



2018 YOUTH LEGISLATURE "The LEGer" Program Handbook

"Democracy Must Be Learned by Each Generation."

The Mission of the YMCA Louisiana Youth & Government program is two-fold:

- *to encourage and foster leadership through service, fellowship, responsibility, and respect for oneself and others among all participants*
- *to educate and engage students in the process of government from local to international so that they become more active participants in their communities.*

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GENERAL INFORMATION



Dates, Deadlines & Fee Information

Conference and Pre-Conference Meeting Dates:	
Pre-Youth Legislature (Pre-LEG)	Week of October 22 <ul style="list-style-type: none"> • Specific Day, Time and Location varies on the website.
57 th Annual YMCA Louisiana Youth Legislature Conference	November 29-December 1, 2018 <ul style="list-style-type: none"> • Holiday Inn South, Baton Rouge, LA
Deadlines:	
First Draft of Bills Due	Week of October 22 - Bring hard copy to Pre-LEG
Committee Chair Application Form ¹ Due (interested students only)	October 25 <ul style="list-style-type: none"> • Submit online at www.layouthandgovernment.org
Intent to Run Form Due (interested students only)	Prior to the Specific Region's Pre-LEG Meeting <ul style="list-style-type: none"> • Submit online at www.layouthandgovernment.org
Supreme Court Applications Due (interested students only)	Prior to the Specific Region's Pre-LEG Meeting <ul style="list-style-type: none"> • Submit online at www.layouthandgovernment.org
Club Conference Registration Packet ² Due (one per school)	October 31 <ul style="list-style-type: none"> • Submit to layoutgov@ymcabr.org
Conference Fees Due <ul style="list-style-type: none"> • (one packet per school) 	October 31 <ul style="list-style-type: none"> • Mail to → Louisiana Youth & Government 1735 Thomas H. Delpit Dr. Baton Rouge, LA 70802
<ul style="list-style-type: none"> • Bills Due 	November 7 <ul style="list-style-type: none"> • Submit online at www.layouthandgovernment.org
Code of Conduct Forms Due (one per student)	November 29 <ul style="list-style-type: none"> • Bring to conference registration on Thursday
Fees & Deadlines	
Youth Legislature Conference	<ul style="list-style-type: none"> • \$215 per student Due October 31, 2018 <ul style="list-style-type: none"> ○ Includes Registration materials, t-shirt, and dinner at the formal banquet, hotel (4 people to a room) <ul style="list-style-type: none"> ▪ A limited number of roll-a-ways are available for an additional \$20

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| | <ul style="list-style-type: none">• \$215 per advisor room• All monies are nonrefundable. A late fee of \$20 per student/advisor will be charged for registration received after November 1, 2018. |
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(1) All forms will be available online this year at www.layoutandgovernment.org.

(2) Club Registration Packet (also available online) will include: club information, rooming list, student assignments, etc.

PRE-LEG

The purpose of Pre-LEG is to prepare delegates for the Baton Rouge Conference by providing training in the phases of the program in which they are interested.

Pre-LEG will take place the week of October 22, 2018.

In this session club members will cover the following:

- Committee Chair Selection
- Review 1st Draft Bills
- Committee Procedures
- Debate Practice
- Election of Supreme Court Justices
- Election of District Candidates for State Office

NOTE: It will be necessary for clubs to train or secure training for their members in the following areas: bill writing, debate procedures, bill topics, knowledge of the positions in the House/Senate Staff that are available, and continued debate practice.

DISTRICT LIST:

- **Baton Rouge**
- **Shreveport**
- **Monroe**
- **New Orleans**
- **St. Tammany**
- **Alexandria**

PROGRAM ADMINISTRATION

57TH YOUTH LEGISLATURE STATE BOARD OFFICERS

Governor	Emily Clarke	Byrd Y&G
Secretary of State	Faith Woods	SJA Y&G
Supreme Court Chief Justice	Oladapo Lapite	Neville Y&G
President of the Senate	Caleb McKay	Mandeville Y&G
President pro tempore	Matthew Gravois	McKinley Y&G
Senate Floor Leader	Stewart Roeling	Catholic Y&G
Senate Floor Leader	Bella Bolayon	Neville Y&G
Speaker of the House	Robert Lawrence	Byrd Y&G
Speaker pro tempore	Ella Kutner	Mandeville Y&G
House Floor Leader	Danielle Pellegrin	Haynes Y&G
House Floor Leader	Jakob Greer	Catholic Y&G

PROGRAM STAFF

State Director	Eddrick Martin	LAYouthGov@ymcabr.org
Program Director	Isha Matta	LAYouthGov@ymcabr.org
LEG Director	Aaron Caffarel	LAYouthLEG@ymcabr.org
Lead Advisor	Grace Mierl	
Lead Advisor	Abigail Ezell	
Lead Advisor	Ben Smith	

GENERAL PARTICIPATION

This manual is designed to provide you with information on how to participate in YMCA Youth Legislature and what you can do to prepare for the actual conference.

TO PARTICIPATE IN THE YMCA YOUTH LEGISLATURE program, a delegate must meet the following requirements:

- Membership in a registered Youth and Government Club in Louisiana.
- Payment of Youth and Government annual dues.
- Attendance at Pre-LEG training session.
- Completion of the assignment required for your position by the assigned deadline.
- Fulfillment of any other requirements determined by your YMCA or club advisor.

SAMPLE, TENTATIVE CONFERENCE PROGRAM

THURSDAY

4:30- 5:30 p.m.

Registration and dinner on your own

6:30-7:00 p.m.

Opening Session

7:00 p.m.

Committee Meetings

10:30 p.m.

Governor Candidates Debate

FRIDAY

8:00 a.m.

Opening Joint Session

9:00 a.m.

All programs are in session.

12:00 p.m.

Lunch

1:00 p.m.

All programs resume.

7:00 p.m.

Banquet or Formal Reception and Governor's Ball

SATURDAY

8:00 a.m.

Plenary and Veto Override Sessions

11:30 p.m.

Closing Session

CODE OF CONDUCT

The purpose of this Code of Conduct is to identify personal behavior, which is consistent with the purpose and objectives of the YMCA LA Youth & Government program. The items within the Code are based upon performance and are designed to protect the welfare of the program for future generations. Registration in any YMCA LA Youth & Government program indicates personal acceptance of the Code of Conduct. Any student sent home for violation of the Code of Conduct would be at the expense of parent or guardian.

All participants share the responsibility for their actions equally when violations of the Code are witnessed. Those who choose to be present when violation occurs shall, by their own choices, be considered participants in the violation. In relation to this Code, there are no "innocent bystanders."	
Violation	Penalty
1. No delegate shall leave a YMCA LA Youth & Government function unless with the approval of his/her advisor AND the director of the program is secured. The delegate must be picked up and returned by a parent or legal guardian.	Call to parents – send home
2. Each delegate is legally and financially liable for the removal, defacing, or willful damage to public or private property. This includes the property of fellow delegates and staff, schools, and the hotel. Any act of vandalism, destruction of property, or misuse of a facility may be a crime and will be treated as a potential criminal violation.	Call to parents – send home Call hotel/building security (Possible) Summon Police
3. Food is not permitted in the State Capitol or in any conference meeting rooms. Beverages are limited to water and coffee.	Discretion of Program Staff and school advisor
4. The use of incense, tobacco products, and use of/possession of alcoholic beverages or non-prescription drugs is forbidden at any YMCA LA Youth & Government function.	Call to parents – send home Expulsion from all future Y&G activities for individual and possibly club (Possible) Call hotel/building security (Possible) Summon police
5. Delegates shall not leave the conference perimeter except to travel to scheduled conference activities. This includes staying in designated areas at the hotel. The hotel pool is off limits for everyone, all the time.	Call to parents – send home
6. Male and female delegates may not visit each other's hotel rooms.	Discretion of Program Staff and school advisor
7. All delegates shall be in and remain in their assigned hotel rooms by scheduled curfew and doors shall remain closed until scheduled end of curfew.	Call to parents – send home
8. Delegates shall not invite or receive visitors to the hotel unless approved by the director of the program.	Call to parents – send home
9. There shall be no room switching in the hotel without the approval of the delegation advisor and the director of the program.	Call to parents – send home
10. There shall be no noise in the halls or rooms of the hotel that would disturb other people after 10:00 p.m.	Discretion of Program Staff and school advisor
11. Official observers are registered as part of the YMCA LA Youth & Government conference and are governed by this Code. All other visitors to the program are restricted to the assigned areas unless approval is secured from the director of the program.	Discretion of Program Staff and school advisor

Each delegate shall attend all sessions of the YMCA LA Youth & Government program unless options are designated.	
12. BADGE SWITCHING OR SHARING IS STRICTLY PROHIBITED. Participants will wear their assigned badges at all times when they are not in their sleeping rooms. 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.	Discretion of Program Staff and school advisor
13. Unless there is a fire, pulling a fire alarm is a serious offense. Hotel alarms automatically summon the fire department and create a great inconvenience and fear for the hotel and other guests.	Call hotel/building security Call to parents – send home
14. Use of personal vehicles by students at YMCA LA Youth & Government conferences is strictly prohibited. Club and conference advisors and staff may use personal vehicles only.	Discretion of Program Staff and school advisor.
15. Student participation in all dimensions of the YMCA LA Youth & Government conference shall be maintained on the highest plane with utmost respect for fellow delegates, advisors and staff.	Discretion of Program Staff and school advisor.
16. Each delegate shall conduct himself/herself in an orderly and responsible manner before, during and after all functions of the YMCA LA Youth & Government conference programs. Personal behavior reflects upon the quality of the program, one's club, the state office, and one's self.	Discretion of Program Staff and school advisor (Possible) Expulsion from all future Y&G activities for individual and possibly club
17. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden.	Call to parents – send home Expulsion from all future Y&G activities for individual and possibly club Call hotel/building security Summon Police
18. Decorous and appropriate language must be used at all times when speaking, writing and engaging in social media discussions involving the YMCA LA Youth & Government conferences and other programs.	Discretion of Program Staff and school advisor
19. The Program Director has the authority to determine both the appropriateness of appearance and attire of participants during the YMCA LA Youth & Government conference. All participants are to maintain a professional and business-like appearance each day between the hours of 8:00 a.m. and 10:00 p.m. Personal attire reflects personal attitude and reflects upon the quality, purpose and dignity of the entire conference. Dress codes will be enforced. <i>Specific clothing not allowed at YMCA LA Youth & Government conferences: miniskirts, extremely tight clothing, bare midriff, shorts, hats and caps. Jeans and athletic shoes are allowed during free time only (refer to schedule).</i>	Change clothes

DELEGATE INFORMATION & RESOURCES



PARTICIPANT PROGRAMS

LEGISLATIVE BRANCHES (House & Senate)

This is an opportunity to write legislation (a bill) on a topic about which you feel strongly. Members of the House and Senate are expected to write and present well-developed bills in addition to participating in debate.

LEGISLATOR- (House or Senate) - Each club will have a designated number of representatives in the House and Senate proportionate to the number of club members reported on its official Club Roster and how many other schools are participating. Members of the House and Senate are expected to turn in the final draft of their bill by the deadline. Additional responsibilities of Legislators are to participate in committees, and attend all scheduled events. *Each legislator will be provided a placard. House & Senate members without a placard or a placard that has been distorted or tampered with will not be recognized.*

SUPREME COURT PROGRAM

SUPREME COURT ASSOCIATE JUSTICE - The Supreme Court Program is comprised of a maximum of two (2) Supreme Court justices from each district elected at Pre-LEG. A copy of parliamentary procedure, which one needs to be familiar with, will be provided to all participants. All participants are also encouraged to bring a copy of the U.S. Constitution and the Louisiana Constitution. Supreme Court Justices participate and administer rulings on cases between a complainant who has challenged the constitutionality of a particular law and the Attorney(s) General, who represents the state. Any conference participant may file a complaint against the previous year's passed bills, any existing law in Louisiana or any bills at the conference that either (1) did not pass through committee to the House or Senate dockets or (2) passed or failed its chamber of origin.

A maximum of **two Attorneys General will be appointed by the Governor to represent the state in all cases.** The Attorneys General will help represent bill authors and serve as their counsel.

LOBBYING PROGRAM (selected at Pre-LEG)

Delegates have the opportunity to serve as lobbyists representing one firm. An application period will be open on the first day of the conference and will be due by midnight. The Governor will appoint a maximum of fifteen (15) lobbyists among those whose bills did not advance to the following day's dockets. Lobbyists will be assigned a firm with a specific agenda or set of issues. They will be allowed full speaking privileges in all House and Senate chambers throughout the conference to advocate for or against bills based on their firm's agenda and issues. Delegates of the same firm will work together to coordinate speaking schedules and speeches.

COMMITTEE CHAIR (see application online at www.layouthandgovernment.org)

This is a select group of outstanding Youth and Government students. This position allows you to preside over a committee as well as debate and vote while the House/Senate is in session. Committee Chairs are expected to write bills for their respective chambers and may ONLY be members of the House or Senate.

Qualifications:

1. Must have attended Youth Legislature at least one year prior as a legislator and have *thorough* knowledge of parliamentary procedure.
2. Must attend the required Pre-LEG training session.

Responsibilities:

1. Study thoroughly the procedures for committees.
2. Attend the district Committee Chairman trainings held prior to and at the Youth LEG.
3. Must participate as a Bill Review Committee Chair during Pre-LEG.
4. Attend the initial meeting of Committee Chairmen prior to opening session at Youth LEG.
5. Maintain good control during committees and make sure that tallies of the amount of votes to move the bill to the Floor, to move to consent calendar and to move to be tabled (not continue forward in the conference) are recorded on each bill presented during committees.
6. Make sure that your co-chair is accurately keeping all amendments and bill materials together in a neat fashion.
7. Promote lively, intense debate
8. Make sure committee members understand their responsibilities.
9. Pay attention to all bill presentations. The chairs may recommend bills to House Speaker or Senate President to be placed highly on the docket.

DELEGATION COUNCIL (one from each club)

Each participating club will send one delegate to serve on the delegation council. This group will serve as the liaison between delegates and the conference staff on ongoing issues at the conference and ideas for future enhancements or changes. The council will also hear speeches from the candidates for governor before casting votes for their preferred candidate. This vote will account for fifteen (15) percent of the final vote in determining the outcome of the governor election.

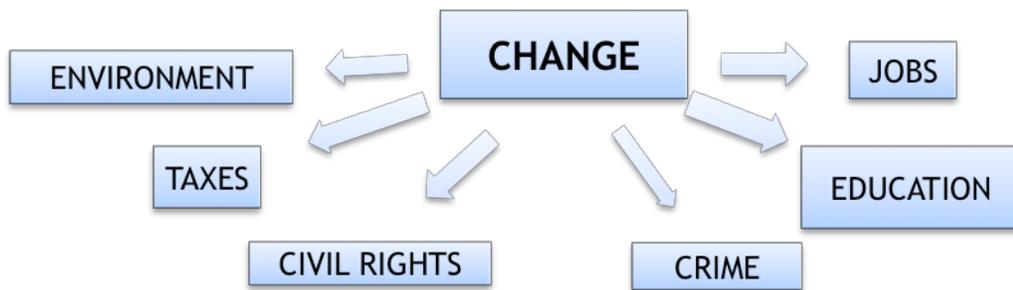
BILL WRITING GUIDE

What is a bill?

A **BILL** is a written proposal to affect the State of Louisiana. It will be debated and voted upon in the House, Senate and Supreme Court. If it passes in these chambers and the Governor approves your proposal, then the bill becomes a law.

Getting Ideas

YOU WANT TO CREATE



What are things that interest you?
What would you like to see the state of Louisiana do differently?
What state issues and laws are affecting you?
You have the opportunity to propose change. Use it!

Once you have an idea, research it. This will prepare you to debate and defend your bill. The most well written, well-researched bills are the ones that prompt debate and make it to the Governor's desk. **Good Preparation = Good Presentation**

Writing Your Bill

Using your topic and the information you have gathered in your research, fill in the components of the Bill Template provided on the LA Hi-Y website. **Go to <<www.layoutandgovernment.org>> Youth LEG>> Resources.** The Bill Template is on this page. This document makes it easy to highlight the explanations, erase them, and replace it with information on your own bill. Make sure your bill is easy to understand and between 1-2 pages in length.

BILL FORMAT

Sponsor _____

Co-Sponsor _____

Club: _____

Senate Action _____ House Action _____ Governor's Action _____

Bill # _____

Committee _____

Committee Action _____

AN ACT

TO: (This is where the title should be placed. **The title of the bill is a concise statement of the goal or objective of the law.**)

BE IT ENACTED BY THE YMCA YOUTH LEGISLATURE OF LOUISIANA

SECTION I

(A brief overview of your bill, restatement of title and definition of terms)

Elaborate and give supporting details on the proposed law. This is a great place to put what problem/issue the bill is trying to approach. Give a few short facts, statistics, motives and effect this bill will have.

SECTION II (Implementation)

What needs to happen for this bill to take effect? Put here how and when the law would take place. Explain how you plan to implement this law in Louisiana.

SECTION III

(Means of financing)

How much money is needed to implement this bill? Explain where the money to support this law will come from. Will you need to create taxes or readjust budgets?

SECTION IV

(Penalties, if necessary)

What are the consequences for breaking this law, if passed?

SECTION V SEVERABILITY CLAUSE

If any provision of the Act or the application thereof to any person or circumstance is held invalid the invalidity does not affect the other provisions or applications of the Act which can be given effect without the invalid provision or application, and to this end the provisions of the Act are severable.

SECTION VI REPEALER CLAUSE

All laws or parts of laws in conflict herewith are hereby repealed.

PROCEDURES



HOUSE AND SENATE COMMITTEES

Each Senator or Representative shall be assigned to sit on a Senate committee or a House committee. The number of committees will be determined by the Program Staff upon receiving the final number of bills at the conference. Committee appointments shall be determined by the State Board, either randomly or by topic. Committee meetings are held on Thursday evening. Committee time is used to strengthen, combine bills and determine weaknesses. The purpose of Committee is to rank bills by favorable attributes in order to present the best bills on the Floor of the House or the Senate.

All bills in both the House and Senate shall first be scored by their respective committees. Committee Chairs are selected by the State Board and Program Staff between Pre-LEG and the Baton Rouge conference. These Chairs will preside over the proceedings of the committees. Each Senator/Representative on the committee shall present his/her bill to the committee.

COMMITTEE TIME FRAME

The Committee Chairs will direct the committee to adhere to the following time frame during debate on bills:

- 2 minutes for an Opening Statement by the sponsor(s)
- 2 minutes for Questions
- 8 minutes for Debate (alternating speakers in support of and against the bill)
- 2 minutes for a Closing Statement by the sponsor(s)

Only **Technical Amendments** are permitted in committees. Technical Amendments are those that correct clerical, grammatical, spelling or other errors made by the author and are not allowed to reverse or otherwise change the intent of the bill. The Bill Author(s) may present Technical Amendments to the Committee Chair, who will ensure the amendments are germane prior to reading them to the committee during the Opening Statement and immediately adopting them without debate.

COMMITTEE ACTIONS

All bills shall be ranked on a scale of 1-5 for each criterion with 1 being the best ranking and 5 being the worst ranking.

1. State Importance
2. Feasibility
3. Speaker Knowledge/Presentation
4. Originality
5. Degree to which it is debatable

The degree to which it is debatable and originality criteria will be weighted more heavily than the others, each accounting for 30 percent of the total score.

The State Board will use these averaged and weighted rankings from the committees to create each chamber's docket for the following day. The House and Senate chambers will consider all bills presented in the docket. Only a motion to suspend the rules may rearrange it.

A maximum of two (2) bills from the Senate and two (2) bills from the House will advance to the Plenary Session, where they will be debated by all delegates. These bills are selected among the highest ranked bills from the committee process.

HOUSE & SENATE FLOORS

If a bill receives a favorable average rating from the committee and the Presiding Officers place it on the docket, the sponsor(s) shall present the bill to the appropriate House or Senate body.

PROCEDURES FOR BILL CONSIDERATION ON THE FLOOR

BILL SPONSOR'S OPENING STATEMENT 3 MINUTES

- Sponsor may use all three (3) minutes.
- Sponsor may use part and yield rest to co-sponsor, questions, closing statements or the chair.

TECHNICAL QUESTIONS

2 MINUTES

- The presiding officer will open the floor to Questions from the floor. The presiding officer will recognize members of the body to question the bill sponsor(s) on any matter relating to the content of the bill in question until time expires. The questions must be technical in nature and only relate to facts or statistics regarding the bill. Any questions deemed debatable or non-technical by the presiding officer will be called out of order.
- The presiding officer has the authority to deem questions germane or not germane.
- Delegates may only ask one question at a time.

INTENT SPEECHES

4 MINUTES

- Candidates for State Board positions are the only delegates allowed to give intent speeches.
- A speaker may sign up with the Secretary of State for an intent speech from the announcement of the docket up until the presiding officer begins the bill consideration process on the bill in question.
- Intent speeches are limited to two minutes each.

GENERAL DEBATE

12 MINUTES

- The presiding officer will open the floor to general debate on the bill in which members of the body may express their opinions on the bill.
- Each delegate may speak for a maximum of two (2) minutes.
- In the event a delegate does not use all two (2) minutes, he/she may yield to another delegate to speak. This delegate may speak for the remainder of the original two (2) minutes given by the chair. Time may not be yielded if it has been yielded once before.
- The presiding officer will alternate between speakers in proposition and speakers in opposition of the bill. If the first speaker recognized supports the bill, the presiding officer will call for a speaker to debate against the bill, and vice versa.
- The speaker may ask the bill sponsor(s) a question or a series of questions upon being recognized by saying, "Will the author(s) yield to a question/series of questions?" The speaker may engage in debate before and/or after the question(s).
- Members of the body may also propose amendments by seeking recognition from the chair using a **red** card. Once the amendment has been deemed germane and allowable with time constraints by the chair, the Bill Author(s) will deem the amendment "friendly" or "hostile" to the bill itself. In the event it is deemed friendly, the amendment is adopted without debate. In the event it is deemed hostile, the following process will take place:

AMENDMENT DEBATE AND VOTE

9 MINUTES

Amendment Sponsor's Opening Statement	2 minutes
Questions	1 minute
General Debate on the Amendment	4 minutes
Original Bill Sponsor's Statements	1 minute
Amendment Sponsor's Closing Statements	1 minute

- For a full explanation of the amendment process, see "Explanations of Parliamentary Motions and Points" further into this document.

BILL SPONSOR CLOSING STATEMENT

2 MINUTES

- Once debate has closed on the bill, the presiding officer will recognize the bill sponsor(s) to deliver the Closing Statement to present the arguments for final passage for the final time.
- In the event the sponsor(s) yielded unused time from the Opening Statement, the total time available to the sponsor(s) will be two (2) minutes plus that time.

FINAL READING OF BILL AND VOTE

- The presiding officer will convene a vote for final action on the bill.
- The Clerk will read the bill by title only plus any amendments for the final time.
- The presiding officer will ask for the yeas and nays via a voice vote. A simple majority (1/2) is required for passage.
- In the event the presiding officer is unclear as to which side had the majority, he/she may recognize a Division as called from the floor. When a Division is called or the presiding officer is in doubt of the result, he/she will ask the yeas and nays to stand, respectively.
- When a bill is passed by a House or a Senate, it shall then be transported with the presiding officer's signature to the Bill Tracking station staffed by the Program Staff and routed appropriately.

YOUR BILL IN THE LEGISLATIVE PROCESS

BILL IN COMMITTEE

RANKED BY COMMITTEE MEMBERS
PLACED ON FRIDAY OR SATURDAY DOCKET BY STATE BOARD

BILL IN HOUSE/SENATE

PASS

FAIL

BILL IN OTHER HOUSE/SENATE

PASS

FAIL

GOVERNOR

SIGN
(BECOMES LAW)

VETO

IF VETOED, YOUR BILL MAY APPEAR FOR DEBATE IN THE VETO OVERRIDE SESSION.

IF CHALLENGED, YOUR BILL CAN GO TO THE SUPREME COURT

BILL IN SUPREME COURT

CONSTITUTIONAL

UNCONSTITUTIONAL

EXPLANATIONS OF PARLIAMENTARY MOTIONS AND POINTS

Only the following motions and points are allowed during debate.

For all motions save motions to amend legislation, the following procedure will be used:

- A delegate may seek recognition from the presiding officer to make a motion by raising his/her **blue** placard.
- Once the presiding officer recognizes the delegate, he/she will state the motion.
- If the presiding officer deems the motion appropriate, he/she will call for a second.
- If a second is given, the presiding officer will then ask for objections.
 - If there are no objections, the motion is immediately adopted.
 - If there is an objection or multiple objections, the presiding officer will convene a vote.
- The required majority varies for each motion.

1. Amendments to Legislation

- Motions to amend legislation are allowed at any point during the Debate portion of House and Senate floor debates by raising the red placard. They may not interrupt speakers. Technical Amendments are only allowed during Opening Statements in the Committee process (see page 18 for more explanation).
- These motions have the effect of changing the verbiage of bills.
- After the committee chair or presiding officer recognizes a delegate's red placard, the delegate will deliver the completed amendment form to the clerk and presiding officer for review.
- The presiding officer is empowered to deem amendments germane or not germane to the legislation in question.
- The presiding officer will then ask the bill sponsor(s) whether they deem the amendment friendly or hostile to the bill.
 - In the event the sponsor(s) deem the bill friendly, the amendment text will be immediately added to the bill without debate or a vote.
 - In the event the sponsor(s) deem the bill hostile, the presiding officer will open debate on the amendment.
 - The amendment sponsor will deliver an opening statement on the amendment for a maximum of two (2) minutes.
 - The presiding officer will open the floor to Technical Questions from the floor for a maximum of one (1) minute.
 - The presiding officer will open the floor to Debate. Each recognized speaker may speak for a maximum of one (1) minute. Upon the conclusion of each speaker's speech, the chair will immediately take back the floor in order to recognize another speaker. The total time for Debate shall not exceed four (4) minutes.
 - The presiding officer will then recognize the bill sponsor(s) to deliver comments on the amendment for a maximum of one (1) minute.

- The presiding officer will then recognize the amendment sponsor for a Closing Statement for a maximum of one (1) minute.
 - The presiding officer will then convene a vote on the amendment. A simple majority (1/2) is required for passage.
- If a hostile amendment is approved by the body, the presiding officer will direct debate back to the general Debate on the bill as amended.
- In the event a delegate wishes to amend the amendment, the above process will take place with the secondary amendment. Tertiary amendments are not allowed.
- All debate must remain relevant to the question at hand, whether it be the general bill, an amendment or a secondary amendment.

2. The Previous Question

- Motions for the previous question are allowed at any point during general Debate of bills or amendments. They may not interrupt speakers.
- Moving the previous question cuts off Debate and moves straight to the Closing Statement.
- In the event this motion comes during debate on an amendment, the delegate must specify which question to move:
 - "I move the previous question on the amendment." This motion cuts off debate on the amendment and moves straight into the comments from the bill sponsor(s).
 - "I move the previous question on the bill." This motion cuts off debate on both the amendment and the bill and moves straight into the sponsor's Closing Statement on the bill.
- A two-thirds (2/3) majority is required for passage.

3. Table/Remove from the Table

- Motions to table legislation are allowed at any point during convened sessions of Houses and Senates. They may not interrupt speakers.
- Moving to table legislation defers consideration of the instrument.
- There are two (2) possible options with motions to table:
 - General Motion to Table: This motion simply lays the instrument on the table and may be removed from the table at any point.
 - An instrument laid on the table may be removed from the table with a corresponding motion.
 - "I move to remove [insert bill name] from the table."
 - The instrument will be returned to its original place on the Docket. If the chamber has moved beyond that point on the Docket, a motion to suspend the rules and rearrange the Docket may be used.
 - Motion to table for a specified amount of time: This motion defers consideration of legislation until a specified time.
- A simple majority (1/2) vote is required for passage.

4. Suspension of Rules

- Motions to suspend the rules are allowed at any point during convened sessions of Houses and Senates. They may not interrupt speakers.
- These motions have the effect of adjusting rules in this handbook to satisfy the needs of the floor to properly execute debate.
- The presiding officer is empowered to deem these motions appropriate and admissible.
- The following are common motions to suspend the rules:
 - Extend time: Delegates may use this motion to extend time for questioning or debate.
 - The motion must include a specific amount of time for extension.
 - These motions may only extend the general time for questions or debate; they may not extend times for individual speakers' speeches or subsequent questioning.
 - "I move to suspend the rules and extend the time for questioning by two minutes."
 - Rearrange the Docket: Delegates may use this motion to adjust the order of consideration of bills on the Docket.
 - These motions may move a single bill, move multiple bills, or force immediate consideration of a particular bill.
 - "I move to suspend the rules and rearrange the Docket so that [insert bill number(s)] appear(s) before [insert bill number]."
 - "I move to suspend the rules and immediately consider [insert bill number]."
- All motions to suspend the rules require a two-thirds (2/3) majority for passage.

5. Reconsideration

- Motions to reconsider are allowed at any point during either committee hearings or convened sessions of the Houses and Senates. They may not interrupt speakers.
- Should a bill fail to be reported favorably in committee or pass in a House or a Senate, any delegate who voted against the bill in its initial consideration may move for the committee or chamber to reconsider the bill.
- These motions are only permissible in the body in which the bill failed to proceed. For example, a bill with an unfavorable report in committee may not be reconsidered by a House or Senate.
- "I move to reconsider [insert bill number]."
- If the motion to reconsider passes, the presiding officer will immediately convene consideration of the bill.
- No bill may be reconsidered if it has been reconsidered once before.
- A two-thirds (2/3) majority is required for passage.

6. Recess

- Motions to recess are allowed at any point during either committee hearings or convened sessions of the Houses and Senates. They may not interrupt speakers.
- These motions dismiss the committee meeting or session of a House or Senate for a specific duration of time, including a lunch break.

- The committee chair or presiding officer is empowered to not recognize a motion to recess should he/she feel it unnecessary.
- A specific length of time is required in the motion.
- A simple majority (1/2) is required for passage.

7. Adjournment

- Motions to adjourn are allowed at any point during either committee hearings or convened sessions of the Houses and Senates. They may not interrupt speakers.
- These motions end committee meetings or sessions of a House or Senate.
- The committee chair or presiding officer is empowered to not recognize a motion to adjourn should he/she feel it unnecessary.
- In the event there will be future sessions, a motion to adjourn must include a time to reconvene.
- In the event there are no future sessions, the motion becomes a motion to adjourn sine die.
- A simple majority (1/2) is required for passage.

8. Point of Information

- Points of Information are allowed at any point during either committee hearings or convened sessions of the Houses and Senates. They may interrupt speakers.
- A Point of Information is a statement of a fact or statistic to clarify misinformation on the floor or to provide additional insight relevant to the debate.
- Any delegate may rise and say, "Point of Information!" The presiding officer will acknowledge the point by saying, "Rise and state your point."

9. Point of Order

- Points of Order are allowed at any point during either committee hearings or convened sessions of the Houses and Senates. They may interrupt speakers.
- A Point of Order is used to alert the presiding officer of a perceived error in parliamentary procedure.
- Any delegate may rise and say, "Point of Order!" The presiding officer will acknowledge the point by saying, "Rise and state your point."
- Upon hearing the Point of Order, the presiding officer will either correct the action in question or explain to the delegate how the action in question was in order.

10. Point of Parliamentary Inquiry

- Points of Parliamentary Inquiry are allowed at any point during either committee hearings or convened sessions of the Houses and Senates. They may interrupt speakers.
- A Point of Parliamentary Inquiry is used to ask the presiding officer for clarification on any portion of parliamentary procedure that causes confusion.
- Any delegate may rise and say, "Point of Parliamentary Inquiry!" The presiding officer will acknowledge the point by saying, "Rise and state your point."
- Upon hearing the Point of Parliamentary Inquiry, the presiding officer will explain the point in question to the delegate.

11. Point of Personal Privilege

- Points of Personal Privilege are allowed at any point during either committee hearings or convened sessions of the Houses and Senates. They may interrupt speakers.
- A Point of Personal Privilege is used make a personal request during debate, including permission to vacate the chamber for a brief time.
- Any delegate may rise and say, "Point of Personal Privilege!"
- Upon hearing the Point of Personal Privilege, the presiding officer will either grant or deny it.

Floor Debate Sample Script

CHAIR:	<p><i>"Will the clerk please read Bill #__ by title only."</i></p> <p>(The bill sponsors go to the front of the chamber.)</p>
CLERK:	<p>Reads the bill by title only (noting any changes made during the committee hearing, i.e. additions, deletions). This is referred to as the second reading of the Bill. (The first reading was in committee.)</p>
CHAIR:	<p><i>"The Bill Sponsors have 3 minutes to present the bill in opening statements"</i></p>
BILL SPONSORS	<p>The Bill Sponsors begin by stating their name and school, then delivering an opening speech about their bill. When the Bill Sponsor finishes opening statements, the Sponsor may yield any remaining time to their Bill Co-Sponsor, the chair or to their closing statement and will say:</p> <p><i>"I would like to yield any remaining time to _____ (my Co-Sponsor, the chair, or my closing statements)."</i></p>
CHAIR	<p><i>"We will now move into a three minute round of Questions. The Chair recognizes _____ (state legislator's name)."</i></p>
LEGISLATOR	<p>Once recognized, stand, state name and club and immediately address the technical question to the Sponsor.</p> <p>After the Sponsor's/ Co-Sponsor's reply, the Chair continues to recognize other Legislators until time is called (after 3 minutes).</p>
CHAIR	<p><i>"Are there any intent speakers?"</i></p>
CLERK	<p><i>"Yes/No" If yes, "The intent speaker is _____." If no, "There is no intent speaker."</i></p>
CHAIR	<p>(If there is an intent speaker) <i>"The Chair recognizes _____. You have 2 minutes to speak on this bill."</i></p>
INTENT SPEAKER	<p>Intent speaker goes to front of chamber. States name, club and position and addresses the chamber.</p>
CHAIR	<p><i>"We will now move into Debate. This is a twelve minute round. (The presiding officer recognizes a Legislator with their placard raised.)"</i></p>

LEGISLATOR	Stand, state name and club. Within the two minutes to address the chamber, the Legislator can: 1. Use all of the time. 2. Use part of the time and yield the remaining time to another legislator by stating " <i>I yield my time to ___ (name).</i> " That legislator will have the remainder of the 2 minutes to speak. 3. Use part of the time and yield the remaining time to the Chair by stating, " <i>I yield the remainder of my time to the Chair.</i> " 4. Use part of the time and yield the remaining time to the Bill Sponsor's closing statement by stating, " <i>I yield the remainder of my time to the Sponsor's closing summation.</i> " 5. Use part of the time to ask the Bill Sponsor if he will answer a series of questions by stating, " <i>Will the Bill Sponsor yield to a series of questions.</i> " Questions may only be asked if the Bill Sponsor says yes. If the sponsor says no, the recognized legislator may still address the chamber. If the Legislator intends on addressing the floor after the Bill Sponsor answers the questions the Legislator must state, " <i>Will the Bill Sponsor yield to a series of questions. I reserve my right to speak afterwards.</i> " Remaining time must be yielded.
	The debate process continues for the remainder of the twelve minutes. The Chair will alternate between proponents and opponents of the bill as long as there are speakers on each side until time expires. After a proponent speaker addresses the chamber, the Chair will say, "I will not recognize an opponent speaker, are there any such speakers?" The opposite will occur upon the conclusion of an opponent speaker's address.
CHAIR	<i>"The Bill Sponsors now have two minutes (plus any additional time yielded to closing statements during debate) for closing statements."</i>
BILL SPONSORS	State name and club, and give closing statements. Time may be yielded only to Co-Sponsor and the Chair.
CHAIR	<i>"Bill # ___ will now be read by title only and placed on final passage."</i>
CLERK	Reads the Bill by title, noting any amendments that passed.
CHAIR	<i>"We will now move to a vote on Bill #___. All those in favor of this bill please signify by saying 'Aye' in your normal speaking voice. All those opposed signify by saying 'Nay' in your normal speaking voice. (If voting machines are available in chambers, vote Aye or Nay through machines) This bill does pass/fail."</i>
	If the Presiding Officer is in doubt, he can call for a standing vote. If Legislators feel the voice vote is too close to call, they should call out "division" and the presiding officer will may call for a standing vote.

Parliamentary Procedure Guide to Floor Debate on an Amendment

CHAIR	<i>"There is an amendment of the floor. Will the Clerk please read the amendment in its entirety."</i>
CLERK	Reads amendment in entirety. If amendment is deemed hostile by the Bill Sponsors, debate on the amendment only ensues. The Amendment Sponsor goes to the front of the Chamber.
CHAIR	<i>"The Amendment Sponsor has two minutes to present the amendment."</i>
AMENDMENT SPONSOR	State name and club, gives presentation on amendment.
CHAIR	<i>"We will now move into a one minute round of technical questions on the amendment. Are there any such questions on the floor? The Chair recognizes ____."</i>
LEGISLATOR	Once recognized, stand, state name and club and immediately address the technical question to the Amendment Sponsor. After the Amendment Sponsor's reply, the Chair continues to recognize other Legislators until time is called.
CHAIR	<i>"Is there anyone who wishes to speak on this amendment?"</i> (Refer to floor debate procedure. The same order of events takes place for an amendment except the word "amendment" is submitted for the word "bill" and the time limit is different- Debate – 4 minutes; Bill Sponsor- 1 minute; Amendment Sponsor- 1 minute.) Following the last speaker's remarks, the Chair continues...
CHAIR	<i>"We will now close debate on the amendment. Bill Sponsor(s) have one minute for comments on the amendment."</i>
BILL SPONSORS	States name and club and presents position on the amendment.
CHAIR	<i>"The Amendment Sponsor has 1 minute for closing statements."</i>
AMENDMENT SPONSOR	States name and club and makes closing remarks.
CHAIR	<i>"Will the Clerk please read the amendment?"</i>
CLERK	Reads the amendment.
CHAIR	<i>"We will now move to a vote on the amendment by ____ (Amendment Sponsor). All those in favor of this amendment signify by saying 'Aye'. All those opposed signify by saying 'Nay'." Raps gavel and announce outcome of vote on amendment.</i>

SUPREME COURT PROCEDURES

OPENING STATEMENTS

3 MINUTES (EACH)

1. The complainant will present a three (3) minute opening statement that introduces the basis for the complaint.
2. The Attorney General will present a three (3) minute opening statement.

QUESTIONS FROM THE BENCH

10 MINUTES

The Justices will have the opportunity to ask either party questions concerning their arguments for a period of ten (10) minutes.

WITNESSES

4 MINUTES PER WITNESS

1. Each party is allowed to bring a total of three (3) witnesses in order to advance their arguments.
2. The complainant will bring forward witnesses in order to question them for a period of two (2) minutes. The defendant will then be allowed to ask the witnesses questions for a period of two (2) minutes as well.
3. The defendant will then bring their witnesses, and proceed with the aforementioned procedure.

PRESENTATION OF DOCUMENTARY EVIDENCE

5 MINUTES EACH

Each party has the opportunity to present any documentary evidence to the court for a period of five (5) minutes.

DELIBERATION AND JUDGMENT

After all proceedings have occurred, the court will enter into deliberation, in which the complainant and Attorney General must vacate the room. The Chief Justice may recall either or both parties to answer further questions brought up in deliberation to allow them the opportunity to rebut new points. As soon as a decision has been reached, both parties will be recalled into the room and the Chief Justice will present the decision.

ELECTIONS & STATE OFFICERS



ELECTION OF STATE OFFICIALS

Each district will have the option of nominating candidates for the state offices of Governor, Speaker of the House and President of the Senate at its Pre-LEG session. The candidates selected at Pre-LEG will run against each other for the aforementioned state offices at Youth Legislature. Those elected will serve in their official capacities during the next year's session of Youth Legislature

Election Procedures at Pre-LEG:

Each district can nominate a maximum of one (1) candidate for every three (3) schools in the district. Districts with between one (1) and three (3) schools can nominate one (1) candidate for each office, districts with between four (4) and six (6) districts can nominate two (2) candidates for each office, districts with between seven (7) and nine (9) districts can nominate three (3) candidates for each office, and so forth.

Each Youth & Government club may cast two (2) votes for the candidate(s) of its choice. Votes may be cast for the same candidate or split between two candidates. Each delegation will be allowed to select one representative to cast their club's votes and deliver them to the program staff member running the elections.

Election Procedures at the Youth Legislature Conference:

Voting stations will be made available to all delegates Friday night after the Governor's Banquet to cast their ballots for the next conference's Governor, Speaker of the House and President of the Senate.

Only members of the House will cast votes for Speaker of the House and only members of the Senate will cast votes for President of the Senate. All delegates will cast votes for Governor in the general election.

The election of Governor will be determined by the following process:

- Each member of the Delegation Council, comprised of one (1) representative from each participating club, will cast two (2) votes upon hearing speeches from each of the candidates. Votes may be cast for the same candidate or split between two candidates. This vote distribution will account for **15 percent** of the final vote.
- The vote distribution from the general election of all delegates will account for **85 percent** of the final vote.
 - Delegates will rank the candidates in order of preference.
 - If a candidate surpasses 50 percent of the delegates' first-choice votes, he/she will be the winner of the general election and that vote distribution will account for 85 percent of the final vote.

- If no candidate surpasses 50 percent of the delegates' first-choice votes, another round of voting analysis occurs:
 - The candidate with the fewest first-choice votes will be eliminated with his/her votes being redistributed to the other candidates based on those voters' second-choice votes.
 - If a candidate surpasses 50 percent of the new vote tally, he/she will be the winner of the general election and the current vote distribution will account for 85 percent of the final vote.
 - If no candidate surpasses 50 percent of the new vote tally, this process will repeat until a candidate surpasses 50 percent of the vote.
- The candidate with the greatest percentage of the vote in the combined Delegation Council vote, accounting for 15 percent, and the general election vote, accounting for 85 percent, will become the Governor.

The election of the Speaker of the House and the President of the Senate will be determined by the following process:

- Delegates will rank the candidates in order of preference.
- If a candidate surpasses 20 percent of the delegates' first-choice votes, he/she will become the Speaker/President, and that candidate will get a portion of their second-choice vote applied to the next round of voting analysis based on how many votes that candidate received in excess of the minimum 20 percent required.
- If multiple candidates surpass 20 percent of delegates' first-choice votes, the candidate with the most votes will become the Speaker/President, the candidate with the second-most votes will become the Speaker pro tempore/President pro tempore, and so forth. All candidates who exceed 20 percent of the vote will have a portion of their second-choice votes applied to the next round of voting analysis based on how many votes that candidate received in excess of the minimum 20 percent required.
- If multiple candidates tie while surpassing 20 percent of delegates' first-choice votes, every delegate's next-choice vote is used to break the tie.
- Once both the Speaker/President and the Speaker pro tempore/President pro tempore have been determined by this process, the next candidate will become a House/Senate Floor Leader.
- A second House Floor Leader and a second Senate Floor Leader will be filled by appointment by the Program Staff. An application period will be open throughout the conference and will close midnight on Friday.

Running for State Office

All candidates for Governor, President of the Senate and Speaker of the House must provide a photo and answers to various questions for the Youth Legislature conference binder.

Submitted photos must meet the following guidelines:

- Head and shoulders formal photo
- Plain background
- Sharp picture in either color or black and white
- Males must be dressed in a collared shirt, tie and sport jacket
- Females in business attire

If the candidate does not have an appropriate picture, it is recommended that he/she go to a passport photo photographer who can provide the shot on short notice.

Governor candidates will prepare a commercial video for their candidacy not to exceed one (1) minute in length. The videos may not have any endorsements from MUN or LEG State Officers from that academic year. Videos must be received by the program staff according to prescribed deadlines.

All candidates must have a minimum of one (1) year of Youth Legislature experience. Candidates for Governor must be rising seniors while all other candidates must be rising juniors or seniors.

Candidates must declare their candidacy during Pre-LEG sessions and complete an intent-to-run form online prior to or at the respective district Pre-LEG.

At the conference, each candidate must have a nominator who is not a MUN or LEG State Board Officer from that academic year OR a member of the conference's Delegation Council. The nominator will give a speech Friday morning prior to the convening of all sessions.

Candidates for Governor have open speaking privileges in all committees Thursday night and may give a maximum of two (2) intent speeches in the House and a maximum of two (2) intent speeches in the Senate.

Candidates for Speaker of the House and President of the Senate will serve as committee chairs Thursday night. They may give a maximum of two (2) intent speeches in their respective chambers. They must also serve as members of the House and the Senate, respectively, and sponsor bills. They will have open speaking privileges in both chambers of the House and the Senate, respectively.

No candidate for any office will expend more than \$20. No candidate for any office will distribute handouts of any kind.

Candidates may only hang one (1) standard size poster and only one banner no larger than 3' X 6' in the general assembly room during registration. Banners exceeding that size will be removed. Only the candidate may wear a button to advocate his/her candidacy. Any additional campaign paraphernalia will be confiscated.

RESPONSIBILITIES OF YOUTH LEGISLATURE STATE OFFICERS

All state officers are required to attend the State Officer Training in August. No state officer may miss more than three (3) State Board meetings without a valid excuse.

Governor

1. Attend the YMCA Youth Governor's Conference in Washington, D.C. The conference is usually held the second week of June, but dates will be provided to Governor candidates as soon as they are available to the state office.
2. Set the tone for Youth Legislature by delivering an opening address to all delegates.
3. Assist the program staff with the planning of functions at Youth Legislature.
4. Preside over the Thursday afternoon opening session.
5. Sign or veto each bill passed by the House or Senate.
6. Close Youth Legislature with a State of the State Address, summarizing the accomplishments of the conference and reporting his/her action on bills passed by the conference.
7. Serve as a State Y&G Officer and assist with training and other statewide activities.

Secretary of State (selected by the program staff by application)

1. Act as Commissioner of Elections.
2. Ensure that all elections are adhering to election guidelines.
3. Schedule candidates' intent speeches.
4. Preside over the Lobbying Program.
5. Preside over the Delegation Council.
6. Serve as a State Y&G Officer and assist with training and other statewide activities.

Chief Justice (elected by the Supreme Court)

1. Preside over sessions of the Supreme Court.
2. Serve as a State Y&G Officer and assist with training and other statewide activities.

Speaker of the House

1. Preside over sessions of the House of Representatives.
2. Determine the docket after committee meetings.
3. Preside over the Joint Session at the end of the conference.
4. Serve as a State Y&G Officer and assist with training and other statewide activities.

Speaker pro tempore of the House

1. Preside over sessions of the other House of Representatives.
2. Determine the docket after committee meetings.
3. Serve as a State Y&G Officer and assist with training and other statewide activities.

President of the Senate

1. Preside over sessions of the Senate.
2. Determine the docket after committee meetings.
3. Preside over the Joint Session at the end of the conference.
4. Serve as a State Y&G Officer and assist with training and other statewide activities.

President pro tempore of the Senate

1. Preside over sessions of the other Senate.
2. Determine the docket after committee meetings.
3. Serve as a State Y&G Officer and assist with training and other statewide activities.

President pro tempore of the Senate

1. Preside over sessions of the other Senate.
2. Determine the docket after committee meetings.
3. Serve as a State Y&G Officer and assist with training and other statewide activities.

House and Senate Floor Leaders

1. Preside over sessions of the House and Senate when the presiding officer is absent.
2. Serve as parliamentarian for the respective chamber.
3. Assist in determining the docket after committee meetings.
4. Serve as a State Y&G Officer and assist with training and other statewide activities.

AWARDS



CONFERENCE-WIDE AWARDS

Premiere Delegation Award

The Premiere Delegation award will be given to the one school that most exemplifies the mission of Youth & Government in their participation with Youth Legislature: To encourage and foster leadership through service, fellowship responsibility and respect for oneself and others among all participants and to educate and engage students in the process of government from local to international so that they become more active participants in their communities.

Clubs will also be judged by whether delegates:

- Are engaged and participating in sessions/meetings
- Are timely with all requirements
- Go above and beyond to foster a sense of fellowship with other clubs
- Exemplify holding themselves accountable for respecting themselves and others
- Are prepared for the conference and take advantage of any non-required events.

The Premiere Delegation Award will be decided upon by a select committee of the program staff.

Monice Oliphant Award

Monice Oliphant was the State Director of Youth & Government from 2001 to 2008, and she inspired the values that make up the first pillar of our mission statement.

This award will be given to the one student participant that most exemplifies the first part of the Youth & Government mission: To encourage and foster leadership through service, fellowship, responsibility and respect for oneself and others among all participants.

This award will be decided upon by a select committee of the program staff.

Early Bird Award

This award is given to all clubs who meet all required deadlines as outlined in the Dates, Deadlines and Fees document of this manual.

CHAMBER-SPECIFIC AWARDS

Outstanding Bill Award

This award is presented to the sponsors with the most thoughtful, well-researched and debatable bills in each House and Senate chamber of the conference.

It's determined by members of each House and Senate chamber.

Outstanding Delegate Award

This award is presented to the individual from each House and Senate chamber who best represents their school in participation in the council.

It's determined by members of each House and Senate chamber.