



WASHINGTON STATE YOUTH & GOVERNMENT

**YOUR WORLD
YOUR VOICE
YOUR CHOICE**



**Youth and Government
Delegate Handbook
2020-2021**

YMCA YOUTH & GOVERNMENT-DISTRICT 6 DELEGATE HANDBOOK



Welcome to the YMCA Youth & Government program and District 6. We are excited that you have decided to be a part of a national movement of young motivated and passionate people who are trying to make a difference. Since 1947, the YMCA has been providing a platform for like-minded young people to embark in a non-partisan, civic engagement opportunity. YMCA Youth & Government Youth Legislature is designed to educate and civically engage teens in grades 8-12 about our State Legislative process by providing a student led, "hands on experience".

Vision Statement

New generations of ethical and informed, public-minded citizens

Mission Statement

Teach democratic values and skills to youth through hands-on experiences

Specific Program Goals:

- To foster the development of citizen responsibility
- To develop social competence, problem-solving ability, and communication skills
- To encourage self-reliance and a sense of purpose for youth
- To stimulate careful deliberation of social issues and their possible resolutions
- To create opportunities to hear and respect varying viewpoints
- To inspire young people to be responsible & act with integrity
- To apply ethical values in making public policy
- To teach the YMCA core values of Honesty, Caring, Respect, and Responsibility.

Motto

"Democracy must be learned by each generation."

Throughout the year you will spend time in your delegation learning the basics of our state government. You will practice public speaking skills and learn parliamentary procedures, research and draft legislation, learn the importance of opening and closing remarks and have the opportunity to take on various roles of the state government.

Your delegation meetings prepare you for your participation in district events, held traditionally in the winter, where you will share their ideas with others from our district and possibly run for a statewide leadership positions.

The culmination of the program occurs *May 5-8, 2021. It is at this time that students from around the state take on the roles of Representatives, Senators, Lobbyists, or Reporters and do their part in reporting on, debating and passing legislation that is important to them. In addition to these roles, experienced participants also have the opportunity to take on leadership roles such as Governor, Lt. Governor, Speaker of the House and Secretary of State.

*Because of Covid-19, district events and Youth Legislature sessions are scheduled to be virtual.

District Lines and Events

Washington State is divided into 6 different districts and you are a part of District 6 which includes delegations within Pierce and Kitsap Counties. Each district has a district coordinator whose responsibilities include contacting and promoting the program to interested Y's or schools and provide support to local delegations if needed.

In addition, each district coordinator plans and hosts district events where local YMCA's, public and private school delegates are able to connect with others and have a hands-on experience to help support your time in Youth Legislature.



Each district is expected to host a minimum of 1 event to elect student leadership and prepare delegates for the state wide event. In District 6, we will be hosting 2 events during the year and it is HIGHLY encouraged that delegates attend both.

- **Vote Leg** – A half day event in January where we will be voting for student leadership for Mock Leg and the 74th Youth Legislature in May 2021. (See district/delegation calendar for date)
- **Mock Leg** – An all-day event in February. The event begins with committee sessions, rules committee and then debate. Later on in the day there will be voting for on our districts candidate nominees for Major Office. (See district/delegation calendar for date)

For this event, all delegates/advisors must adhere to the YMCA Youth & Government Dress Code.

District 6 Coordinator Contact Information:

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History of Youth Legislature for District 6

The YMCA Youth & Government program within the Tacoma YMCA got its start with local Hi-Y clubs at Stadium and Lincoln High Schools. Three years later, Clover Park joined the ranks followed by Franklin Pierce in 1955. In 1958, local Tacoma area Tri-Hi-Y clubs started participating in Youth Legislature. In 1961 the local Hi-Y and Tri-Hi-Y clubs dropped from an all time high of twelve clubs down to only one, the Wopaclo Tri-Hi-Y club from Franklin Pierce High School. The following year, the Cardinal Hi-Y club (Franklin Pierce) joined the Wopaclo Tri-Hi-Y club and were the only groups from the Tacoma Y during the years of 1962-1967.

The 39th Youth Legislature in 1970 was the last year that Hi-Y and Tri-Hi-Y clubs participated as a strictly school based YMCA program. The Tacoma YMCA did not have any Hi-Y or Tri-Hi-Y clubs participating in the 40th and 41st Youth Legislature and in 1974, the Tacoma YMCA started a delegation within its walls with 12 teens from local area high schools all meeting at the old downtown Y. Listed below is a rough account of the number of Hi-Y, Tri-H-Y participants, any Major Officers and the position they held from the Tacoma area. It isn't until the mid 70's when numbers are more accurate for the Tacoma YMCA.

From the first local delegation to 2020, there have been over 1600 teens from the District 6 area who have participated in Youth & Government/Youth Legislature.

Year	Major Officers from District 6 area	Year	Major Officers from District 6 area
1955	Youth Governor – Richard Miers	2010	Postmaster General – Paul Geye
1978	Lt. Governor – Scott Sutherland	2013	Secretary of State – ShayLuJuan Williams Attorney General – Alex Halladay Chief Lobbyist Executive – Liam McCormack
1979	Speaker of the House – Larry Steele	2014	Speaker of the House – Andrew Reed
1983	Sec. of State – Shannon Thorton	2015	Katie Jackson – Lt. Governor Chief Lobbyist Executive – Alex Baier
1986	Speaker Pro-Tem – Rian Booker	2016	Governor – Annie Wensley Lt. Governor – Olivia Reed
1987	Lt. Governor – Mark Stivers	2017	Lt. Governor – Skilar Hanson Speaker of the House – Jabin Webster Secretary of State – Lauren German Attorney General – Catie Farley Chief Lobbyist Executive – Lexi Swanson
1994	Speaker Pro-Tem – Zemorah Hornbaker	2018	Chief Lobbyist Executive – James Lo Secretary of State – Kelsey Braford Postmaster General – Darby
2006	President. Pro Tem - Josh Allen	2019	Lt. Governor – Isaac Kim Speaker Pro-Tempore – Bella Neff Editor in Chief – Allison Kurzhal Postmaster General - Darby
2007	Postmaster General – Dani Ferrell	2020	Postmaster General - Darby
2009	Governor – Phil Gardner Lt. Governor – Naomi Meyer Speaker of House – Kailyn Schmidt Postmaster General – Dea Law	2021	Governor – Angelo Celletti

Program Basics

Objectives:

- Learn about state government and democracy in a fun way
- To become familiar with the 3 types of legislation and how they pertain to state and federal government
- To become familiar with the various roles of state government and take on one of those roles during the 74th Youth Legislature
- Build self-confidence through public speaking
- Develop strong leadership skills
- Communicate effectively
- Adhere to our YMCA Core Values (Responsibility, Honesty, Respect, and Caring) while supporting our fellow delegates

Expectations:

- That teens attend their delegation meetings on a regular basis
- That teens attend scheduled district events
- That ALL teens write a minimum of one piece of legislation or co-sponsor a bill
- That teens abide by the Code of Conduct & Dress Code outlined in the YMCA Youth Legislature Rules
- That teens represent their delegation in a positive manner during all delegation meetings, district/state events and at the 74th Youth Legislature
- That all required paperwork be turned in by the deadlines

Fees:

Fees for the Youth and Government program cover the following:

- State registration/participation fees
- All District 6 events (unless stated for your specific delegation)
- Please note that there are scholarship funds available, through the Y, for those who qualify. Please contact your advisor for details.

Your specific delegation may have additional fees in addition to the state fee to cover expenses.

What You Will Experience

During your delegation meetings you can expect to experience the following:

- Improved public speaking/debate skills
- The art of compromise and the importance of teamwork
- Debate current issues facing our state, nation and globe
- Meet other teens from other delegations within our district
- The difference between the 3 types of legislation they may write
- Where to look for bill ideas
- How to write a piece of legislation
- How a bill becomes a law
- Proper parliamentary procedures
- The various roles you may take on during Youth Legislature

Teens within your delegation may have differing political viewpoints that span the spectrum. Our delegations are non-partisan based, which assists in challenging, clarifying, and enhancing overall debate of the issues.

Youth & Government Core Values

Honesty – Intellectual honesty and a strong sense of academic ethics are critical to the Y&G process of research and debate. Tell the truth, speak for yourself, speak out against injustice, mean what you say—say what you mean.

Respect – Youth & Government delegates will encounter arguments and positions that are at times contrary to their own personal beliefs or feelings. Learn to confront these ideas head on in a respectful manner without the need for personal attack on other delegates. Listen to all opinions, treat others with respect and take care of areas that we are guests in.

Caring – Avoid putdowns, choose to see the positive, help someone in need. At times you will be supported and at times be challenged on your beliefs and will be provided a platform to have your voice heard. Care for other delegates by doing the same. Listen to what they have to say.

Responsibility – Youth & Government only works when each member contributes to the goals for the program. It is the responsibility of every delegate to measure their actions and decisions against the standards of the YMCA Core Values. Do the right thing, clean up after yourself, and take responsibility for your own learning and actions.

Equity Statement: The Y actively promotes a culture free from bias and injustice. We are dedicated to removing institutional and systemic barriers that result in oppression and racism. We will be accountable to marginalized communities for creating equitable and sustainable environments where social justice is woven into every facet of our programs, and by caring for our communities in a culturally versatile and respectful manner.

District Expectations

It is expected that each delegate and advisor, not only adhere to the YMCA Youth and Government's Code of Conduct during state and district sponsored events, but they also hold themselves to a higher standard within their delegation.

Because of the diverse makeup of all delegates and advisors, their backgrounds, experiences, and political views, it is expected that each person will be treated with respect. As a delegation, you will work on the building of a cohesive group that focuses on the YMCA core values of **Honesty, Respect, Responsibility,** and **Caring** of each person.

Any actions or behaviors that do not uphold our core values or build up your delegation as a whole will not be tolerated. All delegates and advisors are made aware of our **SAD-TV** rules early on in the program. No Sex, Alcohol, Drugs, Tobacco, Violence/Malicious Behavior. Those choosing to break any of these rules during YMCA district or state events will be removed from the program.

Sex includes, but not limited to: any physical sexual behavior between individuals, sexual explicit comments/innuendos, and/or sharing of any sexual images.

Alcohol includes, but not limited to: purchasing, consuming or distributing any alcoholic beverage.

Drugs includes, but not limited to: purchasing, distribution, or use of any illegal substance or prescription drug not prescribed to the intended user.

Tobacco includes, but not limited to: purchasing, distribution or use of any tobacco product.

Violence/Malicious Behavior includes, but not limited to: any physical contact that causes injury to others or self, any threat of physical injury to others or self, any intentional bullying, name calling or ostracizing of any delegate/advisor.

Youth Legislature Virtual Guidelines

With COVID-19 remaining prevalent in our communities, the YMCA Youth and Government State Office is preparing to move forward with a virtual format for our events this year. Should health guidance significantly change throughout the year, changes may be made to the format.

Online Platform:

For State Office, district and delegation sponsored events, we will be using Zoom. Please note that all Zoom meetings will be recorded. Since the State Office has chosen Zoom, the following guidelines describe our recommendations for the use of this platform:

These requirements also serve as an extension and supplement to any codes of conduct students and participants must abide by for their local or state YMCAs and Youth and Government programs.

1. Appropriate Video Call Etiquette:

- When registering/signing-in for any video call or meeting, please use your **First & Last Name** (not a random username).

Example: Clement Duran. This helps us to ensure the privacy of our meetings.

- Please find a quiet area and call in at the scheduled meeting time so that you can be fully present in the virtual experience. We ask that all participants have their video function on their device so that we can see and hear you.
- Think about where the camera is set in your home. What can other participants see? Make sure they cannot see people going in and out of a bathroom and that no inappropriate pictures can be seen.
- Do your best to keep background noise or distractions to a minimum.
- Do not take your phone or computer to the bathroom.
- Photos and videos of others without the expressed consent is prohibited. The virtual meeting may be recorded. If it is being recorded, the facilitator will notify you at the beginning of the meeting before starting the recording.

2. Appropriate attire: Appropriate attire must be worn at all times. Clothing with vulgar language, obscene gestures, racial slurs, or anything that contributes to a hostile environment or would be considered inappropriate in a YMCA facility or program is not allowed. Appropriate tops and bottoms should be worn.

3. Appropriate language: Vulgar language, including swearing, name-calling or shouting/yelling at others is prohibited. When communicating in the chat box, please do not send links or information that is not aligned with our YMCA values. Private chats between individuals are not allowed. All chats are public or can be viewed by the facilitator.

4. Creating a welcoming environment: Respect others' cultures and personal way of being. We strive to create a safe emotional and physical space. We encourage participants to honor diversity in all dimensions and respect opinions or perspectives. The YMCA stands up against all forms of bullying, discrimination and racism.

5. Appropriate conduct: Any other conduct of an inappropriate, threatening or offensive nature will be investigated/evaluated by YMCA leadership. Participants that do not abide by this agreement may be prohibited from participating in future virtual events or in person activities.

6. Alcohol, Tobacco and Drugs: The use of alcohol, tobacco, and drugs (including e-cigs/ tobacco-like products) is not permitted in or outside of ALL virtual calls. Participants that show, obtain, see in the background, make references to or use during the virtual calls will be removed from meeting and removed from future virtual and in-person events.

To create and maintain a space that embodies our core values, the Y is serious about being clear regarding activities that are not allowed. If you violate this code of conduct, consequences can include termination of program privileges, being sent home (at the expense of the parent/guardian) and involving appropriate legal authority. The YMCA reserves the right to make situational decisions based on our policies, mission and values.

All student participants, along with their parent/guardian, must submit their digital signature agreeing to this code of conduct prior to participating in all virtual YMCA programming. Student participants under the age of 18 will not be able to participate in virtual YMCA programming without a signature from their parent or guardian.

Participation in YMCA Youth & Government

Any student enrolled in grades 8-12 in the state of Washington is eligible to participate in YMCA Youth Legislature. Students must be affiliated with a YMCA, high school or home school Youth Legislature delegation.

Each student in YMCA Youth Legislature must meet the minimum requirements stated below to be eligible to attend the YMCA Youth Legislature Session in Olympia:

1. Attend scheduled district events. (See district/delegation calendar for district events)
2. Be a member in good standing with the student's local delegation.
3. Have on file with the State Office the original signed Code of Conduct Contract.
4. Pay all fees in a timely manner. (see district/delegation calendar for payment dates)
5. Submit all written materials/paperwork required by the YMCA, State Office or district coordinator to your delegation advisor (i.e. registration forms, legislative bills and press articles) by the due dates. (see district/delegation calendar for details)

State Student Leadership

The YMCA Youth Legislative session is intended to be a student-run activity. All participants should take responsibility for the smooth and effective operation of the session.

The student leadership, elected and appointed, has the major responsibility for the session. Those students who assume leadership positions will be expected to take that responsibility seriously, train for, and perform the duties of their chosen office. They must be familiar with the requirements of the role and be willing to take on ALL THE RESPONSIBILITIES of that role.

All elected and appointed student leaders (with the exception of the Major Office Candidates, Fair Elections Commissioners, and Assistant Reading Clerks) **MUST** attend the spring leadership training weekend in April. (See district/delegation calendar for dates)

Students running for office must be made aware of the additional responsibilities and time commitments that come with a leadership position. These responsibilities may include, but are not limited to: attending Leadership Training, attending Program Committee Meetings and attending other program events throughout the year.

Replacement of District Elected Officers (including Major Office Candidates):

Elected student officers who, for any reason, are unable to fulfill their responsibilities will be replaced by the person who received the next highest number of votes at their District Event.

Replacement of Major Officers:

Elected Major Officers who are not able to fulfill their year-long term will be replaced by the candidate who received the next highest amount of votes during the previous year's statewide election.

DELEGATE Code of Conduct and Dress

YMCA YOUTH LEGISLATURE CODE OF CONDUCT

PROGRAM PURPOSE

The purpose of the Washington YMCA Youth Legislature Program is to develop dedication to the values of democracy and an awareness of the need for participation and leadership in society. The YMCA believes strongly in the development of character through the principles of caring, honesty, respect and responsibility. It is expected every delegate and advisor abide by this contract. Your cooperation is mandatory, and will help ensure continuation of the privilege of using the State Capitol, and other facilities utilized during the program. The Youth & Government state office has final say on code of conduct issues and punishment.

PROGRAM GROUND RULES

No alcohol. No drugs. No sexual activity. No tobacco products. No offensive language, dress, or behavior. No violent behavior or weapons. Any violation of this code of conduct may result in immediate expulsion from the program, and the violator may be sent home at their expense.

CONDUCT EXPECTATIONS AT YOUTH & GOVERNMENT ACTIVITIES

Delegates, Volunteers and Advisors will...

- Abide by all YMCA, school and/or sponsoring organization policies and procedures.
- Exhibit the core values of the YMCA- honesty, caring, respect and responsibility.
- Respect all food and drink restrictions on the capital campus and agree to dispose of any trash appropriately inside and outside of the facility.
- Be professionally dressed while in session and maintain decorum standards of the capital campus and YMCA Youth and Government.
- Use technology and social media in ways that promote the core values of the YMCA before, during and after conference.
- Attend all scheduled activities and events.
- Maintain curfew and appropriate behavior in hotel.
- Report any problems or concerns immediately to an advisor or Youth & Government staff.
- Follow YMCA, delegation, school and/or sponsoring organization transportation policies which may include students voluntarily turning in keys to advisors or YMCA staff during YAG events.
- Be courteous and respectful of YMCA, capital and legislative staff and elected officials.

Dress Code for Delegates and Advisors

Dress Code for Delegates and Advisors

You are expected to uphold a professional appearance, similar to rules upheld by members of the State House of Representatives and Senate during all committee and floor sessions. You should wear professional clothing that would be deemed appropriate for a legislator or business professional. If you are unsure if what you are going to wear is acceptable, ask an advisor prior to your arrival.

The dress code below is a guideline to help your delegates/advisors choose appropriate/business professional clothing for Olympia. Please have conversations with your delegates in choosing clothing that they would normally wear on a daily basis if they were in a professional work environment and not clothing that they would not wear on a daily basis if they were in a professional work environment.

Acceptable Attire: business suits, slacks (belt) with a sweater or sweater vest, slacks (belt) with a dress jacket, sport coat or blazer, collared shirt with neckties and dress shoes. Think of what you should wear for a professional job interview. Modest blouses/shirt with a sleeve and dresses/skirts must be knee-length. Open-toed shoes should not be worn, except with tights. In lieu of a blouse, collared shirts with neckties may also be worn under a suit jacket, sport coat, blazer or sweater vest.

Unacceptable Clothing: sweats, t-shirts, denim, skirts or dresses not to the knee, leggings/yoga pants, shorts, miniskirts, sleeveless or tops not covered by sweater or jacket, sneakers, hats, casual shoes, inappropriate or revealing clothing; visible undergarments, midriffs, or cleavage.

Below are the attire expectations during a non-pandemic/non-virtual session

Acceptable Casual Attire for Hotel: When outside their own room at the hotel participants must wear respectable, school-appropriate attire, including shoes or sandals/flip-flops. This includes: sweatpants/sweatshirts, t-shirts and shorts longer than the finger-tip.

Unacceptable Casual Attire for Hotel: When outside their own rooms at the hotel participants may not wear: tops that are backless, sheer/transparent, low-cut, midriff-bearing or strapless. Shorts shorter than finger-tip length. Slippers or pajamas. Clothing with inappropriate messaging. Bare Feet. Visible undergarments. Swimwear.

Governor's Ball: Most students choose to dress in formal to semi-formal attire. Session attire will be enforced with the following exceptions listed below.

*The following exceptions apply: sleeveless dresses are ok and nylons do not have to be worn with open-toed shoes.

Bill Drafting Guidelines

There are three different types of legislation in the YMCA Washington State Youth Legislature you may choose to write:

1. **A Legislative Act** – proposes a new, amends a law or repeals an existing law. Must have an RCW number.
2. **A Resolution** – applies to matters external to the legislature, such as the Washington State Constitution or the YMCA Youth & Government Program.
3. **A Memorial** – in essence a letter to Congress, the President, or federal agencies on matters of national interest.

In each case, there are specific guidelines that must be followed in drafting your bill. A sample of an Act and a Memorial is included in this section.

Acts usually get the most serious consideration, because these bills actually propose changes in the laws of our state, and have a real impact upon our quality of life. These Acts must pass by a simple majority vote.

Resolutions also have a big impact on our daily life if they relate to our state constitution, which provides the framework for our government or to the Rules of Order of the YMCA Washington State Youth Legislature. Resolutions must pass by a 2/3 majority vote.

Memorials provide a means of telling the federal government what the legislature thinks about an issue, but does not have any real impact or “clout” in making real changes. Memorials must pass by a simple majority vote.

Joke Bills, while humorous, lighthearted “joke” bills are sometime fun to write and can offer a needed break during the session. Delegations are asked to submit very few, and those allowed should still be written to make a point, although humorous, about public policy.

Bills dealing with popular fads, state symbols and other current topics can be acceptable at the advisor’s discretion. Bills in poor taste or attacking a certain group of people are not.

How to Say It

Be Direct

Bill drafts should be precise and understandable. This is usually achieved by avoiding excessively long sentences, wordiness, and legalese. Sentences should be no longer than about 17 to 21 words to be easily understood. Excessively long sentences make statutes difficult to read and interpret. Never use many words where a few will do. Always try to use language used in normal conversation and correspondence.

Use Present Tense

Bill should be written in the present tense. (i.e. – “It is illegal to...” rather than “It will be illegal to...”.) Do not say what you want to happen, say what will happen.

Avoid Jargon

Certain words are used in bill drafting either because they sound and look legal and important, or because they have been used since time immemorial. Occasionally some of this legalese may actually be needed, but generally it should be avoided.

Feeling Words

Avoid using the words “I feel” and “I want”. Bills should be void of feeling. This is what your opening and closing remarks are for.

Words to Avoid

The following is a list of words to avoid in bill drafting and some suggested substitutes:

Avoid Using	Use instead
Aforesaid or aforementioned	The, that or those
It is lawful to	May
Is authorized/entitled to	May
It is his duty to	Shall
Is directed to	Shall
For the reason that	Because
Until such time as	Until
For the duration of	During
Wheresoever	Wherever
Whenssoever	When or if
Make payment	Pay
In the event that	If
Forthwith	Immediately
Absolutely null and void and of no effect	Void
Bonds, notes, checks, drafts, and other evidences of indebtedness	Evidences of indebtedness

Example of Memorial Template

A MEMORIAL

Title: *Insert topic here. Should be short and to the point*

1 TO THE HONORABLE JOSEPH BIDEN, PRESIDENT OF THE UNITED STATES, AND
2 TO THE PRESIDENT OF THE SENATE AND THE SPEAKER OF THE HOUSE OF
3 REPRESENTATIVES OF THE UNITED STATES, TO THE SENATE AND THE HOUSE OF
4 REPRESENTATIVES OF THE UNITED STATES, IN CONGRESS ASSEMBLED

5 We, Your Memorialists, the Senate and House of Representatives of the YMCA Youth
6 Legislature of the State of Washington, in legislative session assembled, respectfully
7 represent and petition as follows:

8 WHEREAS, *Problem statement here/explanation of why you are introducing this*
9 *Memorial*

10 WHEREAS, *Problem statement here/explanation of why you are introducing this*
11

12 WHEREAS, *Problem statement here/explanation of why you are introducing this*
13

14 WHEREAS, *Problem statement here/explanation of why you are introducing this*

15 NOW, THEREFORE, We your Memorialists, respectfully request *explanation of what*
16 *you are proposing to do about the problem*

17 BE IT RESOLVED, That copies of the Memorial be immediately sent to the Honorable
18 Joseph Biden, President of the United States, the President of the Senate, the
19 Speaker of the House of Representatives, and each member of Congress from the
20 State of Washington.

Example of a Memorial

A MEMORIAL

Title: Mental Health

TO THE HONORABLE JOSEPH BIDEN, PRESIDENT OF THE UNITED STATES, AND TO THE PRESIDENT OF THE SENATE AND THE SPEAKER OF THE HOUSE OF REPRESENTATIVES OF THE UNITED STATES, TO THE SENATE AND THE HOUSE OF REPRESENTATIVES, IN CONGRESS ASSEMBLED

We, Your Memorialists, the Senate and House of Representatives of the YMCA Youth Legislature of the State of Washington, in legislative session assembled, respectfully Represent and petition as follows:

WHEREAS, Children and young adults subjected to high amounts of stress will become more likely to receive a mental health disorder.

WHEREAS, teens are at risk of a variety of physical and emotional ills and potentially shorter life spans than their elders.

WHEREAS, 45% of students with an emotional disorder dropped out of high school.

NOW, THEREFORE, We your Memorialists, respectfully request that every public high school in the United States of America have mental health screening available.

BE IT RESOLVED, That copies of the Memorial be immediately sent to the Honorable Joseph Biden, President of the United States, the President of the Senate, the Speaker of the House of Representatives, and each member of Congress from the State of Washington.

Example of an Act Template

An Act

Title: An Act relating to *(insert the short title of the bill. This is the title of the RCW that you are wanting to impact)* amending/repealing/adding *(select the appropriate action from the previous three and then delete the ones you are not using)* RCW *(insert RCW number)*

BE IT ENACTED BY THE YMCA YOUTH LEGISLATURE OF THE STATE OF WASHINGTON

Sec. 1 RCW *(insert RCW number)* is amended to read as follows: (only include this section if there are amendments to the bill) (~~Strikethrough~~) if repealing and underline if adding.

NEW SECTION. **Sec. 2.** A new section is added to *(insert RCW number)* to read as follows: (explain what law you are creating)

NEW SECTION. **Sec 3.** This act takes effect in 90 days. (90 days is the minimum. You may choose a specific date beyond 90 days)

OR

NEW SECTION. **Sec 3.** This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect immediately. (This is only for a state of emergency)

Example of an Act

AN ACT

Title: An Act relating to expiration date and renewal of drives license adding to RCW 46.20.181

BE IT ENACTED BY THE YMCA YOUTH LEGISLATURE OF THE STATE OF WASHINGTON

Sec. 1 RCW 46.20.181 is amended to read as follows:

(1) Except as provided in subsection (4) or (5) of this section, every driver's license expires on the sixth anniversary of the licensee's birthdate following the issuance of the license.

(2) A person may renew his or her license on or before the expiration date by submitting an application as prescribed by the department and paying a fee of forty-five dollars from October 1, 2012, to June 30, 2013, and fifty-four dollars after June 30, 2013. This fee includes the fee for the required photograph.

(3) A person renewing his or her driver's license more than sixty days after the license has expired shall pay a penalty fee of ten dollars in addition to the renewal fee, unless his or her license expired when:

(a) The person was outside the state and he or she renews the license within sixty days after returning to this state; or

(b) The person was incapacitated and he or she renews the license within sixty days after the termination of the incapacity.

(4) The department may issue or renew a driver's license for a period other than five years from October 1, 2012, to June 30, 2013, or six years after June 30, 2013, or may extend by mail or electronic commerce a license that has already been issued, in order to evenly distribute, as nearly as possible, the yearly renewal rate of licensed drivers. The fee for a driver's license issued or renewed for a period other than five years from October 1, 2012, to June 30, 2013, or six years after June 30, 2013, or that has been extended by mail or electronic commerce, is nine dollars for each year that the license is issued, renewed, or extended. The department may adopt any rules as are necessary to carry out this subsection.

NEW SECTION. **Sec. 5:** A person renewing his or her license must retake both the written and the physical driving tests every twelve years.

NEW SECTION. **Sec. 6:** This act shall go into effect 90 days after passage.

DEBATE CHEAT SHEET

Whenever you are recognized by the presiding officer, you should thank him/her. Examples:

In Committee – Thank you, Mr./Madame Chair

In the House – Thank you, Mr./Madame Speaker

In the Senate – Thank you, Mr./Madame President

After you are recognized on the floor, after you thank the presiding officer, you say:

_____, _____ **Delegation**
Your Name Here

If you want to ask **one** question, you say:

Will the proponent yield to a question?

If you want to ask **multiple** questions, you say:

Will the proponent yield to a series (of questions)?

If you want to talk about the bill, **without asking questions**, you say:

I would like to speak out in favor of this bill.

-or-

I would like to speak out against this bill.

-or-

I would like to comment on _____ remarks.

Other Delegate's Name and Position

After you have asked all of your questions, if you want to speak out for or against the bill, you say:

I would like to spend the remainder of my time speaking out in favor/against this bill.

If you have changes you want to make to a bill (only in Committee Session), you say:

I move to amend this bill to read as follows: _____ (state your changes).

If you want someone else (a Lobbyist, or other House or Senate member) to use your time to speak, you say:

I would like to yield my time to _____ (state their title and name).

If you want to debate the bill later, you say:

I move to table this bill ____ (state placement on docket).

If you think that debate should end, you say:

Previous Question

If someone forgets to state his or her name, delegation or intent, you say:

Point of Order

If you think the vote is close, before the leader gives his or her verdict, you say:

Division

Parliamentary Procedure 201

Amending a bill

During committee session you can propose an amendment on another person's bill. When proposing an amendment, be specific on what line the text is located in and the exact wording you want to use. Your proposed amendment must receive a second, then you get opening comments. There is debate on your amendment only, then closing comments, then voting. If the amendment passes by a simple majority vote, the language you proposed is added to the bill and the original proponent of the bill resumes debate.

It shall be the general policy that time spent debating amendments is NOT consumed from the debate time allotted to the bill in question - in the case of non-friendly amendments, it will be up to the discretion of the Chair.

Tabling a bill

If a bill needs to be debated later because the proponent isn't available or the bill is missing, you can make the motion to "lay a bill on the table." This is a non-debatable motion and requires a majority vote.

Removing a bill from the table

This motion is valid only if a bill has been previously tabled and is seconded by a voting member of the body. This is a non-debatable motion and requires a majority vote.

To postpone indefinitely

A motion used to not hear a bill on the floor. This motion is only made prior to hearing a bill and requires a second. This motion is debatable and requires a majority vote. If this motion passes, the bill may not be heard at all.

To rescind

This motion is used to take back the passage of a bill adopted earlier by the body. This motion must be made by a member who originally voted in favor of it and is not in order after the Governor has taken action. This motion is debatable and must have a majority vote.

To call for the orders of the day

A motion made by a member of the body asking for the reading of the docket (or the order in which bills will be heard). This motion is not debatable, doesn't require a second and doesn't require a vote. This motion can be done at anytime...even during debate.

To call for the previous question

A motion the body votes to end debate, and to proceed immediately to closing remarks, followed by a vote on the bill. This motion requires a 2/3 majority vote.

To raise a question of privilege

A motion made by a member of the body to correct any injustice that affects the proceedings of the body or its integrity. Similar to Point of Order, it is up to the presiding officer to rule on its validity. If the presiding officer deems it valid, all business stops until the issue is resolved.

To limit debate time

Any member of the body can shorten debate time. This motion is only valid in between debate of bills. Please be specific on the amount of time you are shortening debate to: opening/closing comments, personal debate and overall debate time. This motion does require a second and is debatable. This motion does require a 2/3 majority vote for passage. Once passed, debate time cannot be lengthened.

To ask for the reading of the paper

This is a motion to have the Reading Clerk read the bill currently being considered in its entirety to the body. This motion does require a second, is not debatable and requires a majority vote.

To appeal the decision of the chair

A motion made to overturn a ruling of a presiding officer. This motion must be made immediately following the decision of the Chair and applies only to points of order.

Spoken form: "I appeal the decision of the Chair."

Chair's response: "Do one tenth of the members agree to the request for appeal? If so, please rise."

If 10% rise the maker of the motion is allowed three minutes to speak in favor of the appeal, followed by one spokesperson against also for three minutes.

Chair: "Shall the decision of the Chair stand as the decision of the House/Senate?"

The question is then voted upon. If there are a majority of "ayes" or the vote is a tie the decision of the Chair is sustained. If the "nays" hold a majority the Chair's decision is reversed. If the ruling of the chair applied to a motion that required a two-thirds majority, a motion to appeal the decision of the chair shall also require a two-thirds majority.

A word of advice. Only use these motions when necessary. Avoid being “that person” who thinks that it is funny to ask for the reading of the paper when every bill is introduced. Or to call for previous question once debate on a bill has begun.

Remember that debate is a privilege and not a right. The presiding officer does not need to call on you if you abuse your power.

The following motions will not be entertained for any reason:

- to suspend the rules nor adopt other parliamentary models to supersede the rules of order
- to reconsider
- to proceed under committee of the whole
- to do business under the call of the senate/house
- to impeach

Other debating tips.

When you have been recognized by the Chair, you have 3 minutes (if time has not be shortened) to do with as you see fit. If you choose to ask the proponent a series of questions and the proponent agrees, proceed with your questions. You do not have to wait until the proponent has finished answering before you ask you next question. Be careful with this as it might come across as you being a “bully”.

Also, when asking the proponent a series of questions and they are in mid-sentence answering your question, if you sit down you are indicating to the presiding officer that you are giving up the remaining of your time and the proponent must stop talking.

Voting on bills and motions

- All members present must vote. An abstention will be counted as a no vote. No member may leave the chamber while a vote is being taken or enter while the vote is being taken.
- A quorum is fifty percent plus one member of the specified body (or 2/3 of the body if bill or motion requires it). A quorum is assumed to be present unless challenged before the announcement of the result of the vote.
- No motion is in order while a vote is in progress.
- All votes shall be by counted by raising your placard. No oral votes (Yeah, Nay). If a division is called or the presiding officer is in doubt, a standing/oral vote shall be taken.
- A majority is defined as any number over fifty percent of the members (or 2/3 depending on motion or bill) listed as present by the Vice Chair at the time that the motion being voted upon was made, provided that a quorum is present.
- Legislators are prohibited from voting if they were not present for the entire debate on the bill in question.
- Legislators may enter and leave the chamber only in between bills and not during debate.

Outline of Parliamentary Motions

	Second?	Amendable?	Debatable?	Vote	Interrupt Speaker
<u>Privileged Motions (in order of precedence)</u>					
To call for the orders of the day	No	No	No	None	Yes
To adjourn	Yes	No	No	Maj.	No
To adjourn to a certain time	Yes	Yes	Limited	Maj.	No
To recess	Yes	Yes	No	Maj.	No
To demand a division	No	No	No	Maj.	Yes
To raise a question of privilege	No	No	No	*	Yes
<u>Subsidiary Motions (in order of precedence)</u>					
To object to consideration	No	No	No	2/3	Yes
To lay on the table	Yes	No	No	Maj.	No
To call for the previous question	Yes	No	No	2/3	No
To postpone indefinitely	Yes	No	Yes	Maj.	No
To postpone to a definite time	Yes	Yes	Yes	Maj.	No
To refer to committee	Yes	Yes	Yes	Maj.	No
To amend	Yes	Yes	**	Maj.	No
<u>Principal Motions (no precedence)</u>					
To consider a bill, memorial, or resolution	Yes	Yes	Yes	Maj.	No
To take from the table	Yes	No	No	Maj.	No
To rescind	Yes	Yes	Yes	2/3	No
To limit debate	Yes	Yes	No	2/3	No
<u>Incidental Motions (no precedence)</u>					
Points of order	No	No	No	*	Yes
To appeal the decision of the chair	No	No	**	2/3	Yes
To withdraw a motion	No	No	No	Maj.	No
To ask for the reading of a paper	Yes	No	No	Maj.	No

Notes:

* Requires only the presiding officer's decision; majority vote if appealed from the chair

* Debatable only when the motion to which it was applied was debatable.

The Parliamentary Motions above have been adapted from Reed's Parliamentary Rules to ensure a uniform understanding and practice in the Senate, House and all legislative committees of YMCA Youth Legislature. If issues arise which are not specifically resolved above, consult the full Rules of Order (YMCA Youth Legislature Advisor Handbook) or Reed's Parliamentary Rules.

2020-2021 Positions for District 6

D6 has the opportunity to fill the following elected positions for the 74th Youth Legislature:

Elected at Vote Leg:

- *- 1 Assistant Editor
- *- 1 Assistant Lobbyist Officer
- *- 1 Assistant Attorney General
- *- 1 Committee Chairs
- *- 1 Committee Vice Chair
- *- 1 House Reading Clerk/Chaplain
- *- 1 O'Brien House Reading Clerk/Chaplain
- 1 Fair Election Commissioner

Elected at Mock Leg:

- 1 Nominee for Governor
- 1 Nominee for Secretary of State
- 1 Nominee for Lt. Governor
- 1 Nominee for Attorney General
- 1 Nominee for House Speaker

Appointed Positions by application:

- *- 1 Governor's Cabinet
- *- Director of Elections
- *- Postmaster General (74th Youth Leg only)

***-Indicates this position must attend Virtual Leadership Training in April 2021**

Elected MO Nominee's do not attend the Leadership Training in April 2021, unless they have also been elected to serve in another leadership position that requires attendance.

of committee chair & vice chair positions is based on district size.
All other positions rotate each year.

For our district, D6, we elect our allotted positions, listed above, during our Rock the Vote event. If you are interested in running for any of the positions allotted to our district, please review the requirements and campaign rules. Candidate nomination forms will be emailed out to all delegation delegates in time to submit their nomination.

- Delegates may self-nominate day of the event. Candidate forms are still required.

SUMMARY OF POSITIONS & REQUIREMENTS

POSITION	GRADE TO SERVE	YEARS IN PROGRAM	REQUIRED MATERIALS
**GOVERNOR	12	1	SEE SPECIFIC POSITION REQUIREMENTS
**SECRETARY OF STATE	11-12	1	SEE SPECIFIC POSITION REQUIREMENTS
**SPEAKER OF THE HOUSE	11-12	1	SEE SPECIFIC POSITION REQUIREMENTS
**LT. GOVERNOR	11-12	1	SEE SPECIFIC POSITION REQUIREMENTS
**PRO-TEM SENATE/HOUSE	11-12	1	SEE SPECIFIC POSITION REQUIREMENTS
**ATTORNEY GENERAL	11-12	1	SEE SPECIFIC POSITION REQUIREMENTS
8 TH GRADE COMMITTEE MEMBER	8 TH ONLY	N/A	8 TH GRADE LEGISLATIVE BILLS
#LOBBYIST	9-12	N/A	2 CO-SPONSORED BILLS
#PRESS CORPS	9-12	N/A	ARTICLE
#O'BRIEN HOUSE	9-12	N/A	LEGISLATIVE BILL
#REPRESENTATIVE	10-12	N/A	LEGISLATIVE BILL
#SENATOR	10-12	N/A	LEGISLATIVE BILL
*GOVERNOR'S CANDIDATE	11	1 (CURRENT YR. NOT VALID)	CANDIDATE STATEMENT & PHOTO
*SEC. OF STATE CANDIDATE	10-11	1 (CURRENT YR. NOT VALID)	CANDIDATE STATEMENT & PHOTO
*LT. GOVERNOR CANDIDATE	10-11	1 (CURRENT YR. NOT VALID)	CANDIDATE STATEMENT & PHOTO
*SPEAKER OF HOUSE CANDIDATE	10-11	1 (CURRENT YR. NOT VALID)	CANDIDATE STATEMENT & PHOTO
ATTORNEY GENERAL CANDIDATE	10-11	1 (CURRENT YEAR NOT VALID)	CANDIDATE STATEMENT & PHOTO
GOVERNOR'S CABINET	10-12	1 (CURRENT YEAR NOT VALID)	APPLICATION PROCESS
DIRECTOR OF ELECTIONS	10-12	1 (CURRENT YEAR NOT VALID)	APPLICATION PROCESS
**EDITOR IN CHIEF	10-12	1 (CURRENT YEAR NOT VALID)	NONE
**CHIEF LOBBYIST OFFICER	10-12	1 (CURRENT YEAR NOT VALID)	NONE
*FAIR ELECTIONS COMMISSIONER	10-12	1	NONE
*ASST. SEC. OF STATE	10-12	1	NONE
*ASST. ATTORNEY GENERAL	10-12	1	NONE
*ASST. LOBBYIST EXECUTIVE	10-12	1	NONE
*ASST. EDITOR	10-12	1	ARTICLE
*SEC. OF THE SENATE	11-12	1	NONE
*CHIEF CLERK OF THE HOUSE	11-12	1	NONE
*PARLIAMENTARIAN	11-12	1	LEGISLATIVE BILL
*HOUSE READING CLERK/CHAPLAIN	10-12	N/A	NONE
*ASST. READING CLERK	10-12	N/A	NONE
*CHAPLIN	10-12	N/A	NONE
*COMMITTEE CHAIR	11-12	1	LEGISLATIVE BILL
*COMMITTEE VICE CHAIR	11-12	1	LEGISLATIVE BILL
*O'BRIEN READING CLERK/CHAPLAIN	9-12	1	LEGISLATIVE BILL
8 TH GRADE COMMITTEE CHAIR	8 TH GRADE	1	(NOMINATED BY ADVISOR)
8 TH GRADE COMMITTEE VICE CHAIR	8 TH GRADE	1	LEGISLATIVE BILL

*=ELECTED AT DISTRICT EVENTS

**=ELECTED DURING SESSION IN OLYMPIA

#=BASED ON DELEGATION ALLOCATION CHART

See job descriptions for further details on responsibilities of positions.

Roles and Responsibilities Open to all Students

STUDENT POSITION	DESCRIPTION	MINIMUM GRADE LEVEL
Lobbyist	<p>Represent at least one registered lobbyist organization, research the organizations position on legislative issues, provide information to the legislative bodies regarding the organization, and testify in committee on all bills that may relate to the organization.</p> <p>*8th graders in an all 8th grade school delegation will be assigned to the 8th grade lobbying team.</p>	*8 th – 12 th grades
Press Corps	<p>Responsible for submitting articles or news releases for the Youth Leg newspaper, The Capitol Chronicles. Write a minimum of one article a day while in Olympia.</p> <p>*8th graders in an all 8th grade school delegation will be assigned to the 8th grade press corps.</p>	*8 th – 12 th grades
House Member	<p>Research and submit or co-sponsor a minimum of one bill. Act as proponent for own bill in committee and when up for consideration on the House floor. Be available to work with Cabinet and Lobbyist members.</p>	10 th –12 th grades
Senate Member	<p>Research and submit or co-sponsor a minimum of one bill. Act as proponent for own bill in committee and when up for consideration on the Senate floor. Be available to work with Cabinet and Lobbyist members.</p>	10 th –12 th grades
O'Brien Member	<p>A great introduction to chamber proceedings for new delegates. Must submit or co-sponsor a minimum of one bill. Study the subject of the bill, present it in committee and in the O'Brien Chambers. Be available to work with Cabinet and Lobbyist members.</p> <p>*8th graders in a mixed high school delegation will be assigned to either of these chambers for debate.</p>	*8 th – 12 th grades
8th Grade Committee Member	<p>Research and submit or co-sponsor a minimum of one bill. Act as proponent for own bill in all committees. Be available to work with Cabinet and 8th grade Lobbyist members.</p> <p>*8th graders in an all 8th grade school delegation will be assigned to these chambers for debate.</p>	8 th grade

Delegation House & Senate Seat Distribution

What is the Allocation Chart?

The chart on the next page shows the total number of House & Senate seats to which your delegation is entitled based on the total number of high school students (grades 9-12) registered as of the deadline.

Each delegation is responsible for filling all of their allotted seats with qualified delegates. If your delegation is not able to fill a seat with a delegate who meets the required qualifications please contact the Y&G state office. Empty seats may be redistributed based on the final number of delegates registered.

House & Senate Seat Allotment Chart

# of delegates**	House	Senate	Lobbyist	Press	Pages	O'Brien House	8th Grade
1	1	1	0-1	0-1	**	**	**
2	1-2	1-2	0-2	0-2	**	**	**
3	1-2	1-2	0-3	0-3	**	**	**
4	2-3	1-2	0-3	0-3	**	**	**
5	2-3	1-2	0-3	0-3	**	**	**
6	3-5	1-2	0-3	0-3	**	**	**
7	3-5	2-3	0-3	0-3	**	**	**
8	3-5	2-3	0-3	0-3	**	**	**
9	4-6	2-3	0-3	0-3	**	**	**
10	4-6	2-3	0-3	0-3	**	**	**
11	5-8	2-4	0-3	0-3	**	**	**
12	5-8	2-4	0-3	0-3	**	**	**
13	5-8	3-5	0-3	0-3	**	**	**
14	6-9	3-5	0-3	0-3	**	**	**
15	6-10	3-5	0-3	0-3	**	**	**
16	7-11	3-5	0-3	0-3	**	**	**
17	7-11	4-6	0-3	0-3	**	**	**
18	8-12	4-6	0-3	0-3	**	**	**
19	8-12	5-7	0-3	0-3	**	**	**
20	9-13	5-7	0-3	0-3	**	**	**

Delegation House & Senate Seat Distribution

Chairs & Vice Chairs

Chairs will automatically be assigned to the House and Vice Chairs will automatically be assigned to the Senate following district elections. These seats do not count against the number of House and Senate seats allotted for your delegation. Please make sure final bills reflect the appropriate chamber.

O'Brien House Delegates

The O'Brien Chambers are generally geared towards newer delegates in the program. Students in grades 10-12 who have at least one year of experience are not eligible to participate in these chambers.

Press & Lobbyists

Delegates not assigned to a legislative chamber will be part of the Press or Lobbyist Corps. Please make every effort to distribute delegates evenly between these two positions.

Grade Level	House	Senate	Lobbyist	Press	O'Brien Chambers	8th Grade Committees
8			X (if from all 8th grade)	X (if from all 8th grade)	X (in blended delegation)	X (all 8th grade)
9			X	X	X	
10	X	X	X	X	X	
11	X	X	X	X	X	
12	X	X	X	X	X	

Position Assignments, Speaking & Voting Privileges

Below are listed the various positions committee/chamber assignments in addition to voting privileges. Please familiarize yourself with these as you contemplate the positions you are interested in pursuing.

Position	Committee Assignment	Committee Speaking Privileges	Committee Voting Privileges	Chamber Assignment	Chamber Speaking Privileges	Chamber Voting Privileges
8th Grade Committees	X	X	X	X	X	X
Lobbyist/Executive		X			X-restrictions apply, see rules	
Press Corps/Editors		X				
O'Brien Chambers	X	X	X	X	X	X
Representative	X	X	X	X	X	X
Senator	X	X	X	X	X	X
Governor		X				
Sec. of State and Asst. Sec. of State		X				
Director of Elections		X				
Lt. Governor President Pro Tem	X	X	X	X	X	X
Speaker of the House Speaker Pro Tem	X	X	X	X	X	X
Governor's Cabinet		X			X-restrictions apply, see rules	
Fair Elections Commissioner	<i>individuals in these positions should follow the guidelines of their primary role</i>					
Attorneys General		X			X-restrictions apply, see rules	
Secretary of the Senate	X	X		X		
Chief Clerk of the House	X	X		X		
Parliamentarian	X	X	X	X	X	X
Reading Clerk	X	X		X		
Assistant Reading Clerk	X	X		X		
Chaplain	X	X		X		
Committee Chair	X	X	X	X	X	X
Committee Vice Chair	X	X	X	X	X	X
Chief Clerk of the O'Brien Chambers	X	X		X		
8th Committee Chairs/Vice Chairs	X	X		X		X

General Campaign Rules

All campaign activity must be mindful of the fact that we are on the Capitol Campus. Appropriate materials, dress, and behavior must be maintained at all times. It is particularly important that we not litter and/or in any way damage, mark, or make a mess of Capitol grounds and facilities. In addition, the following rules will apply:

- All candidates will emphasize and abide by the YMCA core values:
 - o Honesty
 - o Respect
 - o Responsibility
 - o Caring
- There will be no negative campaigning. Materials will refer to own candidacy, qualifications and achievements.
- Each candidate is responsible for his or her campaign materials including message, cleanup, and appropriate placement of campaign items.
- There will be no campaigning during committees, inside the House, Senate, O'Brien House, or 8th Grade Committees, or within other offices while regular Youth Legislature business is being conducted. Campaigning is also prohibited within 20 feet of designated polling places.
- Endorsements are allowed, however, candidates may be held responsible for actions taken on their behalf.
- Speeches are to be given by the candidate only, and no introductions aside from those assigned by the Director of Elections are permitted. Candidate speeches must be approved by the Director of Elections at least two (2) hours prior to the time that speeches are scheduled to take place. Approval requires the official stamp, mark, or signature of the Director of Elections on the final version of the speech.
- Speeches may not be more than 2 minutes.

During this time of COVID-19, elections and campaign speeches will be held virtually and the above campaign rules may be altered to reflect our current state of affairs.

Campaign Finance

The maximum amount that each candidate may spend on the campaign is Fifty Dollars (\$50.00). This amount includes in-kind and direct contributions and all amounts spent by supporters. For example, if a friend prints up a flyer on paper from his parent's office, the fair market value of that flyer (paper and copying or printing costs) must be included in the \$50.00. Expenses such as glue, printer paper, ink, etc. must be included – the costs of these items may be estimated if necessary.

All candidates must prepare and submit a draft campaign plan/budget to their delegation advisor for inclusion with registration materials on March 1st. The completed plan/budget must be submitted to the Director of Elections on the first day of session. Each candidate must also submit an itemized expenditure report including valid receipts and/or fair market value for all expenditures to the Director of Elections prior to the opening of the polls.

Campaign Materials

All campaign materials (signs, posters, flyers, etc.) must include a disclaimer which clearly states the person(s) responsible for its production. The words "paid for by" or "prepared by," with the person's name must be on each campaign item. Two (2) copies of each item must be submitted to and approved by the Director of Elections prior to distribution or display. Approval requires the official stamp, mark, or signature of the Director of Elections.

Materials may be posted only in designated areas. No materials may be stuck to any part of the interior of the Legislative Building. You will be instructed as to where you can place campaign materials.

The following are NOT allowed:

- Banners or signs over 2' X 2'
- Stickers of any kind
- Balloons
- Glitter or confetti may not appear either alone or on any materials or signs

Use of government or Youth & Government resources, i.e. printers, computers, copiers, etc is not allowed.

During this time of COVID-19, campaign materials may look different as we will be virtual. Additional information from the YMCA Youth and Government State Office will be forthcoming on expectations.

Enforcement

If a candidate or candidate's supporters choose to break any of these rules, the candidate may be disqualified from the race or, if the election has concluded, may be asked to forfeit his or her seat. In this case the nearest challenger will assume the office.

Complaints regarding a rule violation will be submitted to the Director of Elections, in writing, with specific facts and evidence provided. Complaints will be considered and decided upon by the Director of Elections, Fair Elections Commissioners and Secretary of State with oversight by the State Director, and the appropriate delegation advisor within four hours.



YOUTH LEGISLATURE ROLE RESPONSIBILITIES

YOUTH Governor

Candidates for Youth Governor must be currently enrolled in grade 11. They must have at least one year's prior experience in the YMCA Youth Legislature. Current year does not count toward years of experience. They must complete and file electronically a Candidate statement for use in the Voter's Pamphlet, and a black and white or color photograph of the candidate suitable for use in the Bill Book and Voter's Pamphlet (photo must be electronic). Candidates must also file a campaign budget report to the Director of Elections in accordance with the campaign rules. The Youth Governor will be elected during the session.

The Youth Governor and State Attorney General MUST attend leadership training as scheduled in the Program Calendar. In addition, the newly elected Youth Governor should attend the National Youth Governor's Conference in Washington, D.C. in June. (Specific date to be announced). All delegates interested in running for Governor are encouraged to apply to be part of the Washington Delegation to the Conference on National Affairs.

The **Youth Governor** has the following responsibilities:

1. Address the opening and closing joint sessions of the YMCA Youth Legislature, including in the closing session the Governor's action on all legislation presented by the Secretary of State after passage by both houses of the legislature.
2. Present no more than two Executive Request Bills.
3. Testify in committee, if desired, but without vote.
4. Consider each bill passed by the legislature, soliciting information and advice from the Cabinet, Attorney General, legislators and lobbyists.
5. Sign or veto legislation within 45 minutes once the Governor's consideration of said legislation has begun. The Governor shall begin consideration of legislation within 45 minutes of final passage by both houses, following certification of delivery by the Secretary of State. If the Governor fails to act in the time allotted, it will become law without his or her signature. If the Governor vetoes a piece of legislation, the official copy of the bill shall be returned immediately to the Secretary of State for recording and then immediately to the house of origin, along with the reasons for the veto. This notification must also immediately go in writing to the bill's sponsor.
6. May select an Executive Assistant and a cabinet of 5 additional persons to be assigned specific duties to meet the needs of the Governor's Office. Every effort will be made to make this cabinet representative of the 5 districts around the state.
7. Convene regular meetings of the student leadership to ensure a smooth, effective legislative process.
8. Convene and chair regular meetings of the Cabinet.
9. Host the Governor of the State of Washington whenever the Youth Legislature is honored by his/her presence.

10. Host the Governor's Ball. This includes greeting people upon arrival and cleaning up following the event.
11. Perform other duties as the office requires, such as attending press conferences, meeting with legislators, lobbyists, etc.
12. Transmit all bills considered, signed and vetoed to the Secretary of State following the closing joint session.
13. Act as the chief representative of the YMCA Youth Legislature to the media, the general public, YMCA Boards, Youth Legislature district events, and other events as requested by the State Office and/or the Board of Directors for the year following election.
14. Serve as a voting member of the YMCA Youth Legislature Program Committee. This requires attendance at all scheduled Program Committee Meetings.
15. Represent Washington State at the YMCA Youth Governor's Conference in Washington DC in June.
16. Serve as a voting member of the YMCA Youth & Government Board of Directors for the year following election. This includes attendance at all 4 scheduled Board Meetings, including the Board Retreat in June, as well as participation in the annual fund raising campaign.
17. Attend the following program events: Proclamation Signing, Y-Advocacy Day, Leadership Training and any other scheduled program events during the year.

Governor's Cabinet Members

The Governor's Cabinet is intended to be a resource for the Governor on policy issues. Each Cabinet member should be knowledgeable about a particular area, such as transportation, education, public safety and criminal justice, social policy, environment, and so forth. A candidate for the Governor's Cabinet must be enrolled in grade 10, have one year experience in the program, current year does not apply and submit the appropriate application form to the State Office.

All Governor's Cabinet members **MUST** attend the Leadership Training to be held as scheduled in the Program Calendar.

The Governor will appoint 6 Cabinet Members each year. Every effort will be made to create fair distribution across districts.

The **Governor's Cabinet members** have the following responsibilities:

1. Be familiar with all bills in the Bill Book which fall within their department and/or area of expertise and prioritize in order of importance and controversy with the Governor and other cabinet members.
2. Meet at least once per day with the Governor, as a cabinet, in order to brief the Governor on the status of bills pertinent to the member's department and those bills the Governor has requested be followed.
3. Attend committee hearings on the prioritized bills, testifying only if it is an important executive bill that appears to be failing.
4. Speak on the floor of the Chamber, at the end of the debate, only in those instances where an important executive bill appears to be failing.

5. Meet with each Representative or Senator who wants to lobby their bill with the Governor, along with the Governor whenever it is possible for the Governor to be present.
6. Serve as a resource for any Representative or Senator who is seeking lobbyists or others to speak on their particular bill.
7. Advise the Governor as requested and support executive decisions.
8. May prepare and submit up to two bills on area of expertise, with the approval of the Governor.
9. Seek opinions of key legislators for Governor.
10. Observe legislative sessions on the Governor's behalf and report back.
11. Perform other assignments as requested by the Governor.

State Attorney General

Candidates for State Attorney General must be enrolled in the 10th or 11th grade. They must have at least one year's prior experience in the YMCA Youth Legislature. Current year does not count toward years of experience. They must complete and file electronically a Candidate statement for use in the Voter's Pamphlet, and a black and white or color photograph of the candidate suitable for use in the Bill Book and Voter's Pamphlet (photo must be electronic). Candidates must also file a campaign budget report to the Director of Elections in accordance with the campaign rules. The State Attorney General will be elected during the session.

The **State Attorney General** has the following responsibilities:

1. Advise the Governor.
2. Assign and supervise the Assistant Attorneys General.
3. Represent the State's legal and constitutional interests in considering all legislation by all Chambers and the Executive.
4. Attend Cabinet meetings.
5. Serve as the alternate to the Governor to the YMCA Youth & Government Board of Directors and as a voting member of the YMCA Youth Legislature Program Committee for the year following election.
6. Participate in all duties of Assistant Attorneys General.
7. Attend the Proclamation Signing, Leadership Training and Y-Advocacy Day events.

Assistant Attorneys General

Assistant Attorneys General must have at least one year's prior experience with YMCA Youth Legislature or Mock Trial, currently be enrolled in the 10th grade. After being elected at their district event Assistant Attorney Generals may be asked to create a list of questions to be used as a test for a legislative bill's constitutionality or produce other information to aid the Attorney General in placing them in their session assignments.

Assistant Attorneys General **MUST** attend leadership training as scheduled in the Program Calendar.

The **Assistant Attorneys General** have the following responsibilities:

1. Review legislation prior to the Session, in consultation with the State Attorney General, and advise legislators and others on the constitutionality of proposed bills. The bill's sponsor(s) must be notified if there are any questions regarding a bill's legality or constitutionality.
2. Propose bill amendments, which bring the language of a bill into consistency with the Washington State Constitution, with the consent of the bill's sponsor. AG's may not change the intent of legislation, or significantly alter wording, except to meet constitutional or legal criteria. Amendments proposed by the AGs shall be allowed during committee, Senate, House, Freshman Chambers or Governor's consideration.
3. Suggest more substantive amendments during committee sessions only, consistent with the rights and duties of all delegates.
4. Speak only on constitutional or legal matters, when requested. Attorneys General have no debate privileges.

Secretary of State

Candidates for Secretary of State must be enrolled in the 10 or 11th grade. They must have at least one year's prior experience in the YMCA Youth Legislature (the current program year does not count as a year of experience). They must complete and file electronically a Candidate Statement for use in the Voter's Pamphlet and a black and white or color photograph of the candidate suitable for use in the Bill Book and Voter's Pamphlet (photo must also be electronic). Candidates must also file a campaign budget report to the Director of Elections in accordance with the campaign rules. The Secretary of State will be elected during the session. The Secretary of State will serve throughout the year and preside at the next session.

The Secretary of State **MUST** attend leadership training as scheduled in the Program Calendar. All delegates interested in running for Secretary of State are encouraged to apply to be part of the Washington Delegation to the Conference on National Affairs.

The **Secretary of State** has the following responsibilities:

1. Prepare original docket for the chambers immediately following Rules Committee meeting.
2. Maintain custody of all legislation passed by the chambers.
3. Certify time of final passage on official copy of legislation and time of delivery of each bill to the Governor's desk.
4. Prepare flash calendars following each session of the Senate and House.
5. Receive an official record of the session proceedings from the Secretary of the Senate and Chief Clerk of the House.
6. Receive official copies of all legislation considered by the Governor, following the closing joint session.
7. Transmit two full sets of all flash calendars and the record of proceedings, including the Governor's action, to the State Director.
8. Attend any meetings convened by the Governor for major office holders.

9. Vice-Chair the Fair Elections Commission which enacts and publishes the rules for campaigning for major office.
10. Supervise the election of major officers for the following year.
11. Serve as a voting member of the YMCA Youth Legislature Program Committee. This requires attendance at all Program Committee Meetings.
12. Attend all scheduled program events including the Proclamation Signing, Leadership Training, and Y-Advocacy Day.

ASSISTANT Secretary of State

The **Assistant Secretary of State** has the following responsibilities:

1. Assist the Secretary of State in day to day operations.
2. Prepare original docket for the O'Brien and Cherberg chambers immediately following Rules Committee.
3. Maintain custody of all legislation passed by the O'Brien and Cherberg chambers.
4. Certify time of final passage on official copy of legislation and time of delivery of each bill to the Governor's desk.
5. Prepare flash calendars following each session of the Freshman Chambers.
6. Receive an official record of the session proceedings from the Secretary and Chief Clerk of the Cherberg and O'Brien Chambers.
7. Receive official copies of all O'Brien and Cherberg legislation considered by the Governor, following the closing joint session.
8. Transmit two full sets of all flash calendars and the record of proceedings, including the Governor's action, to the State Director.
9. Assist in supervising the election of major officers for the following year.

Director of Elections

The Director of Elections position will be an application process and will be chosen by the Secretary of State. To be eligible for Director of Elections position delegate must be currently in grades 10-12 and have one year of experience (the current program year does not count as a year of experience). The Director of Elections cannot be from the same district as the Secretary of State, unless there are no other candidates. The Director of Elections is no longer a Major Officer position.

The **Director of Elections** has the following responsibilities:

1. Chair the Fair Elections Commission, which enacts and publishes the rules for campaigning for major officer.
2. Implement and enforce the rules for campaigning for major officer.
3. Directly oversee and run the election of major officers for the following year.
4. Distribute the Voter's Pamphlet prior to the election of major officers.
5. Perform other assignments as requested by the Secretary of State.

Fair Elections Commission

Fair Election Commissioners serve as a committee to aid the Director of Elections in the conduct of the all Major Officer Elections. Individuals will be elected at the district level. Individuals holding this position may do so in addition to any other elected or appointed position; however this position may not be held by Major Office Candidates. Candidates must be enrolled in grade 10-12.

The **Fair Election Commissioners** have the following responsibilities:

1. Participate in the development of the rules and regulations for the Youth Legislature major officer election.
2. Implement and administer the rules during the Youth Legislature session and the election, under the supervision of the Director of Elections.
3. Staff the polling sites during the election and ensure the security of the process and the ballots.
4. Other election duties as requested by the Director of Elections.

Speaker of the House and Lt. Governor

Candidates for Lt. Governor (President of the Senate) and Speaker of the House must be currently enrolled in grade 10 or 11. They must have at least one year's prior experience in the YMCA Youth Legislature (current year does not count as a year of experience). They must complete and file electronically a candidate statement for use in the Voter's Pamphlet, and a black and white or color photograph of the candidate suitable for use in the Bill Book and Voter's Pamphlet (photo must also be electronic). Candidates must also file a campaign budget report to the Director of Elections in accordance with the campaign rules. Candidates for Speaker and Lt. Governor will run and be voted upon during the session. Candidates must also file a campaign budget report to the Director of Elections in accordance with the campaign rules. Runners-up in each race will become the Speaker Pro-Tem and President Pro-Tem respectively. The Presiding Officers will serve throughout the year and preside at the next session.

These positions are eligible to run for the same position again or a different major officer position while holding office if requirements are met.

Presiding officers **MUST** attend leadership training as scheduled in the Program Calendar. All delegates interested in running for Presiding Officer are encouraged to apply to be part of the Washington Delegation to the Conference on National Affairs.

The **Lt. Governor (President of the Senate)** and **Speaker of the House** have the following responsibilities:

1. Preside over and act as the representatives of their respective houses at all times.
2. Ensure that the will of the majority prevails and that the rights of the minority are respected.
3. Take the chair precisely at the hour appointed for the session, call the members to order, and, if a quorum be present, proceed with the business of the body.
4. Preserve order and decorum in the chamber. In the case of disturbance or disorderly conduct within the chamber, the presiding officer shall order the Sergeant-at-Arms to suppress the disruption.
5. May speak to points of order in preference to other members, rising for that purpose, and shall decide all questions of order, subject to an appeal to the body by not less than ten percent of the membership of the body.
6. Answer all parliamentary inquiries, but may consult with the parliamentarian.
7. Designate who is first to speak when two or more members rise at once.
8. Announce the results of all votes taken and cast the deciding vote in the case of a tie.
9. Sign all acts, memorials and resolutions passed by the body.
10. Serve and vote on bills in their assigned legislative committee. May also provide expertise when called upon by other committees.
11. Appoint and name any special committees of the body.
12. The President shall chair the Senate Rules Committee. The Speaker shall chair the House Rules Committee.
13. The President shall preside over the opening joint session. The Speaker shall preside over the closing joint session.

14. Organize the officers of their respective chambers into efficient working teams. Meet with the officers before the formal session begins and as often as is necessary during the session and ensure that the officers are aware of their duties.
15. In the absence of the President Pro Tem/Speaker Pro Tem, the President or Speaker shall have the right to leave the chair and call any member to the chair to preside. While acting as presiding officer, the member shall not lose the right to vote. The President or Speaker may resume the chair at any time.
16. Participate in debate and vote only when not presiding.
17. Attend any meetings convened by the Youth Governor for major office holders.
18. Serve as voting members of the YMCA Youth Legislature Program Committee for the year prior to their session. This requires attendance at all scheduled Program Committee Meetings.
19. Attend all scheduled program events including the Proclamation Signing, Leadership Training, and Y-Advocacy Day.

PRESIDENT PRO TEM AND SPEAKER PRO TEM

The **President Pro Tem** and **Speaker of the House Pro Tem** have the following responsibilities:

1. Preside over their respective houses during designated sessions or in the absence of the President/Speaker.
2. Participate in debate and vote in their respective chambers, if desired, and when not presiding.
3. Preside over the O'Brien House and Cherberg Senate (the Speaker Pro Tem in O'Brien and the President Pro Tem in Cherberg).
4. Appoint a vice-chair from the membership of the O'Brien House/Cherberg Senate, to assist or preside in the chair's absence. This position shall rotate on a regular basis so as to provide leadership experience to new delegates.
5. Serve on a legislative committee and may vote in that committee.
6. The President Pro Tem shall be the Vice Chair of the Senate Rules Committee. The Speaker Pro Tem shall be the Vice Chair of the House Rules Committee.
7. Work in close cooperation with their respective presiding officers and rostrum staffs to ensure the smooth functioning of their respective chambers.
8. Attend all scheduled program events including the Proclamation Signing, Leadership Training, and Y-Advocacy Day.

Rostrum Officers

Rostrum officers for the Senate and the House include:

- Secretary of the Senate and Chief Clerk of the House
- Parliamentarian
- Chaplain
- Reading Clerk and Assistants
- Secretary of the Cherberg Senate and Chief Clerk of the O'Brien House

These positions are elected at district events. Positions rotate between districts each year. See "Distribution of District and Statewide Elected Officials" to see what positions are open in your district for the current year. All candidates for Secretary of the Senate, Chief Clerk of the House, and Parliamentarian shall be in the 11th or 12th grade. Candidates for Chaplain, Reading Clerk and Assistants, may be in grades 10th through 12th, or equivalent. Candidates for O'Brien/Cherberg Chambers rostrum staff may be in grades 9–12 or equivalent with one year of program experience.

All rostrum officers, with the exception of the Reading Clerk Assistants MUST attend leadership training (dates available on the Program Calendar).

Secretary of the Senate/Chief Clerk of the House

The **Secretary of the Senate** and the **Chief Clerk of the House** have the following responsibilities:

1. The Secretary and Chief Clerk shall preside over the organizational session of their respective chambers.
2. The Secretary and Chief Clerk shall serve as custodian of all official documents of their respective chambers. They shall receive and place bills on the docket as each is reported out of the Rules Committee or the opposite house. They shall be responsible for transmitting bills that have passed the chamber to the proper authority. They shall make sure that members are informed of all proposed committee amendments. They are responsible for receiving all official messages to their respective chambers.
3. The Secretary and Chief Clerk shall direct the activities of the officers of the lower rostrum.
4. The Secretary and Chief Clerk shall keep the official record of the proceedings in their respective chambers.
5. The Secretary and Chief Clerk shall serve on a legislative committee.

HOUSE AND SENATE PARLIAMENTARIAN

The **House and Senate Parliamentarians** have the following responsibilities:

1. The Parliamentarian shall provide parliamentary advice and counsel to the presiding officer. Parliamentary decisions shall be based upon "Washington State Youth and Government Rules of Order" and *Reed's Parliamentary Rules*.
2. The Parliamentarian shall also try to answer written parliamentary questions of members of the chamber.
3. The Parliamentarian shall attend all sessions of the body.

4. The Parliamentarian shall have the right to participate in debate and to vote, except in cases where a conflict exists between debate and performance of the Parliamentarian's official duties. Parliamentarians shall not participate in debate on an issue after offering an opinion on a parliamentary ruling.
5. The Parliamentarian shall serve on a legislative committee.
6. The Parliamentarian positions shall also serve a Committee Chair in the House and Committee Vice Chair in the Senate.

HOUSE AND SENATE CHAPLIN

The **House and Senate Chaplains** have the following responsibilities:

1. The Chaplains shall be alert to all opportunities to keep the core values of the YMCA – honesty, caring, respect, responsibility, faith, and fun – before the members of the Youth Legislature.
2. The Chaplains shall prepare and deliver special inspirational messages for the opening of all sessions of their respective houses.
3. The Senate Chaplain shall prepare and deliver the closing message at the joint session(s). The House Chaplain shall prepare and deliver the opening message at the joint session(s).
4. The Chaplains shall have the right to participate in debate and to vote.
5. The Chaplains shall serve on a legislative committee.
6. The position of Chaplain will be combined with the House and Senate Reading Clerks and have no speaking privileges.

Secretary of the Senate/Chief Clerk of the House

The **House and Senate Reading Clerk and Assistants** have the following responsibilities:

1. The Reading Clerk shall read all bills, amendments and announcements as directed by the presiding officer and Secretary or Chief Clerk.
2. The Reading Clerk shall take all roll calls and keep a record of attendance.
3. The Reading Clerk and Assistants shall serve on a legislative committee.
4. The position of Reading Clerks will be combined with the Chaplain position and will have no speaking privileges.

Chief Clerk of O'Brien House

The **Chief Clerk of the O'Brien House** have the following responsibilities:

1. The Chief Clerk shall preside over the organizational session of their respective chambers.
2. The Chief Clerk shall serve as custodian of all official documents of their respective chambers. They shall receive and place bills on the docket as each is reported out of the Rules Committee or the opposite house. They shall be responsible for transmitting bills that have passed the chamber to the proper authority. They shall make sure that members are informed of all proposed committee amendments. They are responsible for receiving all official messages to their respective chambers.
3. The O'Brien Chief Clerk shall direct the activities of the officers of the lower rostrum.
4. The O'Brien Chief Clerk shall keep the official record of the proceedings in their respective chambers.
5. The O'Brien Chief Clerk shall serve on a legislative committee.

Committee Leadership

All candidates for Committee Chair and Vice Chair shall be in 11th or 12th grade, or equivalent, and have at least one year's prior experience in the Youth Legislature or participated as a delegate to Boy's or Girl's State. Committee Chairs and Vice Chairs **MUST** attend the leadership training (dates available on the Program Calendar). Chairs and Vice Chairs must also agree to assume and perform **ALL** the duties and responsibilities as listed below.

COMMITTEE CHAIRS

The **Committee Chairs** have the following responsibilities:

1. The Chair shall be a member of the House and shall serve as a member of the House Rules Committee.
2. The Chair shall preside over the discussion and debate of bills considered by the committee to which he/she is assigned. The Chair shall ensure that the will of the majority prevails and that the rights of the minority are respected. The Chair shall ensure that the committee gives each bill thorough consideration and makes all necessary amendments.
3. The Chair shall be responsible for leading the committee caucus sessions.
4. The Chair shall be the proponent for all House bills from his/her committee during Rules Committee.
5. The Chair shall be the proponent of the committee amendments when they are considered on the floor of the House.

COMMITTEE VICE CHAIRS

The **Committee Vice Chairs** have the following responsibilities:

1. The Vice Chair shall be a member of the Senate and shall serve as a member of the Senate Rules Committee.
2. The Vice Chair shall serve as recorder and custodian of the official copies of bills for the committee to which he/she is assigned.
3. The Vice Chair shall perform the duties of the Chair in his/her absence. When assuming the Chair's duties, the Vice Chair shall appoint another committee member to serve as recorder.
4. The Vice Chair shall retrieve all amended bills from the Code Reviser's Office prior to Rules Committee.
5. The Vice Chair shall be the proponent for all Senate bills from his/her committee during Rules Committee.
6. The Vice Chair shall be the proponent of the committee amendments when they are considered on the floor of the Senate.

Senators, Representatives, and O'Brien Members

Senators and Representatives must be in grades 10 through 12, or equivalent. Though it is assumed that the more senior members of the delegation will fill these slots, allocation of roles is ultimately the decision of the delegation and its advisor. O'Brien Chamber members **MUST** be new delegates to the program and be enrolled in grades 9-12 or equivalent. Senators, Representatives and O'Brien members have the following responsibilities:

1. Senators, Representatives and O'Brien members must sponsor or co-sponsor a legislative bill. It must be filed in time for inclusion in the official Bill Book and be in the official format. No more than two people may co-sponsor a bill.
2. Study the subject of the bill, including background, current laws, and legal implications to become knowledgeable about all aspects the legislation may address.
3. Study the Bill Book in advance of Youth Legislature. Be sure to read the sections on "Rules of Order" and "Outline of Parliamentary Rules."
4. Act as proponent for the bill before legislative committee (every effort will be made to appoint sponsoring delegate(s) to the appropriate committee).
5. Study other bills introduced in delegate's chamber, particularly those assigned to the committee on which the delegate serves.
6. Check dockets as issued and be prepared on legislation to be debated.
7. Act as proponent for own bill if and when up for consideration in respective chamber, including statements to open and close debate, as well as responding to questions from the body.
8. Enlist support, with aid of lobbyists, for own bill if and when being considered by opposite chamber. **DO NOT NEGLECT** responsibility to consider and vote upon all other legislation before delegate's own chamber.
9. Work with appropriate Cabinet member and lobbyists to provide Governor with all necessary information if and when bill passes both chambers.
10. Evaluate all proposed legislation with concern for welfare of citizens of State of Washington. Delegates should not hesitate to address fellow legislators with pertinent information.

Press Corps

The Press Corps consists of reporters, photographers, one assistant editor from each district, and an editor-in-chief. Reporters must be in grade 9-12. Candidates for assistant editor positions must be in grade 11-12, or equivalent, have either one year prior experience as a member of the Youth Legislature Press Corps or be a member of an editorial staff for a high school newspaper. The Editor-in-Chief for the following year will be selected by the members of the Press Corps at the conclusion of the present session. The Editor-in-Chief will serve throughout the year and during the subsequent session. Assistant Editors will be elected by their districts, but will be assigned to specific positions by the Editor-in-Chief.

The Editor-in-Chief and Assistant Editors MUST attend the leadership training as scheduled in the Program Calendar.

EDITOR IN CHIEF

The **Editor-in-Chief** has the following responsibilities:

1. Supervise production and layout of newspaper, control and proofread final copy.
2. Coordinate general operation of Press Room and supervise assistant editors.
3. May, in consultation with State Program Director and press advisors, institute an "alternative" paper.
4. Write at least three editorials on topics related to Youth and Government (i.e., calling for passage/defeat of bills, choice of officers, etc.).
5. Represent the press program for the YMCA Youth Legislature.
6. Serve as a voting member of the YMCA Youth Legislature Program Committee. This requires attendance at all Program Committee Meetings.
7. Work with State Office in layout and editing of the Capitol Quarterly newsletter.
8. Attend all scheduled program events including the Proclamation Signing, Leadership Training, and Y-Advocacy Day.

ASSISTANT EDITORS

The **Assistant Editors** have the following responsibilities:

1. Directly supervise assigned reporters. Assist them with negotiating committee assignments and editing and proofreading their articles.
2. Ensure that communication is maintained in the press room so everyone knows what is happening.
3. Write at least one editorial.
4. Communicate consistently with other Assistant Editors and the Editor-in-Chief.

REPORTERS

The **Reporters** have the following responsibilities:

1. Each Reporter shall submit one article or news release in the proper form to the State Office by the deadline published in the Program Calendar for publication in the first issue of Capitol Chronicles.
2. Work as a member of the Press Corps to produce the Capitol Chronicles while in Olympia.
3. Write a minimum one article per day for Capitol Chronicles.
4. Work closely with assigned supervisor on content and revisions.
5. Prepare questions for interviews and press conferences.
6. Prepare a minimum of one pre-session and one follow-up article or news release to be sent to local media in reporter's home community. Article should provide substantive information about YMCA Youth Legislative Session.
7. Keep press room informed of location.
8. Attend all scheduled Press Corps meetings.

Lobbying Corps

Lobbyists should be enrolled in grades 9 through 12, or equivalent. Lobbyists must have at least one year's prior experience as a lobbyist and co-sponsor at least one-two bills with a legislator. The Chief Lobbyist Executive is selected by the members of the Lobbyist Corps at the conclusion of the session. The Chief Lobbyist Executive serves the following year and the subsequent Session.

The Chief Lobbyist and Lobbyist Executives **MUST** attend leadership training as scheduled in the Program Calendar.

CHIEF LOBBYIST EXECUTIVE

The **Chief Lobbyist Executive** has the following responsibilities:

1. Preside over all meetings of the Lobbyist Executives and Corps while in Olympia.
2. Assign each of the Lobbyist Executives to a lobbyist firm.
3. Assign lobbyists to lobbying firms.
4. Work with the Lobbyist Advisor and Lobbyist Executives to distribute legislation between firms.
5. Act as liaison to the Governor's Office, providing lobbying expertise to the Governor and Governor's staff.
6. Serve as a voting member of the YMCA Youth Legislature Program Committee.
7. Attend Proclamation Signing, Leadership Training, & Y-Advocacy Day.

ASSISTANT LOBBYIST EXECUTIVES

The **Assist. Lobbyist Executives** have the following responsibilities:

1. Serve as the Executive Officer of an assigned lobbying firm.
2. Work with the Chief Lobbyist in making lobbyist assignments.
3. Ensure that all lobbyist materials are approved by a Lobbyist Advisor before use by any lobbyist.

Coordinate lobbying efforts in their respective areas of responsibility

4. Work with Presiding Officers and rostrum staff to ensure consistent process in lobbyist testimony.
5. Meet with lobbyists assigned to respective chambers to coordinate testimony on legislation and assist in preparing testimony as needed.

LOBBYISTS

The **Lobbyists** have the following responsibilities:

1. Co-sponsor at least two bills with a legislator in the House or Senate.
2. Participate in committee sessions. Lobbyists will be assigned to committees and co-sponsored bill and experience in the program.
3. Speak and answer questions on the floor of the Senate or House, provided that permission has been granted by either the bill sponsor or a yielding legislator.
4. Provide information relevant to legislation at all levels of consideration, from committee hearings to the Office of the Governor.
5. Attend all scheduled lobbyist meetings and any press conferences related to their bill topics/position paper.
6. Obtain approval of the bill author and the lobbyist advisors before duplicating or posting any handbills, posters, or other printed materials.

8th Grade Delegates

8th grade delegates must be in 8th grade, or equivalent. 8th grade delegates will serve as a committee member throughout the committee sessions. 8th grade delegates coming from a mixed delegation, meaning the delegation is comprised of 8th-12th grade delegates will be assigned to either the Cherberg Senate or O'Brien House as a member of that chamber.

The **8th Grade Delegates** have the following responsibilities:

1. 8th Grade Delegates must sponsor a piece of legislation. This must be filed by the date specified in the program calendar for inclusion in the Bill Book.
2. Study the subject of their piece of legislation, and be knowledgeable about its general topic.
3. Use basics of parliamentary procedure during debate in the Cherberg or O'Brien chambers.
4. Act as a proponent for their piece of legislation before the Cherberg or O'Brien chambers.
5. 8th Grade Delegates will participate in committee session and debate pieces of legislation that have been prioritized by the committee to move on to the next round of debate in their assigned chamber.

8TH GRADE REPORTER

The **8th Grade Reporters** have the following responsibilities:

1. Work as a member of the Press Corps to produce the Capitol Chronicles while in Olympia.
2. Write a minimum one article per day for Capitol Chronicles.
3. Work closely with assigned supervisor on content and revisions.
4. Prepare questions for interviews and press conferences.
5. Keep press room informed of location.
6. Attend all scheduled Press Corps meetings.
7. Report on bills and action within the 8th grade committees.

8TH GRADE LOBBYISTS

The **8th Grade Lobbyists** have the following responsibilities:

1. Co-sponsor at least two bills with an 8th grade legislator.
2. Speak and answer questions on the floor of the 8th grade committees, provided that permission has been granted by either the bill sponsor or a yielding legislator.
3. Provide information relevant to legislation at all levels of consideration through the committee process.
4. Attend all scheduled lobbyist meetings and any press conferences related to their co-sponsored bill.
5. Obtain approval of the bill author and the lobbyist advisors before duplicating or posting any handbills, posters, or other printed materials.