LEADERSHIP FOR TOMORROW

CONNECTICUT YMCA
YMCA OF GREATER HARTFORD
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Program Office and Fees  
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## Events and Deadlines

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Quick Reference Guide

This guide contains a concise summary of the events, deadlines, contact information, and fees for the Connecticut Youth and Government program.

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Events and Deadlines
Forms
## Youth Officers & Program Committee
### 2016 – 2017

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<th>Waterbury Delegation</th>
<th>Youth Governor</th>
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<tbody>
<tr>
<td>Terrell Patterson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kate Canavan</td>
<td>Lauralton Hall Delegation</td>
<td>Lieutenant Governor</td>
</tr>
<tr>
<td>Joesph Ludemann</td>
<td>Meriden Delegation</td>
<td>Speaker of the House</td>
</tr>
<tr>
<td>Maya Zaleski</td>
<td>Milford Hall Delegation</td>
<td>Secretary of the State</td>
</tr>
<tr>
<td>Isabella Pinto</td>
<td>Torrington Delegation</td>
<td>Attorney General/Chief Justice</td>
</tr>
<tr>
<td>Hannah Hayes</td>
<td>Lauralton Hall Delegation</td>
<td>Editor in Chief</td>
</tr>
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<table>
<thead>
<tr>
<th>Program Committee</th>
<th>State Director, YMCA of Greater Hartford</th>
</tr>
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<tbody>
<tr>
<td>Gary Wright</td>
<td></td>
</tr>
<tr>
<td>Monica Cresta</td>
<td>Program Administrator, Cheshire YMCA</td>
</tr>
<tr>
<td>Brian Quigley</td>
<td>Press Corps &amp; Social Media Advisor</td>
</tr>
<tr>
<td>Rep. Bob Godfrey</td>
<td>CT Legislative Liaison, Youth Governor Advisor</td>
</tr>
<tr>
<td>Bill Pitt</td>
<td>Youth In Law Advisor</td>
</tr>
<tr>
<td>Gretchen Tencza</td>
<td>Legislative Process Advisor</td>
</tr>
<tr>
<td>Nina Foran</td>
<td>Middle School Workshop Advisor</td>
</tr>
<tr>
<td>Date and Time</td>
<td>Event or Deadline</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Nov</strong></td>
<td></td>
</tr>
<tr>
<td>Sunday, 20th</td>
<td>1st Year Training Session: Strongly recommended for all 1st year participants and advisors: program overview, bill topic selection and writing, parliamentary procedure.</td>
</tr>
<tr>
<td>12-2</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td></td>
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<tr>
<td>Friday, 23rd</td>
<td>Appointed Position Deadline: Appointed Position application entered online</td>
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<tr>
<td>Sunday, 8th</td>
<td>Training Session A: Officers, Co-Committee Chairs and Alternates, Press Corps Snow Date: Saturday January 21, 12:00-2:00</td>
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<tr>
<td>12-2</td>
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</tr>
<tr>
<td>Jan</td>
<td>Pre-State Bill Deadline: Roster, Pre-State Fee due. Pre-State Bills entered online (title and statement of purpose required) approved by delegation advisor. Fees based on roster as of this date. Suggestion: Use Friday January 6th as deadline for delegates to enter bill info.</td>
</tr>
<tr>
<td>Friday, 13th</td>
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<tr>
<td></td>
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<tr>
<td>Sunday, 22nd</td>
<td>Pre-State Conference (includes Training Session B) Snow Date: Sunday January 29th, 12:00 – 4:00</td>
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<tr>
<td>12-4</td>
<td></td>
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<tr>
<td>Feb</td>
<td>Roster Finalized: Online registration should be complete, permission slips and fees sent to program office. Fees based on roster as of this date.</td>
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<tr>
<td>Friday, 24th</td>
<td></td>
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<tr>
<td></td>
<td>Bills Finalized: All bills entered and approved by advisor. Suggestion: Use Friday February 17th as deadline for delegates to finalize bills.</td>
</tr>
<tr>
<td>Friday, 24th</td>
<td></td>
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<tr>
<td>Mar</td>
<td>Training Session C: Officers, Co-Committee Chairs and Alternates, Clerks and the Secretary of the State Deputies</td>
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<tr>
<td>Sunday 19th</td>
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<tr>
<td>12-2</td>
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<td></td>
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<td>to Sunday, 26th</td>
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**Program Committee Meetings**

All Program Committee meetings are open and advisors and teens are welcome to attend. Please RSVP to the State Director if you will be attending. All meetings are held at the Southington YMCA.

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<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<td>6th</td>
<td></td>
<td>no meeting</td>
<td></td>
<td></td>
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<tr>
<td>10—12</td>
<td>10—12</td>
<td></td>
<td>10—12</td>
<td>10—12</td>
</tr>
<tr>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Southington Y</td>
</tr>
</tbody>
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# Program Office and Fees

## 2016 – 2017

| Program Office: | CT YMCA YAG  
| | East Hartford YMCA  
| | 770 Main St.  
| | East Hartford, CT 06108 |

| State Program Director: | Gary Wright |

| Phone: | 203-980-0260 cell  
| | 860-289-6612 East Hartford YMCA  
| | 860-289-6659 fax |

| Email: | gwright@ctyag.org |

| Web Site: | www.ctyag.org |

## Program Fees

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<th>Type</th>
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<th>Register Before Deadline</th>
<th>Register After Deadline</th>
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<tr>
<td>Pre-State</td>
<td>January 13, 2017</td>
<td>$75/delegate</td>
<td>$90/delegate</td>
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</tbody>
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| Conference| February 24, 2017 | $200/delegate  
| | no charge for advisors† | $215/delegate  
| | $110/private advisor room | $110/private advisor room |

†One advisor for every 12 delegates is free. Extra advisors will be charged $275.

- All fees are **non-refundable** and based on the information entered on the registration website as of 11:59pm on the registration deadlines. A new delegate may be substituted for a dropped delegate.
- Pre-State fee must be paid in order to register for the Conference.
- The YAG Program office accepts payments from local delegations only and not from individual delegates. Local delegations are responsible for collecting fees from their participants. All payments to YAG should be for the entire delegation.

*Please be sure your delegation roster is accurate.*
*There are no refunds for delegates dropped after the deadlines.*

The program fee covers the state program expenses including:
- ✔ bill book
- ✔ conference materials
- ✔ 2 nights at the conference hotel
- ✔ meeting rooms and ballroom at the conference hotel
- ✔ speaker fees
- ✔ dinner on Friday and Saturday and snacks during committee and the social events
- ✔ bus transportation to/from conference hotel
- ✔ capitol building access and staff
- ✔ administrative fees
- ✔ copies and other program materials
## Delegation Bill Codes

### Delegations by Bill Code

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<th>YMCA</th>
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<td>1000</td>
<td>Glastonbury</td>
<td>Glastonbury YMCA</td>
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<tr>
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<tr>
<td>1200</td>
<td>Southbury</td>
<td>Waterbury YMCA</td>
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<tr>
<td>1300</td>
<td>Thomaston</td>
<td>Waterbury YMCA</td>
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<tr>
<td>1400</td>
<td>Foran</td>
<td>Milford/Orange YMCA</td>
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<td>1500</td>
<td>Farmington Valley</td>
<td>Farmington Valley YMCA</td>
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<tr>
<td>1600</td>
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<td>Amity High School</td>
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<td>2100</td>
<td>Tri-Town</td>
<td>Tri-Town YMCA</td>
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<td>2500</td>
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<td>2600</td>
<td>Wallingford</td>
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<tr>
<td>2700</td>
<td>Wheeler</td>
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<tr>
<td>4300</td>
<td>Southington</td>
<td>Southington YMCA</td>
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<tr>
<td>4400</td>
<td>Lauralton Hall</td>
<td>Milford/Orange YMCA</td>
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<tr>
<td>4800</td>
<td>Cheshire</td>
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<tr>
<td>4900</td>
<td>Terryville/Burlington</td>
<td>Wheeler Regional YMCA</td>
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<td>5100</td>
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<td>5200</td>
<td>Valley Shore</td>
<td>Valley Shore YMCA</td>
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<td>Hamden North Haven Branch YMCA</td>
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<tr>
<td>5500</td>
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<td>Downtown Hartford Branch YMCA</td>
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<tr>
<td>5600</td>
<td>Hartford-Metro</td>
<td>YMCA of Greater Hartford Metro Branch</td>
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<th>Delegation</th>
<th>YMCA</th>
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<td>2000</td>
<td>Amity High School</td>
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<td>Berlin High School</td>
<td>Berlin-Kensington YMCA</td>
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<tr>
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<td>Cheshire</td>
<td>Cheshire YMCA</td>
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<td>YMCA of Western CT YMCA</td>
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<td>Hamden-North Haven</td>
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<td>1800</td>
<td>New Britain High School</td>
<td>New Britain YMCA</td>
</tr>
<tr>
<td>5100</td>
<td>New Haven</td>
<td>New Haven YMCA Youth Center</td>
</tr>
<tr>
<td>5300</td>
<td>Soundview</td>
<td>Soundview Family YMCA</td>
</tr>
<tr>
<td>4300</td>
<td>Southington</td>
<td>Southington YMCA</td>
</tr>
<tr>
<td>1200</td>
<td>Southbury</td>
<td>Waterbury YMCA</td>
</tr>
<tr>
<td>4900</td>
<td>Terryville/Burlington</td>
<td>Wheeler Regional YMCA</td>
</tr>
<tr>
<td>1300</td>
<td>Thomaston</td>
<td>Waterbury YMCA</td>
</tr>
<tr>
<td>2100</td>
<td>Tri-Town</td>
<td>Tri-Town YMCA</td>
</tr>
<tr>
<td>5200</td>
<td>Valley Shore</td>
<td>Valley Shore YMCA</td>
</tr>
<tr>
<td>2600</td>
<td>Wallingford</td>
<td>Wallingford YMCA</td>
</tr>
<tr>
<td>1100</td>
<td>Waterbury</td>
<td>Waterbury YMCA</td>
</tr>
<tr>
<td>2500</td>
<td>West Hartford</td>
<td>West Hartford YMCA</td>
</tr>
<tr>
<td>2700</td>
<td>Wheeler</td>
<td>Wheeler YMCA</td>
</tr>
</tbody>
</table>
Events and Deadlines

This section contains a separate page for each event or deadline on the CT YAG calendar including who should attend, what forms are needed, if fees are due and more.
This is an optional event designed to help 1st year delegates and advisors understand the program and specifically the bill writing process. While not mandatory, this event is recommended for new advisors and participants. It is strongly recommended for new delegations (i.e. advisor and delegates are new to the program).

First year participants will have an opportunity to learn about the various program choices (legislative/press/lobbyist), learn about selecting a bill topic, participate in a bill writing workshop, and be briefly introduced to parliamentary procedure.

Returning delegates and advisors are welcome to attend also.

**Please RSVP by November 15th to the State Director if you or any of your delegates are planning to attend.**

**Who Should Attend**

- 1st year delegates interested in learning more about bill writing
- delegates interested in joining the Press Corp **(strongly recommended)**
- delegates interested in joining the Lobbyist Program **(strongly recommended)**
- delegates interested in competing in the Youth in Law Competition
- 1st year advisors looking for more information about the YAG program registration process
- all youth officers (required)

**What You Should Bring**

- note taking materials
- bill topic ideas

**Location and Driving Information**

See the previous Program Committee Meeting page for directions.
This year the registration process is broken into two steps. Appointed position applications are due at this deadline while delegation rosters, deposits, and Pre-State bills are due in mid January.

Delegates interested in the press or lobbyist programs should also complete online applications.

All advisors and delegates will be notified by email regarding their applications.

Reminders
- this deadline is for, appointed positions applications only
- delegates who submit an appointed position application must be prepared to attend the associated training sessions detailed in the State Program Guide

What To Provide Online at register.ctyag.org
✓ Appointed Position Application for each delegate seeking an appointment
✓ a Press Corp Application Form for each delegate joining the Press Corps
✓ a Lobbyist Application Form for each delegate joining the Lobbyist Program

Online Registration!
Appointed position applications must be completed online at:

register.ctyag.org
This session is a required event for some delegates who have been selected for appointed positions and for all members of the Press Corps and Lobbyists. All delegates who are appointed to positions that require attendance at this training event are listed below and will be notified directly by mail.

This event is referenced as Training Session A, in the appointed position descriptions.

Who Must Attend

- Press Corp Members
- Lobbyists
- Committee Chairpersons
- Alternate Committee Chairpersons
- Youth Officers

Delegates who have been appointed to positions other than those specifically listed above are not required to attend the Pre-State Training session (e.g., Governors Advisor Council, Clerks, Chaplains, etc.).

Location and Driving Directions

See the first Program Committee Meeting event page for driving directions.
This is the deadline for submitting your Pre-State Registration. Delegation rosters, Pre-State Bills, and all all delegate deposits are due.

This is the deadline for all bills to be entered and approved by advisors online at register.ctyag.org. Be sure to give delegates an earlier deadline to ensure you have time to review and approve their bills.

**Reminders**
- this deadline is for rosters, pre-state bills, and the Pre-State deposits.
- after this deadline there is an additional $10/delegate late fee
- deposits are **non-refundable**
- payments must be **postmarked** by this deadline
- you may add delegates until Pre-State (subject to the $10/delegate late fee)
- you may substitute a new delegate for a dropped delegate

**Bill Reminders**
- all delegates other than Press Corps and Lobbyists must author or co-author a bill
- local advisors must review and approve (online) all bills before this deadline
- local advisors should ensure that the bill topic adheres to the rules listed in the Program Manual (see the *Bill Topic Requirement* section of the manual)
- bills may continue to be edited by delegates even after the topic has been approved by the advisor for use at Pre-State
- delegates are responsible for bringing 25 copies of their bill to the Pre-State conference
- the bill ‘preview’ option on register.ctyag.org should be used to generate a version of the bill for printing

**What To Provide Online at register.ctyag.org**
- ✓ a completed **Pre-State Delegation Roster**
- ✓ bills entered and approved by advisor

**What To Provide by Mail**
- ✓ the Pre-State **non-refundable** program fee for all delegates (see fee schedule)
- ✓ send a single check for entire delegation (no individual participant checks)
- make all checks out to: **YMCA Metro-YAG**
- send your program fee deposit to the State Director’s Office:

  Gary Wright, YAG  
  East Hartford YMCA  
  770 Main St.  
  East Hartford, CT 06108
Training Session A (snow date)  Saturday, January 21, 2016  Southington YMCA  12 – 2

This is the snow date for the Training Session A. See the regular event description for details.
The Pre-State Conference is a mandatory training and practice session to prepare for the State Conference. All Youth and Government participants must attend the Pre-State Conference to be eligible to attend the State Conference.

Dress code is “Business Attire” for all delegates and advisors. A detailed discussion of the YAG dress code can be found in the State Program Guide.

This event is referenced as Training Session B in the appointed position descriptions.

Who Must Attend
- all delegates
- lead advisors (assistant advisors and other adult volunteer are welcome)
- Program Committee
- youth officers

What To Bring
- everyone: note taking materials
- legislators: 25 copies of your bill
- lobbyists: at least one completed position paper
- number of t-shirts and sizes your delegation needs (s, m, l, xl, xxl)

Local delegations and local YMCA’s are responsible for their delegates at Pre-State. Transportation and supervision must be provided by the local delegation. Permission Slips are strongly recommended in accordance to your local YMCA’s policy.

Location and Driving Directions
See the next page.
Pre-State Conference
Legislative Office Building

Sunday, January 22, 2017
12 noon – 4:00 pm

Going East on I-84
Take the Capitol Ave. Exit 48B. The Capitol is on the left and the Legislative Office Building (LOB) on the right.

Going West on I-84
Take the Asylum Street Exit 48. Turn right at the light, then immediately take the left fork, which is Farmington Avenue. Turn left at the next light onto Broad Street. After one light and the State Armory, turn left into the Legislative Office Building driveway and continue to the LOB

From I-91, Northbound and Southbound
Take the Capitol Area Exit 29A. Follow the Whitehead Highway; go halfway around the rotary onto Elm St., left onto Trinity St., and bear right onto Capitol Ave. Continue down Capitol Ave past the I-84 entrance to the Legislative Office Building on your right.

Parking
The state parking garage will not be open. Parking is available along the road beyond the drop-off in front of the LOB, along the drive in front of the State Armory, or across Broad Street from the State Armory. On-street metered parking and commercial parking lots are also nearby.
This is the snow date for the Training and Pre-State Conference. See the regular event page for details and directions.
All conference fees and registration materials are due on this date. Room assignments must be completed online. Payment and permission slips must be postmarked by this deadline. After this deadline there is an additional $10/delegate late fee. If neither the Pre-State nor Conference fees are paid on time, the late fee is $20/delegate.

NOTE: Bills and position papers are not due on this date this year. See the calendar for the bill and position paper deadline.

Please complete all roster information online at register.ctyag.org before printing out your permission slips to be signed.

What to Complete Online (register.ctyag.org)
- final delegation roster
- delegation rooming list
- an Intent to Appeal Application for each delegate entering the Youth in Law Competition

What to Mail
- program fee balance: see fee schedule for details
- make checks out to: YMCA Metro YAG
- please send a single check for entire delegation (no individual participant checks)
- delegation payment cover sheet (available at register.ctyag.org)
- permission slip/waiver for each delegate (available at register.ctyag.org)
- code of conduct form for each advisor (available at register.ctyag.org)

Mail payments and forms to:

Gary Wright, YAG
East Hartford YMCA
770 Main St.
East Hartford, CT 06108
All bills and position papers must be entered and approved by an advisor before this deadline.

**Online Registration!**
Enter and approve bills and papers at

`register.ctyag.org`

For assistance with the registration website, send email to `support@ctyag.org`
This session is a required training event for most appointed positions. See below for details.

**What is New:**

- Chaplains, the Governor’s Advisory Council, and the Deputy Attorneys General do **not** have to attend
- This event is only required for positions that involve parliamentary procedure or bill flow.

**Who Must Attend:**

- Youth Officers
- Committee Chairpersons
- Alternate Committee Chairpersons
- Deputy Speakers
- President Pro Tempores
- Secretary of the State
- Deputy Secretary of the State
- Clerks

**Location and Driving Directions**

See the first Program Committee event page for directions.
Youth Officers will be arriving at the Farmington Marriott on the Thursday night before the State Conference instead of Friday morning. Dinner is provided.

Who Must Attend
   • Youth Officers

Location and Driving Directions
   See the Conference Registration Deadline page for directions.
The State Conference will once again be held at the Farmington Marriott.

Dress code is “Business Attire” for all delegates and advisors. A detailed discussion of the YAG dress code can be found in the State Program Guide.

How to Prepare

- Please do not arrive prior to 12 noon.
- Delegates and advisors should arrive in business attire (see Dress Code for details)
- Snacks will not be available until mid afternoon, delegates should have an early lunch prior to arriving at the hotel

Location

15 Farm Springs Road  
Farmington, Connecticut 06032  
1-860-678-1000

Driving Directions

- 84 W to exit 37 and straight across Fienemann Road to Farm Springs Office Park  
- 84 E to exit 37, turn left at light, cross over the highway and turn right into Farm Springs Office Park  
- Hotel is located at the end of the road, on the right, in Farm Springs Office Park.
State Conference  
March 24–March 26, 2016  
Capitol Building

Going East on I-84
Take the Capitol Ave. Exit 48B. The Capitol is on the left and the Legislative Office Building (LOB) on the right.

Going West on I-84
Take the Asylum Street Exit 48. Turn right at the light, then immediately take the left fork, which is Farmington Avenue. Turn left at the next light onto Broad Street and turn left at the second light onto Capitol Avenue. Turn left onto the Capitol grounds just before the third light.

From I-91, Northbound and Southbound
Take the Capitol Area Exit 29A. Follow the Whitehead Highway; go halfway around the rotary onto Elm St., left onto Trinity St., and bear right onto Capitol Ave. The Capitol and the Legislative Office Building (LOB) are on the right.

Parking
On Saturday and Sunday during the State Conference visitors may park in the reserved spots on the Capitol Avenue side of the Capitol building.

Bus Pickup
Busses should enter the Capitol grounds from Capitol Avenue and pick up delegates outside the Capitol Avenue entrance to the building.
Applications from delegates interested in attending the National Affairs Conference are due two-weeks after the State Conference. Details will be provided in the State Conference Bill Book.

**National Affairs Schedule**

The tentative training schedule for National Affairs is as follows:

<table>
<thead>
<tr>
<th>April</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>1st</td>
<td>7th</td>
</tr>
<tr>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Depart</td>
<td>Return</td>
</tr>
</tbody>
</table>
Applications from delegates interested in attending the National Judicial Competition are due one-week after the State Conference. Details will be provided in the State Conference Bill Book.

**National Judicial Competition Schedule**

The **tentative** training schedule for NJC is as follows:

<table>
<thead>
<tr>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>2nd</td>
<td>5th</td>
</tr>
<tr>
<td>Southington YMCA</td>
<td>Southington YMCA</td>
<td>Southington YMCA</td>
<td>Depart</td>
<td>Return</td>
</tr>
</tbody>
</table>

Quick Reference
This section contains information about the Program Committee meetings.

All Program Committee meetings are open to advisors and delegates. If you are planning to attend a Program Committee Meeting please contact the State Director.
These are mandatory meetings for all Program Committee members and youth officers.

All Program Committee meetings are open and advisors and teens are welcome to attend. Please RSVP to the State Director if you will be attending. All meetings are held at the Southington YMCA.

<table>
<thead>
<tr>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th</td>
<td>20th</td>
<td>8th</td>
<td>19th</td>
<td>19th</td>
</tr>
<tr>
<td>10—12</td>
<td>10—12</td>
<td>10—12</td>
<td>10—12</td>
<td>10—12</td>
</tr>
<tr>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Southington Y</td>
<td>Southington Y</td>
</tr>
</tbody>
</table>

Location
Southington Community YMCA
29 High Street
Southington, CT 06489
860-628-5597

Driving from I-84 Westbound
• Exit 32 on to Queen St/Route 10
• Turn right at end of ramp onto Queen St. (south)
• Follow Queen St. for two miles and turn right onto High St.
• YMCA entrance is on your right

Driving from I-84 Eastbound
• Exit 32 on to Queen St/Route 10
• Turn left at end of ramp onto Queen St. (south)
• Follow Queen St. for two miles and turn right onto High St.
• YMCA entrance is on your right

Driving From I-91/I-691
• Take I-91 to I-691 westbound towards Waterbury
• Take Exit 4 (CT-322) and turn right at end of ramp onto CT-322
• Take 1st right onto CT-120/Meriden Ave.
• In three miles turn right on CT-10/Main St.
• In 1/2 mile turn left onto High St.
• YMCA entrance is on your right
State Program Guide

This guide provides a complete reference to the CT State Youth and Government program.

**Sections**
- Introduction
- State Events
- State Conference
- Bill Writing Guide
- Legislative Process
Introduction

The Connecticut YMCA Youth and Government Program is designed to introduce youths in grades 9-12 to the organization and function of the Connecticut General Assembly via participation in a mock legislative session. Delegates may participate as elected officials, representatives or senators, press corps members, or lobbyists.

The program runs from November through March culminating in the annual State Conference held at the Connecticut State Capitol building. The program is privileged to have access to the committee meeting rooms and the House and Senate chambers for an entire weekend. The YAG State Program Committee has overall responsibility for the program and the state wide events. Individual YMCAs sponsor delegations and hold local meetings where delegates are trained and prepared for the annual State Conference.

Most delegates participate by writing a bill to be presented and debated at the State Conference. Press Corps participants write newspaper articles and Lobbyists prepare position papers in lieu of writing a bill.

A variety of leadership positions are available to delegates including chairing a committee, presiding over House or Senate debate, advising the Youth Governor, and more. Delegates also have an opportunity to form political parties and to campaign to be elected to one of the five youth officer positions including Youth Governor.

The Youth in Law program is an additional program for delegates that are interested in exploring the judicial branch of government via an appellate court process.

Beyond the state conference, the CT Youth and Government program also sends a delegation of 10-20 delegates to the YMCA Conference on National Affairs held near Asheville, North Carolina the first week of July. Over 32 states send delegations to the week-long conference where over 500 high school students debate issues of national or international importance.

The remainder of this section describes all of the elements of the Youth and Government Program in detail as well as the procedures and processes for registering and participating in the statewide events.
Program Goals

**Education:** This program is an opportunity for youths to learn about the democratic process via participation in a mock legislature. The development of ideas into laws by writing, debating, caucusing, lobbying, signing (or vetoing), and reporting is all part of the educational experience.

**Participation:** The success of the democratic process is directly dependent on the participation of its citizens. This program provides an opportunity for youths to learn about this process enabling them to fully participate in their school, town, city, state, and federal governments both as citizens and as elected officials.

**Leadership:** Youth and Government provides a wide variety of leadership opportunities for its high school participants. Delegates can work as a group in committees or in the Press Corps, organize and run meetings as a Committee Chair or Speaker of the House, motivate and organize grassroots efforts through political parties, or campaign for office and become a youth officer and a member of the YAG Program Committee.

**Communication:** This program encourages delegates to practice their written, verbal, and visual communications skills through bill writing, newspaper reporting and photography; position papers, parliamentary debate; and political speeches, posters, and campaign materials.

**Collaboration:** The world is complex. Issues are rarely black and white nor are solutions to complex issues generally obvious and straightforward. This program aims to provides a forum where youths can express and share their ideas and concerns with youths from areas, backgrounds, and social conditions different from their own. The program, via the legislative process, aims to encourage logical thinking, rational debate, intellectual curiosity, and the ability to make informed decisions about complex topics.

**Discovery:** Youths in this program have an opportunity to travel outside their communities, meet youths outside their school, learn about ideas outside their experience, and explore points of views outside of their own in a safe, non-threatening atmosphere. The Youth and Government experience teaches participants about the rights and the responsibility of living in a free and open society.

**Community:** This program provides the YMCA with the opportunity to guide the future leaders and citizens of our communities, states and country. Civic values, ethics and morals must be passed on from one generation to the next and Youth and Government provides an environment for the YMCA to share and perpetuate its values and visions.

**Character:** The Youth and Government program incorporates the YMCA’s character values of caring, respect, honesty and responsibility.
The Program Committee

The CT Youth and Government program is overseen by the Greater Hartford YMCA via the State Program Director for Youth and Government. The State Director in turn coordinates the activities of the YAG Program Committee, which consists of YMCA staff and adult volunteers from around the state as well as the five youth officers that are elected each year during the annual State Conference.

Program Committee meetings are open to all and appear on the YAG Calendar of Events. Contact information for this year’s Program Committee can be found in the Quick Reference section.
The Youth Officers

The five youth officers are elected by their peers at the annual State Conference. Delegates run for office in one year and serve their term in the subsequent year. The term begins at the adjournment of the current State Conference and ends at the adjournment of the following year’s conference. The five offices are:

- Governor
- Lieutenant Governor
- Speaker of the House
- Secretary of the State
- Attorney General
- Editor in Chief

The officers are members of the Program Committee and are expected to fully participate in the planning and execution of the state program.

After their election in March and before the start of the YAG program in the fall, the officers are invited to attend the YMCA Youth Conference on National Affairs. Officers are encouraged but not required to attend this program.

Removal of Youth Officers

Youth officers may be asked to resign or be removed from their positions at the discretion of the State Director in consultation with the local advisor and Program Committee members. Reasons for removal include (but are not limited to):

- missing Program Committee meetings
- inability to fulfill duties of the position
- extended illness
- disciplinary problems at any local YMCA, state YAG, or National Affairs events

Vacancies

In the event of a vacancy, officer positions will be filled according to the following table:

<table>
<thead>
<tr>
<th>Prior to Selection of Appointed Positions</th>
<th>After Selection of Appointed Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governor</td>
<td>Lieutenant Governor</td>
</tr>
<tr>
<td>Lieutenant Governor</td>
<td>Decision Of Program Committee</td>
</tr>
<tr>
<td>Speaker</td>
<td>Decision Of Program Committee</td>
</tr>
<tr>
<td>Secretary of the State</td>
<td>Decision Of Program Committee</td>
</tr>
<tr>
<td>Attorney General</td>
<td>Decision Of Program Committee</td>
</tr>
<tr>
<td>Editor in Chief</td>
<td>Decision Of Program Committee</td>
</tr>
</tbody>
</table>

In the event of a vacancy of the Lt. Governor or Speaker, the program committee will select one of the President Pro Tempores or Deputy Speakers to fill the vacancy.
Local Delegations

Please consult the Local Delegation Guide for a detailed discussion of the YAG local delegation program including a model program for local YMCAs.
Character Counts

The YMCA develops character in their members by demonstrating and teaching the core values of caring, honesty, respect, and responsibility. YMCA's all around the globe are dedicated to finding new ways of helping young people build good values.

Even though each YMCA may develop their own definitions, here are the definitions of the core values the YMCA of the USA is using in their resources:

<table>
<thead>
<tr>
<th>Caring</th>
<th>Honesty</th>
</tr>
</thead>
<tbody>
<tr>
<td>to love others, to be sensitive to the well</td>
<td>to tell the truth, to act in such a way that</td>
</tr>
<tr>
<td>being of others, to help others</td>
<td>you are worthy of trust, to have integrity;</td>
</tr>
<tr>
<td></td>
<td>making sure your choices match your values</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect</td>
<td>Responsibility</td>
</tr>
<tr>
<td>to treat others as you would have them</td>
<td>to do what is right, what you ought to do; to</td>
</tr>
<tr>
<td>treat you, to value the worth of every</td>
<td>be accountable for your behavior and</td>
</tr>
<tr>
<td>person, including yourself</td>
<td>obligations</td>
</tr>
</tbody>
</table>

We need to strengthen our core values among our delegates so they will use them when making decisions in YAG and in their lives. We must help them believe in the core values so they would do the “right thing” when posed with a situation that has multiple choices. Our delegates need to be challenged.

According to the Y’s core values, there are three general methods to accept and demonstrate the values associated with Character Counts.

- Show them the values in action by our example
- Communicating positively, both spoken and visual
- Through planned activities, all moments are teachable moments.

The Youth and Government Program allows you to teach the core values in ways not possible with other Y programs. We offer our delegates a platform to speak about issues which they are passionate about and with that platform comes responsibility to remain caring, honest, and respectful of their fellow delegates and advisors.

In order to succeed, everyone must commit to the process of character development so it can become a permanent fixture in the lives of our delegates. Everyone must accept and nurture their roles as teachers and preachers of the core values. Lastly, everyone must accept the challenge of leading by example.
State Events

This section contains detailed information about each of the events organized by the State Program office and Program Committee.
Orientation and 1st Year Training Session

The YAG Orientation in December is designed to help delegates and advisors learn more about the various parts of the state program before deciding how they will participate. First year participants and advisors are strongly encouraged to attend.

General Assembly

Most 1st year participants will find themselves sitting in the House of Representatives debating legislation. At this training session participants will learn about selecting a bill topic, how to write a bill, and how the committee process and floor debate is managed via parliamentary procedure.

Press and Lobbyists

Delegates interested in being on the Press Corps or a Lobbyist are strongly encouraged to attend the orientation. Both groups will meet with their respective advisors and begin their training. Delegates should complete a Press or Lobbyist Application form at register.ctyag.org before attending.

Delegates who aren’t sure if they want to be part of these two programs are encouraged to attend and learn more about them.

Appointed Positions

Delegates interested in getting appointed to the various leadership and auxiliary positions within the State Program are encouraged to attend the Orientation. Delegates can learn about the requirements and expectations of the various positions as well as meet with the youth officers who will be making the appointments based on applications submitted at the Pre-State Registration.

Political Parties and Elections

For self-motivated delegates, organizing and coordinating a political party or running for office is a great way to add to their Youth and Government experience. All the details of political parties and elections will be discussed at the orientation. There is no commitment required at this informational event.

Youth in Law

The Youth in Law program is an opportunity to learn more about the judicial branch of state government. Delegates will be paired up and play the role of Attorneys as they make oral arguments before a panel of judges regarding the appeal of a trial court decision.

This is an additional program open to all delegates (officers, legislators, press, lobbyists and so on). The Orientation is an opportunity to learn more about the program, no commitment is required until the Pre-State Conference.

Advisors

This event is for advisors also. Changes to the program will be discussed as well as the program manual. The Pre-State Registration process will be reviewed also. There is no requirement for advisors to attend this informational meeting.
Training Sessions

There are three training sessions held prior to the State Conference for the youth officers and delegates that have been selected for various appointed positions:

- **Training Session A** is for delegates responsible for running meetings and using parliamentary procedures. It is held on one week before the Pre-State Conference.
- **Training Session B** is specialized training for various appointed positions and is held during the Pre-State Conference.
- **Training Session C** is for delegates involved in the legislative process and is held in March just before the State Conference.

The following table shows which sessions are required for each of the appointed positions. Please consult the Event and Deadline pages for times and locations.

<table>
<thead>
<tr>
<th>Program</th>
<th>#</th>
<th>Position</th>
<th>Session A (before Pre-State)</th>
<th>Session B (during Pre-State)</th>
<th>Session C (during March)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Assembly</td>
<td>24</td>
<td>Committee Chairs</td>
<td>attend</td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Alternate Committee Chairs</td>
<td>attend</td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Clerks</td>
<td></td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Chaplains</td>
<td></td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>High Sheriff</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Senate</td>
<td>1</td>
<td>Lieutenant Governor</td>
<td>attend</td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>President Pro Tempores</td>
<td>attend</td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td>House</td>
<td>1</td>
<td>Speaker of the House</td>
<td>attend</td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Deputy Speakers</td>
<td>attend</td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td>Governor's Office</td>
<td>1</td>
<td>Governor</td>
<td>attend</td>
<td>attend</td>
<td>attend</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Governor's Advisory Council</td>
<td></td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td>Secretary of State's Office</td>
<td>1</td>
<td>Secretary of the State</td>
<td>attend</td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Deputy Secretaries of the State</td>
<td></td>
<td>attend</td>
<td></td>
</tr>
<tr>
<td>Attorney General's Office</td>
<td>1</td>
<td>Attorney General</td>
<td>attend</td>
<td>attend</td>
<td>attend</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Deputy Attorney Generals</td>
<td></td>
<td>attend</td>
<td></td>
</tr>
</tbody>
</table>
The Pre-State Conference is a one-day event held in the second half of January. This event is mandatory for all delegates. This is an opportunity for all delegates to experience the legislative process on a small scale. The event is a combined training and practice session in preparation for the State Conference in March.

Please see the Events and Deadlines page for logistics and event details.

**Preparation**

- All delegates should have some familiarity with parliamentary procedure
- Bill authors must bring 25 copies of their bill prepared using the proper bill form (bills should be printed from the register.ctyag.org website)
- Lobbyists must bring at least one completed position paper
- Political party organizers should be ready to speak to the delegates about their party

**What Happens At Pre-State?**

- Bill authors will practice presenting their bill in a practice committee hearing
- Bill authors will learn and practice parliamentary procedure
- Committee chairs will practice chairing a committee
- The Press Corps will begin the organization and planning of the paper including the election of Editors and Bureau Chiefs
- The Lobbyists will begin identifying bills to be followed and preparation of position papers.
- Youth In Law participants will learn about the case and the competition format
- Specialized training and/or information sessions for some appointed positions
- Political parties will have an opportunity address all the delegates
- Advisors will meet to hear about the State Conference Registration process
The State Conference is the culmination of the entire year effort for delegates and advisors. The event begins at noon on Friday with registration at the conference hotel and ends in the late afternoon on Sunday with an award and swearing in ceremony for next year’s officers.

Program participants will become immersed for three intensive days in all aspects of the political and legislative process. Using the Connecticut State Capitol and Legislative Office Building, delegates debate and vote upon bills. Lobbyists advocate for or against particular issues. The Press Corps reports on the proceedings through a regularly printed newspaper and the candidates for Governor, Lieutenant Governor, Secretary of the State, the Speaker of the House, and the Attorney General work on building their parties and platforms in hopes of election victory.

Social events during the weekend are not neglected. Social events change each year but in the past have included dances, inflatable obstacle courses, jousting arenas, professional dance lessons, talent shows, semi-formal balls, card game tournaments, and more.

For dates, times, and locations of this year’s conference, please see the Events and Deadlines portion of this manual.
Conference on National Affairs

The YMCA Youth Conference on National Affairs was started in 1968 as a follow-up to the state Youth in Government programs conducted by the YMCA throughout the USA.

The Youth Conference on National Affairs is host to some of the brightest young minds in the nation. Nearly 500 Youth in Government Participants from around the country are selected by their home states to attend the conference where they debate issues of international and national importance. The five-day conference takes place in early July and is set against the dramatic backdrop of the Blue Ridge Mountains in Black Mountain, North Carolina.

Connecticut Delegates to National Affairs are selected via an invitation and application process. The following state delegates are automatically invited to attend the National Affairs Conference:

- the five newly elected youth officers
- the four best debaters
- the outstanding Press Corps member
- the outstanding Lobbyist
- the outstanding Youth in Law team

The invited delegates as well as any other delegates interested in attending must submit a written application, due just after the State Conference. A selection committee comprised of Program Committee volunteers will select twenty delegates. Advisors play an important role in this process by encouraging their delegates to apply.

While it is a great honor to be selected, it is also a tremendous commitment. In addition to researching and writing a proposal, Connecticut delegates are expected to attend two or three training sessions. Many delegates describe National Affairs as the highlight of their entire Youth in Government experience. Many look back fondly of their time on the “mountain” and their newly found “Blue Ridge Spirit.”

Local delegations should be proud of their CONA delegates and excited for the enthusiasm and knowledge the CONA delegate will bring back to their local delegation.

Please call the State Office for more information and to learn how to take part in this extraordinary leadership opportunity!
State Conference

This section contains detailed information about the State Conference including the various positions and programs.
Introduction

This is a brief overview of the positions and roles for delegates to the State Conference including overall requirements and pre-requisites. Each part of the conference is described in detail in separate sections. A complete list of positions and requirements is provided on the next page.

Primary Roles

Other than the youth officers, every participant in YAG must select one of the three primary roles prior to the Pre-State Conference:

- General Assembly (Representatives and Senators)
- Press Corps
- Lobbyists

This selection is documented on the delegation roster that is entered at register.ctyag.org. There are some guidelines regarding the number of participants in each program per delegation (documented in the relevant sections), but in general delegates may simply sign up for the program of their choice.

Appointed Positions

There are a variety of additional positions that are filled by the youth officers via an appointment process. Participants interested in these positions must submit an application during Pre-State Conference Registration and be selected by the youth officers. Attending the YAG Orientation is an excellent opportunity to interact with the officers prior to submitting an application. The various appointed positions are described within their corresponding program descriptions. For example, the Governor’s Advisory Council is described with Governor’s Office and the Legislative Clerk positions are described in the General Assembly section.

Parties and Elections

In addition to their primary roles, delegates may organize their own political parties. Delegates may choose to run for office through the support of a party or as an independent candidate. Parties may be formed at any time prior to the caucuses on the first night of the State Conference but the earlier the better. See the Political Party and Elections sections for details.

Youth in Law

This is an optional program where participants study a court case and prepare legal arguments for presentation in an appellate court setting. Delegates interested in this program should complete an “Intent to Appeal” form and submit it during Pre-State Registration. See the Youth in Law section for details.
## Offices and Positions

<table>
<thead>
<tr>
<th>Program</th>
<th># Position</th>
<th>Type of Position</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Assembly</td>
<td>24 Committee Chairs</td>
<td>appointed</td>
<td>1st year delegates are not eligible</td>
</tr>
<tr>
<td></td>
<td>10 Alternate Committee Chairs</td>
<td>appointed</td>
<td>1st year delegates are not eligible</td>
</tr>
<tr>
<td></td>
<td>8 Clerks</td>
<td>appointed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Chaplains</td>
<td>appointed</td>
<td>1st year delegates are not eligible</td>
</tr>
<tr>
<td></td>
<td>1 High Sheriff</td>
<td>appointed</td>
<td>1st year delegates are not eligible</td>
</tr>
<tr>
<td>House</td>
<td>1 Speaker of the House</td>
<td>elected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Deputy Speakers</td>
<td>appointed from committee chairs</td>
<td>1st year delegates are not eligible</td>
</tr>
<tr>
<td></td>
<td>2 Majority Leaders</td>
<td>elected by party</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Minority Leaders</td>
<td>elected by party</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Representative</td>
<td>sign-up</td>
<td></td>
</tr>
<tr>
<td>Senate</td>
<td>1 Lieutenant Governor</td>
<td>elected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 President Pro Tempores</td>
<td>appointed from committee chairs</td>
<td>1st year delegates are not eligible</td>
</tr>
<tr>
<td></td>
<td>2 Majority Leaders</td>
<td>elected by party</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Minority Leaders</td>
<td>elected by party</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Senators</td>
<td>elected by delegation</td>
<td>each delegation may have 1 senator for every 6 representatives</td>
</tr>
<tr>
<td>Governor's Office</td>
<td>1 Governor</td>
<td>elected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Governor's Advisory Council</td>
<td>appointed</td>
<td>1st year delegates are not eligible</td>
</tr>
<tr>
<td>Secretary of State's Office</td>
<td>1 Secretary of the State</td>
<td>elected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Deputy Secretaries of the State</td>
<td>appointed</td>
<td></td>
</tr>
<tr>
<td>Attorney General's Office</td>
<td>1 Attorney General</td>
<td>elected</td>
<td>must participate in the Youth in Law program</td>
</tr>
<tr>
<td>Press Corps</td>
<td>* Press Corps Member</td>
<td>sign-up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Editor in Chief</td>
<td>elected by press</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Managing Editor</td>
<td>elected by press</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Bureau Chiefs</td>
<td>elected by press</td>
<td></td>
</tr>
<tr>
<td>Lobbyist</td>
<td>* Lobbyist</td>
<td>sign-up</td>
<td></td>
</tr>
<tr>
<td>Youth in Law</td>
<td>* Lawyer</td>
<td>sign-up</td>
<td>sign up with a partner</td>
</tr>
<tr>
<td>Political Party</td>
<td>* Party Leader</td>
<td>submit party petition</td>
<td></td>
</tr>
</tbody>
</table>
General Assembly

The CT YAG General Assembly consists of two parallel legislatures: Nutmeg and Charter Oak. Each legislature is composed of a House of Representatives and a Senate. Having two legislatures provides more opportunities for delegates to participate in House and Senate debate during the State Conference.

Based on the pre-state registration rosters, delegations will be assigned to one of the two legislatures at the Pre-State Conference. Large delegations may be split between the two. Delegates who sign-up for the General Assembly program will automatically be considered Representatives unless they are elected to the Senate by their local delegations. See the discussion on the Senate for details.

Appointed Positions: Committee Chairpersons

Chairpersons are responsible for debate, bill flow and decorum within their committee, according to the YAG parliamentary procedure rules. Twenty-four positions are available and ten alternate positions. Alternates have the same responsibilities and receive the same training as committee chairs. If a committee chair is not able to fulfill their duties, an alternate will have an opportunity to fill the slot.

Appointed Positions: Bill Clerks

Clerks are responsible for managing the bill flow within their respective chamber, including responsibility for proper bill order, reading bill highlights and amendments, and recording the action of their legislative body. The Clerks report to the Secretary of the State and are also responsible for moving bills between the House, Senate, Secretary of the State and Governor.

Clerks also work with the Secretary of the State in coordinating voter registration of delegates.

Appointed Positions: High Sheriff

The High Sheriff is responsible for all official proclamations of the Governor. In particular, the High Sheriff participates in the closing ceremonies of the State Conference.

Appointed Positions: Chaplains

Chaplains are responsible for providing leadership at the beginning of each session with a prayer or thought-provoking message. Each Chaplain will speak two or three times during the weekend.
House of Representatives

Most Youth and Government delegates participate as Representatives in one of the two legislatures (Nutmeg and Charter Oak). Each House consists of between 80 and 100 representatives.

**Elected Position: Speaker of the House**

The Speaker of the House is elected by the delegates for a term of one year.

The Speaker presides over both chambers. According to the Joint Rules, the Speaker “shall preserve order and decorum and shall decide all questions of order and discipline”. The Speaker must have an excellent grasp of parliamentary procedure and be able to speak and communicate ideas clearly.

The Speaker is a member of the Program Committee and is expected to attend and participate at all state events.

The Speaker is a Representative and is required to author and sponsor a bill.

See the Youth Officer Election section for a discussion of the campaign and election process for youth officers.

**Appointed Position: Deputy Speaker of the House**

The Deputy Speaker presides over the House in absence of the Speaker. Legislative experience and knowledge of parliamentary procedure is essential for this position.

There are two Deputy Speaker positions. The Deputy Speakers are Representatives and are required to author and sponsor bills.

Deputy Speakers are selected from the pool of Committee Chairs by the Speaker of the House after the Pre-State Conference. Delegates interested in this position should complete an appointed position application for Committee Chair.

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<table>
<thead>
<tr>
<th>Deputy Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>must be in 10th, 11th, or 12th grade</td>
</tr>
<tr>
<td>must have previous experience as Representative or Senator</td>
</tr>
<tr>
<td>must be selected as a Committee chair</td>
</tr>
<tr>
<td>must attend Training Session A</td>
</tr>
<tr>
<td>must attend Training Session C</td>
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</tbody>
</table>
Senate

As with the House, each legislature has two Senates: Charter Oak and Nutmeg. Each Senate consists of between 20 and 30 senators and is presided over by the Lieutenant Governor or the President Pro Tempore.

Each delegation may select one Senator for every six representatives. This is usually done by election within the delegation just after Pre-State and before the State Conference Deadline. President Pro Tems are Senators and should be counted as such when determining how many Senators to select for the delegation but lobbyists, press corps members and other non legislative officers and positions should not be counted when selecting Senators.

Senators may not participate in the Youth-in-Law program as they are required to be in chambers in order to introduce bills that they are sponsoring.

**Elected Position: Lieutenant Governor**

The Lieutenant Governor is elected by the delegates for a term of one year.

The Lieutenant Governor presides over both chambers. According to the Joint Rules, the Lieutenant Governor “shall preserve order and decorum and shall decide all questions of order and discipline”. The Lieutenant Governor must have an excellent grasp of parliamentary procedure and be able to speak and communicate ideas clearly.

The Lieutenant Governor is a member of the Program Committee and is expected to attend and participate at all state events.

The Lieutenant Governor is not a Senator but is still required to author a bill and is not counted when determining the number of Senators for a delegation.

See the Youth Officer Election section for a discussion of the campaign and election process for youth officers.

**Appointed Position: President Pro Temp of the Senate**

The President Pro Tempore presides over the Senate in the absence of the Lieutenant Governor. Legislative experience and knowledge of parliamentary procedure is essential for this position.

There are two President Pro Tempore positions. The President Pro Tempores are Senators and are required to author and sponsor a bill.

President Pro Tempores are selected from the pool of Committee Chairs by the Lt. Governor after the Pre-State Conference. Delegates interested in this position should complete an appointed position application for Committee Chair.
**Governor**

The Governor and the Governor’s Advisory Council represent the executive branch of government in the Youth and Government Program.

**Elected Position: Youth Governor**

The Governor is elected by the delegates for a term of one year.

The Governor is the Chief Executive of the State Program and presides over all official Youth and Government functions which include conducting the activities of the Pre-State Conference, the State Conference and any other functions which is deemed appropriate by the Program Committee.

In addition to the ceremonial role, the Governor is also responsible for reviewing and signing (or vetoing) legislation that reaches the Governor’s Office from the House and Senate.

The Governor represents Connecticut at the National YMCA Youth Governors’ Conference in Washington D.C in June.

See the Youth Officer Election section for a discussion of the campaign and election process for youth officers.

**Appointed Positions: Governor’s Advisory Council**

<table>
<thead>
<tr>
<th>Governor’s Advisory Council</th>
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<tbody>
<tr>
<td>must be in 10th, 11th, or 12th grade</td>
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<tr>
<td>must have previous experience as Representative or Senator</td>
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<tr>
<td>must attend Training Session B</td>
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</tbody>
</table>

The Governor may select up to three delegates to serve as his advisors who, along with the Attorney General, form the Governor’s Advisory Council. The Advisory Council helps the Governor to evaluate legislation and recommends for or against the signing of bills into law. The Council may also lobby Representatives and Senators for passage of bills based on the Governor’s legislative priorities and coordinates appointments with the Governor by the Press, Lobbyists, Representatives, and Senators during the State Conference.

Members of the Governor’s Advisory Council may be assigned other duties by the Program Committee during the State Conference.
Secretary of the State

The Secretary of State’s office is responsible for reporting and recording all legislative actions and coordinating elections.

**Elected Position: Secretary of the State**

The Secretary of the State is elected by the delegates for a term of one year.

The Secretary of the State produces bill dockets for the four legislative houses: (Charter Oak and Nutmeg, Houses and Senates). The Secretary is responsible for the actions of clerks, messengers and overall bill flow. The Secretary of the State also is responsible for voter registration and oversight of the election process. See the House and Senate Docket section for a detailed description of the docket process.

See the Youth Officer Election section for a discussion of the campaign and election process for youth officers.

**Appointed Position: Deputy Secretary of the State**

The two Deputies report to the Secretary and assist in tracking legislation and running elections. The Deputies should have good organization skills and be detail oriented.

<table>
<thead>
<tr>
<th>Deputy Secretary of the State</th>
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<tbody>
<tr>
<td>delegates in any grade are eligible</td>
</tr>
<tr>
<td>no previous YAG experience required</td>
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<tr>
<td>must attend Training Session C</td>
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</tbody>
</table>
Chief Justice/Attorney General

As Chief Justice, the youth officer is responsible for working with the Youth in Law advisor to administer the Youth in Law competition and to act as judge during the competition.

As Attorney General, the youth officer is responsible for reviewing legislation and identifying and reporting any legal concerns to the Governor.

Elected Position: Chief Justice/Attorney General

The Chief Justice/Attorney General is elected by the delegates for a term of one year.

The Attorney General serves as a member of the Governor’s Advisory Council and advises the Governor and the council on form, legal sufficiency and constitutionality of bills passed by the General Assembly. The Attorney General is required to participate in the Youth in Law program.

See the Youth Officer Election section for a discussion of the campaign and election process for youth officers.
Press Corps

The Press Corps is a hands-on workshop that strives to teach its members about the workings of our state government by publishing newspapers.

Through reporting, writing, editing, keyboarding, design, paste-up, production and distribution, the Press Corps witnesses and experiences the full scope of the YMCA Youth and Government program. The newspaper is a 4, 6, or 8 page 11" x 17" format and is published five or six times over the course of the weekend. It is produced in black & white and features photography as well as copy. Press Corps members are responsible for all aspects of the production of the paper. The printing of the paper is done outside. Circulation is 450 - 500 copies.

Requirements

Delegates interested in participating as a press corps member must complete the online Press Application Form prior to Training Session A in December. Interested delegates are strongly encouraged to attend the YAG Orientation to find out more about the program, to speak with the program advisor, and begin their training.

Administrative Staff

**Editor-in-Chief:** Responsible for the editorial content of the newspaper. Oversees all operations of the paper, designates reporting and photo assignments, establishes deadlines, and serves as a youth officer on the Program Committee. The Editor-in-Chief is elected by the Press Corps at the annual conference and serves in the subsequent year.

**Managing Editor:** Responsible for the physical production of the paper. Design the masthead and general appearance of the paper. This is a hands-on job that requires dedication to quality, accuracy and deadlines. The Managing Editor may have 1 or 2 alternates.

**Bureau Chiefs:** Usually 3 Bureau Chiefs are responsible for specific areas of news coverage at the convention. The Nutmeg Bureau Chief assumes the responsibility of news from the Nutmeg assembly. The Charter Oak assembly is the responsibility of the Charter Oak Bureau Chief. The 3rd Bureau Chief is an At-Large manager and covers social events as well as political process.

All of the above offices are filled at the Pre-State Assembly in January. The offices are determined at an election held by the members of the Press Corps. Those wishing to run for office in the Press Corps should be prepared to give a one to two minute speech stating their qualifications and reasons for seeking the position. Members of the Press Corps not holding an administrative position are staff reporters and/or production assistants.

All Press Corps members must take part in the regularly scheduled delegation meetings to acquaint themselves with Legislative and Political process. Press Corps members are also encouraged to publish a newsletter for their delegations if possible. The newspaper maintains a responsibility to uphold the ideals that the YMCA Youth and Government Program are based upon.
Lobbyist Program

The lobbyist program is an opportunity for delegates to combine research, writing, public speaking and private persuasion towards the goal of passing or defeating legislation. Instead of writing and debating bills, lobbyists research and write several papers outlining their position on public policy issues. Participants will learn how the lobbying process is an example of the 1st Amendment right to petition government.

During the State Conference, lobbyists work with legislators to pass or defeat bills based on their position papers and bill research. Lobbyists also have an opportunity to address committees and the General Assemblies.

The Lobbying Team may hold a reception open to all delegates as they arrive at the conference hotel to allow lobbyists and delegates to meet and discuss legislative strategies. The reception is held at the same time as the political party receptions.

Requirements

Delegates interested in participating as a lobbyists must complete the Lobbyist Application Form online and attend Training Session A in December. Interested delegates are strongly encouraged to attend the YAG Orientation to find out more about the program and to speak with the program advisor, and begin their training.

Lobbyists, since they are not legislators, may not debate or vote in Committee Hearings or on the floor of the House or Senate. Lobbyists may address Committees, the House, and the Senate during the public comment period of bill debate.

<table>
<thead>
<tr>
<th>Lobbyist</th>
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</thead>
<tbody>
<tr>
<td>must prepare four position papers</td>
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<tr>
<td>strongly encouraged to attend YAG Orientation</td>
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</tbody>
</table>
Youth In Law Program

This unique and exciting competition is open to all delegates. A complete *Competition Handbook* is distributed to those interested in January at the Pre-State Conference.

The CT Youth in Law Program models an appellate court process. Participants in the Youth in Law program work as a legal team and play the role of lawyers making an appeal to the appellate court. The role of the judges in the process is handled by adult volunteers who work as lawyers or judges.

Delegates will work and be supervised by the Youth in Law Program Committee Advisor. No written legal brief is required. Appellant and Appellee arguments will be assigned in the first week of March. This program is based entirely upon the oral argument. Teams will have to present their case verbally and be prepared to respond to questions from the panel of judges regarding the case.

The Competition Handbook includes all the legal resources required to participate. No additional legal research is required nor may the teams refer to any case material outside the handbook during their arguments.

To participate, each team of advocates is required to file, prior to the Pre-State Assembly, a Notice of Intent to Appeal the trial court’s decision. The Notice of Intent to Appeal is included in the form section of this manual. Oral argument will be heard on Sunday in the Legislative Office Building during the State Conference.

In addition to the one pre-assigned argument, two teams will be chosen, based upon skill, command of the facts and law, and overall performance, to participate in an additional oral argument on Sunday afternoon before a panel of Superior Court judges.

Each participant in the competition is required to co-author a bill or participate in the Lobbyist or Press Corps program. Participants are also eligible to run for the office of Chief Justice/Attorney General.

The Chief Justice/Attorney General assists the Youth-in-Law advisor in the administration and judging of the competition.

What is an appellate court?
An appellate court is a court that hears cases in which a lower court has already made a decision. One of the parties to the lower court judgement is appealing the decision to be reviewed by a higher court.

You must be a Youth In Law program participant to run for the office for Attorney General.
Political Parties

An exciting part of the CT Youth and Government program is the organization and operation of youth-led political parties. Political parties are integrated into the state program through the youth officer election process and the implementation of party legislative priorities via the Leadership Committee. The political party process is summarized in the table to the right.

Grass Roots Organization

The creation and development of a YAG political party is truly a grassroots effort. Party activists must use their creativity and personal effort to contact other delegates and develop a constituency within their own local delegation but also by reaching out to other delegations via meetings, telephone, or email.

Orientation

This an optional education and training session for party organizers, leaders, and candidates to learn about parties and elections including the deadlines and paperwork required to register the party and its candidates.

Pre-State Conference

Party leaders may schedule time to speak in front of all the delegates in order to develop support for their party. There will also be an information session for party leaders to learn about the Leadership Committee.

Conference Events

Successful parties will be well organized long before the State Conference since a sequence of important party events begins the moment delegates arrive at the conference hotel:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October - March</td>
<td>grassroots organization</td>
</tr>
<tr>
<td>November</td>
<td>Orientation</td>
</tr>
<tr>
<td>January</td>
<td>Pre-State Conference</td>
</tr>
<tr>
<td>March</td>
<td>State Conference</td>
</tr>
<tr>
<td>Fri afternoon</td>
<td>Party Receptions</td>
</tr>
<tr>
<td>Fri afternoon</td>
<td>Voter Registration</td>
</tr>
<tr>
<td>Fri evening</td>
<td>Party Caucus</td>
</tr>
<tr>
<td>Fri evening</td>
<td>Election Filing</td>
</tr>
<tr>
<td>Fri evening</td>
<td>Leadership Committee</td>
</tr>
<tr>
<td>Sat evening</td>
<td>Candidate Speeches</td>
</tr>
<tr>
<td>Sun afternoon</td>
<td>Elections</td>
</tr>
</tbody>
</table>

- Party Receptions: Each party may host an open reception to encourage delegates to join their organization and support their platform and candidates.
- Voter Registration: All day Friday, delegates register to vote and indicate a party affiliation.
- Party Caucus: This is a business meeting where registered party members organize to elect party leaders for the House and Senate as well as their slate of candidates for the youth officer positions.
- Election Filing: There is a Friday evening deadline for parties to register their slate of candidates and for independent candidates to file their own ballot positions.
- Leadership Committee: Majority/Minority Leaders work with the Leadership Committee to select vetoed bill for reconsideration.
- Candidate Speeches: Candidates for office have 2-3 minutes to present a campaign speech.
**Party Petitions**

In order to be an official party, 25 or more signatures are needed on a party petition. Party Petition forms may be obtained from the Secretary of the State at Pre-State or the State Conference or at the YAG website (www.ctyag.org). Final decisions to join a party are not indicated until Friday during the State Conference.

**Majority and Minority Status**

Based on the number of delegates registered for each party, the Secretary of the State will declare a majority and minority party on Friday evening of the State Conference. The party will the largest number of registered voters will be declared the majority party and the next largest will be declared the minority party. Smaller parties will have no special representation in the legislature or on the Leadership Committee but may still campaign for the election of their candidates to office.

The Majority and Minority parties must be prepared to elect Senators and Representatives to represent the parties within the four legislative houses. Each house will have a Majority Leader and a Minority Leader. The party leaders have no special speaking privileges within the house but may be called upon to make special motions (such as recess or adjournment), to preside during debate if necessary, and to provide leadership by example to the other Senators and Representatives.

The Majority and Minority leaders sit on the Leadership Committee and through that committee organize the business of the houses including the reconsideration of bills vetoed by the governor. See the Leadership Committee section for details.

**The Party Caucuses and Nominations**

During the party caucus on Friday night of the conference the party must work to:

- Select their legislative leaders (four, one for each house)
- Select their nominees for elective office
- Vote on a party platform (a collection of their common beliefs or ideology)

A nominating petition is produced out of caucus that certifies the candidates from the party.
Youth Officer Elections

The youth officers are selected during a general election on Sunday afternoon at the State Conference. Freshman, sophomore or junior delegates may run for office. Officers are elected for a term of one year beginning at the adjournment of the State Conference and running until the adjournment to the following year’s conference. Candidates must be able to attend and will be expected to fully participate in all the Program Committee meetings.

The Secretary of the State oversees the election process. It is the delegate’s responsibility to reflect the ethics of YMCA Youth and Government and the YMCA within their campaign materials. Abuse of the political process as determined by the Program Committee may lead to disqualification of the candidate.

Campaigning and the Election

Candidates for office are responsible for organizing and running their own campaign. They can organize this effort as they see fit with campaign managers, staff, and so on. Candidates may be endorsed by a political party or may run as an independent. Candidates don’t become officially endorsed by a political party until after the party caucus on Friday night of the State Conference. A party may have competing candidates and may hold internal elections (similar to a primary) in order to select the candidates for their endorsement. A delegate who fails to gain the endorsement of their political party may file an independent ballot petition and run as an independent candidate.

Candidates may bypass the political parties entirely by completing and submitting an independent ballot petition (with at least 25 signatures) in order to be placed on the ballot as an independent candidate.

On Saturday evening at the State Capitol in the House of Representatives the candidates will have an opportunity to give a 2-3 minute campaign speech. Candidates must present their own speech.

Voter Registration

Only registered voters may participate in the election for youth officers at the conclusion of the State Conference. Delegates must fill out a voter registration card included with their registration materials, optionally indicate political party affiliation, and file the card at one of the voter registration sessions scheduled throughout the day on Friday. Party caucuses are only open to registered party members.

The decision to join a party or remain an independent voter is a personal decision made by each participant.

• The election itself takes place on Sunday.
• All registered delegates will use voting booths to cast their vote.
• Candidates winning the election will be announced at the closing ceremony on Sunday.
• Winning candidates will be sworn into office by a State Representative and will have the opportunity to make a brief acceptance speech.
CT YMCA YAG Political Process Guidelines

The purpose of the following guidelines is to ensure that the YAG political party and election processes are in accord with the YMCA’s core values of caring, honesty, respect, and responsibility while also allowing teens to explore their Constitutional rights such as freedom of association and freedom of speech.

All Participants
- are expected to speak honestly and with respect at all times but especially when campaigning
- are expected to avoid any behavior that encourages or appears to encourage fraudulent activity with respect to the election process
- have the responsibility of educating themselves regarding the rules and procedures associated with the political process

Adults
- should be impartial with respect to parties and candidates
- should encourage teen participation in the political process
- should ensure that teens are familiar with the rules, procedures, forms and deadlines associated with the political process
- should not wear or display campaign material such as buttons or stickers
- should not assist teens with the content of speeches and campaign materials but may review materials for consistency with the YMCA core values

Teens
- have the individual right to choose their own party affiliation or independent status without coercion from advisors or other teens
- have the individual right to join a party and run for office via the party caucus process
- have the individual right to run for office as an independent candidate
- may not distribute food or candy during any state events for any purpose
- may not display campaign material when chairing a committee or presiding in the House or Senate
- are responsible for cleaning up their areas after party events
- must not post signs, posters, stickers and flyers at the hotel or at the capitol except in areas specifically designated for this purpose
- must register all parties and candidates with the Secretary of the State
- must complete all party and candidates paperwork according to posted deadlines
- must must present their own campaign speeches if running for office
Advisor Guidelines

This program relies on the participation of responsible, dedicated volunteers to staff and supervise the scheduled meetings and events. During the State Conference, each delegation must provide one advisor for every ten delegates.

- Advisors must be 21 years of age to participate in this YMCA program.
- Advisors will be assigned various administrative and supervisory duties throughout the weekend. Please be present and prompt for your assignments. If you have a conflict with your assignments, please notify the Advisor Coordinator or a Program Committee member promptly.
- All delegates and advisors are expected to attend all scheduled events including the evening socials. Notify the State Director if any delegates are unable to participate.
- An advisor from each delegation will be responsible for taking delegate attendance at the start and the end of the scheduled evening socials.
- All advisors are expected to be familiar with and willing to enforce the Delegate Code of Conduct.
- Any delegate conduct violations during the State Conference must be reported to the Program Director as soon as possible. Minor violations after curfew may be reported in the morning.
- More than one adult must be present in the following situations:
  - monitoring hallways
  - talking to a single delegate in a private setting
  - transporting a single delegate to any YMCA function or an emergency trip of any nature
- At least 2 delegates must be present when traveling to a function with a single adult.
- No adult advisor is to share sleeping accommodations with a delegate.
- Copies of all permissions slips and risk and liability waiver forms must be available at all times.
- Advisors agree to refrain from alcohol, smoking, and drugs during the State Conference.
- Please maintain adult decorum, throughout the Conference.

The Delegate Code of Conduct is the minimum set of expectations for delegates to the State Conference. Individual delegations and local YMCAs may have additional expectations for participants. The State Program Committee requires the adult advisors for each local delegation to be fully capable of responding and addressing any issues regarding their delegates and is expected to enforce the rules included here, the rules specified on the Delegate Permission slips, or any rules announced by the State Director and Program Committee. It is the intent of the State Program Committee to work through the local advisors if at all possible but reserves the right to intervene if, in the judgment of the State Director, the problem will have an adverse effect on the total program.

The Delegate Code of Conduct is intended to establish delegate behavior which is consistent with the purpose, objectives and ongoing success of the Youth and Government Program. Registration in this program indicates personal acceptance of the Code of Conduct.
Delegate Code of Conduct

Failure to follow, or a reasonable presumption of failure to follow, the following rules may result in immediate expulsion from the event and contact of the appropriate legal authorities if necessary.

- The use or possession of alcoholic beverages is prohibited.
- Controlled drugs not prescribed by a doctor are prohibited.
- Any threat or use of violence is prohibited.
- Delegates shall not leave the hotel, Capitol Building, or Legislative Office Building unless riding on a scheduled shuttle bus.
- Damage, theft, or unauthorized use of any equipment or property at the conference hotel, the Capitol Building or the Legislative Office Building is prohibited.
- Delegates are expected to follow any additional rules or procedures announced or published by the State Program.

Delegates are also expected to adhere to the following rules:

- All delegates must attend all mandatory statewide programs. Exceptions to this policy must be cleared with the State Director in advance if at all possible.
- Business attire is required during Pre-State and the State Conference except during designated social events.
- Identification badges will be worn at all times during the Pre-State Conference and the State Conference, both in the hotel and at the Capitol. Badges will be worn on the front of the upper torso and will be used to gain admission to all official Youth and Government functions.
- Visitors are not permitted in the hotel. Visitors are welcome to observe the legislative sessions after checking in at the Secretary of State’s office to receive a building pass.
- Tobacco products are prohibited.
- Delegates are not permitted to enter any hotel room other than their assigned room without their advisors permission.
- Consumption of food and beverages (including water) in any Committee Hearing Room, the House or Senate Chambers is prohibited.
- Electronic devices such as cell phones, PDA, iPods, and so on are to remain turned off and unused during any regular meetings. Cell phones may not be used to contact other delegates within the building.
- Delegates may only travel between the hotel and the Capitol in their own vehicles on Sunday morning with their advisor’s permission.
- Delegates arriving via their own vehicle are expected to leave their keys with the advisor except when traveling to the Capitol on Sunday morning.
Dress Code: Business Attire

All participants (advisors and delegates) are expected to wear business attire during the Pre-State and State Conferences. Participants may be asked to change if dressed inappropriately.

Business Attire for Men

Men are expected to wear a dress shirt, tie, nice pants, and dress shoes at a minimum.

<table>
<thead>
<tr>
<th><strong>Do's:</strong></th>
<th><strong>Don'ts:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport coat</td>
<td>No jeans</td>
</tr>
<tr>
<td>Suits</td>
<td>No athletic shoes</td>
</tr>
<tr>
<td>Nice “Dockers” type slacks</td>
<td>No fleece vests or sweatshirts</td>
</tr>
<tr>
<td>Pants must be hemmed and fitted at the waist</td>
<td>No hats of any kind</td>
</tr>
<tr>
<td>Dark colored socks and dress shoes</td>
<td></td>
</tr>
</tbody>
</table>

Business Attire for Women

<table>
<thead>
<tr>
<th><strong>Do's</strong></th>
<th><strong>Don'ts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suits (skirt or pants with matching jacket)</td>
<td>No visible bra straps/sheer tops</td>
</tr>
<tr>
<td>Dresses (conservative business type)</td>
<td>No shoes with really high heels or platforms</td>
</tr>
<tr>
<td>Hose with all skirts and dresses</td>
<td>No long slits in skirts, short skirts, or low riding pants</td>
</tr>
<tr>
<td>Sweater “twin-sets”</td>
<td>No hats</td>
</tr>
<tr>
<td>Button-down, blouses</td>
<td></td>
</tr>
<tr>
<td>Dress pants</td>
<td></td>
</tr>
<tr>
<td>Comfortable Dress Shoes</td>
<td></td>
</tr>
<tr>
<td>Skirts (just above the knee or longer)</td>
<td>Skirts more than 2 inches above the knee</td>
</tr>
</tbody>
</table>

Name Tags

Name tag lanyards should be worn around neck at all times.
Dress Code: Social Events

In the evenings during the scheduled social events, casual clothes may be worn. Shoes must be worn at all times. Name tags lanyards should be worn around neck at all times.

Men
- No T-shirts with sexual innuendoes, obscene messages or advertisements for liquor, cigarettes, or drugs
- No tank tops
- Pants worn at the waist

Female
- No spaghetti strap tanks, tube tops, or halter style tops.
- No T-shirts with sexual innuendoes, obscene messages or advertisements for liquor, cigarettes, or drugs
- No short mini-skirts or short-shorts
- No midriff baring tops or ultra low rise skirts/pants/shorts

Any delegate in violation of the social dress code will be asked to return to their room to change into proper attire.

All dress rules have been placed in effect for the protection, safety, benefit, and reputation of you as well as the program.
Bill Topic Requirements

All YAG bills must comply with the following rules regarding their content:

- **must not** be a substantially similar topic as a bill passed in the previous year of YAG
- **must not** be a copy or close reproduction of a previous YAG bill (passed or failed)
- **must not** be outside the jurisdiction of Connecticut State law
- **must not** conflict with the Connecticut Constitution
- **must not** conflict with the Constitution of the United States
- **must not** be substantially similar to an existing Connecticut law
- **must not** be a copy or close reproduction of an actual or pending General Assembly bill
- **may** be a new law
- **may** be a substantive amendment to an existing law
- **may** be a repeal of an existing law
- **may** be a repeal of an existing law to be replaced by a new law
- **may** be an amendment to the Connecticut Constitution

### Inappropriate Topics

Sometimes delegates pursue bill topics that are ill-advised despite following all the rules above. Local advisors have the primary responsibility for guiding delegates towards more appropriate topics. The YMCA Character Counts program provides a helpful framework in these situations:

- **Caring**: Bills should reflect the author’s understanding of the effects of the proposal. Who will benefit? Who will be harmed? What are the costs and who will bear them?
- **Respect**: Bill topics and language should show respect for the legislative process, for those affected by the bill, and of the legal issues and principles involved.
- **Honesty**: Bill authors should be honest in their advocacy of their bills. Rhetorical games, exaggerated or unsubstantiated claims, disingenuous criticisms should not be part of the bill or the debate associated with the bill.
- **Responsibility**: Bill authors are responsible for understanding the impact of their bill. They have a responsibility to present relevant bills that are worthy of debate in our Capitol and of the use of the limited time during the weekend.

More common than inappropriate topics is the issue of frivolous topics, which are problematic because of the limited time available. Many delegates put a lot of effort into their bills and in some cases have personal experience with the topics under discussion. Time spent debating a frivolous bill is time taken away from consideration of a more substantial issue. Once again, advisors are encouraged to use the character counts framework outlined above to help delegates make better choices of bill topics.

There is a place for silly or frivolous bills—they can be excellent source of material when practicing parliamentary procedure at the local delegation level or while teaching about the form and structure of a bill.
Select Committee

Returning delegates may choose to draft a bill that specifically addresses a pre-announced state issue. These bills will be gathered together and discussed in a special ‘select committee’. This process provides a mechanism to encourage research and debate in a particular state issue in more depth than can be accomplished via the standard committee process.

- to encourage in-depth research regarding an important issue in the State of Connecticut
- to stimulate informed debate based on prior research and preparation
- to provide the press and lobbyist programs a known-topic for investigation and research
- to identify particular YAG bills to be officially presented to the Connecticut General Assembly

Program Elements

Announced Topic: In September, the Program Committee will announce a topic/state issue to be addressed by the “Select Committee on State Issues” during the program year. All bills assigned to this committee will be focused on addressing this topic.

Optional Participation: Returning participants have a choice of preparing a bill according to the regular bill process or they may elect to prepare a bill addressing the topic assigned to the Select Committee. The select committee will consist of Nutmeg and Charter Oak participants. At least one bill from each delegation will be assigned to the committee. Additional bills will be assigned space permitting. Bills that are not accepted will be assigned to a regular committee.

Pre-State Committee: During Pre-State, the committee will conduct a public hearing in addition to discussion of the pending bills. The committee will extend invitations to government officials, affected parties, and program participants to solicit input regarding the legislation to be considered by the committee.

State Conference: The select committee will meet during the regular committee time on Friday. The highly ranked bills from this committee will be put on their respective Nutmeg or Charter Oak dockets, always starting in the Senate and the committee shall select the Representatives and Senators to present the bills in the House and Senate (i.e. the bill authors may not be the primary presenters).

Post-State Conference: Any bills from the select committee that are passed by the legislature and signed by the Governor will be presented to the Connecticut General Assembly for consideration during their legislative session.
Bill Format

All bills must be submitted via the registration website (register.ctyag.org). The website has a ‘bill preview’ feature that formats a bill for printing.

The bill forms have been updated to more closely correspond to the bill format used by the actual Connecticut General Assembly. These changes include:

- for bills creating laws: a Connecticut General Statute is no longer required
- for bills amending laws: the statute is identified in the body of the bill
- for bills repealing laws: the statute is identified in the body of the bill
- the format of the Statement of Purpose has been updated
- the layout of a bill is closer to the actual General Assembly bills

The following illustration shows the relationship between the bill elements and the program deadlines. A detailed discussion of the elements follows below.

```
<table>
<thead>
<tr>
<th>Pre-State Conference Registration</th>
<th>Pre-State Conference</th>
<th>State Conference Registration</th>
<th>State Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Section</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislature</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**Bill Development Timeline**

- **light dashed lines** indicate items that have not been submitted yet
- **heavy dashed lines** indicate items that have been submitted but that may still change
- **solid dark lines** indicate items that have been submitted and must not change.

For example, the bill number must be provided at the Pre-State Registration deadline and is final at that point while the bill title, provided at the same deadline, may be modified until the State Conference Registration deadline. The timeline shows that sponsors and the legislature designation (see Bill Numbers below) are added between Pre-State and the submission of the final bill.
# Bill Element Summary

Most of the elements of a bill are discussed in detail in the following pages. The following chart provides a simple summary.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>a four digit number identifying the bill and delegation</td>
</tr>
<tr>
<td>Legislature</td>
<td>a C or N after the Number identifying the legislature (Charter Oak or Nutmeg)</td>
</tr>
<tr>
<td>Delegation</td>
<td>the author’s delegation name</td>
</tr>
<tr>
<td>Author(s)</td>
<td>the full name(s) of the author or co-authors</td>
</tr>
<tr>
<td>Sponsors</td>
<td>the full names of the sponsors (not necessarily the same as the authors, see the detailed description for information)</td>
</tr>
<tr>
<td>Title</td>
<td>an all capitals phrase such as ‘AN ACT CONCERNING...’ or ‘AN ACT AUTHORIZING...’; always starts with ‘AN ACT’</td>
</tr>
<tr>
<td>Text</td>
<td>the main text of the bill broken into sections with sections broken into paragraphs (see detailed guidelines in this section)</td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>a brief statement describing the results to be expected from enactment of the bill; always starts with ‘To ...’</td>
</tr>
<tr>
<td>Advisor’s Signature</td>
<td>all bills must be reviewed and approved by the lead advisor for the delegation</td>
</tr>
</tbody>
</table>
Bill Numbers and Authors

Bills are identified by a number and a letter, such as 1301C or 1511N. The first two digits indicate the delegation, the next two indicate a particular bill within the delegation and the letter indicates the Legislature: C for Charter Oak and N for Nutmeg.

- The delegation codes are listed in the Quick Reference guide of this manual.
- Advisors assign the next two digits usually starting with 00, 01, 02 and so on.

Once the four digit bill code has been assigned, it should not change. If some delegates drop out of the program it is not necessary to renumber the bills.

The legislature code should be appended to the four digit bill code when the final bill is prepared and submitted. Delegations are not assigned to the Charter Oak and Nutmeg legislatures until the Pre-State Conference. Larger delegations may be asked to split their delegates between both legislatures.

There are several issues to consider when assigning the legislature code:

- the bill, its authors, and its sponsors must all be assigned to the same legislature
- if a delegate (usually a Senator) is sponsoring more than one bill, all bills and the sponsor must be assigned to the same legislature
- some appointed positions (e.g. Committee Chairs, the Deputy Speakers and the President Pro Tempores) serve in a particular legislature, their bills must be assigned to the same legislature in which they are serving

Bill Authors

All delegates, other than Press Corp members and lobbyists, are required to author a bill for the State Conference. Each delegate may author their own bill or work with one other delegate to co-author a bill. No more than two delegates may co-author a bill.

The following rules ensure that committees can be efficiently organized while allowing multiple authors to represent their bills:

- A delegate may not be listed as an author on more than two bills.
- A delegate may not be listed as a co-author on more than one bill unless both bills are co-authored by the same pair of delegates.
### Speaking and Voting Rules

Since some bill authors are not legislators (clerks, officers, press, and so on) there are some restrictions on how they participate at the State Conference:

<table>
<thead>
<tr>
<th>Position</th>
<th>Committee</th>
<th>House/Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>public comment</td>
<td>debate</td>
</tr>
<tr>
<td>Governor</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Governor’s Advisors</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Secretary of the State</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Deputy Secretary of the State</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Attorney General</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Deputy Attorney General</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Clerks</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

- The Governor’s Advisors, the Attorney General, and the Deputy Attorney Generals must recuse themselves from any discussions with the Governor regarding their own bill.
Bill Sponsors

Bill authors are responsible for presenting their bills during committee hearings but during debate on the House or Senate floor it is the bill Sponsors who have that responsibility.

- Each bill must have one Senate and one House Sponsor.
  
  **One Author:** the author will be either the House or Senate Sponsor and the author will have to solicit another delegate to sponsor their bill in the other house.

  **One Senate Author and One House Author:** both are listed as Sponsors in the Senate and House respectively.

  **Two Senate Authors or Two House Authors:** one author is listed as Senate or House Sponsor and the authors must solicit another delegate (just one) to sponsor their bill in the other house.

- Delegates from the author’s delegation are usually listed as sponsors but that is not required; authors may solicit a sponsor from another delegation.

- Authors are responsible for getting permission to list another delegate as a sponsor of their bill.

- Delegates must be prepared to present and argue in favor of any bills on which they are listed as a Sponsor. This requires a certain amount of preparation.

- Authors are responsible for educating and preparing delegates who agree to sponsor their bill.

Senators

Because there is a 6 to 1 ratio between Representatives and Senators, Senators tend to have the additional responsibility of sponsoring a large number of bills. For example, with a delegation of seven members, the one Senator will be listed as the Sponsor on all seven bills (assuming no co-authors).

Since most delegations do not select Senators until after the Pre-State Conference, Sponsors do not have to be included on bills at Pre-State. The must be included on the final bills.
Bill Title and Statement of Purpose

The bill title appears at the top of the bill, is written in capital letters and usually starts with “AN ACT CONCERNING”. The text should be a brief phrase that clearly and concisely summarizes the subject matter of the bill and its primary action. The title always starts with ‘AN ACT...’

The Statement of Purpose, which always appear at the end of a bill, is a brief sentence or two that clearly and concisely summarizes why this bill is being introduced or what problem the bill addresses. The Purpose always starts with ‘To...’

Here are some examples from the actual Connecticut General Assembly:

Title: **AN ACT CONCERNING THE ALTERNATIVE ROUTE TO CERTIFICATION PROGRAM FOR TEACHERS.**

Statement of Purpose: To expand the alternative teacher certification program so that it accommodates more teachers.

Title: **AN ACT CONCERNING ELECTRONIC MAIL MESSAGE PHISHING.**

Statement of Purpose: To prevent electronic mail message phishing.

Title: **AN ACT REINSTATING THE SUMMER YOUTH EMPLOYMENT APPROPRIATION**

Statement of Purpose: To provide meaningful year-round employment for at-risk youth in the state, with emphasis on summertime employment.

Title: **AN ACT CONCERNING ELIGIBILITY FOR THE APPRENTICESHIP TRAINING TAX CREDIT.**

Statement of Purpose: To expand eligibility for apprenticeship training tax credit.

Title: **AN ACT PROPOSING AN AMENDMENT TO THE CONSTITUTION TO ELIMINATE COUNTRY SHERIFFS**

Statement of Purpose: To eliminate sheriffs as constitutional officers.

The most important aspect of a Title and a Statement of Purpose is that they provide a helpful summary of the content of the bill.
Bill Sections

There is no need or requirement for bills to be written in confusing legalese with ‘heretofore’ and ‘whereas’ sprinkled throughout the text. Bills should be written in concise, clean language and written in the present tense.

This section outlines the overall formatting rules for bills, discusses how a bill should be divided into sections, and provides examples for various types of sections.

Line Spacing and Numbering

- Lines should be numbered and widely spaced.
- There should be extra space between paragraphs.
- The Statement of Purpose should be single spaced, not numbered, and should be aligned with the text on the left (not the line numbers).

**Example:** This is a simple example showing two sections and a statement of purpose

| 1. | Section 1. This is the first section of the bill. See how the lines are numbered  on the left  and double spaced? |
| 2. | |
| 3. | Section 2. This is the second section of the bill. See how there is extra space between the two sections? |
| 4. | |

**Statement of Purpose:** To illustrate the basic formatting rules for a bill. This text shouldn’t be squeezed over on the right as in previous years and it should be single spaced, unlike the main text.

Bill Organization: Sections and Paragraphs

The main text of a bill should be formatted according to the following rules:

- Every bill consists of one or more numbered sections. (Section 1, Section 2, ...)
- Each section consists of one or more paragraphs.
- Each section (not paragraph) represents a distinct change to the General Statute:
  - a section may **create** a new statute
  - a section may **repeal** an existing statute
  - a section may **amend** an existing statute
  - a section may **replace** an existing statute with a new one
  - a section may **define** terms used in other sections
- A bill may propose more than one change, each in its own section, but all the changes must be clearly related to each other.
- Unless specified otherwise, the effective date of all legislation is October 1 in the year the legislation is passed.
- A bill may specify the effective date of the legislation. This notice appears after the bill sections and before the Statement of Purpose (see examples below).
Bill Section Examples

**Example:** a section of two paragraphs enacting a new statute

1. Section 1. (a) No person shall distribute, transport or import into the state, keep for sale, or offer or expose for sale, or give away any electronic defense weapon, as defined in section 53a-3 of the general statutes.
2. (b) Any person who violates subsection (a) of this section shall be fined not more than five hundred dollars or imprisoned not more than three years, or both.

**Example:** a bill that repeals an existing statute

AN ACT CONCERNING TESTING START TIMES

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1. Section 1. Section 10-14s of the general statutes is repealed

**Statement of Purpose:** To repeal a statute concerning examination start times.

- the statute to be repealed is identified in the first section
- the title and statement of purpose should make it clear what topic the repealed statute was concerning.

**Example:** a section amending an existing statute

1. Section 1. Section 38a-330 of the general statutes is repealed and the following is substituted in lieu thereof:
2. Each property and casualty insurer which at the time of policy renewal, transfers any policy to an affiliate as a result of a merger or acquisition of control, shall provide notice to policyholders at least sixty days prior to the effective date of transfer. Such transfer shall not require a non-renewal or cancellation of the policy.

- lines 1 and 2 illustrate the way to introduce the change, the appropriate section of the general statutes should be referenced
- lines 3 through 6 is the replacement text for the statute
- any new text that did not appear in the previous statute must be indicated by underlining the new material as in line 6
Bill Section Examples

Example: a section amending an existing statute by adding a subdivision

1. Section 46a-11 of the general statutes is amended by adding subdivision (14) as follows:
2. (14) Establish an Accessibility Advisory Board with membership comprised of design...

- in this example, a list of 13 items in the general statutes is extended with additional item 14
- If the author had wanted to insert this new text in the middle of the existing list, the section would have to show the entire statute with the new item inserted and underlined and the remaining items renumbered. See the next example for details.

Example: a section amending an existing statute with additions and deletions:

1. Section 1. Subsection (a) of section 7-73 of the general statutes is repealed and the following is substituted in lieu thereof (Effective October 1, 2006):
2. (a) To any person performing the duties required by the provisions of the general statutes relating to registration of [births,] marriages, deaths and fetal deaths, the following fees shall be allowed: (1) [To the registrar for completing each record of birth by procuring and inserting the full name of the child, or for the recording, indexing, copying and endorsing of each birth, marriage, death or fetal death certificate, two dollars; (2) for] For the license to marry, ten dollars; and [(3)] (2) for issuing each burial or burial transit removal permit, three dollars.

- as in the previous example, additions are underlined (line 7 and 8)
- deletions appear between brackets [like this] (lines 4, 5, and 8)
- in this example the previous text had a list of three items, the change removed the first item from the list so the subsequent items had to be renumbered, tedious but necessary
Bill Section Examples

Example: a section defining terms to be used in the bill

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Section 1. As used in sections 2 to 5, inclusive, of this act:</td>
</tr>
<tr>
<td>2.</td>
<td>(1) &quot;Microenterprise&quot; means any business, new or existing, with ten or fewer employees and</td>
</tr>
<tr>
<td>3.</td>
<td>annual gross revenues of less than five hundred thousand dollars, including home-based and</td>
</tr>
<tr>
<td>4.</td>
<td>owner-operated businesses.</td>
</tr>
<tr>
<td>5.</td>
<td>(2) &quot;Program&quot; means the microloan program for microenterprises established in section 2</td>
</tr>
<tr>
<td>6.</td>
<td>of this act.</td>
</tr>
</tbody>
</table>

- line 1 indicates the definitions provided are with respect to this bill only
- it is common to reference definitions that appear elsewhere in the statutes
- lines 2-4 define "microenterprise" as used in this bill
- lines 5-6 define “Program” as used in this bill
- each definition is its own paragraph and is numbered

Example: a section with special effective date

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Section 1. (a) No person shall distribute, transport or import into the state, keep for sale,</td>
</tr>
<tr>
<td>2.</td>
<td>or offer or expose for sale, or give away any electronic defense weapon, as defined in section</td>
</tr>
<tr>
<td>3.</td>
<td>53a-3 of the general statutes.</td>
</tr>
<tr>
<td>4.</td>
<td>(b) Any person who violates subsection (a) of this section shall be fined not more than five</td>
</tr>
<tr>
<td>5.</td>
<td>hundred dollars or imprisoned not more than three years, or both.</td>
</tr>
</tbody>
</table>

This act shall take effect as follows and shall amend the following sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>upon passage</td>
</tr>
</tbody>
</table>

34-15b

Statement of Purpose: To prevent the distribution and sale of electronic defense weapons.

- In this example, the effective date of Section 1 is made to be upon passage instead of the traditionally assumed October 1st implementation of new laws.
- for bills with with more than one section, each section should be listed in the table with its effective date and any statute that it is amending or replacing.

The practice in Connecticut is for effective date of bills (or sections) to be as follows:

<table>
<thead>
<tr>
<th>Type of Bill or Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>most bills including bills changing criminal law</td>
<td>October 1st</td>
</tr>
<tr>
<td>most budget and funding bills</td>
<td>July 1st</td>
</tr>
<tr>
<td>emergency legislation or legislation requiring immediate response</td>
<td>upon passage</td>
</tr>
</tbody>
</table>
Bill Section Example: Constitution Amendment

Example: a bill that proposes a Constitutional Amendment

1. Section 1. Section 25 of article fourth of the Constitution is repealed.

- line 1 indicates the section of the resolution. As with regular bills, a bill that amends the constitution should have one section for each change it is proposing to the constitution.
- Use underlined text to indicate additions and bracketed text to indicate deletions to the original text.
- Constitutional amendments must pass the House and Senate with a 2/3rds majority vote
- Use the Constitutional Amendment version of the bill form, not the standard bill form.
Legislative Process

This section contains complete information about the legislative process including bill flow, parliamentary procedure, committee hearings, and House and Senate debate.
Introduction

The majority of the State Conference is organized around the legislative process. Bills are debated in committee, placed on the bill calendar, debated in the House and Senate, and then sent to the Governor to be signed. At each step in the process a bill may be defeated and is then considered dead. The rules governing this process are outlined below and in the subsequent sections. During the State Conference, the legislative process is guided by the more formal rules of the House and Senate which are also included in this manual.

Charter Oak and Nutmeg Legislatures

During Pre-State, delegations will be assigned to the Charter Oak or Nutmeg Legislatures. Large delegations may be asked to split their delegates between the two legislatures. Based on this assignment, final bill numbers should have a C or N appended to indicate the correct legislature. See the Bill Guidelines section for details.

Parliamentary Procedure

Parliamentary procedure is an integral part of the legislative process. Delegates will utilize their parliamentary procedure skills during the Pre-State Conference, during Committee Hearings, and during House and Senate floor debate. The specific rules for the CT Youth and Government program are provided in the following pages. Handouts and activities that may be used to learn and practice parliamentary procedure can be found in the Local Delegation Guide.

Committee Hearings

The Committee Process advisor will group final bills from the State Conference Registration into committees for debate at the State Conference. Bills are not organized by topic in order to provide a variety of issues for debate in each committee.

During the scheduled committee process time at the conference, each bill is debated by its committee. Authors may amend the bill prior to debate. Once debate has begun, only the committee may amend the bill via standard parliamentary procedure.

If the committee gives a bill a favorable report (passes the bill), the bill is rated by the committee members. If the bill is not given a favorable report it is not rated. A failed bill may be reconsidered and perhaps improved via amendment after all bills have been considered at least once.

Time is allotted during debate on each bill for public comment by lobbyists and other private citizens. Clerks are permitted to debate and vote during committee process.

House and Senate Debate

Bills are debated in the House and Senate chambers based on the calendar prepared by the Secretary of the State. Bills are introduced by the House and Senate Sponsors who are responsible for advocating the passage of bill. It is essential that each bill have a Senate and House sponsor who is familiar with the intent and scope of the bill.

If passed in one chamber the bill is sent via the Secretary of the State to the other chamber and placed on the calendar such that bills from the two chambers are considered alternately.
When both chambers pass a bill in the same form (i.e. with the same amendments considered), it will be sent to the Governor for consideration. If the bill fails in either chamber it is considered dead.
Constitutional Amendments

Bills that represent amendments to the Connecticut Constitution must pass the House and Senate by a 2/3rds majority. If passed by both houses, a constitutional amendment is eligible to be put before the voters during Sunday’s election. The Attorney General will coordinate this process with the Secretary of State’s Office.

Governor

The Governor has the option to sign, veto, or not sign (pocket veto) each bill. The Attorney General and the Governor’s Advisory Council may assist the Governor during consideration of the bill. The Governor may organize conference time with bill authors, sponsors, lobbyists, or the press at his/her discretion.

Override of Vetoes

In the event of a veto, the bill can be brought back to the legislative chambers for an override vote. The Leadership Committee will convene at lunch on Sunday to select bills to be considered for an override vote. A portion of the afternoon debate time will be reserved for this process. Only bills recommended by the Leadership Committee will be considered during this limited time. A motion to consider vetoed bills outside this time is out of order.

Press and Lobbyists

The press and lobbyists have their own unique roles within the legislative process. Throughout the program, the press is responsible for reporting on the activities of delegates including elections, progress of bills, and more. Lobbyists develop positions on various legislative issues and then, through their writing, public speaking, and direct lobbying of legislator, attempt to influence the passage or defeat of specific bills.
Parliamentary Procedure

Within the YAG program, parliamentary procedure is used to organize the debate during committee hearings and on the House and Senate floor. To the extent it is feasible, the rules follow the practice of the Connecticut General Assembly but the limitations of time and the educational goals of the process dictate some modification of those rules as well as provisions for adult advisors to mediate any disputes.

The management of disputes is an integral part of the purpose of parliamentary procedure. During Committee, House, and Senate sessions the correct application of parliamentary procedure is the primary role of the Chair. Whenever possible, adult advisors will assist the Chair in handling disputes via these rules but the Legislative Process Advisor and the State Director reserve the right to resolve disputes according to their own judgement and outside the parliamentary framework.

Rules

Committee, House, and Senate debate is conducted according to:

- the House and Senate Rules of the Connecticut YAG General Assembly
- the Joint Rules of the Connecticut YAG General Assembly
- Mason’s Manual of Legislative Procedure

These rules are an abbreviated form of the rules of the Connecticut General Assembly. The list above is in order of precedence. For example, a specific House rule supersedes a Joint Rule, and a Joint rule supersedes a rule from Mason’s.

It has been practice in CT Youth and Government to refer to Robert’s Rules of Order as the definite guide for parliamentary procedure. The switch to Mason’s Manual of Legislative Procedure is an attempt to follow the actual practice of the Connecticut General Assembly, which refers to Mason’s in its rules and not Robert’s. In practice, Mason’s incorporates all the rules of Robert’s but extends Robert’s to deal with the particular rules necessary in a legislature regarding committees, bicameral houses, and the executive branch. For learning or understanding most parliamentary procedures, Robert’s is just as appropriate as Mason’s.

The committee process is less formal than the House and Senate debate. Delegates are expected to be familiar with parliamentary procedure prior to the Pre-State Conference and will have the opportunity to practice their skills at that event. Delegates in leadership positions that require them to chair meetings and apply the rules of parliamentary procedure are required to attend the additional training sessions.

The rules of the Youth and Government General Assembly appear at the end of this section as well as a concise summary of basic parliamentary procedure. Please consult the Local Delegation Manual for a variety of activities that may be used to learn and understand the application of these rules.
Character Counts:

Public debate can be stressful and contentious. Ideas and words matter in these circumstances. All delegates should keep the following considerations in mind during debate:

- **Caring**: Show consideration for the ideas and efforts of other delegates and for the effects of the legislation you propose. Disagreement is inevitable but should never result in insults or derogatory language towards other delegates or those affected by the legislation in question.
- **Honesty**: Be truthful during debate. Fabricating stories or ‘facts’ in order to sound authoritative is dishonest. Don’t be afraid to say “I don’t know”.
- **Responsibility**: Delegates are responsible for their writings, their words, and their actions. They are responsible for knowing the rules of parliamentary procedure and following them to the best of their ability.
- **Respect**: During debate delegates should show respect for the process, for the other delegates, for the Chair, and for the facilities. Appropriate decorum is expected and will be enforced by the Chair.

Decorum during Debate

There is a long history of rules regarding the manner of speech, behavior, and etiquette associated with debate in a formal setting. All delegates are expected to adhere to these rules and the chair is authorized to enforce them. These rules exist so that the group is able to debate and make decisions in an efficient and orderly fashion.

- All members have an equal right to be heard and a duty to ensure that their own behavior doesn’t obstruct the rights of other members. Disturbances such as speaking, whispering, or making distracting noises, while a member is speaking are out of order.
- All debate is directed towards the chair and not the members. The chair should be addressed by their title, members should never refer to another member by their proper name.
- Members are expected to avoid inappropriate language including the use of indecent or disorderly words, and to avoid speculation and challenges to the motives of a member. Debate is limited to the issue and may not involve the personality or character of a member.
- Members are expected to direct their comments to the specific matter at hand, superfluous, repetitive, or irrelevant speech is out of order.
- When one member is directing questions towards another, the questions may not challenge the character or motive of the member nor be used to harass or intimidate the member. Questions must be framed so as to obtain information, and not to serve as debate in disguise nor to indirectly provide information to the body.
- Members are expected to stop speaking and sit down if the chair rises or attempts to speak. After a warning, persistent violations of decorum by a member may result in the chair directing the member to stop speaking.
- When called to order by the chair, the member must stop speaking and sit down until the question of order is decided.
- The chair is subject to the same rules regarding their conduct as the members.
- Members, as well as the chair, have the right to to call other members to order.
Parliamentary Procedure Changes

The updated manuals include some changes to parliamentary procedure. For the most part these changes are designed improve the quality and fairness of debate and to have the Youth and Government program more accurately reflect the practices of the Connecticut General Assembly (without becoming overly complicated or burdensome). Here is a summary of the changes which are reflected throughout this manual:

**Pre-State**: Amendments are out of order during the Pre-State practice committee hearings. Changes can certainly be suggested via comments during debate but no formal amendment procedures will be used.

This simplifies the training for chairs and delegates prior to Pre-State and avoids long procedural issues during a practice session that is limited in time and is intended to be less formal.

**Questions**: The use of questions (to a bill author or other member) will be strictly limited to questions designed to obtain specific information. Debatable questions, rhetorical questions, or in general questions that are designed to further an argument may not be specifically directed at another member and should be rephrased as *debate* (rather than as a question). This rule also applies to technical questions during committee.

The format for asking questions has been greatly simplified. When recognized by the chair, the delegate simply prefaces their question with the phrase ‘Through the Chair…’. For example:

Through the Chair, can the bill author provide any statistics regarding annual motor vehicle deaths in Connecticut?

It is no longer necessary to say “I’d like to ask the bill author a question through the chair” nor is it necessary for the Chair to ask the if the person being questioned ‘yields’.

The use of questions as a substitute for debate or as a way to harass an author or a sponsor has become pervasive in recent years within YAG. Parliamentary rules are quite clear regarding questions directed to members during debate so the new YAG procedure is simply an attempt to apply standard parliamentary rules.

**Reserving Rights**: In the past, delegates were required to reserve their right to comment after asking questions. This is no longer required. Delegates may ask questions and make comments freely but they must at all times adhere to the stricter rules regarding questions.

This is simply an attempt to simplify and streamline debate. The stricter rules regarding questions provide sufficient structure to maintain appropriate debate decorum.

**Technical Questions**: In committee hearings during the portion of debate time alloted for technical questions, it is not necessary to use formal parliamentary procedures to ask the questions through the chair. Members may to speak directly to each other. All the other rules regarding questions apply though.

The purpose of the technical question part of debate is to quickly and rapidly answer basic questions about the bill or the bill topic without being burdened with parliamentary procedure.
Recognition: During debate no member may be recognized more than twice on a particular motion and no member who has spoken once on a motion should attempt to speak again if other members are attempting to speak for the first time. No member is permitted to yield their floor time to another. These rules are counterbalanced by the following rules:

- The bill author’s or sponsor’s opening and closing remarks are exempt from this rule. A sponsor may seek recognition during debate.
- A member who is recognized but only asks a question (according to the rules above) and makes no comments will not be considered as being recognized during debate. This follows the parliamentary principle that questions designed to seek information are not considered debate.

These rules are standard parliamentary practice and help to ensure that all members have an equal opportunity to speak.

Parliamentary Procedure: The Parliamentary Procedure at a Glance table has been simplified by eliminating motions that are rare or generally not applicable to the Youth and Government program. The table is simply a summary of common motions for YAG, motions that are not in the chart are still valid and may be used if necessary. The motions that were removed are:

- Withdrawal of a Motion: rarely used
- Object to Consideration of a Motion: technical motion that is rarely used
- Lay on the Table: Often used inappropriately, the Motion to Postpone is almost always more appropriate (and is still in the table).
- Take from the Table: see above regarding Lay on the Table
- Reconsider a Vote: Generally only used for veto reconsideration, which will be handled by the Leadership Committee
- Yield Time: no longer in order, members must be recognized directly by the Chair in order to speak
Questions and Debate

In an effort to adhere more closely to standard parliamentary procedure and to also improve the quality of debate, the rules and procedures regarding the use of questions during debate have been updated for YAG this year. In order to understand these changes, it is important to differentiate between questions and debate.

**Debate:** When someone is speaking about a bill, they are free to speculate on the effects of a bill, to express doubt regarding its necessity, or to reassure members of its merits. Comments made during debate are the thoughts and opinions (right or wrong) of the speaker. As long as proper decorum is maintained, contentious, controversial, or in general debatable comments are completely in order.

**Questions:** When a speaker seeks out particular information from another member (or the Chair) by asking a *question*, the question must not be debatable. More specifically

*Questions must at all times be requests for facts and information and not for opinion or speculation. Questions must not be debatable or asked in such a way to act as a substitute for debate.*

This rule should not be interpreted as limiting or constraining actual debate. It is only when specifically requesting information from another member that the rules regarding questions come into play. Here are some examples:

These questions are in order and are shown in a form appropriate for technical question time:

- Can the author provide any statistics regarding …?
- Can the author clarify the meaning of …. on line ….?
- Can the previous speaker please explain the term … he used in his comments?

The following questions would be out of order:

- Is the author aware that ……? (This is providing information, not asking for information)
- Isn’t it true that this bill will cause ….? (This calls for opinion or speculation)
- Why did the author specify a fine of only $100? (This asks for an opinion)

A speaker may rephrase these questions as debate (rather than questions) and they would be entirely appropriate and in order. Such as:

- I’m concerned that the author hasn’t considered….
- I’m opposed to this bill because I feel that it will lead to…
- I think the $100 fine is too small and would support increasing it to $200.

By rephrasing the comment as debate, rather than as a question, the speaker may make their point without engaging an individual member in direct debate via a series of questions.
Frequently Asked Questions About Questions

Q: Why are questions being handled differently this year?
A: The changes are designed to

• make YAG rules follow regular parliamentary procedure
• encourage speakers to share their opinions during debate rather than ask questions
• eliminate aggressive questioning of sponsors

Q: What exactly is changing?
A: Any questions that are directed to another member must be non-debatable. They must be questions designed to gather information rather than questions designed to further debate. In addition, the details of asking a question through the Chair has been simplified. The speaker simply needs to preface the question with “Through the Chair”.

Q: Is there a difference between technical question and questions asked during debate time?
A: There is no difference with respect to the content of the questions. The only difference is with respect to the form of the questions. During debate time, questions must be asked ‘through the Chair’ while during technical questions they may be asked directly to the sponsor or other member.

Q: Why is there a separate time for technical questions?
A: To rapidly answer common questions about a bill and leave more time for regular debate.

Q: What does it mean to ask a question ‘through the Chair’?
A: During regular debate (not technical questions), all comments must be directed through the chair. In order to ask someone else a question, you have to phrase it as if you are asking the Chair to relay the question. It is a formality designed to avoid direct debate or questioning between two members. For example:

Through the Chair, can the author provide any statistics regarding....?

Q: So I don’t have to say “I’d like to ask a question through the Chair”?
A: Correct. You simply have to preface your question with “Through the Chair”.

Q: If someone asks me a question do I have to answer it?
A: Since questions must be clear requests for factual information (and not debatable) there should be no reason to not answer a question. Of course if you don’t know the answer it is perfectly fine to say so.

Q: What do I do if the Chair rules my question out of order?
A: During regular debate you may rephrase your question as part of regular debate (as opposed to asking a specific member a question). If your question is out of order during technical questions in committee, you’ll have to wait until the regular debate time to rephrase and state your concerns or comment.

Q: Can I ask rhetorical questions?
A: Sure, but only during regular debate time, not during the technical question part of committee.
Committee Hearings

The goal of the committee process is to select bills for consideration by the full House and Senate and to improve bills via amendments. Once a bill is taken up by a committee, the bill is no longer considered the work of the bill author but instead is now the work of the committee as a group. During the process, all member of the Committee may suggest changes or make amendments to have the bill reflect the position of the majority of its members. The committee forwards bills that receive favorable reports to the House or Senate for consideration while bills that receive unfavorable reports are not considered further. The committee process is organized as follows:

Parliamentary Procedure

The discussion in committee follows the rules of parliamentary procedure with the following caveats:

- bills are discussed in the order on the docket with no need to make a motion to consider a bill
- debate is limited to give equal time to all bills
- the motion to move the previous question is out of order for main motions (the bill)
- the motion to move the previous question is in order for debate on amendments or motions other than the main motion
- the Chair is responsible for limiting or extending debate based on time considerations
- seconds are required to consider a motion in committee
- during the time for technical questions, questions may be asked directly to the author without the formality of asking questions through the chair.

Friendly Amendments

A bill author may submit friendly amendments before debate begins on their bill. The business of the Committee must not be delayed for this purpose. Amendments offered prior to debate are accepted without discussion and will be read by the clerk when the bill is taken up by the committee. Amendments offered during debate are subject to all the normal rules of amendment during committee process.

Debating the Bill

Each bill is considered in turn by the committee according to the following process:

- the bill number, title, and statement of purpose is read
- the bill author(s) present their opening remarks (2 minutes)
- the floor is open to technical questions (2 minutes)
- public comments (lobbyists, Governor’s Council) are heard by the committee (2 minutes)
- the floor is open to debate by the committee (5-7 minutes)
- the bill author(s) present their closing remarks (1 minute)
- the committee votes on giving a favorable report of the bill
- the committee rates any bill that receives a favorable report

Technical Questions

Technical questions are non-debatable questions (i.e. questions of fact, not opinion) asked to clarify the meaning or intent of a bill. They should be concise and to the point and should be
answered similarly. Debatable questions or wide-ranging answers may be ruled out of order by the Chair. Technical questions may be addressed directly to the author.

Rating the Bill

Committee members rate bills with favorable reports to indicate their assessment of the bill’s merit for consideration by the House and Senate. Bills are rated according to various criteria by each delegate who voted (for or against) the bill using the official bill rating forms. The individual ratings are tallied and used to create a ranked list of bills that leave the committee with favorable reports. The Secretary of the State uses the ranking lists from all the committees to construct bill calendars for each of the four houses (Senate and House in both the Charter Oak and Nutmeg legislatures).
Select Committee on State Issues

The Select Committee program is a program for returning participates to explore and debate a particular state issue in more depth than can be accomplished via the standard committee process. The goals are:

- to encourage in-depth research regarding an important issue in Connecticut
- to stimulate informed debate based on prior research and preparation
- to identify particular YAG bills to be officially presented to the Connecticut General Assembly
- to provide a framework for the press and lobbyists to perform more in depth reporting and advocacy.

Announced Topic: In September, the Program Committee will announce a topic/state issue to be addressed by the “Select Committee on State Issues” during the program year. All bills assigned to this committee will be focused on addressing this topic.

Optional Participation: Returning participants have a choice of preparing a bill according to the regular bill process or they may elect to prepare a bill addressing the topic assigned to the Select Committee. The select committee will consist of both Nutmeg and Charter Oak participants. At least one bill from each delegation will be assigned to the committee. Additional bills will be assigned space permitting. Bills that are not accepted will be assigned to a regular committee.

Pre-State Committee: During Pre-State, the Select Committee will conduct a public hearing in addition to discussion of the pending bills. The committee working with the YAG program leadership will extend invitations to government officials, affected parties, and program participants to solicit input regarding the legislation to be considered by the committee.

State Conference: The select committee will meet during the regular committee time on Friday. The highly ranked bills from this committee will be put on their respective Nutmeg or Charter Oak dockets, always starting in the Senate and the committee shall select the Representatives and Senators to present the bills in the House and Senate (i.e. the bill authors may not be the primary presenters).

Post-State Conference: Any bills from the select committee that are passed by the legislature and signed by the Governor will be presented to the Connecticut General Assembly for consideration during their legislative session.

Press Corps: With advanced knowledge of the topic for the Select Committee, the press corps will be able to do more in depth reporting regarding the topic and the proposed legislation.

Lobbyists: Lobbyists will also have a better opportunity to research issues and advocate for or against legislation. The Select Committee format may also facilitate pairing lobbyists with “clients” for which they can advocate.
The Program Committee has approved the following new procedure for House and Senate docket s. Dockets are based on the committee bill rankings. For each legislature:

- 32 of the top 48 bills are guaranteed to be debated on Saturday
- 16 of the top 48 bills are guaranteed to be debated on Sunday
- remaining bills will be debated if time is available

<table>
<thead>
<tr>
<th></th>
<th>Saturday Floor Debate</th>
<th>Sunday Floor Debate</th>
</tr>
</thead>
<tbody>
<tr>
<td>House</td>
<td>Saturday Primary</td>
<td>Contingency</td>
</tr>
<tr>
<td>Senate</td>
<td>Saturday Primary</td>
<td>Contingency</td>
</tr>
<tr>
<td>16 bills each chamber, 32 bills total</td>
<td></td>
<td>8 bills each chamber, 16 total</td>
</tr>
</tbody>
</table>

Committee Ranking

The bills that receive a favorable report in committee are divided as follows:

**Top 48 Bills**: For each legislature, the top eight bills in each of the six committees are grouped together forming the top 48 bills.

**Contingency Bills**: The remaining bills with favorable committee reports, are placed in the contingency group. These bills will only be debated if time is available after debating the top 48 bills.

**Dead Bills**: Bills that do not make it out of committee with a favorable report are set aside and will not be debated in the House or Senate.

Primary Dockets

For each legislature, the Secretary of State will select 32 of the top 48 bills to be debated on Saturday. The remaining 16 bills will debated on Sunday. The bills will be drawn from all committees with a variety of rankings.

On Saturday, the House and Senate will each start with a docket consisting of 16 bills. On Sunday the dockets in each chamber will have 8 bills.

Contingency Dockets

The contingency bills for each legislature will be organized by the Secretary of the State into contingency dockets for the House and the Senate. Bills will be organized according to their committee ranking with higher ranked bills appearing higher on the docket.

When the primary dockets of the House and Senate are exhausted on Saturday, the House and Senate will take up bills from their respective contingency dockets. At the end of the Saturday session, the contingency dockets will be set aside.

When the primary dockets of the House and Senate are exhausted on Sunday, the House and Senate will resume taking up bills from their contingency dockets.

Time Limits

Each bill will be limited to 12 minutes of debate (including author’s opening and closing remarks). Debate may be ended early by moving the previous question. Debate may be extended by making a motion but is at the discretion of the Chair. The Chair is responsible for ensuring that all of the primary bills are debated.
Leadership Committee

The Leadership Committees for each legislature are organized as follows:

<table>
<thead>
<tr>
<th>Senate Leadership</th>
<th>House Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lt. Governor</td>
<td>Speaker of the House</td>
</tr>
<tr>
<td>President Pro-Tempore</td>
<td>Deputy Speaker</td>
</tr>
<tr>
<td>Senate Majority Leader</td>
<td>House Majority Leader</td>
</tr>
<tr>
<td>Senate Minority Leader</td>
<td>House Minority Leader</td>
</tr>
</tbody>
</table>

The Leadership Committee is chaired by the Majority Leader. Each Leadership Committee will meet according to the conference schedule to conduct the following business:

**Selection of Best Debater Nominees**

Each Leadership Committee shall assemble a list of not more than five nominees for the Best Debater Award. The Majority Leader will report the list to the House or Senate. Up to two additional names may be added to the list via nominations from the floor.

**Reconsideration of Vetoed Bills**

The Secretary of State will provide the Committees with a list of bills vetoed by the Governor as of the end of the Sunday afternoon session. The House and Senate Leadership committees will meet jointly to select no more than four bills to be reconsidered in each Legislature.

Motions to Reconsider for the selected bills will be in order during the Sunday afternoon session only.
House and Senate Procedure

The detailed procedures for the House and Senate are outlined in the Joint Rules and the House and Senate Rules included in this manual as well as in the Conference Bill Book. These rules are formally adopted during the opening sessions on Saturday morning of the conference and are an abridged form of the actual rules used by the Connecticut General Assembly.

The role of the presiding officers (any officer or member who is acting as the chair) is to ensure the smooth and orderly conduct of business. This is also the responsibility of individual members and the success of the legislative sessions is directly dependent on the willingness of the members to follow the rules, in particular, to adhere to the rules regarding decorum during debate (see the section of this guide on Parliamentary Procedure).

In an effort to keep debate focused and constructive the following rules, all of which are a standard part of parliamentary practice, will be observed during House and Senate debate.

- **Decorum**: Members are required to be recognized before speaking, recognition may be requested by the raising of a placard or, if necessary, by standing and clearly saying: ‘Mr. (or Madam) Speaker’ in the house or ‘Mr (or Madam) President’ in the Senate. If an officer is not presiding, ‘Mr. (or Madam) Chair’ is appropriate.
- **Questions**: Questions asked of another member must be for the purpose of obtaining information. Debate disguised as a question, disrespectful or satirical questions, or questions designed to share information rather than gather information will be ruled out of order.
- **Yields**: Yielding time to a member is out of order. Members must be recognized by the chair.
- **Recognition**: Members are only entitled to speak once on a motion or a second time if no members who have not yet spoken are seeking recognition. A sponsor’s opening and closing remarks are considered as a single recognition. Asking a question or answering a question (according to the rules above) is not considered debate and is not considered as speaking (debating) on a motion.
Governor’s Legislative Process

While the Governor is required to author (or co-author) a bill, they are not permitted to speak on its behalf during the period for public comments or during debate. The Governor cannot enter the floor of the House or Senate without permission of the respective body.

The Governor must designate appropriate sponsors for both the House and the Senate.

Once a bill is passed by both chambers, the Governor has control of the bill. The Governor may do one of the following actions:

• sign the bill
• veto the bill
• hold the bill until the conference adjourns (a pocket veto)

The Governor may attach a message to any vetoed bill to be considered by the House and Senate if they attempt to override the veto. A Governor’s veto may be overruled with a 2/3 majority in both of the chambers.

The advice and recommendations of the Governor’s Advisory Council and the Attorney General are not binding on the Governor.
Press and Lobbyist Legislative Guidelines

During the State Conference, members of the press and lobbyists are busy reporting on activities and interacting with legislators. Their participation in the legislative process itself is somewhat limited and must be done according to the following rules.

Committee Hearings

Lobbyists and press members may attend committee hearings but may not participate in the debate or committee process other than speaking during the limited time for public comments. Speakers should give advance notice to a Committee Chair if they intend to speak on a bill.

The lobbyists and press are free to come and go from committee hearings and interact with the members as long as the business of the committee is not disrupted. Attendance at the hearings is a privilege that may be revoked at the discretion of the committee.

Legislative Sessions

Lobbyists (but not press) may request to address the House or Senate regarding a bill by signing up with the clerk in the respective chamber. Prior to the reading of the bill, the clerk will notify the presiding officer who will recognize the lobbyist for no more then three minutes.

Governor’s Office

The Governor may establish their own rules of access and procedures for setting up appointments with themselves or their staff. Press and lobbyists should contact the Governor’s office for details.

Special Press Guidelines

Members of the press have the privilege of free access to the various meetings and sessions during the conference weekend. This access is granted according to the following rules and may be altered on a individual basis by the Press Program Committee Advisor:

• the press must clearly display their name badge at all times
• the press may not interfere or disrupt the activities of any meeting or legislative session
• when outside the designated press room, members of the press are expected to be working on an assignment

Special Lobbyist Guidelines

Lobbyist also have considerable access to the various meetings and sessions during the conference but are subject to the following rules which may be altered on an individual basis by the Lobbyist Program Committee Advisor:

• lobbying is permitted at the hotel and the Capitol or LOB except that no lobbying is permitted in either chamber while they are in session
• lobbyists are allowed in the House and Senate to listen to debate but are strictly prohibited form engaging in any lobbying effort
• lobbyists are permitted to use signs, leaflets, postcards, etc. as well as influencing the Press Corps
• when outside the designated lobbyists room, lobbyists are expected to be working on an assignment
<table>
<thead>
<tr>
<th>To Do This ...</th>
<th>You Say This...</th>
<th>Interrupt Speaker?</th>
<th>Seconded? (committee only)</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>End the session for the day</td>
<td>I move that we adjourn for the day.</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>Majority</td>
</tr>
<tr>
<td>Take a brief break (such as for lunch)</td>
<td>I move that we recess until ...</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Complain of noise, introduce someone, object to a personal affront</td>
<td>Point of privilege.</td>
<td>yes, if necessary</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>Chair rules</td>
</tr>
<tr>
<td>Object to someone’s motion or point for procedural reasons (the rules weren't followed)</td>
<td>Point of Order.</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>Chair rules</td>
</tr>
<tr>
<td>Have the members override a decision of the Chair</td>
<td>I appeal the decision from the Chair.</td>
<td>yes</td>
<td>yes (always)</td>
<td>yes</td>
<td>no</td>
<td>Majority</td>
</tr>
<tr>
<td>To temporarily change the rules to accomplish something that would normally not be allowed</td>
<td>I move that we suspend the rules to ...</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td>To force a counting of votes when the decision of the Chair on a voice vote is disputed</td>
<td>Division (said Immediately after voice results are announced)</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>Chair rules</td>
</tr>
<tr>
<td>To force a vote on whether to end debate or continue debate</td>
<td>I move the previous question.</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td>To suspend consideration of the bill until some future time or event</td>
<td>I move we postpone consideration of this motion until ...</td>
<td>no</td>
<td>yes, to time</td>
<td>yes, to time</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>To restrict the amount of time for debate</td>
<td>I move that debate be limited to ___ minutes, to ___ speakers, to ___ minutes for each speaker, etc.</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td>To introduce an amendment to a bill</td>
<td>There is an amendment on the table.</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>Majority</td>
</tr>
<tr>
<td>To begin consideration of a bill passed in committee</td>
<td>I move the acceptance of the committee’s favorable report and the passage of the bill.</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Ask questions of another speaker</td>
<td>Through the Chair, can the author explain…?</td>
<td>no</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Speaker

1. The Speaker of the House shall chair the House of Representatives.
2. The Lieutenant Governor shall chair the Senate.
3. When these rules refer to the Speaker, it is understood that the same rule is also applicable to the Lieutenant Governor and when these rules refer to the House, it is understood that the same rule is also applicable to the Senate.
4. The Speaker shall take the chair every day, at the hour at which the House convenes and shall immediately call the House to order, and after prayer and recitation of the pledge of allegiance, proceed to business if a quorum is present.
5. The Speaker shall preserve order and decorum and shall decide all questions of order and discipline, upon which no debate shall be allowed except at the Speaker's request, but the decision shall be subject to an appeal to the House, which must be seconded and on which no member shall speak more than once. No other business shall be in order until the disposition of such appeal.
6. The Speaker shall rise to put a question or to address the House.
7. If there is any disturbance, disorderly conduct or other activity in or about the House chamber which, in the opinion of the Speaker, may impede the orderly transaction of the business of the House of representatives, the Speaker may take such action as the Speaker deems necessary to preserve and restore order.
8. If the Speaker wishes to leave the chair, a Deputy Speaker or a member may be designated by the Speaker to perform the duties of the chair.

Deputy Speakers

9. There shall be two Deputy Speakers appointed by the Speaker of the House. The Speaker shall designate a Deputy Speaker to assume the duties of the Speaker in the Speaker's absence.

President Pro Tempores

10. There shall be two President Pro Tempores appointed by the Lieutenant Governor. The Lieutenant Governor shall designate a President Pro Tempores to assume the duties of the Lieutenant Governor in the Lieutenant Governor’s absence.

Chaplains

11. There shall be one chaplain for each House (4 total) appointed by the youth officers.

Clerks

12. There shall be two clerks for each House (8 total) appointed by the youth officers. The clerks shall keep a journal of the House, and shall enter therein a record of each day's proceedings and record any amendment that may be offered to any bill or resolution.
13. The clerk shall keep a calendar and shall enter on such calendar (1) all bills and resolutions favorably reported to the House from any committee and these shall be entered on the calendar in the order indicated by the Secretary of the State, (2) all bills and joint resolutions received from the Senate and these shall be entered on the calendar such that they are considered alternately with those originating in the House, (3) all bills marked by the Leadership Committee for reconsideration to override of the Governor’s veto and these shall be entered on the calendar in the order indicated by the Leadership Committee.

14. If the Senate takes any action on a bill or resolution requiring further action by the House, the bill or resolution when received from the Senate may be placed immediately on the calendar as the next order of business.

15. The clerk shall keep a record of all resolutions, joint resolutions and bills for all acts presented for consideration of the House, and said record shall be so kept as to show by one and a single reference thereto the action of the House on any specified, resolution, joint resolution or bill up to the time of such reference.

16. The clerk shall supervise all clerical work to be done for the House and shall supervise all staff subject to the direction of the Speaker. The assistant clerk shall have the same powers and perform the same duties as the clerk, subject to the direction of the clerk.

Members

17. When any member is about to speak in debate or deliver any matter to the House, the member shall rise and address the chair as "Mr. Speaker" or "Madam Speaker," as the case may be. If two or more rise at the same time, the Speaker shall name the member entitled to the floor, preferring one who rises in place to one who does not.

18. No member shall speak on the same question more than twice without unanimous consent of the members of the House present. The Sponsor’s opening and closing remarks are not considered for the purpose of this rule.

19. The Speaker shall, or any member may, call to order any member who in speaking or otherwise, transgresses the rules and orders of the House. If speaking, the member shall sit down, unless permitted to explain; and if a member is guilty of a breach of any of the rules and orders, the member may be required by the House, on motion, to make satisfaction therefor, and shall not be allowed to vote or speak except by way of excuse until such satisfaction is made.

Rules and Motions

20. The rules of parliamentary practice comprised in *Mason’s Manual of Legislative Procedure* shall govern the House whenever applicable and whenever they are not inconsistent with the standing rules and orders of the House or the joint rules of the Senate and the House of representatives.

21. The rules of the House shall take precedence over the joint rules of the House and Senate or *Mason’s Manual of Legislative Procedure* in the event of conflict.

22. When a motion is made, it shall be stated to the House by the Speaker before any debate is had thereon.

23. When a motion is stated by the Speaker, or read by the clerk, it shall be deemed to be in the possession of the House. It may be withdrawn by the mover at any time before decision or amendment, but not after amendment, unless the House approves by a majority vote.
24. A motion to consider bills or resolutions in an order other than specified by the Secretary of the State may only be made by the Speaker or the Majority or Minority Leader or their deputies.

25. A motion to consider bills or resolutions not on the calendar may only be made by the Speaker or the Majority or Minority Leader or their deputies.

26. When a question is under debate, no motion shall be received except:
   - To adjourn, which is not debatable
   - To recess
   - To postpone temporarily retaining position on the calendar
   - To close the debate at a specified time or extend debate.
   - To postpone to a certain time
   - To amend

   These motions shall have precedence in the order listed in this rule, except that a point of order may be raised at any time.

27. A vote can be reconsidered only in the next regular succeeding session, provided there shall be no reconsideration of the vote upon the following motions: To adjourn, or to reconsider, and no question shall be twice reconsidered.

Amendments
28. Amendments shall be filed with the clerk of the House. After a motion for passage of a bill or resolution has been made, a motion to amend the bill or resolution is in order.

Seats
29. The seats selected by members during the first session of the House shall be their seats for the entire State Conference.

Parliamentary Practice
30. No debate shall be allowed after a question is put and while it remains undecided.

31. In all cases when a voice vote is taken without a division, the speaker shall determine whether it is or is not a vote; and in all doubtful cases the speaker shall state "The chair is in doubt." Whereupon, the speaker shall try the question again by a voice vote or a standing vote, as the speaker may so order.

32. After the speaker has declared a vote, it shall not be taken again unless by a regular motion for reconsideration, made by a member in the prevailing vote of the House.

33. If a division is called for, the House shall divide, those in the affirmative first rising from their seats and standing until counted, and afterwards those in the negative. For the purpose of more conveniently counting upon the division of the House, the floor thereof shall be divided by aisles into four divisions, to be numbered first, second, third and fourth sections, commencing on the right of the chair; for each of which divisions the speaker shall appoint a member whose seat is in said division to be a teller and to count and report to the chair.

34. In case of a tie vote or an equal division, the question shall not be passed.

35. Every member present in the House chamber, when a question is put by the speaker, shall vote, unless excused by the speaker and no member shall absent herself or himself from the House chamber without leave, unless there is a quorum without such member's presence.
Whenever any vote is to be taken, the speaker may order the doors closed and thereupon no member shall leave the House unless by permission of the speaker, or the House, until the vote is declared, but members shall be admitted at any time.

When a vote has been taken, if any member raises a question of an excess of votes cast over the number of members present, a count of the House shall be had, and if it appears that such excess of votes exists, the speaker shall order the vote to be again taken.

36. While the House is in session, admission to the floor of the House shall be limited to members of the General Assembly, authorized members of the press, authorized staff of the General Assembly, and such other persons as may be authorized by the Speaker. On any day during which the House is in session, lobbyists shall be prohibited from the floor of the House except during a public hearing on the floor of the House or as may be authorized by the Speaker.

Suspension of the Rules

37. These rules shall not be altered, amended or suspended except by the concurrent vote of at least two-thirds of the members present. Motions to suspend the rules shall be in order on any session day. Suspension of the rules shall be for a specified purpose. Upon accomplishment of that purpose, any rule suspended shall be again in force.
Joint Rules
of the
Connecticut Youth And Government
General Assembly

Messages Between Houses
1. Messages from one house to the other shall be delivered to the Speaker.

Joint Conventions
2. Joint conventions shall be held in the Hall of the House. The President of the Senate shall preside.

Joint Committees
3. Based on the number of bills prepared for the State Conference, the Committee Process Advisor will organize dockets for several joint committees. Committees shall consider all matters referred to them and report as required by these rules.

4. Each Legislature shall have a Leadership Committee whose members shall consist of: the Deputy Speaker; the President Pro Tempore; the House and Senate Majority Leaders; the House and Senate Minority Leaders. The Senate Majority Leader shall chair the committee. The Speaker of the House and the Lieutenant Governor shall be ex-officio members (non-voting) of both Leadership Committees.

5. A chairperson or a co-chairperson shall convene all meetings. In all meetings of joint committees, and at all public hearings held by such committees, the co-chairpersons shall mutually agree as to who shall preside and in the absence of agreement the co-chairpersons shall alternately preside. A chairperson shall recognize each member wishing to be heard prior to ordering the vote on the final question of a favorable or unfavorable report of a bill or resolution. A vote of a committee may be reconsidered only at after all bills referred to the committee have been considered at least once.

6. A docket listing the referred bills shall be provided to each committee by the Program Committee. Items not on the docket may be considered upon a majority vote of the committee members present only after all items on the docket have been considered.

7. A committee may permit legislators who are not members of the committee, representatives of the Governor, lobbyists, and members of the public to testify during but not beyond the period allocated for public comment.

8. Delegates who are not legislators may participate and vote within the committee to which their bill has been referred.

Favorable Reports
9. When the House and Senate members of any committee jointly vote to report a bill or resolution favorably, a committee chair shall sign the committee report form and record the bill rating by the committee members for consideration by the Secretary of the State.

10. The Secretary of the State shall prepare bill calendars for their respective houses according to the rules adopted by the Program Committee.
11. A bill or resolution if filed in the House, may be transmitted to and acted upon first by the Senate with the consent of the Speaker; and if filed in the Senate, may be transmitted to and acted upon first by the House with the consent of the President Pro Tempore.

Transmittal to the Governor

12. On the passage of a bill by both houses, the clerk of the house last taking action thereon shall forthwith cause a copy to be sent to the Governor.
This guide contains a complete reference manual to help organize and run a local Youth and Government delegation including a sample meeting schedule and a complete set of lesson plans, handouts, and activities.

**Sections**
- Introduction
- Local Calendar
- Lesson Plans
Introduction

The State Youth and Government program wouldn’t exist without local delegations. Most of the training and learning occurs at the local meetings. Delegations also form the core of the YAG political party system by providing natural constituencies for parties and candidates for office.

Local delegations may be of any size and a single YMCA may choose to sponsor one or more delegations. This is more common in service areas with more than one high school. Each delegation must have a lead advisor and each sponsoring YMCA must have at least one staff member tasked to coordinate the local delegations. In most cases, the Y staff member and the delegation advisor are one and the same but it is also common for an advisor to be an adult volunteer or a local high school teacher.

- every delegate must be a YMCA member
- the local YMCA may choose to implement a program fee separate from the state fee
- all state fees are paid to the state program office by the local YMCA, not by individual delegates. The local YMCA is responsible for collecting fees from the delegates.
- meetings are from 1 to 1½ hours long
- most delegations meet from 8-10 times between November and March

Resources

Running a local YAG delegation can be a daunting task for someone new to the program. This manual is an effort to help moderate the steep learning curve for new delegations or new advisors. Other resources to consider include:

- returning delegates
- YAG alumni
- State Program Office
- other delegation advisors
- youth officers
- Advisor Coordinator

Contact information for the program office and the Program Committee can be found in the Quick Reference part of the Program Manual. The Advisor Coordinator on the Program Committee is a central point of contact for local delegation questions, while the State Director is a point of contact for state events and registration.
Recruitment and Program Development

Before you can be successful in recruiting delegates for your local Youth and Government program, you must understand the program for yourself! That is not an easy feat for someone who hasn’t experienced the program firsthand. Luckily, there are many resources for the new advisor. First and foremost, read the entire program manual. Secondly, don’t be shy! Ask any and all questions by contacting the Program Committee, YAG advisors, or returning delegates. Anyone who has experienced this program will be happy to share tips or answer questions. Lastly, be sure to attend all advisors meetings. These meetings will provide you with invaluable information and updated happenings.

Resources for Recruiting

Okay, so you understand the program…now you need some delegates to join!

YMCA: Advertise this program on the web, in your program guides, and have flyers/posters around your Y.

Local High Schools: Gain contact with someone in the local schools. You will need to find someone who will be supportive of the program and help organize a school visit. Advisors have good luck when contacting the Social Studies/History Department Chair, the Delegate Council Faculty Advisor, Director of Delegate Activities, or the Dean of Delegates.

YMCA Summer Camps: Arrange for a visit to Y camps to talk to the L.I.T’s, C.I.T’s, or high school staff.

Returning Delegates: Delegates who have participated in the program before be helpful in recruiting fellow peers

School Visits

School visits require some advanced planning and helpful contacts at the school. Here are some options when visiting a school:

• Arrange to speak to all History/Social Studies classes for five minutes each.
• Arrange to set up a table in the cafeteria during lunch
• Arrange to speak at a Student Council meeting
• Arrange to speak to all students at a brief assembly

Try to bring a returning delegate with you to help recruit. Delegates will often give the program a chance when they see their peers are already involved. When pitching the program, be sure to mention things the delegates will get excited about, such as YAG being the only youth program to take over the State Capitol, spending a weekend with 400 other high school delegates from across the state, or being able to voice your concerns and encouragement about state issues. Get the delegates excited about the program before you bring up the subject of the program and conference fee. Often times the delegates feel discouraged when discovering the cost of the program. Most local YMCA’s have scholarship funds for delegates with financial hardships.

It is important to contact your local high school early in the school year, or even better, in the summer. It is best to begin recruiting early. There is a lot to do prior to the Youth and Government conference in March and it is best to establish your group early in the school year.
Fund Raising

For some delegates, the YAG program fee and Y membership may be financially difficult. Their are a number of ways to address this situation:

- local delegation fundraisers (e.g. car wash)
- local YMCA scholarship funds
- local service organizations (Lion’s Club, Kiwanis Club, Rotary Club)
- local political party (Republican/Democratic Town Committee)

Some limited funds are also available via the State YAG Office. Contact the State Director for information.
Local Calendar

This section contains a suggested sequence of meetings for a local YAG delegation. See the next section for detailed lesson plans.
The following section contains a suggested sequence of local delegation meetings. Some of the administrative details may differ from one delegation to the next especially in the area of program fees. Some delegations collect fees up front and other delegations have a more incremental approach. Whatever procedure is used, make sure you review the state fee deadlines in the Quick Reference section of this manual.

The following table shows a lesson plan summary for an eight meeting local YAG program including suggested lessons to be covered as well as the major deadlines and events.

<table>
<thead>
<tr>
<th>Month</th>
<th>#</th>
<th>Administrative Lessons</th>
<th>Legislative Lessons</th>
<th>Parliamentary Lessons</th>
<th>Political Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>September and October</td>
<td></td>
<td>Recruiting</td>
<td>open house</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>Program Overview</td>
<td>Bill Topics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>2</td>
<td>Pre-State Registration</td>
<td>Bill Elements and Authors, Bill Titles and Purpose</td>
<td>Meetings</td>
<td>Appointed Positions</td>
</tr>
<tr>
<td>November</td>
<td>3</td>
<td>Bill Sections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>4</td>
<td>Bill Writing Committee Hearings</td>
<td>Committee Hearings Debate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>5</td>
<td>Pre-State Preparation</td>
<td>Presenting Your Bill</td>
<td>Political Parties and Elections</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>6</td>
<td>State Conference Registration</td>
<td>Senators and Sponsors</td>
<td>Amendments Debating Effectively</td>
<td>Senators and Sponsors</td>
</tr>
<tr>
<td>February</td>
<td>7</td>
<td>State Conference Registration</td>
<td>Bill Research, Bill Flow, Leadership Committee</td>
<td>House and Senate Procedures</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>8</td>
<td>Conference Preparation National Affairs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Local Calendar
This meeting will introduce the delegates to each other and to the YAG program on a local and state level and begin the process of writing bills. This meeting should be held before the YAG Orientation event.

**Administrative Objectives**
- to review local delegation and state calendars
- to review all program fees, mandatory meetings, and work assignments
- to inform delegates about the YAG Orientation
- to remind potential press corps members and lobbyists that the Orientation is strongly recommended

**Teaching Objectives**
- to introduce the three primary YAG programs: General Assembly, Press Corps, and Lobbyists
- to introduce the optional Youth in Law program
- to get delegates thinking about public policy issues
- to identify issues and topics to turn into bills, papers, or articles
- to have delegates speak in front of a group and work as a team

**Preparation**
Before the meeting collect the following information:
- your YMCA membership requirements for YAG
- your local delegation calendar (meetings dates, times and places)

**Agenda**
- Introductions and Icebreaker
- Lesson: Program Overview
- Lesson: Bill Topics and Ideas

**Before They Go**
- Remind delegates of the YAG Orientation meeting; especially for Press Corps and Lobbyists.
- Delegates should come to the next meeting with a good idea of what role they want to pursue in the program: legislator, press corps member, lobbyist.
- All delegates (officers, reporters, lobbyists, undecided) should come to the next meeting with a Bill Topic Worksheet containing two or three ideas.
- Ask participants to bring a friend to the next meeting; offer a prize/incentive if possible.
In this meeting delegates will start refining their bill topics, learn about various leadership opportunities via appointed positions, and start practicing parliamentary procedure.

**Teaching Objectives**

- to review the various appointed positions and the application process
- to explain how to formulate bill titles and statements of purpose
- to introduce parliamentary procedure terms and definitions
- to introduce parliamentary procedures for running meetings

**Agenda**

- Introductions and Ice Breaker
- Lesson: Appointed Positions
- Lesson: Bill Elements and Authors
- Lesson: Bill Titles and Purpose
- Lesson: Parliamentary Procedures for Meetings

**Before They Go**

- Delegates will have to commit to a role (legislator, press corps member, or lobbyist) at the next meeting.
- Delegates should decide if they are writing a bill on their own or they should have agreed to co-author a bill with another delegate.
- Remind delegates to finalize their bill topic choice before the next meeting. This means they need to have a written bill title and statement of purpose.
Meeting 3
December

This is a busy administrative meeting as you make sure delegates have selected a role, submitted their program deposits, and have selected a bill topic for the remainder of the program.

**Administrative Objectives**
- to complete the Pre-State Registration forms
- to collect any necessary program fees
- to make sure all interested delegates have submitted appointed position applications

**Teaching Objectives**
- to use parliamentary procedure to run the meeting
- to review the format and layout of bills
- to understand the basic organization of bill sections

**Agenda**
Select a delegate to be the chairperson of the meeting. Have the chair use parliamentary procedure from the last meeting to call the meeting to order and keep the meeting running smoothly and to adjourn the meeting at the end. Don’t worry about using the rules during the middle of the meeting or while doing the lessons.

- Lesson: Pre-State Registration
- Lesson: Bill Sections

**Before They Go**
- Handout sample bills and bill checklist, and any other bill writing resources.
- Delegates should come to the next meeting with a written draft of their bill.
- Lobbyists should come to the next meeting with a draft of a position paper.
- Press members should consider writing an article about their delegation.
- Bill authors who are repealing or amending a statute must bring a copy of the statute to the next meeting. The Researching Existing Laws handout has details on how to locate existing statutes.
This is the first of two meetings that will focus on preparing delegates for the Pre-State Conference. Delegates will need first drafts of bills, familiarity with the committee hearing process, and practice of parliamentary procedure before Pre-State.

**Administrative Objectives**
- to remind delegates of the Pre-State dates (and snow dates)

**Teaching Objectives**
- to explain the role of committees and the organization of the committee process
- to begin practicing debate via parliamentary procedure
- to write or improve the first draft of their bills

**Agenda**
- Lesson: Bill Writing
- Lesson: Committee Hearings
- Lesson: Parliamentary Procedure Debate

**Before They Go**
- delegates must bring a complete 1st or 2nd draft of their bill to the next meeting
Meeting 5  
Mid January

This is the second of two meetings that will focus on preparing delegates for the Pre-State Conference. Delegates will need first drafts of bills, familiarity with the committee hearing process, and practice of parliamentary procedure before Pre-State.

**Administrative Objectives**
- to review the logistics for the Pre-State Conference
- to make sure delegates are aware of the Pre-State Dress Code
- to make sure delegates will have bills and papers prepared for Pre-State

**Teaching Objectives**
- to learn how to present bills in committee
- to learn how to propose amendments in committee
- to learn about political parties and elections

**Preparation**
- confirm your Pre-State transportation before this meeting (bus, vans, drivers)

**Agenda**
- Lesson: Pre-State Preparation
- Lesson: Presenting Your Bill
- Lesson: Political Parties and Elections

**Before They Go**

Delegates need to be reminded to arrive at Pre-State with 25 copies of their bill. Delegates need to bring their opening/closing statements as well as any statistics, evidence, and so on to support their bill.

Remind delegates that they must dress in business attire for the Pre-State Conference.

You'll need to collect permission slips in early February from all delegates that will require signatures from their parents or guardians. Plan ahead so that you won't have to be chasing down missing forms before the State Conference Registration deadline.

---

**Be aware that some delegates may not own business attire and may need some advice or assistance in getting business attire. Goodwill or Salvation Army clothing stores are inexpensive solutions to this issue. Other delegates may be able to lend some dress clothes. Addressing this issue before arriving at Pre-State or the State Conference is important to avoid any awkwardness for delegates who are dressed inappropriately.**
Meeting 6  
Early February

This is most likely the only meeting between Pre-State and the deadline for the State Conference registration. This is the last chance for bill authors to polish their work. This is also the time to assign sponsors to all bills.

**Administrative Objectives**
- to finalize the submission of all conference paper work
- to finalize the payment of all fees
- to assign legislature codes to all bills (C/N, Charter Oak/Nutmeg)

**Teaching Objectives**
- to finalize bills based on lessons learned from the Pre-State Conference
- to select (usually by election) Senators for the delegation
- to review the role of bill sponsors and solicit sponsors for all bills
- to practice debating skills

**Agenda**
- Lesson: Senators and Sponsors
- Lesson: State Conference Registration
- Lesson: Parliamentary Procedure for Amendments
- Lesson: How To Debate Effectively

**Before They Go**

Now is the time for delegates to get serious about researching their bill and developing strong arguments for its passage. Delegates should start collecting newspaper and magazine articles about their topic, examples of similar laws in other states, and statistics and facts about their topic.

Delegates should either hand in their final bill and permission slips at this meeting or should be aware of your local delegation deadline for handing in the forms. Advisors must have sufficient time to review and approve all bills before the Conference Registration Deadline.

---

**Bills may not be edited once they are submitted to the State Program Office during Conference Registration. Make sure all of your bills are included in the registration package. Delegates who miss this deadline will be responsible for bringing copies to the conference for use by committees and the House and Senate.**
Meeting 7
Late February

With all the paperwork done, it is time to focus on skills and knowledge needed for the State Conference.

Administrative Objectives
- none!

Teaching Objectives
- to understand the flow of bills at the state conference
- to understand the role of the Leadership Committee
- to practice and understand parliamentary debate for the House and Senate
- to understand the importance of bill research
- to develop debate strategies and background material for bills

Agenda
- Lesson: Bill Research
- Lesson: Bill Flow and Leadership Committee
- Lesson: Debate in the House and Senate

Before They Go
- Candidates running for office should be actively planning their campaign.
- Delegates involved in the political party process should be developing their grassroots support for their party, planning their party reception, and considering candidates to endorse.
- Bill authors should be collecting research materials; working on their opening and closing remarks; developing information sheets for their bill sponsors.
- Lobbyists should be working on their public comments and identifying bills associated with their position papers.
- Press Corps Members can be writing articles about bills or activities within their delegation.
- Youth in Law Participants should be meeting with their partner and developing their arguments for their case.
This is the last meeting before the State Conference. Administrative details dominate but this is also a chance to practice more debate and speaking skills.

**Administrative Objectives**
- to review all the logistics for the State Conference
- to review the dress code for the State Conference
- to review the Code of Conduct and expectations for the State Conference

**Teaching Objectives**
- to discuss the National Affairs Conference and application procedures
- to review parliamentary procedure

**Agenda**
- Lesson: Conference Preparation
- Lesson: National Affairs
- Practice Debate (no lesson plan)

**Before They Go**
- Remind delegates about the Conference dress code.
- Remind delegates about travel logistics to the conference.
- Remind candidates to bring all election materials.
Lesson Plans

This section contains a complete set of lesson plans, handouts, and activities based on the meeting schedule in the previous section.
Introduction

In the following section is a complete set of lesson plans that match the suggested meeting schedule from the previous section. Each lesson is designed to be self contained with its own teaching materials as well as suggested activities. It isn’t intended, and probably isn’t possible, to use each and every activity. Feel free to pick and choose from those provided. If you come up with your own handouts or activities, please forward them to the State Director for inclusion in the next revision of this manual.

To assist in locating material, the suggested meeting is included at the bottom of every page in this section. Here is the chart summarizing the organization of the meetings:

<table>
<thead>
<tr>
<th>Month</th>
<th>#</th>
<th>Administrative Lessons</th>
<th>Legislative Lessons</th>
<th>Parliamentary Lessons</th>
<th>Political Lessons</th>
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<tbody>
<tr>
<td>September and October</td>
<td></td>
<td>Recruiting</td>
<td>open house</td>
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<tr>
<td>November</td>
<td>1</td>
<td>Program Overview</td>
<td>Bill Topics</td>
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<td></td>
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<td>YAG Orientation/1st Year Training</td>
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<td>2</td>
<td>Pre-State Registration</td>
<td>Bill Elements and Authors Bill Titles and Purpose</td>
<td>Meetings</td>
<td>Appointed Positions</td>
</tr>
<tr>
<td>December</td>
<td>3</td>
<td>Pre-State Registration</td>
<td>Bill Sections</td>
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<td>4</td>
<td>Bill Writing Committee Hearings</td>
<td>Committee Hearings Debate</td>
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<td>January</td>
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<td>Pre-State Preparation</td>
<td>Presenting Your Bill</td>
<td>Political Parties and Elections</td>
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<tr>
<td>February</td>
<td>6</td>
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<td>Senators and Sponsors</td>
<td>Amendments Debating Effectively</td>
<td>Senators and Sponsors</td>
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<td>7</td>
<td>Bill Research Committee Bill Flow, Leadership Committee</td>
<td>House and Senate Procedures</td>
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<tr>
<td>March</td>
<td>8</td>
<td>Conference Preparation National Affairs</td>
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<td>April</td>
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<td>National Affairs Application</td>
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<td>May – June</td>
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<td>National Affairs Training</td>
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<td>July</td>
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<td>National Affairs Conference</td>
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Lesson: Program Overview

This is an administrative lesson to give delegates a broad overview of the program, meetings dates, and any program fees.

Objectives

• to discuss the meeting times and dates
• to make sure delegates are aware of the optional and mandatory state events
• to briefly describe the various parts of the YAG program

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
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<tr>
<td>Quick Reference: Events and Deadlines</td>
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<td>State Conference: Introduction</td>
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<tr>
<td>Delegation Schedule and Information</td>
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</tbody>
</table>

Suggestions and Tips

• fill in the blanks on the Schedule and Information handout or make your own
• make sure delegates are able to attend the Pre-State and State Conference events before they commit to the program
• meetings are generally between 1 an 1½ hours long
• review the three main roles: legislator, press corps member, lobbyist
• review the Youth in Law Program
• have veteran delegates talk about the positions/roles they had previously
• the YAG Orientation event may be helpful for some delegates
Handout: Delegation Schedule and Information

Delegation Meetings Time and Place

Program Calendar

<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>delegation meeting</td>
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<td>YAG Orientation</td>
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<td>State Conference</td>
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</table>

The Pre-State and State Conference events are mandatory

Program Fees

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<tr>
<th>Service</th>
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<td>YMCA Local Program</td>
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<tr>
<td>YMCA State Program</td>
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</tbody>
</table>
Lesson: Bill Topics and Ideas

This lesson is designed to encourage delegates to think of bill ideas and about laws in general.

Objectives

- to explain the source of our laws and the legislative process
- to discuss and explain the different types of bills
- to create a variety of topics and ideas for consideration as bills
- to understand what topics are appropriate for state laws
- to show how to adapt an issue or topic to a bill

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
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<td>Bill Writing: Bill Topic Requirements</td>
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<td>In the News</td>
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<td>Laws and the Legislative Process</td>
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<td>Evaluating. Bill Topics and Bill Types</td>
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<td>Bill Topic Worksheet</td>
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</table>

Suggestions and Tips

- have your veteran delegates briefly describe the bills they have previously written
- review the Bill Topic Requirements with delegates
- have delegates keep track of their ideas on the Bill Topic Worksheet
- the Lost in Space activity will help delegates think about why we have laws
- the Bill Topic Brainstorm activity will help delegates generate bill ideas
- the In the News activity gets delegates talking and thinking about current events

Discussion

What is a Constitution?

What is a statute?

Why is Connecticut called the ‘Constitution State’?

What does it mean when a law is ‘unconstitutional’?

What is is a felony? A misdemeanor?

What is criminal law vs. civil law?
Handout: Laws and the Legislative Process

What makes a good law? If the question was easily answered there would be little need for an elaborate legislative process involving activists, lobbyists, public hearings, committee reports, two legislative houses, endless amendments, filibusters, press conferences, vetoes, override votes, and signing ceremonies.

In a monarchy, a good law is whatever the king or queen says it is. In a theocracy, a religious doctrine or leader determines what is a good law. In an anarchy, there aren’t any laws at all. Instead of attempting to define a particular outcome (good laws), our system of government, a representative democracy, defines a particular process by which laws are made. We trust the democratic process to produce good laws. But the success or failure of the process depends on the abilities and choices made by the people and their elected representatives.

You decide what makes a good law.

Legislation can investigate issues (commission an environmental study), improve public infrastructure (build a new bridge or road), address social problems (fund a welfare program), prevent misfortune (DWI laws), protect individual rights (criminal law such as robbery or assault), fund government activities (taxes), correct problems with existing laws (repealing or changing a law) and so on. As you consider different ideas and topics to be made into a bill ask yourself these questions:

- What is the topic or area of concern?
- What specific actions are proposed to address the problem or concern?
- What will be the result of these actions?

To turn a idea or topic into a bill take the answer to those three questions and write them out in the appropriate bill format and style.
Not all problems or concerns are appropriate for a YAG bill. For example, this program is based on a state-level legislative process so problems of a national or international nature or problems of a local nature (e.g., a new stop sign) may not be appropriate.

When narrowing your list of topics for a bill use the following guidelines to evaluate your ideas:

- Does the topic conflict with the Bill Topic Rules? (see the State Program Guide)
- Is the topic specific and focused, not general and vague?
- Can the topic be understood by other delegates without extensive explanation?
- Are you sure the topic isn’t covered by existing laws?
- How important is the issue relative to other issues?
- Do you feel strongly about the topic? Does it interest you?
- Do you have personal knowledge of the problem or issue?
- If you have two or more possible solutions, which one costs less, is faster, more effective?
- What happens if your bill is not passed? Does it become more expensive to address the problem later or is their some inherent deadline that needs to be considered?

Here are some more ideas to help you learn more about a topic:

- Check with the office(s) of your State Representative or Senator, and request their position on the topic.
- Use the Connecticut General Assembly website to find bills or statutes similar to your topic (www.cga.ct.gov).
- Call an attorney and explain why you are interested in the law and ask his/her opinion on state jurisdiction of your topic.
- Read newspapers, editorials, and magazines, all excellent sources of articles on governing laws and regulations.
- Visit a library to research the existing laws.
- Contact the Connecticut State Legislative Information Office for information about proposed bills or statutes similar to your topic.
- Contact special interest groups, organizations or departments of government that share your concerns.

Types of Bills

Bills are proposals to change the laws of Connecticut known collectively as the Connecticut General Statutes. These changes can be made in three primary ways:

- the addition of a new statute
- the modification (amendment) of an existing statute
- the removal (repeal) of an existing statute

Bills may also propose several of these changes at once as long as they are all directly related to each other.

When thinking about a topic or issue as the focus of a bill, consider what type of change you will be proposing. This will help you formulate a bill title and a statement of purpose and will dictate the organization and specific format of the main text of your bill. See the Bill Writing Guide for specific examples of how to compose the sections of your bill.
Handout: Researching Existing Laws

The current laws of Connecticut are known as the Connecticut General Statutes. The Statutes are published in a multi-volume set of books that are available at most public libraries. Current and historical statutes are available online at www.cga.ct.gov

Browsing the Connecticut General Statutes

If you go to a library and ask the reference librarian for the Connecticut General Statutes, they will direct you to a 13 volume printed set of statutes. You can browse the same material online at: http://www.cga.ct.gov/2005/pub/titles.htm. Supplements are printed every other year and include new statutes from the current legislative session. The 2006 supplement can be found at: http://www.cga.ct.gov/2006/sup/titles.htm

Each volume is divided into titles with each title dealing with the statutes for a particular topic area. Each title is divided into chapters, chapters are divided into sections.

The volume, title, chapter, divisions are part of the printed organization of General Statutes. When a particular statute is referenced, it is always identified by the section, which is unique across all the volumes, titles, and chapters. For example, Section 1-4 Days designated as legal holidays can be found in Volume 1, Title 1, Chapter 2 of the printed statutes. There is no other Section 1-4 in the collection. Section numbers do no start over in each chapter or volume so that the section number completely identifies a particular statute.

Both the printed version of the General Statutes and the online version include detailed history for each section allowing you to understand how the law has changed over time.

Searching the Connecticut General Statutes

The web based search of the General Statutes is a bit difficult to use. In addition to searching for existing statutes, you can also look at current bills before they are passed by the legislature. If you know that your topic is being debated in the General Assembly this may be useful.

The starting point for searches is: www.cga.ct.gov/asp/menu/Statutes.asp. Select the ‘Search Statutes’ link to get to the search form.

To find individual sections that match your search terms, select ‘Section Text’ as the database. Use the menu and input field to indicate what you want to search for. In this example the search is for all sections that contain the phrase ‘speed limit’.

You can also search the “Chapter Format” database if you want to see the surrounding statutes that match your search instead of just the text of your matching section.

There are many more search options, take the time to explore the web site.
You are going to work on three bill topics so you will have ideas to choose from when it comes time to write your final bill.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Title</th>
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Activity: Lost in Space

This activity gets delegates thinking about why laws exist and how laws and constitutions are related. Delegates will have to organize a legal structure for a new civilization.

Objectives

• to make delegates aware of the importance of laws

Materials

• scenarios, one each on a 3x5 card or slip of paper:
  • Your group has been stranded on a desert island.
  • Your group has survived an airplane crash in a inaccessible mountain wilderness.
  • Your group of space explorers has been marooned on an uncharted planet.
• paper and markers

Instructions

• place delegates in small groups, mixing veteran delegates with new
• have each group pick a 3x5 card to select a scenario for their group
• the group must assume that they won’t be rescued but that they have enough supplies to survive if they work hard
• Each group must come up with the first 10 laws of their new civilization.
• Each group will share their laws with the whole group.

Discussion

Are these laws useful? Do you think your group needs any laws at all? Why or why not?

Was it difficult to agree on these laws?

Did you create rules to structure your discussion?

If so do you think those rules could be called laws?

Did you create any rules about how to make future rules?

Did you talk about a constitution or just laws? Is there a difference?

Did your situation/environment play a role in creating the laws?

Were there some laws that every group came up with?

What is a bill? Did you create any ‘bills’ during your discussion?

A bill is a written proposal to change the written collection of laws. If adopted, the changes are applied and the bill becomes a law. In CT the collection of laws is known as the Connecticut General Statutes.
Activity: Bill Topic Brainstorm

This activity should help delegates generate ideas and topics to consider for their bills.

Objectives

• to generate a variety of bill topics for consideration
• to have delegates evaluate the pros and cons of each topic

Materials

• poster paper
• markers

Instructions

• at the top of 8 pieces of poster paper write one general topic: Education, Judiciary, Revenue and Taxation, Transportation, Environment,
• spread the posters around the room
• split the delegation into 8 groups.
• each group will go to one poster, they will have 3 minutes to write down as many bill topics as possible. The topics must fit the category printed at the top of the page. After 3 minutes they will move to the next poster.
• When all groups have visited all papers they will stop and each group will present the paper they have in front of them.

Discussion

Are these topics state issues? local? federal?
Are these topics already included in CT state law?
Are these topics understandable to other delegates?
Are these topics valid for YMCA Youth and Government? (See Bill Topic Requirements)
Character Counts: Are these topics Honest, Respectful, Responsible, and Caring?
Activity: In the News

In this activity, delegates will practice converting a general idea or issue into a bill topic.

Objectives

• to practice formulating a bill topic from an issue
• to discuss the necessity of a proposed law

Materials

• a variety of news articles: collect and bring your own or work with your delegates to have them bring articles with them to the meeting

Instructions

• put a large number of news articles in a box
• each delegate or pair of delegates picks an article
• after reading the article each delegate will think of a bill that would address the issue in the article
• each delegate will share what the article was about and what bill they would write

Discussion

Is it always a good idea to create another law?
Could something have been amended or repealed?
Are some issues not appropriate for state action (versus federal or local action)?
Lesson: Appointed Positions

This is an opportunity to review the appointed positions process and have delegates begin the application process.

Objectives

• to familiarize delegates the appointed positions duties and requirements
• to review the appointed position form
• to encourage delegates to attend the YAG Orientation

Resources

<table>
<thead>
<tr>
<th>Resource</th>
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<th>Form</th>
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</tr>
</thead>
<tbody>
<tr>
<td>State Conference: Offices and Positions</td>
<td>X</td>
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<td>State Conference: <em>entire section</em></td>
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<td>State Events: Orientation</td>
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<td>State Events: Training Sessions</td>
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<tr>
<td>Press Corps Application</td>
<td></td>
<td>X</td>
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<tr>
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<td></td>
<td>X</td>
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<tr>
<td>Intent to Appeal</td>
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<td>X</td>
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<tr>
<td>Appointed Position Application</td>
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<td>X</td>
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</tr>
<tr>
<td>Appointed Position Flow Chart</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Suggestions and Tips

• the appointed positions are listed in the Offices and Positions pages and described in detail in the State Conference section of the State Program Guide.
• you may want to make copies of the entire State Conference section to handout
• review the details of each position: job description, requirements for the job, eligibility, training dates
• have returning delegates share their experiences in these positions
• applications are not due until Pre-State registration; delegates should be given time to review the materials, and perhaps attend the Orientation before completing the application
• the YAG Orientation event is designed for delegates interested in various appointed positions; see the State Guide for details of this event
• make sure reports and lobbyists complete their respective application forms and bring them to the YAG Orientation
• the Flow Chart will help delegates decide what they need to do next
START

Are you unsure of which YAG program you want to join?

Do you want to organize a political party?

Are you a youth officer this year?

Are you running for Attorney General?

Do you want to be a Reporter?

Is this your first year in YAG?

Do you want to be a Lobbyist?

Do you want to run for a youth officer position?

Attend the YAG Orientation

Sign Up as ‘Youth Officer’

Sign Up as ‘General Assembly’

Sign Up as ‘Press Corps’

Sign Up as ‘Lobbyist’

Complete the ‘Intent to Appeal’

END
Lesson: Bill Elements and Authors

This lesson provides an overview of the bill forms and guidelines for authoring a bill.

Objectives

• to review the overall format and organization of a bill
• to identify the major bill elements
• to have delegates decide if they will author their own bill or co-author

Resources

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Bill Writing: Bill Element Summary</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bill Writing: Bill Numbers and Authors</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sample Bill</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips

• hand out the sample bill and use it while discussing the Bill Elements
• review Bill Numbers and Authors
• give delegates an opportunity to talk with each other about co-authoring
• there is no requirement to co-author a bill, they can be written by a single delegate
• no more than two delegates may co-author a bill

Author’s who decide to write a bill repealing a statute should pay close attention to their bill titles and statement of purpose so that it is clear what affect the bill have. The text of the bill simply states that the statute will be repealed. See the Bill Writing Guide for examples.
AN ACT CONCERNING FAKE AIR BAGS FOR MOTOR VEHICLES

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1. Section 1. (a) No person shall sell or offer for sale any device with the intent that such
device replace an air bag in any motor vehicle if such person knows or reasonably should
know that such device does not meet federal safety requirements as provided in
49 CFR 571.208.

5. (b) A violation of subsection (a) of this section shall be deemed an unfair or deceptive trade
practice under subsection (a) of section 42-110b of the general statutes. Each sale or offer
for sale shall constitute a separate and distinct violation.

This act shall take effect as follows and shall amend the following sections:

| Section 1 | July 1, 2006 | new section |

Statement of Purpose: To prohibit the sale of any item intended to replace an air bag in a
motor vehicle if that item does not conform to federal air bag safety standards.
Lesson: Bill Titles and Purpose

The next step in the bill writing process is to convert raw topics and ideas into specific bill titles and statements of purpose.

Objectives

- to review the format and rules for bill titles and statements of purpose
- to have each delegate settle on a topic for their bill or paper
- to have delegates decide if they will author their own bill or co-author

Resources

<table>
<thead>
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<th>Activity</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Bill Writing: Bill Title and Purpose</td>
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<td></td>
</tr>
<tr>
<td>Bill Writing: Bill Topic Requirements</td>
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<td></td>
</tr>
<tr>
<td>Evaluating Bill Topics… (from earlier lesson)</td>
<td></td>
<td></td>
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<td>X</td>
</tr>
<tr>
<td>Bill Topic Worksheet (from earlier lesson)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sample Bill (from earlier lesson)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bill Improv</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Bill Topic Pro/Con</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips

- review Bill Title and Purpose
- review Bill Topic Requirements
- review the Evaluating Bill Topics and Bill Types handout
- Bill Improv will help delegates understand the specific format for the title and statement of purpose
- Bill Topic Pro/Con will help delegates narrow their choices if they have several ideas they are considering
Activity: Bill Pro and Con

This is an opportunity for delegates to share their bill topics and discuss the pros and cons of each.

Objectives

• to practice speaking in a group by sharing bill topics
• to work as a group to evaluate bill topics
• to have delegates select a bill topic

Instructions

• place delegates in small groups (2-4), mixing veteran delegates with new
• make sure delegates have their bill topic sheets with them
• instruct delegates to share their bill topic ideas with the group and have the group share their thoughts on the pros and cons of each topic
• Pros and Cons should include: feasibility, character counts, originality, jurisdiction (state or federal), constitutionality, clarity and focus
Activity: Bill Improv

Delegates will work quickly to improvise bills titles and statements of purpose.

Objectives

• to understand the format of bill titles and statements of purpose

Instructions

• briefly review the format of titles and statements of purpose
• have the delegates sit in a large circle
• have any delegate start by picking a bill topic; the topic can be anything at all: serious, funny, silly, absurd, it doesn’t matter for this exercise
• the next delegate in the circle must improvise the start of a bill title; but just the first three words:
  ‣ An Act Concerning...
  ‣ An Act Prohibiting..
  ‣ An Act Authorizing...
  ‣ An Act Mandating...
  ‣ An Act ...
• the next delegate adds a word to the title, continue until..
• when a delegate thinks the title is done, they should move on to the Statement of Purpose by saying:
  ‣ Statement of Purpose: To eliminate...
  ‣ Statement of Purpose: To fund...
  ‣ Statement of Purpose: To reduce...
  ‣ Statement of Purpose: To ......
• continue around the circle with each delegate adding a word to the purpose
• repeat the process from the beginning when someone gets stuck
Lesson: Parliamentary Procedure for Meetings

This is the first of a series of lessons covering the practice of parliamentary procedure.

Objectives
• to introduce the basic concepts of parliamentary procedure including:
  ‣ the role of the chairperson
  ‣ the rules for speaking
  ‣ making a motion
  ‣ the agenda or order of business for a meeting

Resources

<table>
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<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Process: Parliamentary Procedure</td>
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<td></td>
</tr>
<tr>
<td>Parliamentary Procedure Background</td>
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<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>World’s Shortest Meeting</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Parliamentary Procedure Match Up</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Suggestions and Tips
• See the discussion sections of the activities.
• After using the World’s Shortest Meeting activity, try opening and closing your regular delegation meetings with those procedures. Have a different delegate assigned as the chair for each meeting.
Parliamentary procedure is the name for the set of rules used by a deliberative assembly to make decisions. Its name is derived from the English Parliament which developed its rules by trial and error over a period of centuries.


Parliamentary procedure generally, and Robert’s Rules specifically, is designed to:

- improve the efficiency of decision making (less time, more decisions)
- work well with simple and complex questions
- streamline decisions when everyone is in agreement
- guide groups to a fair decision when issues are disputed

It is important to understand that parliamentary procedure is not a mechanism for reaching a consensus. Instead it is designed to allow all viewpoints to be discussed but for the decisions to ultimately be controlled by a majority of the members.

**Parliamentary Procedure in Youth and Government**

Within the YAG program, parliamentary procedure is used to organize the committee process and the debate on the House and Senate floor. To the extent it is feasible, the rules follow the practice of the Connecticut General Assembly but the limitations of time and the educational goals of the process dictate some modification of those rules. Committee, House, and Senate debate is conducted according to:

- the House and Senate Rules of the Connecticut YAG General Assembly
- the Joint Rules of the Connecticut YAG General Assembly
- Mason’s Manual of Legislative Procedure

These rules are an abbreviated form of the rules of the Connecticut General Assembly. The list above is in order of precedence. For example, a specific House rule supersedes a Joint Rule, and a Joint rule supersedes a rule from *Mason’s*.

*Mason’s Manual of Legislative Procedure* is a version of Robert’s Rules of Order expanded to cover the details of a modern legislature. The basic rules of debate are the same in both guides. Following the practice of the Connecticut General Assembly, Mason’s is referenced as the definitive guide for CT YAG.

In practice, the committee process is less formal than the House and Senate debate. Delegates are expected to be familiar with parliamentary procedure prior to the Pre-State Conference and will have the opportunity to practice their skills at that event.
Activity: World’s Shortest Meeting

This is a quick activity to illustrate the basic organization of a meeting using parliamentary procedure.

Objectives:
• understand the role of a chairperson
• understand the rules for speaking in a meeting
• understand how to end a meeting
• understand how to vote in a meeting

Materials:
• copies of the script

Instructions:
• hand out copies of the “World’s Shortest Meeting” Script
• assign people to the roles of Chairperson, Member1, Member2, Clueless1, and Clueless2
• act out the script once or twice
• use the Discussions Q&A to review the activity
• if you have some returning delegates, try having them improvise a bit:
  • the motion to adjourn fails
  • someone makes up their own motion
Discussion

What does it mean when the Chairperson asks the meeting to come to order?

- the meeting has started and the rules of order are to be followed
- members should give their full attention to the Chairperson

What is the role of the Chairperson?

- The role of the Chairperson (or Chair for short) is to preside over the meeting, to ensure that the rules are followed, and to designate who may speak.
- Usually a chair is selected prior to a meeting such as via an election or appointment process.
- Any member of the group may be selected to preside over the meeting, for example when the elected chair is absent.

Why was Clueless1 called out of order?

- Clueless1 had not been recognized by the Chairperson and did not have the floor.

Why was Member1 not called out of order?

- Member1 requested the right to speak (‘Mr./Madam Chair’) and then waited to be recognized by the Chair before continuing.

When is a member authorized to speak?

- A member may only speak when they have been given permission by the chair.
- Once a member has permission to speak they are said to have the floor.
- When a member stops speaking and sits down they have yielded the floor.
- A member who speaks out of turn may be called out of order by the Chair. They must stop speaking and sit down when called out of order.
- There are a few very specific situations when a member may speak without being recognized (e.g. when seconding a motion, see below)

Does a member have to stand and say ‘Mr./Madam. Chair’ to be recognized?

- The details of requesting the floor depend on the meeting and group. In committee it is sufficient to raise your hand. In the House and Senate you must hold up your placard. In a smaller group it may be sufficient to simply say ‘Madam. Chair’

Is it required to say ‘Mr/Madam Chair’ before speaking?

- When making a formal motion it is appropriate to start your statement with “Mr/Madam Chair”.
- While debating a particular motion it isn’t necessary to precede every statement with Mr./Madam Chair although it is polite.

Why are all these formal procedures necessary?

- One goal of parliamentary procedure is to facilitate the decision making process even when there are extreme differences of opinion. Formal phrases, procedures and an insistence on decorum allow all opinions to be heard and discussed without members feeling intimidated by personal attacks, or emotional language.
What is a motion?
• A motion is a formal proposal for the group to take a certain action.
• In this activity Member1 simply proposed to adjourn (end) the meeting.

What is the purpose of a second?
• The purpose of a second is to ensure at least two members of the group want to consider a particular motion. This prevents a single member from controlling the content of a meeting.
• The person seconding a motion doesn't necessarily have to agree with the proposal but they do need to believe it appropriate for consideration by the group.

How many votes are required to adjourn a meeting?
• A simple majority is required to end a meeting.

How many votes constitute a majority?
• A majority is defined as ‘more than half’ of the votes cast (not of the members present).
• Since a tie vote is not ‘more than half’ it causes a motion to fail.
• The Chair generally abstains but can vote if the vote will change the result:

<table>
<thead>
<tr>
<th>Members (including the Chair)</th>
<th>Aye</th>
<th>Nay</th>
<th>If Chair abstains</th>
<th>If Chair votes Aye</th>
<th>If Chair votes Nay</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>7</td>
<td>4</td>
<td>passes (7 &gt; 5.5)</td>
<td>no change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>6</td>
<td>5</td>
<td>passes (6 &gt; 5.5)</td>
<td>no change</td>
<td>fails (Chair forces a tie)</td>
</tr>
<tr>
<td>12</td>
<td>5</td>
<td>6</td>
<td>fails (5 &lt;= 5.5)</td>
<td>no change</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>5</td>
<td>5</td>
<td>fails (5 &lt;= 5)</td>
<td>passes (Chair breaks a tie)</td>
<td>no change</td>
</tr>
</tbody>
</table>

What happens if a vote to adjourn a meeting fails?
• The meeting continues as if the motion to adjourn was never made.

What if there is no more business?
• The Chair can end the meeting by saying “Seeing as there is no more business this meeting is adjourned”.

![Table showing vote results](image-url)
Handout: World’s Shortest Meeting

Before starting, the Chair should be at the front of the room. Other members can be sitting (or standing) and talking with one another.

<table>
<thead>
<tr>
<th>Chair</th>
<th>The “World’s Shortest Meeting” will come to order.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Members except Clueless 1 and 2</td>
<td>Stop speaking, sit down, and give their attention to the chair.</td>
</tr>
<tr>
<td>Clueless 1&amp;2</td>
<td>Continue talking to each other as if they don’t hear the Chair.</td>
</tr>
<tr>
<td>Chair</td>
<td>Will the members please come to order?</td>
</tr>
<tr>
<td>Clueless 1 and Clueless 2</td>
<td>Stop talking and take their seats.</td>
</tr>
<tr>
<td>Member 1</td>
<td>Stand and say clearly:</td>
</tr>
<tr>
<td></td>
<td>Mr. (or Madam) Chair</td>
</tr>
<tr>
<td>Clueless 1</td>
<td>In a whining voice and while standing up and gathering their belongings:</td>
</tr>
<tr>
<td></td>
<td>Is this meeting over yet?</td>
</tr>
<tr>
<td>Chair</td>
<td>Delegate, you are out of order. Please sit down.</td>
</tr>
<tr>
<td></td>
<td>The Chair recognizes Member 1.</td>
</tr>
<tr>
<td>Member 1</td>
<td>While still standing says:</td>
</tr>
<tr>
<td></td>
<td>Mr. (or Madam) Chair I move that we adjourn this meeting.</td>
</tr>
<tr>
<td>Member 2</td>
<td>Without waiting to be recognized and without standing says:</td>
</tr>
<tr>
<td></td>
<td>Seconded.</td>
</tr>
<tr>
<td>Chair</td>
<td>It has been moved and seconded that we adjourn this meeting.</td>
</tr>
<tr>
<td></td>
<td>All those in favor please say ‘Aye’.</td>
</tr>
<tr>
<td>Everyone</td>
<td>Aye</td>
</tr>
<tr>
<td>Chair</td>
<td>All those opposed please say ‘Nay’.</td>
</tr>
<tr>
<td></td>
<td>(no one says anything)</td>
</tr>
<tr>
<td>Chair</td>
<td>It is the decision of the Chair that this meeting is adjourned.</td>
</tr>
</tbody>
</table>
Activity: Parliamentary Procedure Match-Up

This activity can be handed out for homework, done individually during your meeting, or discussed as a group.

Objectives
• to help delegates learn the terminology associated with Parliamentary Procedure

Materials
• copies of the handout

Instructions
• delegates should draw lines connecting the concepts to their definitions

Discussion
• see the World’s Shortest Meeting Activity for discussion questions
Match up the concept in the left column with the definitions in the right column.

<table>
<thead>
<tr>
<th>Concept</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>to recognize a member</td>
<td>manners and etiquette expected during debate</td>
</tr>
<tr>
<td>non-debatable motion</td>
<td>the member tasked with running the meeting</td>
</tr>
<tr>
<td>secondary motion</td>
<td>to formally support the consideration of a motion</td>
</tr>
<tr>
<td>out of order</td>
<td>to end the meeting</td>
</tr>
<tr>
<td>germane</td>
<td>to call for a vote on a motion</td>
</tr>
<tr>
<td>to adjourn</td>
<td>to give permission to speak</td>
</tr>
<tr>
<td>decorum</td>
<td>a motion that relates to the consideration of a main motion</td>
</tr>
<tr>
<td>the chair</td>
<td>to start a meeting or to ask a member to give attention to the chair</td>
</tr>
<tr>
<td>to have the floor</td>
<td>to stop speaking</td>
</tr>
<tr>
<td>call to order</td>
<td>to request the end of debate on a motion</td>
</tr>
<tr>
<td>putting the question</td>
<td>appropriate and on topic</td>
</tr>
<tr>
<td>to move the previous question</td>
<td>the motion that is currently being acted upon</td>
</tr>
<tr>
<td>debatable motion</td>
<td>a motion that brings business before the group</td>
</tr>
<tr>
<td>to yield the floor</td>
<td>any formal proposal for action presented to the group</td>
</tr>
<tr>
<td>main motion</td>
<td>speech or actions that breaks the rules</td>
</tr>
<tr>
<td>pending motion</td>
<td>to be recognized and have authorization to speak to the group</td>
</tr>
<tr>
<td>motion</td>
<td>a motion that is voted on after a discussion of its merits</td>
</tr>
<tr>
<td>to second</td>
<td>a motion that is voted on without discussion</td>
</tr>
</tbody>
</table>
This is the answer key for the match-up activity.

<table>
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<th>Definition</th>
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<tr>
<td>to second</td>
<td>to formally support the consideration of a motion</td>
</tr>
</tbody>
</table>
Lesson: Pre-State Registration

Objectives

- to make sure all delegates have assigned bill numbers and optionally bill co-authors
- to make sure all delegates have an appropriate bill title and statement of purpose
- to make sure all press and lobbyists applications have been completed
- to make sure all appointed position forms have been completed
- to make sure the Pre-State Registration form has been completed

Resources

<table>
<thead>
<tr>
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<th>Form</th>
<th>Activity</th>
<th>Handout</th>
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<tbody>
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<td>Events: Pre-State Registration</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>State Conference: Offices and Positions</td>
<td></td>
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<tr>
<td>Appointed Position Flow Chart</td>
<td></td>
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<td>X</td>
</tr>
<tr>
<td>Pre-State Delegation Roster</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Appointed Position Form</td>
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<td></td>
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<tr>
<td>Press Application</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Suggestions and Tips

- put all delegates on the Pre-State Delegation Roster (enter by bill order, not alphabetic order), directions on back of form
- assign bill numbers and record bill titles and statement of purpose
- Appointed Positions: include application for any interested delegate
- Intent to Appeal: include for any delegates participating in Youth in Law
- only bill numbers are needed for Pre-State registration, the legislature code (C/N) is not needed

Forms, Forms, Forms!
Check the website for up to date information on forms and (hopefully) an online registration system.

www.ctyag.org
Lesson: Bill Sections

This lesson covers the core of bill writing, the bill sections.

Objectives

• to review the format of bill sections
• to review the purpose of bill sections
• to practice converting bill topics into bill sections

Resources

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<td>Sample Bills</td>
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<td>X</td>
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<tr>
<td>Before and After</td>
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<tr>
<td>Create a Bill</td>
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<td>Sample Position Paper</td>
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</table>

Suggestions and Tips

• Distribute and discuss handouts:
  • Bill Sections
  • Handout: Writing Your Bill
  • Sample Bills
• Before and After will help illustrate common bill writing mistakes
• Create a Bill will allow delegates to practice writing bill sections
• Hand out sample position paper to any lobbyists
Handout: Writing Your Bill

The following tips and suggestions will help you design and write your bill.

First Draft

- Decide if your bill is intended to:
  - repeal (eliminate) an existing statute
  - amend (change) an existing statute
  - propose a new statute
  - a combination of repeal/amend/propose if they are all directly related

- Your title should indicate what the bill will do and the topic of the statute:
  - AN ACT REPEALING THE STATE SPEED LIMIT
  - AN ACT CONCERNING CHANGES TO THE STATE SPEED LIMIT
  - AN ACT CREATING A COMMISSION TO STUDY THE STATE SPEED LIMIT

- Create a statement of purpose that explains what the effect of the legislation will be:
  - Statement of Purpose: To provide information about speed limits and fuel economy.

- Following the format illustrated in the sample bills and bill guidelines, lay out the sections of your proposed legislation. Remember to include, where applicable, sections for:
  - definitions of terms used in the bill
  - enforcement agent (what department or agency will enforce the law?)
  - penalties for violations.

- When changing a statute you must show the changes by repeating the text of the statute and underlining new text and [bracketing] old text.

- Remember to write in the present tense, not a future tense or conditional sentences:
  - Do: The maximum speed limit on state highways is 55 [65].
  - Don’t: The maximum speed limit on state highways will be changed to 55.
  - Do: The penalty for violations of Section 1 is $500.
  - Don’t: If someone violates Section 1 they will be fined $500.

- Make sure that each repealed, amended, or new statute starts as a new section.

- Use multiple sections and paragraphs to clarify the structure of your legislation.

- Remember to consider that you are writing for other youth legislators and present your ideas in a style that is clear and easy to understand. Technical terminology and confusing layout may serve to defeat an excellent idea.

- Check you bill against the attached “Bill Element Checklist” to be certain you have included the essentials of effective legislation.

- As a final step, check your opening statement of purpose against the context of the bill itself. Are they consistent? Did you accomplish your purpose?
Seek Critique of the First Draft

- With your delegation advisor, review the draft for clarity and completeness.
- Verify the constitutionality of your bill by submitting it to your State Senator or Representative, a State Judge or an Attorney. Your request for help should be neatly typewritten. (Allow a reasonable amount of time for them to respond to your request, especially in a busy election year.)
- Ask the same individual(s) to suggest any revisions, additions or deletions which will clarify or strengthen your bill.
- Exchange your bill with another delegate and provide constructive criticism to each other.

Second Draft

- Include the revisions and clarifications from your reviews.
- Re-check your bill against the “Bill Element Checklist” to be certain you still have all of the essentials of effective legislation.
- Make sure your bill is focused on one topic. Reduce and remove as much as possible while still communicating your intent.

Pre-State Conference

- The bill brought to Pre-State conference should be a 2nd draft (at least).
- Bring 30 copies to be handed out and discussed in a committee hearing format.
- Take notes! Pre-State is where you learn about the strengths and weaknesses of your bill.

Final Preparation of Bills

- Use your notes from Pre-State to update, correct, enhance your bill.
- Check your bill against the bill checklist and make sure you have bill sponsors.
- Submit your final bill according to the procedures outlined by your advisor.

Research and Preparation

- Practice debating your bill within your delegation, with half of the members taking the opposition standpoint. You may wish to invite other delegations to join your debates, which should be conducted according to parliamentary procedure. This debate process is a final test of your argument, research results and bill format.
- Collect background information on your bill to help you argue for its passage.
- Don’t ignore criticisms of your bill develop counter-arguments.
- Provide information to your bill sponsors so that they can effectively argue your case.
Handout: Bill Check List

Use the following list to help you improve your bill:

✔ Is the bill clear and easily understood?
✔ Do the words used say exactly what you want to convey?
✔ Are ambiguous terms defined in your legislation (words like adult, child, and defendant)?
✔ Is this bill accurate when it refers to existing law?
✔ Does this bill provide for an enforcement agent and/or administering agent?
✔ Have you specified penalties for violations of the law (where appropriate)?
✔ Do you need an effective date or is assumed date of October 1st sufficient?
✔ Does this bill meet the need you specify in its purpose?
✔ Does this bill provide an adequate means for controlling the measures you are suggesting?
✔ Is the need you specify in the bill met through another source? Will this be a duplicate service or measure?
✔ Is this bill free from argument, opinion and value words, such as “good”, “needed”, “and deserved”?
✔ Does this bill deal with a single topic and have a single purpose?
✔ Is this bill on the correct form for submission to the State Youth and Government office?
✔ Is the bill correctly titled?
✔ Does your bill have an assigned Bill Number for your Delegation?
✔ Is the bill signed by your Delegation Advisor?
✔ Do you have your Senate and House sponsor(s)? (only for final bill)
✔ Does your bill number have a N or C designation? (only for final bill)
Activity: Before and After

In this activity, a well written bill is reviewed and then a poorly written bill is improved.

Objectives

• to familiarize delegates with the proper bill form
• to teach delegates about common mistakes and errors on bills

Materials

• copies of the sample bills
• a simple prize/award to hand out

Instructions:

• distribute the sample ‘correct’ bill
• walk through the elements of the bill explaining and answering any questions
• hand out the poorly written bill
• give delegates 5 minutes to identify as many errors as possible
• handout corrected version of poorly written bill
• give each delegate 1 point for every error they found but only if less than half of the delegates found the error
• award prize to delegate with the most points
Bill Number: 1300 N

Delegation: Northern Middlesex

Author: Joe Smith

CT Youth and Government General Assembly

House Sponsor: Joe Smith

Senate Sponsor: Sue Jones

AN ACT CONCERNING FAKE AIR BAGS FOR MOTOR VEHICLES

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1. Section 1. (a) No person shall sell or offer for sale any device with the intent that such
device replace an air bag in any motor vehicle if such person knows or reasonably should
know that such device does not meet federal safety requirements as provided in
4. 49 CFR 571.208.
5. (b) A violation of subsection (a) of this section shall be deemed an unfair or deceptive trade
practice under subsection (a) of section 42-110b of the general statutes. Each sale or offer
for sale shall constitute a separate and distinct violation.

This act shall take effect as follows and shall amend the following sections:

| Section 1 | July 1, 2006 | new section |

Statement of Purpose: To prohibit the sale of any item intended to replace an air bag in a
motor vehicle if that item does not conform to federal air bag safety standards.

Lead Advisor Certification: I certify that this bill has been examined for correct bill format, research, and content of the bill.

Signature of Lead Advisor: ________________________________
The Crank Call Act

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1. Section A.
2. If a person dials or otherwise causes E 9-1-1 to be called for the purpose of making a false alarm or complaint they are guilty of the offense of misuse of the emergency 9-1-1 system.
3. If you purposely report false information which could result in the dispatch of emergency services you are guilty of the offense of the misuse of the emergency 9-1-1 system.

This act shall take effect as follows and shall amend the following sections:

| Section 1 | July 1, 2006 | new section |

Statement of Purpose: This bill will help punish people who make crank calls to 911.
Handout: Find the Mistakes (Answers)

Here are some problems with the Crank Call Act Bill:

- the bill number is incorrect, should be four digits
- there is no legislature code (C or N after the bill number)
- there are too many authors, only one or two is permitted
- there should only be one Senate sponsor
- the title doesn’t start with ‘AN ACT’
- the title isn’t all capitalized
- the title is not particularly informative
- sections should be identified with numbers not letters (Section 1 not Section A)
- the text should start immediately after the Section designation
- the text is written in a condition form (If a person…). Use present tense.
- the lines of the second sentence are not numbered
- the text is a bit redundant
- most criminal law becomes effective on October 1st not July 1st
- the statement of purpose is not in the correct form
- the statement of purpose doesn’t explain what problem motivated the bill (it simply states what the bill itself is doing)
- there is no advisor signature

The actual bill from the CT General Assembly is shown on the next page.

Beware: Not all the bills you will find on the official General Assembly website are particularly well written. Many of them break the rules described here in one way or another. See if you can do better than our real representatives!
AN ACT CONCERNING MISUSE OF THE E 9-1-1 SYSTEM

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1. Section 1. (a) A person is guilty of the offense of misuse of the emergency 9-1-1 system who dials or otherwise causes E 9-1-1 to be called for the purpose of making a false alarm or complaint or who purposely reports false information which could result in the dispatch of emergency services.

4. (b) Misuse of the emergency 9-1-1 system is a class B misdemeanor.

Statement of Purpose: To reduce the misuse of the 911 system.
Activity: Create a Sample Bill

In this activity, delegates practice writing bills from sample titles and statements of purpose.

Objectives:
- to familiarize delegates with the bill form
- to illustrate the use of bill sections
- to practice writing bills

Materials:
- blank bill form
- a bill title and purpose (some are provided below)

Instructions:
- place delegates in small groups (2-4), mixing veteran delegates with new
- hand out material including the title and purpose to be used
- give groups 5-10 minutes to fill in the bill form using the materials given
- come back together and have each bill writing team share their results with the delegation
- save these written bills to use them when practicing parliamentary procedure
Handout: Sample Titles and Purpose

Title: **AN ACT CONCERNING CT PUBLIC SCHOOLS HOURS**
Statement of Purpose: To permit more free time for children by limiting school days to 3 hours.

Title: **AN ACT CONCERNING BASEBALL IN CONNECTICUT**
Statement of Purpose: To require all CT residents to support the New York Yankees.

Title: **AN ACT MANDATING YOUTH EMPLOYMENT**
Statement of Purpose: To keep youths between the ages of 16 and 18 off the streets.

Title: **AN ACT CONCERNING THE DRIVING AGE**
Statement of Purpose: To allow 14 and 15 year olds to legally drive.

Title: **AN ACT CONCERNING THE UCONN MASCOT**
Statement of Purpose: To show respect for animals by eliminating animal mascots.

Title: **AN ACT PROHIBITING SPARKLERS**
Statement of Purpose: To prevent injuries caused by sparklers.

Title: **AN ACT REPEALING THE LICENSING REQUIREMENT FOR BILLBOARDS**
Statement of Purpose: To eliminate the restrictions on free speech associated with CT General Statute 21-50.
Lesson: Bill Writing

This lesson is geared towards getting the meat of the bills, the bill sections, down on paper in appropriate legislative form.

Objectives

• to have delegates draft their bill topic into bill form

Resources

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<tr>
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<tr>
<td>Writing Your Bill</td>
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<td>X</td>
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<tr>
<td>Bill Checklist</td>
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<tr>
<td>Write Your Bill</td>
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<tr>
<td>Peer Review</td>
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<td></td>
<td>X</td>
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</tbody>
</table>

Suggestions and Tips

• remind bill authors of their bill code assignments
• review the Writing Your Bill and Bill Checklist handouts
• have copies of previous bill books available
• Internet access can be helpful for looking up the text of statutes
• Authors who are repealing or amending a statute must have copies of the current statute!

• Use the Write Your Bill activity to organize a bill writing session
• Use the Peer Review activity to help delegates improve their bill
Activity: Write Your Bill

This is a working session for delegates to draft or improve the main text of their bills.

Objectives

• to have delegates produce a written draft of their bill
• to get bill authors working together
• to make sure delegates have copies of existing statutes, if needed

Materials:

• blank bill form
• sample bills
• bill form checklist

Instructions:

• have delegates will work with their co-author, if they have one
• make sure delegates have copies of any relevant statutes, Internet access is very helpful for this task
• have lobbyists work with authors based on the topics they are targeting for their position papers.
• have returning delegates help with answering questions
Activity: Peer Review

This is a simple activity to have authors exchange and review each other’s bills.

Objectives
  • to provide constructive criticism to delegates regarding their bill

Materials
  • draft bills
  • Handout: Bill Evaluation

Instructions
  • distribute Bill Evaluation handout
  • pair up bill authors and exchange bills
  • have reviewers complete the Bill Evaluation handout and discuss comments with the authors
### Handout: Bill Evaluation

<table>
<thead>
<tr>
<th>Issue or Bill Element</th>
<th>Aye</th>
<th>Nay</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>bill number</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
</tr>
<tr>
<td>delegation</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
</tr>
<tr>
<td>bill author(s)</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
</tr>
<tr>
<td>bill title starts with 'AN ACT'</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
</tr>
<tr>
<td>bill title is capitalized</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
</tr>
<tr>
<td>bill title is clear and specific</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
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<tr>
<td>statement of purpose begins with ‘to...’</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
</tr>
<tr>
<td>purpose communicates results to be expected?</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
</tr>
<tr>
<td>bill is divided into numbered sections?</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
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<tr>
<td>section clear regarding new statute, amended, repealed?</td>
<td>Aye</td>
<td>Nay</td>
<td></td>
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<tr>
<td>all terms are defined if necessary?</td>
<td>Aye</td>
<td>Nay</td>
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<tr>
<td>section written in present tense?</td>
<td>Aye</td>
<td>Nay</td>
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<tr>
<td>language clear and concise?</td>
<td>Aye</td>
<td>Nay</td>
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<tr>
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<tr>
<td>section written in present tense?</td>
<td>Aye</td>
<td>Nay</td>
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<tr>
<td>language clear and concise?</td>
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<td>Nay</td>
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<tr>
<td>section indicating the fine or penalty if necessary?</td>
<td>Aye</td>
<td>Nay</td>
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<td>clear enforcement agency, if necessary?</td>
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<td>Nay</td>
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<td>understandable topic?</td>
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<td>effective date?</td>
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</tbody>
</table>
Title: Mandatory Helmet Use for Motorcycles (#4418)

Delegation: Terryville

Lobbyist: Rebecca Wilcox

Position: Support

CT Youth and Government Lobbyist Program

Background

A survey conducted by a private website showed that out of an investigated 28 deaths, 21 of them were directly caused by that person not wearing a helmet. This is a startling statistic, seeing as there is no enforced law encouraging helmet use. There is however, a law that states that minors must wear a helmet when riding a bicycle. This is surprising that there would be a law for a bicycle, but not for a motorcycle because motor cycles are much more powerful and can cause much more damage than a small bicycle.

Also, according to a report from www.ct.gov, in 2002 there was a total of 1,119 motorcycle accidents, 404 of which were fatal. A total of 618 (over half of the total accidents) were either injured or killed from not wearing a helmet.

If people are responsible enough to have a motorcycle license and responsible enough to pay for the motorcycle, shouldn’t they also be responsible enough to care about their own health and their own safety?

Conclusion

In conclusion, I urge you all to pass this bill to help protect the citizens of Connecticut who use motorcycles as a mode of transportation.

Sources

2. www.weitxlux.com/caraccidentlawyer/ct/connecticut
Lesson: Committee Hearings

This lesson introduces delegates to the role and purpose of Committees and Committee Hearings. This material should be covered before attending Pre-State.

Objectives

• to prepare delegates for the Pre-State Conference proceedings
• to discuss the role of committees in the legislative process
• to learn about asking questions during debate

Resources

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<td>Technical Questions</td>
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</table>

Suggestions and Tips

• The Legislative Process Guide provides a solid overview of the committee process.
• The All About Committees handout provides some more background and information
• The Technical Questions activity lets delegates practice asking proper questions.
• This lesson should be about the legislative role of committees, not the particulars of debate, which is covered in the next lesson.
Committees are Responsible For...
- improving bills via amendments
- evaluating and recommending bills for passage by the House and Senate
- prioritizing bills via ranking

Pre-State Committees are For...
- finding out the strengths and weaknesses of bills
- practicing opening and closing remarks
- practicing speaking in front of groups
- learning and practicing parliamentary procedure

State Conference Committees...
- are more formal than Pre-State
- are less formal than House/Senate
- are better for amendments than House/Senate
Activity: Technically Speaking

In this activity, delegates will learn about technical questions and practice forming technical questions about sample bills.

Objectives

to understand what type of questions are permitted during debate

Materials

• the Sample Bill earlier in this section:
  An Act Concerning Fake Air Bags For Motor Vehicles

Instructions

• review the rules and guidelines regarding questions during debate (State Guide, Parliamentary Procedure)
• handout copies of the sample bill and have delegates think of questions they might ask if they were debating the bill
• take turns asking questions and discussing if the question would be allowed or not
• for guidance see the discussion below

Discussion

Here are some questions that would be in order:

• Could the bill author summarize the definition of unfair trade practice (section 42-110b)?
• Could the bill author summarize the federal regulation: 49 CFR 471.208?
• What is the penalty for violation of section 42-110b?
• Does the author’s research have any information about these sales occurring in CT?
• What agency is responsible for investigating unfair trade practices?

Here are some questions that would not be in order:

• Isn’t the federal regulation sufficient, why do we need a state law?
  this an issue for debate, and isn’t simply asking for facts or information

• Is the author aware that this bill has failed in five other states?
  this is argumentative and phrased in a disrespectful way

• Does the author really think this is a priority?
  criticizing or insulting bill authors or questioning motives is out of order
Lesson: Parliamentary Procedure: Debate

This lesson covers the procedures and decorum of debate.

Objectives

- to learn about etiquette and decorum during debate
- to learn about common debating mistakes
- to practice debating

Resources

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<td>Legislative Process: Parliamentary Procedure Chart</td>
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<tr>
<td>101 Things Not To Do During Debate</td>
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<tr>
<td>Practice Debate</td>
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Suggestions and Tips

- the section on Decorum in the Legislative Process Guide spells out all the ‘rules’
- the What to Say handout gives as quick summary of common debate situations
- the Parliamentary Procedure Chart is a more complete summary of parliamentary procedures that are common within YAG
- the 101 Things Not To Do During Debate is a complete script to help illustrate the do’s and don’ts of debate. There is a collection of discussion questions for that activity.
- practice makes perfect, try to practice a little debating at each meeting, use bills from previous years or bills current bills
Activity: 101 Things Not To Do During Debate

This activity illustrates the do’s and don’ts of debating during a meeting.

Objectives

• to understand how a chair recognizes speakers
• to illustrate common procedural mistakes
• to show a Chair how to respond to problems during debate

Materials

• copies of the ‘101 Things Not To Do During Debate’ script

Instructions

• give everyone a copy of the script
• assign people to the roles of Chairperson, Author, and Members 1 through 7.
• act out the script once or twice
• discuss the script with the group

Discussion

Why was Member 1 recognized?

• Member 1 was the only member to raise their hand and wait for recognition by the chair.

Why was Member 3 recognized?

• If more than one member seeks recognition, the Chair may use their own discretion in selecting the next speaker.

Why was Member 3 ruled out of order?

• Personal attacks or insults are always out of order. It is the Chair's job to enforce this rule by calling members out of order as necessary to maintain order.
• The Chair may, at their discretion, request an apology from a speaker that breaks the rules, request that the member sit down, or any other action that they deem necessary to maintain order.

Why was Member 2 recognized and not Member 1 when they both had their hands raised?

• Preference during debate is given to members who haven't spoken yet on the motion so Member 2 was preferred over Member 1.
• If a member has already spoken on a particular motion, they should not seek recognition when other members who have not spoken yet on the motion are also seeking recognition.

Why did the Chair interrupt Member 2?

• Members must direct their comments verbally and physically to the Chair and not to other Members.
• It is out of order to speak directly to another member.
Why did the Chair rule Member 4 out of order?
• If comments are not germane to the motion being discussed then they are out of order.

Why did the Chair rule Member 5 out of order?
• The motion to move the previous question is a proposal to end debate and vote on the bill. While this is a standard motion of parliamentary procedure, the YAG Joint Rules explicitly prohibit the use of this motion during the committee process.
• Standing rules (such as the YAG Joint Rules) always take precedence over normal rules of parliamentary procedure.
• The motion to move the previous question is prohibited in committee to encourage debate as long as there are speakers that want to be recognized.

How does debate end if the motion to move the previous question is out of order?
• When the Chair sees that there is no longer anyone prepared to speak on a motion they will declare the end of debate by saying "Seeing as there is no further debate".

Why did the Chair rule Member 6 out of order?
• To avoid having discussion descend into personal shouting matches, members should generally avoid the use of proper names. This formality helps to maintain decorum during debate.
• Instead of proper names, members should be referred to by their titles or other general terms such as: "a previous speaker", "the last delegate", "the author", or "the chair".

Why was Member 3 recognized for a second time?
• Even though Member 3 had already spoken, no one else was seeking recognition so it was in order for them to have the floor for a second time.
• Standard parliamentary procedure rules state that a member may not speak more than twice on a motion.
• It is important to use recognitions wisely since you may only have one or maybe two chances to speak on a particular motion.

How are a motion and a bill related?
• A motion is any proposal put before a committee. The motion to pass a bill is just one particular example of a motion.
### Handout: 101 Things Not To Do During Debate

This script assumes that a meeting is already in progress and that a particular bill is ready to be debated in committee:

<table>
<thead>
<tr>
<th>Chair</th>
<th>The next order of business is Bill 101. Will the Co-Chair please read the bill?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chair</td>
<td>Bill 101 Title: ? Purpose: ?</td>
</tr>
<tr>
<td>Chair</td>
<td>The Chair recognizes the Author for a 2-minute opening remark.</td>
</tr>
<tr>
<td>Author</td>
<td>While standing: Mr. Chair...</td>
</tr>
<tr>
<td>Chair</td>
<td>Is there any further debate?</td>
</tr>
<tr>
<td>Member 1</td>
<td>Raise hand and wait quietly.</td>
</tr>
<tr>
<td>Everyone Else</td>
<td>Begin talking about the bill. Everyone should try to speak over everyone else.</td>
</tr>
<tr>
<td>Chair</td>
<td>Please come to order</td>
</tr>
<tr>
<td>Everyone</td>
<td>Quiet down and give attention to the Chair.</td>
</tr>
<tr>
<td>Chair</td>
<td>The Chair recognizes Member 1.</td>
</tr>
<tr>
<td>Member 1</td>
<td>While standing: Thank you Mr. Chair....(speak in favor of the bill)</td>
</tr>
<tr>
<td>Chair</td>
<td>Is there any further debate?</td>
</tr>
<tr>
<td>Member 2 and Member 3</td>
<td>Raise hand</td>
</tr>
<tr>
<td>Chair</td>
<td>The Chair recognizes Member 3. (The chair should make sure that members are standing when they speak)</td>
</tr>
<tr>
<td>Member 3</td>
<td>Member 1, are you out of your mind? This is a stupid bill.</td>
</tr>
<tr>
<td>Chair</td>
<td>Member 3 your comments are out of order,</td>
</tr>
<tr>
<td>Member 3</td>
<td>But only a moron would agree with this bill.</td>
</tr>
<tr>
<td>Chair</td>
<td>Member you are out of order. Please sit down. Is there any further debate?</td>
</tr>
<tr>
<td>Member 1 and Member 2</td>
<td>Raise Hand</td>
</tr>
<tr>
<td>Chair</td>
<td>The Chair recognizes Member 2.</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------</td>
</tr>
</tbody>
</table>
| Member 2      | *While directly facing the Author:*  
|               | *I found your opening arguments very persuasive...* |
| Chair         | *Interrupt the speaker...*         |
|               | Member 2, please direct your comments to the Chair. |
| Member 2      | *Turn and face the Chair directly:*  
|               | I apologize Mr. Chair.  
|               | I disagree with the comments of the previous speaker. This bill should be passed out of committee and has my full support. |
| Chair         | Is there any further debate? |
| Member 4      | *Raise hand*                      |
| Chair         | The Chair recognizes member 4. |
| Member 4      | Mr. Chair, as interesting as this debate is I’d rather talk about last week’s episode of Lost. Does anyone else think it was the best episode so far? |
| Chair         | I’m sorry delegate but that discussion is out of order at this time. |
| Member 4      | I apologize. I do support the bill and urge its passage. |
| Chair         | Is there any further debate? |
| Member 5      | *Raises hand*                     |
| Chair         | The Chair recognizes Member 5     |
| Member 5      | I move the previous question.      |
| Chair         | That motion is out of order during committee according to our rules.  
|               | Is there more debate?             |
| Member 6      | *Raises hand*                     |
| Chair         | The Chair recognizes member 6     |
| Member 6      | Bob’s proposal is a bad idea.     |
| Chair         | *Interrupting...*                 |
|               | Please refrain from using proper names |
| Member 6      | I’m not convinced by the Author’s arguments that this is a good idea and will be voting against passage of this bill. |
| Member 3      | *Raise hand*                      |
| Chair         | The Chair recognizes Member 3     |
| Member 3      | Mr. Chair I am opposed to passage of this bill because... |
| Chair | Is there any further debate?  
(no one raises their hand)  
Seeing as there is no further debate the Chair recognizes the Author for their closing remarks. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>(closing remarks)</td>
</tr>
</tbody>
</table>
| Chair | The committee will now vote on this bill.  
All those in favor of issuing a favorable report bill number ___ say ‘Aye’.  
(pause) All those opposed please say ‘Nay’.  
It is the decision of the Chair that the Ayes/Nays have it. The committee will issue (or declines to issue) a favorable report for bill number ____. |
Activity: Practice Debate

Practice makes perfect.

Objectives
- to practice parliamentary debate

Materials
- use old bills from previous years or current bills if they have been written down

Instructions
- try to encourage delegates to debate at the local meetings. Speaking in public is difficult and the more practice the better.
- you might consider scheduling a joint meeting with another nearby delegation to have delegates present their bills and debate with a different group of delegates
Lesson: Pre-State Preparation

This lesson is all about preparation for the Pre-State Conference.

Objectives

- To review expectations; behavior and dress code
- To collect permission slips and confirm transportation/logistics of the day.

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events and Deadlines: Pre-State Conference</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Events: Pre-State Conference</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What To Say</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips

- distribute permission slips to delegates. Permission slips are from your local program. State YAG does not provide permission slips for Pre-State
- review travel logistics and dress code
- review program details and what to expect at Pre-State (committee, political process, etc…)
- distribute copies of What To Say handout
- IMPORTANT: make sure delegates bring 30 copies of their bill to Pre-State!
- IMPORTANT: Some delegates in appointed positions may have to arrive a couple hours earlier to Pre-State for training. Review the Events and Deadlines page for the Training events as well as the Training Session summary in the State Events section for details.
### Handout: What to Say

<table>
<thead>
<tr>
<th>What do you want to do?</th>
<th>Here is what you say...</th>
</tr>
</thead>
<tbody>
<tr>
<td>I want to ask the bill author a question.</td>
<td>Mr. Chair I would like to pose a question to the bill author through the chair.</td>
</tr>
<tr>
<td>I want to ask the bill author several questions.</td>
<td>Madam Chair, I would like to pose a series of questions to the bill author through the chair.</td>
</tr>
<tr>
<td>I want to ask a question during ‘technical questions’.</td>
<td>You don’t need to go through the Chair during technical questions, just speak directly to the Author: Do you know if ....</td>
</tr>
<tr>
<td>I want to ask a question and then comment.</td>
<td>Ask your question as above and then comment. There is no need to reserve your right to comment.</td>
</tr>
<tr>
<td>I would like to show support for a bill.</td>
<td>I rise in full support of this bill..(continue with your reasoning).</td>
</tr>
<tr>
<td>I would like to oppose this bill.</td>
<td>I am opposed to this bill because …(continue with your reasoning).</td>
</tr>
<tr>
<td>I want to end debate.</td>
<td>I move the previous question.</td>
</tr>
</tbody>
</table>

- Always address the Chair (exception is technical questions in committee).
- It is always appropriate to begin speaking with ‘Thank You Madam Speaker’ or ‘Mr. President’. You are acknowledging that you’ve received permission to speak.
  - The Speaker of the House or the Deputies may be referred to as ‘Mr. Speaker’.
  - The Lt. Governor or President Pro Tempore can be referred to as ‘Mr President’.
  - Co-Chairs or other members chairing can be referred to as ‘Madam Chair’.
Lesson: Presenting Your Bill

This lesson is designed to help delegates prepare for presenting their bill.

Objectives:
- to practice public speaking
- to understand what is expected of a bill author or sponsor during debate
- to learn how to prepare opening and closing remarks

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Speaking</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Debate Timeline</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Making Your Case</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips
- The Making Your Case handout has some tips for speaking during debate.
- The Public Speaking activity will help loosen delegates up and be more comfortable speaking in front of groups.
- The Debate Timeline handout provides an overview of when an author or sponsor will need to speak during debate.
Activity: Public Speaking

This is a simple activity to get people to speak without preparation and to practice speaking in front of a group.

Objectives

• to practice speaking in front of a group
• to practice speaking without preparation

Materials

• small slips of paper

Instructions

• have everyone write on a slip of paper an idea, a person, a topic of any sort
• put all the papers in a container
• one at a time have each person come to the front of the room and pick a topic from the container. The speaker must begin speaking on the topic as soon as possible and continue talking about the topic for 30 seconds
• after everyone has had their turn, give out awards for:
  ‣ funniest speech
  ‣ most though provoking
  ‣ most complete sentences
  ‣ most convincing speech
  ‣ any other fun categories
Handout: Committee Hearing Timeline

- bill reading
- opening remarks: 2 minutes
- technical questions: 2 minutes
- public comments: 2 minutes
- debate: 5 minutes of debate
- chair ends debate
- author’s closing remarks: 1 minute
- vote on issuing a favorable report
- bill ranking (favorable reports only)
The author or sponsor of a bill has the privilege of giving opening and closing remarks as well as the opportunity to speak when questions are directed towards them to other members. During these speaking opportunities, the author or sponsor’s goal is to persuade the other members that the bill should be passed. The Complete Idiot’s Guide to Public Speaking identifies three primary purposes to a persuasive speech:

- to provide information that creates a foundation for your position
  What information motivated the need for the bill?
- to overcome the listener’s objections
  What reasons might there be for not passing the bill?
- to move the listener to a belief or action
  Why is it important to act now as opposed to later or not at all?
  What happens if the bill fails and no action is taken?

Using these three ideas, fill out the following form to help organize your opening and closing remarks:

<table>
<thead>
<tr>
<th>Three facts from which you will build the case for passage of your bill:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Potential Objections</th>
<th>Rebuttal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three reasons that require the members to act now and pass the bill:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>
Lesson: Political Parties and Elections

Political parties are an exciting and freewheeling part of the Connecticut Youth and Government Program. This lesson should get delegates thinking about the role of parties in YAG and the real world and explain the election process.

Objectives

- to discuss the role of political parties in setting legislative agendas
- to learn about YAG elections
- to learn about voter registration and majority/minority parties

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Conference: Political Parties</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Conference: Youth Officer Elections</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Party Platforms</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Political Party Process Overview</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanley for Governor</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Suggestions and Tips

- The Political Party Platform activity is a good way to get delegates thinking about parties before discussing the details of the process.
- The various handouts are discussed in the Political Party Process Overview.
- If you have any returning delegates who are officers or were candidates this is a good opportunity for they to talk about their experience
- If any delegates are interested in starting a YAG political party, this is a great time for them to present their ideas
- The Stanley for Governor handout ‘illustrates’ the process of running for office.
Activity: Party Platform

In this activity delegates will discuss political parties and try their hand at crafting a political platform.

Objectives

• to encourage delegates to consider ideas and principles associated with political parties
• to create a political party platform

Materials

• old YAG newspapers – if you have them
• poster paper
• markers
• Political Party Fact Sheet

Instructions

• hand out blank political party fact sheets
• select a delegate to take notes on large poster paper
• to warm up, have the whole group try to fill out the fact sheet for the Democratic and Republican parties and/or any other real political parties that interest the group.
• have the note taker write down the thoughts on the poster paper
• split the delegates into small groups (4-6), mixing new and returning delegates
• have each group come up with their own political party, complete the fact sheet
• have each group create a poster that illustrates their party platform
• after sufficient time, have a spokesperson from each group describe their results.

Discussion

• How do the political parties in YAG differ from the actual political parties?
• What are some of the YAG parties of the past?
• Do any returning delegates remember their platforms?
<table>
<thead>
<tr>
<th>Party Fact Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Mascot:</td>
</tr>
<tr>
<td>Motto:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Political Principles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Legislative Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>
Activity: Political Process Overview

This is an opportunity to handout and discuss the information from the Program Guide regarding elections and political parties.

Objectives:
- to have delegates understand the YAG party system
- to have delegates understand how to start a party
- to have delegates understand how they can run for office with a party endorsement
- to have delegates understand how they can run for office as an independent candidate

Materials
- Political Parties pages from State Program guide
- House and Senate Docket pages from State Program guide
- Youth Officer Election pages from State Program guide
- Stanley for Governor handout

Instructions:
- use the Stanley for Governor handout to talk about the party and election process
- returning delegates will be asked to share their experiences
- review the Leadership Committee information
- review the House and Senate Docket information

Discussion:
- Why are political parties important?
- How can they help you as a bill author?
I think I’ll start a political party.

Do you want to help me organize a political party?

Our party is going to be the best ever!

Congratulations Mr. Governor!

That speech really won them over!

I nominate Stanley to be our Youth Governor candidate.

Register to vote as a member of the ‘Our Party’

Did I forget to tell you that you have to give a speech?

Election Day!

Did I forget to tell you that you have to give a speech?

Candidate Speeches

Our party is going to be the best ever!

Delegation Meeting

Pre-State Conference

Voter Registration

Party Caucus

Handout: Stanley for Governor

Lesson Plans
Lesson: Senators and Sponsors

This is an important lesson to select delegation Senators and to make sure that bill authors have House and Senate sponsors.

Objectives

- to select delegation Senators
- to select House and Senate Sponsors

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Conference: Senate</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Writing: Bill Sponsors</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electing Senators</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Suggestions and Tips

- Review the information about the Senate and Bill Sponsors
- Make sure you know if your delegation is assigned to the Charter Oak legislature (C), the Nutmeg Legislature (N) or is split between the two. This information is provided during the Pre-State Conference.
- Use the Senator Elections activity to identify your delegations Senators
- Sponsors: At this point all legislators know if they are a Representative or Senator and if they are in Charter Oak or Nutmeg. Use the rules discussed in the Bill Sponsor part of the State Guide to make sure that every bill is properly represented in the House and the Senate.
Activity: Electing Senators

Instructions

First determine how many total Senators your are permitted by dividing the number of legislators by 7 and rounding up.

Selecting Senators

If any of your delegates have been appointed as President Pro Tempore they are automatically considered a Senator.

Most delegation select Senators by taking nominations from the delegation, giving the nominees an opportunity to speak to the group, and then voting for senators via a secret ballot. You may use this method or improvise your own rules, perhaps considering seniority as an eligibility requirement (e.g., returning delegates only for Senators).

If your delegation is all in Charter Oak or Nutmeg, you are done. Be sure to add the C or N designation to all your bill numbers on the final bills.

If your delegation is split between Charter Oak and Nutmeg, you must assign each Senator and Representative (anyone not selected as a Senator is automatically a Representative) to a legislature:

- a President Pro Tempore will already have been assigned by the Program Committee
- split your Senators as best you can between the two legislatures
- make sure co-authors are in the same legislature
- split your bills as evenly as you can between the two legislatures

<table>
<thead>
<tr>
<th>Number of Legislators</th>
<th>Number of Senators</th>
<th>Number of Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>14</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>15</td>
<td>3</td>
<td>12</td>
</tr>
</tbody>
</table>
Lesson: State Conference Registration

This is a busy administrative task that may not be completed at the delegation meeting. In particular, delegates may need time to update and submit their final bill.

Objectives

• Collect final drafts of bills to be included in your registration package
• Collect delegate permission slips and liability waivers
• Complete hotel registration form
• Collect adult registration forms from advisors
• Collect balance of conference fee from delegates

Resources

<table>
<thead>
<tr>
<th>Resource</th>
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<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation Cover Sheet</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Delegation Roster</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegation Hotel Registration</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegate Permission Slip</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegate Waivers</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisor Registration</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suggestions and Tips

• use the Senator and Bill Sponsor activity before trying to finalize any bills or bill codes
• assign legislature codes to every bill, delegations are assigned to legislatures at Pre-State, large delegations may be split between both legislatures

• Have delegates discuss any pros, cons, or constructive criticism which was discussed in committee at Pre-State, now is the opportunity to update bills to reflect lessons learned during the practice session at Pre-State

• have delegates complete the top portion of the bill form, including the legislature code and their House and Senator sponsors
• have delegates pick their hotel roommates
• collect permission slips and conference fee from each delegate
• please try to complete all the medical information including copies of insurance cards

Forms, Forms, Forms!
Check the website for up to date information on forms and (hopefully) an online registration system.

www.ctyag.org
Lesson: Parliamentary Procedures: Amendments

In this lesson, the rules and procedures for making amendments during debate are described.

Objectives

- to explain the procedures for amending a bill during debate
- to review the specific forms of an amendment
- to understand when an amendment is germane

Resources

<table>
<thead>
<tr>
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<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Basics</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Amendment Practice</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips

- The Amendment Basics handout covers the general rules regarding amendments
- The Amendment Practice handout can be used to run through a practice amendment
  - use the script and then have your delegates practice the procedure with their own bills.
Handout: Amendment Basics

In Committee Hearings…
• amendments are in order
• amendments may be made by author prior to debate and are automatically applied to the bill (friendly amendment)
• amendments should improve bill to allow a favorable report

In House/Senate Debate…
• amendments are in order
• amendments should be used sparingly (that is what committees are for!)

At All Times…
• amendment to bills must be provided in written form
• amendment authors must be recognized before the amendment can be considered
• amendment must be germane to the motion
• amendment must not be ‘frivolous or absurd’
• amendment author is recognized first in debate
• amendments may not reverse or repeat an already considered and decided amendment
• an amendment may be amended, but an amendment to an amendment may not be amended (say that 10 times fast)
• amendments may:
  ▶ strikeout words, paragraphs, or sections
  ▶ insert words, paragraphs, or sections
  ▶ strikeout and replace words, paragraphs, or sections
Before starting, the Chair should be at the front of the room. The bill the committee is currently debating is a bill changing the Connecticut driving age from 16 to 21. The amendment author would like to amend the bill to have the driving age change from 16 to 15.

<table>
<thead>
<tr>
<th>Chair</th>
<th>Is there any further debate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Author</td>
<td>raise hand</td>
</tr>
<tr>
<td>Chair</td>
<td>The Chair recognizes ________ (state the delegates name).</td>
</tr>
<tr>
<td>Amendment Author</td>
<td>stand and say clearly...</td>
</tr>
<tr>
<td>Clerk</td>
<td>I believe there is an amendment on the floor</td>
</tr>
<tr>
<td>Chair</td>
<td>There is an amendment on the floor. Will the clerk please read the amendment?</td>
</tr>
<tr>
<td>Clerk</td>
<td>clerk reads the amendment</td>
</tr>
<tr>
<td>Clerk</td>
<td>On line 10 strike out “21” and replace it with “15”.</td>
</tr>
<tr>
<td>Chair</td>
<td>The amendment author is recognized for 1 minute of opening remarks.</td>
</tr>
<tr>
<td>Amendment Author</td>
<td>gives any opening remarks</td>
</tr>
<tr>
<td>Chair</td>
<td>The floor is now open to debate on the amendment and the amendment only.</td>
</tr>
<tr>
<td>Chair</td>
<td>debate begins on the amendment and is handled as is debate for the main motion...</td>
</tr>
<tr>
<td>Chair</td>
<td>The Chair recognizes delegate ____________________ (state delegates name)</td>
</tr>
<tr>
<td>Delegate</td>
<td>I move the previous question.</td>
</tr>
<tr>
<td>Chair</td>
<td>The motion is on moving the previous question ending debate on the amendment.</td>
</tr>
<tr>
<td>Chair</td>
<td>All those in favor please say ‘Aye’. (pause) All those opposed please say ‘Nay’.</td>
</tr>
<tr>
<td>Chair</td>
<td>It is the decision of the Chair that this motion is passed. The previous question has been moved. We will now vote on the amendment itself.</td>
</tr>
<tr>
<td>Chair</td>
<td>All those in favor of the amendment to bill number ___ say ‘Aye’. (pause) All those opposed please say ‘Nay’.</td>
</tr>
<tr>
<td>Chair</td>
<td>It is the decision of the Chair that the Ayes/Nays have it. The bill will be amended (or the motion to amend has failed).</td>
</tr>
</tbody>
</table>
Lesson: How to Debate Effectively

This lesson covers more details of debating beyond the basic requirements.

Objectives
- to provide tips and advice for better debate

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debating Do’s and Don’ts</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips
- distribute and discuss the handout
Handout: Debating Do’s and Don’ts

During Debate Do...

- address the chair as:
  Mr/Madam Chair, Speaker, or President
- explicitly state your support or opposition to the bill
- debate ideas, consequences, costs, alternatives, and so on
- speak confidently without reading verbatim from notes
- speak and look towards the chair
- refer to other members as ‘the previous speaker’, ‘the bill sponsor’, the ‘Majority Leader’, etc.
- vary your pace and tone to emphasize your ideas
- slow down and remember to breathe
- pay attention to the debate and speech of other members
- use your time wisely, you may only speak twice on a bill
- ask questions to clarify or obtain information only

During Debate Don’t...

- shout, yell, or use rude, abusive, or insulting language
- debate personalities, character, or motives
- look down at your notes the entire time
- speak directly to other members
- use proper names of other members
- speak too quietly or in a monotone voice
- distract the speaker with unnecessary noise or movement
- ask questions as a form of debate
- make superfluous, repetitive, or frivolous remarks
Lesson: Bill Research

This lesson provides some ideas on how to gather and organize information about a bill to improve the presentation of a bill during debate.

Objectives

- to encourage delegates to research and collect information in preparation for debate
- to encourage authors to provide sponsors with information about their bill

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Fact Sheet</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips

- in addition to preparing themselves for debate, authors need to make sure their sponsors are ready to debate their bill, a fantastic presentation in the House is of no use in the Senate
- hand out the suggested Bill Fact Sheet, delegates should bring a completed fact sheet with them to the next meeting for their bill sponsors and keep a copy for themselves
  - encourage delegates to write simple notes and reminders for their opening and closing remarks instead of word-for-word speeches
  - from the highlights and notes, delegates should practice presenting their remarks, it will sound more natural if they avoid reading directly from a prepared speech
  - delegates should take notes during debate and be sure to respond to criticisms specifically during their closing remarks
  - use the problem/rebuttal section to prepare for potential criticism of the bill
- more research ideas:
  - Google!
  - research the impact of similar laws from other states
  - talk to people who would be affected by the law and find out what they think
  - collect information from blogs, editorials, opinion pages, find out what the people are saying about your topic
  - collect current and accurate facts and statistics and reports
| Opening Remarks Highlights | Bill#:
|
|---------------------------|---------|
|                           |         |

<table>
<thead>
<tr>
<th>Helpful Facts or Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Potential Problem</th>
<th>Rebuttal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes During Debate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Closing Remarks Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Lesson: Bill Flow and Leadership Committee

This lesson is an opportunity to review the basic legislative process including how a bill works its way through committee, Leadership Committee, House/Senate, and the Governor’s office.

Objectives

- to explain and review the legislative process
- to discuss the role of the Leadership Committee and its relationship to parties

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Process: Overview</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Legislative Process: Leadership Committee</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips

- The *Legislative Process Overview* has a nice illustration of bill flow.
- The *Leadership Committee* pages discuss the general structure of the committee.

Discussion

- What criteria should be considered in giving priority to debate of particular bills?
- What can bill author’s do to influence this process?
- How could lobbyists assist a bill author?
- How could the press corps help with the process?
- What ethical questions (if any) are raised by promoting one bill over another?
- What is the importance of majority or minority party status in this process?
Lesson: House and Senate Debate Procedures

This lesson is an opportunity for delegates to learn about the parts of parliamentary procedure that are unique to House and Senate debate.

Objectives

• to review parliamentary procedures for house and senate debate
• to understand the source and organization of rules for the House and Senate
• to review the changes to parliamentary procedure

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Process: House and Senate</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislative Process: Parliamentary Procedure Changes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislative Process: Senate and House Rules</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislative Process: Joint Rules</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House/Senate Main Motion Timeline</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Making a Motion</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>House and Senate Debate FAQ</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Suggestions and Tips

• be sure to review the parliamentary procedure changes document, in particular returning delegates will have to become familiar with the revised rules regarding questions
• the Making a Motion handout provide a simple script for introducing a bill in the House or Senate
• the FAQ has a number of small ‘scripts’, have your delegates do a script reading to help them become familiar with the rules
Handout: House/Senate Main Motion Timeline

bill reading

public comments

3 minutes

motion to accept report

opening remarks

3 minutes

debate

debate

debate

debate

3 minutes

motion to end debate

vote to end debate

2 minutes

vote on accepting report

sponsor's closing remarks

next bill reading
This is a brief script that illustrates how a bill sponsor makes a motion to begin debate on a bill in the House or Senate. Select delegates to read the parts of the Chair, the Clerk, the Sponsor, and another Senator.

<table>
<thead>
<tr>
<th>Chair</th>
<th>The next order of business is bill number 1300N. Will the Clerk please read the bill?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk</td>
<td>Bill Number 1300N AN ACT CONCERNING FAKE AIR BAGS FOR MOTOR VEHICLES Statement of Purpose: To prohibit the sale of any item intended to replace an air bag in a motor vehicle if that item does not conform to federal air bag safety standards.</td>
</tr>
<tr>
<td>Chair</td>
<td>Is the bill sponsor present?</td>
</tr>
<tr>
<td>Sponsor</td>
<td>stands and says... Mr. Chair, I move for the acceptance of the committee’s favorable report and passage of the bill.</td>
</tr>
<tr>
<td>Chair</td>
<td>The question is on the acceptance of the committee’s favorable report and passage of the bill. Will you remark?</td>
</tr>
<tr>
<td>Sponsor</td>
<td>this is the opportunity for the sponsor to give their prepared opening remarks Thank you Mr. Chair. This bill....</td>
</tr>
<tr>
<td>Chair</td>
<td>The floor is now open to debate on bill number 1300N.</td>
</tr>
<tr>
<td>Senator</td>
<td>raise hand/placard</td>
</tr>
<tr>
<td>Chair</td>
<td>The Chair recognizes Senator __________________ (state delegates name) make remarks about the bill in support or opposition I rise in full support of this bill....</td>
</tr>
<tr>
<td>Senator</td>
<td>eventually debate will end when a member is recognized and says:</td>
</tr>
<tr>
<td>Senator 2</td>
<td>I move the previous question.</td>
</tr>
<tr>
<td>Chair</td>
<td>The previous question has been moved. All those in favor of ending debate please say Aye. All those opposed Nay. It is the decision of the chair Ayes’ have it. The previous question has been moved. The Chair recognizes the bill Sponsor for two minutes of closing remarks. the Sponsor may now give their closing remarks Thank you Mr. Chair. As the debate has shown, this is an important bill...</td>
</tr>
<tr>
<td>Chair</td>
<td>The Senate will now vote on the acceptance of the committee’s favorable report and passage of bill 1300N. All those in favor please say Aye. All those opposed Nay. It is the decision of the Chair that this bill has passed. The next order of business is bill number .....</td>
</tr>
</tbody>
</table>
Q: I’m the bill sponsor what do I have to say to get debate started?
A: When the Chair asks if the sponsor is present stand and say:

Member:  Mr. Chair, I move the acceptance of the committee’s favorable report and the passage of the bill.
Chair:   The question is on the acceptance of the committee’s favorable report and the passage of the bill. Will you remark?
Member:  Mr. Chair, the purpose of this bill is to....

(you can use your own words here, this is just an example)

Q: How do I ask a question of the author or another member?
A: Questions may be asked to obtain information but not to further debate. It goes like this:

Questioner:  Mr. Chair, I would like to ask the author a question.
Chair:   Does the author yield to a question?
Author:   Yes (if they say no, the questioner is out of luck)
Chair:   Please state your question.
Questioner:  Mr Chair, Could the author please clarify the purpose of Section 2...
Author:    Mr. Chair, the reason ...

Notice that during the entire exchange both the Questioner and the Author direct their comments to the Chair and not to each other.

Q: Do I have to ask permission for each question if I have several questions?
A: No, there is a short cut but make sure the questions are not debate in disguise:

Questioner:  Mr. Chair, I would like to ask the author a series of questions.
Chair:   Does the author yield to a series of questions?
Author:   Yes (if they say no, the questioner is out of luck)
Chair:   Please state your questions.
Questioner:  Mr. Chair, Could the author please explain the purpose of Section 2...
Author:    Mr. Chair, the reason ...
Questioner:  Mr. Chair, Can the author provide any references for the statistics....
Author:    Mr. Chair, The statistics are from a study conducted....
Questioner:  Based on the information provided, I am in support of this bill....

Q: Can I ask questions and speak about the bill during one recognition?
A: Yes. You may ask questions and debate in any order but at all times you must make sure that your questions are not an alternate form of debate.

Q: Don’t I have to reserve my right to comment?
A: The rules have been simplified so that you do not need to reserve your right to comment. On the other hand, the rules have become more strict on what type of questions are permitted.

Q: If I just ask a question but don’t debate or make any comments about the motion does that count as a recognition?
A: No. Simply asking a question is not debate and so doesn’t count as being recognized for debate but it may be difficult to obtain the floor again for any number of other reasons (time limits, previous question is moved, etc.).
Q: How do I show support for the bill?
A: There are no special words to say, but here are some suggestions:

   I rise in full support of this bill.
   This is an important issue and the bill should be passed.
   I agree with the author’s reasoning and urge the Senators to vote in favor of this
   bill.

Q: How do I show opposition for a bill?
A: There are no special words to say, but here are some suggestions:

   I rise in opposition to this bill.
   I’m not sure that this bill is necessary and oppose its passage because...
   I’m not convinced by the supporters of this bill and will not be voting in favor
   because...

Q: I keep hearing the same arguments and just want the debate to end.
A: The parliamentary procedure way of saying ‘I want to end debate’ is:

   Mr. Chair, I move the previous question.

   Of course it is only polite to do this if debate has become stalled or repetitive and you
   must be recognized by the Chair before making this motion. You may not interrupt a
   speaker to make this motion.

Q: The debate is really interesting but we are running at of time, what can I do?
A: You can suggest that debate be limited. Raise your placard and if you are recognized by the
chair, say:

   Mr. Chair, I move that debate be limited to 5 more minutes.
   (you can specify what ever limit you would like)

Q: I’m having a hard time hearing the speaker. Can I interrupt?
A: Yes any disturbance that is preventing a member from participating in the debate is an issue
of privilege and can be brought to the Chair’s attention so that it can be resolved. This is one of
the few situations where you are permitted to interrupt someone who is speaking. You should
stand and speak clearly:

   Member:  Mr. Chair, Point of Privilege.
   Chair:    Please state your point.
   Member:  I am unable to hear the speaker due to other conversations in the
            chamber.
   Chair:    The chair directs the members and guests to please lower the voices
            during debate.
   Chair:    (to the interrupted speaker) You may continue.

Q: I’m pretty sure that a rule of parliamentary procedure was broken. What do I do?
A: An example of this situation might be when the Chair calls for a vote on a bill without having
asked the author to make any closing remarks, something that is explicitly allowed by the
rules. This is a point of order. You can bring this mistake to the Chair’s attention as follows:

   Member:  Mr. Chair, Point of Order.
   Chair:    Please state your point.
The rules permit the author to make closing remarks before a vote.

The Chair stands corrected. Author do you have any closing remarks?

Thank you Mr. Chair…

Q: The Chair made a ruling but I don’t think his ruling was in accordance to our rules. Can I do anything about it?

A: No one’s perfect. A chair may make a ruling that violates the rules. Examples might be ruling an amendment out of order, calling a member out of order, or rulings on a vote. If a member objects to a decision of the chair they must decide quickly if they want to do anything about it. Once debate or other business has occurred, it is too late to object to the Chair’s decision. If you think the chair ruled contrary to the rules, here is what you do:

Mr. Chair, I appeal the decision of the Chair.

The decision to rule the previous delegate’s comments out of order has been appealed.

I ruled the comments out of order because they did not pertain to the motion before the House. Is there any debate on the appeal?

The member may then debate the decision of the chair.

(once debate has ended) Shall the decision of the Chair stand?

All those in favor…

The chair must respect the decision of the house if the decision is overruled in appeal.

Q: I got a little carried away in debate and the chair just interrupted me and said I was out of order. What do I do?

A: If you are smart, you apologize immediately to the chair and/or the other member(s) and then ask if you may continue speaking. Something like:

Mr. Chair, I apologize to the previous speaker for my inappropriate remarks. May I be permitted to continue?

If you aren’t smart and you are repeatedly found out of order, the chair may simply ask you to take your seat and stop speaking. You should apologize and take your seat. In extreme circumstances you may not be permitted to speak again until the chair or the house is satisfied with your apology.

Q: Another member is shouting and carrying on with rude and insulting comments during debate. The Chair doesn’t seem to be doing anything about it. What can I do?

A: Members have as much responsibility as the chair to call their fellow delegates to order. If you think that a member is out of order and have given the Chair an opportunity to intervene you may interrupt the speaker and proceed as follows. Stand and say clearly:

Mr Chair. Point of Privilege

State your point.

The Senator’s comments are inappropriate and out of order.

The Chair agrees. Senator your comments are out of order…

or

The comments are harsh but in order. The Senator may proceed.

or

The Chair is in doubt and puts the question to the house. The question is on whether Senator Smith’s words are out of order. All those in favor…

Lesson Plans 219
Q: Every now and then the Chair says ‘Without Objection’ and then continues. What is that all about?

A: The Chair is actually asking a question to the members: ‘Does anyone object to what was just suggested?’. If no one says anything then the Chair assumes there is no objection and proceeds. This is typically used to avoid taking a vote on a routine matter or when there doesn’t seem to be any need for debate.

For example, if a bill comes to the top of the docket and the bill sponsor isn’t immediately available, another member might say ‘I move that we postpone consideration of this bill until the bill sponsor is present’. Instead of taking time to vote on such an obvious suggestion, the Chair can simply say ‘Without objection’, pause for a moment, and then act as if a vote had been taken approving the motion.

If any single member says ‘I object’ or ‘I request a vote’ or something similar then the Chair must proceed with a regular vote on the motion since someone ‘objected’ to the shortcut.
Lesson: National Affairs

The Youth and Government season doesn’t end completely at the State Conference. Take the time in this lesson to inform delegates about the National Affairs program.

Objectives

• to review the Conference on National Affairs program with delegates
• to announce the application deadline and dates for National Affairs

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Events: National Affairs</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>National Affairs Fact Sheet</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips

• review the National Affairs information from the guide book
• distribute National Affairs Fact Sheet
• if there are any National Affairs alumni in your delegation have them present the information and talk about their experience
When: First Week of July

- Depart on Saturday (travel by plane)
- Return on following Friday

Where: Outside of Asheville, North Carolina

- YMCA Blue Ridge Assembly Conference Center
- dormitory style housing
- beautiful mountain setting

Who: 500 Delegates from 30+ States

- 10th, 11th, and 12th grade
- 10-20 delegates from Connecticut

What: Conference on National Affairs

- proposals instead of bills
- national and international focus instead of state/local
- written proposal debated in a series of committees
- 15-20 delegates in 1st committee, 500 delegates in last

How: Elected, Recognized, or Applied

- five elected officers are invited
- award winners are invited (e.g. best debaters)
- about half of the positions open via written application
- additional requirements, evaluation, and recommendations may be considered
Lesson: State Conference Preparation

This is the last opportunity for the advisor to review all expectations and logistics for the conference weekend.

Administrative Objectives:
• To review all logistics and expectations for the State Conference

Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Guide</th>
<th>Form</th>
<th>Activity</th>
<th>Handout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Dress Code</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casual Dress Code</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code of Conduct</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where to Be, What to Bring</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Suggestions and Tips
• distribute and review copies of the dress codes
• distribute and review the **Where to Be, What to Bring** handout
• distribute bill books and supplies (see **Bill Book Pickup Event**)  
• discuss code of conduct and behavior expectations for the conference
### What To Bring

<table>
<thead>
<tr>
<th>Bring...</th>
<th>Do NOT Bring...</th>
</tr>
</thead>
<tbody>
<tr>
<td>money for 2 breakfasts and 2 lunches (approx.: $6.00 each)</td>
<td>Cigarettes</td>
</tr>
<tr>
<td>money for pizza (if you want it) 7.50 per pizza, you can split the cost with your roommates</td>
<td>Liquor</td>
</tr>
<tr>
<td>business attire for three days:</td>
<td>Drugs</td>
</tr>
<tr>
<td>boys: Jackets, button down shirt, and ties, khakis and/or dress pants,</td>
<td></td>
</tr>
<tr>
<td>dress shoes</td>
<td></td>
</tr>
<tr>
<td>girls: Skirts or pants with nice shirts. No short skirts, dress shoes</td>
<td></td>
</tr>
<tr>
<td>casual dress for two evenings</td>
<td>Excessive amounts of cash</td>
</tr>
<tr>
<td>boys: You can wear baseball hats at this time</td>
<td></td>
</tr>
<tr>
<td>girls: No spaghetti straps or tube tops. No midriff baring tops or</td>
<td></td>
</tr>
<tr>
<td>short skirts/shorts</td>
<td></td>
</tr>
<tr>
<td>comfortable shoes…</td>
<td>Expensive electronics</td>
</tr>
<tr>
<td>you will be walking A LOT!</td>
<td></td>
</tr>
<tr>
<td>1 or two bags of luggage</td>
<td>more than two bags of luggage</td>
</tr>
<tr>
<td>snacks</td>
<td></td>
</tr>
<tr>
<td>paper, pen, pencil</td>
<td></td>
</tr>
<tr>
<td>campaign materials, if running for office</td>
<td></td>
</tr>
<tr>
<td>a few copies of your bill (just in case)</td>
<td></td>
</tr>
</tbody>
</table>