

TENNESSEE YMCA

YOUTH IN GOVERNMENT

YMCA CENTER FOR CIVIC ENGAGEMENT



CONFERENCE MANUAL

Tennessee YMCA Youth in Government

TABLE OF CONTENTS

Section 1- General Conference Information

Conference Administration	4
General Information	5
Dates & Deadlines	6-7
Registration Information	8
Fee Summary	9
Sample Agenda	10-13
Invoice Worksheet	14
Student Statement of Financial Responsibility	15
School Statement of Financial Responsibility	16
Financial Aid Application	17
Delegate Code of Conduct	18-19
Component Options	20-22
Election Regulations	23-25
Leadership Opportunities	26
Officer Job Descriptions	27-31
Campaign Speech Tips	32
Awards Distribution and Criteria	33

Section 2: House and Senate Bill Writing Information

YIG Bill Overview	35
Bill Writing 101	36
How to Draft a Bill	37-38
How to Present a Bill	39
How to Write a Fiscal Line Item	40
Understanding the Committee Process	41
Sample Bills	42-48

Section 3: Rules for Debate

Rules of Procedure	50-54
Format for Debate and Sample Ranking Form	55
Table of Motions	56
Debate Script	57-59
Glossary: ABCs of YIG	60-62

TENNESSEE YMCA
YOUTH IN GOVERNMENT
CONFERENCE MANUAL



PART 1:
GENERAL CONFERENCE
INFORMATION

TENNESSEE YMCA CENTER FOR CIVIC ENGAGEMENT ADMINISTRATION

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Associate Director
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GENERAL INFORMATION ON YOUTH IN GOVERNMENT

CONFERENCE DATES:

Capitol Conference

February 24-27, 2022

Tri-Star Conference

March 31-April 3, 2022

Volunteer Conference

April 7-10, 2022

OVERVIEW

Each spring, the YMCA Center for Civic Engagement sponsors a Youth in Government conference. At the conference, Tennessee high school students learn about the real world operation of the Tennessee State Government by participating in a reenactment of its activities. Most students form teams and serve as Senators or Representatives by drafting and debating bills. These bills cover a wide variety of topics with statewide impact. Other students have the opportunity to research and represent a state department in the Governor's Cabinet, lobby for or against bills in the Lobbyist component, participate in a model Tennessee Supreme Court, or work in the Press Corps.

CONFERENCE FEES

Delegate Conference Fee: \$175.00

Hotel Cost per room: \$600.00

(This per room cost covers 3 nights in the hotel. A school may put up to 4 students in a room. The hotel cost per student will be determined by the number of students in the room. The total cost to students for the conference will vary from school to school.)

LOCATION

The DoubleTree - Downtown Nashville, TN

Tennessee State Capitol

ELIGIBILITY

Students Grades 9-12

COMPONENT OPTIONS

Students attending the conference may elect to participate in a variety of capacities. Each component has different responsibilities before and during the conference as well as specific registration requirements/restrictions for students and schools. General descriptions of each component are listed below.

1. Senator or Representative
2. Governor's Cabinet
3. Lobbyist
4. Supreme Court
5. Press Corps

DATES AND DEADLINES

CAPITOL CONFERENCE

DATES: February 24-27, 2022

REGISTRATION WINDOW:

January 12 (2:00pm CST) - January 19, 2022

PRIORITY DEADLINE: January 19, 11:59 pm CST

FINAL DEADLINE: February 2, 11:59 pm CST

TRI-STAR CONFERENCE

DATES: March 31 - April 3, 2022

REGISTRATION WINDOW:

January 26 (2:00pm CST) - February 2, 2022

PRIORITY DEADLINE: February 2, 11:59 pm CST

FINAL DEADLINE: February 23, 11:59 pm CST

VOLUNTEER CONFERENCE

DATES: April 7-10, 2022

REGISTRATION WINDOW:

February 9 (2:00pm CST) - February 16, 2022

PRIORITY DEADLINE: February 16, 11:59 pm CST

FINAL DEADLINE: March 9, 11:59 pm CST

CONFERENCE DEADLINES:

PRIORITY DEADLINE:

Capitol Conference - January 19, 2022

Tri-Star Conference – February 2, 2022

Volunteer Conference– February 16, 2022

Positions for Governor’s Cabinet & Lobbyists will be assigned the next day to any applications received by the YMCA Center for Civic Engagement by this date. Press Corps Members and Supreme Court Lawyers will be emailed their pre-conferences assignment the following day.

FINAL DEADLINE:

Capitol Conference – February 2, 2022

Tri-Star Conference – February 23, 2022

Volunteer Conference - March 9, 2022

All of the following is due on or before this date:

- All bills for Red/Blue Senate and House (submitted online)
- Pre-Conference Assignments for Governor’s Cabinet, Lobbyists, Press Corps, and Supreme Court.
- School Statement of Financial Responsibility
- Rooming List
- Advisor/Adult Online Registration
- Online Candidate Nomination
- Financial Aid applications- Online

COMPONENT REGISTRATION INFORMATION:

ALL REGISTRATION IS TO BE COMPLETED ONLINE

Governor's Cabinet Registrations:

All positions for Governor's Cabinet applications received by the Priority Deadline will be assigned by email by 5pm CST the next day. Cabinet positions will be assigned based on quality of application. If any positions remain open after Priority Deadline, they will be assigned on a first come, first served basis.

*There is a 2 person limit per school until after the Priority Deadline.

Lawyer Registrations:

Lawyer teams will receive a lawyer packet from us to begin preparing their briefs, complete with instructions, deadlines, etc the day after the Priority Deadline. Any registrations completed after this date will receive their assignments shortly after they register. However, the sooner we have those registrations, the more time your students will have to prepare their briefs.

*There is a 5 team limit per school until after the Priority Deadline.

Lobbyist Registrations:

All positions for the Lobbyist component applications received by the Priority Deadline will be assigned by email. Lobbyist positions will be assigned based on the quality of application beginning the day after the priority deadline. If any positions remain open after Priority Deadline, they will be assigned on a first come, first served basis.

*There is a 2 person limit per school until after the Priority Deadline.

Press Corps Applications

All press delegates who have registered by the Priority Deadline will receive their assignment by email the next day. Any delegate who registers after the deadline will receive their assignment within a couple days of registration.

*There is a 4 person limit per school until after the Priority Deadline.

Rooming Lists

YMCA Center for Civic Engagement MUST receive your room list via email in Excel by the Final Deadline. We are not able to guarantee sleeping rooms for schools who submit the rooming list after that date.

FEE SUMMARY

All fees must be paid to the YMCA of Middle Tennessee prior to or upon your arrival at your respective conference.

Please submit one check payable to the YMCA of Middle Tennessee-CCE, for your entire club's total conference fees. Directions to pay via credit card are located on your official invoice.

YOUTH IN GOVERNMENT FEES

Delegate Conference Fee: \$175.00

Adult Conference Fee: \$25.00

Hotel Cost per room: \$600.00

Hotel Cost: This per room cost covers three nights in the hotel. You may put up to 4 students in each hotel room. The DoubleTree CANNOT accommodate 5 students in a room. Your school's total occupancy will determine how you divide this cost among your students. Therefore, the total cost to students for the conference will likely vary from school to school. Bottom line, if you tell us you need 10 rooms, we need \$6000 from you to pay for those rooms. Divvy it up however you like, just be aware that your school will be responsible for payment for the total number of rooms you request. Please do not forget to factor in rooms for advisors.

Tennessee YMCA Youth in Government

A Tennessee YMCA Center for Civic Engagement Program

SAMPLE CONFERENCE AGENDA

THURSDAY

2:30- 4:00pm	Registration Optional GA Training Sessions	Cumberland Ballroom Tennessee Ballroom
4:15 – 6:30 PM	House Dinner & Check-In Senate/Court/GovCab/Press/Lobby Meetings	See locations above
Senate	S-1 Senate Committee 1 S-2 Senate Committee 2 S-3 Senate Committee 3 S-4 Senate Committee 4 S-5 Senate Committee 5 Governor’s Cabinet Supreme Court Justice Deliberation Room Lobbyists Press Corps	Salon A Salon B Salon C & D Salon E Brentwood/Franklin Hartmann Gallery Nashville Bellevue Robertson Davidson
	Advisor Dinner	Vanderbilt/Volunteer
6:30 – 8:45 PM	Senate/Court/GovCab/Press/Lobby Dinner & Check-In	
House	H-1 House Committee 1 H-2 House Committee 2 H-3 House Committee 3 H-4 House Committee 4 H-5 House Committee 5 H-6 House Committee 6 H-7 House Committee 7	Salon A Hartmann Gallery Salon B Brentwood/Franklin Salon C&D Salon E Nashville
8:45-10:00 PM	YIG Welcome Session	Cumberland Ballroom
10:30 PM	All delegates in rooms *Pizza will be delivered to your room if you ordered it*	Doubletree Hotel

FRIDAY

VOTING POLLS OPEN UNTIL 5:30PM

8:00 AM	Advisor Breakfast	Tennessee Ballroom
9:00 - 12:30 AM	Committee meetings	
Senate	S-1 Senate Committee 1 S-2 Senate Committee 2 S-3 Senate Committee 3 S-4 Senate Committee 4 S-5 Senate Committee 5	Cordell Hull House I Cordell Hull House II Cordell Hull Senate I Cordell Hull Senate II Cordell Hull House III Cordell Hull House V Supreme Court
House	Governor's Cabinet Supreme Court Press Corps H-1 House Committee 1 H-2 House Committee 2 H-3 House Committee 3 H-4 House Committee 4 H-5 House Committee 5 H-6 House Committee 6 H-7 House Committee 7 Lobbyists	Cordell Hull House IV Salon A Hartmann Gallery Salon B Brentwood/Franklin Salon C&D Salon E Nashville Robertson
12:30 PM – 2:30 PM	Lunch on your own	Local Restaurants
2:30 PM	All-Conference Session State of the State Address Governor Ethan Fell	House Chambers
3:30 – 6:00 PM	All meetings convene Blue House in Session Blue Senate in Session White House in Session White Senate in Session Red House in Session Red Senate in Session Governor's Cabinet Lobbyists Press Corps Supreme Court YIG Bowl	Cordell Hull House I Cordell Hull House III Cordell Hull Senate I Cordell Hull Senate II House Chambers Senate Chambers Cordell Hull House V Legislative Library Cordell Hull House IV Supreme Court Cordell Hull House II
6:00-8:00 PM	Dinner on your own	Local Restaurants
8:00 PM	Delegation Check-In	See Advisor
8:15 PM	Gubernatorial Run-Off Speeches	Cumberland Ballroom
8:15PM	Governor's Ball Candidate Town Hall	Cumberland Ballroom Brentwood/Franklin
10:00 PM	All delegates in rooms *Pizza will be delivered to your room if you ordered it*	DoubleTree Hotel

SATURDAY

VOTING POLLS OPEN UNTIL 5:30PM

8:15AM	Officers Meeting	Cordell Hull House V
8:00 AM	Advisor Breakfast	Tennessee Ballroom
9:00 AM – 12:30 PM	All meetings reconvene Blue House in Session Blue Senate in Session White House in Session White Senate in Session Red House in Session Red Senate in Session Governor’s Cabinet Lobbyists Press Corps Supreme Court YIG Bowl	Cordell Hull House I Cordell Hull House III Cordell Hull Senate I Cordell Hull Senate II House Chambers Senate Chambers Cordell Hull House V Legislative Library Cordell Hull House IV Supreme Court Cordell Hull House II
12:30 – 2:30 PM	Lunch on your own Lobbyists Luncheon	Hartmann Gallery
2:30 – 6:00 PM	All meetings reconvene	See Above
6:00 – 8:00 PM	Dinner on your own	Local Restaurants
8:00PM	Delegation Check-In	See Advisor
8:00PM	Conference Dance YIG Bowl Championship Tomfoolery Committee Quiet Room Awards Committee	Cumberland Ballroom Cumberland Ballroom Nashville Brentwood Franklin Tennessee Ballroom
10:00 PM	All Delegates in Rooms *Pizza will be delivered to your room if you ordered it*	DoubleTree Hotel
10:00PM – 1:00AM	Final Supreme Court Case Governor’s Budget Meeting	Brentwood Franklin Robertson

SUNDAY

7:00 AM	Luggage Room Open	Cumberland Ballroom
8:00 AM	Advisor Breakfast	Tennessee Ballroom
8:15 AM	Officer Meeting	Cordell Hull House V
9:00 – 11:00 AM	Blue House in Session Blue Senate in Session White House in Session White Senate in Session Red House in Session Red Senate in Session Governor's Cabinet Lobbyists Press Corps Supreme Court	Cordell Hull House I Cordell Hull House III Cordell Hull Senate I Cordell Hull Senate II House Chambers Senate Chambers Cordell Hull House V Legislative Library Cordell Hull House IV Supreme Court
11:00 – 11:45 AM	Budgetary Session	House Chambers
12:00 – 12:45 PM	All-Conference Session for Closing Ceremony	House Chambers

YMCA YOUTH IN GOVERNMENT INVOICE – WORKSHEET

CONFERENCE: _____ Capitol Conference
 _____ Tri-Star Conference
 _____ Volunteer Conference

SCHOOL: _____

# of Registered YIG Delegates	_____	x \$175 =	_____ +
# of Advisors	_____	x \$25 =	_____ +
# of Hotel Rooms Reserved	_____	x \$600 =	_____ +
# of YIG Bowl Teams	_____	x \$50 =	_____ +
# of T-Shirts ordered	_____	x \$10 =	_____ +
# of Sweatshirts ordered	_____	x \$20 =	_____ +
Miscellaneous Expenses			_____

SUBTOTAL _____

Less Financial Aid Awarded -- _____

TOTAL AMOUNT DUE: \$ _____

*Please refer to your official invoice for payment instructions.

TENNESSEE YMCA YOUTH IN GOVERNMENT

STUDENT STATEMENT OF FINANCIAL RESPONSIBILITY

As a participant in a Tennessee YMCA Youth in Government program, I, with parental consent, agree to the following policy regarding financial responsibility:

I, _____, a student at _____ School, have registered to attend the YMCA Youth in Government in Nashville, Tennessee. I will attend the conference on (date) _____. My school fee to attend the conference is \$_____. I understand that once I have registered as a participant, I am obligated to pay this amount in full by _____. Should I elect not to participate after the YIG Final Deadline, I will still be responsible for payment of the fee in full to my school, or I must find a paying substitute who is able to take my place, as non-refundable fees will have already been incurred on my behalf.

(Student Signature) (Print Name) (Date)

(Parent/Guardian Signature) (Print Name) (Date)

The YMCA of Middle Tennessee has an Open Doors Financial Policy, meaning no student will be denied the right to participate because of an inability to pay. If you would like to apply for financial assistance, please obtain a Financial Aid Application from your advisor and return the completed form to be reviewed by the YMCA Center for Civic Engagement.

TENNESSEE YMCA YOUTH IN GOVERNMENT

SCHOOL STATEMENT OF

FINANCIAL RESPONSIBILITY

_____ (School), with consent from our principal, agrees to the following policy regarding financial responsibility:

We plan to attend the Tennessee YMCA Youth in Government conference on (date) _____ in Nashville, Tennessee. The school agrees to the following fee schedule:

\$175/Delegate, \$600/hotel room, \$25/advisor and understands we are responsible for all students registered by the final conference deadline. We understand we are obligated to pay in full, the fees associated with all students and adults registered by the final conference deadline. Should any student elect not to participate after this date, we will still be responsible for payment of the fee in full to the YMCA Center for Civic Engagement, unless we find a paying substitute who is willing to take that student's place, as non-refundable fees will have already been incurred on our behalf. We also understand any additions to our delegation after the final conference deadline will be treated as if they were signed up on the deadline and agree to pay in full all fees associated with the addition(s).

(Advisor Signature)

(Print Name)

(Date)

(Principal Signature)

(Print Name)

(Date)

YOUTH IN GOVERNMENT REQUEST FOR FINANCIAL ASSISTANCE

**YMCA Center for Civic Engagement
YMCA of Middle Tennessee**

Please complete the ONLINE form to submit your Financial Aid Request. Paper forms should only be submitted in extenuating circumstances.

The maximum financial assistance allowance for YIG is \$300.
All extra costs must be covered by the school.

FORM MUST BE COMPLETE TO BE CONSIDERED.
Please submit by Final Deadline. All forms turned in after the deadline may not be awarded aid.

Name of Student: _____

School: _____ Grade: _____ Advisor: _____

Home Address: _____

Parent Contact Name: _____ Phone: _____

Parent Contact Email: _____

Number of family members in household: _____

Household income before taxes: \$_____ Per (Circle One) Week 2 Weeks Month Year

Additional income for adults in household: (Child support, welfare, social security, unemployment, etc)
\$_____ Per (Circle One) Week 2 Weeks Month Year

Monthly Expenses:

Rent/Mortgage: _____ Car: _____ Insurance (home, car, health) _____

Groceries: _____ Utilities: _____ Phone/Internet: _____ Other: _____

Please explain any extenuating circumstances below:

How much can you afford to pay for the conference? _____

What is your school cost per delegate to attend the conference? _____

Parent/Guardian Signature _____ Date _____

By seeking financial assistance, you acknowledge that the CCE has the right to request documentation, including tax returns, in order to verify the income information presented. Failure to produce complete and accurate documentation upon request will affect your ability to receive financial assistance.

YMCA CENTER FOR CIVIC ENGAGEMENT

DELEGATE CODE OF CONDUCT

The purpose of the YMCA Center for Civic Engagement is to educate its participants on the processes of government at the city, state, national, and international levels, in the hopes of beginning what will be a lifetime of civic engagement for our alumni.

Given such, a code of conduct has been developed to help ensure that every delegate receives the maximum benefits possible as a result of their participation. This code of conduct is applicable to adults as well as student delegates. With that in mind, the following code of conduct has been adopted:

- All individuals participating in the YMCA Center for Civic Engagement Conferences will conduct themselves in a respectable and positive manner and present a good and decent reflection of themselves, their school, and their community. Any delegate in violation of this should expect consequences.
- 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 choice, be considered a participant in the violation. In this program there are no “innocent by-standers.”
- Plagiarism of outside sources will not be allowed for any delegates. If evidence of plagiarism exists, delegates can expect to be disciplined by the YMCA Center for Civic Engagement. Authors of plagiarized documents will be dismissed from the conference.
- All bill and resolution submissions should be serious in nature and align with Y core values. Submission of resolutions or bills that CCE staff deems offensive, disrespectful, not serious in nature, or otherwise violating the Y core values will result in the entire team being deregistered from the conference.
- Dress code for the conference is business attire. Business attire includes: Suits, dresses, long skirts, blouses or sweaters, blazers, slacks, and appropriate dress shoes.
- Business attire does NOT include: Jeans, skirts shorter than 1 inch above the knee, strapless or spaghetti strap style tops, bare midriffs, bare backs, sandals, flip-flops, athletic shoes, Converse sneakers, or Birkenstocks.
- Possession and or use of alcoholic beverages, drugs (unless prescribed), tobacco products, electronic cigarettes, or pornography by any participant will result in an immediate expulsion from the conference. Any participant who is expelled from the conference will be sent home at his or her own expense. Parents and school administration will be notified of the expulsion as soon as possible, and students should be aware they might also be subject to further disciplinary action by their respective schools with regard to specific school policies. If necessary, the CCE will contact local law enforcement to help handle any situation.
- All delegates are to participate in all scheduled events. This includes the nightly activity.
- No boys allowed in girls’ rooms or girls allowed in boys’ rooms. Violation of this rule is grounds for expulsion.
- No delegate may leave his or her room after curfew except for an emergency. If you have an emergency you must notify your adult advisor and the YMCA Center for Civic Engagement Executive Director.
- Students are not allowed to leave the conference without written permission from school administration.
- No participant may drive or ride in ANY vehicle during the time they are at a CCE conference this includes bicycles, taxis, Ubers/Lyfts, and friends’ vehicles who are not attending the conference.
- Nametags must be worn visibly at all functions.
- No food, drink, or gum shall be permitted in any session.
- Physical, psychological, verbal, nonverbal, written, or cyber bullying is prohibited.
- Social media shall only be used in a positive and encouraging manner. Any participant involved in any way dealing with negative activity toward the CCE program or any participant in the CCE program will be held responsible for the violation and will be disciplined accordingly, up to and including legal action.

- All participants who bring cell phones or other electronic devices to the conference must respect and follow the technology policies of the CCE.
- Drones and any other remote controlled devices are strictly prohibited.
- Noise must be kept to a minimum in all hotel rooms and hallways. YMCA or other conference staff will investigate any complaints waged by other hotel guests.
- ABSOLUTELY no throwing anything over the balconies of the hotel. No climbing on balconies or ledges.
- Destruction of personal property, hotel, or other property will result in immediate expulsion. Any delegate responsible for damages must make restitution and will be held accountable for any legal actions that follow. Hotel rooms are registered to the conference and are subject to search by the CCE staff at any time. All conference participants, guests, bags and vehicles at the conference are also subject to search by the CCE staff at any time.
- Delegates may not order pizza from anyone other than the CCE.
- Visitor Policy: If a student under the age of 18 or still in high school wishes to visit a CCE conference, he/she must have a parent/guardian directly contact CCE staff prior to the conference. Any visitor over the age of 18 and no longer in high school must present a valid driver’s license to the CCE info desk to receive a visitor’s badge. Visitors are only allowed to attend conference sessions. Visitors are not allowed to attend evening social events. Visitors are never permitted in participant hotel rooms.
- Use of the Tennessee State Capitol sound system is prohibited. Tampering with the components of the sound systems (microphones, cords etc) is prohibited. Violation of this regulation is grounds for expulsion.
- Use of the Tennessee State Capitol voting machines is strictly prohibited. No touching or pushing buttons in chamber seats. Violation of this regulation is grounds for expulsion.
- CCE elections are a conference wide event. All elections and campaigns will proceed following the YMCA core values of honesty, caring, respect, and responsibility. Any campaign violating these values will be removed from the ballot.
- Violation of any conference guidelines may result in dismissal from the conference and or the suspension of your school for the next CCE Conference.
- Violation of any conference guidelines may result in the removal of a student from the conference awards list.
- The YMCA Center for Civic Engagement staff reserves the right to make amendments to the Delegate Code of Conduct at any time.

WAIVER

We acknowledge that CCE events will be held at different venues and that transportation maybe provided between venues. The transportation will be provided by third parties with whom YMCA will contract or certified YMCA staff. We agree that we will hold YMCA harmless against, and agree not to name YMCA as a defendant in any action arising out of or related to, any injury, harm, damage, loss or expenses of any nature incurred in connection with such transportation activities.

I grant permission for photographs, written/art work, quotes, videos or other media which may include my child, to be used in media releases which benefit the YMCA of Middle Tennessee.

I have read and will adhere to all guidelines:

Delegate Signature: _____ **Date:** _____

Print Name: _____

Parent Signature: _____ **Date:** _____

Print Name: _____

School: _____

Parent Phone Number(s): _____

COMPONENT OPTIONS

Participants in the Tennessee YMCA Youth in Government must register as ONE of the following components. Please note, there are some additional requirements for each component.

LEGISLATIVE BRANCH

Legislative branch delegates may participate in the House (Representative) or Senate (Senator). Grade & team size restrictions for each chamber are listed below. If you have a team that doesn't quite fit the outlined limits, the CCE will handle those teams on a case by case basis. Each team will submit 1 piece of legislation to be presented and debated in committee, and potentially in the House and Senate. Red, White, & Blue bills will be heard in each committee but ranked separately. Each chamber will meet separately and will only hear bills from that color chamber.

HOUSE TO SENATE RATIO: When assigning delegates to the legislative branch, **you should have 3 house members for every 1 senate member.** For example, if you know you have 8 delegates who want to be senators & representatives, then 2 of them should be SENATORS and 6 of them should be REPRESENTATIVES. Acceptable team size depends on the chamber.

Red House

Students registering in this component **must be in grade 12** and will serve as legislators in the state House of Representatives. Students may register individually or in 2-person teams.

White House

Students registering in this component **must be in grades 10-11** and will serve as legislators in the state House of Representatives. Students may register in 2-3 person teams.

Blue House

The Blue House is a training ground for novice participants. All **Freshmen and First-Year Sophomores** must register in the Blue chambers and will serve as legislators in the state House of Representatives. Students may register in 2-3 person teams.

Red Senate

Students registering in this component **must be in grade 12**, and serve as senators in the state Senate. Students may **ONLY** register **INDIVIDUALLY**. Each Senator will write an individual bill.

White Senate

Students registering in this component **must be in grades 10-11**, and serve as senators in the state Senate. Students may register in 2 person teams.

Blue Senate

The Blue Senate is a training ground for novice participants who. All **Freshmen and First-Year Sophomores** must register in the Blue chambers and will serve as senators in the state Senate. Students may register in 2 person teams.

LOBBYIST COMPONENT

Lobbyists

Delegates wishing to work with the legislative branch, but not wishing to serve as senators or representatives have the option of registering as lobbyists, **provided they have served in the legislative branch at a prior conference (i.e. freshmen are not eligible)**. Lobbyists will be “hired” to lobby for or against particular bills being considered, and they will follow the bills throughout the conference, lobbying their position to any branch of government they choose. Lobbyists are charged with shedding light on facts, ideas, and opinions that support their position in an attempt to influence decision making in state government. Lobbyists must complete a pre-conference assignment to participate. **LIMIT 2 PER SCHOOL.**

EXECUTIVE BRANCH

Governor’s Cabinet

Students wishing to serve in the executive branch may apply for a position in the Governor’s Cabinet; **provided they have served in the legislative branch at a prior conference (i.e. freshmen are not eligible)**. One student will be assigned to serve as commissioner of each department of state government (i.e. Commissioner of Education, etc.) Students serving on the governor’s cabinet WILL NOT spend time in the house or senate. Please make certain students understand their time at the conference will be spent meeting with fellow cabinet members and the Governor. Governor’s Cabinet members must complete a research intensive pre-conference assignment to participate. **LIMIT 2 PER SCHOOL.**

The Governor's Cabinet consists of the Governor and the Commissioners of each Department, who act as advisers to the Governor. The Cabinet is not a legislature; Commissioners do not have votes, nor do they present, speak, or debate like representatives in the legislature. Commissioners are called upon to thoroughly research their Departments and act as expert advisers to the Governor about the programs and funding in their Departments. They will be actively engaged in the budget process during the entire conference. Members of the Cabinet can expect to be a very integral part of their chamber, contribute often to the discussion, and learn a lot about the executive branch of government and the budget process. The GC will hear from bill sponsors as a bill moves through its path on the way to law, and they will help the governor decide whether or not the bill should become law. Commissioners will also have the opportunity to meet with their real Tennessee state government counterparts, schedule permitting.

JUDICIAL BRANCH

Lawyers

Delegates wishing to participate in the Judicial Branch may register as lawyers. Lawyers serve in teams of two and argue either as the appellant or appellee in actual cases before the Supreme Court. They will receive their cases in advance and will be expected to submit 2 briefs as their pre-conference assignment. Please note, those serving as lawyers should expect to spend a significant amount of time on their pre-conference briefs. Lawyers must complete their briefs to participate.

PRESS COMPONENT

Press

The Youth in Government Press Component serves as the watchdog for the state government. While Press Corps members are not required to submit legislation, they will be required to submit a pre-conference assignment to participate. **LIMIT 4 PRESS MEMBERS PER SCHOOL.**

The Press Component will run the conference blog, social media accounts, and produce video content, keeping delegates abreast of current events in each component. Please make your press corps members aware that they will not have free and clear roaming privileges at the conference. While they will be out and about covering stories, interviewing delegates, and taking photos, they will be required to attend all press meetings.

Component Requirement Checklist:

Component	Application Required- Subject to Acceptance	Prior YIG Experience Required	No prior YIG experience required
Blue House			✓
Blue Senate			✓
White House		✓	
White Senate		✓	
Red House		✓	
Red Senate		✓	
Lobbyist	✓	✓	
Governor's Cab.	✓	✓	
Lawyer			✓
Press Corps			✓

ELECTION REGULATIONS

Any qualifying student, from any district, may seek any available office by running in the general conference election or by running in his/her respective component during the conference, with the following restriction:

- A school may run up to 3 candidates for available ballot positions, not including Governor.
- This 3 office limit SHALL NOT include Governor or officers in the Press Corps, Lobbyist component, and Supreme Court.
- A school may nominate up to 3 candidates for Engrossing Clerk & Clerk. These nominees will write an essay to qualify for an office.
- Should there be offices sought by no candidate, students to fill those positions shall be appointed by the YMCA Center for Civic Engagement.

CANDIDATE QUALIFICATIONS:

GOVERNOR

Gubernatorial candidates must meet the following requirements:

- Attendance at a minimum of 2 Youth in Government conferences (Attendance in the election year does count as one of the 2)
- A minimum of 1 conference having served on the Governor's Cabinet, **OR attend a designated meeting with the current Governor and Chief of Staff.**
- Advisor Approval
- Behavior in keeping with the YMCA Core Values of Honesty, Caring, Respect, and Responsibility.
- Delivery of 1 candidate speech outlining his/her qualifications and platform (see guidelines on platform below).
- Participation in the Gubernatorial Debate.
- Candidate speeches should be **issue-based and state the candidate's platform.** Just as the sitting governor outlines his/her vision and supported legislation, gubernatorial candidates should use the current proposed legislation as a guide for outlining his/her policy views in a candidate speech. Candidates may not use props during their speech.
- If you are running for Governor, you will receive an additional Gubernatorial Candidate Supplement that further explains the responsibilities of gubernatorial candidates and gubernatorial debate specifics.

ALL OTHER OFFICES- (EXCLUDING COURT, LOBBYIST, & PRESS)

- Attendance at **one** Youth in Government conference. (Current year counts towards this requirement)
- Submission of Candidate Nomination Form by Deadline
- Advisor Approval
- Strong Peer Leadership Skills
- Working general knowledge of parliamentary procedure
- Behavior in keeping with the YMCA Core Values of Honesty, Caring, Respect, and Responsibility.

- Candidates for Lt. Governor, Speaker, and Floor Leader must submit a platform.
- Candidates for Lt. Governor, Speaker, and Floor Leader must give a 2 minute speech at the opening session. The speech must contain the candidate's platform and be submitted for approval to the CCE by designated deadline. Candidate speeches must be in keeping the YMCA Core Values of Honesty, Caring, Respect, and Responsibility. Candidates may not use props during their speech.

COURT, LOBBYIST, & PRESS

- Attendance at **one** Youth in Government conference (Current year counts towards this requirement) and participating in voting component.
- Submission of Candidate Nomination by deadline set at the conference
- Strong Peer Leadership Skills
- Candidates will give speeches in their component prior to voting. Speeches must be issue based and germane, pertaining to you and your desire to lead. A funny anecdote alone does not make your speech germane.

BALLOT SELECTION

Use the following guidelines when choosing the office for which you would like to run.

- **SPEAKER/LIEUTENANT GOVERNOR/SPEAKER PRO-TEMP:** Students will run for Speaker of the Red House, Speaker of the White House, Speaker of the Blue House, Red Lt. Governor, White Lt. Governor, Blue Lt. Governor. There will be no candidates for Pro-Temp. Winner of those 6 races will be Speaker/Lt Governor. Runner up (2nd place) will serve as Speaker Pro-Temp for that chamber.
- **FLOOR LEADERS:** Students will run for Red Floor Leader, White Floor Leader, or Blue Floor Leader. There will be no candidates for chamber specific Floor Leaders (i.e. - Red Senate Floor Leader). When completing the nomination form, candidates get to state their preference for house or senate. Winner gets first choice, and runner up (2nd) gets other chamber.
- **Engrossing Clerk & Clerk:** These offices (for all chambers) will be nominated by schools/advisors and the nominee must write a short essay. A panel of judges will help select winners (who will be announced at the end of the conference just like the campaigning officers). Nomination form and essay questions will be on the website. These applicants will not need to submit a platform (see below).

PLATFORMS

- **All Candidates (including Governor) must have a PLATFORM. Platforms will be submitted with the candidate nomination form. Platforms must be explained in a candidate's speech.** The platform includes three issues that a candidate believes are important for YIG to address. These three issues must include:
 1. An issue that affects the candidate's community service interests.
 2. An issue that affects the candidate's local community.
 3. An issue that affects the State of Tennessee as a whole
- A platform should be more than listing problems, but does not necessarily need to endorse specific policies.

CAMPAIGN MATERIAL REGULATIONS

Candidates will be permitted the use of four (4) types of materials to use during their campaigns. These are the ONLY materials that are allowed. No candidate can spend more than \$100 on these materials, including the retail value of items donated from any person or organization:

1. **(One) Trifold Board (3ft x 5ft) - specifics will be emailed to registered candidates.**
 2. **Business Cards**
 3. **Buttons**
 4. **Speech (2 minutes max) --- required****
- No other items or promotional materials will be allowed, even within your delegation. This includes, but is not limited to: posters, pens, bracelets, flyers, ribbons, t-shirts, stickers, gum, candy, toys, and items restricted by the hotel. Distribution of any non-approved items will result in a candidate being removed from the ballot.
 - Social media outlets can be used by students for their campaign, but may not be paid for; this includes Snapchat Geo Filters, Facebook Ads, or other promotions. Students may not be endorsed by politicians, other partisan groups, or celebrities. Finally, students may not campaign in the voting area.

OTHER ITEMS OF INTEREST

- The election is scheduled for Saturday in the State Capitol at the Cordell Hull Building, Capitol, and Supreme Court. This will be the only opportunity for delegates to vote, so please encourage them to do so.
- Delegates may only vote at the voting machine assigned to their respective component. Machines will be clearly marked with component signs.
- Each delegate may only vote once. The CCE provides poll workers for supervision of voting.
- All candidates, except those seeking the office of Governor, will have an opportunity to make speeches during the opening ceremony on Thursday. Gubernatorial candidates will be required to participate in a debate on Thursday evening following dinner.
- Winners are determined by simple majority vote. There will be no run-offs unless there is an exact tie between any top candidates.
- For Gubernatorial Elections Only: If there is a large field of gubernatorial candidates, a run-off will be held at the discretion of the Center for Civic Engagement.
- Each candidate may spend NO MORE than \$100.00 on his or her campaign, donated materials included. Please KEEP ALL RECEIPTS. In the event there is a question raised about campaign expenditures, any receipts become public domain.
- Candidates who are in violation of any guidelines or who are considered to be acting in a way contrary to the YMCA Core Values will be removed from the ballot or deemed ineligible.

YIG LEADERSHIP OPPORTUNITIES

Please submit an online candidate nomination or application for the following positions by the Final Deadline. Positions with an asterisk (*) require an application essay. Positions without an asterisk require a platform and speech.

Governor

Red, White, & Blue Lieutenant Governor

Red, White, & Blue Pro-Tempore of the Senate

Red, White, & Blue Senate Floor Leader

Red, White, & Blue Senate Clerk*

Red, White, & Blue Speaker of the House

Red, White, & Blue Speaker Pro-Tempore of the House

Red, White, & Blue House Floor Leader

Red, White, & Blue House Clerk*

Red Chief Engrossing Clerk*

Blue & White Chief Engrossing Clerk*

Nominations for these offices will be taken during the conference:

Chief Justice of the Supreme Court

4 Associate Justices of the Supreme Court

Attorney General

Solicitor General

Clerk of the Supreme Court

Managing Editor

Video Director

Blog and Copy Editor

Social Media Director

Head Lobbyist

Note: A **Chief of Staff** is selected by the Governor elect for the following year's conference.

OFFICER JOB DESCRIPTIONS

All elected conference officers must attend the pre-conference training sessions: one is a mandatory weekend retreat in September, and the other is on the Wednesday before their respective conference. In addition, all officers must adhere to the Officer Code of Conduct. The following are brief job descriptions for the offices available at the Youth in Government conference:

EXECUTIVE BRANCH:

Governor

The Governor shall be the supreme executive power of the state of Tennessee. For the purpose of our conference, the elected governor shall be responsible for recommending legislation and providing general direction and leadership for the conference, primarily through his/her State of the State address to be given on Friday morning. The content of the State of the State should include the Governor's policy initiatives, and such initiatives should be determined before the conference. The Governor shall have the authority to veto legislation that has been passed, but, that in his/her view, is not in the best interest of all the citizens of this state. The governor shall, by the end of each conference, submit to the legislature a balanced state budget, and s/he shall be assisted in doing so by a cabinet of 15 administrative department heads. The governor shall work with the Red House and Senate Floor Leaders to present the budget.

LEGISLATIVE BRANCH:

Lieutenant Governor

The Lieutenant Governor serves as the leader, or speaker of the Senate. The Lt. Gov. presides over all Senate sessions, and must therefore, be a strong leader skilled in parliamentary procedure. The Lieutenant Governor stands in immediate succession to the governorship if such is necessary. For the purposes of our conference, three shall be elected: one to preside in the Red Senate, one to preside in the White Senate, and one to preside in the Blue Senate.

Speaker Pro-Tempore of the Senate

The Speaker Pro-Temp of the Senate is the secondary leader, or speaker of the Senate. The Speaker Pro-Temp presides over the body at the request of and/or in the absence of the Lt. Governor. At the discretion of the presiding officers, the Speaker Pro-Temp will likely preside over the sessions in a set rotation, the schedule for which is to be determined. Students seeking this office should be well skilled in parliamentary procedure and possess strong peer leadership skills. Three shall be elected: one to serve in the Red Senate, one to preside in the White Senate, and one to serve in the Blue Senate.

Floor Leader of the Senate

The Floor Leader of the Senate shall serve as a 'debate manager' of sorts. The actual state Senate does not elect floor leaders, but rather Majority and Minority leaders. Those leaders serve as the primary spokespersons for their respective parties in the Senate, managing and

leading debate and policy building for the party. Since we do not recognize a declared party system at our conference, a Floor Leader shall be expected to have his/her finger on the pulse of upcoming debate in the session. Duties of the Floor Leader can and will likely vary from bill to bill. A good floor leader should be prepared to speak either pro or con on any bill on the docket, and should therefore have sufficient prior knowledge about the issues facing the state. It is not, however, the floor leader's job to control debate and to indeed speak on every bill on the docket. Ideally, the floor leader will give the occasional impassioned speech, but should use his/her position to yield time to fellow senators. The floor leader obviously takes precedence over other senators when presiding officers are calling on speakers, but that precedence should not be abused, but rather used as a way to call on other speakers whom the floor leader might know would be especially good speakers on a given topic. The floor leader may also need to serve as a clarifier should questions about a specific topic arise during debate or should debate result in the presentation of inaccurate information. It would be the floor leader's duty to call the members' attention to any inaccuracy before a vote is taken. Further duties of the floor leader include presenting bills that have passed in the other chamber, raising issues crucial to the vote that may not have been brought up during debate, helping with amendment procedures, preparing patrons for their presentations and helping guide any bills with special circumstances, and ensuring the overall smooth operation of Senate sessions. Floor Leaders are responsible for submitting a bill. Red & White Floor leaders are also responsible for presenting the Governor's Budget on Sunday morning. Three shall be elected: one to serve in the Red Senate, one to preside in the White Senate, and one to serve in the Blue Senate.

Clerk of the Senate

The Clerk of the Senate shall be responsible for the reading of all bills as they are called up on the docket. The clerk shall also serve as a general clerical assistant to the speaker or presiding officer, assisting with amendments and votes. It is the duty of the clerk to correctly record the votes on every bill as they are taken and to keep ready and in good order bills ready to be transported to a different chamber by the Chief Engrossing Clerk. Three shall be elected: one to serve in the Red Senate, one to preside in the White Senate, and one to serve in the Blue Senate.

Speaker of the House

The Speaker of the House serves as the leader of the House, presiding over all House sessions. The Speaker of the House must therefore, be a strong leader skilled in parliamentary procedure. For the purposes of our conference, 3 shall be elected: one to preside in the Red House, one to preside in the White House, and one to preside in the Blue House. The duties of the Speaker of the House will be similar to those of the Lieutenant Governor.

Speaker Pro-Tempore of the House

The Speaker Pro-Temp of the House is the secondary leader, or speaker of the House. The Speaker Pro-Temp presides over the body at the request of and/or in the absence of the Speaker. At the discretion of the presiding officers, the Speaker Pro-Temp will likely preside over the sessions in a set rotation, the schedule for which is to be determined. Students seeking this office should be well skilled in parliamentary procedure and possess strong peer leadership skills. Three shall be elected: one to serve in the Red House, one to serve in the White House, and one to serve in the Blue House. The duties of the Speaker Pro-Tempore of the House will be similar to those of the Speaker Pro-Tempore of the Senate.

Floor Leader of the House

See description for Floor Leader of the Senate, same duties will apply to the Floor Leader in the House. Three shall be elected: one to serve in the Red House, one to serve in the White House, and one to serve in the Blue House.

Clerk of the House

Same duties as Clerk of the Senate. Three shall be elected: one to serve in the Red House, one to serve in the White House, and one to serve in the Blue House.

Chief Engrossing Clerk

The Chief Engrossing Clerk shall serve as the liaison between the General Assembly and the Governor's Cabinet, as well as between the House and Senate Chambers. The Chief Engrossing Clerk shall set the docket for each chamber following calendar committee and shall be responsible for the physical possession of all bills when the legislature is not in session. The Chief Engrossing Clerk shall manage the transfer of bills from chamber to chamber and from the legislature to the Governor's Cabinet as necessary. The CEC shall be responsible for collecting all bills in all chambers at each recess of the legislature, i.e. lunch break, dinner break, close of day. One CEC will be elected for the Red chambers and one for the Blue & White chambers.

JUDICIAL BRANCH:

Chief Justice

The Chief Justice presides over the Supreme Court. In particular, the Chief Justice sets the court docket, presides over all oral argument sessions and all other sessions and meetings of the justices and the court, and bears overall responsibility for the main mooted competition. The Chief Justice decides which bills, if any, over which to hear judicial review proceedings and when these hearings will take place. In addition to these responsibilities, the Chief Justice represents the component as a whole at the conference, administers the oath of office to conference officers, and performs such other duties as the conference or the CCE may require. The Chief Justice must have one year of experience as a court officer.

Associate Justices (4)

Associate Justices assist the Chief Justice in the conduct of oral hearings, and, at the direction of the Chief Justice, the administration of the court and the assistance of bill sponsors and members of the Supreme Court Bar. They participate in the scoring process that determines the finalists in each division of the mooted competition, and vote in all decisions of the Court in cases where they have sat on the bench for the oral argument. If the Chief Justice is prevented from presiding over an oral hearing, he/she will designate an Associate Justice to preside in his/her place.

Attorney-General

The Attorney-General forms part of the lawyer team representing the State of Tennessee in judicial review proceedings. The AG advises conference participants in any component about the constitutionality of proposed legislation or Governor's Cabinet initiatives. If The AG disagrees with the sponsors of a bill about the constitutionality of that bill and the matter is set for oral hearing in the Supreme Court, the AG assists the Solicitor General in the preparation and delivery of that argument.

Solicitor-General

The Solicitor-General forms part of the lawyer team representing the State of Tennessee in judicial review proceedings. The SG bears primary responsibility for the preparation and argument of judicial review proceedings before the Supreme Court, and serves as leading counsel in these hearings.

Clerk of the Court

The Clerk of the Court prepares public notice of the court docket, serves as the liaison between the Supreme Court and the Supreme Court Bar, and bears general responsibility for the administrative management of the Supreme Court, including the preparation and delivery of written communications to other components as to the Court's decision in judicial review proceedings. The Clerk of the Court ensures the smooth conduct of oral hearings. The Clerk announces the opening of proceedings and the entrance of the justices (along with appropriate gavel-banging), and keeps and notifies counsel of time during oral argument. The Clerk assists the component leaders in the preparation of election materials.

LOBBYIST COMPONENT:

Head Lobbyist

The Head Lobbyist is in charge of the Lobbyist component. They will manage the assignments for lobbyists, the location of lobbyists, and any other aspect of the Lobbying Component. They will also be in charge of the Lobbyist luncheon. They will work with participating lobbyists to send out invitations to the lunch. They will be required to make a short speech at the lunch and possibly throughout the conference.

PRESS COMPONENT:

Managing Editor (formerly Video Producer)

- In charge of Press communication with other components and with Tyler.
- In charge of the overall direction of the press
- In charge of assigning people to their roles for the weekend i.e. who will report on the different components (Of course, this can be by asking members what they would like to do)
- Divvies out assignments
- Keeps people on task
- Is responsible for ensuring consistent output across the blog, Youtube, and social media

Video Director (formerly Video Editor)

- Edits and "OKs" all video content
- In charge of the slideshow – the slideshow needs to be uploaded to Youtube no later than 5 pm the day of the slideshow (best practice is to start the upload process before we break for dinner)
- In charge of making sure pictures from the conference end up on the TNCCE iCloud by the end of the weekend

Blog and Copy Editor (formerly Print Layout Editor)

- In charge of reading, editing, and giving the "OK" for all blog content
- In charge of the overall theme and direction of the blog
- In charge of "writing development" among the press... i.e. work with delegates to improve the copywriting skills

Social Media Director (formerly Print Managing Editor)

- In charge of making sure that every published press piece is tweeted/instagrammed about.
- In charge of maintaining active and original social media content
- In charge of directing and producing CCE promotional content

All conference officers are expected to uphold the core values of the YMCA- Honesty, Caring, Respect, and Responsibility.

TIPS FOR GIVING YOUR CAMPAIGN SPEECH

During your campaign for office, you will not have time to meet everyone at the conference, so your speech is your best chance to make a good impression and convince people that you are the best candidate for office. Everyone has their own methods and style for their speeches, and the most important thing is to be yourself! Here's some other strategies you can use to make sure you give your best possible campaign speech:

- Think about what makes you unique. During the opening ceremony, delegates will listen to lots of speeches, so make sure yours sets you apart.
- Highlight why you would be a good fit for the office for which you are campaigning. While it can be a good idea to talk about why you love the program, make sure your speech includes substantive information about you as well.
- Your speech should be about you, not about the other candidates running for office. Refrain from attacking or speaking harshly about your rival candidates. All speech content must comply with the YMCA Core Values of Honesty, Caring, Respect, and Responsibility.
- Story-telling can be a powerful tool for engaging your audience. If you decide to tell a story, keep it concise, use a story that complements the themes of your speech, and make sure the point of the story is clear to the audience.
- Be mindful of your time limit. Keep campaign speeches between 2-5 minutes. If your speech is longer than five minutes, you may lose the attention of your audience.
- Practice! Running through your speech in advance will ensure you are comfortable with everything you've written and sound natural when delivering your speech.
- Make eye contact during the speech! Picking just a few points around the room to look at during your speech can greatly increase the sense of engagement between you and your audience.
- Be mindful of your body language. Try to avoid slouching, leaning on the podium, or speaking too softly.
- If you make a mistake during your speech, it's okay! Remember that your audience does not have the text of your speech, so as long as you stay calm and keep going, no one will even know you messed up. Getting the speech verbatim is less important than projecting confidence and giving a smooth performance.
- Remember that we offer virtual speech workshops for candidates in the weeks before the conference. If you'd like to set up an appointment, e-mail tdorr@ymcamidtn.org after you submit the text of your speech online.

AWARDS DISTRIBUTION & CRITERIA

Distribution:

Outstanding Bill in the Red, White, and Blue House
Outstanding Bill in the Red, White, and Blue Senate
Outstanding Statesperson in the Red, White, and Blue House
Outstanding Statesperson in the Red, White, and Blue Senate
Outstanding Attorney Team
Outstanding Written Argument
Jenny Faenza Outstanding Justice Award (Chosen by the Court component leader)
Outstanding Lobbyist (Chosen by the Lobbyist component leader)
Outstanding Press Member (Chosen by the Press Corps leader)
Outstanding Governor's Cabinet Member (Chosen by the GovCab leader)
National Affairs Delegates & Alternates
Nationwide Judicial Competition Delegates & Alternates
Joe M. Rogers Outstanding Servant Leader (Chosen by the Officers)

Outstanding Bill Criteria

Bills are considered for awards based on the following factors:

- Feasibility
- Statewide Impact
- Correct Written Format
- Evidence of Research
- Submission by Conference Deadline
- In keeping with the YMCA core values of Honesty, Caring, Respect, & Responsibility

Outstanding Statesperson Criteria

Delegates are considered for awards based on the following criteria:

- Cooperative & Respectful approach to legislation and peers
- Use of proper parliamentary procedure
- Positive Attitude
- Excellent Communication
- Leadership by example with regard to conference rules and regulations
- Bill submitted by Conference Deadline
- Behavior in keeping with the YMCA core values of Honesty, Caring, Respect, & Responsibility

National Affairs Criteria

- Must meet general criteria for both Outstanding Bill & Statesperson
- Sophomore, Junior, or Senior in High School
- Must have participated in Youth in Government at least 1 year prior to current YIG.
- Has made an outstanding contribution to the TN YMCA YIG and/or to their local YIG club

Nationwide Judicial Competition Criteria

- Winners of the Final Case
- Outstanding Court Officers
- Behavior in keeping with the YMCA core values of Honesty, Caring, Respect, & Responsibility

TENNESSEE YMCA
YOUTH IN GOVERNMENT
CONFERENCE MANUAL



PART 2:
HOUSE & SENATE BILL
WRITING INFORMATION

YIG BILL OVERVIEW

1. Each bill team will submit **ONE BILL**.
2. You must register for YIG using the registration page before you upload your bill in the Upload Center.
3. Once you have written your bill, go to our website www.tennesseeccce.org. Click on the **Youth In Government** tab and select **Upload** from the drop down menu. Then follow the links to upload your bill to the appropriate conference.
4. To upload your bill, simply type or copy/paste the main text of your bill in the space provided.
DO NOT include line numbers.
DO NOT include special characters.
5. Remember that plagiarism is not tolerated. All bill and resolution submissions should be serious in nature and align with Y core values. Submission of resolutions or bills that CCE staff deems offensive, disrespectful, not serious in nature, or otherwise violating the Y core values will result in the entire team being deregistered from the conference.
6. All bills must be uploaded to the YIG Upload Center by **Final Deadline** to ensure that they are in the conference book. Late submissions are not eligible for awards.
7. To begin your research, consult **Bill Writing 101**.
To begin drafting your bill, consult **How to Draft a Bill**.
To prepare for debate, consult **How to Present a Bill**.
For extra information, consult **How to Write a Fiscal Line Item, Legislative Glossary of Terms, Understanding the Committee Process, and Sample Bills**.

BILL WRITING 101

Below are 10 steps to help you think through the process of writing and presenting your bill. Answering these questions will ensure your bill is thorough and that you are prepared for debate.

1. Come up with a bill idea or topic that interests you and your partner.
2. Is this something the State can address? Are you sure it isn't a local or federal issue? Are you sure it isn't better addressed by a private institution?
3. Search Tennessee Code (<https://tn.gov/commerce/article/cont-laws>) to find out whether your idea is already law.
4. If your idea is already law, can/does that law need to be changed? If your idea isn't already law, where in the codes would that idea best be placed?
5. Does your idea violate the State or Federal Constitutions? Would this idea require an amendment to the State Constitution?
6. Has anybody tried this idea recently? How did that go? Can you learn from their mistakes or successes?
7. Look for advocacy groups or similar laws/proposals in other states, and see if there is helpful data/information connected to them.
8. Consider the cost of your idea. How much does it cost? Who/what department pays for it? How will that happen?
9. Draft your legislation. (See "How to Draft a Bill")
10. Work on your talking points for your introduction:
 - a. What problem does this legislation solve?
 - b. What are the cost concerns?
 - c. What would opponents say about your idea? How can you convince them they are incorrect?

HOW TO DRAFT A BILL

As you are drafting your bill, your goal should be to express your best ideas and analysis in response to the matter you are trying to address. You should aim to clearly define your subject matter, to set forth solutions that can be effectively applied, and to be as brief and simple as is possible.

PARTS OF A BILL:

1. SPONSORS

Sponsors are the delegates who have written the bill. Be sure to list all sponsors when uploading your bill.

2. TITLE

The Title of your bill should summarize the effects of the bill. It should be brief and cover the major points of your bill. The first words of your Title should be "AN ACT TO" or "A RESOLUTION TO." Your Title is not amendable. Please note that if the actions in the body of your bill do not match your title, your bill could be considered omnibus.

AN ACT TO REQUIRE CIVIC ENGAGEMENT EDUCATION IN MIDDLE AND HIGH SCHOOLS

3. BODY:

i. **Enacting clause:** Each bill must contain an enacting clause, and it takes the following form.

BE IT ENACTED BY THE TENNESSEE YMCA YOUTH IN GOVERNMENT

ii. **Definitions** (if necessary): If your bill contains words that need to be defined for the benefit of debate, you will do this in Section 1.

Section 1: Terms in this act will be defined as follows:

a. Civic Engagement- promoting the quality of life in a community, through both political and non-political processes.

iii. **Sections:** The substance of your bill should be broken down into sections with each section dealing with a separate matter within the bill.

Section 2: All public middle and high schools will be required to offer a course on civic engagement.

Section 3: The standards for that course will be set by the Tennessee Department of Education.

- iv. **Fiscal Line Item:** Because the Governor is required to pass a balanced state budget, each bill must contain a fiscal line item specifying how much the enactment of the law will cost, from where the funds will come, etc.

Section 4: This addition of this course will cost \$3,000,000 and will be funded through the Tennessee Department of Education budget.

- v. **Repealing Clause:** This section must be a part of your bill, and it takes the following form.

Section 5: All laws or parts of laws in conflict with this are hereby repealed.

- vi. **Effective Date:** The last section of the act must state when the act is to take effect, and it takes the following form.

Section 6: This act shall take effect June 1, 2018, the public welfare requiring it.

CHECK YOUR BILL:

Does your bill...?

- Consider only one subject?
- Pertain to matters of STATE law (not local or federal)?
- Express the subject of the bill in the TITLE?
- Contain the appropriate enacting clause?
- Contain the appropriate fiscal line item?
- Contain an effective date?
- (if amending an existing law) State the current law and the proposed changes?
- Include definitions of terms, if necessary?
- Express the source of any funds required for the new law?
- Express the penalty if people do not obey the law?

Is your bill....?

- Your own independent material?
- Written in the correct format?
- Divided into numbered sections?
- Clear and Concise?
- Decidedly NOT omnibus? (Definition of omnibus: the content of the bill does not match the title of the bill)
- Constitutional?

HOW TO PRESENT A BILL

1. **Introduction:** You have two minutes for your opening remarks. In your opening remarks you will do two things:
 - a) Identify the problem: Typically, you should begin with a compelling story or statistic related to your issue. Make sure you explain the problem you aim to solve to your fellow delegates.
 - b) Propose your solution: State your solution in general terms without becoming too abstract. Keep overly technical information to a minimum, and refer delegates to your bill.

Example: For a bill that puts a maximum interest rate on credit cards you could say, "Excessively high interest rates on credit cards can be harmful to consumers. This bill will use a special formula to set a limit on credit card interest rates."

If you don't use the full two minutes, you should reserve the remaining time of your opening remarks for your summation in case you need to further address any points made during debate. To do this, simply say at the end of your introduction, "I reserve any remaining time for my summation."

2. **Technical Questions:**
 - a) During Technical Questions, speakers may ask any non-debatable, non-subjective question that can be answered with "Yes," "No," a number, or a short sentence.
 - b) You should research definitions, statistics, and basic facts about the problem you are solving and your proposed solution so that you will be able to answer questions during this time.
3. **Con/Pro Debate:**
 - a) During Con/Pro Debate, speakers have three choices and may choose to do two: ask a series of questions, address the floor, and yield time to a fellow delegate. The speaker must tell the chair at the beginning which actions they plan to take. For instance: "[Your Name and High School], may I ask a series of questions and reserve my right to address the floor?"
 - b) A series of questions begins a dialogue between the patrons and the speakers where more complex questions can be answered, addressing the floor gives the speaker an opportunity to voice their opinion on the bill while urging passage or failure, and yielding your time to a fellow delegate allows the speaker to select a delegate who will have the opportunity to either address the floor or ask a series of questions.
 - c) To prepare for Con/Pro debate, try to think of criticisms and questions people may have of your bill. During Con/Pro debate, keep notes of important points made both for and against your bill to address in your summation.
4. **Summation:** Here you should briefly answer a few of the major criticisms heard during debate and restate your argument for your bill. This will be your last opportunity to address the delegates before voting or ranking. You will have one minute plus any time you yielded from your introduction.

HOW TO WRITE A FISCAL LINE ITEM

Please review the following information in order to make certain your bill meets the necessary fiscal criteria.

How will we arrive at a budget?

When considering the budget, it is important to remember not only the legislation passed during the conference, but also that all currently existing Tennessee programs and departments must continue to be funded. For the purpose of the 2020 conference, we will use the Tennessee Budget for Fiscal Year 2018-2019 as a model for our own.

So how does this apply to you in writing your bill this year?

To aid our governor in the creation of his or her budget, it is necessary for every bill to include a fiscal line, describing the financial effects of your bill on the state budget. Your bill may have one of several effects:

- 1) Your bill may have no financial effect upon the state, if so, a fiscal note must still be included, stating the same, or
- 2) Your bill may raise revenues for the state. In this case the fiscal note should include both the projected revenue, and a designation for this revenue. Designations for said revenue may include already existing state departments and programs or it may be allocated to the discretionary spending fund for the state legislature. Most bills should allocate revenues to the discretionary spending funds, or
- 3) Your bill may cost the state money. In this case, the fiscal note should specify the expected cost to the state, and should also include the source of the funding for this cost. You may either transfer funds from an existing state department or program, or allocate funds from the legislature's discretionary spending.

It is important to note that every dollar spent from the discretionary spending fund must be raised by another piece of legislation passed by the conference. If discretionary outlays are greater than the revenue generated, then the governor may not be able to fund every piece of legislation passed, and some bills will not be signed.

When writing your bill, you will need to consider the current fiscal year (2018-2019) state budget as you determine the nature of your fiscal line item. To write a fiscal line item first you need to decide what department your legislation would be enforced by and/or impact. For example, if your bill calls for a new after school program in public elementary schools, such a program will be administered by the Department of Education. Your fiscal line item must indicate how and where the Department of Education will get the money to fund the program. **The budget figures for each department are available in the Fact Book published by the Legislature at this link: <http://www.legislature.state.tn.us>. The Fact Book is located on the right side of the Legislative page.** Remember you can only base your funding on state dollars, i.e. you can't take it from earmarked Federal Funds.

Remember also that you always have the amendment process at the conference should you need to change or add to your fiscal line item after the deadline for bill submission.

UNDERSTANDING THE COMMITTEE PROCESS

What should delegates do during committee?

1. Evaluate Bills

- Evaluate bills using the criteria on the ranking form, i.e., Presentation, Feasibility, Statewide Impact, Research, and Content.
- Will the end result be a meaningful contribution to a value-oriented society?
- Will it have a positive effect on a significant number of citizens?
- Is its issue worthy of legislative consideration?
- Is the bill in conflict with the Constitution? (And if so, then has the bill been written in the form of a Constitutional Amendment?)
- Does the bill provide for the concise accomplishment of its intended purposes?

2. Make Amendments

- Proposed amendments given in committee should be attached to the respective bill, with the proponents name(s) (persons offering the amendment) listed on the amendment. Any delegate may propose an amendment on any bill. The committee will vote on the proposed amendment. In order to submit an amendment for vote, use only the proper amendment form, and clearly indicate whether the amendment is FAVORABLE or UNFAVORABLE to its patrons.
- A majority vote is required to pass an amendment in committee. Proponents should be prepared to present and defend the amendment on the floor as debate will take place on an amendment if it is deemed unfriendly by the bill patrons.
- Committee proposed amendments will be considered on the floor.

3. Debate (The rules for debate are listed in the Rules of Procedure)

4. Rank Bills

- After each bill has been considered and some action has been taken, the committee will rank the respective bill. Red House/Senate bills will be ranked separately from Blue House/Senate bills.
- Each BILL TEAM will rank each bill on the ranking form provided, based upon the instructions given by the Chair. (This means each team will fill out only ONE ranking sheet.)
- Please be sure to write legibly on your ranking form. If there are any questions regarding legibility, the form in question will be thrown out.

TENNESSEE YMCA
YOUTH IN GOVERNMENT
CONFERENCE MANUAL



SAMPLE
BILLS



64th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [REDACTED]
Committee: House - Agriculture and Natural Resources
School: [REDACTED]

**AN ACT TO REGULATE LICENSURE AND REGISTRATION OF
COMMERCIAL BREEDERS**

1 BE IT ENACTED BY THE TENNESSEE YMCA YOUTH LEGISLATURE:

2
3 Section 1: Terms in this act are defined as follows:

4 a) Commercial Breeder- An individual who possesses seven (7) or more
5 female dogs or cats with breeding potential, and is engaged in the sale of
6 these animals' offspring as companion animals. This definition does not
7 include those dealing in livestock.

8 b) Companion Animals- Dogs or cats sold and purchased for the purpose
9 of companionship.

10 c) Enforcement Officers- The individuals responsible for taking reasonable
11 measures to ensure all health and consumer safety regulations are
12 upheld.

13 d) Neglect- As stated in Tennessee Cruelty Towards Animal Statutes-
14 Chapter 14, an individual "who intentionally or knowingly: Tortures,
15 maims or grossly overworks an animal," "fails unreasonably to provide
16 necessary food, water, care or shelter for an animal in [their] custody,"
17 "abandons unreasonably an animal in [their] custody," and/or "transports
18 or confines an animal in a cruel manner."
19

20 Section 2: All commercial breeders as defined in this act must be issued a
21 license by the Tennessee Department of Agriculture in order to
22 commercially breed dogs and/or cats.
23

24 Section 3: An individual who has been charged of animal neglect or
25 animal cruelty within ten (10) years of the application's submission is
26 ineligible for licensure. Additionally, an individual whose license to engage
27 in commercial breeding has been revoked within five (5) years of the
28 application's submission is ineligible for licensure.
29

30 Section 4: Six (6) enforcement officers will be hired initially by the
31 Department of Agriculture. This number is subject to increase based

32 upon need in the following years. This is a full time position. They will
33 have a salary of \$4,500 per month.

34

35 Section 5: These individuals are responsible for determining if the
36 commercial breeder is engaging in any negligent or cruel behaviors
37 towards the dogs and/or cats, behaviors contrary to the Tennessee
38 Consumer Protection Act of 1977 (47-18-30), or behaviors prohibited by
39 this bill (such as but not limited to unlicensed breeding, or breeding with
40 an expired license). For each act in violation of the law outlined above,
41 the breeder is subject to a fine no less than \$250 and no greater than
42 \$1000, at the discretion of the enforcement officer on a case by case
43 basis. If the violation is determined as unintentional or mild by the officer,
44 a warning may also be issued as a first response to an offense. If three
45 offenses are committed within the same span of twelve months, the
46 license will be revoked.

47

48 Section 6: In order to obtain a license, an initial licence fee of \$250 is
49 required. Then the commercial breeder must agree to an initial
50 inspection, criminal background check, Tennessee Bureau of
51 Investigation's animal abuse registry check, and agree to be subject to
52 spontaneous bi-annual inspections by an enforcement officer. After
53 obtaining the licence, the breeder would then be put on a public state
54 registry.

55

56 Section 7: The commercial breeder's license must be displayed at all
57 times in plain sight on the premises where the breeding animals are being
58 housed.

59

60 Section 8: If the commercial breeder is in compliance with all standards of
61 this bill and the Tennessee Consumer Protection Act of 1977, he or she is
62 eligible to renew the license, for a fee of \$180.

63

64 Section 9: This bill will have a one time initial cost of \$200,000. In the
65 years following, the net cost will be on a decreasing scale based upon the
66 salary of the enforcement officers and the revenue from licensing fees,
67 renewal fees, and fines.

68

69 Section 10: All laws or parts of laws in conflict with this act are hereby
70 repealed.

71

72 Section 11: This act shall take effect on January 1, 2018, to provide time
73 for commercial breeders to meet the criteria established in this bill and
74 secure a license.

75



64th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [REDACTED]
Committee: House - Health
School: [REDACTED]

AN ACT TO RESTRICT THE USE OF ELECTRONIC CIGARETTES IN PUBLIC PLACES

1 BE IT ENACTED BY THE TENNESSEE YMCA YOUTH IN GOVERNMENT

2

3 Section 1) Terms used in this act shall be defined as follows:

4 a) Electronic Cigarettes: Electronic smoking devices (or EDSs), which are
5 often called e-cigarettes, heat and vaporize a solution that typically
6 contains nicotine. The devices are either metal or plastic tubes that
7 contain a cartridge filled with a liquid that is vaporized by a battery-
8 powered heating element. The aerosol is inhaled by the user when they
9 draw on the device, as they would a regular tobacco cigarette, and the
10 user exhales the aerosol into the environment.

11 b) Public places: generally an indoor or outdoor area, whether privately or
12 publicly owned, to which the public have access by right or by invitation,
13 expressed or implied, whether by payment of money or not, but not a
14 place when used exclusively by one or more individuals for a private
15 gathering or other personal purpose.

16 c) Carcinogenic: having the potential to cause cancer.

17 d) Secondhand Aerosol: (incorrectly called vapor by the industry) from
18 ESDs contains nicotine, ultrafine particles and low levels of toxins that are
19 known to cause cancer.

20

21 Section 2) This act will restrict the use of electronic cigarettes in public
22 places due to secondhand aerosol exposure. The secondhand aerosol
23 exposure is carcinogenic, and it can cause other various health problems
24 to not only the person using it but also the people around them.

25

26 Section 3) Under this act, the penalty for using an electronic cigarette in a
27 public place will result in immediate removal from the premises and a \$50
28 dollar fine.

29

30 Section 4) The act will require all public areas to have a conspicuous no
31 electronic cigarette smoking allowed on premises sign.

32

33 Section 5) This act will not require funding from the state budget but may
34 generate revenue resulting from fines.

35

36 Section 6) All laws and parts of laws in conflict with this act are hereby
37 repealed.

38

39 Section 7) This act shall take effect immediately upon becoming a law
40 with public welfare requiring it.

41



64th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [REDACTED]
Committee: House - Education
School: [REDACTED]

An Act to Increase the Hope Scholarship in Tennessee

1 BE IT ENACTED BY THE TENNESSEE YMCA YOUTH IN GOVERNMENT:

2

3 Section 1: Terms used in this act, unless the context requires otherwise,
4 shall be defined as follows:

5 HOPE Scholarship - a State scholarship awarded to college students,
6 funded by the Tennessee Education Lottery Scholarship Program

7 General Assembly Merit Scholarship - a scholarship that provides a
8 supplement of up to \$1,500 for students who achieve a 29 or higher on
9 the ACT and maintain a minimum of a 3.75 GPA in high school

10 Lottery - a means of raising money by selling numbered tickets and giving
11 prizes to the holders of numbers drawn at random

12 Powerball - an American lottery game offered by 44 states, the District of
13 Columbia, Puerto Rico and the U.S. Virgin Islands

14 Tennessee Promise - a scholarship and mentoring program covering
15 tuition and fees not covered by the Pell grant, the HOPE scholarship, or
16 state student assistance funds, able to be used at any of the state's
17 community colleges, colleges of applied technology, or other institution
18 offering an associate's degree program

19 Pell Grant - provides need-based grants to low-income high school
20 graduates to promote access to postsecondary education

21

22 Section 2: Currently, of every dollar spent on a Powerball ticket, 50 cents
23 goes backs to prizes, while 42.2 cents goes to education. Additionally, a
24 little over six cents goes to the company selling the ticket, and the
25 remaining penny is returned to the company running the Powerball.

26 Despite the fact that the purpose of the lottery is to raise money for
27 education, the largest amount of money goes to prizes.

28

29 Section 3: Currently, the HOPE scholarship for a four-year public or
30 private school is \$3,500 per year for freshmen and sophomore students,
31 and \$4,500 for junior and senior students. At a two year institution, the

32 HOPE is \$3,000 per year. Some students may earn up to another \$1,000
33 through either national tests scores or their federal income tax return.

34

35 The mandatory requirements for the HOPE Scholarship are as follows:
36 graduate from high school
37 be a Tennessee resident for at least one year
38 apply by completing the Free Application for Federal Student Aid (FAFSA)
39 achieve at least a 21 on the ACT or 980 on the SAT
40 graduate with at least a 3.0 GPA

41

42 Section 4: Every year, college tuition increases by anywhere from 5 to 10
43 percent. This figure is significantly higher than the average increase in
44 personal incomes and the general inflation rate. However, as college
45 tuition has increased, the HOPE scholarship has not. In 2010, the HOPE
46 covered 52.5% of the average college tuition. In 2012, this number
47 dropped to 49.5%. In 2013, it dropped again to the HOPE covering only
48 44.4% of college tuition. More specifically, when the lottery scholarships
49 started in 2004, the HOPE covered over 67% of tuition at The University
50 of Tennessee at Knoxville (UTK). Now, the HOPE covers only 28% of
51 tuition for freshmen and sophomores and 35% of tuition for juniors and
52 seniors at UTK.

53

54 Section 5: If enacted, this bill would increase the Tennessee HOPE
55 scholarship in increments from 2018-2020. In 2018, the HOPE
56 Scholarship would be raised by \$1,000 and again by the same in 2019
57 and 2020, increasing the HOPE overall by \$3,000. This would bring the
58 potential scholarship award amount to \$6,500 for freshmen and
59 sophomores and \$7,500 for juniors and seniors in 2019. Therefore, the
60 percent the HOPE Scholarship pays towards tuition and fees would
61 increase to between 50-60%.

62

63 Section 6: If enacted, this bill would have minimal financial cost to the
64 state of Tennessee; however it would require the redistribution of TN
65 lottery revenue.

66

67 Section 7: All laws or parts of laws in conflict with this act are hereby
68 repealed.

69

70 Section 8: This bill shall take effect on July 1, 2018, or the beginning of
71 the fiscal year.

72

TENNESSEE YMCA
YOUTH IN GOVERNMENT
CONFERENCE MANUAL



PART 3:
RULES FOR
DEBATE

YOUTH IN GOVERNMENT RULES OF PROCEDURE

Introductory Note: Youth in Government (YIG) is modeled after the Tennessee General Assembly. The circumstances at YIG require many of its rules of procedure to vary from the practices of the General Assembly. In questions or issues not addressed by the following rules, the YMCA Center for Civic Engagement staff may look to other authorities for guidance.

I. Presentation of Bills or Resolutions

- A. Patrons of bills should make every effort to write a bill in compliance with the expectations of the YIG conference. The CCE staff may remove inappropriate or joke bills from the dockets of their respective chambers regardless of committee rankings.
- B. When presenting their bills, patrons should uphold expectations for appropriate behavior. Disruptive behavior is subject to disciplinary action.
- C. Patrons should not use props of any kind while presenting their bills.
- D. Patrons may yield extra time from their introduction to their summation. Delegates speaking “pro” on those bills may also yield time to the patrons’ summation. Unused time from the patrons’ summation is yielded to the presiding officer (chair).
- E. Patrons may invoke Patron’s Rights during debate on their bill when a delegate has offered factually incorrect information about the text of their bill. Patron’s Rights allows the patrons ten seconds of uninterrupted speaking time to offer correct information. The patrons must wait until the speaker has concluded their remarks before exercising these rights.

II. Amendments to Bills

- A. Patrons of bills may submit minor amendments to their bills immediately prior to presenting their bill to their appointed committee. These amendments should be limited to simple corrections and should not change the substance or intent of the bill. Once the patrons have begun their presentation, they may not submit amendments to their bill for the duration of the conference.
- B. The title of a bill may not be amended. Delegates must make every effort to ensure that proposed amendments do not make a bill omnibus.
- C. Any amendments must be written on the appropriate form, be legible, and be germane.
- D. Amendments must be recognized by the chair before the final round of debate on the bill, i.e. before the chair has recognized the last “pro” speaker.
- E. The patrons of the resolution must declare any amendment “friendly” (if they agree with the proposed amendment) or “unfriendly” (if they disagree).
 - 1. Friendly amendments may be passed without debate through voice acclamation.

2. Unfriendly amendments are debated in the appropriate format. The amendment's sponsor acts as the patron of the amendment, and the patrons of the resolution have the right to be the first con speaker in the debate.
- F. In chambers, the chair may recognize a maximum of two (2) amendments to any bill.
- G. Amendments must be in one of three forms:
 1. TO DELETE... You must be specific about what part of the bill you are deleting.
 2. TO INSERT... You must be give specific wording to be inserting and the specific location of where it is to be inserted.
 3. TO SUBSTITUTE... A combination of the above.
- H. If a bill is adopted in the first chamber and amended in the second chamber, it must return to the first chamber for consideration of the amendments. When the bill is returned to the first chamber, the patron should make one of two motions below. Both motions are debatable and require a simple majority for adoption. Rejecting the amendments of the other chamber removes the bill from the docket.
 1. "I move that the amendments be adopted and the bill be made to conform to the Senate/House version."
 2. "I move that the amendments be rejected."

III. Debating Bills, Amendments, and other Motions:

- A. Delegates to the General Assembly may speak when recognized by the chair. Delegates' remarks must be relevant to the items on the agenda at any given time. Delegates must raise their placard to be recognized by the chair before introducing motions or points of information.
- B. Once recognized, delegates must identify themselves to the session with their name and school.
- C. Delegates recognized as speakers in debate have the right to do up to two of the following things with their speaker's time. Speakers must inform the chair of their intentions before continuing to:
 1. Address the floor/session
 2. Ask the patrons of the bill a series of questions
 3. Yield the remainder of their time to another delegate in the session
 4. Make a motion or point of information. No other action may follow a motion or point of information.
- D. Speaker's time: unless otherwise indicated by the chair, each speaker shall have one minute to address the floor. Speakers who have been yielded time by another delegate may not yield any further time and may only choose one of the above actions. Unused speakers' time is yielded to the chair.
- E. Should delegates wish to debate a debatable motion other than the main motion, debate is limited to two rounds; each speaker shall have 20 seconds of speaking time; the delegate who originally made the motion has the right to be the first 'pro' speaker.

- F. Intent Speeches: delegates may submit intent speeches during debate on bills in chambers.
 - 1. Intent speeches are limited to 2 minutes and delivered between the end of technical questions on the bill and the beginning of debate on the bill.
 - 2. Intent speeches may only address the chamber; intent speakers must identify themselves and request permission to address the floor.
 - 3. Intent speakers may not yield their time to another delegate, ask the patrons questions, or make a motion.
 - 4. Intent speeches do not count as rounds of debate.
 - 5. Delegates may only deliver one intent speech per day.

IV. Conducting Business

- A. Two-thirds (67%) of the assigned delegates shall constitute a quorum of the General Assembly and committees. A quorum must be present for any session to conduct the business on its docket.
- B. All delegates are expected to maintain decorum, i.e. appropriate behavior, during all sessions. Delegates behaving inappropriately are subject to disciplinary action by conference officers and the CCE staff. The Delegate Code of Conduct defines further expectations for appropriate delegate behavior.
- C. The CCE staff shall prepare the dockets for committees and chambers. The House, Senate, and their committees may amend their dockets in the following ways:
 - 1. Add bills passed by the other chamber
 - 2. Postpone bills to a specific time. If a bill is postponed to a certain time, it automatically has the highest priority for consideration at that time.
 - 3. Amendments to the docket should be done only with clear, compelling reasons. The motion to amend the docket is not debatable and requires a simple majority to pass.

V. Motions

- A. These motions require a second. Motions shall be ranked as follows:
 - 1. Adjourn
 - 2. Recess
 - 3. Previous Question
 - 4. Amendment
 - 5. Adopt a Bill (Main Motion)
- B. A motion shall be in order when it outranks all other pending motions. For instance, if a motion to recognize an amendment is pending, moving the previous question shall be in order. Motions require recognition from the chair.
 - 1. Adjourn: A motion to adjourn must be made by the floor leader. It is non-debatable and shall be voted on immediately. It takes a simple majority for passage and should include the time the house is adjourning to, except for the final motion to adjourn, which shall specify no time (adjourn sine die).

2. **Previous Question:** This motion ends debate immediately if passed. It requires a two-thirds majority to pass. The previous question may be moved on any of the motions that rank below it. However, if more than one motion is pending, the person moving the previous question should specify which motion the previous question applies to. For instance, if there is a motion to amend a bill, the previous question may be moved on the motion to amend or the motion to adopt the bill. If it is moved on the motion to adopt the bill, it implicitly includes the motion to amend. If the previous question is adopted, the house will first vote on the amendment and then on the motion to adopt the bill. If the previous question applies only to the amendment, the house will vote on the amendment then continue debating the bill. **Note:** The sponsors' summation is not part of the formal debate, so a successful previous question motion will begin the sponsors' summation. Should the chamber wish to forego the summation, then a motion to suspend the rules to that effect is in order.
 3. **Main Motion:** This is the actual consideration and vote on whether or not to adopt a bill as presented to the house by its sponsors. The bill is debatable and is subject to all motions listed above.
- C. **Incidental Motions and Points:** Incidental motions must pertain to the business before the house. They have no rank among themselves and outrank all other motions, except to recess or adjourn. Only one incidental motion may be pending at a time. Incidental motions require recognition from the chair.
1. **Point of Order:** If a delegate feels the rules of order are not being applied, s/he may make a point of order, requesting the chair to make a ruling on the question involved. If the chair does not recognize the infraction, s/he may ask the delegate to explain the complaint. This motion does not require a second. This point should be used constructively and with discretion.
 2. **Appeal:** After the chair has made a ruling on a matter, such as a point of order, the chamber can review that decision. The appeal is subject to the general rules of debate, and the chair may explain the decision. The chair does not have to relinquish the chair during the discussion. It takes a 2/3 majority to overrule the Speaker's decision.
 3. **Suspend the Rules:** When the house desires to consider a motion or do something that would violate these rules, it can suspend the Rules. A motion to suspend the rules requires a second and requires a two-thirds majority for passage. A motion to suspend must include the purpose for suspending the rules. Once that purpose has been accomplished, the rules are automatically back in effect.
 4. **Point of Personal Privilege:** A request to make the debate surrounding more comfortable (ex. If a delegate is not speaking loud enough, the room is too hot or too cold, etc.) This point should be used with discretion.
 5. **Point of Information:** A request for facts affecting the business at hand – directed at the chair. This point should be used with discretion.

VI. Voting

- A. Each delegate seated in chambers and committees has one vote on all motions.
- B. Delegates should not abstain on votes on bills or amendments without a clear reason for doing so. Abstentions are effectively 'wasted' votes. There are no abstentions on procedural motions.
- C. The majority required to pass motions is found on the Table of Motions in the bill book and the Delegate Manual.
- D. During voting procedure, delegates should not leave or enter the room until the results of the voting have been determined by the chair.
- E. Majorities: any bill or amendment shall require a simple majority (more ayes than nays) to pass with these exceptions: a) Any bill proposing an amendment to the Tennessee State Constitution, and b) a motion to reconsider a bill to overturn the Governor's veto, requires a constitutional majority for passage. For the purposes of Youth in Government, a constitutional majority shall be a majority of the members assigned to a chamber (50% + 1). Abstentions count as 'nays' in a constitutional majority.

VII. Miscellaneous:

- A. Companion Bills: The CCE staff may appoint as Companion Bills any bills submitted to different chambers of the Youth in Government by different sponsors that have the same intent and content. In such cases, should each chamber pass its Companion Bill, both bills shall be sent to the Governor's Cabinet without being sent to the other chamber for its approval. Should one Companion Bill be amended by one house, then the patron of the Companion Bill in the other house should use the motion to adopt the other chamber's amendments described above
- B. Combined Bills: Bills on similar topics cannot be combined at the conference. Debate can consider the merits of other passed or upcoming legislation in that chamber.
- C. Debate on bills cannot contain outside information from after the Final Deadline.

FORMAT FOR DEBATE

I. Committee

Two minutes - Introduction

Two minutes - Technical Questions

Five minutes - Con/pro/con/pro/con debate

One minute - Summation

Amendments

One minute - Introduction

Three minutes - Con/pro/con debate

One minute - Summation

II. House/Senate

Two minutes - Introduction

Two minutes - Technical Questions

Four minutes- Con & Pro Intent Speeches

Five minutes - Con/pro/con/pro/con debate

One minute - Summation

SAMPLE COMMITTEE RANKING FORM

Best 1...2...3...4...5 Worst

	Bill #	Innovation	Feasibility	Statewide Impact	Content & Research	Presentation	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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21							
22							

TENNESSEE YMCA CENTER FOR CIVIC ENGAGEMENT

TABLE OF MOTIONS

Motion	When Another has the Floor	Second	Debatable	Amendable	Vote	Reconsider
Main Motion (Bill or resolution)	No	Yes	Yes	Yes	Majority	Only with permission from CCE staff
Adjourn	No	Yes	No	No	Majority	No
Amend	No	Yes	Yes	Yes	Majority	Yes
Appeal	Yes	Yes	Yes	No	2/3	n/a
Postpone to a certain time	No	Yes	Yes	No	Majority	n/a
Previous Question (end debate)	No	Yes	No	No	2/3	No
Recess	No	Yes	No	Yes	Majority	No
Reconsider	No	Yes	Yes	No	2/3	No
Point of Personal Privilege	Yes	No	No	No	No	No
Suspend the Rules	No	Yes	No	Yes	2/3	No
Withdraw Motions	No	No	No	No	Majority	n/a
Point of Information	Yes	No	No	No	No	No
Point of Order/ Parliamentary Inquiry	Yes	No	No	No	No	No

BRIEF DEFINITIONS:

Adjourn: this action ends the session and is only in order with the permission of the CCE staff.

Appeal: a legislative body may appeal a decision of its presiding officer if 2/3 of its members think that the chair has made an incorrect ruling on a procedural matter.

Reconsider: motions to reconsider any motion are only in order with the permission of the CCE staff.

Point of Personal Privilege: this point should be used to address delegates’ comfort or ability to participate in the conference session, i.e. climate control issues, PA volume, etc.

Suspension of the Rules: a successful motion to suspend the rules affects only the main motion at hand. Suspended rules are ‘back’ once voting/ranking procedures are complete.

Point of Information: these points are questions directed to the chair for factual information relevant to the debate at hand. The chair may redirect the question to a delegate who is likely to have an answer.

Point of Order: these points are questions directed to the chair asking for clarification of rules of procedure.

SCRIPT FOR CCE YOUTH IN GOVERNMENT DEBATE

by Tucker Cowden, MHMS

*Outside of this guide, consult additional TN YMCA CCE supplements and Robert's Rules of Order

*Script is written with the assumption of more than one patron for the bill. If there is only one presenting patron, change statements to the singular (i.e. "Does the Patron" instead of "Do the Patrons").

Overview

Youth in Government (YIG) debate should be seen in the context of the actual Tennessee General Assembly, where delegates act as State Senators and Representatives and the items debated are called **bills**. Because of this setting, YIG delegates should have well-developed opinions on important state issues. This applies especially to the bill that you are presenting. It should address not only an issue that the delegates think is important, but one that is relevant to the current affairs of Tennessee and could actually be introduced to the General Assembly, and it should be **very well-researched**. Furthermore, delegates are to be completely in character, acting as if YIG were the actual TN General Assembly (so refer to the conference as "the state of Tennessee" or "the House/Senate" (depending on which you are a delegate in)).

Asking Technical Questions (after being recognized by the chair)

Speaker: [States Name, States School, States **One** Question (must be a question that merits a response of yes, no, a number, a definition, or a short, expository rather than persuasive answer) (the question is directed to the presenting delegates)]

Con/Pro Debate (after being recognized)

*Delegates may take one or two of the three actions listed below (ask questions, speak to the floor, yield time to another delegate), but may not only yield time to another delegate (you can only ask questions or only speak, but cannot only yield time). Also, if you are yielding time, you must ask to do this **before** beginning your speech or questions, and then state that you yield your time when you are finished with the first part.

Speaker: (States Name, States School) and...

To Ask A Series of Questions

Speaker: Do the Patrons yield to a possible series of questions? (**Not:** “a series of possible questions,” or “a question.”)

Chair: They do so yield

Speaker: (To Patrons) (Asks Questions and receives answers for up to two minutes, depending on the committee/house’s time structure).

*It is important to note that questions asked as a Con speech should seek to criticize, or at least show skepticism for, the given bill. Those asked as a Pro speech should do the opposite, emphasizing the positive aspects of the bill.

To Address the Assembly

Speaker: May I address the floor?

Chair: That is your right.

Speaker: (Speaks to fellow delegates, not the patrons, for the allotted amount of time either in favor of (pro speech) or against (con speech) the bill).

*You should never use the words “Con” or “Pro” in your speech unless referring to “a previous con speaker,” etc. Con and Pro are not nouns or verbs that can be used to show your support or dislike of a bill (so **do not** say “I con this bill”).

To Yield Remaining time after one of the above to a fellow delegate:

Speaker: May I yield the remainder of my time to a fellow delegate?

Chair: That is your right. Please specify a delegate.

Speaker: [Names the delegate to be yielded to (refer to him/her by last name)]
(Takes first action)

*Delegates being yielded to should have the same opinion (pro or con) on the bill as the speakers that yield to them.

Motions (must be made before the last con speech)

Speaker: (Shouts) Motion!

Chair: Rise and state your motion.

Speaker: (States Name, States School, States Motion—see table of motions in delegate manual)

Chair: [Takes it from there (decides if the motion is in order or not, asks for a second to the motion, and conducts a vote, usually by voice acclamation)]

ABCs of YIG

App: There's an app for that! YIG has an app that helps you keep up to date on everything happening at the conference. The app has a digital Bill Book, interactive agenda, restaurant maps, real time bill tracking and more. If you have not downloaded it, ask an Officer how to download the app.

Amendments: Modification of a bill or resolution by adding or deleting the language of proposed legislation. Delegates make amendments by obtaining amendment form from the chair/officer, completing the form, and then returning the form to the chair/officer. Please consult the Table of Motions in your Bill Book to recognize the amendment. If you have any questions about Parliamentary Procedure, please ask an Officer.

Awards Committee: One advisor per school is asked to serve on the awards committee. The awards committee observes delegates in debate throughout the weekend and chooses award winners during the awards meeting.

Bill Book: Each delegate received a conference bill book upon arrival at the conference. The bill book contains the agenda, rosters, bills, ballots, debate tips, and more. Before you ask a question, check to see if your Bill Book has the answer. If you lose your bill book, you may obtain a new one for \$5 at the info desk.

Budget: The YIG Youth Governor is required to complete and pass a budget using Tennessee's actual budget for the previous fiscal year. All bills must have a fiscal line item so that the Governor has enough information to put together the Budget. The Budget is presented in the Red and White Chambers on Sunday morning.

Code of Conduct: All delegates signed a Code of Conduct before attending. If you need to read it again, you can find it in your Bill Book.

Committee: This is the first round of debate for a bill. Committees occur on Thursday, and are a smaller session than the House and Senate chambers (on Friday, Saturday, and Sunday). Bills in Committee are ranked, and the best ranked bills will be presented in the House and Senate chambers.

Closing Session: This is the formal session to end YIG. Awards and newly elected officers are announced. It is located in the House Chambers and is required for all delegates.

CONA: Conference on National Affairs. CONA is a national YMCA program that brings students from over 40 states to Black Mountain, North Carolina for one week to debate issues of national importance. Only 25 delegates can attend from each state. Our 25 delegates are chosen from all 3 YIG conferences. Being selected to attend CONA is the highest honor at YIG and a reward for hard work and excellence. Students selected to attend are considered the best of the best.

Conference Staff: Conference staff are students who have graduate from high school and come back to volunteer with YIG. They wear orange name tags and are tasked with helping CCE staff ensure that the Code of Conduct is being following. In addition, they are component mentors, helpful guides, and super-fast pizza deliverers. Conference staff can be a thankless job, so please be kind to them throughout the weekend. We hope delegates think about coming back as conference staff in the future!

Curfew: Curfew begins as soon as session is dismissed each evening. If session is dismissed before the time noted in the agenda, then curfew begins early. Delegates are not allowed to leave their room during curfew except for an emergency. Curfew lifts at 6 am.

Damages: If there are damages anywhere in the hotel, Capitol, or Cordell Hull building, please report it to YMCA staff immediately.

Decorum: Delegates are required to keep decorum during debate. This means that at all time delegates should be attentive, polite, and respectful. Delegates should not behave in such a way that they disturb the assembly or make the chair's job more difficult. This includes but is not limited to: talking during debate, rude comments, joke speeches, making distracting motions, or using point of information incorrectly.

Delegation Meetings: If the agenda calls for a Delegation meeting or check in, please find your advisor. Your advisor will most likely have announcements and directions for delegates.

Dietary Restrictions: If you have dietary restrictions, please make sure your advisor is aware.

Dress Code: Please adhere to the Dress Code stated in the Code of Conduct (in your Bill Book). Dress code is business attire, or the kind of clothing you would wear to a business meeting with the Governor of Tennessee.

Emergencies and Illness: If there is an emergency, delegates should contact their advisor first. Advisors should then contact CCE staff. If a delegate is sick, he/she should contact their advisor.

Evacuation Plan: The evacuation plan is in your Bill Book and in the Advisor Guide. Please consult if necessary.

Fines (Mandatory Donations): The CCE collects "Mandatory Donations" (aka fines) during conference to raise money for the CCE Scholarship Fund (that gives out over \$140,000 in financial aid each year so students can attend MUN/YIG). Officers will ask delegates to give a mandatory donation for being late, being rude or disrespectful, or (in advanced chambers) incorrect Parli-Pro. Officers will also do mini-fundraisers for the scholarship times throughout the conference.

Fire Alarms: There are no drills. Treat every alarm like a real fire. Please calmly follow the directions of State Troopers, officers, hotel staff, or conference staff to get to safety.

First Aid: CCE staff is trained in basic first aid. However, the CCE does not distribute medicine to students. If you need Band-Aids however, we might have some at the info desk.

Food: Delegates are given free time during meals. Delegates may consult the app to find restaurants for Breakfast, Lunch, and Dinner.

Governor's Packet: The Governor releases a packet of bills that are in alignment with his/her platform. These bills have the Governor's favor and are encouraged to be passed so that they may be signed into law.

Gubernatorial Debate: The Gubernatorial Debate occurs on Thursday night. All candidates for Governor participate in this debate. Candidates are given topics to research ahead of time, but do not know specific questions until the moderator asks them on stage.

Hotel Housekeeping: The Housekeeping department works overtime when hundreds of teenagers are staying in the hotel. Please be considerate of the housekeeping staff by keeping your room as clean as possible, putting all trash in trash cans, and re-using towels. Delegates are encouraged to tip the Housekeeping staff.

Info Desk: The Info Desk is the home base of the CCE Staff during the conference. If advisors or delegates need anything, the Info Desk is a good place to start.

Intent Speaker: An intent speaker is a person recognized in advance to prepare a 2 minute speech, either pro or con, for a given proposal in the House and Senate chambers. The chosen intent speakers shall make the first pro and con speeches for each proposal. Sign up for intent speeches and see who is chosen for those speeches on the conference appl.

Joint Session: This is the formal session to begin our legislative agenda. The Governor gives the State of the State. It is located in the House Chambers and is required for all delegates.

Judicial Opinion: An opinion issued by the court that does not have the effect of adjudicating a specific legal case, but merely advises on the constitutionality or interpretation of a law.

Judicial Review: Review by the Tennessee Supreme Court of the constitutional validity of a legislative act or law

Lost and Found: Lost and Found is located at the info desk.

Maps: The conference app has hotel, Cordell Hull, and downtown Nashville maps for your convenience.

Motions: A formal proposal by a member of a deliberative assembly that the assembly take certain action. Your officers will train you with regards to how to make a motion, but you may also consult the Table of Motions in your Bill Book as well.

Nametags: All delegates receive a name tag upon arrival at the conference. Delegates must wear nametags at all times for entry to conference sessions. NOTE- State Troopers will not let anyone into Cordell Hull or the Capitol without a YMCA YIG Name Tag. If you lose your name tag, you may receive a replacement for \$1 at the info desk.

Officer: Officers are the elected leaders of each component. Officers are all high school students who were voted into office at the previous year's conference.

Omnibus: The Tennessee State Constitution requires that bills in the legislature can only address one subject, and that the title of a bill describe the content of the bill. Bills that don't conform to either requirement are described as "omnibus" and are unconstitutional. The only valid "omnibus" bill at YIG is the Governor's Budget Proposal. So what does that mean? Give your bills titles that either clearly describe its contents or clearly describe its purpose, and then write clauses that directly address the subject in the bill title.

Some good bill titles: "A Bill to Amend TCA 12-34-56"; "A Bill to Increase Funding for K-12 Education in Tennessee"; "A Bill to Regulate Commercial Dog Breeding in Tennessee"

Some bad bill titles: "A Bill to Make Tennessee More Awesome Than It Already Is"; "A Bill to Delay Procrastination"

Opening Session: This is the kick-off session for YIG. This session introduces you to your officers, makes important conference announcements, and allows candidates to give their campaign speeches. It is required for all delegates.

Parliamentary Procedure (Parli-Pro): The body of rules, ethics, and customs that governs how debate operates in committee, house, and senate chambers. Please refer to the YIG Rules of Procedure in your Bill Book for our guidelines. If you have questions, please ask an officer.

Pass/Fail: In the House and Senate Chambers, bills are presented for passage or failure (not ranked like in committee). If a bill passes in the House, it must then pass in the Senate (and vice versa) before being presented for the Governor to sign. If a bill fails in either chamber, then it will not proceed on to the next step.

Pizza: Delegates who get hungry after curfew should order pizza (\$10.00 for either a large pepperoni or a cheese) through the YMCA CCE. The Conference staff will deliver the pizza to your hotel rooms at curfew. Note- You MAY NOT order pizza through anyone other than us. Pizza NOT ordered through the CCE will be confiscated. Pizza can be ordered online via the conference app or at the info desk until 6:00pm each night.

Placards: Every delegate will receive a committee placard and a chamber placard. Delegates must use this placard to be called on for debate. Officers will not call on delegates who have drawn on their placard. If a delegates loses his/her placard, they may obtain (at the info desk for \$1) a generic "Delegate" placard to use for the remainder of the conference.

Quorum: Tennessee requires a quorum of two-thirds of all the members is required to conduct any business. If a chamber does not meet quorum, officers must wait until quorum is met to continue.

Seat Assignments: Delegates have assigned seats during House and Senate sessions. These may be found on the conference app. If delegates do not sit in their assigned seat, they will be asked for a mandatory donation. Any delegate who continues to ignore the seating assignments will be brought to the CCE staff.

Swag: We sell fabulous YIG gear for you to have throughout the year. Get your sweatshirts, t-shirts, and stickers at the Swag desk (near the info desk).

Tennessee Code Annotated (TCA): Tennessee's set of state laws is collectively called the Tennessee Code Annotated.

Tomfoolery Committee: This is a committee for joke bills. Tomfoolery occurs during the dances on Friday and Saturday night.

Unconstitutional: Not according or consistent with the Tennessee Constitution. The Attorney General and Solicitor General assist with determining if a bill is constitutional or unconstitutional.

Veto: The Governor may veto a bill that has passed both House and Senate. If this occurs, please consult your officers on proper procedure to overturn a veto.

Visitor Policy: The CCE visitor policy is outlined in the Code of Conduct. No visitor in high school is permitted to visit without a note from a parent. Any visitor not in high school must obtain a visitor's pass from the Info Desk, or they will be asked to leave.

Voting: Voting is your civic duty! Voting takes time! Voting requires you to go somewhere other than your chamber! As in real life, voting can be a bit of an inconvenience, but all delegates are strongly encouraged to vote for next year's officers. Each component has an assigned voting machine, so ask your officers if you are confused as to where to go. Many races are decided by 1, 2 or 3 votes, so every vote counts!

YIG Bowl: YIG's version of Quiz Bowl. Schools are welcome to enter as many teams as they want. Each entry is \$50 and goes towards the CCE Scholarship Fund. Teams consist of 4 people, but schools are welcome to rotate members throughout the weekend. The two final teams compete in front of the entire conference on Saturday night.