

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
Registration Information	7
Fee Summary	8
Sample Agenda	9-12
Invoice Worksheet	13
Student Statement of Financial Responsibility	14
School Statement of Financial Responsibility	15
Financial Aid Application	16
Delegate Code of Conduct	17-18
Component Options	19-21
Election Regulations	22-23
Leadership Opportunities	24
Officer Job Descriptions	25-30
Campaign Speech Tips	31
Awards Distribution and Criteria	32
Premier Delegation	33
Service Learning Projects	34

Section 2: House and Senate Bill Writing Information

YIG Bill Overview	36
Bill Writing 101	37
How to Draft a Bill	38-39
How to Present a Bill	40
How to Write a Fiscal Line Item	41
Understanding the Committee Process	42
Sample Bills	43-49

Section 3: Rules for Debate

Rules of Procedure	51-55
Legislative Glossary of Terms	56-58
Format for Debate and Sample Ranking Form	59
Table of Motions	60
Debate Script	61-62

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 (Previously Conference C)

March 1-4, 2018

Tri-Star Conference (Previously Conference A)

April 5-8, 2018

Volunteer Conference (Previously Conference B)

April 12-15, 2018

OVERVIEW

Each spring, the YMCA of Middle Tennessee 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 of 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: **\$550.00**

(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 Renaissance- Downtown Nashville, TN (Capitol)

The DoubleTree - Downtown Nashville, TN (Tri-Star and Volunteer)

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

CONFERENCE DATES:

Capitol Conference (Previously Conference C)

March 1-4, 2018

Tri-Star Conference (Previously Conference A)

April 5-8, 2018

Volunteer Conference (Previously Conference B)

April 12-15, 2018

CONFERENCE DEADLINES:

PRIORITY DEADLINE:

Capitol Conference - January 17, 2018

Tri-Star and Volunteer Conferences - January 30, 2018

Positions for Governor's Cabinet, Lobbyists and Press Corps will be assigned to any applications received by the YMCA Center for Civic Engagement by this date. Supreme Court Cases will be emailed to registered lawyer teams after this date.

FINAL DEADLINE:

Capitol Conference - January 31, 2018

Tri-Star Conference - February 28, 2018

Volunteer Conference - March 7, 2018

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

- All registrations should be completed online.
- All bills for Red/Blue Senate and House (submitted online)
- Pre-Conference Assignments for Governor's Cabinet, Lobbyists, and Supreme Court.
- School Statement of Financial Responsibility
- Rooming List
- Advisor/Adult Online Registration
- Adult Background check completed via Asurint email
- Online Candidate Nomination Registration
- Financial Aid applications

COMPONENT REGISTRATION INFORMATION:

ALL REGISTRATION IS TO BE COMPLETED ONLINE

Governor's Cabinet Registrations:

All registration for Governor's Cabinet received by the Priority Deadline will be assigned by email. Cabinet positions will be assigned 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 for cabinet positions.

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 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.

Lobbyist Registrations:

All registration for the Lobbyist component received by the Priority Deadline will be assigned by email. Lobbyist positions will be assigned 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 for the Lobbyist Component.

Press Corps Applications

All press delegates must complete the online press member registration. Press delegates will receive a welcome email and then a follow-up assignment via email at a later date. The press corps assignment will not be due until a 1-2 weeks before the Conference so that assignments are current.

Rooming Lists

YMCA Center for Civic Engagement MUST receive your room list via email in Excel or submitted on our website 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.

We would prefer you submit one check, payable to the YMCA of Middle Tennessee, for your entire club's total conference fees.

IF YOU SUBMIT MULTIPLE CHECKS TO THE YMCA OF MIDDLE TENNESSEE, PLEASE MAKE PARENTS AND STUDENTS AWARE THAT THOSE CHECKS ARE NOT BUDGETED FOR DEPOSIT UNTIL APRIL OR MAY. PLEASE MAKE SURE THEY DO NOT EXPECT THE CHECK TO CLEAR THEIR BANKS QUICKLY.

YOUTH IN GOVERNMENT FEES

Delegate Conference Fee: \$175.00

Adult Conference Fee: \$25.00

Hotel Cost per room: \$550.00

(This per room cost covers three nights in the hotel as well as dinner on Friday night. You may put up to 4 students in each hotel room. Neither the Renaissance nor the DoubleTree can 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 \$5500 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

8:00 AM	Officer Meeting	DT Nashville Room
8:00 – 10:00 AM	Luggage storage	DT Cumberland Ballroom
8:30 – 10:00 AM	Conference Registration	DT Ballroom Foyer
10:00 – 10:30 AM	Guided Walks to First Baptist	DoubleTree Lobby
10:30 – 11:15 AM	House/Senate Delegate Meeting	First Baptist Sanctuary
11:15 AM	Opening Session	First Baptist Sanctuary
12:45- 4:00 PM	Committee Meetings	
Senate	S-1 Senate Committee 1	First Baptist Choir Room
	S-2 Senate Committee 2	First Baptist 200
	S-3 Senate Committee 3	First Baptist 210
	S-4 Senate Committee 4	First Baptist 220
	S-5 Senate Committee 5	First Baptist 230
House	H-1 House Committee 1	FB Fellowship Hall
	H-2 House Committee 2	FB Fellowship Hall #2
	H-3 House Committee 3	First Baptist 140
	H-4 House Committee 4	First Baptist 150
	H-5 House Committee 5	First Baptist 340
	H-6 House Committee 6	First Baptist 360
	H-7 House Committee 7	First Baptist 370
	H-8 House Committee 8	First Baptist 440C
	H-9 House Committee 9	First Baptist 460
	H-10 House Committee 10	First Baptist 470A
	H-11 House Committee 11	First Baptist 470C
12:45- 4:00 PM	Governor's Cabinet Judicial Orientation (Lawyers & Justices) Justice Deliberation Room Lobbyists Press Corps	First Baptist 150G First Baptist Chapel FB Media Library First Baptist 150 F&E First Baptist 150 A&D
4:00 – 5:45 PM	Dinner Break	
4:15 PM	Advisor Dinner	DT Hartman Gallery
5:45 – 7:00 PM	Gubernatorial Debate	First Baptist Sanctuary
7:00-10:00 PM	All Meetings Reconvene	See Above
9:30-10:00 PM	Delegation Meetings	First Baptist Sanctuary
11:00 PM	All delegates in rooms	DoubleTree Hotel

Pizza will be delivered to your room if you ordered it

Friday

VOTING POLLS OPEN FOR RUN-OFF UNTIL 5:30PM

8:30 AM	Officers Meeting	House Chambers
9:00 AM	All-Conference Session All Participants	House Chambers
9:30 AM	Keynote Address	House Chambers
	State of the State Address	
10:30– 12:30 PM	All meetings convene Blue House in Session Blue Senate in Session Red House in Session Red Senate in Session Governor’s Cabinet Lobbyists Press Corps Supreme Court	Legislative Plaza 12 Legislative Plaza 16 House Chambers Senate Chambers Legislative Plaza 31 Legislative Lounge Legislative Plaza 30 Supreme Court
10:45 – 11:00AM	Governor’s Press Conference	Legislative Plaza 31
12:30 – 2:00 PM	Lunch on your own	Local Restaurants
2:00 – 5:30 PM	All meetings reconvene Blue House in Session Blue Senate in Session Red House in Session Red Senate in Session Governor’s Cabinet Lobbyists Press Corps Supreme Court YIG Bowl	Legislative Plaza 12 Legislative Plaza 16 House Chambers Senate Chambers Legislative Plaza 31 Legislative Lounge Legislative Plaza 30 Supreme Court Legislative Plaza 29
6:30 PM	Governor’s Banquet <i>Gubernatorial Candidate Speeches</i>	DT Cumberland Ballroom
8:30 PM	Delegation Check-In	See Advisor
8:45PM	Governor’s Ball Movie Room Game Area Quiet Room	DT Cumberland Ballroom DT Franklin-Brentwood DT Robertson, Davidson DT Bellevue
11:00 PM	All delegates in rooms	DoubleTree Hotel

Pizza will be delivered to your room if you ordered it

Saturday

VOTING POLLS OPEN UNTIL 5:45PM

8:30 AM	Officers Meeting	Legislative Plaza 31
9:00 AM – 12:30 PM	All meetings reconvene Blue House in Session Blue Senate in Session Red House in Session Red Senate in Session Governor's Cabinet Lobbyists Press Corps Supreme Court YIG Bowl	Legislative Plaza 12 Legislative Plaza 16 House Chambers Senate Chambers Legislative Plaza 31 Legislative Lounge Legislative Plaza 30 Supreme Court Legislative Plaza 29
9:30 – 9:45AM	Governor's Press Conference	Legislative Plaza 31
12:30 – 2:00 PM	Lunch on your own Lobbyist Luncheon	Local Restaurants DT Hartman Gallery
2:00 – 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
8:15 PM 8:45PM	YIG Bowl Championship Conference Dance Movie Room Game Area Quiet Room	DT Cumberland Ballroom DT Cumberland Ballroom DT Franklin-Brentwood DT Robertson, Davidson DT Bellevue
11:00 PM	All Delegates in Rooms	DoubleTree Hotel
11:00PM – 3:00AM	Final Supreme Court Case Governor's Budget Meeting	DoubleTree Davidson DoubleTree Robertson

Pizza will be delivered to your room if you ordered it

Sunday

7:00 AM	Luggage Room Open	DT Cumberland Ballroom
8:00 – 11:00 AM	Advisor Hospitality	Legislative Plaza
8:30 AM	Officer Meeting	Legislative Plaza 31
9:00 – 9:15AM	Governor's Press Conference	Legislative Plaza 31
9:00 – 11:00 AM	Blue House in Session Blue Senate in Session Red House in Session Red Senate in Session Governor's Cabinet Lobbyists Press Corps Supreme Court	Legislative Plaza 12 Legislative Plaza 16 House Chambers Senate Chambers Legislative Plaza 31 Legislative Lounge Legislative Plaza 30 Supreme Court
11:00 AM	All-Conference Session for Closing Ceremony	House Chambers

YMCA YOUTH IN GOVERNMENT INVOICE – WORKSHEET

This certifies that the Tennessee YMCA Center for Civic Engagement has received payment from the below noted school.

CONFERENCE: _____ Capitol Conference (previously Conference C)
 _____ Tri-Star Conference (previously Conference A)
 _____ Volunteer Conference (previously Conference B)

SCHOOL: _____

# of Registered YIG Delegates	_____ x \$ 175	= _____ +
# of Advisors	_____ x \$25	= _____ +
# of Hotel Rooms Reserved	_____ x \$550	= _____ +
# of YIG Bowl Teams	_____ x \$50	= _____ +
# of T-Shirts ordered	_____ x \$10	= _____ +

Miscellaneous Expenses _____

SUBTOTAL _____

Less Financial Aid Awarded -- _____

TOTAL AMOUNT DUE: \$ _____

Center for Civic Engagement Payment

- Cash
- Check # _____ Amount _____
- Credit Card (circle one) MC, Visa, AmEx
 - Name _____
 - Address _____
 - Card # _____ Exp Date _____
 - Authorized Signature _____

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

_____ (our 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, \$550/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**

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 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.
- 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.
- 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, and friends' vehicles who are not attending the conference.
- Nametags must be worn visibly at all functions.
- No food or drinks 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.
- 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.
- 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.
- 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 may register as ONE of the following components. Please note, there are grade and/or additional requirements for some components, so please be sure participants meet all qualifications of the component for which they wish to register. All participants must register as one of these components.

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. 2-person teams are preferred, 1 and 3-person teams are acceptable. Please, no 4-person teams.

LEGISLATIVE BRANCH

Red House

Students registering in this component **must be in grades 10-12**, and serve as legislators in the state House of Representatives. "Seats" in the state house will be comprised of 2-person teams, so students wishing to participate in this component will need to partner with another Red House participant. Delegates in the Red House must have attended at least one high school YIG conference prior to this year unless they are juniors or seniors. Each team will submit 1 piece of legislation to be presented and debated in committee, and potentially in the House and Senate.

Blue House

The Blue House component operates in much the same fashion as the Red, but is a training ground for novice participants. All FRESHMEN and 1st YEAR DELEGATES must register in the Blue House or Senate if they wish to be in the legislative component of the conference. Like the Red, the Blue House seats are comprised of 2-person teams, with each team submitting one piece of legislation for consideration. Blue House bills will be heard in the same committees as RED, however, they will be ranked separately and the BLUE HOUSE will meet together as one body, separate from the RED, and will hear only the BLUE HOUSE DOCKET.

Red Senate

The Red Senate is also only open to **grades 10-12**, and operates virtually the same as the Red House, with the exception that participants in this component serve as state senators. Again, seats in the Red Senate are comprised of 2-person teams, however, there are fewer seats available in the senate, so naturally, you would want fewer participants in this component. Delegates in the Red Senate must have attended at least one high school YIG conference prior to this year unless they are seniors. Each team will submit 1 piece of legislation to be presented and debated in committee, and potentially in the House and Senate.

Blue Senate

The Blue Senate component operates in much the same fashion as the Red Senate, but is a training ground for novice participants just like the Blue House. All FRESHMEN and 1st YEAR DELEGATES must register in the Blue House or Senate if they wish to be in the legislative component of the conference. Like the Red, the Blue Senate seats are comprised of 2-person teams, with each team submitting one piece of legislation for consideration. Blue Senate bills will be heard in the same committees as RED, however, they will be ranked separately and the BLUE SENATE will meet together as one body, separate from the RED, and will hear only the BLUE SENATE DOCKET.

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 divided into lobbying firms and will undergo intensive teambuilding training on Thursday night. Friday morning, firms 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. **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. Commission of General Services, 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. **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.

In addition, the pre-conference assignment for Commissioners is a summary of research on their Departments along with suggestions for how to optimize their programs and funding. More details about this assignment will be sent out prior to the 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. If you do not submit this pre-conference assignment, you will not be able to serve on the Cabinet. The GC will also 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 **MUST** 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 briefs accordingly. Please note, those serving as lawyers should

PRESS COMPONENT

Print and Video Members

No state government is complete without a watchdog, thus we have the press corps. There are two divisions within our Press Corps- Video and Print. Students wishing to work on the press corps should have some experience and skill level sufficient to effectively work on the press. While Press Corps members are not required to submit legislation, they will be required to submit a pre-conference assignment. **LIMIT 2 PRINT AND 2 VIDEO PRESS CORPS MEMBERS PER SCHOOL.**

The press corps will publish conference papers and newscasts daily to keep all delegates abreast of what's going on in each component. They will also get an introductory crash course in journalism. 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 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			✓
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:

- No school shall run candidates for more than 5 available leadership positions. This DOES NOT mean one school cannot run more than 5 candidates. The number of candidates run by each school shall not be limited, so long as those candidates are seeking no more than 5 offices. (This 5 office limit SHALL NOT include the office of Governor or officers in the Press Corps, Lobbyist component, and Supreme Court.)
- 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 2 consecutive hours** spent observing the Governor's Cabinet in action, documented proof of which must be obtained from the GC component leader and submitted to the YIG Executive Director at the conference. This observation time **MUST** be served in the election year, and again, must be consecutive time, not cumulative. (Time may not be served on Friday or Sunday morning.)
- 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 vision for the state and participation in the Gubernatorial Debate.
- Candidate speeches should be **issue-based**. 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.
- If you are running for Governor, you will receive an additional Gubernatorial Candidate Supplement that further explains the responsibilities of gubernatorial candidates.

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 Final Deadline
- Advisor Approval
- Strong Peer Leadership Skills
- Working general knowledge of parliamentary procedure
- Candidate speeches must be issue based and submitted for approval to the CCE by designated deadline. Candidate speeches must be germane, pertaining to you and your desire to lead. A funny anecdote alone does not make your speech germane.

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
- Candidate 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.

ELECTION DON'TS

- Do not make stickers or labels.
- Do not hang anything on any wall (Hotel or Capitol). Candidates must provide easels for display of posters.
- No posters of ANY kind are allowed in the Capitol or Legislative Plaza (even on easels).
- No distribution of candy, food, bubbles, or anything could be potentially messy.
- Do not do or distribute anything that is not Y-Rated! This could result in the removal of your candidacy.
- Do not spend more than \$100.

OTHER ITEMS OF INTEREST

- The election for 2019 officers is scheduled for Saturday in the State Capitol at the Legislative Plaza. 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 works 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. Candidates will deliver their campaign speeches at the Governor's Banquet on Friday evening.
- 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. Please **KEEP ALL RECEIPTS**. In the event there is a question raised about campaign expenditures, any receipts become public domain.

Ads may be purchased for the Bill Book/App through the YMCA CCE.

Documents for the ads must be received by the Final Deadline.

Rates shall be as follows:

½ Page Ad \$10.00

1 Page Ad \$20.00

YIG LEADERSHIP OPPORTUNITIES

Please submit an online candidate nomination for the following positions by the Final Deadline.

Governor
Red Lieutenant Governor
Blue Lieutenant Governor
Red Speaker Pro-tempore of the Senate
Blue Speaker Pro-tempore of the Senate
Red Senate Floor Leader
Blue Senate Floor Leader
Red Senate Clerk
Blue Senate Clerk
Red Senate Sergeant at Arms
Blue Senate Sergeant at Arms

Red Speaker of the House
Blue Speaker of the House
Red Speaker Pro-tempore of the House
Blue Speaker Pro-tempore of the House
Red House Floor Leader
Blue House Floor Leader
Red House Clerk
Blue House Clerk
Red House Sergeant at Arms
Blue House Sergeant at Arms

Red Chief Engrossing Clerk
Blue Chief Engrossing Clerk
Chaplain

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
Marshal of the Supreme Court
Print Press Editor & Print Press Producer
Video Press Editor & Video Press Producer
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, 2 shall be elected: one to preside in the Red Senate, and one to preside in the Blue Senate. The Red Lieutenant Governor will be responsible of presiding over any joint sessions.

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. Two shall be elected: one to serve in the Red 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 elected for both the Red and Blue Senates and 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 Floor leaders are also responsible for presenting the Governor's Budget on Sunday morning.

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. A Chief Clerk shall be elected for the Red Senate and the Blue Senate.

Senate Sergeant-at-Arms

The Sergeant-at-Arms shall maintain decorum in the Senate chambers. The Sergeant-at-Arms shall seal the chambers while debate and voting are in progress. It shall be the job of the Sergeant-at-Arms to monitor and enforce the dress code in the chambers. The Sergeant-at-Arms shall also help monitor/count votes, as directed by the presiding officers. Two House Sergeants-at-Arms shall be elected, and if necessary will split duties in the Red and Blue chambers. Both persons serving as Sergeants-at-Arms will be responsible for submitting a bill to the conference.

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, 2 shall be elected: one to preside in the Red 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. Two (2) shall be elected, one to serve in the Red 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. A Floor Leader shall be elected for both the Red and Blue House.

Clerk of the House

Same duties as Clerk of the Senate. Two shall be elected, one to serve the Red House and one to serve the Blue House.

House Sergeant-at-Arms

Same duties as the Senate Sergeant-at arms. Two shall be elected, one to serve the Red House and one to serve 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 may call on an assistant clerk in any chamber to help with the physical transport of bills if 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. A CEC will be elected for both the Red and Blue chambers.

Chaplain

The Chaplain will be expected to prepare invocations for designated sessions, namely:

- Opening Session (Thursday)
- Joint Session/State of the State (Friday Morning)
- Governor's Ball (Friday Night)
- Closing Session (Sunday)

Finally, the Chaplain will be required to submit a bill with a House/Senate team or serve in another component.

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 also assists the component leaders in the preparation of election materials. The Clerk also assists the Marshal during oral arguments as necessary.

Marshal of the Court

The Marshal of the Court ensures the smooth conduct of oral hearings. The Marshal 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 Marshal assists the Clerk in the administration of the court as necessary.

LOBBYIST COMPONENT:

Head Lobbyist

The Head Lobbyist is in charge of the Lobbyist component. They will manage the assignments for lobbyists, the location of lobbyist, 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:

Print Press Layout Editor

The Press Layout Editor shall act as the general leader of the Press Corps, and his/her duties shall include, but not be limited to the following:

- At a minimum, the press corps shall be responsible for publishing two newspapers per day.
- Contact all press corps members prior to the conference to make sure they are working on their pre-conference assignment
- Story Assignments
- Proofreading each publication, which includes checking for grammatical errors as well as the presence of general good taste, and PERSONALLY delivering a copy to the state director or assistant director for approval before final printing.
- A layout and masthead will be designed for Tennessee Youth in Government. Conference papers WILL NOT deviate from this layout.
- Editor shall ensure that each component receives coverage in the paper and slide show or video. Note: The Conference Staff IS NOT a component. Though it is appropriate to make the occasional mention of them, or to do a single story about their role at the conference, they should never take up more column inches than delegates.
- The Press Corps shall serve as the 'Communicator' of the conference, not the entertainer. It IS NOT the job of the conference paper to entertain the delegates, but rather to inform them of day-to-day happenings at the conference. There is nothing wrong with one or two feature stories or entertainment pieces but the paper should reflect the serious and focused nature of the conference.

Print Press Managing Editor

The Managing Editor of the Print Press component is responsible for managing the overall content and direction of the Print Press. ME will assign articles, check article quality, perform final editing of the publication, coordinate the flow of delegates and manage press equipment. ME has the primary administrative role in the component and is responsible for ensuring the overall quality and substance of each paper produced. ME must ensure that all delegates are on task, in their proper areas and that delegates produce quality news

articles. ME will provide coaching to ensure delegates understand how to draft articles and provide constructive feedback for improving articles. ME will work closely with the Layout Editor to ensure the publications are professional and complete.

Video Press Editor

The Video Press Editor shall be prepared to assist the Print Press Editor and vice-versa in any way necessary, but shall be primarily responsible for the following:

- Management/Coordination of press corps members assigned to work on video press
- Design, layout, construction and editing of one slide show per conference, to be shown on Saturday night. This slide show must be completed on a schedule that allows ample time for the state director or assistant director to watch and approve before it airs.
- Development, shooting and editing of at minimum one video newscast per day. This will be posted on the conference YouTube and in the Conference App.

Video Press Producer

The Video Press Producer (VP) is charged with managing the Video Press component. VP is primarily responsible for managing the flow of information within the component. VP will assign news stories, manage the press delegates, and oversee the overall quality of the press production. VP must have a strong attention to detail and the ability to manage multiple people completing various tasks. VP works closely with the editor to coordinate the types of stories being filmed and to ensure that the footage is properly documented for easy importing. VP will need to manage both the production in the studio and the productions in the field. VP is responsible for ensuring that all equipment is properly utilized and cared for and that all delegates are on task. VP is responsible for ensuring all deadlines are met and that members of the component are actively engaged in generating quality news coverage. VP will provide constructive feedback and mentor delegates to ensure the overall quality of the component.

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 and Blue House
Outstanding Bill in the Red and Blue Senate
Outstanding Statesperson in the Red and Blue House
Outstanding Statesperson in the Red and Blue Senate
Outstanding Attorney Team
Outstanding Written Argument
Jenny Faenza Outstanding Justice Award
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
National Affairs Alternates
Ambassador Joe M. Rogers Servant Leadership Award (Chosen by 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 both the TN YMCA YIG & to their local YIG club

PREMIER DELEGATION

WHAT IS PREMIER DELEGATION?

Recognition for being the best of the best! The YMCA Center for Civic Engagement wishes to recognize those delegations which adhere to all conference rules and regulations and go above and beyond to prepare their students for the Youth in Government Conference.

WHY STRIVE TO BE PREMIER DELEGATION?

PREMIER DELEGATIONS WILL:

1. Have priority dismissal from evening events.
2. Be contacted first in the instance there is an unfilled office. These positions may be unfilled because delegates chose not to run or because of circumstances throughout the year which may prevent an officer from returning (The runner-up to the position will be contacted first).

HOW IS YOUR SCHOOL SELECTED AS A PREMIER DELEGATION?

Those delegations who have met the following criteria will be named Premier Delegations prior to the Conference.

CRITERIA FOR SELECTION ARE:

Those delegations who have met the following criteria will be named Premier Delegations prior to the Conference. Criteria for selection are:

1. All conference materials submitted by the Final Deadline. This includes pre-conference assignments, room lists, and financial aid requests.
2. Complete a School Service Project and submit a summary and pictures to be posted on the conference app.

Schools may be removed from the Premier Delegation list if delegates violate the CCE Code of conduct including, but not limited to, being late to events, being out of a hotel room after curfew, or being disrespectful to conference staff.

SERVICE LEARNING PROJECTS

The YMCA of Middle Tennessee encourages service learning in all of its programs. Therefore, we ask, that as a part of this YMCA Center for Civic Engagement Conference, each school sponsor a Service Learning Project, or simply join an existing community service project.

There are infinite possibilities for projects, so be creative. Just FYI, below are a few ideas to help get you started:

- Raise money for the CCE Scholarship Fund!
- Host a voter registration drive
- Host a graffiti clean-up in your community
- Host a can drive to benefit a local food bank
- Sponsor a school trash bag-a-thon
- Collect coats for those who can't afford them
- Start a Clothes Closet at a local elementary school
- Volunteer as a team for a local city-wide service project
- Adopt a highway near your school

REMINDERS:

1. Be sure to take pictures during your service project! We will post pictures and info about your project on the conference app.

2. You **MUST** complete a service project to be eligible for PREMIER DELEGATION!!!

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.
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 2018 conference, we will use the Tennessee Budget for Fiscal Year 2016-2017 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 (2016-2017) 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



59th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [REDACTED]

Committee: House - Health & Human Resources

School: [REDACTED]

AN ACT TO PROVIDE COMPREHENSIVE TREATMENT TO SEXUAL ASSAULT VICTIMS

1 BE IT ENACTED BY THE TENNESSEE YMCA YOUTH LEGISLATURE:

2

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

4

5 a) Emergency contraception - one or more prescription drugs used
6 separately or in combination administered to a patient to prevent
7 pregnancy, within a medically recommended amount of time after
8 sexual intercourse and provided for that purpose, in accordance with
9 professional standards of practice, and determined to be safe by the
10 United States Food and Drug Administration.

11

12 b) Emergency treatment - any medical examination or treatment
13 provided in a licensed health care facility to a victim of sexual assault
14 following an alleged sexual assault.

15

16 c) Sexual assault victim - any person who has been subjected to,
17 threatened with, or placed in fear of any form of rape, as defined in
18 39-13-502, 39-13-503, 39-13-506 or 39-13-522, or sexual battery,
19 as defined in 39-13-504, 39-13-505, or 39-13-527.

20

21 d) Medically and factually accurate and objective - verified or
22 supported by research conducted in compliance with accepted
23 scientific methods.

24

25 Section 2: This act requires licensed health care facilities to provide
26 emergency treatment to a sexual assault victim, including:

27

28 a) Providing each victim with objective and medically and factually
29 accurate information on emergency contraception

30

31 b) Informing the victim on the availability of emergency contraception

26 and its use and administration
27 c) Providing each victim, upon her request, with emergency
28 contraception at the facility upon the victims request (see exception in
29 Section 3)
30

31 Section 3: A health care facility is not required to provide emergency
32 contraception to a sexual assault victim who has been determined to
33 be pregnant by the administration of a pregnancy test approved by the
34 United States FDA.
35

36 Section 4: If enacted, this bill will have a yearly cost of \$75,000 to be
37 budgeted from the Department of Health.
38

39 Section 5: All laws or parts of laws in conflict with this act are hereby
40 repealed.
41

42 Section 6: This act will go into effect immediately upon becoming a
43 law, the public welfare requiring it.
44
45



59th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [Redacted]

Committee: House - Education
School: [Redacted]

**AN ACT TO INCREASE COMPETITIVENESS OF TENNESSEE
UNIVERSITIES BY RASING LOTTERY SCHOLARSHIP STANDARDS AND
BENEFITS FOR OUTSTANDING STUDENTS**

- 1 Be it enacted by the Tennessee YMCA Youth Legislature:
- 2
- 3 Section 1: Terms in this act, unless the context requires otherwise, shall be
- 4 defined as follows:
- 5
- 6 A) HOPE Scholarship Program: a merit-based scholarship offered by the
- 7 Tennessee Student Assistance Corporation aimed at high school seniors from
- 8 the state of Tennessee planning to attend college in the state; funded
- 9 entirely by the state lottery.
- 10 B) SAT: a standardized test for college admissions in the United States;
- 11 owned, published, and developed by the College Board.
- 12 C) ACT: a standardized test for high school achievement and college
- 13 admissions in the United States produced by ACT, Inc.
- 14 D) GPA: grade point average.
- 15
- 16 Section 2: This act will require all students eligible for the Tennessee HOPE
- 17 Scholarship to achieve a minimum score in the national composite 75th
- 18 percentile or higher on the SAT or ACT tests.
- 19
- 20 Section 3: This act will allow students who achieve in the national composite
- 21 95th percentile or higher on the SAT or ACT tests to receive full tuition
- 22 coverage if they attend a public university in Tennessee and maintain a 3.3
- 23 GPA while enrolled.
- 24

25 Section 4: This act will automatically qualify high school valedictorians and
26 salutatorians for full tuition coverage at a public university in Tennessee,
27 provided they maintain a 3.3 GPA while enrolled. It will also cover book fees
28 for these students.

29

30 Section 5: This act will not change the other requirements for eligibility
31 previously set forth in Tenn. Code Ann. 49-4-907.

32

33 Section 6: All laws or parts of laws in conflict with this act are hereby
34 repealed.

35

36 Section 7: This act shall take effect on January 1, 2013.

37



59th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [REDACTED]

Committee: House - Commerce
[REDACTED]

AN ACT TO RESTRICT PHARMACEUTICAL ADVERTISING

BE IT ENACTED BY THE TENNESSEE YMCA YOUTH IN GOVERNMENT:

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

- a) Prescription Drug- any drug that is available only through written instructions from a doctor to a pharmacist
- b) Advertisement- a paid announcement from companies that is aired in newspapers, magazines, television, radio, etc. in order to gain more sales and profit
- c) Drug Companies- any maker or seller of pharmaceuticals
- d) Medium- means for communicating or diffusing information to the public; can be electronic, print, etc.

Section 2) Drug companies are prohibited from advertising in any print or electronic medium, such as newspapers, television, radio, etc.

Section 3) Drug companies found in violation of this law will be fined \$50,000 per infraction.

Section 4) Any broadcasting media that accepts money from drug companies for advertisement purposes will also be fined \$50,000 per infraction.

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

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

Section 7) This act will be enacted by the state upon passage, and businesses must comply with guidelines by June 1, 2012.

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 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. Patrons should not use props of any kind while presenting their bills.

C. 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).

D. 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 from other components (Governor's Cabinet, Supreme Court) may only speak with permission of the CCE staff.
- 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 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. Motions should be made after one of the previous actions.
- 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. 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 during the conference.

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 and calendar committee 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.

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 is the method for ending debate immediately. 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:** moving the previous question ends debate. 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 are matters which need to be brought before the house immediately. They 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.

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 'no' 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 voting members seated in the 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.

LEGISLATIVE GLOSSARY OF TERMS

Act: A statute (law) enacted by the legislature and signed by the governor or after 10 days allowed to become law without his signature.

Adjournment: Termination of a session for that day, with the hour and day of the next meeting being set prior to adjournment.

Amendment: Modification of a bill or resolution by adding or deleting the language of proposed legislation.

Appropriations Act: An act which appropriates money from the state treasury during a fiscal year to implement the state operating budget. Money may be provided for other items of expenditure, such as local projects, through this act.

Bill: A bill is proposed legislation introduced to enact a new law or change or repeal an existing law.

Original: The bill introduced into the legislature and used throughout the legislative process until engrossed.

Engrossed: A bill as passed by a house with corrections or adjustments made for amendments.

Enrolled: A bill as finally passed by both houses and prepared for signature of the presiding officers of both houses and transmittal to the governor for signature or veto.

Prefiled: A bill filed between legislative sessions with the chief clerk of either house. Prefiled bills are numbered and printed in preparation for the session.

Budget: The budget is the recommended appropriations of state revenues presented by the Governor to the General Assembly in the form of a document for its consideration during the legislative session. It is filed with the chief clerks in the form of a bill and known during the budget process as the Appropriations Bill.

Calendar:

Consent: A bill calendar used to allow rapid floor consideration for final passage of noncontroversial bills.

Regular: Written calendars (lists of bills to be considered for third reading) required to be posted in the Senate Chamber at least 24 hours prior to consideration by the Senate or in the House Chamber at least 48 hours prior to consideration by the House. Senate rules limit the Senate calendar to 14 general bills, plus holdovers, while House rules place the maximum at 25, including any bills held over from previous calendars or any bills set by special order and excluding only those bills "bumped" or objected to on a Consent Calendar.

Chief Clerk: A non-member selected by the speaker of each house to serve as its administrative officer. Bills are filed with the chief of each house.

Committee: A group of legislators of one or both houses which conducts studies and/or makes recommendations to the Senate and/or House.

Conference: A committee composed of members of both houses created to propose to the two houses a means to resolve differences in a bill when the one house does not concur in amendments made by the opposite house which refuses to recede from its action. Members are appointed by the speakers of each house.

Joint: A committee composed of members of both houses.

Select: A committee established by the speaker of a house composed of members of that house for a designated purpose.

Standing: A permanent committee of the Senate or House with subject matter jurisdiction defined by rules of its house, which functions both during and between legislative sessions to conduct public hearings on proposed legislation, review proposed administrative rules, make its own studies of problems, make reports and recommendations to the house it serves.

Companion Bill: Identical copies of a bill introduced in both the Senate and House.

Executive Order: A written document issued by the governor to effectuate a purpose over which he has authority.

Fiscal Note: A statement prepared by the Fiscal Review Committee submitted in connection with a bill, resolution or amendment to indicate its fiscal effect or estimated dollar implications as to cost or revenue.

Fiscal Year: The twelve-month period for which appropriations, budgets and financial reports are made. The state's fiscal year commences on July and ends the following June 30.

Item Veto: Power exercised by the governor to veto specified items (single amounts of money) of an appropriation bill, while signing the remainder of the bill into law.

Legislative Intent: The purpose for which a measure is introduced and/or passed.

Majority: A constitutional majority in the Tennessee Senate is 17 votes; in the House, 50 votes.

Resolution:

Joint: Legislation requesting a study or expressing the views or sentiments of both houses but originating in one house. After passage, the joint resolution (e.g. House Joint Resolution 55 or Senate Joint Resolution 34) is signed by both speakers and the governor.

Simple: Legislation expressing the views of one house. After passage, a House Resolution or Senate Resolution is signed by the respective speaker of the house.

Session:

Regular: The 90-legislative-day session held over a two-year general assembly. A general assembly will convene on the second Tuesday of January in an odd-numbered year, meet for an organizational session, and recess for about two weeks. Upon returning, the general assembly will typically meet until mid-to-late May when it adjourns. In an even-numbered year, no organizational session or recess will take place, and regular session will usually end around mid-to-late April depending upon the number of legislative days used.

Extraordinary: A session of the legislature held in the interim between regular sessions, called for a specific number of days by the governor or upon petition of two-thirds of the members elected to each house. It is restricted to matters specifically enumerated in the call. Frequently referred to as a special session.

Sine die Adjournment: Final adjournment at the completion of a session.

Suspension of the Rules: Parliamentary procedure whereby actions can be taken which would otherwise be out of order. A two-thirds vote of each body present and voting is required to adopt a motion to suspend the rules

Title:

Brief description of a bill's contents appearing on a bill. A bill's content cannot be any broader than its title.

Vote: Formal expression of will or decision by the legislative body.

Yield: The relinquishing of the floor to another member to speak or ask a question.

FORMAT FOR DEBATE

I. Committee

- Two minutes - Introduction**
- Two minutes - Technical Questions**
- +/-Five minutes - Con/pro debate**
- One minute - Summation**

Amendments

- One minute - Introduction**
- Two rounds - Con/pro debate**
- One minute - Summation**

II. General Assembly/Plenary

- Two minutes - Introduction**
- One minute - Technical Questions**
- Three rounds - Con/pro debate**
- Two minutes - 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							
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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)]