member, Mr. J. Barritt from Devonshire . . .	
	Mr. John Barritt: South Central, Mr. Speaker. Good morning. Thank you.	
	The Speaker: South Central.	
	Mr. John Barritt: I just want to clarify one thing. The Minister cannot move a motion and in the motion say we can have no debate. What it says is that he can move the motion without debate on the motion.	
	The Speaker: You are absolutely right.	
	Mr. John Barritt: Thank you, Mr. Speaker. Would you repeat that “I am absolutely right” for those who are already squawking over in the corner, Mr. Speaker?	
	[Inaudible interjections and laughter]	
	Mr. John Barritt: Tell him to read . . . Thank you, Mr. Speaker. It is just damned annoying. That is all I have to say.	
	The Speaker: There is some debate on that matter; only on that specific matter—	
	Mr. John Barritt: Thank you, Mr. Speaker.	
	The Speaker: —not on the whole range of the Bill.	
	Mr. John Barritt: Thank you, Mr. Speaker.	

PRESIDENT⁴: The presiding officer of the Senate is the President. In her absence the Vice President presides. Hansard inserts an editorial comment identifying who is presiding. (*Also see: Speaker*)

PUNCTUATION: Punctuation makes the thought being expressed clear. If punctuation does not help make what is being said clear, it should not be there. Incorrect punctuation can change the meaning of a sentence, the results of which could be far-reaching.

NOTE: Take care to not over-use commas.

QUESTION MARKS: Question marks can be troublesome. A question mark is not used at the end of a statement which may sound like a question, or imply a question, but clearly is not:

“I wonder if the minister could tell us how many there were.”
 “Ask him why.”

QUESTION PERIOD⁵: Members may ask questions relating to public affairs for which Minister are responsible. Hansard inserts a heading “**QUESTIONS PERIOD**” (in Heading Style 1), and inserts a subtitle for the question topic (in Heading Style 2).

Example:



Dr. the Hon. E. Grant Gibbons: Thank you, Mr. Speaker.

I have a question for the Minister of Finance on the Honourable Member’s statement. Has the Ministry of Finance or the Pension Commission done any studies to show to what degree retirees will have decreasing reliance on the Contributory Pension Funds?

The Speaker: Thank you, Dr. Gibbons.

The Minister of Finance, the Honourable and Learned Member . . .

SUPPLEMENTARY questions may also be asked to elicit further information. Hansard inserts a sub-heading “**SUPPLEMENTARY**” or “**SUPPLEMENTARIES**” (if more than one question) in Heading Style 2.

Example:

SUPPLEMENTARY Heading Style 2

Dr. the Hon. E. Grant Gibbons: Will the Ministry of Finance or the Pension Commission undertake such a study to show the adequacy of the current occupational pension scheme?

The Speaker: Minister Cox has the floor.

⁴ Senate Rule 6

⁵ House of Assembly Standing Orders 17 & 18

QUORUM⁶: House of Assembly Standing Order 8 states, “If at any time any Member draws the attention of the Speaker . . . to the absence of a quorum, the Speaker . . . shall cause the bell to be rung and business shall thereupon be suspended until . . . a quorum is present . . .”


Hansard inserts an editorial comment “[*Ringing of the Bells*]”

Example:

Hon. Member: Mr. Speaker, we do not have a quorum.

The Speaker: Thank you, honourable Member. I will ring the bells and bring a quorum back.

[*Ringing of the Bells*]



Editorial Comment

The Speaker: You may continue.

QUOTATION MARKS: Double quotation marks are used for quotes; single quotation marks are used for quotes within quotes:

“Members are expected, in submitting corrections, not ‘to attempt to alter the sense of words spoken by them in debate.’”

Quotation marks are needed at the *beginning* of each paragraph for quoted material consisting of more than one paragraph, but at the end of only the *final* paragraph. [*Chicago 11.36*]

Punctuation with quotation marks:

- Periods and commas always go *inside* the closing quotation mark.

Before the conference, Mr. Smith made a point of saying “Let me do all the talking.”

The package was labelled “fragile,” but that meant nothing to the delivery crew.

“Witty,” “clever,” “amusing,” “hilarious,” are only a few of the adjectives that are being applied to her new work.

- Colons, semi-colons, question marks and exclamation points follow closing quotation marks unless they belong within the quoted matter.

I was asked to state my “name and serial number”; I have no serial number. [*semi-colon follows quotation mark*]

“Without limiting subsection (1), the Director shall (a) oversee the implementation of the annual audit plan, as approved by the Committee, including any special projects requested by the Committee or an auditee;”. [*Semi-colon is part of the quote and goes inside of the closing quotation mark*]

Which of Shakespeare’s characters said, “All the world’s a stage”? [*Question mark goes outside of the quote because it closes the sentence, which is a question*]

⁶ House of Assembly Standing Order 8

“Where are you from?” [*Question mark goes inside the quoted material because it closes the quote, which is a question*]

Stop telling me, “Don’t worry”!

“Watch out!”

QUOTATIONS: Use a comma to introduce a direct quotation of one sentence. Use a colon to introduce quotations longer than one sentence. (*Also see: Brackets (3)*)

Short quotations of one or two sentences are included in the same line of text, set off with quotation marks.

Long quotations of three sentences and more are introduced with a colon and recorded in a separate paragraph.

- Unspoken discourse: Put thought and imagined dialogue in italics (no quotation marks are necessary).

Example: People out there are wondering, *What was the Government thinking?*

Insert ellipsis where words are missing in quotations:

Example of ellipsis inserted when words are missing in a quote:

“. . . at the beginning, where words are missing.”

“at the end, where words are missing . . . ”

“and in the middle . . . where words are missing.”

RATIOS: As a rule, write ratios in figures. **NOTE:** Always use the word ratio.

The ratio was 2 to 1

a 5 to 1 ratio

REPETITION: When almost every sentence begins with “Mr. Speaker” or “Mr. President” the subsequent repetitions can be omitted. However, if a Member repeats a word or a phrase for emphasis (for example, “very, very”) the repeated word(s) should be retained.

“We have been waiting a very, very, very long time for this, Mr. Speaker.”

“Yack, yack, yack is all we ever hear from him.”

RULES/STANDING ORDERS: Formal rules govern the proceedings of the House or Senate and set out the arrangement of business to be conducted and the rules for debate. Standing Orders are sometimes suspended in order to allow a certain item of business to be conducted.

When Standing Orders or Rules are suspended, Hansard inserts a subtitle (in Heading Style 2) “**SUSPENSION OF STANDING ORDER [#]**” and records the question put and the vote taken.

Example:

SUSPENSION OF STANDING ORDER 14

Heading Style 2

Dr. The Hon. Ewart Frederick Brown: I move the suspension of Standing Order 14 to enable a Ministerial Statement to be made at this time.

The Speaker: The question is that Standing Order 14 be suspended.
Any objection?
Agreed to.

[Motion carried: Standing Order 14 suspended.]

SEMI-COLONS: (1) In general, use the semicolon to indicate a greater separation of thought and information than a comma can convey, but less than the separation that a period implies.

(2) Use semicolons to separate elements of a series when individual segments contain material that also must be set off by commas:

The Committee consists of Mr. John Barritt, JP, MP, Shadow Minister of Legislature and Public Administration Reform; Hon. Nelson B. A. Bascome, Jr., JP, MP, Minister of Works and Engineering; Ms. Lovitta Foggo, JP, MP, . . .

(3) Bulleted or numbered lists are usually punctuated with a semicolon, unless each line item forms a complete sentence, in which case they should be punctuated with a period. (*Also see Lists*)

Example: (List w/semicolons)

Reporting for the Committee, the Minister of Health reported that:

- fees at the hospital will be reduced;
- patient rooms will be refurbished; and
- food will be improved.

SENTENCE CONSTRUCTION: Editing should only occur if a sentence is incomplete, is awkward or illogical as spoken, or is a run-on sentence. If the spoken word as transcribed is understandable, let it stand.

SIC: Latin for “so,” “thus,” “in this manner.” It is placed within square brackets and italicized – [*sic*] – to indicate that an incorrect or unusual spelling, phrase, punctuation, and/or other preceding quoted material has been reproduced verbatim from the quoted original and is not a transcription error.

Example:

Hon. Member: The end of his little poem, Madam Speaker, goes on: “Men and women are three-part beings. We all consist of body, soul, and spirit. When we refuse to acknowledge a third part of our makeup, we create a void that allows evil, prejudice and hatred to rush in and reek [*sic*] havoc.”

NOTE: [*sic*] is a device which protects you from a charge of inept transcription. USE IT SPARINGLY. Not to be used to draw attention to poor grammar or misuse of a word.

SOCIAL TITLES: Use a period:

Dr.
Hon.
Jr.
Mr.
Mrs.
Ms.

SPACING: Insert ONLY ONE SPACE after all punctuation in Hansard.

SPEAKER: The House is at all times presided over by the Speaker or Deputy Speaker, and by the Chairman, when in committee. (*Also see: President*)

The Speaker: (Hon. Stanley W. Lowe, OBE, JP, MP [2009])

The Deputy Speaker: (When the Deputy Speaker is substituting for the Speaker)

The Acting Speaker: (When anyone else is substituting for the Speaker)

The Chairman: (Whoever presides over a Committee)

NOTE: (Speaker’s voice) Hansard does not record the Speaker’s reading of headings on the Order Paper, but instead enters that as a Main Heading. For example, when the Speaker says “Messages from the Governor” Hansard enters that as a main heading, and then records the Speaker’s further statements:

MESSAGES FROM THE GOVERNOR

The Speaker: There are none.

SPEAKER/CHANGE OF PERSON IN THE CHAIR: Hansard inserts an editorial comment, between paragraphs, whenever there is a change in presiding officer. Hansard then uses “The Deputy Speaker:” or “The Acting Speaker:” (or, “The Vice President:” for the Senate) in the body of the Hansard.

Example:

[Hon. Wayne N. M. Perinchief, Deputy Speaker, in the Chair]

The Deputy Speaker:

OR:

[Mr. John Barritt, Acting Speaker, in the Chair]

The Acting Speaker:

When the Speaker/President resumes the Chair, Hansard enters an editorial comment and identifies the presiding officer as The Speaker: (or, The President:)

Example:

[Hon. Stanley Lowe, Speaker, in the Chair]

The Speaker:

SPELLING: Hansard uses UK English (spelling) for parliaments in British Overseas Territories. Use the *Concise Oxford English Dictionary* as the primary reference for spelling.

NOTE: Hansard favours the *local spelling* of regional idioms and expressions when used by Members even though spell-check does not recognise it.

STANDING ORDERS (See RULES)

STREET, AVENUE, ROAD should be spelled out:

Warwick Lane / North Shore Road

Roberts Avenue / Causeway

SUSPENSION/RESUMPTION OF PROCEEDINGS: When proceedings are suspended for lunch or for a break, Hansard enters the following:

Example:

The Speaker: Proceedings are suspended until 2 pm.

Proceedings suspended at [insert time] pm

Proceedings resumed at [insert time] pm

Normal Style
Centred/**Bold**

The Speaker: Please be seated. Proceedings are resumed.

When all of the business listed on the Order Paper has been disposed of the House will adjourn. (*See Adjournment*)

TABLING OF PAPERS/REPORTS: Documents such as reports, statements from government departments and authorities, parliamentary committee reports, and a wide variety of other papers are presented to the House by being laid upon the Table. Hansard capitalises the word “Table” when used as a noun. Use lower case when used as a verb (i.e., tabled/tabling).

The Speaker will “order” the paper to lie upon the Table.

The title of the paper/report being tabled is entered in Heading Style 2.

Example:

**PAPERS AND OTHER
COMMUNICATIONS TO THE HOUSE**

**BERMUDA CONTRIBUTORY PENSION FUND ACTUARIAL REVIEW
AS OF 1 AUGUST 2008**

Hon. Paula A. Cox: Thank you, Mr. Speaker.

Mr. Speaker, I have the honour to attach and submit for the information of the Honourable House of Assembly the Bermuda Contributory Pension Fund Actuarial Review as of 1st August 2008.

Thank you, sir.

The Speaker: Thank you, Minister.

TIME OF DAY: When using the word “o’clock” always spell out the numbers. When using figures, for the hour, insert a colon and put the minutes also in figures, followed by “am” or “pm.”

Time can be transcribed either way: 11:00 am (or pm); **or**, eleven o’clock in the morning (BUT DO NOT transcribe time using both the word “o’clock” and figures.

Correct:

12:05 am

Four o’clock.

Incorrect:

11 o’clock

11:00 o’clock

BUT: In a 24 hour system, numerals should never be used to express noon or midnight [Chicago 9.43]

BUT: Spell out the saying “the eleventh hour.”

TITLES/AWARDS, GRADES, ORDERS: No period.

BA (Bachelor of Arts)

BS (Bachelor of Science)

JP (Justice of the Peace)

MA (Master of Arts)

MBE (Member of the British Empire)

MLA (Member of the Legislative Assembly)

MP (Member of Parliament)

OBE (Order of the British Empire)

PhD (Doctor of Philosophy)

QC (Queen's Counsel)

TITLES OF WORKS: Titles of books, journals, plays and other works are italicised. Titles of articles, chapters and other shorter works are enclosed in quotation marks.

She subscribes to *Newsweek* and the *Royal Gazette*.

Refer to the article "Global Prosperity" in the *Economist*.

He is quoting from the *Hansard* of 20 November 2009.

Poems: Quoted titles of most poems are set in roman type and enclosed in quotation marks. A very long poetic work, especially one constituting a book, is italicised and not enclosed in quotation marks:

Robert Frost's Poem "The Housekeeper" in his collection *A Boy's Will*

Dante's *Inferno*

Shakespeare's *Richard III*

UK, USA: These do not need to be written in full unless said in full by the person speaking.

URLs: Because some URLs are case sensitive, they should not be edited for style. A "trailing slash," the last character in a URL pointing to a directory, is part of the URL. [Chicago 17.10]

Example: <http://www.fco.gov.uk/>

VERBATIM RULE: (*Also see Corrections*) Although editorial corrections are allowed, no words may be added or removed to change the sense of what has been spoken. Care is taken to preserve each Member’s distinctive speaking style: this is referred to as the “verbatim rule.” Text is edited to filter out unnecessary wording to make the report generally more readable.

“The Official Report is a full report, in the first person, of all speakers alike, a full report being defined as one ‘which, though not strictly verbatim, is substantially the verbatim report, with repetitions and redundancies omitted and with obvious mistakes corrected, but which on the other hand leaves out nothing that adds to the meaning of the speech or illustrates the argument.’” [Erskine May’s *Parliamentary Practice*, Twenty-Third Edition, page 260]

“Members are expected, in submitting corrections, not ‘to attempt to alter the sense of words spoken by them in debate.’” [Erskine May’s *Parliamentary Practice*, Twenty-Third Edition, page 259]

“Corrections are allowed to be made in the reports of speeches in the daily part for reproduction in the bound volume, but only if, in the opinion of the Editor, they do not alter substantially the meaning of anything that was said in the House.” [Erskine May’s *Parliamentary Practice*, Twenty-Third Edition, page 260]

Note: Erskine May’s *Parliamentary Practice* (a.k.a. “the Parliamentary Bible”) is the definitive guide to Parliamentary Procedure.

VERSUS: Use v. for versus in citations to court cases if certain that the names are of the appellant/plaintiff and the respondent/defendant:

Roe v. Wade

Brown v. Board of Education

If the person speaking refers to the case as “Smith and Brown” and there is doubt as to the correct name of the case and the details cannot be verified, leave it as said, for example, “Smith and Brown.”

VOTING⁷: The Presiding Officer puts the question and takes a vote on all motions. Hansard records this process and the result of the vote:

Example:

The Speaker: The question is: Be it therefore resolved that . . . Those in favour please say Aye. Those against say Nay.

If all Members say “Aye” and the Presiding Officer says “The Ayes have it” Hansard inserts a Style line: “[*Motion carried: Title of Bill/Motion/ et cetera*] passed.”

Example:

The Chairman: Those in favour of the motion that clauses 2 through 10 be approved and stand part of the Bill, signify by saying Aye. Those against, say Nay

Ayes.

The Chairman: The Ayes have it.

[*Motion carried: Clauses 2 through 10 passed*]

If there are Ayes and Nays, Hansard records the vote as heard, for example:

Ayes and Nays; or

Ayes and one audible Nay—especially if no division is called.

Example:

The Chairman: Those in favour of the Motion that clauses 2 through 10 be approved and stand part of the Bill, signify by saying Aye. Those against, say Nay.

Ayes and Nays.

The Chairman: The Ayes have it.

[*Motion carried: Clauses 2 through 10 passed*]

Or, if the presiding officer declares that the Nays have it:

[*Motion failed: Clauses 2 through 10 not passed*]

VOTING/DIVISIONS: When the result of a vote is in doubt, or if Members want the record to show how each Member voted, a Division may be requested. ([SEE EXAMPLE OF A DIVISION ON PAGE 2.40](#))

The Clerk calls the division and is identified as “**The Clerk:**”

House of Assembly Standing Order 26 (7) states, “*On any vote taken under sub-paragraph (6) of this Standing Order, the names of Members respectively voting for and against the motion shall be entered in the minutes.*”

Rule 14 of Rules of the Senate similarly states, “*If more than one Member objects a division shall be taken, whereupon, each Member . . . shall declare “aye” or “no” and the Clerk shall make a note of each declaration as made.*”

⁷ House of Assembly Standing Order 26 (4) (e) and (6); Rules of the Senate, 14

Hansard records a Division in columns—one column for Members voting “Aye” and one column for Members voting “Nay.” (ALSO SEE TAB STOP—Section 6, p. 6.4)

NOTE: If divisions are assigned a number by the Clerk, Hansard inserts the division number if provided. If not, Hansard inserts the title of the Bill or Motion the division pertains to.

Example of Division— when THE AYES HAVE IT:

The Clerk:

DIVISION

Motion to review the Bermuda Immigration and Protection Amendment Act 2007

The title “DIVISION” and subtitle are in Heading Style 2

Ayes: 13

Hon. Glenn A. Blakeney
Dr. Hon. E. F. Brown
Hon. D. V. Burgess, Sr.
Hon. Dale D. Butler
Hon. Paula A. Cox
Ms. Lovitta F. Foggo
Hon. Wayne L. Furbert
Hon. K. H. R. Horton
Mr. Walter H. Roban
Hon. W. A. Scott
Dame Jennifer Smith
Mr. D. D. M. Tucker
Mr. Michael Weeks

Nays: 9

Mr. John Barritt
Dr. Hon. E. G. Gibbons
Mrs. Louise A. Jackson
Hon. Trevor G. Moniz
Mr. Mark Pettingill
Mr. Everard T. (Bob) Richards
Mr. Nelson H. Cole Simons
Mr. Charles F. B. Swan
Hon. Hubert (Kim) E. Swan

Set “Flush Left” Tab Stop on Ruler and enter ONE “TAB” between Ayes and Nays columns. (See Section 6, page 6.5)

The Speaker: The Ayes are 13; and 9 Noes. The Motion is approved.

[Gavel]

[Carried by majority on division: Motion to review the Bermuda Immigration and Protection Amendment Act 2007 passed]

Example of Division— when THE NAYS HAVE IT:

The Clerk:

DIVISION

Motion to review the Bermuda Immigration and Protection Amendment Act 2007

Ayes: 5

Mr. John Barritt
Dr. Hon. E. G. Gibbons
Mrs. Louise A. Jackson
Hon. Trevor G. Moniz

Nays: 6

Hon. Glenn A. Blakeney
Dr. Hon. E. F. Brown
Hon. D. V. Burgess, Sr.
Hon. Dale D. Butler
Hon. Paula A. Cox
Ms. Lovitta F. Foggo

Change the font point to 9 and shorten names to initials where necessary to keep them on one line.

The Speaker: The Ayes are 5; the Nays are 6. The Motion is not approved.

[Gavel]

[Defeated on division: Motion to review the Bermuda Immigration and Protection Amendment Act 2007 failed]

VOTING/COMMENTS MADE DURING A DIVISION: When a Member makes a comment in the course of a Division, place an asterisk (*) before the Member’s name. Then, just below the Division, insert the Member’s name (with an asterisk to the left of the name) and record those comments and any responses thereto in *italics*. If more than one Member makes comments, add more asterisks (**) as necessary. (SEE EXAMPLE OF A DIVISION ON PAGE 2.40)

Example:

The Clerk:

DIVISION

Motion to review the Bermuda Immigration and Protection Amendment Act 2007

Ayes: 13

Hon. Glenn A. Blakeney
 Dr. Hon. E. F. Brown
 Hon. D. V. Burgess, Sr.
 Hon. Trevor G. Moniz
 Hon. Paula A. Cox

Nays: 9

Mr. John Barrit
 Dr. Hon. E. C. . . .
 Mrs. Louise A. Jackson
 *Mr. Mark Pettingill
 . . .

Comment made during the Division—insert an asterisk before the Member's name

**Mr. Mark Pettingill: Mr. Speaker, I am not able to agree with the Bill as presented.*

The Speaker: The result of the division is 13 Ayes, 9 Nays. The Ayes have it. The Motion has passed.

[Carried by majority on division: Motion to review the Bermuda Immigration and Protection Amendment Act 2007 passed]

Record the comments made during the Division recorded in Italics with an asterisk before the Member's name

Which or That? *That* defines; *Which* informs

This is the house that Jack built.
 This is the house that Jack built, which is falling down.

Who or Whom? *Who* relates to *whom* in the same way *he* relates to *him*. *Who* is the subject, *whom* is the object.

To whom were you speaking? (You were speaking to him)
 Who did they say was speaking? (They said he was speaking)

EXAMPLE OF DIVISION RECORDED IN HANSARD

Hansard	18 June 2010	58
SAMPLE OF DIVISION		
<p>The Speaker: Thank you Mr. Moniz, the Honourable Learned Member from Smith's West.</p>		
<i>[Gavel]</i>		
<p>Is there any objection to the Motion? All those in favour say Aye. Those opposed say No.</p>		
<i>[Defeated on division: Motion that this Honourable House urge the Government to review the Bermuda Immigration and Protection Amendment Act 2007, in particular, with regard to restrictions placed on Bermudians with non-Bermudian spouses or parents and to extend the amnesty period for these categories while the review proceeds, failed]</i>		
Ayes and Noes.		
<p>The Speaker: I believe the Noes have it. There is a division?</p>		
<p>Some Hon. Members: Yes.</p>		
<i>[Gavel]</i>		
<p>The Speaker: There is a division. Two minutes, and then the Clerk will commence calling the names. Ring the bells to see if there is anybody outside that should be inside.</p>		
<i>[Pause for ringing of the bells]</i>		
<p>The Speaker: Nobody is outside, apparently.</p>		
<i>[pause]</i>		
<p>An Hon. Member: Ready?</p>		
<i>[Gavel]</i>		
<p>The Speaker: The Clerk will commence the vote.</p>		
<p>The Clerk:</p>		
DIVISION		
Motion to review the Bermuda Immigration and Protection Amendment Act 2007		
<p>Ayes: 9 Mr. John Barrit Dr. Hon. E. G. Gibbons Mrs. Louise A. Jackson Hon. Trevor G. Moniz Mr. Mark Pettingill Mr. Everard T. (Bob) Richards Mr. Nelson H. Cole Simons Mr. Charles F. B. Swan Hon. Hubert (Kim) E. Swan</p>	<p>Noes: 13 Hon. G. A. Blakeney Dr. Hon. E. F. Brown Hon. D. V. Burgess, Sr. Hon. Dale D. Butler Hon. Paula A. Cox Ms. Lovitta F. Foggo Hon. Wayne L. Furbert Hon. K. H. R. Horton Hon. Walter H. Roban Hon. W. A. Scott Dame Jennifer Smith Mr. D. D. M. Tucker Mr. Michael Weeks</p>	
<p>The Speaker: The Ayes are 9; the Noes are 13. The Motion is not approved.</p>		
House of Assembly		

Also see page 6.5 in Section 6 Word Processing Tips

SECTION 3

COMMONLY CONFUSED WORDS

Adverse:	(adj) Negative, unfavourable. <i>Certain drugs are known to have adverse side effects.</i>
Averse:	(adj) Strongly disliking or opposed to something.— <i>I am averse to duplicated efforts.</i>
Advise	(v) Inform about a fact or situation— <i>All employees were advised of the need to increase production.</i>
Advice	(n) Guidance or recommendations offered with regard to future action— <i>If you take my advice, you will look for ways to increase your production immediately.</i>
Affect	(v) To influence— <i>It did not affect my decision either way.</i>
Effect	(v) To bring about or accomplish— <i>We hope to effect these changes by January.</i>
Allude	(v) To mention something in an indirect way: to hint at— <i>The need to cut back on expenses had been alluded to in earlier meeting.</i>
Elude:	(v) To evade or escape from, typically in a skilful or cunning way— <i>The two escaped prisoners managed to elude being captured by the police for six weeks</i>
Altar	(n) A raised structure used in worship
Alter	(v) To make different
Amble	(v) To walk; stroll
Ample	(adj) Sufficient, adequate
Appraise	(v) Assess the value, quality or performance of; set a price on
Apprise	(v) Inform (Usually apprise someone of something)
Aspersions	(n) defamation— <i>I do not mean to cast an aspersion, but . . .</i>
Aspiration	(n) desire hope— <i>To be a Hansard Reporter has been my life's aspiration.</i>
Auspices	(n) sponsorship, organisation— <i>Under the auspices of the Ministry of Health</i>
Hospice	(n) a facility where terminally ill patients are cared for until they die
Bail	(v) To transfer property temporarily
Bale	(v) To form into tightly compressed bundles

Capital	(adj) principal; chief of (n) city that is the seat of government; money/property owned for business
Capitol	(n) building in which in which a government meets/works— <i>The US Capitol Building</i>
Cite	(v) to quote from a source
Sight	(n) the act of seeing
Site	(n) place, location
Complement	(v) to complete, add to— <i>A full complement of Hansard Reporters.</i>
Compliment	(v)(n) to praise— <i>We wish to compliment the Hansard Reporters for a job well done.</i>
Contend	(v) to fight or argue, to compete, to assert
Content	(adj) Satisfied
Council	an assembly or group— <i>Council on Ageing/Council for Drug Free Sports</i>
Counsel	(n) a lawyer— <i>Queen’s Counsel; defense counsel</i> (v) to advise— <i>He counselled the witness.</i>
Decent	(adj) Characterised by conformity to standards of propriety or morality; morally upright; fairly good; adequate.
Descent	(n) The act or instance of descending; a way down; hereditary derivation; lineage.
Dissent	(v) To differ in opinion or feeling; disagree.
Dual	(adj) Having a twofold, or double, character or nature
Duel	(v) To fight formally
Eminent:	(adj) Respected and distinguished within a particular sphere/profession— <i>An eminently qualified lawyer.</i> Of good qualities; unusual; excellent— <i>A woman of eminent good sense.</i>
Imminent:	(adj) About to happen— <i>The Stock Market is in imminent danger of collapse.</i>
Lay/laid	(v) to lay/place something in a certain position— <i>I beg to lay upon the Table of this honourable House the Report of . . .</i> (v) past tense of lie; to recline— <i>Last night I lay on the sofa and went fast asleep for hours. / He laid (past tense of lay) the sweater on the chair.</i>
Lie/lie	(n) something that is not true (v) to have or put one’s body in a flat or resting position— <i>Lie back and enjoy the music.</i>
Lead	(n) a metal
Led	past tense of the verb “lead”

May be	(v) might— <i>It may be necessary to order new computers.</i>
Maybe	(adj) Perhaps— <i>Maybe the Hansard Reporters will get new computers.</i>
Neigh	(n) The long high-pitched sound made by a horse.
Nigh	(adv) Near in time, place, or relationship; nearly, almost.— <i>Nigh on to impossible.</i>
Populous	(adj) Having a large population
Populace	(n) The general public
Principal	(adj) chief or primary— <i>the principal Law/Act;</i> (n) Person in position of authority— <i>The principal owners of the corporation.</i>
Principle	(n) Rule or root concept; rule of conduct— <i>The motion was accepted in principle.</i>
Reek	(v) To give off or become permeated with a strong unpleasant odour; to be pervaded by something unpleasant
Wreak	(v) To inflict vengeance or punishment upon a person; to cause havoc
Reign	(n) To rule; Royal power
Rein	(n) Usually a narrow strip of leather as in a horse's bit; a means of controlling; to guide— <i>We need to rein in expenses if we are to keep within our allocated budget.</i>
Stationary	(adj) Not moving; not changing in quantity or condition
Stationery	(n) Paper and other materials needed for writing
Tenant	(n) An occupant, one who pays rent to occupy land/property
Tenet	(n) A principle, doctrine or belief held as a truth, as by some group
Vain	(adj) Filled with undue admiration for oneself— <i>You're so vain!</i>
Vein	(n) Blood vessel; A pervading character or quality; a streak— . . . <i>on the topic of global warming, in this same vein we need to be conscious of our own impact on the planet.</i>
Verses	(n) Lines in poetry; numbered subdivisions of a chapter in the Bible
Versus	(prep) Against— <i>The plaintiff versus the defendant.</i> (prep) As opposed to— <i>Working smarter versus working harder.</i>

SECTION 4

- **PREFERRED SPELLING**
- **SOUNDS SPELLED OUT**
- **VOCABULARY EXTENDERS**

● **PREFERRED SPELLING:**

All right	–Rather than alright
Dare say	–Two words (not daresay)
Et cetera	–Rather than etc. or etcetera
In’it	–Bermudian colloquial saying for isn’t it
Oh-oh	–Indicates trouble
Oi	–Used to attract someone’s attention in a rough or angry way (British)
Okay	–Rather than “o.k.” or “OK”
Online	–When referring to websites or things on the World Wide Web
On line	–When something is coming on line to be done
Oy (oy vey)	–Yiddish for “Oh woe.” Exclamation indicating grief or dismay.
Sergeant-at-Arms	- Preferred

● SOUNDS SPELLED OUT:

Ahem	–Clearing of throat to get attention
Aw	–Interjection used to express protest, disgust or disbelief
Heh, heh, heh	–indicates sarcastic, muted laughter
Hmmm	–Sometimes muttered while contemplating
Humph	–Used to express dissatisfaction or doubt
Mm-hmm or Uh-huh	–For sounds intended to indicate “yes”
Oooh	–Long form of “Oh”
Pfft	–Pursing of lips and forcing out air
Tsk-tsk	–Expressing disapproval or annoyance
Uh-huh or Mm-hmm	–Sound intended to indicate “Yes”
Uh-uh	–Sound intended to indicate “No”
Ugh	–Used to express disgust or horror
Um	–Expressing hesitation or a pause in speech
Um um	–Bermudian colloquial saying ditto

● VOCABULARY EXTENDERS:

Hundreds of words and expressions that are not so ordinary will come up in debate. Here are a few that have stumped many a *Hansard* transcriber.

Ad hoc:	(Latin) For the specific purpose or situation at hand. An <i>ad hoc</i> committee is one that is commissioned for a particular purpose only.
Ad nauseam:	To a tiresomely excessive degree
Aetiology: (etiology)	An inquiry into the origin or causes of anything
Anomaly:	Something that deviates from what is standard, normal, or expected; the angular distance of a planet or satellite from its last perihelion or perigee
Bastion:	A projecting part of a fortification allowing an increased angle of fire; an institution or person strongly maintaining particular principles, attitudes or activities; anything seen as preserving or protecting some quality, condition, etc.: <i>a bastion of solitude; a bastion of democracy.</i>
Brouhaha:	Noisy and overexcited reaction
Criminogenic:	Causing or likely to cause criminal behaviour
Egalitarian	Believing in or based on the principle that all people are equal and deserve equal rights and opportunities.
Freudian slip:	Something you say by mistake but which is believed to show your true thoughts.

Fulsome:	(adj) flattering, excessive, overgenerous, immoderate.
Gordian Knot:	A legend associated with Alexander the Great. It is often used as a metaphor for an intractable problem, solved by a bold stroke ("cutting the Gordian knot")
Indentured:	Bind by an indenture (contract by which a person agreed to work for a set period)
Kerfuffle	A commotion or fuss. From Scots verb fuffle (now known only in local dialect), to throw into disorder, dishevel, or ruffle.
Laissez faire:	The policy of allowing private businesses to develop without (from French) government control; to give a lot of freedom. (Examples: "a laissez-faire economy"; "a laissez-faire approach to bringing up children")
Mamaguisse:	To fool someone with smart talk or slick reasoning; to mislead someone, to set someone up.
Niggling:	Persistently annoying.
Nomenclature:	The selecting of names for things in a particular field. A body or system of names. The term or terms applied to someone or something.
One fell swoop:	All at once.
Palaver:	(n) Idle chatter, talk intended to charm or beguile
Pari passu:	On equal footing, or proportionately.
Pedantic:	<i>Adjective: (disapproving)</i> too worried about small details or rules. Example: <i>a pedantic insistence on the correct way of doing things.</i> <i>Adverb: pedantically</i>
Peremptory challenge:	A defendant's or lawyer's objection to a proposed juror, for which a reason need not be given.
Per se:	Of itself, taken alone.
Militate:	To operate or work against.
Tautology:	The use of words which repeat the meaning found in other words already used, as in <i>I myself personally am a vegetarian.</i>
Taxonomical:	(as in taxonomical levels): the science or technique of classification.
Toe-the-Line:	"Toe the line" is an idiomatic expression with disputed origins. It is often equated to "toe the mark," which has the same meaning: to conform to a rule or a standard.
Tranche:	One of the parts into which an amount of money or a number of shares in a company is divided. (Ex. "We have been asked to do a report on how the first tranche of the \$6,000,000 has been used.")

Vis-à-vis: In relation to; as compared with; as opposed to

Woe betide: Woe betide is an archaic phrase, loosely translating into modern-day English to mean 'Let woe rise up against', or "May despair come to" formerly used to decry a person's actions.

SECTION 5

FORMATTING AND STYLES

(MS Word 2003)

PAGE SET UP: [HOW: FILE/PAGE SETUP:](#)

● MARGINS:

Top	.5
Bottom	.5
Left	.5
Right	.6
Gutter position:	Left
Orientation:	Portrait
Pages:	Mirror Margins
Apply to whole document	

● PAPER:

Letter	
Width	8.5
Height	11
First Page:	Default tray
Other pages:	Default tray
Apply to whole document	

● LAYOUT:

Section start:	Continuous
Headers and Footers:	Check “Different odd and even”
From edge	.5 (Header and Footer)
Page:	Vertical Alignment: Top
Apply to whole document	

FONTS

● HEADING STYLE 1: USED FOR ALL MAIN HEADINGS

Arial Rounded MT Bold
12 point
Centred
Single spaced

● Heading Style 2: Used for all subheadings

Arial
10 point
Bold
Centred
Single spaced

● Normal Style: Used for paragraphs

Arial
10 point
Regular (not bold)
Justified
Single spaced

2	12 April 2010	Unedited Hansard
PERSONAL EXPLANATIONS		Hon. Michael J. Scott: And, Mr. Speaker, I ask that that Bill be set down on the Order Paper for the next day of meeting.
The Speaker: There are none.		
ORAL QUESTIONS		The Speaker: So ordered.
		Criminal Code (Amendment) Act, 2010
The Speaker: There are no oral questions, but I understand that there are a number of written questions. I do not know whether the answers have been circulated or they will . . . they will, at the next meeting.		Hon. Michael J. Scott: Mr. Speaker, I finally read for the first time by its title a Bill entitled, The Criminal Code (Amendment) Act, 2010.
MATTERS OF PRIVILEGE		The Speaker: Any objection? Agreed to. Carry on.
The Speaker: There are none.		
MINUTES OF MOTION FOR ADJOURNMENT OF THE HOUSE ON MATTERS OF URGENT PUBLIC IMPORTANCE		Hon. Michael J. Scott: And I ask, sir, that that Bill be set down on the Order Paper for the next day of meeting.
		The Speaker: So ordered. I now recognise the honourable Member, Mr. W. Roban.
The Speaker: There are none.		Minister Roban, from Pembroke East has the floor.
INTRODUCTION OF BILLS		Private Investigators and Security Guards (Amendment) Act, 2010
The Speaker: Introduction of Bills I now recognise the honourable learned Member, Minister P. Cox, Devonshire Northwest. Minister Cox has the floor.		Mr. Walter H. Roban: Thank you, Mr. Speaker. I read for the first time by its title a Bill entitled, the Private Investigators and Security Guards (Amendment) Act, 2010.
Summary Offences (Amendment) Act, 2010		The Speaker: Any objections? Agreed to. Carry on, Minister.
Hon. Michael J. Scott: Mr. Speaker, thank you. I read for the first time by its title a Bill entitled, The Summary Offences (Amendment) Act, 2010.		Mr. Walter H. Roban: I ask that the Bill be set down on the Order Paper for the next day of meeting. Thank you.
The Speaker: Any objection? Agreed to.		The Speaker: So ordered. Any further introduction of Bills? We will move on.
Hon. Michael J. Scott: Mr. Speaker, I ask that this be set down on the Order Paper for the next day of meeting.		
The Speaker: So ordered.		
Jurors (Amendment) Act, 2010		NOTICES OF MOTIONS
Hon. Michael J. Scott: Mr. Speaker, I also read for the first time by its title a Bill entitled, The Jurors (Amendment) Act, 2010.		The Speaker: I recognise the Honourable learned Dr. Brown, the Premier. The Premier has the floor.
The Speaker: Any objection? Agreed to. Carry on.		Dr. The Hon. Ewart Frederick Brown: Thank you, Mr. Speaker. I give notice that at the next day of meeting I propose to move the following motion. THAT this honourable House takes note of the Report entitled,

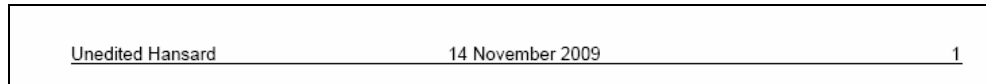
Title and main heading in Heading Style 1

Subheading in Heading Style 2

Paragraph text in Normal Style

HEADER AND FOOTER


Headers: Page numbers, the date of the sitting and “Unedited Hansard” are entered into the document's header. Information stored in the header will appear dimmed on each page and cannot be modified at the same time as the body of the document.





Create separate Headers for Odd and Even pages—Make sure **File/Page Setup/Layout** is for **Different Odd/Even** page numbering.

HOW to enter text on ODD page Header:


View/ Header and Footer

Set centre Tab Stops  on the horizontal ruler at 3.5:

1. At left margin, insert “Unedited Hansard” then press the Tab key.
2. With the **Centre Tab Stop at 3.5** enter the date of the sitting. Press the Tab key.
3. With Right Aligned Tab Stop  at right margin **Insert Page Number** .
4. Press Enter.
5. Select entire header and underline it
6. Close Header toolbar

HOW to enter text on EVEN page Header:

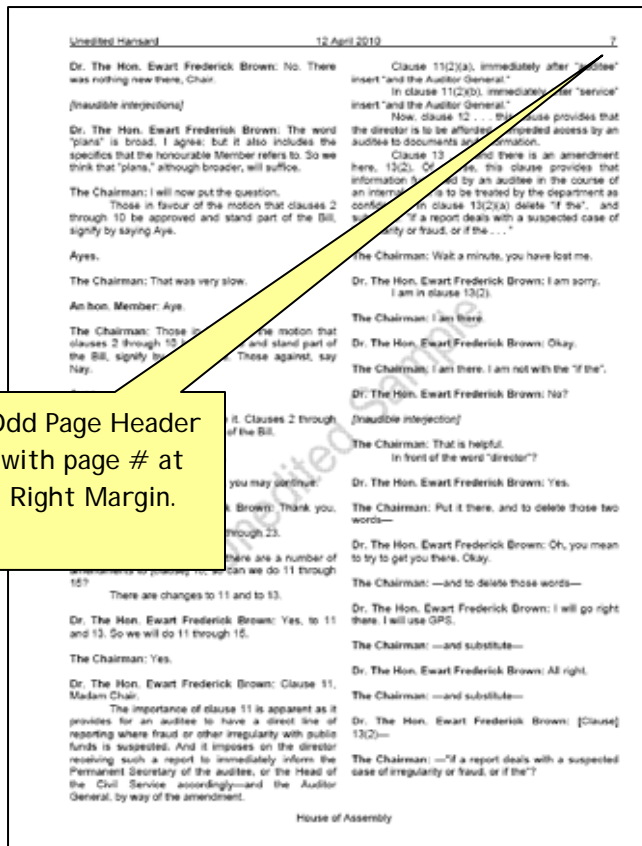
View/ Header and Footer

Set centre Tab Stops  on the horizontal ruler at 3.5:

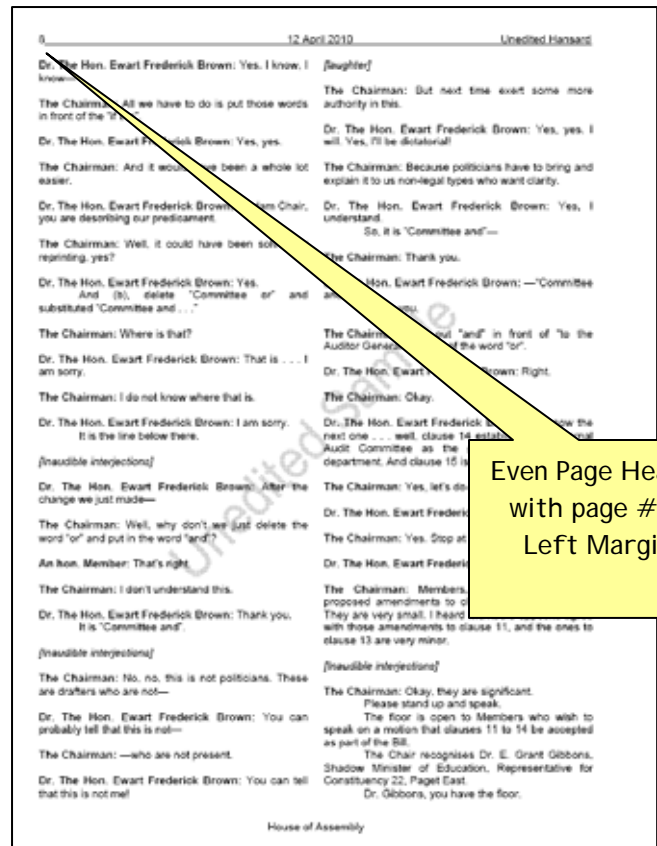
1. Enter Page number Flush at Left Margin—[TAB]
2. Enter Date Centred at 3.5—[TAB]
3. Enter “Unedited Hansard”—Justified at Right Margin [ENTER]
4. Select entire header and underline it
5. Close Header toolbar
- 6.

NOTE: NEVER insert a page number manually. Always use the Header toolbar. If you insert a page number manually, that page number will appear on every single page. (See “To start a page with a specific page number” on the next page)

Example of Odd and Even Headers:



Odd Page Header with page # at Right Margin.



Even Page Header with page # at Left Margin.


To start a page with a specific page number:

HOW:

1. Select **View /Header and Footer**.
2. In the Header and Footer menu bar, click the **Format Page Numbers** button:




Format Page Number

3. A Page Format dialogue box will open
4. Under "Page Numbering" click "**Start At**"
5. Enter the desired starting page number
6. Click **OK** to close the dialog
7. In the Header, place your cursor where you want the page number to be inserted
8. Click **Insert Page Number** 
9. Close Header toolbar

Pages following the insertion of this page number change will follow in order.

Footer: Insert a Footer to identify which proceedings the *Hansard* transcript is reporting (House of Assembly or Senate). The footer will appear on every page.

HOW:

1. **View / Header and Footer** (the Header toolbar appears)
2. By default your cursor will be in the Header. Press the down Arrow key on the keyboard to enter the Footer.
3. Set centre Tab Stop  on the horizontal ruler at 3.5 [TAB]
4. Insert either “House of Assembly” or “Senate” at centered tab
5. Format Footer in Normal
6. Close Header/Footer toolbar

6 12 April 2010 Unedited Hansard

director and the director's department? Or is it actually the Committee itself? Maybe I have missed it, but I would just like to know who actually develops the annual audit plan. Who is responsible for that? We know who is responsible for actually implementing it, but who actually creates the plan?

I am now going to move over to page 6 . . . Sorry, beg your pardon, bottom of page 5. I am on clause 8 now, which is entitled "Report on internal audit of auditee." After the director has done an internal audit, [clause] 8(1) says, "The Director shall, as soon as practicable after concluding an internal audit, transmit a final report thereof to the auditee [in which the department that has been audited] and to the Permanent Secretary under whose supervision the auditee falls."

Fair enough.

And then in (2), "Within one month of receipt of such report, the auditee shall advise the Permanent Secretary, in writing, on the steps it has taken to address any problems or deficiencies identified in the report."

Normally, again, in the private sector, which I am using as a model, a copy of that internal audit report would be also handed to the external auditor. In this case it is the Auditor General. There is no provision here for the Auditor General to be informed of that internal audit report, and I would submit that that would be good practice if that were to be done. But there is no requirement that that be done.

Normally, when you have companies or organisations that have an external auditor, like KPMG or Ernst & Young, or somebody of that sort, and the company or organisation has an internal auditor as well, normally those internal audit reports are made freely available to the external auditor.

Thank you, Madam Chair. Those are my comments.

The Chairman: Thank you.

Does any other honourable Member wish to speak to the motion that clauses 2 through 10 be approved and stand part of the Bill?

If not, the Minister in charge may reply.

Minister Brown, you have the floor.

Dr. The Hon. Ewart Frederick Brown: Thank you, Madam Chair.

In response to the honourable Member's question concerning clause 3(c), as he said it comes close to it, but it does not quite fit the kind of arrangement that we would not want. But I think that that is a matter that is going to actually be resolved through practice.

On [clause] 5(2), with respect to the implementation, it is a combination of the director's work being approved by the Committee. So that is the answer to that one.

And the last one, on [clause] 8, we will take that under advisement with respect to adding the external auditor.

The Chairman: Thank you.

Does any other Member wish to speak to the motion that clauses 2 through 10 be approved and stand part of the Bill before I put the question?

The Chair recognises Mrs. Patricia Gordon-Pamplin, the Representative for Paget West, Constituency 23.

Mrs. Gordon-Pamplin, you have the floor.

Mrs. Patricia J. Gordon-Pamplin: Madam Chairman.

I wondered if, in the response that was given with respect to clause 4 (3)(c), with respect to about designing a plan . . . I think what the Member probably intends is to clarify the procedures.

I believe that if audit procedures rather than plans, I think it would perhaps clarify the concerns are. And that would obtain both respect to clause 3(3)(b) as well as 3(c). As opposed to preparing plans or designing plans, it ought to design or prepare audit procedures. I think that would be appropriate from an auditing perspective and would pass the acid test.

Thank you.

The Chairman: Thank you.

Does any other honourable Member wish to speak to the motion that clauses 2 through 10 be approved and stand part of the Bill?

The Chair recognises Mr. Nelson H. Cole Simons, the House Leader Opposition and Representative for Smiths South, Constituency 8.

Mr. Simons, you have the floor.

Mr. Nelson H. Cole Simons: Thank you, Madam Chair.

I would like to ask the Premier to consider under [clause] 8(1), under the Report of Internal Audit, would he consider giving an explanation as to why he has not made a copy available to the Auditor General. I think this will be in the interest of transparency, and I think other protocols in other jurisdictions would expect that as well.

Thank you.

The Chairman: My colleague did ask that question, and the Minister undertook to take it under advisement.

Does any other honourable Member wish to speak to the motion that clauses 2 through 10 be approved and stand part of the Bill?

If not, I will give the Minister a chance to reply to those . . .

House of Assembly

Footer identifies on each page which proceedings the Hansard is reporting

HEADING STYLES

Open the Styles and Formatting task pane to view available Styles 

HEADING STYLE 1 is used for Main Headings:

SENATE MAIN HEADINGS

- PRAYERS
- CONFIRMATION OF MINUTES
- READING OF MESSAGES
- REPORTS OF COMMITTEES
- ANNOUNCEMENTS
- NOTICES OF MOTION
- PETITIONS
- STATEMENTS BY MINISTERS AND PARLIAMENTARY SECRETARIES
- INTRODUCTION OF BILLS
- FIRST READING - PUBLIC BILLS
- FIRST READING - PRIVATE BILLS
- QUESTIONS
- ORDERS OF THE DAY
- MOTIONS MADE UNDER RULE 16
- CONGRATULATORY AND/OR OBITUARY SPEECHES

~ ~ ~ ~ ~

HOUSE OF ASSEMBLY MAIN HEADING

- PRAYERS
- OATH OR AFFIRMATION OF NEW MEMBER
- CONFIRMATION OF MINUTES
- MESSAGES FROM THE GOVERNOR
- ANNOUNCEMENTS BY THE SPEAKER OR MEMBER PRESIDING
- MESSAGES FROM THE SENATE
- PAPERS AND OTHER COMMUNICATIONS TO THE HOUSE
- PETITIONS
- STATEMENTS BY MINISTERS AND JUNIOR MINISTERS
- REPORTS OF COMMITTEES
- QUESTION PERIOD
- CONGRATULATORY AND/OR OBITUARY SPEECHES
- MATTERS OF PRIVILEGE
- PERSONAL EXPLANATIONS
- NOTICE OF MOTIONS FOR THE ADJOURNMENT OF THE HOUSE ON
MATTERS OF URGENT PUBLIC IMPORTANCE
- INTRODUCTION OF BILLS
- GOVERNMENT BILLS
- OPPOSITION BILLS
- PRIVATE MEMBERS' BILLS

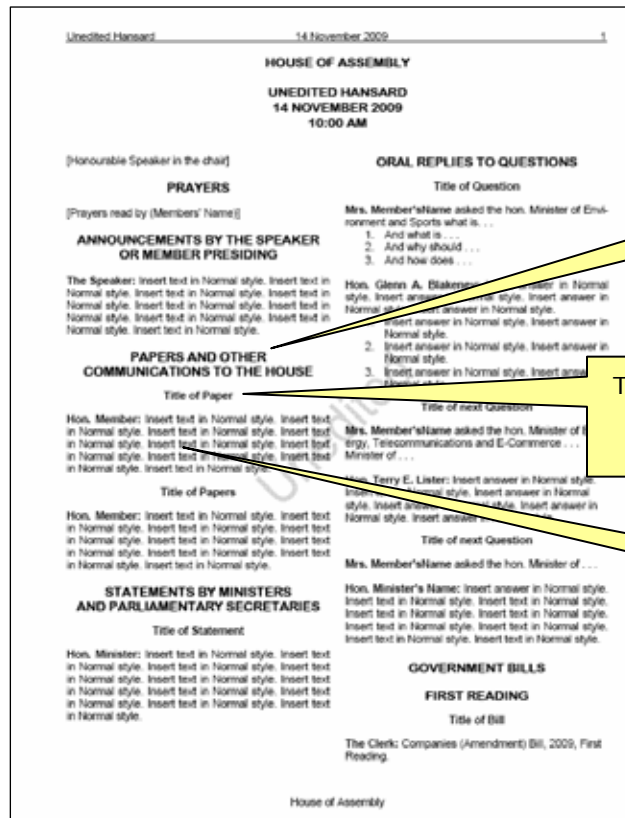
**NOTICES OF MOTIONS
ORDERS OF THE DAY
ORDERS OTHER THAN PRIVATE BILLS AND PETITIONS —
GOVERNMENT BUSINESS (BILLS AND MOTIONS)
OPPOSITION BUSINESS (BILLS AND MOTIONS)
PRIVATE MEMBERS' BUSINESS (BILLS AND MOTIONS)
PRIVATE BILLS AND PETITIONS**

HEADING STYLE 2 is used for subheadings:

- Titles of Announcements
- Titles of Bills
- Titles of Motions/Statements/Reports
- Divisions
- Point of Order
- Supplementaries

NOTE: When converted to PDF, Heading Styles will automatically form part of the interactive index in the electronic version.

NORMAL STYLE is used for all other text:



Example of all 3 Formatting Styles in use:

Main headings:
Heading Style 1

Title of Paper (Subheading)
in Heading Style 2

Body text in Normal Style
(Justified)

SECTION 6

WORD-PROCESSING TIPS

(WORD 2003 in Blue)

(WORD 2007 in Green)

(Use your Help Screens (F1) too!)

AUTOCORRECT: In addition to correcting common typos, AutoCorrect is a handy tool that can be used to *replace specified text* which you add to the AutoCorrect Library.


For instance: the combination of “**P1**” can be entered into the AutoCorrect library to AutoCorrect the entry “**P1**” to the text “**The Speaker:**”

Each time you type the characters **P1** and then press the **space bar**, “P1” will be automatically replaced with the AutoCorrect entry of **The Speaker:** (complete with formatting!)

- Use AutoCorrect entries for Members’ names.
- Use AutoCorrect for often-used phrases, for instance, “I shall put the Question . . .” or “Does any other Member wish to speak?” There is no limit to how many Autocorrect entries you add to your library.

HOW TO ADD AUTOCORRECT ENTRIES:

Prepare a formatted list of all Members’ names for this exercise.

- 1) First reveal your codes (Click the Show/Hide button )
- 2) Select only the text you wish to AutoCorrect—**DO NOT SELECT THE PARAGRAPH MARK CODE!**
- 3) Choose Tools/AutoCorrect (The Autocorrect dialog box opens).
WORD 2007: Office Button/Word Options/Proofing/AutoCorrect
- 4) In the “**Replace**” box type a code to autocorrect to a particular name (*use a combination that is not a word, i.e., P1, or A1, or A22*)
- 5) Check “**Formatted Text**” (this is to retain the bold format of the names)
- 6) Click “**ADD**”

NOTE: As you perform this exercise, be making a master list of your AutoCorrect Codes!

COLUMNS (Format body text in two columns): Place cursor one line down AFTER MAIN HEADING on first page (which is formatted in one column). Choose FORMAT on top menu bar:

WORD 2003: Format/Columns/Two
Set Width and Spacing:
Width @ 3.2
Change spacing to .2
Select “From this point forward”

WORD 2007: Page Layout/Columns/More Columns (then same as above)

COMMENTS: You can insert comments in a Word document to leave reminders for yourself or notes to other people. For instance a comment can be inserted where you want to flag an item for further research, or to indicate that a name, place or title has already been verified. Comments placed in a document do not affect formatting, nor do they print.

WORD 2003: Insert/Comment
WORD 2007: Review/New Comment

To view comments: Make sure the Reviewing Toolbar is visible:

WORD 2003: View/Toolbars/Reviewing
WORD 2007: Review/Tracking/Final Showing Markup

On the Reviewing toolbar click “Show” A menu drops down, select comments

CUTTING AND PASTING: When pasting text into your formatted document do this: **Edit/Paste Special/No Formatting**

WORD 2007: Home/Paste/Paste Special

¹FOOTNOTES: Footnotes can be used as a cross-reference in printed documents to explain, comment on or direct readers to further information. You might use footnotes to refer readers to comments made later on in the same document, or to a correction, or to refer readers to an attached appendix.

A footnote consists of two linked parts—the note reference mark (a number, character, or combination of characters that indicates that additional information is contained in a footnote) and the corresponding note text.

HOW: With document viewed in Print Layout (View/Print layout), place cursor where you want to insert the Footnote reference mark.

Click: Insert/Reference/Footnote/Insert

Type your Footnote information (for example: “Also see statement at page 27”).

WORD 2007: References/Next Footnote

¹ See Errors (correcting of) in General Information—Section 2 for one example of where a footnote would need to be inserted into a *Hansard*.

HYPHENATION: If your document is fully justified, turn on automatic hyphenation to prevent word stretching:

WORD 2003: Tools/Language/Hyphenation/click Automatically Hyphenate Document.

WORD 2007: Page Layout/Page Setup/Hyphenation

INDENT: (*Also see TAB STOP*) Indent second and ongoing lines of text.

HOW: Tab the first line of the text, then use the combination CTRL+T.

(To undo use CTRL+SHIFT+T)

KEYBOARD SHORTCUTS:


To do this:

Centre a paragraph
Create a hanging indent
EM Dash (—)
EN Dash (–)
Hard page break
Indent a paragraph from the left
Justify a paragraph
Left align a paragraph
Reduce a hanging indent
Remove paragraph formatting
Remove paragraph indent from the left
Right align a paragraph
To move to End of document
To move to Top of document
To re-do
To undo

Press:

CTRL+E
CTRL+T
CTRL+ALT+dash on numeric key pad
CTRL+START+Dash on numeric key pad
CTRL+Enter
CTRL+M
CTRL+J
CTRL+L
CTRL+SHIFT+T
CTRL+Q
CTRL+SHIFT+T
CTRL+R
CTRL+End
CTRL+Home
CTRL+Y
CTRL+Z

PASTING (See Cutting and pasting)

REVEAL CODES: Click Show/Hide  on the Standard menu bar. If your document is doing strange things, reveal the formatting codes in the document—there may be a tab mark or page break smack dab in the middle of a sentence!

REVIEWING TOOLS: Use the Track Changes/Reviewing feature to keep track of the changes made to a document, no matter how many people work on it. Turn on the **Track Changes** option.

WORD 2003: Tools/Track Changes

WORD 2007: Review/Track Changes

SORT: Have a list you need to alphabetise?

HOW: Select the list

Squash
Apples
Pumpkin
Oranges
Banana

Select: Table/Sort/Sort by Paragraph/OK — and your list is automatically alphabetised

Apples
Banana
Oranges
Pumpkin
Squash






SPACE BAR: One of the most common mistakes in Word Processing is using spaces to align text. Use only ONE SPACE after all punctuation. To align text use tabs (*see Tab Stop and Indent*)

Use only **ONE SPACE** after all punctuation. **DO NOT OVERUSE YOUR SPACE BAR!**

TAB STOP: A location on the horizontal ruler that indicates how far to indent text or where to begin a column of text. Tabs enable you to line up text to the left, right, center, or to a decimal character or bar character. You can also automatically insert specific characters, such as periods or dashes, before the tabs.

Use **TABs** to align text in your document – **One of the most common mistakes is using spaces to align text. USE TAB STOPS to align text.**

Type of Tab	Ruler Tab Indicator	Action
-------------	---------------------	--------

Left Aligned		Begins text at the tab stop (This is the default tab setting)
Right Aligned		Ends text on the tab stop
Center Aligned		Centers text on the tab stop
Decimal		Centers text over decimal point for a list of numbers
Bar.		Runs a vertical line through a selected paragraph at the tab stop

EXAMPLE OF LEFT ALIGNED TAB STOP USAGE:

DIVISION

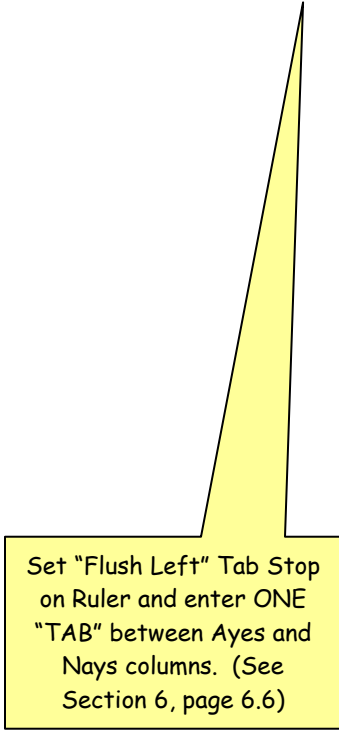
Motion to review the Bermuda Immigration and Protection Amendment Act 2007

Ayes: 13

Hon. Glenn A. Blakeney
 Dr. Hon. E. F. Brown
 Hon. D. V. Burgess, Sr.
 Hon. Dale D. Butler
 Hon. Paula A. Cox
 Ms. Lovitta F. Foggo
 Hon. Wayne L. Furbert
 Hon. K. H. R. Horton
 Mr. Walter H. Roban
 Hon. W. A. Scott
 Dame Jennifer Smith
 Mr. D. D. M. Tucker
 Mr. Michael Weeks

Nays: 9

Mr. John Barrit
 Dr. Hon. E. G. Gibbons
 Mrs. Louise A. Jackson
 Hon. Trevor G. Moniz
 Mr. Mark Pettingill
 Mr. Everard T. (Bob) Richards
 Mr. Nelson H. Cole Simons
 Mr. Charles F. B. Swan
 Hon. Hubert (Kim) E. Swan



Set "Flush Left" Tab Stop on Ruler and enter ONE "TAB" between Ayes and Nays columns. (See Section 6, page 6.6)

TABLES: Convert tedious lists to tables.

For Instance by inserting **ONE TAB () ONLY** after each entry, the following string of text (and any resulting list below it) can be converted to a Table and neatly aligned:

WORD 2003: Select the Text you want to convert to a Table

WORD 2007: Select Insert/Table/Convert

```
Fruit Imported Annually → # of Cartons → Cost per carton
Apples 100 → $4.00 →
Oranges → 500 → $2.00
Pears → 50 → $4.00
```

On menu bar click: Table/Convert/Text to Table/Separate text at Tabs

And, *voilà*, your selected tabbed text becomes a very neat table:

Fruit Imported Annually	# of Cartons	Cost per carton
Apples	100	\$4.00
Oranges	500	\$2.00
Pears	50	\$4.00

You can then format each column individually (centre align, right or left align, decimal align, bold, etc.)

NOTE: If you inserted more than one tab between each text entry, your conversion to a Table will not be very neat at all!

TABLE OF CONTENTS: Position your insertion point where you want the table of contents to begin.

HOW: Insert/Reference/Index and Tables

Click the Table of Contents tab

Select the format from the Formats list.

Select tab leader

Click OK.

Watermark: A further means to indicate on every page that a document is “unedited” is to insert a Watermark—text that sits underneath the text on your document.

[Word 2003: Format/Background/Printed Watermark](#)

[Word 2007: Page layout/Watermark](#)

A dialog box opens.

- Click “Text Watermark”
- Type “Unedited” in the Text box
- Select “44” as the “Size”
- Click “Apply”
- Then Close

Unedited Hansard 12 April 2010 1

**BERMUDA HOUSE OF ASSEMBLY
UNEDITED HANSARD
SAMPLE
12 APRIL 2010**

[Hon. Stanley Lowe, in the Chair]

**CONGRATULATORY
AND/OR OBITUARY SPEECHES**

Mr. Dennis P. Lister: . . . [begins mid-recording] the Salvation Army community in Sandys Parrish. He was well known in the community as a very cheerful gentleman, always had a kind word to share with those he same in contact with.

He was also known for his instrument playing, Mr. Speaker. You could hear his trumpet being blown throughout the neighbourhood. His passing will surely be missed by not only his family but the Sandys community.

Also, Mr. Speaker, I would like to have condolences sent to the family of late Leann Hayward. Many will know her husband, Charles Hayward, who works for the Department of Youth and Sports. You may know one of his famous words; he calls everybody “Watergate”.

[Inaudible interjections]

Mr. Dennis P. Lister: Yes, his wife passed, Mr. Speaker. They were the caretakers at Messina House.

I did not realise that she had been sick, Mr. Speaker, so I was really taken aback when I found out. Surely her passing will bring sadness to her family and those in the community who knew her, Mr. Speaker. I would like to have special condolences sent to her family on our behalf.

Thank you.

The Speaker: Thank you, Mr. D. P. Lister.
Any further speakers?
I recognise the honourable Member, Mr. Z. De Silva. Minister De Silva from South Hampton East Central has the floor.

Mr. Zane J. S. De Silva: Thank you, Mr. Speaker.
I would like for this honourable House to send condolences to the family of Mr. Andrew Thomas, who was a long-serving police officer who lived in South Hampton.

Mr. Speaker, I would also like congratulations to be sent to the sisters Collette Lightbourne and Christa Lightbourne Simmons, and the Opposition Leader would like to be associated, and the Honourable Mr. [DIGITAL SKIP16:01:56] Swan.

Mr. Speaker, you will be aware (because I believe you were in attendance that night). These two young ladies decided to host dinners for not only families in the South Hampton area, but Bermuda on a whole. It is an initiative that certainly deserves praise, all of the praise that they can get, Mr. Speaker.

As you witnessed, and as Mr. Swan witnessed, it was very well attended. In fact, you talk about feeding the thousands with a loaf of bread and fish; well, I think they exceeded that, Mr. Speaker. They did an absolutely fantastic job.

[Inaudible interjections]

Mr. Zane J. S. De Silva: Yes, great South Hampton ladies. Yes they are.
Thank you, Mr. Speaker.

The Speaker: Thank you Mr. De Silva.
Any further speakers?
I recognise the honourable learned Member, Mr. M. Scott.
Minister Scott from Sandys North has the floor.

Hon. Michael J. Scott: I thank you, Mr. Speaker.
I would like to be associated with the condolences being offered to the Somerset families, in particular those just indicated by my friend and my colleague, the honourable Member, Mr. D. P. Lister, to the family of Mrs. Leann Hayward.

Also, Mr. Speaker, may I ask that a letter of condolence be sent to the family of Mr. and Mrs. Kent Bascombe on the passing of Mrs. Raja Bascombe.

I am also very pleased to associate my colleagues, the Honourable T. E. Lister and the Honourable Dennis Lister with those who have passed the combe family.

I would, of course, like to see the condolences sent to the families and to the family of Mrs. P.

The Speaker: Any further speakers?
No further speakers?
We will move on.

PERSONAL EXPLANATIONS

The Speaker: There are none.

Bermuda House of Assembly

GLOSSARY

Adjournment:	When the House stands adjourned for any period of time at the end of each sitting.
A Level:	Short for “Advanced Level” of education (British)
Backbencher:	An MP who does not hold office in the government or opposition and who sits behind the front benches in the House of Assembly.
Bill:	A Bill is a proposal for a new law or for a change to an existing law. The body of a Bill consists of numbered clauses . When the Bill is enacted the clauses become sections of a Law or Act.

Stages of a Bill:

- first reading
- second reading
- committee stage (*where each clause is examined*)
- report stage
- third reading
- passage through the other House
- Royal Assent

Terms for Bills:

- amendment, new clause
- clause, subsection, paragraph, subparagraph—*clause 1, subsection (1), paragraph (a), subparagraph (ii), is cited as Clause 1(1)(a)(ii)*
- explanatory memorandum/memorandum of objects and reasons
- First Reading—the Bill is read a first time.
- long title
- Schedule (*attachment or appendix to a Bill (or Act)*)
- Second Reading—the Bill is read a second time.
- short title
- Third Reading—the Bill is read a third time. The Bill is given a Third Reading.

British Overseas Territories:	Fourteen territories that are under the sovereignty of the United Kingdom, but which do not form part of the United Kingdom itself. The name "British overseas territory" was introduced by the British Overseas Territories Act 2002, and replaced the name British-Dependent Territory,
-------------------------------	---

Chairman:	When the House goes into Committee, the Speaker vacates the Chair and is replaced by the Chairman, who is then identified as “The Chairman”
Clause:	A particular and separate article, stipulation or proviso in a Bill.
Committee stage (of Bill):	When a Bill has passed its second reading it is usually referred to a standing committee for detailed, clause - by - clause examination.
Commonwealth:	A voluntary association of 53 independent sovereign states, most of which are former British colonies.
Commonwealth Parliamentary Association:	(CPA) The Commonwealth Parliamentary Association consists of the national, provincial, state and territorial Parliaments and Legislatures of the countries of the Commonwealth. www.Cpa.hq.org
Consequential amendment:	Subsequent amendment(s) to the text of a motion or bill made necessary for coherence following the adoption of an amendment.
Dame:	Dame of the Order of the British Empire, female equivalent of Knight (Sir). In the UK, there are various ranks of Dames
Dilatory:	(adj) Intended to cause delay. (<i>Standing Order</i> ????: <i>Dilatory Motions</i>)
Erskine May:	Thomas Erskine May, 1 st Baron Farnborough (8 February 1815–17 May 1886) was a British constitutional theorist. . . . His most famous work, <i>A Practical Treatise on the Law, Privileges, Proceedings and Usage of Parliament</i> (known as <i>Parliamentary Practice</i> or simply Erskine May), is considered part of the Constitution of the United Kingdom. Similarly, it is a highly influential document in many Commonwealth nations, often with strong influence on constitutional convention. [Wikipedia]
First Reading:	A first reading is when a bill is introduced to a legislature.
Foreign & Commonwealth Office:	(FCO) British government department responsible for promoting the interests of the United Kingdom overseas, created in 1968. www.fco.gov.uk
Gallery:	Public seating generally open at all times the House is sitting.
Gazette:	Official journal or an organisation or institution; announce or publish in an official gazette.
Hon.:	Honourable, solely for current and former Cabinet Ministers

JP:	Justice of the Peace, not a magisterial post. In Bermuda, they do not dispense summary justice but they can deal with local administrative applications. They can be called by the Bermuda Police to execute warrants. JPs are appointed solely by the Bermuda Government; are not required to have a formal legal education in order to qualify for the office (the vast majority of them do not); and are usually Cabinet officials
MBE:	Member of the British Empire, after nomination by Premier
MP:	Member of Parliament (elected)
OECD:	Organisation for Economic Co-operation and Development.
O Levels:	Short for “Ordinary Level” of education (British).
OBE:	Officer (higher than Member) of the British Empire
Opposition:	The constitutional function of the Opposition is to scrutinise government legislation and actions.
Order Paper:	The official agenda of the House. A predetermined sequence outlined in the Standing Orders.
Parliament:	A parliament is a legislature, especially in those countries whose system of government is based on the Westminster system modelled after that of the United Kingdom. The name is derived from the French <i>parlement</i> , the action of <i>parler</i> (to speak): a parlement is a discussion. The term came to mean a meeting at which such a discussion took place. It acquired its modern meaning as it came to be used for the body of people (in an institutional sense) who would meet to discuss matters of state.
Pecuniary:	(adj) Relating to or consisting of money. (<i>Standing Order 261 (1) “A Member shall not vote on any subject in which he or she has a direct personal or pecuniary interest . . .”</i>)
Permanent Secretary:	The most senior civil servant of a British Government ministry, charged with running the department on a day-to-day basis. The permanent secretary is the non-political civil service head or chief executive of a government department.
Points of Order:	Members occasionally rise on a “point of order”, the purpose being to draw the Chair’s attention to a breach of the rules of the House, or to seek the Chair’s guidance on a matter of procedure.
Privy Council:	The word “privy” means “private” or “secret”; thus, a privy council was originally a committee of the monarch's closest advisors to give confidential advice on affairs of state.

Prorogation:	Formal ending of a session by proclamation.
Queen's Counsel (QC):	"Her [or His] Majesty's Counsel learned in the law." Membership exists in various Commonwealth countries around the world and it is a status conferred by the Crown that is recognised by courts. Members have the privilege of sitting within the Bar of court.
Quorum:	The minimum number of Members which must be present to constitute a meeting of the House. (Number is set in Standing Orders)
Recess:	Period between sessions of the Parliament or the period between the close of a session by prorogation and the dissolution or expiry of the House.
Report (stage of Bill):	Report stage provides an opportunity for Members who were not on the public Bill committee to move amendments to the Bill. The Bill is then set down for Third Reading.
Royal Assent:	The approval, by a representative of the Crown, of a bill passed by the House and the Senate, making it into an Act of Parliament.
Rules/Standing Orders:	Formal rules governing the proceedings of the House or Senate. Rules or Standing Orders set out the arrangement of business to be conducted and the rules for debate.
Second Reading:	This provides the first main occasion for debate on the general principles of a Bill - detailed discussion being reserved for the committee stage.
Senator:	Member of the Bermuda Senate, appointed by Party Leader
Session:	One of the fundamental time periods into which a Parliament is divided, usually consisting of a number of separate sittings. Sessions are begun by a Speech from the Throne and are ended by prorogation or dissolution.
Sir:	Knight of the British Empire. In the UK, there are various ranks of Knights
Sitting:	A meeting of the Senate or of the House within a session. Although usually a calendar day, a sitting may last for only a matter of minutes or may extend over several days.
Serjeant-at-Arms:	An officer appointed by a deliberative body, usually a legislature, to keep order during its meetings. The word <i>serjeant</i> is derived from the Latin <i>serviens</i> , which means "servant".
Sotto voce:	(Italian) To speak under one's breath.

Speaker:	The Speaker chairs or presides over the sittings of the House. In this role his/her principal functions are to keep order and enforce the rules of debate.
Standing Orders/Rules:	Formal rules governing the proceedings of the House or Senate. Standing Orders/Rules set out the arrangement of business to be conducted and the rules for debate.
Sub judice:	(Latin) Before a court or judge for consideration.
Table (of the House):	To place a document before the Senate, the House, or a committee for consideration or consultation. Once a document is laid upon the Table of the House the document becomes a public document.
Third Reading:	<p>The stage of a legislative process in which a Bill is read with all amendments and given final approval by a legislative body. In legislatures whose procedures are based on those of the Westminster system, the third reading occurs after the Bill has been amended by committee and considered for amendment at report stage.</p> <p>In bicameral legislatures, if the Bill passes the third reading, it is then sent to the other chamber of parliament to start the process again at first reading in that chamber. Once the Bill has passed third reading in both chambers, it is sent on for promulgation, such as Royal Assent in the Westminster system.</p>
Viva Voce:	(Latin) With living voice; by word of mouth.
Whip:	A Member charged with keeping other Members of the same party informed concerning House business and ensuring their attendance in the House or in committee, especially when a vote is anticipated. Each party normally has a Chief Whip and one or more Deputy Whips.
Wor.:	Worshipful, title of Mayors of City of Hamilton and Town of St. George's

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