

CALIFORNIA YMCA YOUTH & GOVERNMENT

MOTTO

"Democracy Must Be Learned By Each Generation"

MISSION

We build values-based leadership and civic engagement in California's youth to strengthen our democracy.

Adopted by the Board of Directors: March 2010

CORE VALUES

All of the California YMCA Youth & Government programs shall uphold and model the following Core Values of Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

WHO DO WE SERVE?

California YMCA Youth & Government exists primarily to partner with YMCAs to create, operate and fund leadership and character development programs for youth through YMCAs, and where no local support exists, will collaborate with other interested organizations.

Adopted by the Board of Directors: May 2007



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INTRODUCTION TO YOUTH & GOVERNMENT

California YMCA Youth & Government (Y&G) is an independently chartered YMCA that runs programs in conjunction with local YMCAs throughout the state. Program policies are set by a volunteer Board of Directors. The Board also employs a President/CEO who supervises both a small paid staff and a large volunteer staff in administering all policies and practices.

There are four programs currently being offered by California YMCA Youth & Government. They are:

Model Legislature & Court (ML/C)

A six-month program in which high-school aged delegates, (9th-12th grades) role play the various positions of the California State Legislature and the State Court systems. Students participate by joining local YMCA delegations. Within these delegations, they create bills to be submitted to the Model Legislature, research and practice court cases, and attend the three annual Model Legislature & Court conferences.

Model United Nations (MUN)

A four-month program in which middle-school aged youth (grades 6th-8th) role-play current events as "Ambassadors" to the United Nations. Participants join local YMCA delegations and select a country they wish to represent. Student Ambassadors research their country's position on a variety of international issues and create resolutions to be debated in one of the organs of the Model United Nations.

Spring Conference

A great introduction to the world of the Model Legislature & Court, Spring Conference is a two-month condensed version of the Model Legislature & Court program. Participants will learn leadership skills, and practice speech and debate in a fun and relaxed environment. Spring Conference is open to students in 9th-11th grade and current ML/C 12th graders.

Conference on National Affairs (CONA)

A ten-day, nation-wide conference held in the beautiful Blue Ridge Mountains of North Carolina. CONA participants author individual proposals of national or international scope and then champion these proposals through a competitive debate process. CONA delegates are selected from participants of the Model Legislature & Court program, through a highly competitive application process.

National Judicial Program (NJP)

An eight-day, nation-wide conference held in the Chicago, Illinois. NJP participants participate in competitive mock trials with delegates from across the county. NJP delegates are selected from participants of the Model Legislature & Court program, through a highly competitive application process.

Everything You Ever Wanted To Know About the ML/C

The California YMCA Youth & Government program's flagship program, the Model Legislature & Court (ML/C) serves approximately 80 YMCAs and 2,700 9th–12th grade students annually. Its focus is on character and leadership development, through the use of a high quality experiential simulation of California's State government.

The program begins in September when student delegates and YMCA volunteer advisors begin weekly meetings at one of the approximately 90 locations throughout the state. At these meetings, delegates discuss issues facing California, as well as ways to impact those issues through the legislative and judicial processes. During the next six months, the teen delegates write bills, prepare briefs, and select governmental positions to role-play, attend two statewide training conferences, and run for various elected offices. The program culminates at the State Capitol in Sacramento with the convening of the five day Model Legislature & Court each February. There, teen delegates use the historic halls, chambers, and offices of our State Capitol, Supreme Court, and Governor's Office to conduct the business of the Model Legislature & Court.

Youth Roles

The Model Legislature & Court mimics their governmental counterparts as closely as possible. Senators and Assembly Members will debate bills, Lobbyists will attempt to sway votes, Justices will hear arguments and render verdicts, and the Media will record it all. Students can choose to serve in a variety of roles including, but not limited to:

[Senator](#)

[Assembly Member](#)

[Supreme Court Justice/Attorney](#)

[Appellate Court Justice/Attorney](#)

[Elected Officer](#)

[Forum Member](#)

[National Issues Commissioner](#)

[Political Party Member](#)

[Board of Education Member](#)

[Jury Trial Attorney](#)

[Trial Court Judge/Attorney](#)

[Judicial Review Attorney](#)

[Press Corps Reporter/Editor/Photographer](#)

[Broadcast Media Staff Reporter/Crew](#)

[Governor's Cabinet](#)

[Lobbyist](#)

[Assistant Legislative Analyst](#)

[Legislative/Judicial Page](#)

[Constitutional Convention Member](#)

Political Polling Program

The [Program Areas](#) section contains additional information about roles and how delegates select them.

Adult Involvement

Youth & Government programs have a number of adults involved, serving in several different capacities. This section outlines what types of roles these adults perform.

Core Staff

The Youth & Government program is overseen by a small group of paid staff. They are the primary contacts and resources for program questions. The staff and their primary areas of responsibility are:

Steve Willmont steve@calymca.org

President/CEO

Steve has the ultimate responsibility for all California YMCA Y&G activities and works closely with the Board of Directors to develop strategic plans, financial management systems, and staff and volunteer supervision policies.

Rolf Davidson rolf@calymca.org

Associate Executive Director

Rolf supervises all program operations for California YMCA Youth & Government.

Melissa Malone melissa@calymca.org

Development Director

Melissa is responsible for leading the organizations financial development program and for developing/maintaining active and productive relationships with all stakeholders including board members, donors and volunteers.

Morgan Bauer morgan@calymca.org

Program Director

Morgan's primary responsibility is the operation of the Model Legislature & Court program. She also assists with the operation of the Model United Nations program and all other Youth & Government events.

Troy Nichols troy@calymca.org

Program Director

Troy's primary responsibility is the operation of the Model United Nations program. He also assists with the operations of the Model Legislature & Court and all other Youth & Government events.

Scott Causley scott@calymca.org

Program Administration

Scott is responsible for program registration, delegations support/development and maintaining the California YMCA's social media sites.

Kelsey Nolan kelsey@calymca.org

Accounting Manager

Kelsey's primary responsibility is to handle all the administrative duties of the California YMCA Y&G, including Campaign and, most importantly, the finances.

Volunteers

Y&G's programs would not be possible without the hard work of the over five-hundred volunteers who dedicate their talents and countless hours of time to the service of youth. Volunteers serve in a variety of capacities.

Board of Directors

Governing Board members set policy for California YMCA Youth & Government. They are drawn from all over California and are comprised of business leaders, educators, judges, philanthropists, and YMCA Professionals. The Youth Governor and up to four student appointments serve each year on the Board.

Advisory Board

The Youth & Government Advisory Board is comprised of legislators and government officials who have taken an interest in Youth & Government. The members meet with our student leadership, participate in an annual fundraiser, and are available to the program for consultation.

Volunteer Staff

The operation of the ML/C depends on over 200 staff volunteers who act as behind-the-scenes facilitators of its programs. These dedicated volunteers can be seen working in every single program area. They are also found behind the scenes patrolling hallways late at night, setting up tables and chairs, and ensuring that everything runs smoothly. Youth & Government is deeply indebted to its volunteer staff for the tremendous amount of work and dedication that they give each year.

Advisors

During the ML/C, Advisors serve as mentors, surrogate parents, and therapists to their delegates. Advisors are volunteers to the local YMCA, and the success of Y&G depends on their efforts. Advisors are a delegate's first contact into ML/C, and they guide them through the six month program.

FUNDRAISING

You can give hope and change the life of a California Youth. Whether you give to the Future Leaders Campaign, to our Endowment Fund or to a special event, your gift will have impact in the life of a teenager who needs your support.

Make A Gift Today

- Make a secure online gift now.
- Make your gift by phone by contacting Kelsey Nolan in our office at 916.596.9331.
- Make your gift by mail, with checks payable to: California YMCA Youth & Government, 2220 Capitol Avenue, Sacramento, CA 95816.

Support the Future Leaders Campaign

Contributions to the Y's yearly Future Leaders Campaign supports a start up delegation in underserved region of the state, provide scholarships for inner city delegates and offer the youth of California a life changing opportunity. It also allows us to keep the fees to our

local YMCA's reasonable. Making a gift to the Future Leaders Campaign helps strengthen youth and shape tomorrow's leaders.

Invest In the Governor Deukmejian Endowment Fund

Gifts to the YMCA's Endowment Fund provide a stable, enduring source of funding that protects the YMCA's ability to positively influence the community for generations to come. Endowed funds are held in perpetuity according to donors' wishes and wisely invested. A portion of the interest earnings is used to ensure a strong, viable YMCA for the youth of many future generations.

Participate In A Special Events

California YMCA Youth & Government's two main events are our annual Golf Classic and our Annual Legislature Family Feud. Our Golf Classic will take place in the Spring of 2013 at Industry Hills Golf Course. Our second event is our Annual Legislature Family Feud which takes place in February; the event is attended by actual California State Legislatures who come out for a friendly game of Family Feud. You can participate in our events through sponsorship opportunities, volunteering at the event or by playing a round of golf.

Become a Member of the Heritage Club

The Heritage Club is a group of highly engaged individuals who have made a legacy commitment in support of the YMCA. How do I become a member of the California YMCA Youth & Government Heritage Club? There are several ways to join. Most people make a gift through their will. You may also make an outright gift to the Endowment Fund or you may choose to consider a planned or deferred gift. Giving can be accomplished through several vehicles that provide substantial tax savings and other important benefits. For more information, or to let us know if you are already a member, contact Melissa Malone at 916.596.9331 or by email at melissa@calymca.org.

GENERAL INFORMATION

This section is intended to aid Advisors in preparing their delegation for the Model Legislature & Court. Of course, these materials are not immutable, and should be adapted to fit the needs of the local delegation. There is also an additional material including suggested program calendars, meeting agendas, and sample materials located in the **Supplemental Information** section.

YMCA delegations meet individually, or occasionally, in larger, cluster groups. Whichever is the case, advisors should plan a meeting each week from early September until mid-February. This helps delegates keep in touch with the program, provides opportunities for training, fundraising, socializing, and sustains the delegations momentum. Advisors should read and understand all suggested material before beginning meetings.

Do not forget that you have resources immediately available to you by contacting other advisors from nearby delegations or by calling the ML/C office at (916) 756-0230. Extensive information, including all bulletins and nomination forms can be found on the ML/C website (www.calymca.org) or by checking out our UserVoice database.

We suggest that advisors attend other delegations' meetings to see how they are run, attend cluster meetings where available, and network as much as possible.

Be sure to read the How to Get Started section of the handbook in its entirety. It includes information on finances, scholarships, course credit, and group-building.

How to Get Started

To start a Y&G delegation you will need a sponsoring organization, advisors, a budget and delegates. This section will outline the task of starting a delegation. The Y&G office will be more than happy to help you navigate the requirements for starting a delegation.

First, you will need a sponsoring organization (YMCA, school, or school district). Delegations are required to carry a minimum one million dollar liability policy and name California YMCA Youth & Government as an additional insured. You will need to make sure you submit a Delegation Information form and create and submit a set of criteria for participation in your delegation.

Advisors and Advisor Ratios

Next, you will need advisors. Advisors can be YMCA staff or volunteers. Advisors must be 21 years of age. Each fall, we offer several advisor trainings, attendance at which, will determine the ratio of advisors to delegates your delegation may have. Advisors who attend the two-day Advisor Development Conference (ADC) may supervise 11 delegates. Those who attend the one-day trainings may supervise 9 delegates and uncertified advisors may supervise 7 delegates. Advisors are subject to the local YMCA or Schools' volunteer screening process.

Budgeting

Once you decide to have a delegation, you will have to create a budget. The program fees for this year are located on the Fees Summary page section. Remember you are responsible for the fees of any delegates you register for the Model Legislature/Court. Please ensure you have collected money from your delegates prior to registering them.

Program fees are only one expense of the ML/C. The following non-inclusive list is meant as a guide to help you with your budgeting:

- Travel Fees to Camp Roberts. (2 conferences).
- Travel Fees to Sacramento.
- Hotel Rooms in Sacramento. You may put up to four delegates per room.
- YMCA staff time.
- Special Events (Parent Night, Bill Hearing Night, Delegation Dinner in Sacramento).
- Delegation Awards/Sweatshirts.
- Local YMCA fees.

Delegates are often late turning in their fees. It is a good idea to collect fees from your delegates at least two weeks prior to their being due to Youth & Government.

Recruiting

If you are new to Y&G and are attempting to recruit students to join the program, you may feel yourself to be at a serious disadvantage. How can you ask people to participate in something that you have never attended? There are actually a number of resources available to help you:

- Attend the Y&G Advisor Development Conference held in September in Bakersfield. With over 150 advisors and in attendance, you will have plenty of helpful resources at your fingertips.
- Read this manual. You'll be much better able to explain the program.
- Use your returning delegates both to help you understand the program and to make recruiting visits with you.
- Call other YMCAs in your area that have Y&G programs. Their advisors can help you develop a good recruitment strategy.
- Call the Y&G office at (916) 471-0385. We have marketing tools including brochures and DVDs available to help you.

The earlier you can begin recruiting the better. There is a lot to be done in Y&G, and the more quickly you are able to get started, the more time you'll have with your delegates.

High schools generally welcome organizations like Y&G to present information as long as they receive reasonable notice. The best contacts at the school are often the Student Activities Director, and the school counselors. If you can get in to speak to the Leadership Class or the Student Council, that is often the best place to start. Many students in the school will follow in the steps of their student leadership.

If you do have returning delegates, you may find that they are your best recruiters. If they had a good experience the year before, they will usually be willing to bring many of their friends into the program. Set up a meeting with them before you begin recruiting, to organize their efforts and to ensure that they recruit from all grades (freshmen through senior).

School Absence / Course Credit

Since the Model Legislature/Court requires delegates to miss at least three days of school, it is important that you contact your local high school and secure their cooperation and interest. Many advisors work with local school districts to establish the Model Legislature/Court as a recognized Independent Study program. The district will then assign credits for participation and will notify the school.

In 2008 Governor Schwarzenegger signed SB 278 (Lowenthal) into law allowing Youth & Government events to be considered for excused absences from school. The full text of the section is below and may also be found at <http://leginfo.ca.gov> by searching the education code for section 48205.

48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, **or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative** pursuant to uniform standards established by the governing board.

The decision of whether or not to excused absences and award course credit for Youth & Government is up to each district. The State Superintendent of Public Instruction serves on our Advisory Board. His letter in support of awarding course credit for Y&G is available for download at www.calymca.org.

Delegation Size

Delegations can range in size from one to over one-hundred delegates. Large delegations enjoy the spirit that comes from seeing their delegations sweatshirts and hearing their cheers everywhere they go. Smaller delegations enjoy the camaraderie that comes with knowing every person in their delegation.

To preserve the quality of the experience for all delegates, Youth & Government has capped delegation size at one-hundred delegates unless a waiver is applied for and approved by the CEO of

Youth & Government. If a group chooses, they may run more than one delegation. Groups choosing to do this must run the delegations as completely separate groups.

Costs and Scholarships

Though we believe Youth & Government to be a terrific value for the cost we are sensitive to the fact that Youth & Government is an inherently expensive program. We recognize the impact that cost has upon delegate participation, particularly in underserved communities, and are committed to containing costs wherever possible.

Youth & Government is also committed to helping those delegates with a demonstrated need to be able to participate regardless of their ability to pay. Our endowment, support campaign, and special events help offset the costs to delegates. Youth & Government uses a portion of these funds to lower the costs to all delegates. The rest of the monies are set aside for need-based scholarship awards.

Scholarships can be awarded as block grants to delegations serving low-income areas and/or as scholarships to individuals. Please check the program calendar for the dates applications are due.

Fundraising at Conferences

Some delegations elect to raise funds by selling items at the Training & Elections Conferences. If your delegation elects to sell anything at either T&E (lanyards, water, food) they must submit a Concessionaire's Permit each conference.

This form will help your fundraising efforts by preventing multiple delegations from selling the same items. The permit also outlines the delegation's responsibilities as a vendor.

Running Meetings

We have included a sample weekly agenda as a reference guide section. This calendar is based on a delegation that begins weekly meetings in mid-September. If you choose to begin your meetings earlier or later than that, you may adjust it to suit your needs.

Delegation Leadership

Once you begin meetings you will have to elect delegation officers. Most delegations elect a President, Vice President, and Secretary. Some delegations also elect other officers including a Chaplain, Parliamentarian, and Treasurer.

Officer roles vary by delegation. Some officers run their weekly meeting with their advisors' help, others run them independently. Though the specific amount of responsibility you give your officers will depend on the capabilities of the individual delegates, generally, the more responsibility you give your officers the stronger your delegation will be.

Delegation Meetings

Please take a look at the [Tentative Meeting Agenda](#) to help plan out your delegation meetings.

How We Communicate

Weekly Bulletins

There are several ways in which Youth & Government disseminates information. The primary method of communicating to advisors is through our bulletins. Bulletins are e-mailed out weekly with pertinent information. Bulletins are also available, as they are released, on our website (www.calymca.org). To ensure that you are on the Y&G distribution list, all of our bulletins have an "add subscriber" link at the bottom of them. Weekly bulletins start going out near the end of August and run until May (depending on the program).

The Website

The website is another valuable resource for advisors. We are always adding content and features, so check regularly.

Contact Us

If you have any questions, comments, concerns or feedback, please feel free to contact us at (916) 756-0230 or via e-mail. Our e-mail addresses are located under [Staff](#) in the first section of this manual.

Parent Handbook

Our Parent Handbook is a useful tool. It contains program and contact information for California YMCA Youth & Government. It will enable you to give your delegate's parents a better understanding of Y&G. It is available for download in the Advisors' section of our website (www.calymca.org).

Conferences

The Model Legislature & Court program holds three conferences each year. An outline of these events can be found below. For specific dates, please see the Program. Elections for statewide office are held at all three conferences. For more information about running for statewide office, please refer to the [Officers and Elections](#) section.

For every delegate you bring to a Y&G conference, you will need to submit a Medical Release form, A Code of Conduct Signature form, and a Photo Release form. You will only need to submit these once per program year. You may turn them in to the Y&G office when you arrive at Camp Roberts.

Training & Elections I (a.k.a. T&E I, BOB I)

Held at [Camp Roberts](#) near San Luis Obispo, the first conference of the year focuses on giving new delegates an overview of the Model Legislature/Court program. Delegates will meet with representatives from each program area to help decide what role they would like to take. Returning delegates will focus on leadership development. The [Forum program](#) begins at this conference. It is important that all freshmen attend.

Training & Elections II (a.k.a. T&E II, BOB II)

We return to [Camp Roberts](#) for our T&E II. Prior to this conference, delegates will have selected their roles in their delegation meetings. During T&E II they will receive specific training on their role in the Model Legislature/Court. Many program areas will require delegates to have completed some

work prior to the conference. Please check the Program Calendar to ensure your delegates are up to date.

Model Legislature & Court (a.k.a. ML/C, Sacramento, Sac)

This Model Legislature & Court, often referred to as the Sacramento Conference, is the culmination of the program year. This conference begins with an opening session that is usually attended by the Governor of California. During this four-day event, delegates are privileged to use the historic halls and chambers of the California Legislature, the Governor's Office, and the California Supreme Court.

Early Arrival in Sacramento

The Model Legislature & Court convenes on Thursday afternoon. Many delegations choose to arrive Wednesday night to make their trip easier. If you choose to arrive Wednesday night, you will be responsible for your delegates and ensuring they abide by the Code of Conduct at all times.

Dress Code

The purpose of the dress code is to provide a safe and professional atmosphere for the participants. Experience has shown that proper business attire lends significantly to the professional atmosphere of the ML/C. The dress code has two components: the General Dress Rules for all Youth & Government conferences and events, and the Sacramento Dress Code, which will be in effect from 8:00 am until 10:00 pm daily during the Model Legislature & Court in Sacramento.

Advisors set the tone for the dress code within their delegations. Advisors who embrace the dress code and the goals behind it will be for more able to convey its importance to their delegates. Many advisors have delegates come to Parent Night and Bill Hearing Night in dress code to ensure that the delegates understand it. Delegates and/or advisors who cannot conform to dress code standards risk their continued participation in Youth & Government.

The dress code is reviewed on an annual basis. We will always try to accommodate current fashions, while erring on the side of modesty and professionalism. Though the dress code is always a contentious issue, its guidelines are clearly spelled out in the [Code of Conduct](#) and the [Dress Code Supplement](#), both located in the [Policies](#) section. The final authority on all disputes is the President/CEO of Youth & Government or his/her designee.

Awards and Recognitions

Awards are a great way to recognize groups or individuals that have achieved excellence. You can nominate delegates, advisors, or an entire delegation for recognition

Delegation of Distinction

Delegations of Distinction exemplify the very best traditions of the California YMCA Youth & Government program and the four core values of the YMCA.

Recognition as a Delegation of Distinction means that a delegation has met established criteria in the areas of Leadership, Unity, Spirit, Behavior, Participation, Volunteerism and Administration.

Delegations of Distinction are recognized in the annual commemorative book and with a certificate for your delegation. In addition, a copy of the recognition is sent to your YMCA CEO, Board Chair or other designee of your choosing.

Every delegation begins the program year with a clean slate. Throughout the program year, the Advisor Development Team will collect details from multiple sources relating to good and bad aspects of delegations. At anytime, delegation lead advisors may contact the Advisor Development Team in person or via e-mail at advisors@calymca.org and request details about what has been placed into the delegation's file.

Delegations of Distinction are determined by a committee consisting of the Advisor Development Team, one conference dean, and one core staff member. Delegations being considered for Delegation of Distinction are announced at the closing joint session in Sacramento. It is important to note that ANY infraction after the reading of Delegation of Distinction names is enough to remove the delegation from the list.

Individual Awards

The Charles Van Winkle "Outstanding Delegate" Award

This award is named for "Van", who was the first Youth & Government statewide director. In recognition of his dedication and service to youth, this award was created and named for him by the Alumni Association in 1982. This award seeks to recognize those delegates who distinguish themselves amongst their Youth & Government peers for their leadership in the Model Legislature & Court, personal character and service to others.

The Michael White Spirit of Youth & Government Award

This award is named after the late Michael J. White, who was the program director for California Youth & Government from 1998 to 2001. A true servant leader, Michael used his character, leadership, and good humor to inspire others. Created by the Program Committee in 2001, this award is in place to recognize participants from any area of the program (delegates, advisors, volunteer staff) who personify Michael's enthusiastic spirit, his love for others, servant leadership, and passion for Youth & Government.

The Outstanding Advisor Award

Delegation Advisors are the backbone of Youth & Government and their job description runs the gamut from mentor, to role model, to administrator. This award is presented to the advisor whose efforts have created the most significant impact on the experience of their delegates.

The Irvin C. Chapman Outstanding Service To Youth Award

This award is presented to a non-delegate member of the Youth & Government Program who has demonstrated a longstanding dedication to the service of youth. This award is not a longevity award but seeks to recognize those individuals whose body of youth service work, both in Youth & Government as well as in other areas, demands special recognition.

The Outstanding Program Innovation or Development Award

This award is occasionally presented to those who, within a particular program area, have made a substantial contribution to its innovation or development. Such contribution should have had a lasting and influential effect on Y&G. Therefore, the individual's contributions must have begun or been made at least 3 years prior to the award being presented. This award is selected by the ML/C staff.

Selection of recipients will be made by committees consisting of selected advisors, staff, Alumni Association members and/or former award recipients within each category.

PROGRAM AREAS

During T&E I, your delegates will get an overview of all the program areas offered in the ML/C. The role they choose will shape their experience for the rest of the program year. Delegates can choose to be part of the Legislature (Assembly and Senate), National Issues Commission, Court, or a variety of other areas. The following section provides an overview of the roles available to your delegates. Your delegates may also choose to run for statewide office (Governor, Attorney General, etc.). Specific information on running for office can be found in the [Officers and Elections](#) section.

The Legislature

The Assembly and the Senate, both comprised of approximately 250 members, make up the legislature of the California YMCA Youth & Government Program. To accommodate the numbers, the legislators are divided into two groups (Blue and Gold).

Senators and Assembly members are primarily concerned with the passage of legislation. Within each House, elected officers preside over sessions and bills are debated following their passage from legislative committees. [Lobbyists](#) and [Assistant Legislative Analysts \(ALA's\)](#) are also active in the legislative process and provide information to aid in the passage or defeat of a bill.

Legislators should be familiar with [basic parliamentary procedure](#), [committee procedure](#) and the [Standing Joint Rules of the ML/C](#). They should practice speaking in front of their delegation and be prepared to field questions about their legislation.

Assembly and Senate

On the Floors of the Assembly and Senate, members debate legislation. Proponents present bills to other members with an Author/Sponsor speech. After debate and an Author/Sponsor summation, a motion will be made and the bill voted on. If passed, the bill passes, it moves to the other House for debate. If the bill passes both Houses, it goes to the Youth Governor for to either be signed into law, or be vetoed.

Legislative Committees

All Assembly members and Senators are also voting members of a Legislative Committee. Certain members are selected as [Committee Chairs](#) and serve in a leadership capacity to facilitate bill debate and amendments prior to their hearing on House Floors. [Committee Chairs](#) receive additional training in committee parliamentary procedure, team building, conflict resolution, public speaking, and time management. A Committee Clerk provides the Chair with administrative support.

The Lobbyists

Lobbyists are sometimes considered the "third house" of the legislature. The Lobbyist plays two roles in the Legislature. First, they select bills that they feel passionate about and work to see them passed, or in some cases, defeated. The other important role Lobbyists play is that of educating Legislators. No one person can possibly be an expert on every topic they need to vote on, so your job is to be able to tell Legislators what they need to know about your bills and why they should vote for or against your bill. You are the expert in your area!

Each Lobbyist will be trained in how to understand bills, [committee procedures](#), public speaking, and how to write and pass an initiative. Each Lobbyist will receive a copy of their bills, with a research packet attached, which will be debated in committee. Lobbyists will also form Political Action Committees (PACs) with other Lobbyists to brainstorm on initiative proposals.

Every delegate will get at least two bills to Lobby, one for and one against. The idea is to try and push your bills through the process, from Committee all the way up to its signing by the Youth Governor. While you do speak in Committee about your bills, you do not normally speak on the floor of either of the Houses.

After all the Committees have finished and the Legislators are in session, you will be in your PAC groups to write Initiatives. The topic is completely up to your PAC. Once the Initiative is properly researched and written out, you will need to get signatures. If you get enough signatures, your Initiative will be on the Sunday night ballot when everyone votes for the next Youth Governor. Your job at that point will be to educate the voters as to why they should pass your Initiative. The results will be announced by the end of the conference.

Assistant Legislative Analyst (ALA)

The ALA program is ideal for delegates looking to influence public policy, delegates who thrive on challenges, and delegates who can think for themselves on their feet. The Legislative Analyst program is a specialized, very small, yet highly influential program area within the Model Legislature & Court.

For those delegates in the Legislative Analysts, they can expect to analyze legislation for its fiscal impact on California, speak during committees, speak in the Legislative houses, learn the legislative process in a way no other program area can provide, and have fun doing it!

The function of Legislative Analysts are to serve as the impartial "expert" on the policy and fiscal issues of their assigned legislation. Legislative Analysts are teamed up with a partner, with whom they will dissect their legislation to determine its financial ramifications. This will take place at T&E II, and while at home, until the Model Legislature in Sacramento. This analysis includes determining the Legislative intent of the bill or resolution, identifying the major issues of the bills (both pro and con), and determining the fiscal impact of the bill on the State. Once in Sacramento, Legislative Analysts will speak in committees, and on the floor of the legislature to educate Senators and Assemblymembers of their analysis.

Unique Aspects of the Program:

- Akin to the Special Forces: small, specialized, and very influential
- Program focuses strictly on money. Delegates must be able to set aside social views
- *All* delegates speak in front of committees and the legislature
- The same delegate follows their assigned bills through the entire legislative process
- Seeks delegates who can "think outside the box," can consider an issue from all perspectives, and are responsible

Department of Finance

Delegates will be assigned to a large budget group of at least 50 delegates. Each large budget group will be competing with other large budget groups in the program. And all such groups will be given the same challenge: create a budget which the Governor will approve.

Just like bills in the Senate or Assembly, delegates will be responsible for putting forth new policies or amending existing ones, which impacts the state budget. As the budget touches upon practically everything in the government, these proposals' subjects will be very wide-ranging. But each delegate can only bring new or amended policies which are of the subject of their assigned smaller committee, such as corrections, education, or health care. All proposals which pass through the committees will be read and debated in the delegate's respective large group. Delegates will need to defend their ideas and present persuasive arguments for them, including financial cost or saving figures. All proposals which are approved by their larger group will be added to their respective budget. But, only one group's budget will win the challenge, and be chosen as the Governor's budget.

The Court Program

The Court Program of Youth & Government mimics the judicial branch of the California State Government. The program begins with the lowest branch of the State Courts; the Superior Municipal Branch. Most disputes between parties begin at this level. In other words, any criminal matter (violation of the penal code) or any civil matter (generally dealing with money or injunctive relief) is usually prosecuted first at this level. At the conclusion of a Superior Municipal Court action, the Judge (in a bench trial) or a Jury (in a jury trial) renders a decision.

Once a decision is rendered at the Superior Municipal Court level, the litigants may disagree with the Superior Municipal Court's ruling regarding an issue of law (issues of fact are not appealable). The disagreeing party may then file an "appeal" with the California Appellate Courts, which is the next step up in the Judicial Branch. Here, the Appellate Courts review issues of law arising from the Superior Municipal Court action. At this level, the Appellate Courts may either decide that the Superior Municipal Court rightfully decided issues of law and "affirm" the ruling, or they may decide that the Superior Municipal Court erred in its decision and "remand" the matter back to the Superior Municipal Court.

If an aggrieved party at the Appellate level is not satisfied with the Appellate Court's ruling regarding an issue of law, that party may then appeal their case to the highest court in the State of California, the esteemed California Supreme Court. The California Supreme Court decides issues similar to that of the Appellate Court. Its decisions, once reached, are final. Please check out the [sample Court Case](#) in this manual.

Trial Court

The Trial Court section of the California YMCA Youth & Government program gives delegates a chance to feel what it's like to actually be in a courtroom trying a case in front of a judge. The process begins at [T&E II](#), where delegates with the honor of participating in the trial court program develop their skills as litigators by participating in interactive games, oriented towards public speaking, learning about the process of a court trial, and discovering the secrets of arguing a position in court.

The experience continues in [Sacramento](#), where all delegates are taken through an intense course in trial techniques and are taught the basics of trial advocacy, such as opening statements, closing statements, direct examinations, cross examinations, and courtroom evidence. The students are then assigned a role as plaintiff/prosecutor or defense, and then given a case to work up to trial. The program culminates in the halls of the Sacramento County Superior Court, where each delegate has their day "in court." There, each delegate has the opportunity to advocate their client's position to a judge.

Appellate Court

The Appellate Court is where the party that lost at the trial court level goes to appeal their loss. An appeal to an Appellate Court is not to re-hear or re-decide the facts of the case as already determined by a judge and/or jury in the trial court, such as whether the defendant violated the law. Rather, the Appellate Court decides "matters of law." For example, an Appellate Court might decide whether the law passed by the Legislature appropriately applies to a specific person or factual situation, or whether a law is constitutional. There's no jury or witnesses, just the attorneys and justices.

In the Y&G Appellate Court, delegates serve as either a justice or an attorney. During the Appellate Court proceedings, the attorneys present an oral argument to a panel of justices who hear the case and then draft one or several opinions to decide the case.

Typically three justices, wearing the black judicial robes, serve together on a panel. The attorneys work in pairs, two for the "appellant" (i.e., the party who brought the appeal to the Appellate Court) and two for the "respondent" (i.e., the party who is defending against the appeal). Each attorney will present their oral argument to the justices who question the attorney and pose hypothetical scenarios for the attorney to grapple with. Following the oral argument, the justices work together to draft opinions.

The attorneys and justices prepare for the oral argument, in part, by reading opinions of state courts, statutes and other materials provided to them. No outside legal research is conducted or allowed. Delegates learn to read court opinions and statutes, oral advocacy skills, proper courtroom decorum and terminology, legal reasoning, judicial temperament, and opinion writing.

In the Y&G Appellate Court the volunteer staff actively encourages full participation, cooperation and teamwork by the delegates. Delegates do not need to know anything about courts or law to be in the Appellate Court. However, delegates must be prepared to work diligently during T&E II and the Sacramento conferences in order to be prepared for the oral argument. The oral argument is a confidence-building success for all of the delegates, when each has worked hard to be prepared for the challenge.

Judicial Review

Delegates must also apply to be a part of the Judicial Review Program. This program area is very similar to the Supreme Court. Applicants are interviewed and selected at T&E II, and can act as either an attorney or a justice. The Judicial review members are then given a case involving complicated constitutional issues. The justices question the attorneys during their oral arguments, and then meet to write their decisions. Oral Arguments take place in the California Supreme Court chambers.

However, unlike the Supreme Court program, where delegates are given their materials, Judicial Review participants are taken to a courthouse law library to find their own research, which they will use to develop their oral arguments. In addition, delegates will also learn how to conduct on-line legal research. This program gives Delegates the opportunity to explore the vast resources available and used by attorneys on a daily basis.

Jury Trial

The Jury Trial program is the advanced version of the Trial Court program. Participation in this program is by selection only. Applicants are interviewed and selected at T&E II, and can act as prosecutors, defense attorneys or judges.

The delegates in Jury Trial spend two days in a real courtroom putting on their cases. Before the trial they will learn how to question witnesses using direct and cross examination as well as how to interview potential jurors, make objections, enter evidence and give opening statements and closing arguments. Before putting on their case in chief, the students will learn voir dire (jury selection) and will spend an additional day in the courtroom selecting a jury from a pool of delegates who have been called for jury duty. As such, delegates selected must be able to arrive at the ML/C on Wednesday.

Supreme Court

The Supreme Court program also offers a realistic and challenging legal experience. Participation in this program is by selection only. Applicants are interviewed and selected at T&E II as either an attorney or a justice.

Supreme Court members are given a "case" and fact patterns involving interesting and challenging legal issues. Included with the cases are "precedent" case materials (real opinions written by other state and federal courts) whose analysis the delegates apply to their cases.

The attorneys and justices work together to review and discuss the cases with staff attorneys, then work separately to develop their oral arguments (for the attorneys) and questions (for the justices).

The court hearings are held over two days in the California Supreme Court chambers. Attorneys present their oral arguments and are questioned by the justices. The justices then retire to write their opinions.

Delegates who have had experience in the Y&G court program, have been involved in school mock trial or moot court, or who have interest in the law, will find the Supreme Court an outstanding experience.

National Issues Commission

The National Issues Commission (NIC) is a unique program that offers opportunities delegates ("commissioners") to debate and research issues of national and/or international importance. The NIC's primary objective is to prepare and consider each commissioner's proposal.

In the NIC (National Issues Commission)...

Every delegate is a commissioner. As a commissioner, you are responsible for:

- independently researching an issue of national or international importance (with assistance from staff and fellow commissioners) on a specific topic of your personal choice
- writing a one-page proposal which relates to an area of national and/or international importance
- preparing and delivering a two minute speech in favor of their proposal at your commission hearing.

[T&E II](#) is an opportunity to “road-test” your proposal concept and prepare your debate presentation. In order to prepare for Sacramento, Commissioners will have the opportunity to attend various workshops.

Sacramento is a NIC conference, not a legislative session. The NIC uses a format where proposals are presented to commissions in four successive rounds (each of increasing size) at “Proposal Hearings.” Commissions are led by a chair and initially composed of less than 20 delegate/commissioners.

During the Sacramento Conference...

- Every commissioner will have several opportunities to speak.
- Commissioners argue in favor of their own proposal and debate the merits and flaws of other commissioner’s proposals in four hearings of increasing size.
- At the end of each round, commissioners will rank the proposals presented using specific criteria. The proposals that will advance to the next round are determined by each proposals composite score from these rankings.
- In General Assembly (“GA” the fourth and final round) the top proposals are presented by their author to the entire NIC body and the proposal is passed or defeated.

Writing & Submitting a Proposal:

Each commissioner is required to write a proposal on a matter of national or international concern. Proposals are no-more than one page and consist of three sections. Proposals are due one week prior to T&E I via our online submission portal at (www.calymca.org/nic). Specific information and sample proposals can be found in the [Proposal Writing](#) section.

Delegates cannot participate in the NIC program without their own original proposal.

All proposals must follow this format and be *approved by their advisor before submission*. Proposals must deal with laws or issues that are national or international in scope. It is mandatory that each delegate within each delegation write on a different topic. This will mean that a delegation with 5 assigned NIC delegates have 5 different proposal topics. Although, we encourage creativity and originality, delegates from other delegations may duplicate topics.

Board of Education

The Board of Education in the ML/C functions as both the State Board of Education and the State Department of Education and is headed by the Youth State Superintendent of Public Instruction. Each year the Board focuses on a current issue in education in California, analyzing what potential improvements could be made, and why those changes should be effected. Board members are divided into taskforces that work on an aspect of the major topic. These groups research their position on the topic, hear speakers and write a proposal advocating their solution to the problem.

The program culminates in a public hearing with the Department members advocating their proposals before the Board of Education. Within a fixed budget universe, the Board is asked to rank and fund the proposal presented by the Department. The final results are announced at the final Joint Session of the Model Legislature/Court.

Press Corps

Being a reporter for the Youth & Government newspaper offers a unique opportunity to see many aspects of the Youth & Government program "up close and personal." Reporters can focus in on the details of a particular assignment and/or observe the larger picture of how everything fits, or doesn't fit, together.

What kind of person makes a good reporter?

- If you're the type of person who can strike out on your own, with little direction but the ability to produce, then you're our kind of person; or,
- If you prefer to be given an assignment and will write a story if others are counting on you; or,
- If you like to sit back and watch what's going on, and can share your observations in writing; or,
- If you like digging for the details to get a good story; or,
- If you like the craziness of a very small pressroom with lots of people trying to get an issue out.

...the Press Corps may be a good experience for you! Reporters can go lots of places and see lots of things. There are many opportunities to show-off your writing talent, your flair for creativity, your humor, your serious side, and, for a select few, your typing and photocopying skills. This is your chance to have a very good time doing a wonderful job with a bunch of great people.

Broadcast Media

The Broadcast media program produces and broadcasts our three television programs. Participants can be Reporters, Anchors, Producers, or Technical Crew. We look for people who have a well-rounded background in journalism, English, drama, and speech. Experience in these subjects is a plus, but we also look for enthusiasm, willingness to learn, patience, and people who work well together as a team.

Broadcast Media participants are selected based on interviews at T&E II. In order to have the least amount of disruption, Broadcast Media Program interviews will start promptly at 10:00 a.m. on the

first morning of T&E II. Applicants should check their schedule and go directly to the posted interview site.

SPECIAL NOTE TO ADVISORS: It is extremely important that your video applicants have been registered in another program area where they will be happy to serve, should they not make the "Broadcast Media Program." Generally over 100 applicants vie for the 25 spaces. You, therefore, should plan on not having a Broadcast Media delegate and distribute roles accordingly. Should you get a Broadcast Media slot, you may replace the position held by the applicant. (For example if the applicant was first registered as a Senator, then made Broadcast Media, you will be able to replace him/her in the Senate with one of your other delegates). Because of the amount of time required for the interview/audition/selection process, the Broadcast Media staff will not consider any applicant who has applied for any other leadership position that is selected at T&E II (i.e. Governor's Cabinet, Press Leadership, Supreme Court, Jury Trial, etc.).

EVERY position in Broadcast Media is selected via application; however the producer and chief engineer positions are leadership roles within the program. These are the most selective (and rewarding) roles within the program, but every role requires an application.

Broadcast Media Roles

[Producer Responsibilities \(Leadership Position\)](#)

[Chief Engineer Responsibilities \(Leadership Position\)](#)

Anchor/Host Reporter Responsibilities:

- Writes, edits and reports his/her own stories.
- Must be reliable and on time!
- Must be a team player.
- Must wake up every morning at 7:30 for THE MEETING!

Technical Crew Responsibilities:

- Accompanies reporters for all remote tapings.
- Responsible for working cameras and editing stories.
- Must wake up every morning at 7:30 for THE MEETING!

State Constitutional Convention

The Constitutional Convention is a demanding program where participants write a State Constitution from scratch in only three days. Working within the framework of rights reserved to the states in the U.S. Constitution, our Convention members will argue over the shape of the California government they wish to create. To do this, members can expect to spend large amounts of time in one-on-one, small and large group discussions, writing sessions and lively debates. After getting to know each of their fellow program participants, members will elect a Presiding Speaker. Delegates interested in Constitutional Convention should expect to have many public speaking opportunities, both prepared and impromptu, and to participate in discussions on a wide range of issues. The ideal delegate is a high school Senior or returning ML/C Junior, a hard worker, a facilitator who brings people together, is likely not shy (or no longer wishes to be) and sees the act of argument as a type of sport. Constitutional Convention takes a lot out of a delegate but provides a framework for a truly memorable opportunity.

Political Parties Program

Political Parties is the newest program area in the Model Legislature & Court. It is designed to give participants an opportunity to run a political campaign for office. In this program, students will form political parties for the purpose of getting candidates for office elected. Each of the four parties will be led by a party chair who will help shape the party's platform, select party leadership, and coordinate the party's efforts to recruit both officer candidates and party members.

Party leadership will attempt to recruit candidates to run as a member of their party. Parties will also recruit delegates to join their party. Parties will receive "Y&G bucks" for each member they recruit and each candidate they get elected to office. Parties may spend these "Y&G bucks" to purchase advertising space from Y&G.

The Political Polling Program

This program is designed to teach delegates another real world component of the political process; the polling process. This process involves measuring and interpreting people's opinions, and often includes the gathering of information about political candidates, as well as people's interests and/or concerns. This information can then be used to determine/shape legislation, a campaign, or training.

At T&E II delegates will break into five teams of four with four, with each team following the lead of the team captain. These teams will learn about data collection and analysis, identifying bias, and the importance of phrasing in shaping survey results.

Delegates in this program area will have the opportunity to interact with Political Parties, Broadcast Media, Press Corps, Governor's Office, Lobbyist Program and Y&G Administration.

Page Program

The Page Program is designed to allow new participants an opportunity to see every facet of the Model Legislature & Court (ML/C). Pages work closely with the Legislative houses, Governor's office, and Court programs. The page program offers opportunities for a wide variety of delegates.

Page duties are broadly varied. They range from tasks such as assisting the Youth Governor to operational chores. Each job is vital to the efficient operation of the ML/C. The program is designed to provide students real life skills (interviewing and time management skills). The Page program models the administrative assistants found in most government and business offices.

The Page program is comprised of permanent and rotating positions. Permanent Pages will stay with their assignment for the duration of ML/C. Most of the Permanent Pages are selected through an interview process and handpicked by a youth leader. Roaming Pages' tasks will vary from day to day depending on the needs of the Legislative houses and Courts.

Forum Program

The Forum program is designed to give freshman a unique Youth & Government experience. Forum members form committees based in topics of interest. In these committees, members meet with subject matter experts who help them create legislation.

A member of the Forum Program will:

- Be a part of a group of 15-20 delegates.
- Assume a specific role and perform the duties assigned to that role. Roles include Chairperson, Vice-Chairperson, Clerk, Chaplain, Fiscal Analyst, Court, Press, and Lobbyist.
- Be familiar with the issues pertaining to the topic of your Forum group.
- Interview guest experts and discuss and analyze their testimony.
- Present research from their specific role to the Forum group.
- Work with other Forum group members to create a bill addressing the topic of the group from all information gathered.
- Debate bills in the Forum house using parliamentary procedure.

Forum members choose roles within the forum. They may run for office, lobby bills, be a legislator or court member. These roles are the same as those in the ML/C but within the Forum program.

Role Selection

After T&E I, you will have to work with your delegates to assign roles. ML/C roles are assigned using the Distribution Formula. Most advisors have delegates submit their top three choices and then assign roles based on attendance and participation.

How to determine who gets what role

One of the most important things advisors must do between [Bob I](#) and [Bob II](#) (other than pay bills, turn in paperwork and all the work on their delegation's legislation) is figure out how they are going to decide which delegate gets to go to which program area based on the Distribution Formula handout.

When you take a look at the Distribution Formula handout, make sure you subtract your [Forum kids](#) from your total delegation number (i.e., if you have 25 delegates and 5 are in the Forum, you only count 20).

Now that you have the number of spaces available for the different program areas, you need to decide who is going where. A common place to start is to have the delegates fill out a form where they list the three different program areas they want to participate in. Here are some additional methods for determining role:

- Delegation officer
- Number of years in the program
- Which role would fit the delegate's personality best
- Number of meetings missed/late for
- If they stood out during Bill Hearing Night

This by no means has to just be up to the Lead Advisor. Many Lead Advisors meet with all the advisors to help figure out who is ending up where.

If you have delegates fill out a form where they list their top three choices, make sure you let them know that not everyone will get their first or second choice.

What to do with your former delegates

As you finish the program year, you will undoubtedly have delegates who wish to continue in the ML/C. As Youth & Government does not allow advisors to be under 21 years of age (see [Under 21 Advisor Policy](#) in [Policies](#) section), you can encourage them to apply to the intern or logistics programs.

The Intern program is a leadership development program for college Freshmen, Sophomores and Juniors. Interns must attend all ML/C conferences, as well as their own Leadership Conference.

First year Interns help lead the Forum program acting as Forum advisors and getting a small taste of what it's like to be an advisor on the delegation level. Returning interns will be placed in program areas to assist volunteer staff or they will assist in the supervision of Forum interns. This is an opportunity for interns to learn about a new program area and gives them a firsthand experience on what it takes to be a program staff member.

Interns selected to participate for a third year have two options to choose from. The first option is that they may continue with the program at the staff level. Under the guidance of the intern staff, these interns lead their peers and supervise the intern program. They plan events for the Intern Retreat, run meetings at the conferences, evaluate their fellow interns, and continue to develop the program for future years. The second option is for interns to assist delegations as junior advisors. These interns are paired with a local delegation and receive guidance from experienced delegation advisors, as well as intern staff so that they can become qualified advisors to continue the success of the ML/C.

The Logistics crew is the backbone of Y&G conferences. Logistics Staff attend all ML/C conferences, and works to ensure the facilities are ready to handle the nearly 2,500 Youth & Government participants. At the Training & Elections Conferences they set up and take down chairs, distribute toilet paper, handle some crowd control, and help clear the classrooms at the end of the conference. In Sacramento, the Logistics Staff help with check in, handle some crowd control, work the Information Desk, and are on hand to pitch in on any task should the need arise.

Former delegates can also be a huge help in selling your program to parents and potential delegates. It says a lot about your program if former delegates will take time out of their schedules to come back for a night or two. Parents love hearing from people how much Y&G will affect their children in a positive manner and potential delegates are more likely to listen to someone closer to their age than a bunch of old advisors.

ELECTED AND APPOINTED LEADERSHIP

One of the important facets of the Youth & Government Program is the opportunity for participants to serve in leadership positions throughout the program. In the Model Legislature & Court there are two types of leadership positions: appointed leadership and elected officers.

There are three types of elections for officers in the ML/C. Offices are divided into three categories. Delegations may not have more than five total nominations (no more than one in Category 1, one in Category 2 and no more than 5 in Category 3).

Candidate Photos

Whenever 2,400 bright motivated teens participate in a program, the level of competition for leadership opportunities is intense. It is essential that advisors and delegates read the Qualifications and Duties of Elected Officers for each office and that Nomination Forms are filled out clearly. To help ensure the candidate has a positive experience, please make sure all forms are submitted prior to the deadline. When submitting officer applications, the electronic system will automatically log the time of submission. Late applications will not be accepted. The Y&G office recommends that the local delegation asks candidates to turn in their forms one week before they are due and that they are checked and signed by the advisor. **All nomination forms require the submission of a candidate photo.** Since these photos are used in program schedules and the Commemorative Book, it is important that the picture meets the following guidelines:

- Head and shoulders formal photo
- Plain white background
- Sharp picture in either color or black and white
- Delegates must be dressed in Sacramento Attire
- Please DO NOT edit the picture
- NO CELL PHONE PICTURES

POLICY ON PHOTO SUBMISSION: Officer candidate photos must be submitted by the application deadline. Failure to submit an appropriate photo will result in disqualification.

All elected officers and appointed leadership are required to arrive at the ML/C Conference in Sacramento one day early to participate in officer training.

Where They Run For Office

Some candidates run for office in front of the entire ML/C. Some candidates only run for office in front of their program area. If your delegate is running for a Category 1 or Category 2 position, they will be speaking in front of the entire ML/C and in smaller groups during Meet The Candidate (MTC) sessions. Category 3 and 4 candidates only speak in front of their program area.

Election Rules

Model Legislature & Court Elections Policy

This document contains the complete set of rules governing the running of candidates for office in the Model Legislature & Court program. This list of rules is intended to be inclusive and will supersede any previous rules or guidelines written or unwritten. Any areas not covered by this policy will be decided by the President/CEO of California YMCA Youth & Government.

Convention Style Election Rules & Procedure

Voting

- Each delegation may cast one vote for each delegate in attendance.
- Delegation will cast its votes on a Delegation Ballot.
- Ballots will be distributed at the Convention, and delegates should not cast their votes until all speakers have given their final Convention Speech/Debate.
- Once the Delegation Ballot has been submitted, delegates may not change their vote. The count submitted on the ballot will be the official vote, regardless of the vote count announced by delegation representatives during the convention-style proceedings.

Proceedings

- Candidates will participate in a debate, moderated by the Secretary of State. Debate format will be at the discretion of the moderator and announced to the candidates prior to the debate.
- Delegation Ballots will be distributed following the debate.
- Delegations will complete and submit the official vote count to the Secretary of State.
- Delegations will appoint a representative(s) to announce their votes to the convention.

Secret Ballot Election Rules & Procedure

- Each delegate in attendance of the conference may cast one vote for each ballot item that they are eligible to vote on.
- Each delegate will cast their votes on an individual ballot (not a delegation ballot).
- Delegates voting privilege may not be assigned to anyone else; each delegate must cast their own vote(s).
- Votes must be cast during designated polling times. Votes outside designated polling times will not be counted.
- Distracting behavior (including talking) will not be permitted in a polling area. Voters may be asked to leave if they partake in this behavior.
- Campaigning for any candidate or ballot measure is prohibited within 100 feet of a polling place.
- Only votes cast via the official ballot, in accordance with rules outlined on the ballot, will be counted.
- Final vote counts will be tallied and verified by the Office of Secretary of State.
- Candidates will be listed on the ballot in a random order

Elections Schedule

Training & Elections I

The following positions are elected by secret ballot at Training & Elections I:

- State Legislative Analyst
- State Superintendent of Public Instruction
- National Issues Commission Presiding Commissioners (vote for four)
- President Pro-Tempore
- Speaker of the Assembly Pro-Tempore
- Forum Chief Clerk of the Assembly*
- Forum Secretary of the Senate*
- Forum Sgt.-At-Arms of Senate and Assembly *
- *The Forum runs its own elections.

The following positions are qualified by a secret ballot primary at Training & Elections I:

- Chief Justice of the Supreme Court is narrowed to two finalists
- Speaker of the Assembly is narrowed to two finalists
- Lieutenant Governor is narrowed to two finalists

The following positions are elected by a convention style election at Training & Elections I:

- Chief Justice (from the finalists)

Training & Elections II

The following positions are elected by secret ballot at Training and Elections II in house:

- Forum Lt. Governor and Speaker of the Assembly
- NIC Administrative Clerk
- NIC Adversary General
- Chief Clerk of the Assembly
- Secretary of the Senate
- Sgt.-At-Arms of the Senate and Assembly
- Attorney General
- Presiding Justice
- District Attorney
- Constitutional Convention Presiding Speaker

The following positions are elected by secret ballot at Training and Elections II:

- Speaker of the Assembly (from the finalists)
- Lieutenant Governor (from the finalists)

The following positions are qualified by a secret ballot primary at Training & Elections II:

- Secretary of State is narrowed to two finalists
- Youth Governor is narrowed to five semi-finalists (one candidate from each political party, and one unaffiliated candidate will advance).

Sacramento

The following position is elected by secret ballot at Sacramento:

- Secretary of State

The following position is elected by convention style election at Sacramento:

- Youth Governor
- Final two candidates will qualify by secret ballot at Sacramento
- Youth Governor is elected Convention Style at the Governor's Banquet

Open Races & Line of Succession

Open Positions

In the event that no candidates qualify to run for an elected position, the Youth Governor shall appoint a delegate to the position.

Line of Succession

In the event that the Youth Governor is unable to fulfill their duties, the following line of succession will determine a replacement until the Youth Governor is able to perform their duties again:

- Lieutenant Governor
- President Pro-Tempore
- Speaker of the Assembly
- Secretary of State
- Appointment by Youth & Government Core Staff

In the event that an elected officer other than the Youth Governor is unable to fulfill their duties, the Youth Governor shall appoint a replacement until that the officer is able to perform their duties again.

Rules Governing Statewide Campaigns

Dress Code:

- All candidates must be in Sacramento Attire during all Meet the Candidates sessions. At Camp Roberts, dress shoes may be substituted by appropriate shoes for the environment.
- Candidates must attend all mandatory meetings posted in conference schedules.

Attendance and Speeches:

- Candidate must attend and deliver a speech at all applicable Meet the Candidates sessions.
- Training & Elections conference speeches may be up to two minutes. Sacramento speeches may be up to five minutes.
- Speech topics and language must be appropriate to the candidacy and position.

Finance:

- All campaign-related expenses must be recorded on a Campaign Finance Disclosure Form. Disclosure forms must be submitted to the Office of the Secretary of State by end of dinner on the first day of each conference. If the election proceedings span over multiple conferences, a new form must be submitted at each conference with *all* campaign expenses reported from the entire campaign process.
- Receipts for campaign materials may be required to prove the value of an expense.
- All candidates who run in primary elections (EXCEPT Forum candidates) will be allotted a total of \$400 to spend over the course of the primary and general elections. Candidates will be allotted \$250 in their primary election and continuing candidates will be allotted the remaining \$150. *This category includes candidates for Lt. Governor, Speaker of the Assembly, Youth Governor and Secretary of State.* All other candidates will be allotted a total of \$250 for their election campaigns. *This category includes ALL Forum offices, ALL Judicial offices, Chief Clerk of the Assembly, Secretary of the Senate, ALL NIC offices, Constitutional Convention Presiding Speaker, State Legislative Analyst, State Superintendent of Public Instruction, President Pro-Tem, Speaker Pro-Tem, Sgt.-at-Arms of the Senate/Assembly.*
- Transportation costs (i.e. gas, fares, fees, etc) do not count as a campaign expense.
- An inter-delegation campaign fee will apply for visiting and campaigning to delegations other than the candidates' own. These fees must be reported on the Campaign Finance

Disclosure Form and should be deducted from the allowed campaign funds. The fees are as follows:

- \$5 fee for visiting a delegation of 1-20 delegates
- \$10 fee for visiting a delegation of 21-50 delegates
- \$15 fee for visiting a delegation of 51-80 delegates
- \$20 fee for visiting a delegation of 80+ delegates
- Candidates are encouraged to receive donations. All donations must be recorded as an expense on a Campaign Finance Disclosure Form.
- The Office of the Secretary of State will review all campaign finance records and may choose to audit a candidate at their discretion for more information.
-

Promotional Items

- No sticky-backed/adhesive promotional items.
- No confetti, small pieces of paper, balloons or any items that are likely to result in litter. No chewing gum.
- No leaflets or flyers.
- Campaign materials may not be affixed to or hung in undesignated locations.
- A sample of each campaign material must be submitted with the Campaign Finance Disclosure Form.

Qualifications

- Candidates must submit a color, print-quality photo of themselves in Sacramento attire with their application.
- Applications must be signed by an advisor from the candidate's delegation.
- Candidate applications must be postmarked or submitted by deadline published on the Model Legislature & Court Calendar.

Candidates must meet all qualifications for office outlined in the General Qualifications for All Leadership Positions

Delegation Candidate Criteria

- Delegations must run candidates in accordance with the general criteria for candidates as well as any criteria specific to the office which they seek

Enforcement & Changes

- Campaign guidelines will be monitored and enforced by the Office of Secretary of State.
- Any candidate that has been identified as committing an action that violates the spirit of Youth & Government and manipulating the electoral process may be disqualified at the discretion of the CEO or his/her designee.
- Change to any elections or campaign rules may be recommended to the Elections Commission.

Elections Commission

The Elections Commission will meet at least once per program year to review the current elections and campaign guidelines. The committee will be chaired by the Secretary of State and will be comprised of the following:

- Four delegates appointed by the Secretary of State
- One Secretary of State Staff member
- At least one Program Commission Member
- Two Advisors (preferably one small and one large delegations)

The Elections Commission may recommend policy changes to the Program Commission.

Candidate Handbook

Running for Office in Y&G

Congratulations on your decision to run for office! The purpose of this pamphlet is to guide you through this tumultuous and rewarding process. This handbook is intended as a guide. For a complete list of election rules please see the Election Rules

Campaigning at Local YMCAs

As a candidate, you will have the opportunity to campaign at conferences and at local YMCAs. Both are important. To campaign at a local YMCA, call the delegation president and make an appointment to attend an upcoming meeting. (Ask your advisor for the statewide list of contact information for delegations to get the phone number, or e-mail us at elections@calymca.org) At the meeting, expect the opportunity to give a short speech on a topic of your choice and a brief question and answer session following. It's a good idea to campaign in more formal attire.

Campaigning at Conferences

This is the formal part of your campaign. You must wear business attire during the Meet the Candidates Sessions (MTCs). All candidates will attend a brief meeting after the opening joint session to review the schedule. Before the MTC's, you will have the opportunity to meet people and hand out promotional items as long as they are not leaflets, flyers, stick-on badges, or confetti. During the opening Joint Convention, a slide show will introduce you along with other candidates running for your office. During dinner that same day, all candidates will be required to attend a candidate training session to become familiarized with the election process. Do not campaign near the Election Polling Place. Don't hang signs outside of your barracks.

Meet the Candidate Sessions

The rules for the Meet the Candidate sessions will be closely observed. *All speeches will be up to two minutes and will be timed.* Time starts after a candidate states his/her name and delegation. Please time your speeches before hand to ensure that you are not cut-off. Each speech may be on an issue facing the state of California or related to why you make the best candidate. Some latitude will be granted on speech topics but it is important that your speech maintains the dignity of the office for which you are running. The point of the speech is to display your public speaking skills. *Speeches that are off topic or inappropriate in nature will be cut off.* After the speeches, candidates will address questions from the audience.

Important Rules for Elections

There are some very important rules for the election process in Y&G. It is very important that you understand these rules, because failure to abide by them may result in disqualification. Please see the Election Rules for a complete list of candidate rules

- Your speech may be up to 2 minutes and will be timed. If you are over, you will be cut-off.

- Your speech may be on an important issue to the state of California or related to why you would make a good candidate. Speeches must be respectful in tone. Inappropriate or silly speeches will not be tolerated.
- Monetary Guidelines. Candidates will not spend more than \$250 on a campaign, unless they are running for Governor who may spend up to \$400. Any transportation costs incurred while campaigning at local delegations does not count as an expense. Donated items count towards spending limits.
- All candidates will keep track of their campaign financing & turn in their campaign financial disclosure statements must be submitted to the Office of the Secretary of State by end of dinner on the first day of each conference. The statement forms were included with this mailing.
- All candidates must be in Sacramento Attire during all Meet the Candidates sessions. At Camp Roberts, dress shoes may be substituted for appropriate shoes for the environment. Failure to follow this rule will result in disqualification.

Promotional Items at the Conferences

- No sticky backed or adhesive promotion badges
- No confetti, small pieces of paper, or balloons
- Candidates may hand out candy, pins, pencils, etc., but they cannot distribute anything that will add to the "litter" problem. NO GUM!
- Campaign materials may not be affixed to or hung in undesignated locations.

You will be required to supply a sample of each of your promotional campaign giveaways must be submitted to the Office of the Secretary of State by end of dinner on the first day of each conference.

You are required to attend a candidate's meeting immediately following the opening joint session & an additional candidate check in meeting during dinner on the first conference day. Please check the conference handbook for the exact times and locations.

5 Things you should know

1. *Dress Accordingly* – Dress up. You must be in Sacramento business attire during all Meet the Candidate Sessions. You stand out and people can easily recognize candidates in Sacramento dress code, it also helps delegates to understand what the dress code is.
2. *Candidate Training* – Be sure not to miss it immediately following the opening joint session at T&E. Location will be in the conference handbook.
3. *Speeches* – Have one. Time it. Make sure it's on topic. Memorize it if you can. (This makes you look good). Practice.
4. *Meet the Candidate Sessions* – These sessions are where you get to give your speech. You'll also be able to answer some serious and some not so serious questions from the audience.
5. *Have fun* – This is a once-in-a-lifetime thrill ride. Enjoy it.

A Word on Philosophy

Running for office in the California Youth & Government program is a big deal. As a candidate, you gain statewide exposure in the program. People know your name. People recognize your face. Even before you are elected (or even if you aren't – gasp), delegates look to you as an example of how to conduct themselves at conferences. It is incumbent upon you to approach this responsibility with pride, humility, and a keen awareness of the power that you hold to influence others.

Through the years, many winning and losing candidates from the California Youth & Government Program have gone on to top leadership positions in business and government. Much of the valuable experience that they gained was gained in the *process* of running for office, win or lose. Congratulations again on your decision to take part in this prestigious and rewarding process. Good luck!

After the Election

If Your Candidate Wins: If your delegate wins their bid for office, they will be very busy throughout the ML/C. They will have to arrive in Sacramento a day early to prepare. Please impress upon your delegates the importance of being a role model and setting a good example.

If Your Candidate Doesn't Win: Running for office in the ML/C is a highly competitive process. Each year many more delegates run for office than win. Please prepare your delegate for the possibility that they may not win. A caring advisor can do a lot to minimize the heartache caused by losing an election and use it as a teaching moment.

Model Legislature & Court Officer Categories

Delegations may run ONE candidate in Category 1, ONE for Category 2 and up to FIVE for Category 3, as long as their total number of candidates is no more than five. For example, the Hogwarts delegation could run Governor, Chief Justice, Forum Sgt-At-Arms, NIC PC and Presiding Justice candidates, but not Governor, Secretary of State, Speaker of the Assembly, NIC PC and Chief Justice.

This year we've added a new category, Category 4: Grassroots Leadership. This group of officers is selected in their program area and does NOT count against your number of candidates running for office. This means that you can run five candidates for Categories 1 to 3, and still run additional delegates for Category 4.

Category 1: Statewide Leadership

- | | |
|---------------------------------------------|------------------------------------|
| <input type="checkbox"/> Youth Governor | Primary at T&E II, Elected at ML/C |
| <input type="checkbox"/> Secretary of State | Primary at T&E II, Elected at ML/C |

Category 2: Program Leadership

- | | |
|-----------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Lt. Governor | Primary at T&E I, Elected at T&E II |
| <input type="checkbox"/> Speaker of the Assembly | Primary at T&E I, Elected at T&E II |
| <input type="checkbox"/> Chief Justice | Elected at T&E I |
| <input type="checkbox"/> NIC Presiding Commissioner | Elected at T&E I |

Category 3: Program Area Leadership

- | | |
|------------------------------------------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Attorney General | Elected at T&E II |
| <input type="checkbox"/> District Attorney | Elected at T&E II |
| <input type="checkbox"/> Forum Sgt-At-Arms (Senate/Assembly) | Elected at T&E I |
| <input type="checkbox"/> Forum Secretary/Chief Clerk | Elected at T&E I |
| <input type="checkbox"/> Forum Speaker of the Assembly | Primary at T&E I, Elected at T&E II |
| <input type="checkbox"/> Forum Lt. Governor | Primary at T&E I, Elected at T&E II |
| <input type="checkbox"/> NIC Administrative Clerk | Elected at T&E II |
| <input type="checkbox"/> Presiding Justice | Elected at T&E II |
| <input type="checkbox"/> Secretary of the Senate/Chief Clerk of the Assembly | Elected at T&E II |
| <input type="checkbox"/> Sgt-At-Arms (Senate/Assembly) | Elected at T&E II |
| <input type="checkbox"/> Speaker/President Pro-Tem | Elected at T&E I |
| <input type="checkbox"/> State Legislative Analyst | Elected at T&E I |
| <input type="checkbox"/> State Superintendent of Public Instruction | Elected at T&E I |

Category 4: Grassroots Leadership

- | | |
|-----------------------------------------------------------------------------------|-------------------|
| <input type="checkbox"/> NIC Adversary General | Elected at T&E II |
| <input type="checkbox"/> Chief Polling Officer | Elected at T&E II |
| <input type="checkbox"/> Presiding Speaker of the State Constitutional Convention | Elected at T&E II |
| <input type="checkbox"/> Pro-Tem of the State Constitutional Convention | Elected at T&E II |

Qualifications and Duties of Officers

General Qualifications for All Leadership Positions

- A member in good standing of a YMCA Association or non-YMCA delegation
 - Nomination approved by the Lead Delegation Advisor
 - Willingness to receive special training
 - In [Sacramento dress code](#) while engaged in campaign or officer functions (e.g. Meet the Candidates Sessions, during interviews, and while presiding) [candidates for elected office and elected officers only].
 - Meets the special qualifications as listed below
-

Special Qualifications for Each Office

Category 1: Statewide Leadership

Youth Governor

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership Positions.
- Has taken part in the previous YMCA Model Legislature/Court.
- Is a Junior in high school (grade 11) at the time of nomination.
- Recognized leadership in school, community, or YMCA activities.
- Ability to speak in public clearly and to the point.
- Knowledge of current problems facing the State of California.

Duties

- Is the official youth representative of the Model Legislature & Court program.
- Represents California YMCA at official functions.
- Addresses entire Model Legislature & Court.
- Appoints cabinet members who he/she feels will improve the performance of the program.
- Reviews legislation passed by the Model Legislature and either signs or vetoes it (Governor does not sign or veto Constitutional Amendments, Joint Resolutions, or Concurrent Resolutions).
- Serves as Youth Division Manager of the Future Leaders Campaign
- Attends the National Youth Governor's Conference and leads the California delegation to the YMCA Youth Conference on National Affairs.
- Serves as a member of the Governing Board and Program Committee.
- Appoints youth members to the Governing Board.
- Must attend all conferences (T&E I, T&E II, ML/C, Spring Conference, Model United Nations Summit, Youth Governor's Conference, CONA) and attend various fundraisers and other functions as needed.

Secretary of State

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Has taken part in the previous YMCA Model Legislature/Court or Spring Conference
- Is a Junior in high school (grade 11) at the time of nomination.
- Recognized leadership in school, community, or YMCA activities
- Ability to organize and keep all the records of the Model Legislature for the printed report

Duties

- Places the bills passed out of Committees on to the Legislative Calendar.
- Keeps a record of official acts of all Houses.
- Receives Bills, Resolutions, and Constitutional Amendments passed by the Legislature and makes an official file on same.
- Keeps record of bills signed and vetoed by the Governor.
- Gathers official items and letters, which are designated as the final report and see that they are returned to the proper official of the Youth & Government Program.
- Tallies the results of the Lobbyist Initiatives Program and announce them at the closing session.
- Supervise the counting of ballots at all elections.
- Oversee the Elections Committee
- Must attend all conferences (T&E I, T&E II and ML/C)

Category 2: Program Leadership

Lieutenant Governor / Speaker of the Assembly

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- At least a Junior in high school
- Has taken part in the previous YMCA Model Legislature/Court in the Legislature.
- Recognized leadership in school, community or YMCA activities.
- Ability to speak in public clearly and to the point
- Knowledge of parliamentary procedure and the legislative process.

Duties

- Performs the duties of the [Governor](#) in the Governor's absence (Lt. Gov.).
- As President of the Senate, presides at its sessions (Lt. Gov.).
- Presides over legislative sessions of the Assembly (Speaker).
- Presides over Joint Session in Sacramento (both).
- Studies and becomes well-informed in parliamentary procedures, the Legislative process, and the Standing Joint Rules (both).
- May be called upon to speak and/or introduce guest speakers at Joint Session.
- May be called upon to represent Youth & Government and speak to other groups as they are able.

Chief Justice of the Supreme Court

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership Positions.
- Has taken part in the previous YMCA Model Legislature/Court in the Court program.
- At least a Junior in high school
- Recognized leadership in school, community, or YMCA activities.
- Ability to speak in public clearly and to the point.

Duties

- Introduces the Court at opening session of Model Legislature/Court conference.
- Administers Oath of Office to Youth Officers.
- Interviews and selects Supreme Court program participants.
- Presides over the Supreme Court and at all ceremonial sessions of the Court Program.
- Presents the Supreme Court and presides at the reading of the opinions of the Court.
- May be called upon to speak and/or introduce guest speakers at Joint Session

National Issues Commissions (NIC) Presiding Commissioner

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- At least a Junior in high school
- Has taken part in the previous YMCA Model Legislature/Court in the NIC program
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point
- Must have previously taken part in the NIC program

Duties

- Presides over sessions of the NIC General Assembly.
- Studies and become well-informed in NIC procedures.

Category 3: Program Area Leadership

Attorney General / Presiding Justice of Judicial Review

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Has taken part in the Court Program (this can include Forum Court) at a previous YMCA Model Legislature/Court
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point

Duties

- Assists the [Governor](#) and the Legislature as Chief Attorney for the State (A.G.).
- Appears as Chief Attorney for the State in cases before the Supreme Court (A.G.).
- May appear as an amicus at the Court of Appeals (A.G.).
- Assists with selection of Supreme Court program participants. (A.G.)
- Directs a staff of Deputy Attorneys General (A.G.).
- Presides over Judicial Review program (P.J.).

- Assists with selection of Judicial Review program participants (P.J.)

Chief Clerk of the Assembly / Secretary of the Senate / NIC Administrative Clerk

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to keep accurate minutes and to read them clearly and rapidly
- Ability to organize clerical work

Duties

- Read the title, number, and committee of bills/proposals to the Model Legislature/NIC General Assembly.
- Receive bills/proposals and, with the assistance of the [Secretary of State](#), place them on the calendar according to the Rules of the Senate, Assembly, or NIC.
- Read entire bills to the legislators when requested to do so by the presiding officer.
- Count the votes on all balloting, other than voice vote, and report the results to the presiding officer.
- Promptly send all bills passed by the legislators to the other House, the Secretary of State, or to the Governor, with a report of the vote by which the bill was passed or defeated.
- Care for any property of the State Legislature loaned to the Model Legislature for use during the ML/C, and arrange for its return.
- Write letters of thanks to officials who assisted in the conduct of the Model Legislature.
- Announce the arrival of special guests of honor to whom this honor is due.
- Direct the activities of the Pages assigned to this office.

District Attorney

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership Positions.
- Has taken part in the Court Program (including Forum Court) at a previous YMCA Model Legislature/Court.
- Recognized leadership in school, community, or YMCA activities.
- Ability to speak in public clearly and to the point

Duties

- Assume a leadership role in the Jury Trial Program.
- Organizes oral arguments.
- Presents the State's case in Jury Trial.

Forum Lt. Governor / Speaker of the Assembly

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Is a member in good standing of the Forum Program.
- Recognized leadership in school, community, or YMCA activities.

Duties

- As President of the Forum Senate, presides at its sessions (Forum Lt. Gov.).
- Presides over legislative sessions of the Forum Assembly (Forum Speaker).
- Studies and becomes well-informed in parliamentary procedures, the Legislative process, and the Standing Joint Rules (both).

Forum Secretary / Chief Clerk

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Is a member in good standing of the Forum Program.
- Recognized leadership in school, community, or YMCA activities.

Duties

- Reads the title, number, and committee of bills/proposals to the Forum Legislature.
- Receives bills and places them on the calendar according to the rules of the Senate/Assembly.
- Reads entire bills to the legislators when requested to do so by the presiding officer.
- Counts the votes, and report the results to the presiding officer.
- Announces the arrival of special guests of honor to whom this honor is due.

Forum Sgt-At-Arms (Senate/Assembly)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Is a member in good standing of the Forum Program.
- Recognized leadership in school, community, or YMCA activities.

Duties

- Attend all legislative sessions.
- Preserve order and decorum as directed by the presiding officer.
- See that only those allowed by the rules of the House are admitted to the floor during House sessions.

President Pro-Tem of the Senate/Speaker Pro-Tem of the Assembly

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Has taken part in the previous YMCA Model Legislature/Court
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point
- Knowledge of parliamentary procedure and the legislative process.

Duties

- Presides over legislative sessions of the Assembly or Senate.
- Studies and becomes well-informed in parliamentary procedures, the Legislative process, and the Standing Joint Rules.
- May be called upon to represent Youth & Government and speak to other groups as they are able.

Sergeant-At-Arms of the Assembly / Senate

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to exercise good judgment in enforcing Rules of Decorum
- Ability to organize and direct Pages assigned to this office

Duties

- Attends all legislative sessions.
- Preserves order and decorum as directed by the presiding officer.
- Sees that only those allowed by the Rules of the House are admitted to the floor during House sessions.
- Directs the activities of the Pages assigned to assist in carrying out the above duties.
- Safeguard the property of the State of California by diligently supervising the conduct of members in chambers in regards to the care of furniture, fixtures, and equipment.

State Legislative Analyst

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Has some knowledge of accounting, budgeting controls, and State government

Duties

- Analyze pending legislation for fiscal impact upon Model State Budget.
- Determines prospective cost of implementing new legislative proposals where applicable.
- Testifies in Committee and in the Legislature regarding cost and revenue on bills.
- Recommends annual budget to Governor's office.
- Directs staff to affect these duties.

State Superintendent of Public Instruction

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point

Duties

- Serves as presiding officer of the State Board of Education.
- Offers advice and counsel to Board of Education Task Forces.
- Leads training sessions at T&E II, in consultation with Program Staff.
- May be called upon to introduce guest speakers at Opening Joint Session of the ML/C.
- Presents a verbal summary of the Board of Education's work at the Closing Joint Session.
- If desired, may address legislative committees, NIC commissions and legislative houses regarding educational issues in general and/or speak for or against pending legislation/proposals.

Category 4: Grassroots Leadership

NIC Adversary General

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Has taken part in the previous YMCA Model Legislature/Court
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point

Duties

- Researches General Assembly proposals with staff of 4 District Adversaries.
- With the aid of District Adversaries, develop “con” speeches for every proposal in GA
- Studies and become well-informed in NIC procedures.

State Constitutional Convention Presiding Speaker

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point
- Must be a Senior in high school
- Demonstrated knowledge of parliamentary procedures and the legislative process

Duties

- Preside over sessions of the Constitutional Convention.
- Study and become well-informed in parliamentary procedures

APPOINTED LEADERSHIP

Leadership roles for our first conference of the program year, [T&E I](#), are selected by staff based on information from the T&E I Conference Leadership Application Forms. Assembly Speakers, Speaker Pro-Tems and Committee Chairs are picked based on their prior Youth & Government experience and their school and civic background. Delegations may send in as many applications as they want for these positions, but are encouraged to select only those youth who exhibit above-average leadership skills. Selected delegates serve in their roles for T&E I only. T&E I Leadership applicants may also run for elected offices.

At [T&E II](#), staff in the different program areas interview and select leadership for their respective programs. These include:

Committee/Commission Chairs

As these are some of the most important positions in the program, many delegates want to apply for Chair positions. Delegates can apply to be chairs in either the Legislature or NIC. Each delegation is allowed to submit four nominations. The staff selects Legislative Chairs for T&E I based on applications. Legislative and NIC Chairs for T&E II and the [ML/C](#) are selected by application and interview. Chairs are taught to lead delegates through the committee/commission process using parliamentary procedure. Because of the extensive interview/training process, delegates who apply for Chair should not apply for any other leadership position.

Judicial Program

The Judicial Program offers numerous leadership slots based upon applications and interviews. The positions include:

[Supreme Court Justice](#)

[Supreme Court Attorney](#)

[Judicial Review](#)

[Jury Trial Attorney](#)

Press Corps

Several different editor assignments are chosen by the staff of the Press Corps program. These include:

Executive Staff (chosen at T&E I):

Editor-In-Chief, Daily Voice

Editor-In-Chief,
Magazine(2)
Art Director

Sunday Editor-In-Chief, Daily Voice Online

Editorial Staff (chosen at T&E II):

Business Manager

Entertainment Editor

Production Manager

Opinions Editor

News Editor

Features Editor

Staff is chosen by application and interview. The interviews and selection for all executive leadership and publication editors will be held at Training & Elections I. Because of the extensive interview/training process, delegates who apply for Press Leadership may not apply for any other

leadership position. Press Corps Leadership is expected to arrive at the Sacramento ML/C Conference one day early to begin preparations.

Broadcast Media

All positions in the Broadcast Media program are selected via application, interview, and on-camera audition by the Broadcast Media staff. Technical, production, and on-air positions are always extremely popular and vigorously contested. Delegations may not assign anyone to this program. Delegates must be assigned elsewhere and will be transferred to Broadcast Media should they be successful in the interview process. Because of the extensive interview/selection process, delegates who apply for Broadcast Media leadership positions may not apply for any other leadership position.

Delegates are encouraged to fill out their applications clearly, and accurately. Advisors will be asked to sign each form verifying that the information is correct and that no frivolous information is included.

Chaplains

[Chaplains](#) are selected at T&E I. Their job is to set the tone the tone for all conference functions by providing inspirational readings and speeches. Chaplain applicants must possess the maturity to compose and offer inspirational speeches in public for both youth and adults.

Appointed Leadership Breakdown

Appointed at	Program Area	Position	Limit to applications
Prior to T&E I	Cabinet	Chief of Staff	None
Prior to T&E I	Political Parties	Political Party Chair	None
T&E I	Chaplain	Chaplain	5/delegation
T&E I	Legislative Houses	Committee Chair	5/delegation
T&E I	Press Corps	Art Director	None
T&E I	Press Corps	Editor-in-Chief, Daily Voice	None
T&E I	Press Corps	Editor-in-Chief, Daily Voice Online	None
T&E I	Press Corps	Editor-in-Chief, Sunday Magazine	None
T&E I	Press Corps	State Historian	None
T&E II	Board of Education	Deputy Superintendent of Public Instruction	None
T&E II	Broadcast Media	Chief Engineer	None
T&E II	Broadcast Media	Producer	None
T&E II	Broadcast Media	Reporter	None
T&E II	Broadcast Media	Technical Crew	None
T&E II	Cabinet	Governor's Cabinet	None
T&E II	Judicial Review	Judicial Review Attorney	None
T&E II	Judicial Review	Judicial Review Justice	None
T&E II	Jury Trial	Jury Trial Attorney	None
T&E II	Lobbyist	Governor's Lobbyist	None
T&E II	NIC	Commission Chair	5/delegation
T&E II	Page	Chief Page	None
T&E II	Press Corps	Business Manager	None
T&E II	Press Corps	Entertainment Editor	None
T&E II	Press Corps	Features Editor	None
T&E II	Press Corps	News Editor	None
T&E II	Press Corps	Photographer	None
T&E II	Press Corps	Production Manager	None
T&E II	State Constitutional Con	Pro-Tem of the State Constitutional Con	None
T&E II	Supreme Court	Supreme Court Attorney	None
T&E II	Supreme Court	Supreme Court Justice	None
ML/C	NIC	NIC Adversary Corps	None

General Qualifications for All Leadership Positions

- A member in good standing of a YMCA Association or non-YMCA delegation
 - Nomination approved by the Lead Delegation Advisor
 - Willingness to receive special training
 - Meets the special qualifications as listed below
-

Special Qualifications for Each Position

Broadcast Media Producer

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Ability to work well and supervise others.

Duties

- Supervise reporters and tech crew
- Work with tech crew to ensure each reporter has equipment and technicians for the day.
- Oversee quality, consistency, and scope of all Broadcast Media productions.
- Coordinate coverage and press conference with Press Corps program.
- Run daily 7:30 A.M. meeting

Broadcast Media Chief Engineer

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Ability to work well and supervise others.
- Proficient in digital video and non-linear editing.

Duties

- Works closely with Producer to manage equipment and tech crew.
- Trains and mentors technicians
- Run daily 7:30 A.M. meeting

Chaplain-At-Large (4 Selected)

(selected by committee of Chaplain Staff Advisor, Youth Governor, and one or more delegates)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Ability to compose and offer inspirational messages in public.

Duties

- Serves on the Friendship Services Planning Committee.
- Prepares special invocations for the various occasions at the Model Legislature.
- Prepares invocations and benedictions in the form of prayers for all Joint Sessions of the Model Legislature as assigned, utilizing inclusive phrases.

NOTE: The Role of the Chaplain: The YMCA movement is based on the principle that equal development of one's mind, body and spirit is essential to fulfill one's fullest potential. The Chaplain's responsibility is to ensure that the spiritual side is relevant, evident, and prominent to every participant in the program.

Chief Page

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.

Duties

- Plan and organize the task of the Page program
- Work well in small groups
- Manage Pages

Governor's Cabinet

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Has taken part in the previous YMCA Model Legislature/Court.
- Willingness to receive special training and travel to the Model Legislature/Court a day early to receive additional instructions.

Duties

- Assist the Youth Governor with passing his/her legislative agenda
- Represent their assigned role within the cabinet.

Governor's Lobbyist

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Has taken part in the previous YMCA Model Legislature/Court as a Lobbyist.
- A good speaker with a working knowledge of parliamentary procedure.
- Is a Senior in high school.

Duties

- Work to pass the Youth Governor's priority legislation.
- Write and promote one or more ballot initiatives at the direction of the Youth Governor.

Judicial Review Attorney/Justice

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Willingness to receive special training and travel to the ML/C a day early to receive additional training.
- Ability to work effectively in a group setting.

Duties

- Act as either an attorney or justice
- Conducts legal research
- Studies and acquires a complete knowledge of the materials acquired
- Either presides over oral argument or presents their arguments before the Judicial Review Court

Jury Trial

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Willingness to receive special training and travel to the ML/C a day early to receive additional training.
- Ability to work effectively in a group setting.

Duties

- Act as an attorney
- Conducts legal research
- Studies and acquires a complete knowledge of the materials acquired
- Presents their oral arguments before the Jury Trial

Legislative Committee Chairpersons &

National Issues Commissions Chairpersons& Budget Committee Chairpersons

(selected by Legislative Committees Staff, National Issues Commission Staff or Dept of Finance Staff)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Willingness to receive special training and travel to the Model Legislature/Court a day early to receive additional instructions
- Has taken part in the previous YMCA Model Legislature/Court or Spring Conference.
- A good speaker with a working knowledge of parliamentary procedure.
- Ability to work effectively with adult advisors and fellow legislators.

Duties

- Presides at all Legislative Committee/NIC Commission/Budget Committee meetings.
- Studies and acquires a complete knowledge of parliamentary procedure, and conducts Committee/Commission sessions in such a way that there is a free exchange of opinions, information, questions, and answers.
- Prioritize the bills/proposals assigned to his/her Committee/Commission and submits docket to Y&G office in a timely manner.
- Assists the clerk in whatever ways are necessary to prepare the records and reports for the Committee/Commission which must be delivered to the Secretary of State at the end of Committee/NIC Commission sessions.
- Facilitates the participation of all Committee/Commission members in the proceedings.

NOTE: Legislative Committee Chairpersons are either Senators or Assemblypersons, as assigned by their local YMCA. Committee Chairpersons cannot serve as Bill Sponsors. NIC Commission Chairs are NIC Commissioners and are required to submit a proposal and will sponsor in the same manner as any other Commissioner.

NIC Adversary Corps

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- A good speaker with a working knowledge of NIC procedure.
- Able to construct oral arguments.

Duties

- Research a General Assembly proposal and meticulously prepare a “con” statement to be delivered during its consideration.

Political Party Chairperson

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Has taken part in the previous YMCA Model Legislature/Court.
- Willingness to receive special training and travel to the Model Legislature/Court a day early to receive additional instructions.

Duties

- Work with staff to develop one of four political party’s platforms.
- Organize/manage the party’s platform.
- Organize/manage the party’s various campaigns.

Press Corps Publisher

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- At least one year prior ML/C Press Corps experience.
- Ability to work well and supervise others.
- Good computer skills – word processing and InDesign.
- Some experience in photography and the use of a digital camera.
- Some experience with website design.

Duties

- Supervise the executive leadership of the Press Corps program
- Facilitate all staff and editor meetings.
- Oversee quality, consistency, and scope of all Press Corps publications.
- Coordinate coverage and press conference with Broadcast Media program.

Press Corps Executive Leadership (Chosen at T&E I)

(Editor-in-Chief of Daily Voice, Editor-in-Chief of the Sunday Magazine (2), Editor-in-Chief of Daily Voice Online, State Historian, Art Director)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- At least one year prior ML/C Press Corps experience (including Forum Press leadership roles).
- Ability to work well and supervise others.
- Good computer skills – word processing and InDesign.
- Some experience in photography and the use of a digital camera.
- Some experience with website design.

Duties

- Please see Press Corps information form and Leadership Application for specifics. Duties vary by title, but involve overseeing the day to day operations of the Press Corps and facilitating staff writers.

Press Corps Editorial Staff (Chosen at T&E II)

(Business Manager, Production Manager, News Editor, Entertainment Editor, Opinions Editor, Features Editor)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Ability to work well and supervise others.
- Good computer skills – word processing and InDesign.
- Some experience in photography and the use of a digital camera.
- Some experience with website design.

Duties

- Supervise staff writers.
- Develop story assignments for each publication.
- Create and proof page layouts.

Deputy State Superintendent of Public Instruction

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point

Duties

- Serves as presiding officer of the State Board of Education.
- Offers advice and counsel to Board of Education Task Forces.
- Leads training sessions at T&E II, in consultation with Program Staff.
- May be called upon to introduce guest speakers at Opening Joint Session of the ML/C.
- Presents a verbal summary of the Board of Education's work at the Closing Joint Session.

- If desired, may address legislative committees, NIC commissions and legislative houses regarding educational issues in general and/or speak for or against pending legislation/proposals.

Supreme Court Attorney/Justice

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Willingness to receive special training and travel to the ML/C a day early to receive additional training.
- Ability to work effectively in a group setting.

Duties

- Act as either an attorney or justice
- Conducts legal research
- Studies and acquires a complete knowledge of the materials acquired
- Either presides over oral argument or presents their arguments before the Supreme Court

BILL DEVELOPMENT

One of the major components of the ML/C is the development of your delegation's "bill." Your bill is a piece of legislation authored and sponsored by your delegates. Your delegation must submit one bill per 25 delegates. Your bill will be assigned a House of Origin when you submit it online at our bill submission website calymca.org/bills. The House of Origin is the House ([Assembly or Senate](#)) in which your bill starts out.

You should be familiar with the process by which a bill becomes a law. First, a bill is written and introduced in Committee. If the bill passes through committee, it goes to the House of Origin for consideration. If it passes through the house, it must go to the opposite house (Assembly or Senate) to begin the process again. Bills that pass both houses go to the Governor for approval or veto. At any point during this process, the bill can be Amended (changed) or Postponed Indefinitely (killed).

Due to limited time, Bills that pass through the House of Origin in the ML/C are placed on a consent calendar in the opposite house. That house then votes to ratify the entire calendar. Unless, a member elects to have a bill pulled from the consent calendar, it should pass its opposite house. Once passed by both Houses, the bill goes to the Governor to be signed or vetoed. If time permits, the Houses may elect to reconsider any Bill vetoed by the Governor. A 2/3 majority is required to overturn a Governor's veto.

There are actually four types of legislation that your delegation may choose to create. They are:

A Bill: A document that creates a new law or adds to, repeals, or amends (changes) current laws.

A Constitutional Amendment: This proposes a change in the State Constitution.

A Joint Resolution: Suggests legislation, to the Congress of the United States that the State of California would like to see implemented. This allows a State to have influence over Federal decisions.

A Concurrent Resolution: Makes a recommendation to a State Department or Board.

Creating Your Bill

Begin by having your delegates brainstorm topics of interest. Most delegations create several bills which they narrow down during a Bill Hearing Night. Bill Hearing Nights are a great opportunity for parents and VIPs to see firsthand what you have been working on.

Once you have topics, you will have to research applicable laws. California codes can be found at www.leginfo.ca.gov and www.legal.gsa.gov. You will need to find the section of law that most closely relates to your bill topic. Once you have found the code that most directly applies to your bill, you must decide whether your bill is an attempt to **Amend**, **Repeal**, or **Add** to a section. Youth & Government will send you an electronic template in which to enter your bill. Please do not re-format the template, simply enter your text into it. Include the number and section of the code your bill relates to.

You will need to choose a sponsor for your bill. The sponsor introduced the bill in committee and on the House floor. They will advocate for your bill to be passed. Your sponsor must be a member of the same house as your bill.

Things to remember when developing bills

There are certain bill topics that come up almost every year. To help reduce the amount of bills that need to be combined, try to avoid these topics:

- Legalization of Marijuana
- Lowering the drinking age
- Legalization of prostitution
- Gay marriage
- No more curfew
- No more draft
- Euthanasia
- Restrictions on driving for the elderly
- Any current hot button issues

If your delegation does feel very strongly about one of those areas, they should have a very creative solution or they might have to combine their bill with another delegation's bill.

There can be no silly bills (i.e. changing the state bird from the Quail to a Rubber Ducky). All legislation needs to be serious.

Make sure any legislation your delegation produces is ready at least a week before the deadline to turn it in to Y&G. This will give you plenty of time to have your Executive Director or School Principal review it and sign off on it.

Submitting Your Bill

The final bill (or bills if you have a large group) that you select to represent your delegation will be submitted to the Youth & Government office through our bill submission website. www.calymca.org/bills. Once all bills are collected they are forwarded to the California State Office of Printing to be printed in our Daily File.

To use the bill site select your delegation and enter your password. In November, the lead advisor from each delegation will be sent their logon information for the bill submission site. After you are logged in, you will be taken to a page where you can select the bills to be submitted. If the number of bills is not correct please contact the Y&G office.

Once logged in you may cut and paste the contents of your bill into the fields below. Our bill submission site will automatically handle the formatting of your bill. Please be sure to use the Printable Copy button (above) to preview your bill prior to finalizing your submission.

Remember that you still need to send us a hard copy with your Board Chair and Exec's signature. All other bill forms and information (Bill Supplement, code, copy of information about your bill, etc.) can be sent via U.S. mail or electronically.

Please check the Program Calendar in the **Supplemental Information** section for submission deadline of your bill packet. A completed bill packet contains:

1. 2 copies of your bill (one electronic and one hard copy (signed by your Board Chair and Exec)
2. 1 copy of Bill Supplement Form (in the back of this section)
3. The current code for your bill (e.g. Penal Code 14301.2)
4. At least one supporting article.

Sample Bill

Definition:

A bill creates laws, or adds to, repeals or amends current law.

When Used:

The most widespread type of legislation, a bill is used to modify or create laws, except in the case of constitutional, federal, county or municipal jurisdiction.

Technical Aspects:

A bill has three parts: (1) the title, (2) the enacting clause, and (3) the body.

(1) The title is worded as follows:

An act to (add, amend, repeal) Section(s) ____ to (of) the ____ Code, relating to (very general) (example; food, voting, death penalty, rape, etc.)

The title must include the code(s) and the section(s) of the code(s) being amended, added or deleted. If a new law is being proposed, the title should state concisely what the bill relates to and assign it to a Code Section. (For example: "An act to add Section 35602.5 to the Food and Agricultural Code, relating to albino peanuts.")

(2) The enacting clause is worded as follows:

The people of the State of California do enact, as follows:

(3) The first line of the body of the bill should be numbered as SECTION 1, followed by an explanation of the action taking place.

Examples:

SECTION 1. Section 2170 of the Penal Code is repealed.

SECTION 1. Section 2170 of the Penal Code is amended, to read:

SECTION 1. Section 2170a of the Penal Code is added, to read: (Sec. 2.)

Use separate sections for each section of an old law being changed. Any sections being repealed should be struck through. However, if the section is over one page in length, merely type "SECTION 1. Section ____ of the ____ code is repealed in it's entirely," and bring copies of the section with you to the Model Legislature/Court for all the legislators.

Underline any words you wish to add to an existing law. If you add a whole new section, however, you don't need to underline it. Remember to verify that the section number you use is not already part of the law. The number you use is arbitrary, but usually follows in some sequence the previous section numbers. All bills should express the author's intent in concise, everyday language.

Voting Procedure:

Simple majority in committee and both houses. Must be signed or vetoed by Governor. Veto may be overridden by two-thirds majority in both houses.

Sample Constitutional Amendment

Definition:

A Constitutional Amendment proposes a change in the State Constitution.

When Used:

A Constitutional Amendment is used when a legislator wishes to make a change to the State Constitution of California.

Technical Aspects:

The Constitutional Amendment is comprised of three sections:

- (1) Title,
- (2) Opening Statement, and
- (3) Body.

(1)The title is worded as follows:

"A resolution to propose to the people of the State of California an amendment to the Constitution of the State by amending Sections ___ of Article ___ of said Constitution, relating to ____."

(2) The Opening Statement is worded as follows:

"Resolved by the Senate, the Assembly concurring (start with house of origin), That the Legislature of the State of California at its (current year) Regular Session, commencing on the (first day of ML/C) day of February (current year), two-thirds of all members elected to each of the two houses of the Legislature voting in favor thereof, hereby proposes to the people of the State of California that Section ___ of Article ___ of the Constitution of the State be amended as follows:

(3) The Body is worded as follows:

Begin each paragraph with "SECTION" and list the section number of the article to be amended/added/repealed.

Voting Procedure:

Requires 2/3 majority in both houses. Governor does not sign and may not veto.

Sample Joint Resolution

Definition:

Joint Resolutions propose legislation to the Congress of the United States.

When Used:

A Joint Resolution is used when the people of the State of California (and their legislators) wish to recommend changes to Federal law. A Joint Resolution is not binding on the Congress of the United States, and only they may alter or add laws which affect us as a nation. However, most Congressmen and Senators respect a Joint Resolution as indicative of the interests of the people of that state, and in a State such as California, with a large number of Representatives, this can be quite powerful.

Technical Aspects:

Most Joint Resolutions have three parts:

- (1) Title,
- (2) WHEREAS Clauses, and
- (3) Resolving Clauses.

(1) The title is worded as follows:

"Assembly (Senate) Joint Resolution, No. ____ relating to..." and then a very brief statement (a few words) of facts.

(2) A WHEREAS Clause is titled as follows:

"WHEREAS,..." followed by a reason for the Joint Resolution.

WHEREAS clauses, although not mandatory, are used when the author of a Joint Resolution wishes to outline the reasons for the Resolution. Sometimes the WHEREAS Clauses are deleted (often in the case of a well known or simple proposal), and the author moves immediately to the resolving clause(s).

(3) The Resolving Clause is worded as follows:

"Resolved By the (House of Origin) and (Other House) of the State of California, jointly, That the legislature of the State of California respectfully memorializes the Congress of the United States to..." followed by a concise statement of what action is desired. More resolving clauses may follow to outline in more detail the proposed action.

The Joint Resolution is closed with a Resolving Clause stating:

"Resolved, That the Chief Clerk of the Assembly transmit copies of this resolution to the Speaker of the House of Representatives, the President Pro-Tempore of the United States Senate, and to each Senator and Representative from California in the Congress of the United States, and to the Chief Clerk of the Legislature in each of the other forty-nine states."

WHEREAS is always written in capital letters, and Resolved is always italicized.

Voting Procedure:

Requires simple majority in both houses. Governor does not sign and may not veto, but can express approval or disapproval of measure.

Sample Concurrent Resolution**Definition:**

Concurrent Resolutions make recommendations to departments and boards within the State Government.

When Used:

A Concurrent Resolution is used when a legislator wishes to recommend to a department(s) or board(s) within the State Government a change in procedure, definition or scope of that department or board's field of responsibility. Some examples of State Departments or Boards are the Department of Agriculture, Board of Education, Air Resources Board, California Highway Patrol, etc.

Technical Aspects:

The Concurrent Resolution is very similar to a Joint Resolution in its technical make-up (see the Joint Resolution). The Resolving Clause should read:

Resolved by the Senate of the State of California, the Assembly thereof concurring, That the members request that... followed by the name of the department(s) or board(s) and the request.

The Concurrent Resolution is closed with the clause:

Resolved, That the Secretary of the Senate transmit copies of this resolution to...followed by the name of the department(s) or board(s) affected.

NOTE: Unlike the Joint Resolution, the Concurring Resolution does not give precedence to the House of Origin in the resolving clause. The Senate and Secretary of the Senate we always name as a courtesy to the more prestigious house.

Voting Procedure:

Requires a simple majority in both houses. Governor does not sign and may not veto.

Guide to Abstracts

All bill types require an Abstract. The abstract is a brief and factual summary of the contents of the bill. It should enable the busy reader to decide more surely than she/he can from the mere title of the bill whether it merits her/his reading.

1. Use complete sentences rather than a mere list of headings. Use ordinary rather than technical or legal language. The abstract should be intelligible in itself without reference to the bill. (For example, it should not cite sections or illustrations by their numerical references in the text.)
2. The opening sentence should be indicative of the whole bill. It should indicate the subjects covered.
3. It is often valuable to indicate the treatment of the subject by words such as: prohibit, allow, increase, abolish, etc .
4. The abstract should be as concise as possible. Only in exceptional cases should it exceed fifty words.

EXAMPLES OF BILL ABSTRACTS WITH COMMENTS

ABSTRACT	COMMENTS
Amends existing law to increase penalties for drunk driving.	Good. Concise and clear.
Addition to Water Code	Too short; not enough information. (The bill thus abstracted proposed restriction on water export from Mono Lake by the LA Water District. An abstract should tell that.)
Amends existing law to increase from three to five years the minimum term of confinement for persons committed to mental institutions as the result of criminal proceedings on a capital crime before eligibility for parole, and requires appointment of a second psychiatrist to verify suitability of defendant for parole.	Good. Sometimes a longer abstract is necessary to cover the main points of a bill.
Defines the term "individual" in the Revenue and Taxation Code as being eighteen years of age or older.	Perhaps misleading. (This bill would exclude minors from the payment of state income taxes. An abstract
An act to amend Section 17052.5 of the Revenue and Taxation Code relating to solar energy systems.	No. This is an enactment clause not an abstract. (An abstract would tell that this bill would increase tax credits for solar installations in private residences.

Bill Combining Procedures

Occasionally, several delegations will sponsor a bill with the same topic and intent. In these instances, you will be asked to combine your bills. You will be notified by the Youth & Government office if your bill needs to be combined. To combine your bills you should:

1. Determine which bill number will be used for the combined bills. Generally it is the bill that is agreed to need to least amount of change to suit all parties needs.
2. Make corrections to the bill that is going to be the final combined version. If the bill is not going to be changed at all, please write "NO CHANGES" on it.
3. Determine who will sponsor the new combined bill in committee and House of Origin. You can also assign a sponsor for the opposite house, in case the bill makes it that far.
4. Fill out the Bill Supplement addendum that we will send to you.
5. Turn in Bill and Supplement pages to the Y&G office on arrival at Camp Roberts.

Committee Bill Hearing Procedure

1. Clerk reads enacting clause of Bill
2. Sponsor's speech (5 minutes) – purpose and major provisions of Bill
3. Questions of intent and interpretation. NOT DEBATE (not through chair)
4. Legislative Analyst's Comments
5. Lobbyists speak for and against (3 minutes)
6. Committee members speak (roll call – 2 minutes)
7. General discussion among Committee members (not through chair)
8. Chair calls for a motion on the Bill:

DO PASS

DO PASS AS AMENDED

POSTPONE INDEFINITELY (kill the bill)

TABLE THE BILL (sets the bill aside)

9. Lobbyists' summation speeches (2 minutes)
10. Sponsor's summation speech (3 minutes)
11. Clerk reads enacting clause
12. Roll call vote: AYE, NAY, or ABSTAIN Majority will prevail; abstentions are not counted in the majority.

Notes:

If a motion is not carried, a new motion is called for (see #8) Committee may not go on to another Bill until one of these motions passes.

Amendments may be made any time following #1 and before #8.

A speaker's time may not be extended.

House Bill Hearing Procedure

1. Bill is introduced by Presiding Officer
2. Clerk reads the enacting clause
3. Presiding Officer asks for any amendments
Clerk responds YES or NO
If Yes:
 - A. Clerk reads amendments
 - B. In the House of Origin the Presiding Officer asks for motion to approve
 - C. Motion/Second/Vote (requires simple majority)If No: Continue to 4
4. Bill Sponsor Speech
5. Legislative Analysts' report (5 minutes)
6. Presiding Officer asks for Speaker for/against bill (3 minutes)
 - A. Alternate speakers for and against
 - B. Speakers must yield their time to Chair or to questions
 - C. Three speakers MAXIMUM for and against
 - D. A motion to end debate (previous question) may be made before 3 for each side have spoken. This motion requires a second and a 2/3 majority to pass
 - E. Debate ends with three speakers for and against, or with a successful motion to end debate.
7. Bill Sponsor summation speech (3 minutes)
8. Clerk reads the enacting clause
9. Presiding Officer calls for a vote on the bill
 - A. AYE, NAY, or ABSTAIN
 - B. Majority will prevail; abstentions are not considered in majority.
10. Presiding Officer announces results; go on to next bill.

Note: A speaker's time may not be extended.

NIC PROPOSAL WRITING

Researching Your Proposal

Outside of selecting a topic, researching your proposal is the most important thing to do before writing your proposal. Research will give you the supporting evidence needed to write an effective proposal and provides the background information on why your proposed action is necessary.

There are many research resources available to you via the internet, your school or local library. Many delegates begin their proposal writing process by reading current periodicals (such as *Newsweek* or *US News & World Report*) or newspapers (*LA Times*, *New York Times*, *Washington Post*) in order to get a feel for current topics of interest.

After you have selected your topic, you will need to find supporting documentation -- both for your justification and your speech. This evidence can be in the form of facts, figures, testimonials from "experts" as well as historical evidence or past precedence.

Past proposals have dealt with a wide range of topics including (but not limited to):

- Abolishing the Electoral College
- Abortion / RU-486
- Campaign Finance Reform
- Child Labor / Sweatshop Labor
- Daylight Savings Time
- Death Penalty
- Economic Sanctions
- Elimination of Political Parties
- Elimination of the Military
- Environmental Protection
- Federal Funding for Child Care for Welfare Recipients
- Free Trade
- Homosexuals in the Military
- Hydrogen Fuel
- Immigration to the US
- Internet Security
- Legalizing Marijuana
- Legalizing Same-Sex Marriages
- Low-income Housing
- Lowering the voting age
- Mandated Labeling of Genetically Modified Foods
- Mandating Stronger Rape Sentences
- Mandatory Gun Registration
- National Education Standards
- Nationalized Healthcare
- Nuclear Warfare
- Organ Tissue Transplants
- Population Growth
- Prohibiting Aid to Countries Who Violate Human Rights
- Removal of Nicotine from Tobacco
- Repossession of the Panama Canal
- Social Security
- Federal Taxation of Minors

You are encouraged to create your own unique proposal. The list above is merely provided to give you an idea of the scope of topics addressed every year in the NIC.

Writing Your Proposal

Writing a NIC proposal is easy! NIC proposals consist of three sections. The proposal format is designed to allow for creativity and persuasive argumentation. Proposals are a written idea, not rigid legislation.

Proposal Format:

Every proposal has three sections (detailed below). Please include your name (as author) and delegation at the top of each page.

1. **Topic of Concern:** A concise statement or title of the issue being addressed (ex. Legalizing Same-Sex Marriages). Your topic of concern should not be more than one sentence long.
2. **Justification:** Approximately 1–2 paragraphs that describe the proposal’s concept and offer an argument in favor of the proposed solution. This section utilizes research to describe the problem being addressed and how to fix it. This is the place for facts, figures, history, narratives (ex. Same sex marriages must be legalized because...).
3. **Action to Be Taken:** 1–2 sentences describing the specific policy(ies) that would be enacted to address this situation and who (or what) would enact the policy(ies) (ex. the United States will add a constitutional amendment legalizing marriages between two people of the same sex.).

All proposals must follow this format and be approved by their advisor before submission. Proposals must deal with laws or issues that are national or international in scope. It is mandatory that delegates from the same delegation write on different topics.

Submitting Your Proposal

Submitting NIC proposal is easy. NIC delegates simply log on the NIC’s webpage at (www.calymca.org/nic), select their delegation, and enter the text of their proposal. Once entered the proposal is considered to be in draft form until approved by the delegation advisor.

To approve proposals, Advisors simply go to www.calymca.org/nic and select advisor login. Advisors can view, edit, and print their delegate’s proposals until the deadline. Once complete, advisors should select “Publish” to finalize proposal submission.

NOTE: NIC participants must bring a draft of their proposal to T&E II

Presenting Your Proposal

In the NIC, every author presents their proposal and has the opportunity to comment on other proposals throughout the conference. At T&E II, you will be offered extensive training on how to present your proposal, however some key details are listed below.

- You will have 2 minutes during Round One to present your speech to your commission.
- Your two minutes are for supporting your proposal and presenting additional evidence. Do not restate or read your written proposal.
- You will have the opportunity to yield a portion of your presentation time to questions. There is also a scheduled 2-minute question period for non debatable, technical questions only.

We encourage the use of visual aids in your presentation, however all visual aids/handouts must be approved by a member of the NIC staff *before* distribution.

Ranking Criteria

As part of the proposal advancement process, every proposal is ranked after it is heard in commission. It is to your benefit to consider the ranking criteria when preparing your proposal. All proposals are evaluated and ranked based upon the following criteria:

Evidence of Research

Is there research cited? Is it evident that the author has the facts to support the proposal and gives a well-prepared presentation? The ideal presentation would be both informative and well supported.

Debatability

Is there ample room for argumentation on the proposal? Does it spark emotional or logistical debate? Ideally proposals will encourage intense and energetic debate on both sides of the issue presented.

Feasibility

Did the proposal author describe a practical way of enforcing or implementing the action to be taken? The ideal presentation will detail methods for implementing the suggested policy changes.

National / International Relevance

Is the issue of national or international importance? Determining the relevance of a particular issue is subjective. This criterion is partially intended to downgrade proposals that are not national or international in scope (i.e. issues that are purely local or state).

Creativity

Does this proposal present a new or creative way of looking at an issue? The ideal proposal will be both creative and practical in the way in that they address the issue at hand.

How do I know when my delegate's proposal will be heard?

Their proposal has been assigned a number.

for example: **0311**

You should know:

The first two digits tell what commission the proposal has been assigned to for Round One.

The second two numbers tell what number this proposal is on the docket for that commission.

Now you know...

- NIC commissioners are assigned a proposal number based upon their originating commission group.
- The proposal number above would be the 10th heard in commission 3 during the first round. (the commission chair is assigned the number 01 but always goes last).
- If you look at the schedule, it says that commission 3 is the X commission, chaired by Scott Delegate and that this commission is meeting in Y room.

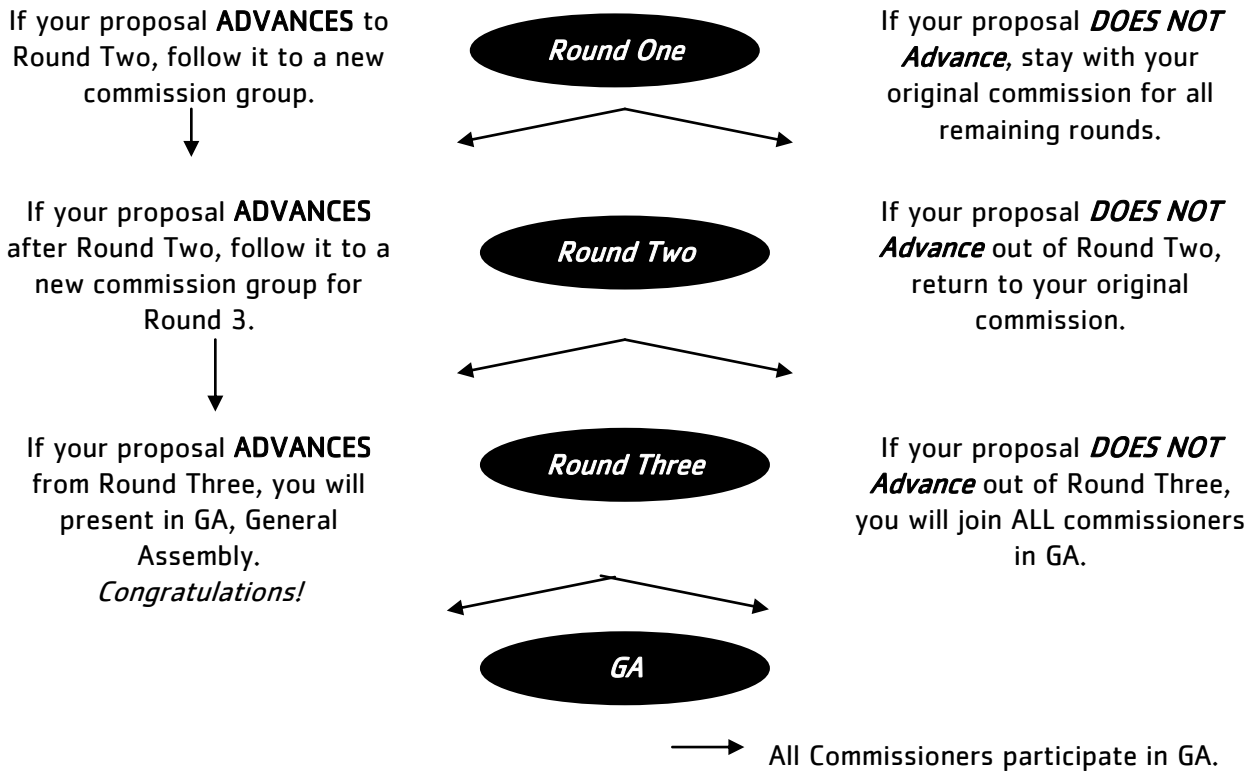
You can find your proposal number by locating your name in the yellow pages section called Proposals by Author.

How does their proposal advance?

- During Round One, commissioners present their proposal to their originating commission group

- During Round Two and Three, commissioners with advancing proposals will move to a new commission, as explained on the next page. Proposal authors that do not advance to Round Three return to their original commission group for Round Three Hearings.
- Commissioners who do not advance always remain with their original commission group.

WHAT PATH WILL YOU TAKE?



How Do Commissions Combine?

Each number represents a commission. If your proposal does not advance, remain with your original commission.

	PACIFIC				MOUNTAIN				CENTRAL				EASTERN			
Round One	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Round Two	1&2		3&4		5&6		7&8		9&10		11&12		13&14		15&16	
Round Three	1,2,3 & 4				5,6,7 & 8				9, 10, 11 & 12				13, 14, 15 & 16			
General Assembly	All delegates will participate in General Assembly together.															

My Delegate's Proposal Advanced, Where Will They Present Next?

Proposal # begins with...	Presents to this commission # in ...		
	<i>Round One</i>	<i>Round Two</i>	<i>Round Three</i>
01..	1	3 & 4	Mountain (5,6,7,8)
02..	2	3 & 4	Mountain (5,6,7,8)
03..	3	5 & 6	Central (9,10,11,12)
04..	4	5 & 6	Central (9,10,11,12)
05..	5	7 & 8	Central (9,10,11,12)
06..	6	7 & 8	Central (9,10,11,12)
07..	7	9 & 10	Eastern (13,14,15,16)
08..	8	9 & 10	Eastern (13,14,15,16)
09..	9	11 & 12	Eastern (13,14,15,16)
10..	10	11 & 12	Eastern (13,14,15,16)
11..	11	13 & 14	Pacific (1,2,3,4)
12..	12	13 & 14	Pacific (1,2,3,4)
13..	13	15 & 16	Pacific (1,2,3,4)
14..	14	15 & 16	Pacific (1,2,3,4)
15..	15	1 & 2	Mountain (5,6,7,8)
16..	16	1 & 2	Mountain (5,6,7,8)

Additional Details:

- There are approximately 16 commissioners in the first round commission, 32 in the second round and 64 in the third round. During GA, commissioners will present to the entire NIC body of 250 commissioners.
- Commission Chairs do not change commissions.
- If your proposal does not advance, return to your original commission group.
- Attendance is taken at each commission hearing

How can I find my delegate?

Based on your delegate's proposal number, you know where they will be for Round One hearings. For Round Two and Three, go to the Administrative Clerk's office. With their proposal number, NIC staff can help direct you to where they are located. You can locate their proposal number by finding their name in the listing of proposals by author.

Don't forget to get your delegate's proposal number!

NIC Procedure

1st & 2nd Round, Commission Procedure

- 2 minute opening speech
- 1 minute of non-debatable technical and questions of intent from the commission run by the chair
- 2 minutes of pro/con debate (1 minute each)
- 3 minutes of round table discussion
- 1 minute closing speech
- 1 minute for ranking
- You may only yield your time to the chair or to questions.*

3rd Round, Commission Procedure

- 2 minute opening speech (*1 rap given to indicate 1 minute is left, 2 raps will be given to indicate 30 seconds are left*)
- 2 minutes questions from commissioners run by the Presiding Commissioner
- 4 minutes pro/con debate (1 minute each)
- 1 minute closing speech
- 1 minute for ranking
- During the author/sponsor speech: You may yield your time to the Chair or to questions, at any point. After 1 minute, you may yield your remaining time to your closing speech.*
- During pro/con debate: You may yield your time at any point to the chair or questions. After 30 seconds, you may yield your time to the author's summation speech.*

General Assembly (GA) Procedure

- 4 minute opening speech (*1 rap given to indicate 1 minute is left, 2 raps will be given to indicate 30 seconds are left*)
- 3 minutes of questions run by the [Presiding Commissioner](#)
- 2 minute con speech from the [NIC Adversary Corps](#)
- 6 minutes of pro/con speeches (3 speakers, 2 minutes each)
- 2 minute closing speech
- Vote
- During the author/sponsor speech: You may yield your time at any point. After 2 minutes, you may yield to your summation speech or to another speaker.*
- During pro/con debate: You may yield to questions at anytime. You may yield to the author's summation speech or another person only after one minute.*

In order to yield your time to another speaker, you must tell the Presiding Commissioner that you will be yielding time -- and designate the specific commissioner you wish to yield to -- before you begin speaking.

PC Docket Hearing Procedure

- 2 minute opening speech from the proposal author
- 1 minute pro speech from a speaker appointed by the author
- 3 minutes of questions from the Presiding Commissioners
- You may only yield your time to the chair.*

PC Docket GA Procedure

- 2 minute speech
- 1 minute of questions, run by PC
- Vote, *2/3 of floor must be in favor to pass*
- You may yield your time to questions*

Amendments

1. Amendments may only be made by the author of the proposal.
2. Amendments must be made before the proposal is considered in the first round.
3. The Author must supply each 1st commission member with a typed copy of their amendment if it is 10 words or more.
4. There will be no amendments made after 1st round commission hearings

COURT PREPARATION

[Court program](#) participants are given their cases at ML/C. To help them prepare, and to give all of your delegates a taste of the Court program, we have included several sample cases for you to use with your delegations.

How to Use the Sample Court Case Materials

The following information is designed to help you help your delegates do a court hearing as part of your delegation meetings. You will use this material in conjunction with the materials provided in the Advisor Manual, Court Section. In the manual a sample court case called Centric v. Colpian is provided, with several "authorities". You should plan to make enough copies of this case for 7 to 9 delegates. If you have an attorney that works with your delegation or with your YMCA we encourage you to utilize their talents in training your court delegates.

Instructions

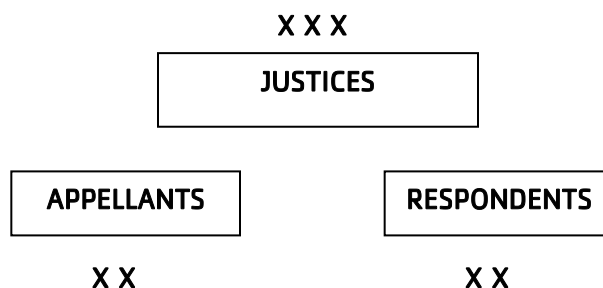
One week before you want to do your court case select 3 delegates to be justices and 2 to be attorneys for the appellant (representing Cathy Colpian) and 2 to be attorneys for the respondent (Andy Centric). Andy won in the lower court so Cathy appealed - therefore she is the appellant.

Give the appellant attorneys the Appellant Brief, Notes for Counsel and Case and the respondent attorneys the Respondent Brief, Notes for Counsel and Case.

Have them read the case and authorities and then follow the worksheet to develop their case. They need to have a 10-minute argument ready for their side. They will be making the presentation at the next delegation meeting, presenting their case before the justices, who will be asking them questions while they make their presentation.

At the next meeting, set up the room as best you can based on the diagram below. Have the justices wait out of the room, then call them in as the delegation rises. When they sit the delegation sits, and then you can ask, as bailiff, if the appellants are ready and if the respondents are ready. The appellants will then talk for 10-15 minutes followed by the respondents. At the conclusion of the presentation, give the justices about 15 minutes to decide on the case and let them give you their ruling.

This process is simplified from the actual process we use in the ML/C, but it will give your delegates a good idea what the appellate part of the court program is all about.



How To Read The Cases

FIRAC

When reading through the case authorities, there are five things to watch for and understand:

FACTS - Although the facts are not in dispute, there may exist several that are irrelevant and would serve only to confuse the case. Pick out and emphasize only those facts which are important in the case.

i.e., - in *Fitzsimmons v Ripple* - just how expensive the vase is, is unimportant but the fact that he was catching the bus on the public sidewalk could be essential.

ISSUE - In one sentence you should be able to pick out the major question that the court must decide in the case. In some cases there may be more than one, but remember to keep it as simple as possible.

i.e., - in *Edam v Lilly* - does the previous existence of a relationship imply consent for a kiss?

RULE OF LAW - Most authorities will clearly state what part of the codes (i.e. Penal, Civil) is in question in the specific case. i.e., Battery - is the "unlawful application of force to the person of another."

APPLICATION - How does the rule of law (what the code actually states) apply to the authorities.

i.e., in *Nodhoff v _aco* - Is kissing an "unlawful application of force?"

CONCLUSION - What the court held.

i.e., - in *Sharra High School v Sullivan* the court decided in favor of Fred Sullivan.

By knowing these five things you will have a complete yet concise package of the cases without all the legal jargon.

Notes For Counsel

1. Brief should be written out in more detail.
2. Be creative! A good argument will cover all facets – the ones given here are the barest needed for a good argument. Use facts and reasoning from your own experiences.
3. Do not argue about facts – they are fixed by the lower court, but use them to support your arguments.
4. Remember that Colpian is charging Centric with battery for the kiss, and Centric charging Colpian for the slap.
5. You not only need to use those authorities which help your case, but distinguish (dispute) those which hurt your case. Cite them in argument, quote particularly good portions.
6. Divide your time between the two lawyers. One might consider arguing about Colpian's lack of consent and associated points, and one cover Centric's overstepping the implied consent. One could cite helpful cases, the other distinguish hurtful ones. Most cases are easily divided by arguments.
7. When a justice asks a question, try to answer it as briefly and directly as possible. If your co-counsel is going to touch upon the question, tell the justice this. Never argue with the justice, "respectfully disagree."
8. Always Cite the Authorities – They are your argument's base and support. You may not, in our program, introduce any outside authorities (this is done so that the arguments are fairly balanced).

Authorities generally "for" Colpian

Sharra vs. Sullivan
Nodhoff vs. Lachomo
Redhind vs. Alpha Kapps Ou
Williams vs. Camp Nacho

Authorities generally "for" Centric

Fitzsimmons vs. Ripple
Edam vs. Lilly
Bentjaw vs. McClosky

Things That Need To Be Discussed In This Case (these may be covered in any order, or not at all)

1. Consent
 - a. Implied – questionable or implicit (definite)
 - b. Withdrawn
2. Centric's actions – within "consent" limits.
3. The slap as related to 1 and 2.

Sample Court Case

Cathy Colpian is working at a local fair in the kissing booth that advertises "Kisses for \$1 For Charity". She has been approached by several male patrons, and having received a dollar, rendered her service. Suddenly, she recognizes an old boyfriend, Andy Centric, whom she has disliked for some time, approaching the booth. Upon reaching the booth he says, "Hi Cathy, how about a kiss" and hands her a dollar. Cathy steps back from the center and says, "No way, Andy", whereupon Andy puts his dollar on the counter, reaches over and takes Cathy by the shoulders and kisses her. Cathy slaps Andy, leaving a stinging red mark on his cheek. Cathy is now charging Andy with battery and Andy is charging Cathy with battery.

Authorities

Sharra High School vs. Sullivan – Fred Sullivan is a freshman at Sharra High. The senior class has an area set aside for upper classmen only, with various punishments set for lower classmen who enter the area. Fred is watching from outside the area one day while another freshmen is being dumped upside down in a trash can and left there. A senior, apparently concerned with the safety of this measure, calls Fred over to help him get the freshman out. After successfully removing the young man from the can, Fred is seized and dumped in a can by the senior who called him over and his friends. Fred charges the senior with battery. The court holds for Fred as being an unwilling participant in a game that he entered to help someone.

Nodhoff vs. Lachomo – Val Nodhoff is asleep on the couch when Chuck Lachomo, a milkman, knocks on her screen door to deliver some butter. Having talked to Val at some length before, Chuck knows that Val is normally awake at this time. Looking through the window, he sees Val on the couch. Thinking she is ill, he opens the door and walks in the house. As he is standing over her, he realizes that she is only asleep, so he leans over, kisses her on the cheek and leaves. Val does not wake up through this process. The next day, Chuck mentions the incident. Val charges Chuck with battery. The court holds for Val, stating that the kiss was unininvited (no consent) and even though she was unaware of the kiss, battery was still committed.

Fitzsimmons vs. Ripple –Rich Fitzsimmons purchased an expensive glass vase for his wife. While walking down the street, he is bumped by Charles Ripple, who is running to catch a bus. The glass vase is knocked out of Rich's hands, and shatters on the sidewalk. Rich charges Charles with battery. The court holds for Charles, indicating that Rich's willingness to walk on a public sidewalk indicates his forfeiture of grievances for the actions that are considered a normal part of modern society.

Edam vs. Lilly – Phil Edam and Mary Lilly have agreed to end their year-long relationship. Just prior to leaving, Phil leans over and kisses Mary, who becomes furious and orders Phil out of the house. Mary charges Phil with battery. The court holds for Phil explaining that the established relationship between Phil and Mary, even as it was ending, implied consent to Phil for his action.

Redhind vs. Alpha Kappa Ou – Frank Redhind is rushing a fraternity at a small midwestern college. Part of the ritual of initiation is a series of smacks on the derriere with a large paddle by various members of the fraternity. During this ritual, one of the members of the fraternity hits Frank with the edge of the paddle in the lower back, which puts Frank in the hospital for two days. Frank sues the fraternity. The court holds for Frank saying that Frank, by rushing the fraternity, agreed to

undergo the paddling but did not agree to being whacked in the back, and that the fraternity did not exercise adequate caution.

Williams vs. Camp Macho – Brian Williams is a camper at Camp Macho, which is situated next to a lake. During lake time one day, the older counselors started roughhousing with the kids, and Brian joined in the fun. The counselors started tossing the kids into the water, but when they reached Brian, he said, "I don't want to be tossed into the water". Despite this, the counselors grabbed Brian and tossed him in. Brian sues. The court holds for Brian indicating that Brian's statement constituted a clear withdrawal from the case.

Bentjaw vs. McClosky – A state fair advertised a wrestling match between "Crazy" Charlie Bentjaw, a native American Indian, and anyone who was willing to get in the ring with him for five minutes. The cost to wrestle with "Crazy" Bentjaw was \$2, which went to the Reservation School for native American children. The prize, if his opponent won, was \$10.

"Bruiser" McClosky, an all-American wrestling champion in college, paid his \$2 to wrestle Bentjaw. After three minutes of wrestling, "Bruiser", after using several illegal holds, dropped Bentjaw on his head, pinching a nerve in Bentjaw's neck which caused Bentjaw severe pain for several weeks thereafter. Bentjaw charged McClosky with battery. The court held for McClosky, stating that Bentjaw's presence in the ring implied his willingness to continue the game and to fulfill his side of the advertised agreements.

PROGRAM POLICIES

This section of the manual covers the key Youth & Government program policies. The policies shown should be accurate and up-to-date, as of the time this manual was produced. However, policies may have been amended, or more recent policies may have been implemented since the production and/or distribution of this manual. The [President/CEO of Youth & Government](#) has the authority to interpret policies and settle policy disputes.

CODE OF CONDUCT

"The purpose of California YMCA Youth & Government is to develop within our youth a dedication to the values of democracy and an awareness of the need for their participation and leadership in the democratic process."

BASIC PHILOSOPHY OF RESPONSIBLE CONDUCT

Essential to the California YMCA Youth & Government (Y&G) is the concern of each participant for the rights of every individual. Being responsible for one's own behavior at all times is a necessary part of self-government. It is critical that all delegates, advisors, and staff act responsibly to ensure that their own conduct and attitude is beneficial not only to themselves and their fellow delegates, but also to ensure the continuation of Y&G's programs.

The Code of Conduct shall be observed by both youth and adults. There will be no double standard. By choosing to participate in the programs of Y&G, each individual agrees that they have read, understand, and will follow the Code of Conduct while attending any part of the program. Each participant is accountable for preserving the reputation and high standard of his/her YMCA delegation and Y&G.

All participants share equally the responsibility for their actions when violations of the Code are witnessed. Those who decide to be present when a violation occurs shall, by their own choice, be considered a participant in the violation. In this program, there are no "innocent bystanders".

I. GENERAL RULES

Infractions of General Rules A-G **shall** result in expulsion from Y&G functions and conferences. In order to ensure the safety of all participants Y&G reserves the right to conduct searches of baggage, rooms and persons to include the use of breathalyzers in accordance with its policies. In addition, local law enforcement agencies may be contacted and the delegate/advisor/staff member turned over to them as appropriate:

- A. All public and private facilities placed at the disposal of Y&G to conduct its programs are to be given the greatest care and attention by everyone. It is a PRIVILEGE to use them; treat them with respect. Any act of vandalism, destruction of property, or misuse of a facility may be a crime and will be treated as such.
- B. Possession and/or consumption of alcoholic beverages or illegal drugs are strictly prohibited.
- C. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden.
- D. Any violation of State or Federal laws will be treated as such and the proper authorities may be notified.
- E. Activities which endanger the health and safety of the individual or others are prohibited.
- F. Inappropriate or uninvited physical contact between any Y&G participants, staff member, or guests is not allowed. Intimate sexual behavior is inappropriate and not allowed.
- G. Smoking and/or the use of any tobacco products is not permitted.

Infractions of General Rules H-O **may** result in expulsion from Y&G functions and conferences:

- H. Laws of the state, county, and city governments are to be observed.
- I. Badges shall only be worn by the individual whose name is on that badge. **BADGE SWITCHING OR SHARING IS STRICTLY PROHIBITED.** Participants will wear their assigned badges at all times when they are not in their sleeping rooms, and badges are to be worn above the waist and must be visible. Badges are not to be defaced, decorated, or altered in any way. Only advisors may request replacement badges. There may be a charge for replacement badges.
- J. Specific rules as set by the individual facilities (i.e., YMCA, State Capitol, Hotels, California National Guard facilities, etc.) are to be observed.
- K. Participants must be present and punctual at all meetings where their involvement is required.

L. Participants shall observe all curfews and be in their assigned sleeping rooms at the established curfew times.

M. No delegate shall be in the barrack of the opposite sex at the Training & Elections Conferences. In Sacramento, no delegate shall be present in the hotel room with a member of the opposite sex at any time, unless an advisor is present in the room, or there are five or more delegates present in the room, two of which are the same sex (3-2 rule).

N. Y&G does not permit delegates to drive vehicles to or from any of its related conferences. Any delegation seeking an exception must clear it in advance with their local YMCA Executive Director or, in school based delegations, School Principal, and must provide proof in writing to the Y&G office prior to the related conference. DELEGATES MAY NOT DRIVE ANY VEHICLE WHILE AT A CONFERENCE. Advisors seeking to drive during a conference shall obtain clearance through Y&G. IN ALL CASES, LIABILITY IS ASSUMED BY THE SPONSORING LOCAL YMCA OR SCHOOL.

O. All electronic devices (except those used by the Y&G staff) must be turned off during all sessions, meetings, and hearings in all program areas. Advisors/staff may leave devices on, but inaudible, for emergency contact reasons. They must leave the session/area in order to answer a call.

P. Falsification of records threatens the integrity of the program and will be considered a serious breach of contract. The result will include a range of penalties up to dismissal from the program.

II. DRESS RULES FOR OFFICIALLY SCHEDULED SESSIONS

A. Sacramento Model Legislature & Model Court - All participants are to maintain a professional and business-like appearance by dressing in business and professional attire during the Model Legislature/Court business day (8 a.m. - 10:00 p.m.) and other such hours as designated by the program schedule. The CEO and his/her designee has the authority to determine both the appropriateness of appearance and attire of participants.

B. Other Conferences & Meetings - Participants must wear clean, tidy school attire. No open toed shoes are allowed outside of an individual's own barrack at Camp Roberts.

C. Refer to *Dress Code Supplement* for specific requirements for both the Model Legislature/Court and other conferences and meetings.

III. DISCIPLINARY ACTIONS

A. The Code of Conduct is binding on all delegates, advisors, and staff. Each participant will be accountable for his/her actions. In addition, each YMCA or school and its advisors *shall* be held accountable for the conduct of their delegation.

B. THE CEO HAS THE AUTHORITY TO INTERPRET THE CODE OF CONDUCT AND ADMINISTER ANY DISCIPLINARY ACTION DEEMED NECESSARY.

C. The CEO has the authority to delegate his/her disciplinary powers to any staff person deemed appropriate.

D. ALL EXPENSES AND ARRANGEMENTS RELATED TO ANY DISCIPLINARY ACTION ARE THE SOLE RESPONSIBILITY OF THE LOCAL YMCA OR SCHOOL, THE DELEGATION, AND THE ADVISOR, WHO SHALL BE REIMBURSED BY THE PARENT OR GUARDIAN. YMCAs MUST BE PREPARED TO ASSUME ANY AND ALL FINANCIAL OBLIGATIONS IMMEDIATELY.

IV. LOCAL YMCA RULES

A. Each local YMCA or school may outline more stringent rules of conduct in conformance with this Code of Conduct for its delegation. These additional rules and the Y&G Code of Conduct are binding. Violation of either could subject the offender to termination from the program. Delegation advisors shall be responsible for enforcing such additional rules of their local YMCA.

Amended May 2nd, 2009/RD

Dress Code

The California YMCA Youth & Government Program Committee has established this dress code and holds it binding on all delegates, advisors, and staff during all conferences. All of these rules have been placed in effect for the protection, safety, benefit, and reputation of you and the program. Any exceptions to the Dress Code due to safety or cultural concerns must be approved in advance by the CEO, California Youth & Government or his/her designee.

GENERAL DRESS CODE

Participants Must Wear

- Respectable attire that would be appropriate at school
- Shoes outside of barracks/sleeping areas (shoes must be closed-toed at Camp Roberts)

Participants May Not Wear

- Clothes that expose the midriff or highlights the private parts of the anatomy
- Clothing with inappropriate sayings or images (i.e. drug, alcohol, sexual references)
- Slippers or pajamas outside of barracks/sleeping areas
- Anything unsafe (i.e. open-toed shoes at Camp Roberts, shorts in freezing weather)

SACRAMENTO ML/C BUSINESS DRESS CODE

All participants must be dressed in business attire from 8:00 a.m. to 10:00 p.m., unless in their assigned sleeping room. After 10:00 p.m., casual clothes may be worn (see general dress code above).

State Capitol Business Attire

State Capitol Business attire is the Y&G term for the appropriate dress and grooming for conducting business in the State Capitol and other facilities. It is rooted in traditional conservative business attire and is not what would be worn to school or a nightclub. It should reflect a level of professionalism that conveys a feeling of competence and appropriateness for the task at hand.

Men Must Wear

- Conservative colors or muted patterns
- Collared shirt and tie – shirt must be tucked-in
- Suit slacks or 'Dockers' type slacks
- Sports coat, suit coat, sweater or sweater vest
- Dress shoes and socks

Banquet: Tuxedo or any of the above. A collarless formal shirt may be worn with the appropriate outfit.

Women Must Wear

- Conservative colors or muted patterns
- Blouse or sweater – must be hip length with a straight hem or tucked in (can sub w/dress)
 - You must wear a suit jacket or sweater over a sleeveless top
 - The outside layer must be the longest layer
- Dress slacks/capris or skirt/dress that is knee length or longer (slit no more than 3" above knee)
 - You must wear a matching suit jacket with capri slacks
- Skin colored or black nylons or tights on exposed legs and feet
- Business dress shoes

Banquet: Evening/cocktail dress and appropriate shoes or any of the above. Nylons are not required.

General Appearance For Everyone

Exhibit good personal hygiene and overall cleanliness in dress.

Hair styled conservatively – no unnatural hair color or highlights, no extreme hairstyles (mohawk, etc.).

If needed, use a conservative purse or bag to carry paperwork or other necessities.

No facial piercings other than conservative earrings are allowed to be visible during the Program Day (8:00 AM to 10:00 PM). This includes Gauges, O rings, and tunnels. Existing facial piercings must either be filled with a small clear spacer or covered with a modest skin tone bandage.

Participants with stretched ears must wear a solid, neutral colored cylindrical plug. Tongue rings must be removed or replaced with a clear or neutral colored stud.

Cold/Rainy Weather – Raincoats, overcoats, casual jackets, rain boots and hats may be worn outside only and must be removed immediately when entering a building.

Participants May Not Wear

- Casual clothes: t-shirts, halter-tops, see through tops, sweats, leggings, jeans, shorts, etc.
- Casual shoes: sneakers, skate shoes, UGG type boots, flip flops, sandals, etc.
- Elaborately designed or colored clothing; ski sweaters, neon polka-dots, flannel shirts, etc.
- Obscure clothing: jackets made out of the flag, etc.
- Tight or baggy clothing – cloths should fit comfortably without need for adjusting
- Anything that exposes or highlights the private parts of the anatomy
- Anything that exposes the midriff or a large part of the back (i.e. backless evening gown)
- Uncomfortable shoes that will cause blisters when walking – we recommend heels under 2"

A Question Of Style...

It is easy to get caught up in the latest fashion trends. This is not what conservative business attire is about. It is about dressing appropriately. Think about what you would wear to an interview for an internship at a law office. If that is how you dress in Sacramento, you should have no problems.

The following are **some** fashion trends that are tempting to wear but are **NOT business attire**:

- 'Dickies' pants or a 'Dickies' jacket instead of a suit or sports coat
- Turtleneck instead of collared shirt and tie
- 'Skinny' pants or form fitting skirts/dresses
- Dress shirt dresses or sweater style dresses
- Dress shorts or a shorts suit outfit
- Flashy or casual ballet style shoes or ballet style shoes that do not have a shoe type sole
- Boots with a skirt/dress where any part of the leg is exposed (even if it is covered with tights)
- Patterned or fishnet nylons or tights

Standing Joint Rules

OF THE ASSEMBLY AND THE SENATE OF THE CALIFORNIA YMCA MODEL LEGISLATURE

1. HOURS OF MEETING

The hours of meeting, including the hours for committee meetings, shall be as established in the printed program and the rulings of the Speaker or Lieutenant Governor (hereafter called presiding officer). Enforcing such hours shall not be subject to appeal. Extra committee sessions may be held if (1) the Committee Chair can arrange for an official advisor and a meeting location, and (2) the presiding officer of each house grants permission for the holding of such an extra session.

2. ORDER OF BUSINESS

The order of business shall be as follows:

1. Roll Call
2. Invocation by the Chaplain
3. Pledge of Allegiance
4. Reading of Previous Day's Journal
5. Report of Committee
6. Messages from the Governor
7. Messages from the other House
8. Motions
9. Consideration of bills on Docket (Section 13)
10. Announcements
11. Adjournment

3. CALL TO ORDER

The presiding officer, or in his/her absence, the Speaker Pro-Tempore (President Pro-Tempore), shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Assembly (Senate) to order. In the absence of the presiding officer or the Speaker Pro-Tempore (President Pro-Tempore), the Chief Clerk (Secretary) shall call the House to order.

4. ROLL CALL AND QUORUM

Before proceeding with the business of the day, the roll of members shall be called, and the names present shall be entered in the journal. A majority of the members of either House shall constitute a quorum of that House.

5. INVOCATION BY CHAPLAIN

Following the roll of members the Chaplain shall be asked to open the session with an invocation.

6. PLEDGE OF ALLEGIANCE

Following the invocation the members of the Assembly (Senate) shall stand and be led in the Pledge of Allegiance to the American Flag by the presiding officer.

7. READING OF JOURNAL - ITS CORRECTION -AND APPROVAL

Reading of the Journal of the previous day may be dispensed with upon a motion adopted by a majority of the members present. The Chief Clerk (Secretary) shall maintain, and correct as instructed, the journal of the Assembly (Senate).

8. COMMITTEE REPORTS

Each committee shall report promptly to the Assembly (Senate) its recommendations on those bills referred to it by the California YMCA Youth & Government staff. These reports shall be in writing, and shall be delivered to the Secretary of State who will deliver them to the Chief Clerk (Secretary) or an assistant, and shall then be read unless otherwise ordered by the chair or by a majority vote of the members present.

9. MESSAGES FROM THE GOVERNOR

Messages from the Governor shall be delivered to the Chief Clerk (Secretary) or to an assistant and shall be read.

10. MESSAGES FROM THE OTHER HOUSE

Messages from the other House shall be delivered to the Chief Clerk (Secretary) or to an assistant, and shall be read. Bills approved by the other House shall be placed on the docket, following such reading.

11. INTRODUCTION OF BILLS

The delegation from each local YMCA or Branch thereof (including school and other non-branch delegations, hereinafter referred to as YMCAs), must, on behalf of that YMCA, introduce one or more bills, as determined by the size of the delegation on the form provided by the California YMCA Youth & Government staff office, or a reasonable facsimile thereof.

The Bills shall be printed separately, except that in the case of identical bills from different YMCAs, the text of the bill shall be printed in the Daily File only once, but the bill shall carry the names of each of the YMCAs. When identical bills are introduced by two different delegations in both the Senate and the Assembly, concurrently, the full text of only one bill shall be printed.

No bill may be introduced except in the manner specified in these rules.

The California YMCA Youth & Government Board of Directors has made the following statement regarding the subject matter of bills:

"The YMCA has always been aware that strong differences of opinion grow out of statements by individuals at the Model Legislature/Court and even out of 'Legislation' enacted by the youth delegates. It believes strongly, however, that this process is essential to the maximum growth of the participants and to the future of the Nation. The 'legislative acts' (bills) and statements presented by high school students at the YMCA Model Legislature/Court are their own and they do not speak for the YMCA as an organization."

As used in these rules, the term "bill" includes constitutional amendments, concurrent and joint resolutions.

12. CONSTITUTIONAL AMENDMENTS, CONCURRENT AND JOINT RESOLUTIONS

Constitutional amendments, concurrent and joint resolutions shall be treated as bills, except as provided in Rule 18(c).

Note: The Youth Governor does not have the prerogative to veto Constitutional Amendments, concurrent or joint resolutions, but may attach to

these documents a statement of opinion of the bill.

13. DOCKET

The following listing shall constitute the order of the docket:

A. Unfinished business.

B. Combines second and third reading of bills originating in the House convened.

C. Combines second and third reading of bills originating in the other House. All bills on the docket shall be called for consideration in the order determined by the Secretary of State and the Chief Clerk (Secretary); except that: 1) When bills from more than one committee are pending, not more than one bill reported from a particular committee shall be acted upon before each other committee shall likewise have had the opportunity to submit one, but not more than one, bill for consideration, and 2) Bills must be ordered as reported out of committee by the committee chair.

D. The Chief Clerk (Secretary) shall establish the order of bills on the docket, subject to the direction of the presiding officer. The presiding officer may give priority on the docket to the consideration of bills originating in the other House but such bills shall be called in the order of their receipt.

E. Each House may adopt a ratio for consideration of bills from the other house.

The author/sponsor of a bill may request the Chief Clerk (Secretary) to place the author/sponsor's bill in a lower position on the docket (not to exceed five places), but once moved it cannot be moved again. When the Chief Clerk (Secretary) has so placed a bill, the presiding officer and the members of the Assembly (Senate) shall be notified.

F. A bill may be referred back to committee (1) by majority vote of the house during consideration or (2) by motion of the author/sponsor before consideration once written consent has been received from the committee chairperson.

A bill referred back to committee shall be returned to its former position on the docket. If its former position on the docket has passed, the bill shall be placed on the top of the docket.

14. CONSENT CALENDAR

At the conclusion of the final legislative session, at the discretion of the presiding officer, a motion may be made to place all pending legislation which currently appears on the docket on a "Consent Calendar". Bills on the Consent Calendar must meet the following requirements:

- A. Must have the approval of the bill's author/sponsor.
- B. Must not have been heard on the floor of the House prior to the "Consent Calendar" motion (except in the case of a bill sent to the floor after being referred back to committee).
- C. Must be currently on the docket (Bills may not be pulled from the table or committee)

The Consent Calendar motion shall not be used to override a Governor's veto of legislation. The Consent Calendar shall be approved by a majority vote of the Assembly (Senate). If approved, Consent Calendar legislation that requires the Governor's signature will be sent to the Governor for action.

15. SUSPENSION OF RULES - AMENDMENT OF RULES

The Standing Rules may not be suspended and/or amended during the session for which adopted. Recommendations for amending the Standing Rules may be initiated only by concurrent resolution. Notwithstanding the provisions of Rule 2, such a resolution may be introduced and shall be referred to the Joint Committee on Rules, consisting of the President Pro-Tempore and two members of the Senate appointed by the Lieutenant Governor, and three members of the Assembly appointed by the Speaker. The President Pro-Tempore of the Senate shall serve as Chairman. Approval by the committee requires a favorable vote of at least one Senate member and two Assembly members of the committee. Approved resolutions shall be reported back to the House of origin for consideration. Any

amendments receiving favorable action from both Houses shall take effect the year following their adoption. All changes in the Standing Joint Rules must be approved by the YMCA Youth & Government Program Committee.

16. DUTIES OF OFFICERS

A. All legislative officers, when not presiding (or performing their official duties, shall have debate and voting privileges on the floor of their own House.

B. The Speaker (Lieutenant Governor) shall possess the following powers and perform these duties:

- i. Preserve order and decorum; speak to points of order in preference to other members;
- ii. Decide all question of order subject to appeal to the Assembly (Senate) by any member;
- iii. Have general direction over the Chambers and other rooms set aside for the use of the Assembly (Senate);
- iv. Name any member to perform the duties of Speaker (Lieutenant Governor); but not beyond adjournment of the meeting for which the person is so appointed;
- v. Have general control and direction over the Journals, bills, and papers of the Assembly (Senate);
- vi. Authenticate by signature, all bills, memorials, resolutions, order, and proceedings of the Assembly (Senate);
- vii. Be an ex-officio member of all committees to the Assembly (Senate) and all joint committees but without the right to vote. This attendance shall not be considered in establishing a quorum in such committee meetings.

C. The Presiding Officer shall vote only in case of a tie vote.

D. The Speaker Pro-Tempore (President Pro-Tempore) shall have the powers and perform the duties of the Speaker (Lieutenant Governor) in his/her absence.

- i. The Speaker Pro-Tempore (President Pro-Tempore) is entitled to be an ex-officio member of all committees to the

Assembly (Senate) and all joint committees, but without the right to vote.

- ii. The President Pro-Tempore shall serve as Chair of the Joint Committee on Rules.

E. The Chief Clerk (Secretary) shall have the following duties:

- i. Have charge of and supervise all clerical business and printing of the Assembly (Senate);
- ii. See that all records are properly kept;
- iii. Refuse to permit any records or papers to be taken from personal custody, except upon duly signed receipts from authorized persons;
- iv. Read or allow assigned assistants to read from the desk only such matter as the presiding officer shall direct;
- v. Have general supervision over all clerks, attaches, and employees of the Assembly (Senate) with full responsibility for their attendance and the proper performance of their duties;
- vi. Dispatch to the other House all bills with their amendments promptly upon passage by the House concerned;
- vii. At the direction of the presiding officer correct the title of any bill to conform to amendments adopted by the House to the text of the bill, and correct clerical errors in bills.

F. The Sergeant-at-Arms shall have the following duties:

- i. Attend the Assembly (Senate) during its sessions, preserve order, and perform such other duties as he/she may be assigned by the presiding officer;
- ii. See that no person is admitted to the Assembly (Senate) Chamber during its session other than its members, except as directed by the presiding officer or as otherwise directed in these Rules (Section 17E);
- iii. Direct the activities of assigned assistants.

G. The Chaplain shall offer an invocation following the roll call at the opening of each day's regular sessions, and at such other times as he/she may be requested.

17. DECORUM AND PRIVILEGES OF MEMBERS

A. When a member desires to address the Assembly (Senate) the member shall rise from his/her seat and respectfully address himself or herself to "MR. OR MADAM SPEAKER" (MR. OR MADAM PRESIDENT), but shall not speak further until recognized by the chair. Upon being recognized, they are to state their name and YMCA, and then may speak on the subject under consideration. When two or more members rise at the same time, the presiding officer shall designate the member who is entitled to speak.

B. No member shall speak more than once during the consideration of one question on the same day and at the same stage of proceeding without the unanimous consent of the members, except that the author (official proponent) of a bill or the maker of a motion shall have the right to open and close the debate thereon.

Once recognized, each member shall be entitled to three, but not more than three, minutes to speak on any bill or other question before the house, except that the author or official proponent of the bill under consideration may speak five minutes to open and three minutes to close the debate. No question may be directed to a member speaking on a bill during his/her presentation, but a member may yield to questions during any time he/she has remaining after making his/her presentation.

A member's time to speak may only be extended beyond the three-minute limit by a unanimous vote.

Speakers on a main motion (bill) shall not exceed 3 for (pro) and 3 against (con).

A motion to increase the number of speakers may be passed by a two-thirds vote of all members for a maximum of two speakers. The number of speakers may be increased only once during any main motion.

The author or official proponent of the bill under consideration may yield the entitled time to any member who has not yet spoken, but no other member shall yield to another member time to speak on any matter.

C. If any member is in violation of these rules, the presiding officer shall call the offending member to order. The member shall immediately be seated, unless permitted by the chair to explain. Any member may rise to a point of order by receiving recognition of the chair and stating a point of order. The member shall then be seated.

The presiding officer shall decide the point of order without debate. The decision of the presiding officer on points of order shall be subject to appeal to the Assembly (Senate) and a majority vote of the members present shall decide such an appeal. An appeal is not debatable.

D. No person shall, while on the floor of the Assembly (Senate) or in the chambers proper engage in attacks ad hominem, profanity or offensive language, or any activity not keeping with the solemnity and decorum of the proceedings.

Food or drink of any kind is not permitted in any of the State Capitol chambers and meeting rooms, in any other state owned facility, and at any Joint Convention or General session held in the Hyatt Hotel or Convention Center.

All cell phones, pagers, and walkie-talkies (except those used by Y&G staff) must be turned off during all sessions, meetings, and hearings in all program areas. Advisors and staff may leave devices on, but inaudible, for emergency contact reasons, but must leave the session/area in order to answer a call.

Smoking or the use of tobacco products is not permitted during any conference sponsored by the California YMCA Youth & Government Program.

Infringements of these regulations shall be dealt with by the Sergeant-at-Arms and if appropriate, the Conference deans. Those who disregard the warning of the Sergeant-at-Arms shall be brought to the attention of the presiding officer by the Sergeant-at-Arms and may be required to leave at the discretion of the presiding officer. Nothing in this paragraph shall, however, be construed as limiting or otherwise regulating the actions of any regular employees or officials of the California Legislature.

E. Only members of the Assembly (Senate) shall be allowed on the floor of that House, with the following exceptions:

1. Youth officers
2. Youth cabinet members (one at a time)
3. Pages of the House
4. Media members when actively photographing or taping the proceedings, with permission of the Sgt.-at-Arms. (maximum of five at a time)
5. Assistant Legislative Analysts
6. Youth & Government staff and administrators
7. Advisors when taking photographs (one at a time for no more than three minutes) with permission of Sgt.-at-Arms
8. Adult legislators and their staff

None of the exceptions listed above may speak or vote on the floor except as provided in Rule 22.

18. METHOD OF VOTING

A. Only duly selected members may vote, and every member in the Assembly (Senate) Chamber when a vote is taken shall vote, unless religious or moral reasons shall force them to abstain from voting, in which case they shall have the right to express their reason for abstention. Their vote shall be by voice, except as otherwise provided herein. Their vote shall be a simple "Aye" if for the measure or motion; "No" if opposed.

B. The presiding officer, using personal discretion, may, or upon the request of 20 members of the Assembly (10 Senators) made before the voting begins, shall, call for a standing vote. In this event he/she shall ask for those in favor of the measure or motion to stand. They shall stand until the Chief Clerk (Secretary) has completed the tally. The Speaker (Lieutenant Governor) shall then ask for those opposed to the motion or measure to stand. They likewise shall continue standing until the Chief Clerk (Secretary) has completed the count, and the results are then announced.

C. A majority vote of the members of the Assembly (Senate) present shall be required for the passage of any bill (including concurrent or joint resolutions), except that a two-thirds vote of

the members of the Assembly (Senate) present shall be required for the passage of any proposed Constitutional amendment, or for the passage of a bill over the Governor's veto. A veto by the Governor may be overridden if both Houses vote therefore.

D. In the case of an equal division or tie vote in either House in which the Speaker or the Lieutenant Governor refused to vote, the question shall be lost.

E. Once begun, the vote shall not be interrupted.

19. LEAVE OF ABSENCE

No member shall leave any session of the Assembly (Senate) without the permission of the presiding officer.

20. MOTIONS AND QUESTIONS

When a question is under debate or before the Assembly (Senate) all privileged, subsidiary, and incidental motions shall be received by the presiding officer in the order of precedence set by Roberts Rules of Order (revised). No motion which conflicts with Section 15 of the Joint Rules shall be received.

All incidental questions or order, arising after a motion is made or any of the questions indicated above, shall be decided by the presiding officer and shall not be subject to debate.

21. AMENDMENTS

A. Amendments may be introduced only in the House in which the bill originated and the second House shall consider the bill in its amended form.

B. Amendments may not be submitted by members on the floor.

C. Amendments must first be considered in committees. They shall be in writing and attached to the original bill and committee report thereon at the time the bill is returned to the Chief Clerk (Secretary) with the committee report. Amendments which constitute a change of 25 words or more shall be reproduced for distribution to members of both Houses.

Committees may not actually amend bills, but may only propose recommended amendments for action by the Assembly (Senate). Such recommendations shall require a majority vote of the members of the committee. Committee amendments shall be considered at the time of the combined second and third reading of bills, and action on committee amendments shall precede consideration of the bill on the floor.

Author's amendments may be presented to the committee prior to the consideration of the bill, and will become part of the un-amended bill without debate or vote of the committee. Authors amendments may not change the intent of the original bill as submitted to the YMCA Youth & Government office.

D. Amendments may be adopted by majority vote of the present members of the House in which the amendment is being considered.

22. SPECIAL SPEAKERS

A. Only House members may speak on the floor of that House, with the following exceptions:

1. The State Legislative Analyst or an assistant, when speaking in reference to the fiscal nature of a bill.
2. The Governor, when presenting a legislative address.
3. The Assembly (Senate) may, upon a two-thirds vote of its members, allow a non-member to speak to the House. The speaker is entitled to speak for three minutes and may have their time extended as provided in Rule 17B.
4. Under special (i.e., emergency) circumstances, Youth & Government staff may address the House.

B. The Assembly (Senate) shall adopt no rules which infringe upon these exceptions.

23. PARLIAMENTARY RULES

In all cases not provided for in these Rules, the authority shall be Roberts Rules of Order (revised).

Revised May 2003

Policy for Expelling a Participant

It is the Policy of California YMCA Youth & Government that all participants are responsible for upholding the highest standards of conduct at all times. Violations of the Code of Conduct may be, at the discretion of the [President/CEO](#), cause for expelling a participant from the program.

All participants sign a statement that they have read and understand the [Code of Conduct](#). By signing it, they agree to be governed by its contents.

Expelling of a delegate:

At the time a delegate has violated the Code of Conduct and is expelled from the program, it is the Lead Advisor of that delegate, who has the total responsibility of making all arrangements and decisions with the Parents or Guardians, as to how that delegate will be sent home. Arrangements will be made for the earliest possible departure from the premises deemed safe for the delegate. Arrangements and departure times will be reported back to the President/CEO for purpose of verification.

Following a decision by the President/CEO, the California YMCA Youth & Government no longer assumes any responsibility for the actions of the expelled delegate or the decisions of the Lead Advisor in making arrangements for said delegate to be sent home.

All follow-up with the Parents or Guardians of the delegate expelled is the sole responsibility of the Lead Advisor of the delegate.

Expelling an advisor:

Any Advisor, who is expelled from the program will be responsible for all expenses and arrangements, and must leave the premises at the earliest possible time deemed safe.

California YMCA Youth & Government will assume no responsibility for the actions of the expelled person once the decision to expel has been made.

YMCA Delegations Policy

It is the Policy of the California YMCA Youth & Government that in order to provide Local YMCA Delegations with the best possible program and services, said Delegations will adhere to the rules and regulations set down in the Delegation Participation Agreement.

The California YMCA Youth & Government will provide:

- A simulated (model) governmental program
- Coordinate all the necessary components of the program including:
 1. Facilities for training and simulated programs
 2. Equipment
 3. Program staff
 4. Information & forms
 5. Training materials
- Coordination & processing of all forms and applications needed for participation by Delegations

The Delegations will: (Delegation shall be defined as a duly organized and approved group affiliated with a chartered YMCA, school or school district, or other legally organized nonprofit corporation)

- Adhere to and obey all rules, regulations policies and deadlines established by Youth & Government
- Will provide all necessary, trained advisors as required by Youth & Government Policy
- Read all Bulletins and the Advisors Manual for information contained therein
- Be responsible for all costs, when due, for each component of the program including:
 1. Transportation for Participants (Delegates, Advisors, Parents)
 2. Facilities
 3. Food
 4. Registration fees
- Be responsible for any and all costs incurred due to damage, destruction or loss caused by the Delegation's Participants
- Be responsible for the supervision and control of all of its Participants at all times throughout the Program.
- Adhere to the [Code of Conduct](#)
- Add the California YMCA Youth & Government as an "also insured" to the Local YMCA's Liability and Insurance coverage (Minimum of \$1,000,000 per occurrence)
- Adhere to all 13 points of the Delegation Participation Agreement as a binding contract

Upon receipt of a duly signed Delegation Participation Agreement, the official Delegate/Advisor Registration Form, Advisor training and fees, the California YMCA will recognize all Participants of that Delegation as registered Participants in the California YMCA Youth & Government Program.

Multiple Delegation Policy

The term YMCA applies to a unit chartered by the YMCA of the USA and for the purposes of this policy includes other entities i.e., schools or other nonprofit organizations. Delegations from areas with no YMCA or which are not operated by YMCAs will have the same consideration as YMCAs. Each YMCA will be considered to have a single delegation unless this policy is met.

Policy for YMCAs Who Desire to Have Multiple Delegations

A YMCA may have more than one delegation under the following circumstances:

- Each delegation is to be a self-sufficient unit with its own lead advisor and other advisors as necessary based on the 1/11 or 1/9 advisor/delegate (or 1/7 for non-certified advisors) ratio (see Bulletin 1). Delegations may meet at the same facility but must meet at separate times and have separate budgets.
- Lead advisors must be a minimum of 21 years of age.
- Prior to the implementation of multiple delegations, a YMCA must provide a written rational basis for having multiple delegations to the [President/CEO of Youth & Government](#). The President/CEO retains the right (without appeal) to not recognize multiple delegations from any YMCA.
- The decision to have multiple delegations must be made at the time of submitting the space reservation and deposit form(s).
- Delegations may nominate one candidate per office in [each available category](#). Delegates may not move between delegations for the purposes of an election.
- Delegations will be treated as separate entities by the Youth & Government office in respect to housing at the Training & Elections Conferences and Sacramento, elections procedures, forms (i.e., concessionaire permit forms), deposits/fees (i.e. you may not move numbers around after commitment), with respect to any size reduction actions, etc.
- Each Delegation will submit the required number of bills.

Revised: August 6, 2005

Under 21 Advisor Policy

Delegation advisors are the backbone of Y&G. The success of an individual delegation is dependent on the maturity level of its advisors. To help ensure the highest quality program, the Youth & Government program does not allow advisors to be under 21 years of age.

Additional Requirements For Advisors

Delegations with more than 25 delegates must have a professional YMCA staff member or volunteer with over 5 years of experience as a Y&G advisor, as one member of their advisor team. This person must attend all conferences, but does not need to be the Lead Advisor.

Delegations with over 30 delegates must have a minimum of two certified advisors.

If you have any questions regarding advisor certification or numbers, please contact Rolf (rolf@calymca.org)

Harassment and Abuse Complaint Procedure

California YMCA Youth & Government exists to provide the best educational program and learning environment possible for all delegates entrusted to its care. To that end, California YMCA Youth & Government welcomes constructive criticism of policies, programs or operational decisions in order to improve its efforts and be responsive to its clients. To the extent that the Youth & Government Program might need to consider changing a current practice or revisit a previous program decision, it endeavors to do so in a deliberate and orderly manner.

Delegates, parents/guardians, advisors and volunteers within the program having a complaint or disagreement about a program issue, situation, employee decision or action, and who are seeking a specific redress, are asked to follow the procedures outlined in this policy in order to have the complaint, grievance or difference of opinion addressed in an orderly manner. The procedures outlined herein are intended to be responsive, yet fair, to encourage thoughtful deliberation, and to make clear a complainant's avenues of appeal.

In the interest of protecting the rights of anyone seeking redress of a perceived grievance, no harassment or retaliation of any kind against a youth delegate, parent/guardian, or volunteer shall occur because a complaint was filed.

It is the intent of the Youth & Government Board of Directors that matters giving rise to a complaint be addressed first on an informal basis, defined as Level 1, and to the closest person related to the matter. If a complaint cannot be addressed and resolved informally at Level 1, then the formal steps of Levels 2 and 3 are available to any complainant leading, if necessary, to ultimate resolution by the Youth & Government Board of Directors.

If confidentiality is a concern, every effort shall be made to respect the wishes of the complainant, without compromising the rights of all other parties involved.

Level 1 (Informal Level)

1. In an effort to seek immediate resolution of the concern, the complainant, if they feel comfortable doing so, shall first interact with the individual who is the subject of the complaint. An exception shall be if a situation exists which is determined to be extremely sensitive or could represent a violation of law or program policies.
2. If the complaint is not resolved at the direct contact level, the complainant shall confer with the immediate supervisor of the employee/volunteer who is the subject of the complaint. In most cases, this will involve either the Lead Staff person for a program area, or, in the case of employees, the President/CEO of California YMCA Youth & Government. The supervisor shall communicate with the employee/volunteer who is the subject of, or closest to, the complaint, and any other involved parties, in an attempt to assist and informally resolve the matter. Until such informal communication with the employee/volunteer and employee's/volunteer's supervisor has been completed, the complaint shall not progress to the formal procedure outlined in Level 2.
3. If the complainant is not satisfied with the outcome and chooses to pursue resolution to his/her personal satisfaction, the complainant may proceed to Level 2.

Level 2 (Formal Level)

1. The complainant shall obtain, complete, and submit, a Complaint Form to the Complaint Officer. The Complaint Officer for California YMCA Youth & Government is the President/CEO.
2. The Complaint Officer shall review the completed Complaint Form and provide a copy to the employee/volunteer, who is the subject of the complaint and to legal counsel or other involved parties as he/she deems appropriate.
3. The Complaint Officer, in consultation with legal counsel when appropriate, shall investigate the facts and, in a timely manner, communicate with the complainant, the employee or volunteer who is the subject of the complaint, and others as he/she deems appropriate. The Complaint Officer shall then advise all parties of his/her judgment.
4. If the complainant is satisfied with the Complaint Officer's decision at Level 2, the completed Complaint Form shall be filed in YMCA Youth & Government's office. If the complainant is not satisfied with the outcome at Level 2, and therefore chooses to pursue further action, a copy of the completed Complaint Form shall be forwarded to the Complaint Officer for processing at Level 3.

Level 3 (Final Level)

1. If the complainant wishes to appeal to Level 3, he/she must, in writing, request an appearance at a regularly scheduled meeting of California YMCA Youth & Government's Executive Committee, where he/she shall be heard. The Executive Committee has the option to:
 - A. Take no action, which has the effect of upholding staff's earlier judgments.
 - B. Take action reversing staff's decision.
 - C. Take action modifying the direction of staff's decision.

The decision of the Executive Committee shall be final.

Harassment/Abuse Complaint Form

Please Print

Name: _____ Today's Date: _____

Address: _____

Home Phone: _____ Other Phone: _____

I am a (Please check one): ☐ Delegate ☐ Parent ☐ Volunteer Staff ☐ Other: _____

I wish to complain about:

Name of person, program or activity: _____

Location of incident/situation: _____

When did this event/incident occur? _____

Nature of the complaint:

Please describe your complaint (or attach a letter/statement), including names and places involved so that we may have a complete understanding of the concern.

Has the complaint been discussed with the employee/volunteer and/or immediate supervisor named in the complaint (if applicable)? ☐ yes ☐ no

If so, to whom have you spoken? _____ Date of conversation: _____

Individuals who could supply information about the complaint:

Name: _____ Where they may be contacted: _____

Name _____ Where they may be contacted: _____

Solution or remedy sought by complainant:

I understand that the YMCA Youth & Government Program may request further information about this matter, and if such information is available, I agree to present it upon request. I also understand that a copy of this complaint may be given to the employee or supervisor against whom the complaint is made (if applicable). I acknowledge that the YMCA Youth & Government Program prohibits retaliation or harassment against any individual or the child of a parent who submits a complaint.

Signature of Complainant

Date

For office use only:

Level 2 Resolution:

Signature of Level 2 Administrator

Date

Level 3 Resolution:

Signature of Executive Director or Designee

Date

General Emergency Procedures

In the event of an emergency relating to an individual or a small group of participants, the following procedures will be initiated.

Medical Emergency at Camp Roberts: (all Y&G emergency numbers will be posted in the Office)

1. Assess the severity of the injury and administer immediate First Aid (if qualified*) and contact the Y&G Office (916) 756-0230 x 101.
2. While waiting for help, find out as much information as you can from the injured person. Name, Delegation, Advisor's name, Barracks number, where he/she is hurting (if not apparent).
 - Have someone contact an Advisor from the injured person's Delegation, and have them report to the scene as soon as possible.
 - Have someone contact Y&G office on site and get Medical Release and contact forms for the injured persons.
 - Identify as many witnesses as possible-get names & barracks/room numbers.
 - After staff has arrived and taken charge, work with the Delegation Advisor to fill him/her in on details as you know them.
 - An adult, preferably a Delegation Advisor, must accompany injured participant if transported off the base (paramedics should identify where they are taking the injured participant).
3. Get an Incident/Accident Report form from the office, and fill it out with all the information you know. As soon as possible, get with the Lead Advisor of the injured participant's Delegation and complete the Incident/Accident Form.

Medical Emergency at other sites or cities:

1. If a major injury has occurred, administer First Aid (if qualified), have someone call 911.
 - Have someone call the Youth & Government office on site, to notify one of the Directors that an injury has occurred. Request Medical Release and contact forms for injured.
 - Find out any information you can from the injured participant. Name, Delegation, Advisor's name, and hotel and room number.
 - Have someone contact the injured participant's Advisor, and have that person report to the scene of the accident.
2. After Paramedics arrive and have taken charge, work with the Delegation Advisor, to fill him/her in on the details. When possible have Delegation Advisor or Core Staff accompany injured participant, if transported to hospital. An adult must accompany a minor participant to the hospital or doctor off of the premises (Paramedics should identify where they are transporting the injured participant).
3. Get Incident/Accident Report form from the office and fill it out with all the information you know. As soon as possible, get with the injured participant's Lead Advisor and complete the Incident/Accident Report form.

****Only certified First Aid providers should give first aid unless the injury is immediately life threatening; then the decision is up to the individual who comes upon the scene.***

Event Response Plan

The purpose of the **California YMCA Event Response Plan** is to establish procedures and guidelines to prepare for potential crisis situations. One of the primary purposes of this document is to ensure California YMCA staff is provided with important information and to ensure proper communication during an emergency.

California YMCA CRISIS TEAM

In the event of an emergency, this team of individuals will have specific responsibilities and are prepared to respond. In a crisis situation, an organization does not want the full responsibility of responding to the crisis and communicating to the various publics to fall on any one individual. A team scenario will also allow the organization to respond in the event when one or more members of the team are unable to function in his/her designated capacity. Creating a crisis team is an important step. The establishment of a team and specific responsibilities will facilitate an effective response to minimize miscommunication and irrational responses.

MEDIA RELATIONS

In an emergency situation, the media are the most important link to the public. It is very important to maintain positive and open lines of communication with the media. The California YMCA CEO, Steve Willmont, will serve as the primary spokesperson. The alternate spokesperson will be Rolf Davidson.

A detailed and efficient information record should be maintained so facts are not misunderstood or distorted. The record will include answers to who, what, when, where and why (if known) in a prepared statement, any proposed solutions, and any answers to potential questions.

CONFIDENTIALITY

In an emergency situation, it is imperative that California YMCA staff observe the rules of confidentiality regarding security and contact with attendees and exhibitors. Therefore, **California YMCA staff shall not:**

- Speculate about the crisis.
- Allow unauthorized personnel to release information.
- Provide false information.
- Place blame for the incident.

POTENTIAL CRISIS SITUATIONS

The following is a listing of potential situations. California YMCA staff should be aware of the procedures of this plan and should report any suspicious activity as soon as possible.

- Death or serious illness
- Disgruntled employee/volunteer injures or threatens
- Fire
- Infectious disease
- Medical emergency
- Natural disaster
- Suspicious person
- Technology disabled (communications systems, telephones, wireless, Internet, etc.)

EMERGENCY COMMAND CENTER

The purpose of the Emergency Command Center is to establish a single point of communication and control during an emergency situation. The Command Center is located in the Y&G office and equipped with:

- A bullhorn
- Vests to identify who is in charge
- Health History forms
- Rosters
- First-Aid kit

IMPLEMENTING TELEPHONE TREE/SMS MESSAGING

The telephone tree/SMS will only be used in extreme circumstances to convey information that cannot be communicated in any other way. The determination to implement the Phone Tree/SMS will be made during a meeting of the California YMCA core staff.

CODES

The following Emergency Response Codes have been developed. The California YMCA core staff will control the implementation of these codes.

- **Yellow** Declaring an Emergency Condition. Crisis Team convenes at designated location
- **Blue** Prepare for potential evacuation
- **Red** Begin Evacuation
- **Green** All clear – return to regular operations

WHAT TO DO IN CERTAIN EMERGENCY SITUATIONS

Weather Related Emergency

- Generally, weather related situations are preceded by a warning to allow ample time to protect the safety of attendees and exhibitors.
- Depending on your location, move participants to an interior room or hallway.
- Move participants away from all windows and areas with glass.
- Keep telephone lines available for emergency use and do not call 911.
- California YMCA participants must stay inside until instructed by emergency personnel.
- Await further instruction from California YMCA staff.

Power Outage

- The California YMCA conference office is equipped with flashlights.
- Turn off all electrical equipment in use.
- Await instructions from California YMCA staff.
- If necessary to evacuate the building, use stairwells instead of elevators (even though some may be designed to operate on emergency power back-up systems).

Fire and/or Smoke

In case of fire or smoke, notify a California YMCA staff representative immediately.

- Provide concise, accurate information and severity of the fire and/or smoke. For minor fires (waste basket, etc.), try to extinguish fire with fire extinguisher.
- Fire extinguisher procedure: **PASS** procedure:
 - **P** – **Pull** the pin on the extinguisher

- **A – Aim** the nozzle or hose at the base of the fire
- **S – Squeeze** or press the handle
- **S – Sweep** from side-to-side at the base of the fire until it is extinguished.
- If the fire is serious and begins to spread – remember **RACE**:
 - **R – Rescue** any participants in immediate danger, paying close attention to your own personal safety
 - **A – Activate** the building alarm
 - **C – Confine** the area as best as possible
 - **E – Evacuate** the area and pay close attention to handicapped/disabled persons that may require your assistance.

Suspicious Individual(s)

- Make note of individual(s) description (male, female, nationality, age, physical characteristics, unusual markings (tattoos, etc.).
- Notify California YMCA staff representative immediately.

Disturbance and/or Confrontation

- Report any disturbance and/or confrontation to a California YMCA staff representative immediately.
- Stay calm and use verbal skills to encourage the person to “vent”.
- Take all implied threats seriously.
- Do not engage in behavior that is confrontational or defiant.

Medical Emergency

- A First Aid Center will be staffed with on-site personnel (Emergency Medical Technicians) during all phases of any California YMCA conference.
- If a medical emergency arises, contact California YMCA Staff via radio or phone
- Provide accurate and concise information of exact location. Repeat notification until confirmed by a California YMCA staff representative.
- To the best of your ability, stay with the individual and try to make them as comfortable as possible, letting them know that help is on the way.
- Do not administer any treatment or CPR activities unless you are adequately certified and/or qualified to do so.
- Do not leave the individual until appropriate emergency assistance arises.

ACTION PLAN

- Alert Code will be announced.
- California YMCA Staff to hold emergency meeting at the Command Center to assess situation and determine course of action.
- Appropriate local Emergency Services are notified.
- Information will be sent out when course of action has been decided.
- Building is searched.
- Emergency Codes will be announced via cell phone or radio.
- Participants will be evacuated to the helipad, will be sorted by delegation and role will be taken.

SUPPLEMENTAL SECTION

Tentative Meeting Agendas

SESSION #1

Tentative Agenda and Materials

- ☐ **What is the Model Legislature/Model Court?**
Refer to Introduction Section of Advisor Manual and description of events in Bulletin #1.
- ☐ **Roles in Model Legislature & Court – Refer to Advisor Manual**
- ☐ **Events – Training & Elections I Conference, T&E II Conference, Model Legislature**
Refer to Bulletin #1
- ☐ **Calendar for Model Legislature & Court**
Refer to Calendar that you have decided upon, using this source and the calendar included in Bull. #1. (It is a good idea to have your delegation's calendar preprinted to distribute to potential participants.)
- ☐ **Bill Writing**
Refer to the Bill Development Section in the Advisor Manual
Brief overview of Bill development. Use examples from past Daily Files
Discuss briefly some possible ideas for Bills and resources for Bill ideas
- ☐ **Budget**
Prepare a sample budget using information from First Mailing and Bulletin #1
Refer to the Advisor Manual, Cost of Program, Fund Raising
- ☐ **Scholarships – Refer to Bulletin #2**
- ☐ **Bulletins #1, #2 – Relay any pertinent information in Bulletins #1, and #2 to delegates**
- ☐ **Next Meeting**

SESSION #2

Tentative Agenda and Materials

- ☐ **Bill Development – What does a Bill do?**
Refer to Advisors Manual, Bill Topic Sheet, and past Daily Files
- ☐ **Bill Ideas**
Refer to Bill Resource Topic Sheet distributed at Advisors' Conference, past Daily Files
Formulate tentative topics that interest your delegates
Assign groups to work on development of ideas, research current legislation, etc
- ☐ **T&E I Conference – Discuss Purpose and Times, Refer to Bulletins #1, and #2**
- ☐ **Fees for T&E I – Due in October. Refer to Bulletins #1 & #2**
- ☐ **Discuss who wishes to have a leadership role for T&E I (deadline next week)**
Refer to Advisor Manual for forms
- ☐ **Discuss who wishes to run for office – refer to Advisor Manual for forms**
- ☐ **Scholarship Requests**
Refer to Bulletin #2 and information in Advisor's Manual
- ☐ **Fund Raising**
- ☐ **Next Meeting**

SESSION #3

Tentative Agenda and Materials

- ☐ **Bills** – Each group or individual should now have an idea they are researching
Refer to Advisors' Manual, and Bulletin #3
Encourage delegates to seek assistance from outside sources
(lawyers, police officials, school administrators, parole officers, etc.) Be imaginative.
Groups should begin to draft bills into proper forms.
Arguments pro and con should be discussed to give bill authors a sense of need
for their legislation, and help them prepare for future debate.
- ☐ **Discuss Sophomore Forum**
- ☐ **T&E I Conference**

9-9

SESSION #3

(continued)

Tentative Agenda and Materials

- ☐ **T&E I Conference**
Qualified delegates should be preparing to run for office for the Model Legislature
to Bulletin #1 and the Elections Section of the Advisor Manual
Delegates not running can help by campaigning, making posters and handbills, soliciting people
to go to the T&E I Conference, and spreading their candidates' fame to other YMCAs.
- ☐ **Bulletin #3** – relay any pertinent information
- ☐ **Next Meeting**

SESSION #4

Tentative Agenda and Materials

- ☐ **Bills**
Touch base regarding Bills and their development
- ☐ **Fund Raising**
Ideas should be in the works regarding fund raising events.
- ☐ **T&E I Deposits Due**
- ☐ **Officer Nomination Forms Due**
- ☐ **Discuss Code of Conduct**
- ☐ **Make arrangements concerning the T&E I Conference (transportation, meals,**
number going, etc.) – Refer to Bulletins #3
- ☐ **Next Meeting**

SESSION #5

Tentative Agenda and Materials

- ☐ **T&E I Conference**
Final signups – collection of fees
Talk about plans for poster-making and candidate speech night
Determine who will sponsor the bills assigned to your YMCA
Medical Release Forms
- ☐ **Encourage participation in leadership positions in program areas**
(Newspaper, Court, etc.)
- ☐ **Next Meeting**

SESSION #6

Tentative Agenda and Materials

- ☐ **Candidate Campaign**
 - Paint Signs*
 - Determine strategy for candidate elections*
- ☐ **T&E I Conference**
 - Refer to Bulletins #1, #2, #3, and #4*
- ☐ **Bill Development Status**
- ☐ **Arrange for delegation photo for local paper to go with Press Release about T&E I**
- ☐ **Fundraising**
- ☐ **Next Meeting**

SESSION #7

Tentative Agenda and Materials

- ☐ **Bill Development Status**
- ☐ **Parliamentary Procedure Workshop**
- ☐ **Plans for Parents Meeting**
 - Plan Agenda, Refreshments, Select MC*
- ☐ **Expectations for T&E I Conference/Final Attendance Established**
- ☐ **Distribute and/or make luggage tags**
- ☐ **Next Meeting**

9-10

SESSION #8

Tentative Agenda and Materials

- ☐ **Parents' Meeting Night**
 - Short synopsis of Model Legislature & Court - roles, events, participation*
 - Discuss Bill Development, selection process*
 - Discuss T&E I, II, and Sacramento - transportation, housing, code of conduct, etc.*
 - Medical Releases*
 - Budget - Cost Breakdown, Questions and Answers*
- ☐ **The T&E I Conference - Final Plans**
 - Refer to Bulletins #1, #2, #3, & #4*
 - Explain procedure for check in, housing, etc.*
 - Explain the voting procedure*
 - Talk about transportation, timing, food, etc.*
- ☐ **Fund Raising**
- ☐ **T&E I Balance of Fees Due**
 - Refer to Advisor's Manual*
- ☐ **Next Meeting**

SESSION #9

Tentative Agenda and Materials

- ☐ **Review T&E I Conference – suggestions for next conference**
- ☐ **Finalize Committee Chairpersons, nominees for Supreme Court, Jury Trial Attorneys, Program Leadership positions, etc.**
Refer to Advisor Manual
- ☐ **Bill Finalization**
Bills should be in final form, ready for Bill Selection Night.
Possibly proponents could briefly introduce each Bill so all delegates are aware of topics and what is available for selection.
- ☐ **Delegate Selection**
All delegates should be selected and tentatively assigned to their roles this week.
Delegates should be broken into groups by roles and discuss their responsibilities as Legislators
Use experienced delegates to help with these groups if your Y has any.
All sophomores will be assigned to the Forum program. Begin training delegates
Refer to Advisor Manuals,
and refer to appropriate sections of Bulletins #1 – #4. Distribution Formula is in Advisor Manual
- ☐ **NIC delegates discuss proposal topics**
- ☐ **Next Meeting**

9-11

SESSION #10

Tentative Agenda and Materials

- ☐ **Bill Selection Night**
Bill Selection Night Selection Board hears presentation of bill by its author and/or proponent. Determines which one bill will be sent to Sacramento as your delegation's bill.
The Board may consist of laymen, experts from your local area, other delegates, or any guests you determine.
NOTE: After Bill Selection Night, bill must be typed in proper form and signed by the Board President and the Executive of your YMCA before being sent to the ML/C office.
Refer to Advisor Manual.
- ☐ **Next Meeting**

SESSION #11

Tentative Agenda and Materials

- ☐ **Registration**
Refer to previous bulletins. Double check addresses, grades, etc.
- ☐ **Bulletin 5 – relay any pertinent information**
- ☐ **Fees and Fundraising – Fees Due**
- ☐ **Practice Committee Procedure and Parliamentary Procedure**
- ☐ **Brainstorm national and international issues for possible subjects for NIC delegates**
Fundraising projects well under way – extra projects over Christmas vacation
- ☐ **Hotel Reservation Forms Due**
- ☐ **Next Meeting**

SESSION #12

Tentative Agenda and Materials

- ☐ Fundraising – Holiday season offers a variety of possible fundraising events
- ☐ Training & Elections II Conference
 - Discuss what happens at T&E II – Refer to previous bulletins*
 - What to bring, wear, etc.*
 - Medical Release Forms, Transportation, dates and times*
 - Offer to contact schools regarding absences*
- ☐ Code of Conduct
- ☐ Group Building
 - Bring group together as a delegation. Talk about the experience as a delegation; your bill, housing at T&E II and Sacramento. Talk about responsibility as a delegate and a delegation.*
- ☐ Next Meeting

SESSION #13

Tentative Agenda and Materials

- ☐ Training & Elections II Conference
 - Final plans – Prepare your YMCA "Banner" for T&E II Conference*
- ☐ Plan Holiday fundraisers, have Holiday celebration
- ☐ Next Meeting

SESSION #14

Week of January 7-11

Tentative Agenda and Materials

- ☐ Meeting times between now and Sacramento
- ☐ Behavior expectations. Code of Conduct. Dress Code
- ☐ Bulletin #7 – Relay any pertinent information to delegates.
- ☐ Next Meeting

SESSION #15

Week of January 14-18

Tentative Agenda and Materials

- ☐ Review of Training & Elections II Conference
- ☐ Assist NIC Delegates with Proposals
- ☐ Practice bill sponsor's speech
- ☐ Next Meeting

SESSION #16

Tentative Agenda and Materials

- ☐ Review Daily File – Discuss interesting bills
- ☐ Sacramento plans
 - Meeting times*
 - Flight schedule/transportation*
 - Sleeping bags for hotel*
 - First-day schedule*
 - Code of Conduct*
 - What to wear and bring*
 - Medical release forms*
- ☐ Discuss participation in National Affairs Conference in N. Carolina and Intern Program
- ☐ Arrange for photographer to take picture of delegation
- ☐ Plans for participation in Spring Conference
- ☐ Discuss strategies for recruitment of freshmen into the delegation
- ☐ NIC Proposals Due
- ☐ Next meeting

SESSION #17

Week of January 28-February 1

Tentative Agenda and Materials

- ☐ Parent's Meeting – show slides, delegation awards and recognitions
- ☐ Recruitment meeting for new delegates – especially Freshmen.
- ☐ Sacramento Plans – Refer to Bulletin #8
- ☐ Next meeting

SESSION #18

Week of February 4-8

Tentative Agenda and Materials

- ☐ Bill Sponsor's give speeches
- ☐ Final Conference Plans
- ☐ Next Meeting

SESSION #19

Tentative Agenda and Materials

- ☐ Wrap up Meeting – parents welcome
 - Slides/pictures/video*
- ☐ Delegation Recognitions
- ☐ Spring Conference Plans and meeting dates/Refreshments

CALIFORNIA YMCA YOUTH & GOVERNMENT



PARENT HANDBOOK

CALIFORNIA YMCA YOUTH & GOVERNMENT

MOTTO

"Democracy Must Be Learned By Each Generation"

MISSION

**We build values-based leadership and civic engagement in
California's youth to strengthen our democracy.**

Adopted by the Board of Directors: March 2010

WHY YOUTH & GOVERNMENT?

In California, an informed and participating electorate, which shares a common value system, is crucial for building strong communities. Young people need to understand that they can have an effect on their communities, their state, and their country, through their actions. Youth & Government strives to give youth both the tools and the values, which will empower them to solve problems within the established system of government. Participants in the Model Legislature & Court are provided an arena to test their beliefs, to share their frustrations, to examine their ethics, and broaden their knowledge. .

WHAT IS YOUTH & GOVERNMENT?

The California YMCA Model Legislature & Court is a statewide youth educational program involving more than 2,000 high school students, in a nine-month "hands on" experience. Since its inception, the program has used a variety of activities to build, encourage, and strengthen the character traits that will help high school youth become involved, responsible adults who are respected citizens. The tool used is a high quality experiential and educational simulation based upon California's State government. The program is very comprehensive, and its impact on the youth participants is dramatic.



The Model Legislature & Court teaches the values of democracy by creating citizen leaders from a cross-section of the State's high school population, providing them with the opportunity to experience government first hand and to learn how to solve community problems through the democratic process. The program also helps develop within these youth an attitude of self-help and self-confidence for their personal futures.

HOW THE MODEL LEGISLATURE & COURT PROGRAM WORKS

The program begins in September when 2,000 young people and 300 volunteers at approximately 90 locations throughout the State, meet as individual delegations to discuss issues facing California, as well as ways to implement their solutions through the legislative and judicial processes. During a nine-month period, the teen delegates write bills, prepare briefs, and select governmental positions to role-play, attend statewide training conferences, and run for various elected offices. The program reaches its peak in Sacramento at the State Capitol with the convening of the five day Model Legislature & Court each February. There, "real" government moves over and the teen delegates "take over", using the historic halls, chambers, and offices of our State Capitol, Supreme Court, and Governor's Office.

California YMCA Youth & Government operates as an independently chartered YMCA. A Board of Directors is responsible for determining policy and directional emphasis of the program. Participation is by YMCA youth delegations being sponsored through local community YMCAs.

THE CONFERENCES

ADVISOR DEVELOPMENT CONFERENCE

This conference is held at the beginning of the school year and is designed to inform and instruct adult advisors who will lead delegations to the YMCA Model Legislature & Court. Workshops include Bill Development, Risk Management, Values and Ethics, Code of Conduct, Working with Teens, and Program Administration.

TRAINING & ELECTIONS I CONFERENCE:



This conference provides an overview of the YMCA Model Legislature & Court for new and returning delegates, with specific training in debate and parliamentary procedure. Returning delegates brush up on their debate skills and attend sessions on value, ethics, and peer pressure. All delegates participate in elections for officers for the program. Attendance is not required in order to attend the Model Legislature & Court. This conference is held over the Veterans Day Holiday Weekend in November.

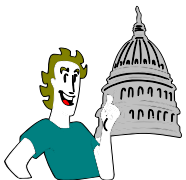
TRAINING & ELECTIONS II CONFERENCE:

All youth and adults who plan to participate in the YMCA Model Legislature & Court Sacramento must attend this conference. Everyone is trained in his or her roles and remainder of the officers are elected. This conference is held during the Martin Luther King weekend in January.



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YMCA MODEL LEGISLATURE & COURT



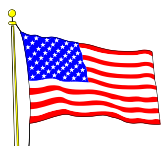
Nearly 2,400 delegates, advisors, and staff travel to Sacramento to participate in a five-day program that encompasses most aspects of state government. Delegates are privileged to use the actual state legislative and judicial chambers. Youth & Government is the only youth program allowed to use the actual capitol chambers. This program is held over the Presidents' Day weekend.

SPRING MODEL LEGISLATURE & COURT CONFERENCE:

This less formal program is held in Corcoran in the middle of the state. Designed as a recruitment tool for new delegates, including freshmen, the program features both parliamentary procedure and debate. It also includes swimming and other recreational activities. The program is held at the end of April each year.



YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS:



Sponsored by the Southeast Field of the National YMCA, this conference is held at the picturesque Blue Ridge Assembly, in Black Mountain, North Carolina. California selects twenty-five delegates and five adults to join with 350 other youth from more than twenty states for an intense debate competition centered around proposals written by the delegates on issues of national or international importance.

HOW ADULTS ARE INVOLVED IN THE PROGRAM

DELEGATION ADVISORS:

Delegation Advisors provide leadership to their own local youth delegations in preparing them for their participation in the program. They also accompany their delegation to the various conferences, providing direct supervision to their delegation. Delegation Advisors also assist the Director in conducting the Elections & Training and Model Legislature & Court programs, serving as parliamentarians to Legislative Committees, assisting Deans with supervision, taking elevator duty, manning information desks, and working in the Conference Office during the Model Legislature & Court. Each local YMCA must meet the Governing Board's requirement that each delegation maintain adult to youth ratio of 1-11 or 1-9 for certified advisors, and 1-7 for non-certified advisors. This year, over 300 adult advisors will be involved statewide. All delegations with more than 25 delegates are required to have a professional YMCA staff member, or long term volunteer (4+ years) as part of their delegation.

VOLUNTEER STAFF:

Each year the Director of the ML/C program recruits volunteers to serve as "staff" to particular parts of the program. Over 150 volunteers from throughout the state plan and conduct activities, advise youth delegates on their roles, and in general assist the Director in the operation of the different program areas (i.e. Court, Legislature, Media, Lobbyists, etc.) The volunteer staff includes teachers, college students, attorneys, business executives, YMCA professionals, media experts, and law enforcement personnel.

YMCA MODEL LEGISLATURE & COURT GOVERNING BOARD:

California YMCA Youth & Government is an independently chartered YMCA. It is commissioned to conduct the Model Legislature & Court and the other programs for California YMCAs. Board Members are appointed each year and represent State Government, the Judiciary, businesses, YMCAs, and some are former youth officers and current participants of the Model Legislature & Court.

DIRECTOR / CORE STAFF:

The President/CEO of California YMCA Youth & Government is employed by the Board of Directors to administer the policies and practices of the program and to act as liaison between local YMCAs and the Board. The President/CEO, in turn, employs a small core staff to conduct the Model Legislature & Court, Model United Nations and other training programs. Currently there are six full-time employees.

SCHOOL ABSENCE

In 2008 Governor Schwarzenegger signed SB 278 (Lowenthal) into law allowing Youth & Government events to be considered for excused absences from school. The full text of the section is below and may also be found at <http://leginfo.ca.gov> by searching the education code for section 48205.

48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, **or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative** pursuant to uniform standards established by the governing board.

The decision of whether or not to excused absences and award course credit for Youth & Government is up to each district. State Superintendent Jack O'Connell serves on our Advisory Board. His letter in support of awarding course credit for Y&G is available for download at www.calymca.org.

California YMCA Youth & Government
CODE OF CONDUCT

"The purpose of California YMCA Youth & Government is to develop within our youth a dedication to the values of democracy and an awareness of the need for their participation and leadership in the democratic process."

BASIC PHILOSOPHY OF RESPONSIBLE CONDUCT

Essential to the California YMCA Youth & Government (Y&G) is the concern of each participant for the rights of every individual. Being responsible for one's own behavior at all times is a necessary part of self-government. It is critical that all delegates, advisors, and staff act responsibly to ensure that their own conduct and attitude is beneficial not only to themselves and their fellow delegates, but also to ensure the continuation of Y&G's programs.

The Code of Conduct shall be observed by both youth and adults. There will be no double standard. By choosing to participate in the programs of Y&G, each individual agrees that they have read, understand, and will follow the Code of Conduct while attending any part of the program. Each participant is accountable for preserving the reputation and high standard of his/her YMCA delegation and Y&G.

All participants share equally the responsibility for their actions when violations of the Code are witnessed. Those who decide to be present when a violation occurs shall, by their own choice, be considered a participant in the violation. In this program, there are no "innocent bystanders".

I. GENERAL RULES

Infractions of General Rules A-G **shall** result in expulsion from Y&G functions and conferences. In order to ensure the safety of all participants Y&G reserves the right to conduct searches of baggage, rooms and persons to include the use of breathalyzers in accordance with its policies. In addition, local law enforcement agencies may be contacted and the delegate/advisor/staff member turned over to them as appropriate:

- a. All public and private facilities placed at the disposal of Y&G to conduct its programs are to be given the greatest care and attention by everyone. It is a PRIVILEGE to use them; treat them with respect. Any act of vandalism, destruction of property, or misuse of a facility may be a crime and will be treated as such.
- b. Possession and/or consumption of alcoholic beverages or illegal drugs are strictly prohibited.
- c. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden.
- d. Any violation of State or Federal laws will be treated as such and the proper authorities may be notified.
- e. Activities which endanger the health and safety of the individual or others are prohibited.
- f. Inappropriate or uninvited physical contact between any Y&G participants, staff member, or guests is not allowed. Intimate sexual behavior is inappropriate and not allowed.
- g. Possession and/or the use of any tobacco products is not permitted.

Infractions of General Rules H-O **may** result in expulsion from Y&G functions and conferences:

- h. Laws of the state, county, and city governments are to be observed.
- i. Badges shall only be worn by the individual whose name is on that badge. **BADGE SWITCHING OR SHARING IS STRICTLY PROHIBITED.** Participants will wear their assigned badges at all times when they are not in their sleeping rooms, and badges are to be worn above the waist and must be visible. Badges are not to be defaced, decorated, or altered in any way. Only advisors may request replacement badges. There may be a charge for replacement badges.
- j. Specific rules as set by the individual facilities (i.e., YMCA, State Capitol, Hotels, California

National Guard facilities, etc.) are to be observed.

- k. Participants must be present and punctual at all meetings where their involvement is required.
- l. Participants shall observe all curfews and be in their assigned sleeping rooms at the established curfew times.
- m. No delegate shall be in the barrack of the opposite sex at the Training & Elections Conferences. In Sacramento, no delegate shall be present in the hotel room with a member of the opposite sex at any time, unless an advisor is present in the room, or there are five or more delegates present in the room, two of which are the same sex (3-2 rule).
- n. Y&G does not permit delegates to drive vehicles to or from any of its related conferences. Any delegation seeking an exception must clear it in advance with their local YMCA Executive Director or, in school based delegations, School Principal, and must provide proof in writing to the Y&G office prior to the related conference. DELEGATES MAY NOT DRIVE ANY VEHICLE WHILE AT A CONFERENCE. Advisors seeking to drive during a conference shall obtain clearance through Y&G. IN ALL CASES, LIABILITY IS ASSUMED BY THE SPONSORING LOCAL YMCA OR SCHOOL.
- o. All electronic devices (except those used by the Y&G staff) must be turned off during all sessions, meetings, and hearings in all program areas. Advisors/staff may leave devices on, but inaudible, for emergency contact reasons. They must leave the session/area in order to answer a call.
- p. Falsification of records threatens the integrity of the program and will be considered a serious breach of contract. The result will include a range of penalties up to dismissal from the program.

II. DRESS RULES FOR OFFICIALLY SCHEDULED SESSIONS

- a. Sacramento Model Legislature & Model Court - All participants are to maintain a professional and business-like appearance by dressing in business and professional attire during the Model Legislature/Court business day (8 a.m. - 10:00 p.m.) and other such hours as designated by the program schedule. The CEO and his/her designee has the authority to determine both the appropriateness of appearance and attire of participants.
- b. Other Conferences & Meetings – Participants must wear clean, tidy school attire. No open toed shoes are allowed outside of an individual's own barrack at Camp Roberts.
- c. Refer to *Dress Code Supplement* for specific requirements for both the Model Legislature/Court and other conferences and meetings.

III. DISCIPLINARY ACTIONS

- a. The Code of Conduct is binding on all delegates, advisors, and staff. Each participant will be accountable for his/her actions. In addition, each YMCA or school and its advisors **shall** be held accountable for the conduct of their delegation.
- b. THE CEO HAS THE AUTHORITY TO INTERPRET THE CODE OF CONDUCT AND ADMINISTER ANY DISCIPLINARY ACTION DEEMED NECESSARY.
- c. The CEO has the authority to delegate his/her disciplinary powers to any staff person deemed appropriate.
- d. ALL EXPENSES AND ARRANGEMENTS RELATED TO ANY DISCIPLINARY ACTION ARE THE SOLE RESPONSIBILITY OF THE LOCAL YMCA OR SCHOOL, THE DELEGATION, AND THE ADVISOR, WHO SHALL BE REIMBURSED BY THE PARENT OR GUARDIAN. YMCAs MUST BE PREPARED TO ASSUME ANY AND ALL FINANCIAL OBLIGATIONS IMMEDIATELY.

IV. LOCAL YMCA RULES

- a. Each local YMCA or school may outline more stringent rules of conduct in conformance with this Code of Conduct for its delegation. These additional rules and the Y&G Code of Conduct are binding. Violation of either could subject the offender to termination from the program. Delegation advisors shall be responsible for enforcing such additional rules of their local YMCA.

Amended May 2, 2009

THE PARTNERSHIP THAT WORKS

Youth & Government is a joint effort between your local YMCA (or high school) and the statewide Youth & Government office. Working together, we strive to offer each delegate a quality learning and social experience which will enhance their high school years.

WHAT YOUR LOCAL DELEGATION PROVIDES THE DELEGATE:

- ★ Local YMCAs organize and run each delegation in a safe appropriate setting. A YMCA professional or a trained volunteer works with participants weekly starting in September.
- ★ Local YMCAs are responsible to conduct a program that is run in accordance with the rules and expectations of the state office. They are required to meet all deadlines set by the Y&G program.
- ★ It is up to the local delegation to establish the criteria for participation in the program, running for office, and assignment to program roles within the guidelines set forth by Y&G.
- ★ Local delegations organize transportation to and from each conference.
- ★ Local YMCAs and parents are responsible for providing trip and/or medical insurance for the participants. (Y&G only has liability insurance coverage).
- ★ Local YMCAs establish and collect fees necessary to conduct the program. Delegations set fees which may include: Fees paid to Y&G, transportation, additional meals needed, delegation awards, delegation sweatshirts, YMCA membership dues [if applicable], insurance, and costs for adult volunteers. Local delegations provide fundraising opportunities for youth to help defray the costs of participation.
- ★ Local YMCAs are responsible for providing any additional training not provided by the statewide office.
- ★ Local YMCAs are responsible for all communications regarding the program to the individual delegates.
- ★ Local delegations are responsible for providing for the immediate removal of any delegate expelled by the Youth & Government Program. Y&G expects the local delegation to initially be prepared to cover any financial consequences involved with the understanding that these costs will ultimately be borne by the parents/guardian of the expelled child.

WHAT THE STATEWIDE YOUTH & GOVERNMENT PROGRAM PROVIDES THE DELEGATE:

- ★ A well-established and highly regarded program with over 60 years of experience.
- ★ A large cadre of experienced, trained volunteers who give countless hours each year to provide a quality experience for each participant.
- ★ First rate supplies and equipment to be used by participants. This includes extensive printed material, and access to computers and state of the art audio-visual equipment.

- ★ Y&G contracts with a well respected Food Service Company to provide meals at the Training and Elections Conferences. We provide ample variety to satisfy vegetarian participants but cannot cater to extreme dietary requirements.
- ★ Y&G contracts with the State of California Military Department for the use of barracks and classrooms at Camp Roberts (about 15 miles north of Paso Robles). Accommodations are somewhat spartan, with barracks having 50 bunk beds and communal bathrooms. Delegates need to bring their own sleeping bags, towels, and toiletries, and be prepared for cold, wet, weather. Delegates are instructed not to bring any items of value, especially, cameras, radios, and iPods, since there are no facilities for securing these items. A special study room is available in the evening for delegates who need to spend time preparing for school.
- ★ Y&G contracts with both the Hyatt Regency Hotel and the Sheraton Grand Hotel Inn to provide accommodations for the participants of the Model Legislature/Court in Sacramento. In order to house over 2400 people, the hotels will assign up to four people to each guest room. Delegations are required to bring at least 2 sleeping bags for each room occupied. The hotels supply extra towels to provide for one towel per day per person in each room. Delegates are encouraged to bring extra towels.
- ★ Y&G has a volunteer EMT at each conference. Emergency medical assistance is always available. Copies of each participant's medical forms are held in the conference headquarters, should the delegation's advisor not be available in an emergency. Directions to the nearest medical facility are printed in each handbook.
- ★ Y&G staffs each conference with up to 16 volunteer deans who are constantly on duty to monitor the behavior of the delegates when not in session. Y&G also contracts with the Sacramento Police Department for the services of off duty officers to patrol the general area of our conference in the evening hours. Adult Advisors are assigned to monitor every floor used by the group from 10:00 p.m. until 1:00 a.m.
- ★ Y&G provides extensive training to each adult advisor working with the program. Y&G establishes a ratio of delegates/advisors that local delegations are required to meet. The current ratio is 1 Certified Advisor (ADC) to 11 youth, 1 certified (1 Day) advisor to 9 youth and 1 non-certified advisor for every 7 youth.
- ★ Y&G provides access to scholarship funds for economically disadvantaged youth. Funding for scholarships is through the George Deukmejian Endowment Fund.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT YOUR LOCAL DELEGATION.

THE STAFF OF THE CALIFORNIA YMCA YOUTH & GOVERNMENT PROGRAM LOOK FORWARD TO WORKING WITH YOUR TEEN IN THE COMING YEAR.

EMERGENCY PHONE NUMBERS

CAMP ROBERTS Y&G OFFICE - (916) 756-0230 x 101

HYATT REGENCY HOTEL, Sacramento - (916) 443-1234

SHERATON GRAND HOTEL, Sacramento - (916) 447-1700

CORCORAN YMCA, Corcoran - (559) 992-5171

YMCA YOUTH & GOVERNMENT OFFICE- (916) 756-0230

CHECK OUT OUR WEB SITE – www.calymca.org

Dictionary of Youth & Government Terms

ADC:	Advisor Development Conference
ALA:	<i>Assistant Legislative Analyst (program area)</i>
Bob I:	<i>Camp Roberts, slang for first Training & Elections conference</i>
Bob II:	<i>slang for second Training & Elections conference (still at Camp Roberts)</i>
CoC:	<i>Code of Conduct</i>
Con Con:	<i>State Constitutional Convention (program area)</i>
CONA:	<i>Conference On National Affairs</i>
Core Staff:	<i>The people paid to run Youth & Government</i>
Deans:	<i>the Youth & Government police, they are charged with enforcing the Code of Conduct</i>
Decorum:	<i>calling everyone to order, asking everyone to quite down and pay attention</i>
GA:	<i>General Assembly, final round of NIC debate</i>
Joint Session:	<i>Session where all of Youth & Government meets</i>
Lt:	<i>Lieutenant Governor</i>
ML/C:	<i>Model Legislature & Court, name for the Sacramento Conference and our high school program, part of Youth & Government.</i>
MTC:	<i>Meet The Candidates sessions, where delegates running for office do Q&A sessions with smaller groups</i>
MUN:	<i>Model United Nations, our jr. high program, part of Youth & Government</i>
NIC:	<i>National Issues Commission (program area)</i>
NIC PC:	<i>National Issues Commission Presiding Commissioner, the four NIC PC's preside over the NIC program</i>
PAC:	<i>Political Action Committee, made up of Lobbyists, work on initiatives</i>
Parli Pro:	<i>Parliamentary Procedure, used in Committee and on the Floors of both Houses</i>
Sac:	<i>Slang for Sacramento, where our final ML/C conference is held</i>
Sac Attire:	<i>dress code for Sacramento conference</i>
Speaker:	<i>Speaker of the Assembly</i>
Summit:	<i>Main MUN conference</i>
T&E:	<i>Training and Elections conference, held at Camp Roberts</i>
Y&G:	<i>Youth & Government, short for the California YMCA Youth & Government program</i>

Camp Roberts Survival Guide

Below is a sample packing guild for Camp Roberts. PLEASE make sure you update it with your information BEFORE you hand it out

Dates:

Departure Time:

Return Time:

Lead Advisor Phone Number:

Conference Prep

Here is some useful information as you get ready for the conference. If you read over this and have any additional questions, please speak to an advisor BEFORE we meet to leave.

- What to Pack

- ☐ Your picture ID. A copy is best.
- ☐ Flashlight
- ☐ A bottle of water. Drinking fountains are few and far between and the ones in the barracks don't always work.
- ☐ Snacks
- ☐ Note taking stuff (pen, paper, hi-liter).
- ☐ At least three sets of clothes.
- ☐ When packing, remember that it will most likely be cold & wet, but it might be hot & dry too.
- ☐ Pants
- ☐ Shorts
- ☐ Shirts
- ☐ Undergarments
- ☐ Socks. If it's raining, bring plenty of spares.
- ☐ Delegation Sweatshirt
- ☐ Jacket of the warm and waterproof variety. In case of rain.
- ☐ Umbrella
- ☐ Clothes to sleep in. Remember, PJ bottoms are NOT allowed outside the barracks. Warm-up pants are fine.
- ☐ Shoes. Not anything fancy. It's going to be dirty and probably muddy. Remember: NO SANDALS OR FLIP-FLOPS outside the barracks.
- ☐ Towel, bathing suit and sandals for the shower.
- ☐ Shampoo, toothpaste, toothbrush, deodorant
- ☐ Any medication needed for the weekend. Make sure you check it in with the Lead Advisor.

- What NOT to Pack

- Anything that needs to be plugged in.
 - Hair Driers and curling irons will blow out the fuses.
 - Yes, this includes cell phone, camera and iPod chargers.
 - No toasters or hot plates either.
- Candles or anything with an open flame
- Valuables. Every year people bring stuff that's valuable and every year, some of that stuff gets stolen. The YMCA and Y&G are not responsible if anything gets stolen.
- Cigarettes. Please remember that smoking is against the Code of Conduct.

Expectations for Joint Sessions

- Stay in your seat and be respectful when people are talking.
- Join in cheers.
- Standing ovations for governor and other guests. When the people sitting on the stage stand, everyone stands.
- All cell phones, mp3 players, iPods, text message thingies and stuff that play music, ring, or beep must be off during all sessions.

Expectations for the Barracks

- Sometimes it's too cold. Sometimes it's too hot. If the heater is broken, please tell your lead advisor.
- Keep your bathroom clean (you're going to have to clean it before you can leave).
- If it's muddy, wipe your feet and take your shoes off once you get in your barracks, because you're going to have to clean the barracks before you leave.
- If you bring food, please clean up the mess and **ONLY** use food for eating.
- Be in **YOUR** barracks by curfew and quiet down at lights out. Remember, just because you want to stay up and talk doesn't mean your entire floor does too.
- We will most likely be sharing barracks with at least one other delegation. Please, please, *PLEASE* be respectful of them. Especially around bedtime.
- Remember that guys are only allowed in guy's barracks and ladies are only allowed in ladies' barracks. The barracks are clearly marked outside.
- Stay off the fire escape.

Voting

There will be designated times for everyone to vote (check your handbook when you get it at Bob). It is all done electronically. You will be given a pin code to enter on the computer and then you will be able to vote. Advisors will be able to check and see if you voted or not.

Reminders

Remind your delegates that they represent your delegation/YMCA/school at all times during the conference and any negative actions will reflect poorly on all of you. Also let them know that they need to respect other advisors and staff. If they have a problem with what an advisor or staff member tells them, they should come to you AFTER doing what they were told. Here's what I used to tell them:

People know our delegation. The majority of staff and many advisors know at least one of our advisors personally. Thus, you are not anonymous – you are part of a well-respected team that supports you and expects your support in return. Respect other advisors and staff, even if they are rude. ***If you have a problem with something a staff member or advisor from another delegation asks you to do, DO IT ANYWAY (unless you will be harmed).*** After you do what you are told to do, come find one of our advisors and tell us what happened, what you did, the name and delegation of the staff/advisor, what they made you do and how you handled it. Be 100% honest with us, since we're going to bat for you. We'll take it from there and resolve the issue.

Remember, just because you see another delegation behaving badly, it doesn't make it okay for you to do it.

ADVISING 101

HELPFUL HINTS ABOUT LOTS OF THINGS

There are few things in life more rewarding than being a YMCA Youth & Government Advisor.

How's that for a bold opening statement? Well, it's the absolute truth, as a Youth & Government (Y&G) Advisor, you will have the opportunity to facilitate a life-changing experience for a group of teenagers, and in the process, have a life changing experience of your own. It doesn't get much better than that.

As a Y&G Advisor, you will embark on a series of adventures that you may have never imagined, with people you never thought you'd meet, in places you never thought you'd go (like Camp Roberts). And when you're done, you'll have memories that you'll cherish for a lifetime.

So now that we've set the stage, let's jump right in and learn what we need to know about Y&G to make those opening paragraphs come true. The following information is designed to help new and almost new (slightly used) advisors by highlighting some details of things you may want to focus on.

RECRUITING

If you are new to Y&G and are attempting to recruit students to join the program, you may feel yourself to be at a serious disadvantage. How can you ask people to participate in something you have never attended? There are actually a number of resources available to help you:

- ☐ Attend the Y&G Advisor Development Conference held in September in Bakersfield. With over 150 advisors and staff in attendance, you will have plenty of helpful resources at your fingertips.
- ☐ Read this manual. You'll be much better able to explain the program.
- ☐ Use your returning delegates both to help you understand the program and to make recruiting visits with you.
- ☐ Call other YMCAs in your area that have Y&G programs. Their advisors can help you develop a good recruitment strategy.
- ☐ Call the Y&G office at 916-756-0230.

The earlier you can begin recruiting the better. There is a lot to be done in Y&G, and the quicker you are able to get started, the more time you'll have with your delegates.

High schools generally welcome organizations like the Y to present information on programs as long as they receive reasonable notice. The best contacts at the school are often the Student Activities Directors and the school counselors. If you can get in to talk to the Leadership class or the Student Council, that is often the best place to start. Many students in the school will follow in the steps of their own student leadership. If you have any returning delegates who are attending the school at which you are recruiting, have them do the presentation along with you. Teenagers will often be more responsive to what an adult is pitching to them if they are also hearing the pitch from one of their peers.

When talking to the students, sell the program first and then you can answer questions of cost. It is much easier to talk money when they are excited about the concept.

If you do have returning delegates, you may find that they are your best recruiters. If they had a good experience the year before, they will usually be willing to bring many of their friends into the program. Set up a meeting with them before you begin recruiting, to organize their efforts and to ensure that they recruit from all three grades (sophomore thorough senior.)

Parents

Why Parents?

As an advisor, you will want to develop and maintain good relationships with your delegates' parents. You may find that these parents become some of your most valuable resources for the growth and development of your program. Getting to know the parents can help you...

- ☐ When it's time to recruit new delegates. Parents are great in spreading the word among their peers.
- ☐ When it's time to collect program fees.
- ☐ When you need community contacts to work with your delegation. Your delegates' parents may know of good speakers for your meetings, e.g., judges and lawyers to help work on your court cases, etc.
- ☐ Talk about the program at Parent's Night.

Getting to know the parents also affords you another opportunity to praise the good efforts and successes of your delegates. When you return from a conference, don't pass up the chance to walk a delegate, to her/his parent's car and tell the parents, in front of the delegate, what a wonderful job the delegate did. Parents love to hear great things about their kids, and kids (even if they don't always admit it) like to be praised in front of their parents.

Parent Handbook

The Y&G office produces a very useful handbook that may be copied and distributed to your delegate's parents. This handbook gives an overview of Youth & Government, the conferences, the staff, advisors and volunteers. It includes a section on the code of conduct, dress code and disciplinary actions. It also contains information on what local YMCAs and the Y&G office provide, and a picture of the Y&G paid staff. The handbook closes with the emergency contact numbers for the various conferences.

This handbook is a valuable tool for communicating the program to your delegate's parents. It is a good idea to mail a copy to the parents a couple of weeks prior to your parent's meeting. It will allow them to learn about the program and bring questions to the meeting. In many cases, it will answer the questions for you. Some delegations augment the Parent Handbook with their own information so the parents may have it all in one place. For instance, some delegations add:

- ☐ An overview of the delegation
- ☐ Photos and bios of the advisors
- ☐ Meeting and conference schedule
- ☐ Program budget and payment schedule

Parent's Night

One of the most important events that you will hold before T&E I is your delegation Parent's Night. As you will be taking their children away several times in the coming months, it's important that they meet you. This is also your opportunity to make sure they understand the program, their financial obligations and the ramification of the code of conduct. This is also a great time to collect all of the necessary paperwork. Most delegations make this event mandatory for both parents and delegates.

Here is an annotated sample agenda for a Parent's Night:

- Welcome- If you have a strong delegation President who is comfortable speaking to adults, you may want to have them MC the evening, or the delegation President and the lead advisor may MC together.
- Introductions- Have the delegation officers and advisors introduce themselves so that everyone knows who the leadership is.
- Program Overview- If you have experienced delegates who can give a clear, somewhat linear overview of the program, they are your best bet. You may have just one do it, or split it into parts (meetings, conferences, etc.) to give more of your delegates the opportunity to speak. It is important to prep your delegates beforehand to help them structure their presentations so the parents aren't confused about what happens when (Supplying parent's with the handbook prior to the meeting helps with this as well.).
- Debate (with a twist)- Holding a debate is a great way to give parents a feel for the types of things that happen at Y&G. In this case, it's a debate with a twist. You'll want to choose a topic that is timely, somewhat controversial and where the delegates and parents would tend to be on opposite sides. Here's how it works:
 - o Ask for three parents and three delegates to do a debate
 - o Give them the topic
 - o Tell them which side they will be arguing (for instance, if the topic is lowering the drinking age to 18, have the parents argue in favor of it and the delegates argue against it)
 - o Give them a few minutes to develop their arguments
 - o Hold the debate, giving each side time for rebuttal

Some great things happen in these debates. The parents are impressed by how well their kids do. The kids are impressed by how well their parents do. Having the debaters argue a side they might not normally take is often good for a few laughs. The parents get some insight into the program.

- Y&G from a Parent's Point of View- One of the best ways to get across to the parents the value of Y&G is for them to hear about it from their peers. If you have parents with delegates who are returning for a second or third year, or have delegates who have had siblings in the program, contact them in advance and ask them if they would be willing to share with the group why they like the program, and why they are willing to let their children continue to do it. Ask them to focus on what their child has gotten from the program, how they have changed, how they have grown. Hearing parents of returning delegates talk about what Y&G has done for their child helps new parents feel comfortable sending their own children. Be prepared for a few tears as some parents, and advisors, may get a bit emotional about the effect the program has had on their child's life. The lead advisor should emcee this portion of the program.
- Ground Rules- If you accomplish nothing else at your Parent's Night, you want to do this. It is critical that parents understand ground rules and the ramifications of breaking these rules. 3:00 on a Sunday morning should never be the first time a parent hears that they are responsible for paying for the transportation of their child home for breaking a ground rule. This is also a good time to go over the Code of Conduct for the program. The parents will appreciate the fact that the program is enforcing the kind of behavior that they would expect at home and also very much appreciate the fact that the adults in the program abide by the same rules.
- Nut and Bolts- This is your chance to review money, schedules, medical release forms, etc... Do NOT try to hide the price of the program from the parents. As this is one of the biggest questions parents have about the program, be up front and honest with about it.
- Q&A- This is your chance to answer any remaining questions the parents may have.

Depending on the timing and location of your meeting, you may wish to have refreshments available. Having any handouts broken out into packets and handed out to parents as they walk in the door helps you to match names and faces as well as keeping track of attendance.

Meetings

The greatest opportunities that you will have with your delegates as a group will take place at your weekly meetings. Between September and February, you will have the chance to take them through a whole range of experiences, challenging them to grow, offering them opportunities to think about new ideas and possibilities, supporting them as they take new risks.

Physical Environment

The environment you create in your weekly meetings, including physical as well as social, will help to determine the success of those meetings. To create a good physical environment, take some time to think about how you want your delegation to interact, and then look at how you can facilitate those interactions. Since over the course of a meeting your delegates may play a game, break into small groups, have a large group activity, etc., you will need to be able to easily transition between these activities without having to rework your space each time.

One very successful way of configuring your meeting space is to have no furniture whatsoever, with everyone just sitting on the floor. This accomplishes a few things:

- ☐ You can easily do different types of activities without having to move things around in between.
- ☐ When someone does rise to speak, it is easier for everyone to see and hear.
- ☐ It is very easy to break into small groups.
- ☐ It is unlike a classroom (this is important!)

If your meeting space does not allow you to clear out your area, you may still be able to reconfigure to some extent. The more your delegates feel on equal footing, the more comfortable they can become. This will also be good training for your delegation officers, learning how to lead in different, physical environments.

Opening Meeting

The first meeting that you hold will help to set the tone for the year. It may also determine the number of teens you have interested in participating. Your opening; meeting need not be too complex, as the idea is to get the attendees excited about the programs and send them home with enough information that their parent's can get an understanding as well. The important things for you to get by the time they leave are some basic information about them (name, grade, phone number) and a sense of whether they'll come back the following week. Here is a sample outline for the first meeting:

- ☐ Welcome
- ☐ Introductions (whole group activity)- Have them give their name, grade, school and how they came to be at the meeting (who invited them, etc.)
- ☐ Introduction of the Delegation Officers and Advisors
- ☐ Program Overview (whole group activity)- This is often best done by a combination of advisors and returning delegates, Prep your delegates in advance to ensure that their presentation is somewhat linear.
- ☐ Nuts and Bolts (small groups)- If you can do so, this is best done in small groups, with each advisor taking a group. This is the time where you would distribute the calendar, costs sheet, registration form, etc. On the registration form, at a minimum you want to get the following:
 1. Name
 2. Address
 3. Phone
 4. Email
 5. Grade
 6. Date of birth
 7. Parents first and last names (and address if different than delegate) You'll want to collect these forms before the delegates leave the meeting.

- ☐ Ground Rules (whole group)- This is where you cover the Y&G rules (No sex, alcohol, drugs, double-standards, or smoking) and the proximity rule plus any other delegation rules that you have.
- ☐ Q&A (whole group)
- ☐ Closing (whole group)- Ask for a show of hands at the end to see who thinks they are going to participate in the program.

Role Selection Meeting

Shortly after returning from T&E I, your delegation will go through a process of role selection. With your delegates having gone through the role exposure workshops at T&E I, you anticipate that they are fully versed in the ins and outs of each role. A main reason for doing the workshops is so that they may make an educated choice on what role they would like to play in Y&G. Oh, that it would be that easy. You must be prepared to answer questions from your delegates about what various roles do. There are a few things to keep in mind as you go into the role selection process:

- ☐ The online registration process for T&E II will have
- ☐ All Freshmen are in the Forum and do not count on the role allocation.
- ☐ No matter how hard you try, not everyone is going to be fully satisfied with his or her role at the end of this process.

There are no exceptions to the role allocation numbers. For instance, you may not arbitrarily decide to have one more Senator and one less Appellate Court member. The numbers in each program area are allocated based on our predicted number of participants and space considerations.

"So," you ask, "how do I go about getting the roles selected as fairly as possible?" The first step is to establish up front with your delegates your criteria and methodology for allocating the roles. If you have more delegates choose a role than you have allotted spaces, you can then move to your tie-breaking procedures. Let's take a look at some possibilities for criteria and methodology:

Criteria

- ☐ Meeting attendance
- ☐ Meeting participation
- ☐ Grade level (don't forget that Freshmen ALL go to the Forum)
- ☐ Past participation
- ☐ Previous role
- ☐ Bill author

Methodology

The following is an example of the methodology used by a delegation in the Bay Area which is similar to methods used throughout the state:

The week after T&E I, sophomore, junior and senior delegates receive a handout containing a brief recap of each of the roles, a breakdown of the role allocation for the delegation, and a sheet asking them to list their:

- ☐ Name
- ☐ Grade
- ☐ Previous role (if applicable)
- ☐ 1st choice of roles
- ☐ 2nd choice of roles
- ☐ 3rd choice of roles

- The delegates are instructed to bring their completed list the following week and to turn it in no later than the beginning of the meeting. If they are unable to attend, they must send their list in with someone else. It is important to stress to the delegates that you will try your best

to give them the role they desire, but within the constraints of the role allocation, you cannot make any guarantees.

The advisors create one sheet per role with the role allocation number at the top and enough room to list the names of all the delegates who list the role as one of their choices. (If your bill author(s) wish to be in either the Senate or Assembly, spaces are set aside for them.)

The advisors collect all of the lists at the meeting.

If any of the roles have more requests than allocated slots, a determination is made as to who gets the slot and who slides over to their second choice. This is done based on the criteria that you have established. In some cases, it may get down to the delegate's third choices.

While this process may seem a little laborious, it accomplishes a few things. It gives the delegates a shot at determining their fate. It helps them to learn the process of negotiation and compromise. It gives the delegates as much power as possible.

Officer Training and Sacramento

Although the Sacramento conference officially starts on Thursday, any of your delegates that were elected to statewide leadership (and many of the appointed positions) will be required to arrive on Wednesday for additional training. There is no additional charge to your delegates for the extra night in the hotel. The Y&G office will assign rooms in advance. The delegates will be in these rooms for this night only. Delegates will receive a letter notifying them of their expected arrival time and whether they have to bring a sleeping bag. Delegates will pick up their keys at the Y&G desk at the hotel. Once at the hotel, the delegates will be under the supervision of the Y&G program, and the deans will be on duty. All of the Y&G rules and codes of conduct apply on this training day. Delegates will need to be in dress code when they arrive. Delegation advisors do not attend the training on this day

If your delegates are flying in, call the Y&G office in advance to arrange for them to be picked up. If you or someone else is bringing the delegates yourself, you must check them in with the Y&G office so we know they are there. Delegates are not allowed to drive themselves to the conference.

Conferences

We won't go into too much detail here, since we have a great handout that deals specifically with the conferences. Here are some brief notes....

Who or What is Bob?

Bob is the name affectionately given to Camp Roberts (hence the "Bob"), the location of the November and January Training and Elections Conferences (T&E I and II). Located on Highway 101 about 45 miles north of San Luis Obispo, Camp Roberts is an active army base and one of the few centrally located places in California that can accommodate the 2,200+ participants we bring to these conferences.

Bob I, Bob II and Sac Prep

For your new delegates and advisors, and maybe you too, T&E I will be their first statewide Y&G experience. It is important to prepare yourself and your delegates for this experience. For some of you, this may be the first time visiting a working army base, sleeping in barracks, showering with others. These things must be talked about before you leave for the trip. At a minimum, you will want to review the code of conduct and the ground rules. But this is also a good opportunity to really fine-tune the group building you have been doing, with a special focus on living together, as the barracks and hotel will afford them the chance to practice their large group living skills.

Post-Bob I & II

It is highly recommended that you have a delegation meeting a few days after returning from each of the conferences. Your delegation will really benefit from being able to talk about the experience they just had together and also needs to be allowed to process it as a group. Taking the time to do this will help you to cement the bonds that are being formed in the delegation.

Post-Sac

After such a powerful experience as the Sacramento conference, it is important to hold at least one follow-up meeting with your delegates to help bring closure to the experience and to talk about the future. Although some delegations end their program year at Sacramento, many continue to meet in one form or another after the conference. This is especially true of delegations that plan to attend Spring Conference. Some examples of post-Sacramento meetings include:

- ☐ Delegation closing, allowing delegates and advisors to talk about their Y&G experience
- ☐ Delegation awards dinner
- ☐ Delegation dinner with parents
- ☐ Further delegation activities
- ☐ Planning for Spring Conference

What The Y&G Office Can Do For You

The Y&G office is here to be a resource for you, and the staff is always willing to take your questions via calls, faxes and emails to help you in any way they can. An advisor should never feel that they don't have somewhere to go for assistance and answers. Between this manual, the Advisor Development Conference, and the office staff, you have plenty of places to go for help. With the amount of detail that is needed in some areas of the program, it is often less work for a staff member to talk to you several times about an issue than to try to fix it after the fact. Our office hours are between

Deadlines: What They Mean To You And Your Delegates

There are several deadlines over the course of a Y&G year, and it is important to understand the ramifications of missing those deadlines:

- ☐ If your conference payments are not in on time, your delegation may not be allowed to participate.
- ☐ If you fail to submit your delegation legislation on time, your delegation may not be allowed to participate.
- ☐ If any of your candidate's applications for office are not submitted on time, the candidate will be disqualified and barred from running or applying for an office.

As an advisor, you would never want to put your delegation in a position that precluded their participation in the program, but over time it has happened that advisors (and delegates) have missed deadlines and therefore missed opportunities. The strict adherence to the deadlines is not meant to be a punishment to Y's that fail to meet them. The rules are in place because so much work is predicated on the receipt of the paperwork and any delay is both unfair to those who met the deadline and unfair to those whose work depends upon it.

Delegation Size (What's The Big Deal?)

In the course of the Y&G program year, you may encounter questions or statements expressed about delegation size:

- ☐ What's the right size?
- ☐ Why do some delegations have 10 and some have 80?
- ☐ We'll only be powerful if we are a large delegation.
- ☐ The large delegations dominate in the elections.
- ☐ Etc.

Delegation sizes have varied over the years, depending upon a number of factors, including advisor retention, continuity of branch staff and support, and the experiences the returning delegates relate to new recruits. The issue of "what is the right size for a delegation" has been debated for years without any consensus achieved. In reality, that is because the focus has been in the wrong place. The focus should not be on the size of the delegation, but rather on the experience of the delegates. That is really all that matters. Advisors should base the size of their delegation on their ability to facilitate a quality experience for their delegates. It is easy to get caught up in the fallacy that the quality of the experience is dependent upon having a large delegation. This is where good advising skills are called upon. Helping your delegates understand the dynamics of size, power and their own feelings a value may help diffuse their concerns.

Bill Hearing

Writing a bill is a new and exciting experience for your delegates. It is also somewhat overwhelming for many the first time they do it. Be sure that you have your delegates start thinking of ideas at the beginning of the school year. Contact a local attorney and ask if you can use his/her law office and library for a couple of nights. Attorneys will really enjoy the interchange and can be very helpful by spending time working with you. They are able to work with the delegates in researching appropriate reference codes. In time you will find attorneys who look forward to this process each year. If you have no contact with an attorney you can contact your local senator or assemblyperson's office and often their field representative will help you. Some delegates will want to work in teams on bills (especially the new ones) and some will work by themselves. Both ways are very appropriate.

Mid-November is a good time to hold your Bill Hearing night. This will give you enough time to fine tune the chosen bill and have it typed correctly and signed. There are three main purposes for holding Bill Hearing nights:

- 1) To select the bills which will go to Sacramento
- 2) To involve local dignitaries in the Y & G process
- 3) To give delegates an impressive experience as well as due attention and recognition for their bills

Hold the bill hearings in your County Court House. Some delegations get together and share the same location and panel judges. The panel of "judges" can consist of:

- 1) The Mayor - or a member of City Council
- 2) A County Supervisor
- 3) A State Senator or Assemblyperson
- 4) A local judge (and you may be able to use his/her chamber)
- 5) An Editor of your local newspaper
- 6) A member of the Y Board of Directors

Each judge is given a packet of information, including a copy of each proposed bill, and evaluation sheet for each bill (subject, completeness, presentation, etc.), and a pamphlet of Y&G. The bills are presented with the student introducing him/herself and any co-authors, the purpose of the bill, and why he/she wants it passed. The panel then has 3-5 minutes to ask questions of the author(s). The bill is judged on merit, preparation, and presentation. The highest scoring bills for each delegation are selected to go to Sacramento. Parents and friends are encouraged to attend. The evening is usually very well received and generates lots of "good will" for your group and the YMCA. When several delegations jointly hold this event it begins the process of networking and allows your delegates to get to know their counterparts from other YMCAs.

Invitations to dignitaries take place first by a telephone call giving an overview of the program and event. This should take place in early October. Follow up your call by a confirming letter stating time, date and place of the hearing, as well as a request for them to arrive five minutes early for a brief orientation.

Two to three days before the event make a reminder call. The advisor(s) make all of these arrangements.
After the hearing, the Chairperson and Secretary of the delegation write thank you notes to all of the judges.