

CALIFORNIA YMCA YOUTH & GOVERNMENT

Delegate Handbook



TABLE OF CONTENTS

1. INTRODUCTION TO YOUTH & GOVERNMENT	1-1
Model Legislature & Court (ML/C)	1-1
Model United Nations (MUN)	1-1
Spring Conference	1-1
Conference on National Affairs (CONA)	1-1
2. PROGRAM AREAS	2-1
The Legislature	2-1
The Lobbyists	2-1
Assistant Legislative Analysts (ALAs)	2-2
The Court Program	2-2
National Issues Commission	2-5
Board of Education	2-6
Print Media	2-6
Broadcast Media	2-6
State Constitutional Convention	2-7
Political Parties Program	2-7
Page Program	2-8
Forum Program	2-8
Role Selection	2-9
How to determine who gets what role	2-9
What to do with your former delegates	2-9
3. ELECTED OFFICERS	3-10
<i>Elected Officers</i>	3-10
<i>Election Rules</i>	3-10
Candidate Handbook	3-7
<i>Important Rules for Elections</i>	3-7
<i>5 Things you should know</i>	3-8
<i>A Word on Philosophy</i>	3-8
Model Legislature/Court Officer Categories	3-9
Qualifications and Duties of Officers and Appointed Positions	3-10
<i>Category 1: Statewide Leadership</i>	3-10
Youth Governor	3-10
Secretary of State	3-11
<i>Category 2: Program Leadership</i>	3-11

Lieutenant Governor / Speaker of the Assembly _____	3-11
Chief Justice of the Supreme Court _____	3-12
National Issues Commissions (NIC) Presiding Commissioner _____	3-12
<i>Category 3: Program Area Leadership</i> _____	3-12
Attorney General / Presiding Justice of Judicial Review _____	3-12
Chief Clerk of the Assembly / Secretary of the Senate / NIC Administrative Clerk _____	3-13
District Attorney _____	3-13
Forum Lt. Governor / Speaker of the Assembly _____	3-13
Forum Secretary / Chief Clerk _____	3-14
Forum Sgt-At-Arms (Senate/Assembly) _____	3-14
NIC Adversary General _____	3-14
President Pro-Tem of the Senate/Speaker Pro-Tem of the Assembly _____	3-15
Sergeant-At-Arms of the Assembly / Senate _____	3-15
State Constitutional Convention Presiding Speaker _____	3-15
State Legislative Analyst _____	3-16
State Superintendent of Public Instruction _____	3-16
4. APPOINTED LEADERSHIP _____	4-17
Broadcast Media Producer _____	4-20
Broadcast Media Chief Engineer _____	4-20
Chaplain-At-Large (4 Selected) _____	4-20
Chief Page _____	4-21
Governor's Cabinet _____	4-21
Governor's Lobbyist _____	4-21
Judicial Review Attorney/Justice _____	4-21
Jury Trial _____	4-22
Legislative Committee Chairpersons & _____	4-22
National Issues Commissions Chairpersons _____	4-22
NIC Adversary Corps _____	4-23
Political Party Chairperson _____	4-23
Print Media Publisher _____	4-23
Print Media Executive Leadership (Chosen at T&E I) _____	4-23
Print Media Editorial Staff (Chosen at T&E II) _____	4-24
Pro-Tem of the State Constitutional Convention _____	4-24
Deputy State Superintendent of Public Instruction _____	4-25
Supreme Court Attorney/Justice _____	4-25

Awards and Recognitions	4-26
5. <i>PROGRAM POLICIES</i>	5-28
CODE OF CONDUCT	5-29
Dress Code	5-31

INTRODUCTION TO YOUTH & GOVERNMENT

California YMCA Youth & Government (Y&G) is an independently chartered YMCA that runs programs in conjunction with local YMCAs throughout the state. Program policies are set by a volunteer Board of Directors. The Board also employs a President/CEO who supervises both a small paid staff and a large volunteer staff in administering all policies and practices.

There are four programs currently being offered by California YMCA Youth & Government. They are:

Model Legislature & Court (ML/C)

A six-month program in which high-school aged delegates, (9th-12th grades) role play the various positions of the California State Legislature and the State Court systems. Students participate by joining local YMCA delegations. Within these delegations, they create bills to be submitted to the Model Legislature, research and practice court cases, and attend the three annual Model Legislature & Court conferences.

Model United Nations (MUN)

A four-month program in which middle-school aged youth (grades 6th-8th) role-play current events as “Ambassadors” to the United Nations. Participants join local YMCA delegations and select a country they wish to represent. Student Ambassadors research their country’s position on a variety of international issues and create resolutions to be debated in one of the organs of the Model United Nations.

Spring Conference

A great introduction to the world of Youth & Government, Spring Conference is a two-month condensed version of the Model Legislature & Court program. Participants will learn leadership skills, and practice speech and debate in a fun and relaxed environment. Spring Conference is open to students in 9th-12th grades.

Conference on National Affairs (CONA)

A ten-day, nation-wide conference held in the beautiful Blue Ridge Mountains of North Carolina. CONA participants author individual proposals of national or international scope and then champion these proposals through a competitive debate process. CONA delegates are selected from participants of the Model Legislature & Court program, through a highly competitive application process.

PROGRAM AREAS

During T&E I, your delegates will get an overview of all the program areas offered in the ML/C. The role they choose will shape their experience for the rest of the program year. Delegates can choose to be part of the Legislature (Assembly and Senate), National Issues Commission, Court, or a variety of other areas. The following section provides an overview of the roles available to your delegates. Your delegates may also choose to run for statewide office (Governor, Attorney General, etc.). Specific information on running for office can be found in the [Officers and Elections](#) section.

The Legislature

The Assembly and the Senate, both comprised of approximately 250 members, make up the legislature of the California YMCA Youth & Government Program. To accommodate the numbers, the legislators are divided into two groups (Blue and Gold).

Senators and Assembly members are primarily concerned with the passage of legislation. Within each House, elected officers preside over sessions and bills are debated following their passage from legislative committees. [Lobbyists](#) and [Assistant Legislative Analysts \(ALA's\)](#) are also active in the legislative process and provide information to aid in the passage or defeat of a bill.

Legislators should be familiar with [basic parliamentary procedure](#), [committee procedure](#) and the [Standing Joint Rules of the ML/C](#). They should practice speaking in front of their delegation and be prepared to field questions about their legislation.

Assembly and Senate

On the Floors of the Assembly and Senate, members debate legislation. Proponents present bills to other members with an Author/Sponsor speech. After debate and an Author/Sponsor summation, a motion will be made and the bill voted on. If passed, the bill passes, it moves to the other House for debate. If the bill passes both Houses, it goes to the Youth Governor for to either be signed into law, or be vetoed.

Legislative Committees

All Assembly members and Senators are also voting members of a Legislative Committee. Certain members are selected as [Committee Chairs](#) and serve in a leadership capacity to facilitate bill debate and amendments prior to their hearing on House Floors. [Committee Chairs](#) receive additional training in committee parliamentary procedure, team building, conflict resolution, public speaking, and time management. A Committee Clerk provides the Chair with administrative support.

The Lobbyists

Lobbyists are sometimes considered the "third house" of the legislature. The Lobbyist plays two roles in the Legislature. First, they select bills that they feel passionate about and work to see them passed, or in some cases, defeated. The other important role Lobbyists play is that of educating Legislators. No one person can possibly be an expert on every topic they need to vote on, so your job is to be able to tell Legislators what they need to know about your bills and why they should vote for or against your bill. You are the expert in your area!

Each Lobbyist will be trained in how to understand bills, [committee procedures](#), public speaking, and how to write and pass an initiative. Each Lobbyist will receive a copy of their bills, with a research packet

attached, which will be debated in committee. Lobbyists will also form Political Action Committees (PACs) with other Lobbyists to brainstorm on initiative proposals.

Every delegate will get at least two bills to Lobby, one for and one against. The idea is to try and push your bills through the process, from Committee all the way up to its signing by the Youth Governor. While you do speak in Committee about your bills, you do not normally speak on the floor of either of the Houses.

After all the Committees have finished and the Legislators are in session, you will be in your PAC groups to write Initiatives. The topic is completely up to your PAC. Once the Initiative is properly researched and written out, you will need to get signatures. If you get enough signatures, your Initiative will be on the Sunday night ballot when everyone votes for the next Youth Governor. Your job at that point will be to educate the voters as to why they should pass your Initiative. The results will be announced by the end of the conference.

Assistant Legislative Analysts (ALAs)

Assistant Legislative Analysts (ALAs) are assigned a committee and are responsible for an impartial fiscal and policy analysis of all bills assigned to that committee. The ALAs give their analysis during committee and on the floors of both houses, as well as presenting their written report in Sacramento.

The function of the ALAs is to serve as the impartial "expert" on the policy and fiscal issues of the legislation. Their function is different from the bill proponent or lobbyists, in that they should have no bias against or in favor of the legislation.

ALA's prepare and write analysis of the bills in your committee. (Done at [T&E II](#)). This analysis includes determining the Legislative intent of the bill or resolution, identifying the major issues of the bills (both pro and con), determining the fiscal impact of the bill to the State (i.e., how much money the bill costs or how much money the bill will raise). ALA's will need to be prepared to answer questions from the Senators and Assemblymembers in Committee.

ALA's are the only participants not in the Legislature that can normally give speeches on the floors of the Senate and Assembly. If the bill you analyze makes it out of committee, you will make a speech similar to the one made in the committee before the Assembly and/or Senate.

The Court Program

The Court Program of Youth & Government mimics the Judicial branch of the California State Government. The program begins with the lowest branch of the State Courts; the Superior Municipal Branch. Most disputes between parties begin at this level. In other words, any criminal matter (violation of the penal code) or any civil matter (generally dealing with money or injunctive relief) is usually prosecuted first at this level. At the conclusion of a Superior Municipal Court action, the Judge (in a bench trial) or a Jury (in a jury trial) renders a decision.

Once a decision is rendered at the Superior Municipal Court level, the litigants may disagree with the Superior Municipal Court's ruling regarding an issue of law (issues of fact are not appealable). The disagreeing party may then file an "appeal" with the California Appellate Courts, which is the next step up in the Judicial Branch. Here, the Appellate Courts reviews issues of law arising from the Superior Municipal Court action. At this level, the Appellate Courts may either decide that the Superior Municipal Court rightfully decided issues of law and "affirm" the ruling, or they may decide that the Superior Municipal Court erred in its decision and "remand" the matter back to the Superior Municipal Court.

If an aggrieved party at the Appellate level is not satisfied with the Appellate Court's ruling regarding an issue of law, that party may then appeal their case to the highest court in the State of California, the esteemed California Supreme Court. The California Supreme Court decides issues similar to that of the Appellate Court. Its decisions, once reached, are final. Please check out the [sample Court Case](#) in this manual.

Trial Court

The Trial Court section of the California YMCA Youth & Government program gives delegates a chance to feel what it's like to actually be in a courtroom trying a case in front of a judge. The process begins at [T&E II](#), where delegates with the honor of participating in the trial court program develop their skills as litigators by participating in interactive games, oriented towards public speaking, learning about the process of a court trial, and discovering the secrets of arguing a position in court.

The experience continues in [Sacramento](#), where all delegates are taken through an intense course in trial techniques and are taught the basics of trial advocacy, such as opening statements, closing statements, direct examinations, cross examinations, and courtroom evidence. The students are then assigned a role as plaintiff/prosecutor or defense, and then given a case to work up to trial. The program culminates in the halls of the Sacramento County Superior Court, where each delegate has their day "in court." There, each delegate has the opportunity to advocate their client's position to a judge.

Returning delegates to the Trial Court Program who are versed in the basics of mock trial experience will be taken through a more intense and advanced course utilizing the skills that they have already learned. These students will start off by developing their knowledge of courtroom evidence, arguing motions *in limine*, and learning techniques often used by attorneys in and out of the courtroom. There may be sessions implemented to negotiate settlement, perform case management, and prepare and respond to discovery.

Jury Trial

The Jury Trial program is the advanced version of the Trial Court program. Participation in this program is by selection only. Applicants are interviewed and selected at T&E II, and can act as prosecutors, defense attorneys or judges.

The delegates in Jury Trial spend two days in a real courtroom putting on their cases. Before the trial they will learn how to question witnesses using direct and cross examination as well as how to interview potential jurors, make objections, enter evidence and give opening statements and closing arguments. Before putting on their case in chief, the students will learn voir dire (jury selection) and will spend an additional day in the courtroom selecting a jury from a pool of delegates who have been called for jury duty. As such, delegates selected must be able to arrive at the ML/C on Wednesday.

Appellate Court

The Appellate Court is where the party that lost at the trial court level goes to appeal their loss. An appeal to an Appellate Court is not to re-hear or re-decide the facts of the case as already determined by a judge and/or jury in the trial court, such as whether the defendant violated the law. Rather, the Appellate Court decides "matters of law." For example, an Appellate Court might decide whether the law passed by the Legislature appropriately applies to a specific person or factual situation, or whether a law is constitutional. There's no jury or witnesses, just the attorneys and justices.

In the Y&G Appellate Court, delegates serve as either a justice or an attorney. During the Appellate Court proceedings, the attorneys present an oral argument to a panel of justices who hear the case and then draft one or several opinions to decide the case.

Typically three justices, wearing the black judicial robes, serve together on a panel. The attorneys work in pairs, two for the "appellant" (i.e., the party who brought the appeal to the Appellate Court) and two for the "respondent" (i.e., the party who is defending against the appeal). Each attorney will present their oral argument to the justices who question the attorney and pose hypothetical scenarios for the attorney to grapple with. Following the oral argument, the justices work together to draft opinions.

The attorneys and justices prepare for the oral argument, in part, by reading opinions of state courts, statutes and other materials provided to them. No outside legal research is conducted or allowed. Delegates learn to read court opinions and statutes, oral advocacy skills, proper courtroom decorum and terminology, legal reasoning, judicial temperament, and opinion writing.

In the Y&G Appellate Court the volunteer staff actively encourages full participation, cooperation and teamwork by the delegates. Delegates do not need to know anything about courts or law to be in the Appellate Court. However, delegates must be prepared to work diligently during T&E II and the Sacramento conferences in order to be prepared for the oral argument. The oral argument is a confidence-building success for all of the delegates, when each has worked hard to be prepared for the challenge.

Supreme Court

The Supreme Court program also offers a detailed and challenging experience. Participation in this program is by selection only. Applicants are interviewed and selected at T&E II, and can act as either an attorney or a justice.

Supreme Court members are given cases involving complicated constitutional issues. Included with the cases are several "precedent" cases (real case opinions written by other courts) whose arguments they apply to their cases.

The attorneys and justices work together to review and discuss the cases with staff attorneys, and then work separately to develop their oral arguments (for the attorneys) and questions (for the justices).

The court hearings are held over two days in the California Supreme Court chambers. Attorneys make their arguments while receiving questions from the court. The justices then retire to write their opinions.

Delegates who have had experience in the Y&G court program, have been involved in school moot court, or who have interest in the law, will find the Supreme Court an outstanding experience.

Judicial Review

Delegates must also apply to be a part of the Judicial Review Program. This program area is very similar to the Supreme Court. Applicants are interviewed and selected at T&E II, and can act as either an attorney or a justice. The Judicial review members are then given a case involving complicated constitutional issues. The justices question the attorneys during their oral arguments, and then meet to write their decisions. Oral Arguments take place in the California Supreme Court chambers.

However, unlike the Supreme Court program, where delegates are given their materials, Judicial Review participants are taken to a courthouse law library to find their own research, which they will use to develop their oral arguments. In addition, delegates will also learn how to conduct on-line legal research. This program gives Delegates the opportunity to explore the vast resources available and used by attorneys on a daily basis.

National Issues Commission

The National Issues Commission (NIC) is a unique program that offers opportunities delegates (“commissioners”) to debate and research issues of national and/or international importance. The NIC’s primary objective is to prepare and consider each commissioner’s proposal.

In the NIC (National Issues Commission)...

Every delegate is a commissioner. As a commissioner, you are responsible for:

- independently researching an issue of national or international importance (with assistance from staff and fellow commissioners) on a specific topic of your personal choice
- writing a one-page proposal which relates to an area of national and/or international importance
- preparing and delivering a two minute speech in favor of their proposal at your commission hearing.

[T&E II](#) is an opportunity to “road-test” your proposal concept and prepare your debate presentation. In order to prepare for Sacramento, Commissioners will have the opportunity to attend various workshops.

Sacramento is a NIC conference, not a legislative session. The NIC uses a format where proposals are presented to commissions in four successive rounds (each of increasing size) at “Proposal Hearings.” Commissions are led by a chair and initially composed of less than 20 delegate/commissioners.

During the Sacramento Conference...

- Every commissioner will have several opportunities to speak.
- Commissioners argue in favor of their own proposal and debate the merits and flaws of other commissioner’s proposals in four hearings of increasing size.
- At the end of each round, commissioners will rank the proposals presented using specific criteria. The proposals that will advance to the next round are determined by each proposal’s composite score from these rankings.
- In General Assembly (“GA” the fourth and final round) the top proposals are presented by their author to the entire NIC body and the proposal is passed or defeated.

Writing & Submitting a Proposal:

Each commissioner is required to write a proposal on a matter of national or international concern. Proposals are no-more than one page and consist of three sections. Proposals are due one week prior to T&E I via our online submission portal at (www.mlc.calymca.org/nic). Specific information and sample proposals can be found in the [Proposal Writing](#) section.

Delegates cannot participate in the NIC program without their own original proposal.

All proposals must follow this format and be **approved by their advisor before submission**. Proposals must deal with laws or issues that are national or international in scope. It is mandatory that each delegate within each delegation write on a different topic. This will mean that a delegation with 5 assigned NIC delegates have 5 different proposal topics. Although, we encourage creativity and originality, delegates from other delegations may duplicate topics.

Board of Education

The Board of Education in the ML/C functions as both the State Board of Education and the State Department of Education and is headed by the Youth State Superintendent of Public Instruction. Each year the Board focuses on a current issue in education in California, analyzing what potential improvements could be made, and why those changes should be effected. Board members are divided into taskforces that work on an aspect of the major topic. These groups research their position on the topic, hear speakers and write a proposal advocating their solution to the problem.

The program culminates in a public hearing with the Department members advocating their proposals before the Board of Education. Within a fixed budget universe, the Board is asked to rank and fund the proposal presented by the Department. The final results are announced at the final Joint Session of the Model Legislature/Court.

Print Media

Being a reporter for the Youth & Government newspaper offers a unique opportunity to see many aspects of the Youth & Government program "up close and personal." Reporters can focus in on the details of a particular assignment and/or observe the larger picture of how everything fits, or doesn't fit, together.

What kind of person makes a good reporter?

- If you're the type of person who can strike out on your own, with little direction but the ability to produce, then you're our kind of person; or,
- If you prefer to be given an assignment and will write a story if others are counting on you; or,
- If you like to sit back and watch what's going on, and can share your observations in writing; or,
- If you like digging for the details to get a good story; or,
- If you like the craziness of a very small pressroom with lots of people trying to get an issue out.

...the Print Media may be a good experience for you! Reporters can go lots of places and see lots of things. There are many opportunities to show-off your writing talent, your flair for creativity, your humor, your serious side, and, for a select few, your typing and photocopying skills. This is your chance to have a very good time doing a wonderful job with a bunch of great people.

Broadcast Media

The Broadcast media program produces and broadcasts our three television programs. Participants can be Reporters, Anchors, Producers, or Technical Crew. We look for people who have a well-rounded background in journalism, English, drama, and speech. Experience in these subjects is a plus, but we also look for enthusiasm, willingness to learn, patience, and people who work well together as a team.

Broadcast Media participants are selected based on interviews at T&E II. In order to have the least amount of disruption, Broadcast Media Program interviews will start promptly at 10:00 a.m. on the first morning of T&E II. Applicants should check their schedule and go directly to the posted interview site.

SPECIAL NOTE TO ADVISORS: It is extremely important that your video applicants have been registered in another program area where they will be happy to serve, should they not make the "Broadcast Media Program." Generally over 100 applicants vie for the 25 spaces. You, therefore, should plan on not having a Broadcast Media delegate and distribute roles accordingly. Should you get a Broadcast Media slot, you may replace the position held by the applicant. (For example if the applicant was first registered as a Senator, then made Broadcast Media, you will be able to replace him/her in the Senate with one of your other delegates). Because of the amount of time required for the

interview/audition/selection process, the Broadcast Media staff will not consider any applicant who has applied for any other leadership position that is selected at T&E II (i.e. Governor's Cabinet, Press Leadership, Supreme Court, Jury Trial, etc.).

EVERY position in Broadcast Media is selected via application; however the producer and chief engineer positions are leadership roles within the program. These are the most selective (and rewarding) roles within the program, but every role requires an application.

Broadcast Media Roles

[Producer Responsibilities \(Leadership Position\)](#)

[Chief Engineer Responsibilities \(Leadership Position\)](#)

Anchor/Host Reporter Responsibilities:

- Writes, edits and reports his/her own stories.
- Must be reliable and on time!
- Must be a team player.
- Must wake up every morning at 7:30 for THE MEETING!

Technical Crew Responsibilities:

- Accompanies reporters for all remote tapings.
- Responsible for working cameras and editing stories.
- Must wake up every morning at 7:30 for THE MEETING!

State Constitutional Convention

The Constitutional Convention is a demanding program where participants write a State Constitution from scratch in only three days. Working within the framework of rights reserved to the states in the U.S. Constitution, our Convention Members will argue over the shape of the California government they wish to create. To do this, Members can expect to spend large amounts of time in one-on-one, small and large group discussions, writing sessions and lively debates. After getting to know each of their fellow program participants, Members will elect a [Presiding Speaker](#). Delegates interested in Constitutional Convention should expect to have many public speaking opportunities, both prepared and impromptu, and to participate in discussions on a wide range of issues. The ideal delegate is a hard worker, a facilitator who brings people together, is likely not shy (or no longer wishes to be) and sees the act of argument as a type of sport. Constitutional Convention takes a lot out of a delegate but provides a framework for a truly memorable opportunity. The Constitutional Convention is only open 12th graders.

Political Parties Program

Political Parties is the newest program area in the Model Legislature & Court. It is designed to give participants an opportunity to run a political campaign for office. In this program, students will form political parties for the purpose of getting candidates for office elected. Each of the four parties will be led by a party chair who will help shape the party's platform, select party leadership, and coordinate the party's efforts to recruit both officer candidates and party members.

Party leadership will attempt to recruit candidates to run as a member of their party. Parties will also recruit delegates to join their party. Parties will receive "Y&G bucks" for each member they recruit and each candidate they get elected to office. Parties may spend these "Y&G bucks" to purchase advertising space from Y&G

Page Program

The Page Program is designed to allow new participants an opportunity to see every facet of the Model Legislature & Court. Pages work closely with the Houses, Governor's office, and Court programs.

Permanent Pages will stay in that position for the whole time in Sacramento. They are either elected or selected.

Elected positions include:

- Governor's Secretary
- Governor's Receptionist
- Management Team

Selected positions include:

- Secretary of State's Office
- State Printer's Office
- Committee Chairs
- Sgt.-At-Arms: Senate and Assembly
- Secretary of the Senate Assistants
- Chief Clerk Assistants

Rotating Pages include:

- Senate and Assembly
 - Page to Elected Officers
 - Floor Page
 - Dispatch and Delivery Page
- Media: Print Media and Video
- Secretary of State's Office
- Court Program (Bailiff, Juror, Witness)
- Page Office
- Pages to Cabinet Members
- Gallery Pages
- Forum Dispatch and Delivery Pages
- Youth & Government Offices

Forum Program

The Forum program is designed to give freshman a unique Youth & Government experience. Forum members form committees based in topics of interest. In these committees, members meet with subject matter experts who help them create legislation.

A member of the Forum Program will:

- Be a part of a group of 15-20 delegates.
- Assume a specific role and perform the duties assigned to that role. Roles include Chairperson, Vice-Chairperson, Clerk, Chaplain, Fiscal Analyst, Court, Press, and Lobbyist.
- Be familiar with the issues pertaining to the topic of your Forum group.
- Interview guest experts and discuss and analyze their testimony.
- Present research from their specific role to the Forum group.
- Work with other Forum group members to create a bill addressing the topic of the group from all information gathered.
- Debate bills in the Forum house using parliamentary procedure.

Forum members choose roles within the forum. They may run for office, lobby bills, be a legislator or court member. These roles are the same as those in the ML/C but within the Forum program.

Role Selection

After T&E I, you will have to work with your delegates to assign roles. ML/C roles are assigned using the Distribution Formula. Most advisors have delegates submit their top three choices and then assign roles based on attendance and participation.

How to determine who gets what role

One of the most important things advisors must do between [Bob I](#) and [Bob II](#) (other than pay bills, turn in paperwork and all the work on their delegation's legislation) is figure out how they are going to decide which delegate gets to go to which program area based on the Distribution Formula handout.

When you take a look at the Distribution Formula handout, make sure you subtract your [Forum kids](#) from your total delegation number (i.e., if you have 25 delegates and 5 are in the Forum, you only count 20).

Now that you have the number of spaces available for the different program areas, you need to decide who is going where. A common place to start is to have the delegates fill out a form where they list the three different program areas they want to participate in. Here are some additional methods for determining role:

- Delegation officer
- Number of years in the program
- Which role would fit the delegate's personality best
- Number of meetings missed/late for
- If they stood out during Bill Hearing Night

This by no means has to just be up to the Lead Advisor. Many Lead Advisors meet with all the advisors to help figure out who is ending up where.

If you have delegates fill out a form where they list their top three choices, make sure you let them know that not everyone will get their first or second choice.

What to do with your former delegates

As you finish the program year, you will undoubtedly have delegates who wish to continue in the ML/C. As Youth & Government does not allow advisors to be under 21 years of age (see [Under 21 Advisor Policy](#) in [Policies](#) section), you can encourage them to apply to the intern or logistics programs.

The Intern program is a leadership development program for college Freshmen, Sophomores and Juniors. Interns must attend all ML/C conferences, as well as their own Leadership Conference. First year Interns help lead the Forum program acting as Forum advisors and getting a small taste of what it's like to be an advisor on the delegation level. Returning interns will be placed in program areas to assist volunteer staff or they will assist in the supervision of Forum interns. This is an opportunity for interns to learn about a new program area and gives them a firsthand experience on what it takes to be a program staff member.

Interns selected to participate for a third year have two options to choose from. The first option is that they may continue with the program at the staff level. Under the guidance of the intern staff, these interns lead their peers and supervise the intern program. They plan events for the Intern Retreat, run meetings at the conferences, evaluate their fellow interns, and continue to develop the program for future years. The second option is for interns to assist delegations as junior advisors. These interns are paired with a local delegation and receive guidance from experienced delegation advisors, as well as intern staff so that they can become qualified advisors to continue the success of the ML/C.

The Logistics crew is the backbone of Y&G conferences. Logistics Staff attend all ML/C conferences, and works to ensure the facilities are ready to handle the nearly 2,500 Youth & Government participants. At the Training & Elections Conferences they set up and take down chairs, distribute toilet paper, handle some crowd control, and help clear the classrooms at the end of the conference. In Sacramento, the Logistics Staff help with check in, handle some crowd control, work the Information Desk, and are on hand to pitch in on any task should the need arise.

Former delegates can also be a huge help in selling your program to parents and potential delegates. It says a lot about your program if former delegates will take time out of their schedules to come back for a night or two. Parents love hearing from people how much Y&G will affect their children in a positive manner and potential delegates are more likely to listen to someone closer to their age than a bunch of old advisors.

ELECTED OFFICERS

One of the important facets of the Youth & Government Program is the opportunity for participants to serve in leadership positions throughout the program. In the Model Legislature & Court there are two types of leadership positions: appointed leadership and elected officers.

There are three types of elections for officers in the ML/C. Offices are divided into three categories. Delegations may not have more than five total nominations (no more than one in Category 1, one in Category 2 and no more than 5 in Category 3).

Elected Officers

Whenever 2,000 bright motivated teens participate in a program, the level of competition for leadership opportunities is intense. It is essential that advisors and delegates read the [Qualifications and Duties of Elected Officers](#) for each office and that Nomination Forms are filled out clearly. To help ensure the candidate has a positive experience, please make sure all forms are submitted prior to the deadline. When submitting officer applications, the electronic system will automatically log the time of submission. Late applications will not be accepted. The Y&G office recommends that the local delegation asks candidates to turn in their forms one week before they are due and that they are checked and signed by the advisor. **All nomination forms require the submission of a candidate photo.** Since these photos are used in program schedules and the Commemorative Book, it is important that the picture meets the following guidelines:

- Head and shoulders formal photo
- Plain white background (no Christmas trees or amusement parks)
- Sharp picture in either color or black and white
- Delegates must be dressed in [Sacramento Attire](#)

POLICY ON PHOTO SUBMISSION: Officer candidate photos must be submitted by the application deadline. Failure to submit an appropriate photo will result in disqualification.

All elected officers and appointed leadership are required to arrive at the ML/C Conference in Sacramento one day early to participate in officer training.

Election Rules

Model Legislature & Court Elections Policy

This document contains the complete set of rules governing the running of candidates for office in the Model Legislature & Court program. This list of rules is intended to be inclusive and will supersede any

previous rules or guidelines written or unwritten. Any areas not covered by this policy will be decided by the President/CEO of California YMCA Youth & Government.

Convention Style Election Rules & Procedure

Voting

1. Each delegation may cast one vote for each delegate in attendance.
2. Delegation will cast its votes on a Delegation Ballot.
3. Ballots will be distributed at the Convention, and delegates should not cast their votes until all speakers have given their final Convention Speech/Debate.
4. Once the Delegation Ballot has been submitted, delegates may not change their vote. The count submitted on the ballot will be the official vote, regardless of the vote count announced by delegation representatives during the convention-style proceedings.

Proceedings

1. Candidates will participate in a debate, moderated by the Secretary of State. Debate format will be at the discretion of the moderator and announced to the candidates prior to the debate.
2. Delegation Ballots will be distributed following the debate.
3. Delegations will complete and submit the official vote count to the Secretary of State.
4. Delegations will appoint a representative(s) to announce their votes to the convention.

Secret Ballot Election Rules & Procedure

1. Each delegate in attendance of the conference may cast one vote for each ballot item that they are eligible to vote on.
2. Each delegate will cast their votes on an individual ballot (not a delegation ballot).
3. Delegates voting privilege may not be assigned to anyone else; each delegate must cast their own vote(s).
4. Votes must be cast during designated polling times. Votes outside designated polling times will not be counted.
5. Distracting behavior (including talking) will not be permitted in a polling area. Voters may be asked to leave if they partake in this behavior.
6. Campaigning for any candidate or ballot measure is prohibited within 100 feet of a polling place.
7. Only votes cast via the official ballot, in accordance with rules outlined on the ballot, will be counted.
8. Final vote counts will be tallied and verified by the Office of Secretary of State.
9. Candidates will be listed on the ballot in a random order

Elections Schedule

Training & Elections I

The following positions are elected by secret ballot at Training & Elections I:

- State Legislative Analyst
- State Superintendent of Public Instruction
- National Issues Commission Presiding Commissioners (vote for four)
- President Pro-Tempore
- Speaker of the Assembly Pro-Tempore
- Forum Chief Clerk of the Assembly*
- Forum Secretary of the Senate*

- Forum Sgt.-At-Arms of Senate and Assembly *
**The Forum runs their own elections.*

The following positions are qualified by a secret ballot primary at Training & Elections I:

- Chief Justice of the Supreme Court is narrowed to two finalists
- Speaker of the Assembly is narrowed to two finalists
- Lieutenant Governor is narrowed to two finalists

The following positions are elected by a convention style election at Training & Elections I:

- Chief Justice (from the finalists)

Training & Elections II

The following positions are elected by secret ballot at Training and Elections II in house:

- Forum Lt. Governor and Speaker of the Assembly
- NIC Administrative Clerk
- NIC Adversary General
- Chief Clerk of the Assembly
- Secretary of the Senate
- Sgt.-At-Arms of the Senate and Assembly
- Attorney General
- Presiding Justice
- District Attorney
- Constitutional Convention Presiding Speaker

The following positions are elected by secret ballot at Training and Elections II:

- Speaker of the Assembly (from the finalists)
- Lieutenant Governor (from the finalists)

The following positions are qualified by a secret ballot primary at Training & Elections II:

- Secretary of State is narrowed to two finalists
- Youth Governor is narrowed to five semi-finalists (one candidate from each political party, and one unaffiliated candidate will advance.)

Sacramento

The following position is elected by secret ballot at Sacramento:

- Secretary of State

The following position is elected by convention style election at Sacramento:

- Youth Governor
 - Final two candidates will qualify by secret ballot at Sacramento
 - Youth Governor is elected Convention Style at the Governor's Banquet

Open Races & Line of Succession

Open Positions

In the event that no candidates qualify to run for an elected position, the Youth Governor shall appoint a delegate to the position.

Line of Succession

In the event that the Youth Governor is unable to fulfill their duties, the following line of succession will determine a replacement until the Youth Governor is able to perform their duties again:

1. Lieutenant Governor
2. President Pro-Tempore
3. Speaker of the Assembly
4. Secretary of State
5. Appointment by Youth & Government Core Staff

In the event that an elected officer other than the Youth Governor is unable to fulfill their duties, the Youth Governor shall appoint a replacement until that the officer is able to perform their duties again.

Rules Governing Statewide Campaigns

Dress Code:

- All candidates must be in Sacramento Attire during all Meet the Candidates sessions. At Camp Roberts, dress shoes may be substituted by appropriate shoes for the environment.
- Candidates must attend all mandatory meetings posted in conference schedules.

Attendance and Speeches:

- Candidate must attend and deliver a speech at all applicable Meet the Candidates sessions.
- Training & Elections conference speeches may be up to two minutes. Sacramento speeches may be up to five minutes.
- Speech topics and language must be appropriate to the candidacy and position.

Finance:

- All campaign-related expenses must be recorded on a Campaign Finance Disclosure Form. Disclosure forms must be submitted to the Office of the Secretary of State by end of dinner on the first day of each conference. If the election proceedings span over multiple conferences, a new form must be submitted at each conference with *all* campaign expenses reported from the entire campaign process.
- Receipts for campaign materials may be required to prove the value of an expense.
- All candidates who run in primary elections (EXCEPT Forum candidates) will be allotted a total of \$400 to spend over the course of the primary and general elections. Candidates will be allotted \$250 in their primary election and continuing candidates will be allotted the remaining \$150. *This category includes candidates for Lt. Governor, Speaker of the Assembly, Youth Governor and Secretary of State.* All other candidates will be allotted a total of \$250 for their election campaigns. *This category includes ALL Forum offices, ALL Judicial offices, Chief Clerk of the Assembly, Secretary of the Senate, ALL NIC offices, Constitutional Convention Presiding Speaker, State Legislative Analyst, State Superintendent of Public Instruction, President Pro-Tem, Speaker Pro-Tem, Sgt.-at-Arms of the Senate/Assembly.*
- Transportation costs (i.e. gas, fares, fees, etc) do not count as a campaign expense.
- An inter-delegation campaign fee will apply for visiting and campaigning to delegations other than the candidates' own. These fees must be reported on the Campaign Finance Disclosure Form and should be deducted from the allowed campaign funds. The fees are as follows:
 - \$5 fee for visiting a delegation of 1-20 delegates
 - \$10 fee for visiting a delegation of 21-50 delegates
 - \$15 fee for visiting a delegation of 51-80 delegates
 - \$20 fee for visiting a delegation of 80+ delegates
- Candidates may receive up to \$50 of donated goods/services beyond their campaign funds limit. Additional donated goods/services must be recorded as an expense.
- The Office of the Secretary of State will review all campaign finance records and may choose to audit a candidate at their discretion for more information.

Promotional Items

- No sticky-backed/adhesive promotional items.
- No confetti, small pieces of paper, balloons or any items that are likely to result in litter.
- No chewing gum.
- No leaflets or flyers.
- Campaign materials may not be affixed to or hung in undesignated locations.
- A sample of each campaign material must be submitted with the Campaign Finance Disclosure Form.

Qualifications

- Candidates must submit a color, print-quality photo of themselves in Sacramento attire with their application.
- Applications must be signed by an advisor from the candidate's delegation.
- Candidate applications must be postmarked or submitted by deadline published on the Model Legislature & Court Calendar.

Candidates must meet all qualifications for office outlined in the [General Qualifications for All Leadership Positions](#)

Delegation Candidate Criteria

- Delegations must run candidates in accordance with the general criteria for candidates as well as any criteria specific to the office which they seek

Enforcement & Changes

- Campaign guidelines will be monitored and enforced by the Office of Secretary of State.
- Change to any elections or campaign rules may be recommended to the Elections Committee.

Elections Committee

The Elections Committee will meet at least once per program year to review the current elections and campaign guidelines. The committee will be chaired by the Secretary of State and will be comprised of the following:

- Four delegates appointed by the Secretary of State
- One Secretary of State Staff member
- At least one Program Committee Member
- Two Advisors (preferably one small and one large delegations)

The Elections Committee may recommend policy changes to the Program Committee.

Candidate Handbook

Running for Office in Y&G

Congratulations on your decision to run for office! The purpose of this pamphlet is to guide you through this tumultuous and rewarding process. This handbook is intended as a guide. For a complete list of election rules please see the Election Rules

Campaigning at Local YMCAs

As a candidate, you will have the opportunity to campaign at conferences and at local YMCAs. Both are important. To campaign at a local YMCA, call the delegation president and make an appointment to attend an upcoming meeting. (Ask your advisor for the statewide list of contact information for delegations to get the phone number, or e-mail Courtney Wilkins at elections@calymca.org) At the meeting, expect the opportunity to give a short speech on a topic of your choice and a brief question and answer session following. It's a good idea to campaign in more formal attire.

Campaigning at Conferences

This is the formal part of your campaign. You must wear business attire during the Meet the Candidates Sessions (MTCs). All candidates will attend a brief meeting after the opening joint session to review the schedule. Before the MTC's, you will have the opportunity to meet people and hand out promotional items as long as they are not leaflets, flyers, stick-on badges, or confetti. During the opening Joint Convention, a slide show will introduce you along with other candidates running for your office. During dinner that same day, all candidates will be required to attend a candidate training session to become familiarized with the election process. Do not campaign near the Election Polling Place. Don't hang signs outside of your barracks.

Meet the Candidate Sessions

The rules for the Meet the Candidate sessions will be closely observed. **All speeches will be up to two minutes and will be timed.** Time starts after a candidate states his/her name and delegation. Please time your speeches before hand to ensure that you are not cut-off. Each speech may be on an issue facing the state of California or related to why you make the best candidate. Some latitude will be granted on speech topics but it is important that your speech maintains the dignity of the office for which you are running. The point of the speech is to display your public speaking skills. **Speeches that are off topic or inappropriate in nature will be cut off.** After the speeches, candidates will address questions from the audience.

Important Rules for Elections

There are some very important rules for the election process in Y&G. It is very important that you understand these rules, because failure to abide by them may result in disqualification. Please see the Election Rules for a complete list of candidate rules

- Your speech may be up to 2 minutes and will be timed. If you are over, you will be cut-off.
- Your speech may be on an important issue to the state of California or related to why you would make a good candidate. Speeches must be respectful in tone. Inappropriate or silly speeches will not be tolerated.
- Monetary Guidelines. Candidates will not spend more than \$200 on a campaign, unless they are running for Governor who may spend up to \$400. Any transportation costs incurred while

campaigning at local delegations does not count as an expense. Donated items count towards spending limits.

- All candidates will keep track of their campaign financing & turn in their campaign financial disclosure statements at the candidates' meeting immediately following the opening joint session. The statement forms were included with this mailing.
- All candidates must be in Sacramento Attire during all Meet the Candidates sessions. At Camp Roberts, dress shoes may be substituted for appropriate shoes for the environment. Failure to follow this rule will result in disqualification.

Promotional Items at the Conferences

- No sticky backed or adhesive promotion badges
- No confetti, small pieces of paper, or balloons
- Candidates may hand out candy, pins, pencils, etc., but they cannot distribute anything that will add to the "litter" problem. NO GUM!

You will be required to supply a sample of each of your promotional campaign giveaways at the candidates meeting after the opening session.

You are required to attend a candidate's meeting immediately following the opening joint session & an additional candidate check in meeting during dinner on the first conference day. Please check the conference handbook for the exact times and locations.

5 Things you should know

1. **Dress Accordingly** – *Dress up. You must be in Sacramento business attire during all Meet the Candidate Sessions. You stand out and people can easily recognize candidates in Sacramento dress code, it also helps delegates to understand what the dress code is.*
2. **Candidate Training** – Be sure not to miss it immediately following the opening joint session at T&E. Location will be in the conference handbook.
3. **Speeches** – Have one. Time it. Make sure it's on topic. Memorize it if you can. (This makes you look good). Practice.
4. **Meet the Candidate Sessions** – These sessions are where you get to give your speech. You'll also be able to answer some serious and some not so serious questions from the audience.
5. **Have fun** – This is a once-in-a-lifetime thrill ride. Enjoy it.

A Word on Philosophy

Running for office in the California Youth & Government program is a big deal. As a candidate, you gain statewide exposure in the program. People know your name. People recognize your face. Even before you are elected (or even if you aren't – gasp), delegates look to you as an example of how to conduct themselves at conferences. It is incumbent upon you to approach this responsibility with pride, humility, and a keen awareness of the power that you hold to influence others.

Through the years, many winning and losing candidates from the California Youth & Government Program have gone on to top leadership positions in business and government. Much of the valuable experience that they gained was gained in the *process* of running for office, win or lose. Congratulations again on your decision to take part in this prestigious and rewarding process. Good luck!

Model Legislature/Court Officer Categories

Delegations may have no more than five total nominations throughout all categories. Be sure to review carefully the information in your Advisor Handbook on qualifications for these offices. Any applicant not meeting the listed qualifications will be disqualified.

Category 1: Statewide Leadership

- [Youth Governor](#)
- [Secretary of State](#)

Primary at T&E II, Elected at ML/C
Primary at T&E II, Elected at ML/C

Category 2: Program Leadership

- [Lt. Governor](#)
- [Speaker of the Assembly](#)
- [Chief Justice](#)
- [NIC Presiding Commissioner](#)

Primary at T&E I, Elected at T&E II
Primary at T&E I, Elected at T&E II
Elected at T&E I
Elected at T&E I

Category 3: Program Area Leadership

- [Attorney General](#)
- [District Attorney](#)
- [Forum Sgt-At-Arms \(Senate/Assembly\)](#)
- [Forum Secretary/Chief Clerk](#)
- [Forum Speaker of the Assembly](#)
- [Forum Lt. Governor](#)
- [NIC Administrative Clerk](#)
- [NIC Adversary General](#)
- [Presiding Justice](#)
- [Secretary of the Senate/Chief Clerk of the Assembly](#)
- [Sgt-At-Arms \(Senate/Assembly\)](#)
- [Speaker/President Pro-Tem](#)
- [State Legislative Analyst](#)
- [State Superintendent of Public Instruction](#)

Elected at T&E II
Elected at T&E II
Elected at T&E I
Elected at T&E I
Primary at T&E I, Elected at T&E II
Primary at T&E I, Elected at T&E II
Elected at T&E II
Elected at T&E II
Elected at T&E II
Elected at T&E II
Elected at T&E I
Elected at T&E I
Elected at T&E I
Elected at T&E I

Qualifications and Duties of Officers and Appointed Positions

Elected Officers

General Qualifications for All Leadership Positions

- A member in good standing of a YMCA Association or non-YMCA delegation
 - Nomination approved by the Lead Delegation Advisor
 - Willingness to receive special training
 - In [Sacramento dress code](#) while engaged in campaign or officer functions (e.g. Meet the Candidates Sessions, during interviews, and while presiding) [candidates for elected office and elected officers only].
 - Meets the special qualifications as listed below
-

Special Qualifications for Each Office

Category 1: Statewide Leadership

Youth Governor

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership Positions.
- Has taken part in the previous YMCA Model Legislature/Court.
- Is a Junior in high school (grade 11) at the time of nomination.
- Recognized leadership in school, community, or YMCA activities.
- Ability to speak in public clearly and to the point.
- Knowledge of current problems facing the State of California.

Duties

- Is the official youth representative of the Model Legislature & Court program.
- Represents California YMCA at official functions.
- Addresses entire Model Legislature & Court.
- Appoints cabinet members who he/she feels will improve the performance of the program.
- Reviews legislation passed by the Model Legislature and either signs or vetoes it (Governor does not sign or veto Constitutional Amendments, Joint Resolutions, or Concurrent Resolutions).
- Serves as Youth Division Manager of the [Annual Current Support Campaign](#).
- Attends the National Youth Governor's Conference and leads the California delegation to the YMCA Youth Conference on National Affairs.
- Serves as a member of the [Governing Board](#) and Program Committee.
- Appoints youth members to the Governing Board.
- Must attend all conferences ([T&E I](#), [T&E II](#), [ML/C](#), [Spring Conference](#), [Model United Nations Summit](#), Youth Governor's Conference, [CONA](#)) and attend various fundraisers and other functions as needed.

Secretary of State

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Has taken part in the previous YMCA [Model Legislature/Court](#) or Spring Conference
- Is a Junior in high school (grade 11) at the time of nomination.
- Recognized leadership in school, community, or YMCA activities
- Ability to organize and keep all the records of the Model Legislature for the printed report

Duties

- Places the bills passed out of Committees on to the Legislative Calendar.
- Keeps a record of official acts of all Houses.
- Receives [Bills](#), [Resolutions](#), and [Constitutional Amendments](#) passed by the Legislature and makes an official file on same.
- Keeps record of bills signed and vetoed by the Governor.
- Gathers official items and letters, which are designated as the final report and see that they are returned to the proper official of the Youth & Government Program.
- Tallies the results of the [Lobbyist](#) Initiatives Program and announce them at the closing session.
- Supervise the counting of ballots at all elections.
- Oversee the Elections Committee
- Must attend all conferences (T&E I, T&E II and ML/C)

Category 2: Program Leadership

Lieutenant Governor / Speaker of the Assembly

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- At least a Junior in high school
- Has taken part in the previous YMCA [Model Legislature/Court](#) in the [Legislature](#).
- Recognized leadership in school, community or YMCA activities.
- Ability to speak in public clearly and to the point
- Knowledge of [parliamentary procedure](#) and the legislative process.

Duties

- Performs the duties of the [Governor](#) in the Governor's absence (Lt. Gov.).
- As President of the [Senate](#), presides at its sessions (Lt. Gov.).
- Presides over legislative sessions of the [Assembly](#) (Speaker).
- Presides over Joint Session in Sacramento (both).
- Studies and becomes well-informed in parliamentary procedures, the Legislative process, and the [Standing Joint Rules](#) (both).
- May be called upon to speak and/or introduce guest speakers at Joint Session.
- May be called upon to represent Youth & Government and speak to other groups as they are able.

Chief Justice of the Supreme Court

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership Positions.
- Has taken part in the previous YMCA Model Legislature/Court in the [Court program](#).
- At least a Junior in high school
- Recognized leadership in school, community, or YMCA activities.
- Ability to speak in public clearly and to the point.

Duties

- Introduces the Court at opening session of Model Legislature/Court conference.
- Administers Oath of Office to Youth Officers.
- Interviews and selects [Supreme Court](#) program participants.
- Presides over the Supreme Court and at all ceremonial sessions of the Court Program.
- Presents the Supreme Court and presides at the reading of the opinions of the Court.
- May be called upon to speak and/or introduce guest speakers at Joint Session

National Issues Commissions (NIC) Presiding Commissioner

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- At least a Junior in high school
- Has taken part in the previous YMCA Model Legislature/Court in the NIC program
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point
- Must have previously taken part in the [NIC](#) program

Duties

- Presides over sessions of the [NIC General Assembly](#).
- Studies and become well-informed in [NIC procedures](#).

Category 3: Program Area Leadership

Attorney General / Presiding Justice of Judicial Review

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Has taken part in the [Court Program](#) (this can include [Forum](#) Court) at a previous YMCA Model Legislature/Court
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point

Duties

- Assists the [Governor](#) and the [Legislature](#) as Chief Attorney for the State (A.G.).
- Appears as Chief Attorney for the State in cases before the [Supreme Court](#) (A.G.).
- May appear as an amicus at the Court of Appeals (A.G.).
- Assists with selection of Supreme Court program participants. (A.G.)
- Directs a staff of Deputy Attorneys General (A.G.).
- Presides over [Judicial Review](#) program (P.J.).
- Assists with selection of Judicial Review program participants (P.J.)

Chief Clerk of the Assembly / Secretary of the Senate / NIC Administrative Clerk

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to keep accurate minutes and to read them clearly and rapidly
- Ability to organize clerical work

Duties

- Read the title, number, and committee of bills/proposals to the Model Legislature/NIC General Assembly.
- Receive bills/proposals and, with the assistance of the [Secretary of State](#), place them on the calendar according to the Rules of the Senate, Assembly, or NIC.
- Read entire bills to the legislators when requested to do so by the presiding officer.
- Count the votes on all balloting, other than voice vote, and report the results to the presiding officer.
- Promptly send all bills passed by the legislators to the other [House](#), the Secretary of State, or to the Governor, with a report of the vote by which the bill was passed or defeated.
- Care for any property of the State Legislature loaned to the Model Legislature for use during the ML/C, and arrange for its return.
- Write letters of thanks to officials who assisted in the conduct of the Model Legislature.
- Announce the arrival of special guests of honor to whom this honor is due.
- Direct the activities of the [Pages](#) assigned to this office.

District Attorney

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership Positions.
- Has taken part in the [Court Program](#) (including [Forum](#) Court) at a previous YMCA Model Legislature/Court.
- Recognized leadership in school, community, or YMCA activities.
- Ability to speak in public clearly and to the point

Duties

- Assume a leadership role in the Jury Trial Program.
- Organizes oral arguments.
- Presents the State's case in [Jury Trial](#).

Forum Lt. Governor / Speaker of the Assembly

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Is a member in good standing of the [Forum Program](#).
- Recognized leadership in school, community, or YMCA activities.

Duties

- As President of the Forum Senate, presides at its sessions (Forum Lt. Gov.).
- Presides over legislative sessions of the Forum Assembly (Forum Speaker).
- Studies and becomes well-informed in parliamentary procedures, the Legislative process, and the [Standing Joint Rules](#) (both).

Forum Secretary / Chief Clerk

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Is a member in good standing of the [Forum Program](#).
- Recognized leadership in school, community, or YMCA activities.

Duties

- Reads the title, number, and committee of bills/proposals to the Forum Legislature.
- Receives bills and places them on the calendar according to the rules of the Senate/Assembly.
- Reads entire bills to the legislators when requested to do so by the presiding officer.
- Counts the votes, and report the results to the presiding officer.
- Announces the arrival of special guests of honor to whom this honor is due.

Forum Sgt-At-Arms (Senate/Assembly)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Is a member in good standing of the [Forum Program](#).
- Recognized leadership in school, community, or YMCA activities.

Duties

- Attend all legislative sessions.
- Preserve order and decorum as directed by the presiding officer.
- See that only those allowed by the rules of the House are admitted to the floor during House sessions.

NIC Adversary General

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Has taken part in the previous YMCA Model Legislature/Court
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point

Duties

- Researches General Assembly proposals with staff of 4 District Adversaries.
- With the aid of District Adversaries, develop “con” speeches for every proposal in GA
- Studies and become well-informed in [NIC procedures](#).

President Pro-Tem of the Senate/Speaker Pro-Tem of the Assembly

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Has taken part in the previous YMCA Model Legislature/Court
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point
- Knowledge of [parliamentary procedure](#) and the legislative process.

Duties

- Presides over legislative sessions of the [Assembly or Senate](#).
- Studies and becomes well-informed in parliamentary procedures, the Legislative process, and the [Standing Joint Rules](#).
- May be called upon to represent Youth & Government and speak to other groups as they are able.

Sergeant-At-Arms of the Assembly / Senate

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to exercise good judgment in enforcing Rules of Decorum
- Ability to organize and direct [Pages](#) assigned to this office

Duties

- Attends all legislative sessions.
- Preserves order and decorum as directed by the presiding officer.
- Sees that only those allowed by the Rules of the House are admitted to the floor during [House](#) sessions.
- Directs the activities of the Pages assigned to assist in carrying out the above duties.
- Safeguard the property of the State of California by diligently supervising the conduct of members in chambers in regards to the care of furniture, fixtures, and equipment.

State Constitutional Convention Presiding Speaker

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point
- Must be a Senior in high school
- Demonstrated knowledge of [parliamentary procedures](#) and the legislative process

Duties

- Preside over sessions of the [Constitutional Convention](#).
- Study and become well-informed in parliamentary procedures

State Legislative Analyst

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Has some knowledge of accounting, budgeting controls, and State government

Duties

- Analyze pending legislation for fiscal impact upon Model State Budget.
- Determines prospective cost of implementing new legislative proposals where applicable.
- Testifies in [Committee](#) and in the [Legislature](#) regarding cost and revenue on bills.
- Recommends annual budget to Governor's office.
- Directs staff to affect these duties.

State Superintendent of Public Instruction

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point

Duties

- Serves as presiding officer of the [State Board of Education](#).
- Offers advice and counsel to Board of Education Task Forces.
- Leads training sessions at T&E II, in consultation with Program Staff.
- May be called upon to introduce guest speakers at Opening Joint Session of the ML/C.
- Presents a verbal summary of the Board of Education's work at the Closing Joint Session.
- If desired, may address legislative [committees](#), [NIC commissions](#) and [legislative houses](#) regarding educational issues in general and/or speak for or against pending legislation/proposals.

APPOINTED LEADERSHIP

Leadership roles for our first conference of the program year, [T&E I](#), are selected by staff based on information from the T&E I Conference Leadership Application Forms. Assembly Speakers, Speaker Pro-Tems and Committee Chairs are picked based on their prior Youth & Government experience and their school and civic background. Delegations may send in as many applications as they want for these positions, but are encouraged to select only those youth who exhibit above-average leadership skills. Selected delegates serve in their roles for T&E I only. T&E I Leadership applicants may also run for elected offices.

At [T&E II](#), staff in the different program areas interview and select leadership for their respective programs. These include:

Committee/Commission Chairs

As these are some of the most important positions in the program, many delegates want to apply for Chair positions. Delegates can apply to be chairs in either the Legislature or NIC. Each delegation is allowed to submit four nominations. The staff selects Legislative Chairs for T&E I based on applications. Legislative and NIC Chairs for T&E II and the [ML/C](#) are selected by application and interview. Chairs are taught to lead delegates through the committee/commission process using parliamentary procedure. Because of the extensive interview/training process, delegates who apply for Chair should not apply for any other leadership position.

Judicial Program

The Judicial Program offers numerous leadership slots based upon applications and interviews. The positions include:

[Supreme Court Justice](#)
[Supreme Court Attorney](#)

[Judicial Review](#)
[Jury Trial Attorney](#)

Print Media

Several different editor assignments are chosen by the staff of the Print Media program. These include:

Executive Staff (chosen at T&E I):

Editor-In-Chief, Daily Voice Editor-In-Chief, Sunday Magazine(2) Editor-In-Chief, Daily Voice Online
State Historian Art Director

Editorial Staff (chosen at T&E II):

Business Manager Production Manager News Editor
Entertainment Editor Opinions Editor Features Editor

Staff is chosen by application and interview. The interviews and selection for all executive leadership and publication editors will be held at Training & Elections I. Because of the extensive interview/training process, delegates who apply for Press Leadership may not apply for any other leadership position. Print Media Leadership is expected to arrive at the Sacramento ML/C Conference one day early to begin preparations.

Broadcast Media

All positions in the Broadcast Media program are selected via application, interview, and on-camera audition by the Broadcast Media staff. Technical, production, and on-air positions are always extremely popular and vigorously contested. Delegations may not assign anyone to this program. Delegates must be assigned elsewhere and will be transferred to Broadcast Media should they be successful in the interview process. Because of the extensive interview/selection process, delegates who apply for Broadcast Media leadership positions may not apply for any other leadership position.

Delegates are encouraged to fill out their applications clearly, and accurately. Advisors will be asked to sign each form verifying that the information is correct and that no frivolous information is included.

Chaplains

[Chaplains](#) are selected at T&E I. Their job is to set the tone the tone for all conference functions by providing inspirational readings and speeches. Chaplain applicants must possess the maturity to compose and offer inspirational speeches in public for both youth and adults.

Appointed Leadership Breakdown

<i>Appointed at</i>	<i>Program Area</i>	<i>Position</i>	<i>Limit to applications</i>
Prior to T&E I	Cabinet	Chief of Staff	None
Prior to T&E I	Political Parties	Political Party Chair	None
T&E I	Chaplain	Chaplain	5/delegation
T&E I	Legislative Houses	Committee Chair	5/delegation
T&E I	Print Media	Art Director	None
T&E I	Print Media	Editor-in-Chief, Daily Voice	None
T&E I	Print Media	Editor-in-Chief, Daily Voice Online	None
T&E I	Print Media	Editor-in-Chief, Sunday Magazine	None
T&E I	Print Media	State Historian	None
T&E II	Board of Education	Deputy Superintendent of Public Instruction	None
T&E II	Broadcast Media	Chief Engineer	None
T&E II	Broadcast Media	Producer	None
T&E II	Broadcast Media	Reporter	None
T&E II	Broadcast Media	Technical Crew	None
T&E II	Cabinet	Governor's Cabinet	None
T&E II	Judicial Review	Judicial Review Attorney	None
T&E II	Judicial Review	Judicial Review Justice	None
T&E II	Jury Trial	Jury Trial Attorney	None
T&E II	Lobbyist	Governor's Lobbyist	None
T&E II	NIC	Commission Chair	5/delegation
T&E II	Page	Chief Page	None
T&E II	Print Media	Business Manager	None
T&E II	Print Media	Entertainment Editor	None
T&E II	Print Media	Features Editor	None
T&E II	Print Media	News Editor	None
T&E II	Print Media	Photographer	None
T&E II	Print Media	Production Manager	None
T&E II	State Constitutional Convention	Pro-Tem of the State Constitutional Convention	None
T&E II	Supreme Court	Supreme Court Attorney	None
T&E II	Supreme Court	Supreme Court Justice	None
ML/C	NIC	NIC Adversary Corps	None

General Qualifications for All Leadership Positions

- A member in good standing of a YMCA Association or non-YMCA delegation
 - Application approved by the Lead Delegation Advisor
 - Willingness to receive special training
 - Meets the special qualifications as listed below
-

Special Qualifications for Each Position

Broadcast Media Producer

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Ability to work well and supervise others.

Duties

- Supervise reporters and tech crew
- Work with tech crew to ensure each reporter has equipment and technicians for the day.
- Oversee quality, consistency, and scope of all Broadcast Media productions.
- Coordinate coverage and press conference with Print Media program.
- Run daily 7:30 A.M. meeting

Broadcast Media Chief Engineer

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Ability to work well and supervise others.
- Proficient in digital video and non-linear editing.

Duties

- Works closely with Producer to manage equipment and tech crew.
- Trains and mentors technicians
- Run daily 7:30 A.M. meeting

Chaplain-At-Large (4 Selected)

(selected by committee of Chaplain Staff Advisor, Youth Governor, and one or more delegates)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Ability to compose and offer inspirational messages in public.

Duties

- Serves on the Friendship Services Planning Committee.
- Prepares special invocations for the various occasions at the Model Legislature.
- Prepares invocations and benedictions in the form of prayers for all Joint Sessions of the Model Legislature as assigned, utilizing inclusive phrases.

NOTE: The Role of the Chaplain: The YMCA movement is based on the principle that equal development of one's mind, body and spirit is essential to fulfill one's fullest potential. The Chaplain's

responsibility is to ensure that the spiritual side is relevant, evident, and prominent to every participant in the program.

Chief Page

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.

Duties

- Plan and organize the task of the [Page](#) program
- Work well in small groups
- Manage Pages

Governor's Cabinet

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Has taken part in the previous YMCA Model Legislature/Court.
- Willingness to receive special training and travel to the [Model Legislature/Court](#) a day early to receive additional instructions.

Duties

- Assist the [Youth Governor](#) with passing his/her legislative agenda
- Represent their assigned role within the cabinet.

Governor's Lobbyist

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Has taken part in the previous YMCA Model Legislature/Court as a Lobbyist.
- A good speaker with a working knowledge of parliamentary procedure.
- Is a Senior in high school.

Duties

- Work to pass the [Youth Governor's](#) priority legislation.
- Write and promote one or more ballot initiatives at the direction of the Youth Governor.

Judicial Review Attorney/Justice

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Willingness to receive special training and travel to the ML/C a day early to receive additional training.
- Ability to work effectively in a group setting.

Duties

- Act as either an attorney or justice
- Conducts legal research
- Studies and acquires a complete knowledge of the materials acquired

- Either presides over oral argument or presents their arguments before the [Judicial Review](#) Court

Jury Trial

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Willingness to receive special training and travel to the ML/C a day early to receive additional training.
- Ability to work effectively in a group setting.

Duties

- Act as an attorney
- Conducts legal research
- Studies and acquires a complete knowledge of the materials acquired
- Presents their oral arguments before the [Jury Trial](#)

Legislative Committee Chairpersons & National Issues Commissions Chairpersons

(selected by Legislative Committees Staff or National Issues Commission Staff)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Willingness to receive special training and travel to the [Model Legislature/Court](#) a day early to receive additional instructions
- Has taken part in the previous YMCA Model Legislature/Court or Spring Conference.
- A good speaker with a working knowledge of parliamentary procedure.
- Ability to work effectively with adult advisors and fellow legislators.

Duties

- Presides at all [Legislative Committee/NIC Commission](#) meetings.
- Studies and acquires a complete knowledge of parliamentary procedure, and conducts [Committee/Commission](#) sessions in such a way that there is a free exchange of opinions, information, questions, and answers.
- Prioritize the bills/proposals assigned to his/her Committee/Commission and submits docket to Y&G office in a timely manner.
- Assists the clerk in whatever ways are necessary to prepare the records and reports for the Committee/Commission which must be delivered to the [Secretary of State](#) at the end of Committee/NIC Commission sessions.
- Facilitates the participation of all Committee/Commission members in the proceedings.

NOTE: Legislative Committee Chairpersons are either [Senators or Assemblypersons](#), as assigned by their local YMCA. Committee Chairpersons cannot serve as Bill Sponsors. NIC Commission Chairs are [NIC Commissioners](#) and are required to submit a proposal and will sponsor in the same manner as any other Commissioner.

NIC Adversary Corps

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- A good speaker with a working knowledge of [NIC procedure](#).
- Able to construct oral arguments.

Duties

- Research a General Assembly proposal and meticulously prepare a “con” statement to be delivered during its consideration.

Political Party Chairperson

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Has taken part in the previous YMCA Model Legislature/Court.
- Willingness to receive special training and travel to the [Model Legislature/Court](#) a day early to receive additional instructions.

Duties

- Work with staff to develop one of four [political party](#)'s platforms.
- Organize/manage the party's platform.
- Organize/manage the party's various campaigns.

Print Media Publisher

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- At least one year prior ML/C [Print Media](#) experience.
- Ability to work well and supervise others.
- Good computer skills - word processing and InDesign.
- Some experience in photography and the use of a digital camera.
- Some experience with website design.

Duties

- Supervise the executive leadership of the Print Media program
- Facilitate all staff and editor meetings.
- Oversee quality, consistency, and scope of all Print Media publications.
- Coordinate coverage and press conference with [Broadcast Media](#) program.

Print Media Executive Leadership (Chosen at T&E I)

(Editor-in-Chief of Daily Voice, Editor-in-Chief of the Sunday Magazine (2), Editor-in-Chief of Daily Voice Online, State Historian, Art Director)

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- At least one year prior ML/C [Print Media](#) experience (including Forum Press leadership roles).
- Ability to work well and supervise others.
- Good computer skills - word processing and InDesign.

- Some experience in photography and the use of a digital camera.
- Some experience with website design.

Duties

- Please see Print Media information form and Leadership Application for specifics. Duties vary by title, but involve overseeing the day to day operations of the Print Media and facilitating staff writers.

**Print Media Editorial Staff (Chosen at T&E II)
(Business Manager, Production Manager, News Editor, Entertainment Editor, Opinions Editor, Features Editor)**

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Ability to work well and supervise others.
- Good computer skills - word processing and InDesign.
- Some experience in photography and the use of a digital camera.
- Some experience with website design.

Duties

- Supervise staff writers.
- Develop story assignments for each publication.
- Create and proof page layouts.

Pro-Tem of the State Constitutional Convention

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point
- Must be a Senior in high school
- Demonstrated knowledge of [parliamentary procedures](#) and the legislative process

Duties

- Preside over sessions of the [Constitutional Convention](#).
- Study and become well-informed in parliamentary procedures

Deputy State Superintendent of Public Instruction

Qualifications

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities
- Ability to speak in public clearly and to the point

Duties

- Serves as presiding officer of the [State Board of Education](#).
- Offers advice and counsel to Board of Education Task Forces.
- Leads training sessions at T&E II, in consultation with Program Staff.
- May be called upon to introduce guest speakers at Opening Joint Session of the ML/C.
- Presents a verbal summary of the Board of Education's work at the Closing Joint Session.
- If desired, may address legislative [committees](#), [NIC commissions](#) and [legislative houses](#) regarding educational issues in general and/or speak for or against pending legislation/proposals.

Supreme Court Attorney/Justice

Qualifications:

- Has read and meets [General Qualifications](#) for all Leadership positions.
- Recognized leadership in school, community, or YMCA activities.
- Willingness to receive special training and travel to the ML/C a day early to receive additional training.
- Ability to work effectively in a group setting.

Duties

- Act as either an attorney or justice
- Conducts legal research
- Studies and acquires a complete knowledge of the materials acquired
- Either presides over oral argument or presents their arguments before the [Supreme Court](#)

Awards and Recognitions

Awards are a great way to recognize groups or individuals that have achieved excellence. You can nominate delegates, advisors, or an entire delegation for recognition

Premier Delegations

Premier Delegations exemplify the very best traditions of the California YMCA Youth & Government program and the four core values of the YMCA.

Recognition as a Premier Delegation means that a delegation has met established criteria in the areas of Leadership, Unity, Spirit, Behavior, Participation, Volunteerism and Administration.

Premier Delegations are recognized in the annual commemorative book and with a certificate for your delegation. In addition, a copy of the recognition is sent to your YMCA CEO, Board Chair or other designee of your choosing. There are other benefits associated with being a Premier Delegation, but many of these benefits are not always available at every conference. Examples of benefits which MAY be available are: Close barracks at Bob I and Bob II, Preferred seating during joint sessions, Choice of hotel in Sacramento, Recognition on banners and name badges, Preferred seating at Governor's Banquet.

All Premier Delegations are expected to meet the following criteria:

Leadership:

- Being a positive example for others to follow.
- Set an example in extending a hand of friendship and support to other delegations.

Unity and Spirit:

- Showing unity within your delegation.
- Showing spirit with other delegations.
- Using group-building activities within your delegation.
- Delegations are also expected to show pride for their candidates while supporting candidates from other delegations.

Behavior:

- Positive manner in the way delegations conduct themselves while at conferences.
- Showing respect for others.
- Willingness to accept direction from any staff member or advisor.
- Full compliance with Code of Conduct.

Participation:

- Participating in the program with a positive attitude.
- Advisors and delegates showing up on time for all sessions and duties.
- Advisors supervising their delegation and maintaining correct ratios.
- Delegates attending assigned meetings and participating fully in the assignments and exercises.
- High delegation turnout in elections.

Volunteerism:

- Helping out during conferences and also in your local communities.

Administration:

- Submission of all forms on time.

Here are some examples of infractions which may negatively affect a delegation's chance at being named Premier Delegation:

- Delegate or advisor sent home for violating Code of Conduct.
- Failure to obey reasonable instructions by staff or advisors.
- Late or incomplete paperwork or payments.
- Delegate or advisor missing session, meeting or advisor duty.
- Disrespect shown to any person.
- Usage of electronic devices during session.
- Failure to be in dress code.
- Cutting in meal lines.
- Messy hotel rooms.
- Low voter turnout.

Every delegation begins the program year with a clean slate. Throughout the program year, the premier delegation coordinator will collect details from multiple sources relating to good and bad aspects of delegations. At anytime, delegation lead advisors may contact the premier delegation coordinator in person or via e-mail at premier@calymca.org and request details about what has been placed into the delegation's file.

There is no minimum or maximum number of delegations which may appear on the final Premier Delegation list each year. The Premier Delegation Committee considers many aspects of the delegation before making a determination. Areas considered are:

- What is the size of the delegation?
- Is the delegation new?
- Is the delegation under new advisor leadership?
- In which ways have the delegation excelled during the year?
- In which ways have the delegation had problems?
- Is the delegation involved in its local community?
- Does the delegation help out at conferences?
- Does the delegation have anyone involved in the annual campaign?
- Is the delegation showing progress in becoming an exemplary delegation?

It's important to note that no one infraction is enough to remove a delegation from Premier status. The committee strongly considers progress the delegation makes in addition to how it handles its challenges.

Premier Delegations are determined by a committee consisting of the premier delegation coordinator and at least one advisor, one conference dean, one core staff member, one volunteer staff member and one delegate. Premier Delegations being considered for Premier status are announced at the closing joint session in Sacramento. It is important to note that ANY infraction after the reading of Premier Delegation names is enough to remove the delegation from the list.

Individual Awards

The Charles Van Winkle "Outstanding Delegate" Award

This award is named for "Van", who was the first Youth & Government statewide director. In recognition of his dedication and service to youth, this award was created and named for him by the Alumni Association in 1982. This award seeks to recognize those delegates who distinguish themselves amongst their Youth & Government peers for their leadership in the Model Legislature & Court, personal character and service to others.

The Michael White Spirit of Youth & Government Award

This award is named after the late Michael J. White, who was the program director for California Youth & Government from 1998 to 2001. A true servant leader, Michael used his character, leadership, and good humor to inspire others. Created by the Program Committee in 2001, this award is in place to recognize participants from any area of the program (delegates, advisors, volunteer staff) who personify Michael's enthusiastic spirit, his love for others, servant leadership, and passion for Youth & Government.

The Outstanding Advisor Award

Delegation Advisors are the backbone of Youth & Government and their job description runs the gamut from mentor, to role model, to administrator. This award is presented to the advisor whose efforts have created the most significant impact on the experience of their delegates.

The Irvin C. Chapman Outstanding Service To Youth Award

This award is presented to a non-delegate member of the Youth & Government Program who has demonstrated a longstanding dedication to the service of youth. This award is not a longevity award but seeks to recognize those individuals whose body of youth service work, both in Youth & Government as well as in other areas, demands special recognition.

The Outstanding Program Innovation or Development Award

This award is occasionally presented to those who, within a particular program area, have made a substantial contribution to its innovation or development. Such contribution should have had a lasting and influential effect on Y&G. Therefore, the individual's contributions must have begun or been made at least 3 years prior to the award being presented. This award is selected by the ML/C staff.

Selection of recipients will be made by committees consisting of selected advisors, staff, Alumni Association members and/or former award recipients within each category.

PROGRAM POLICIES

This section of the manual covers the key Youth & Government program policies. The policies shown should be accurate and up-to-date, as of the time this manual was produced. However, policies may have been amended, or more recent policies may have been implemented since the production and/or distribution of this manual. The [President/CEO of Youth & Government](#) has the authority to interpret policies and settle policy disputes.

California YMCA Youth & Government
CODE OF CONDUCT

“The purpose of California YMCA Youth & Government is to develop within our youth a dedication to the values of democracy and an awareness of the need for their participation and leadership in the democratic process.”

BASIC PHILOSOPHY OF RESPONSIBLE CONDUCT

Essential to the California YMCA Youth & Government (Y&G) is the concern of each participant for the rights of every individual. Being responsible for one's own behavior at all times is a necessary part of self-government. It is critical that all delegates, advisors, and staff act responsibly to ensure that their own conduct and attitude is beneficial not only to themselves and their fellow delegates, but also to ensure the continuation of Y&G's programs.

The Code of Conduct shall be observed by both youth and adults. There will be no double standard. By choosing to participate in the programs of Y&G, each individual agrees that they have read, understand, and will follow the Code of Conduct while attending any part of the program. Each participant is accountable for preserving the reputation and high standard of his/her YMCA delegation and Y&G.

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 own choice, be considered a participant in the violation. In this program, there are no "innocent bystanders".

I. GENERAL RULES

Infractions of General Rules A-G **shall** result in expulsion from Y&G functions and conferences. In order to ensure the safety of all participants Y&G reserves the right to conduct searches of baggage, rooms and persons to include the use of breathalyzers in accordance with its policies. In addition, local law enforcement agencies may be contacted and the delegate/advisor/staff member turned over to them as appropriate:

- A. All public and private facilities placed at the disposal of Y&G to conduct its programs are to be given the greatest care and attention by everyone. It is a PRIVILEGE to use them; treat them with respect. Any act of vandalism, destruction of property, or misuse of a facility may be a crime and will be treated as such.
- B. Possession and/or consumption of alcoholic beverages or illegal drugs are strictly prohibited.
- C. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden.
- D. Any violation of State or Federal laws will be treated as such and the proper authorities may be notified.
- E. Activities which endanger the health and safety of the individual or others are prohibited.
- F. Inappropriate or uninvited physical contact between any Y&G participants, staff member, or guests is not allowed. Intimate sexual behavior is inappropriate and not allowed.
- G. Smoking and/or the use of any tobacco products is not permitted.

Infractions of General Rules H-O **may** result in expulsion from Y&G functions and conferences:

- H. Laws of the state, county, and city governments are to be observed.
- I. Badges shall only be worn by the individual whose name is on that badge. **BADGE SWITCHING OR SHARING IS STRICTLY PROHIBITED.** Participants will wear their assigned badges at all times when they are not in their sleeping rooms, and badges are to be worn above the waist and must be visible. Badges are not to be defaced, decorated, or altered in any way. Only advisors may request replacement badges. There may be a charge for replacement badges.
- J. Specific rules as set by the individual facilities (i.e., YMCA, State Capitol, Hotels, California National Guard facilities, etc.) are to be observed.
- K. Participants must be present and punctual at all meetings where their involvement is required.
- L. Participants shall observe all curfews and be in their assigned sleeping rooms at the established curfew times.
- M. No delegate shall be in the barrack of the opposite sex at the Training & Elections Conferences. In Sacramento, no delegate shall be present in the hotel room with a member of the opposite sex at any time, unless an advisor is present in the room, or there are five or more delegates present in the room, two of which are the same sex (3-2 rule).

N. Y&G does not permit delegates to drive vehicles to or from any of its related conferences. Any delegation seeking an exception must clear it in advance with their local YMCA Executive Director or, in school based delegations, School Principal, and must provide proof in writing to the Y&G office prior to the related conference. DELEGATES MAY NOT DRIVE ANY VEHICLE WHILE AT A CONFERENCE. Advisors seeking to drive during a conference shall obtain clearance through Y&G. IN ALL CASES, LIABILITY IS ASSUMED BY THE SPONSORING LOCAL YMCA OR SCHOOL.

O. All electronic devices (except those used by the Y&G staff) must be turned off during all sessions, meetings, and hearings in all program areas. Advisors/staff may leave devices on, but inaudible, for emergency contact reasons. They must leave the session/area in order to answer a call.

P. Falsification of records threatens the integrity of the program and will be considered a serious breach of contract. The result will include a range of penalties up to dismissal from the program.

II. DRESS RULES FOR OFFICIALLY SCHEDULED SESSIONS

A. Sacramento Model Legislature & Model Court - All participants are to maintain a professional and business-like appearance by dressing in business and professional attire during the Model Legislature/Court business day (8 a.m. - 10:00 p.m.) and other such hours as designated by the program schedule. The CEO and his/her designee has the authority to determine both the appropriateness of appearance and attire of participants.

B. Other Conferences & Meetings – Participants must wear clean, tidy school attire. No open toed shoes are allowed outside of an individual's own barrack at Camp Roberts.

C. Refer to *Dress Code Supplement* for specific requirements for both the Model Legislature/Court and other conferences and meetings.

III. DISCIPLINARY ACTIONS

A. The Code of Conduct is binding on all delegates, advisors, and staff. Each participant will be accountable for his/her actions. In addition, each YMCA or school and its advisors *shall* be held accountable for the conduct of their delegation.

B. THE CEO HAS THE AUTHORITY TO INTERPRET THE CODE OF CONDUCT AND ADMINISTER ANY DISCIPLINARY ACTION DEEMED NECESSARY.

C. The CEO has the authority to delegate his/her disciplinary powers to any staff person deemed appropriate.

D. ALL EXPENSES AND ARRANGEMENTS RELATED TO ANY DISCIPLINARY ACTION ARE THE SOLE RESPONSIBILITY OF THE LOCAL YMCA OR SCHOOL, THE DELEGATION, AND THE ADVISOR, WHO SHALL BE REIMBURSED BY THE PARENT OR GUARDIAN. YMCAs MUST BE PREPARED TO ASSUME ANY AND ALL FINANCIAL OBLIGATIONS IMMEDIATELY.

IV. LOCAL YMCA RULES

A. Each local YMCA or school may outline more stringent rules of conduct in conformance with this Code of Conduct for its delegation. These additional rules and the Y&G Code of Conduct are binding. Violation of either could subject the offender to termination from the program. Delegation advisors shall be responsible for enforcing such additional rules of their local YMCA.

Amended May 2nd, 2009/RD

Dress Code

The California YMCA Youth & Government Program Committee has established this dress code and holds it binding on all delegates, advisors, and staff during all conferences. All of these rules have been placed in effect for the protection, safety, benefit, and reputation of you and the program. Any exceptions to the Dress Code due to safety or cultural concerns must be approved in advance by the CEO, California Youth & Government or his/her designee.

GENERAL DRESS CODE

Participants Must Wear

- Respectable attire that would be appropriate at school
- Shoes outside of barracks/sleeping areas (shoes must be closed-toed at Camp Roberts)

Participants May Not Wear

- Clothes that expose the midriff or highlights the private parts of the anatomy
- Clothing with inappropriate sayings or images (i.e. drug, alcohol, sexual references)
- Slippers or pajamas outside of barracks/sleeping areas
- Anything unsafe (i.e. open-toed shoes at Camp Roberts, shorts in freezing weather)

SACRAMENTO ML/C BUSINESS DRESS CODE

All participants must be dressed in business attire from 8:00 a.m. to 10:00 p.m., unless in their assigned sleeping room. After 10:00 p.m., casual clothes may be worn (see general dress code above).

State Capitol Business Attire

State Capitol Business attire is the Y&G term for the appropriate dress and grooming for conducting business in the State Capitol and other facilities. It is rooted in traditional conservative business attire and is not what would be worn to school or a nightclub. It should reflect a level of professionalism that conveys a feeling of competence and appropriateness for the task at hand.

Men Must Wear

- Conservative colors or muted patterns
- Collared shirt and tie – shirt must be tucked-in
- Suit slacks or ‘Dockers’ type slacks
- Sports coat, suit coat, sweater or sweater vest
- Dress shoes and socks

Banquet: Tuxedo or any of the above. A collarless formal shirt may be worn with the appropriate outfit.

Women Must Wear

- Conservative colors or muted patterns
- Blouse or sweater – must be hip length with a straight hem or tucked in (can sub w/dress)
 - You must wear a suit jacket or sweater over a sleeveless top
 - The outside layer must be the longest layer
- Dress slacks/capris or skirt/dress that is knee length or longer (slit no more than 3” above knee)
 - You must wear a matching suit jacket with capri slacks
- Skin colored or black nylons or tights on exposed legs and feet
- Business dress shoes

Banquet: Evening/cocktail dress and appropriate shoes or any of the above. Nylons are not required.

General Appearance For Everyone

Exhibit good personal hygiene and overall cleanliness in dress.

Hair styled conservatively – no unnatural hair color or highlights, no extreme hairstyles (mohawk, etc.).

If needed, use a conservative purse or bag to carry paperwork or other necessities.

No facial piercings other than conservative earrings are allowed to be visible during the Program Day (8:00 AM to 10:00 PM). This includes Gauges, O rings, and tunnels. Existing facial piercings must either be filled with a small clear spacer or covered with a modest skin tone bandage. Participants with stretched ears must wear a solid, neutral colored cylindrical plug. Tongue rings must be removed or replaced with a clear or neutral colored stud.

Cold/Rainy Weather – Raincoats, overcoats, casual jackets, rain boots and hats may be worn outside only and must be removed immediately when entering a building.

Participants May Not Wear

- Casual clothes: t-shirts, halter-tops, see through tops, sweats, leggings, jeans, shorts, etc.
- Casual shoes: sneakers, skate shoes, UGG type boots, flip flops, sandals, etc.
- Elaborately designed or colored clothing; ski sweaters, neon polka-dots, flannel shirts, etc.
- Obscure clothing: jackets made out of the flag, etc.
- Tight or baggy clothing – cloths should fit comfortably without need for adjusting
- Anything that exposes or highlights the private parts of the anatomy
- Anything that exposes the midriff or a large part of the back (i.e. backless evening gown)
- Uncomfortable shoes that will cause blisters when walking - we recommend heels under 2”

A Question Of Style...

It is easy to get caught up in the latest fashion trends. This is not what conservative business attire is about. It is about dressing appropriately. Think about what you would wear to an interview for an internship at a law office. If that is how you dress in Sacramento, you should have no problems.

The following are **some** fashion trends that are tempting to wear but are **NOT** business attire:

- ‘Dickies’ pants or a ‘Dickies’ jacket instead of a suit or sports coat
- Turtleneck instead of collared shirt and tie
- ‘Skinny’ pants or form fitting skirts/dresses
- Dress shirt dresses or sweater style dresses
- Dress shorts or a shorts suit outfit
- Flashy or casual ballet style shoes or ballet style shoes that do not have a shoe type sole
- Boots with a skirt/dress where any part of the leg is exposed (even if it is covered with tights)
- Patterned or fishnet nylons or tights
- Tights that cut off at the ankle or leggings