**Tentative Meeting Agenda**

Before the start of the year, delegations should map out what they are doing each week. This will help them keep on track and get everything submitted in a timely manner. Here is a sample of a meeting agenda for the entire ML/C program year, based on the 2012-2013 Program Calendar.

**Week of September 3-7**

*Getting things started*

* Returners meeting.
  + Review last year
  + Present goals for this year
  + Tell returners to bring new people to next meeting
* Slideshow from last year

**Week of September 10-14**

*New recruits meeting*

* What is the Model Legislature & Court?
* Review the program areas.
  + This is a great opportunity for returning delegates to talk about their experience from last year (make sure they tell you what they are going to say first).
  + A description of the program areas can be found in the resources section of our website.
* Dates for conferences and when payments are due.
* Present goals, expectations and Code of Conduct

**Week of September 17-21**

*Parents need buy-in early on*

* Parent’s Informational Night
  + More information on Parent’s Night can be found in Bulletin #1

**Week of September 24-28**

*Getting things started for T&E I*

* Bill Development Part 1
  + Have the delegates brainstorm ideas as a group
  + See Bulletin #2 for ideas on how to brainstorm
* Discuss T&E I Elected and Appointed Leadership
* Group Building Exercise
* Fund raising ideas

**Week of October 1-5**

*Leadership, bill groups and sweatshirts*

* Finalize T&E I elected and appointed leadership
* Bill Development Part 2
  + Separate delegates into bill groups
    - This can be done by topic or randomly
  + Bill groups should select a bill topic and start assigning who will work on what
    - Research pro, research con, who will give the speech, etc…
* Delegation sweatshirt designs

**Week of October 8-12**

*Registration and Money*

* Make sure everyone has registered for T&E I
  + You should have collected enough money to, at a minimum, cover registration fees.
* Bill Development Part 3
  + Bill groups should report bill topic choices to advisors
  + Continue to research bills
* Finalize sweatshirt design

**Week of October 15-19**

*Practice makes better*

* Review Parliamentary Procedure (parli pro)
  + Information on Parli Pro can be found in the Resources section of our website and is also linked in Bulletin #6
* Mock debate

**Week of October 22-26**

*Be loud and be proud*

* Work on T&E I candidate slogans and signs
* Work on delegation cheers
* Bill Development Part 4
  + Groups should be almost through writing their bills

**Week of October 29 –November 2**

*Practice, practice, practice*

* Mock NIC debate
* Group Building
* Bill groups report in
  + Bills should be researched and ready to go

**Week of November 5-9**

*It’s important that everyone is on the same page*

* Bill drafts due
  + Drafts of the bills your delegation is bringing with them to the ML/C should be done and submitted. Bills will be reviewed by volunteers and sent back to delegations with any changes that need to be made.
* Training & Elections I expectations
  + Behavior, pick-up time, drop off time, what to pack, etc…
    - There will be a Survival Guide in Bulletin #9
  + It’s a good idea to have parents come to this meeting to, so they have first hand knowledge of what’s being said
* Review Code of Conduct
* Candidates for elected leadership should practice speeches

**Week of November 26-30**

*The Good, The Bad and The Ugly*

* Review T&E I conference
* Finalize bills
  + Make any changes that need to be made to bills
* T&E II Elected and Appointed Leadership
* Have delegates submit role preferences
  + It’s a good idea to have them submit their top three choices

**Week of December 3-7**

*Showcase your awesomeness*

* Bill Hearing Night
  + Invite parents and community leaders, so you can showcase your stuff.
* Reveal who was selected for which role
* Make sure everyone has registered for T&E II and has paid you

**Week of December 10-14**

*Group work and hotel rooms*

* Group building
* Have delegates select whom they would like to room with at the ML/C

**Week of December 17-21**

*All work and no play…*

* Holiday potluck

**Week of January 7-11**

*Preparation for success*

* NIC Proposal Reviews
* Bill sponsors practice speeches

**Week of January 14-18**

*Getting ready for T&E II*

* Training & Elections II expectations
* Review Code of Conduct
* Candidates for elected leadership should practice speeches
* Review NIC proposal drafts

**Week of January 28-February 1**

*Two conferences down, one to go*

* Review T&E II
* Expectations for ML/C
* Review Awards, etc that people can be nominated for
  + Outstanding Delegate, Advisor of the Year, Youth member of the California YMCA Youth & Government Board, CONA, NJP, Interns, Logistics, MUN Secretariat, etc…
* Review NIC proposal final versions
* Anyone giving a speech at the ML/C should practice in front of people
  + Bill sponsors, NIC delegates, Court kids, etc…

**Week of February 4-8**

*Light at the end of the tunnel*

* Review travel plans
* Review Code of Conduct
* Last minute preparations
* Give a moving speech that will bring everything together

**Wrap-up meeting**

*Warm fuzzies*

* Delegation awards
  + Some delegations give awards to their outstanding delegate, to most improved, etc…
* Slideshow
* Some delegations elect leadership for the next program year
* Spring Conference prep