**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 MLC program year, based on the 2013-2014 Program Calendar.

**Week of September 2-6**

*Preparing for success*

* Meet with advisors and delegation officers
  + Review last year
  + Present goals/expectations for this year
  + Get their goals/expectations for the year
  + Plan your calendar of events for the year (payments, Parent’s Night, etc…)
* Fill out T&E I Block grant application, if needed

**Week of September 9-13**

*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
* Delegation Participation Agreement, T&E I Block Grant are due on September 20th
* ADC is September 13-15th

**Week of September 16-20**

*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
* T&E I Block Grant, Delegation Participation Agreement due September 20th

**Week of September 23-27**

*Parents need buy-in early on*

* Parent’s Informational Night
  + More information on Parent’s Night can be found in Bulletin #1
* T&E I Forms & Registration are due October 11th

**Week of September 30 – October 4**

*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
* T&E I Forms & Registration are due October 11th

**Week of October 7-11**

*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
* T&E I Forms & Registration are due October 11th
* T&E II/MLC Grant application is available

**Week of October 14-18**

*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 15-18**

*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 21-25**

*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 28 –November 1**

*Practice, practice, practice*

* Mock NIC debate
* Group Building
* Bill groups report in
  + Bills should be researched and ready to go
* T&E II/MLC Block Grant due November 15th

**Week of November 4-8**

*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 MLC 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
* Draft Bill Submission due November 15th
* T&E II/MLC Block Grant due November 15th
* T&E II Registration and forms due Dec 6th

**Week of November 18-22**

*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
* T&E II Registration and forms due Dec 6th
* Final Drafts of bills due Dec 6th

**Week of December 2-6**

*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
* T&E II Registration and forms due Dec 6th
* Final Drafts of bills due Dec 6th

**Week of December 9-13**

*Group work, hotel rooms and extras*

* Group building
* Have delegates select whom they would like to room with at the MLC
* Review CONA, NJC, MUN Secretariat and youth member of the California YMCA Youth & Government Board of Directors with the delegates

**Week of December 16-20**

*All work and no play…*

* Holiday potluck

**Week of January 6-10**

*Preparation for success*

* NIC Proposal Reviews
* Bill sponsors practice speeches
* Number of hotel rooms for MLC due at T&E II

**Week of January 13-17**

*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
* Number of hotel rooms for MLC due at T&E II

**Week of January 27-31**

*Two conferences down, one to go*

* Review T&E II
* Expectations for MLC
* 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 MLC should practice in front of people
  + Bill sponsors, NIC delegates, Court kids, etc…

**Week of February 3-6**

*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