

Delegation Meetings

The greatest opportunities that you will have with your delegates as a group will take place at your weekly meetings. Between September and January, you will have the chance to take them through a whole range of experiences, challenging them to grow, offering them opportunities to think about new ideas and possibilities, supporting them as they take new risks.

PHYSICAL ENVIRONMENT/NO TABLES OR CHAIRS

The environment you create in your weekly meetings, including physical as well as social, will help to determine the success of those meetings. To create a good physical environment, take some time to think about how you want your delegation to interact, and then look at how you can facilitate those: interactions. Since over the course of a meeting your delegates may play a game, break into small groups, have a large group activity, etc., you will need to be able to easily transition between these activities without having to rework your space each time.

One very successful way of configuring your meeting space is to have no furniture whatsoever, with everyone just sitting on the floor. This accomplishes a few things:

- You can easily do different types of activities without having to move things around in between.
- When someone does rise to speak, it is easier for everyone to see and hear.
- It is very easy to break into small groups.
- It is unlike a classroom (this is important!)

If your meeting space does not allow you to clear out your area, you may still be able to reconfigure to some extent. The more your delegates feel on equal footing', the more comfortable they can become. This will also be good training for your delegation officers, learning how to lead in different, physical environments.

OPENING MEETING

The first meeting that you hold will help to set the tone for the year. It may also determine the number of teens you have interested in participating. Your opening meeting need not be too complex, as the idea is to get the attendees excited about the programs and send them home with enough information that their parent's can get an understanding as well. The important things for you to get by the time they leave are some basic information about them (name, grade, phone number) and a sense of whether they'll come back the following week. Here is a sample outline for the first meeting:

Welcome

Introductions (whole group activity)

Have them give their name, grade, school and how they came to be at the meeting (who invited them, etc.)

Introduction of the Advisors

"Get to know you game" (whole group activity)

Wagon Wheel or Human Bingo work well here. See the activities section for explanation of these.

Program Overview (whole group activity)

This is often best done by a combination of advisors and returning delegates, Prep your delegates in advance to ensure that their presentation is somewhat linear.

Nuts and Bolts (small groups)

If you can do so, this is best done in small groups, with each advisor taking a group. This is the time where you would distribute the calendar, costs sheet, registration form, etc. On the registration form, at a minimum you want to get the following:

- 1. Name*
 - 2. Address*
 - 3. Phone*
 - 4. Email*
 - 5. Grade*
 - 6. Date of birth*
 - 7. Parents first and last names (and address if different than delegate)*
- You'll want to collect these forms before the delegates leave the meeting.*

Ground Rules (whole group)

This is where you cover the Y&G rules (No sex, alcohol, drugs, double-standards, or smoking) and the proximity rule plus any other delegation rules that you have.

Q&A (whole group)

December 16 - 23

- Confirm everyone has chosen a program area
- Legislators – assign research homework for over break
- Court – assign to review cases over break*
- Set January meeting dates

*if your court delegates have not received the cases for this year, contact Josh Tatum at josh.s.tatum@gmail.com.

Advisor to do list:

Send Michele delegation hotel list by December 18

January 4 - 8

- Legislators
 - Bill writing session for those not done
 - Research for/write bill sponsor speech
- Court
 - Brainstorm ideas for arguments/briefs
- Press
 - Brainstorm article ideas
 - Assist Legislatures in bill research

BILLS ARE DUE JANUARY 10TH

Must be submitted in proper format– send to statedirector@inyag.org

January 11 - 15

- Legislators
 - Research for/write bill sponsor speech
 - Practice bill sponsor speech
- Court
 - Begin to formulate arguments/briefs
- Press
 - Research for articles want to write
 - Serve as audience for sponsor speeches

January 18 - 22

This is a great meeting to invite parents to

- Review Code of Conduct for Model Leg
- Discuss plans for Model Leg weekend
 - Meeting times
 - Transportation
 - Hotel room assignments
 - What to wear and bring
 - Your expectations of the delegates

If time allows:

- Legislators
 - Practice bill sponsor speech
- Court
 - Continue working on arguments/briefs
- Press
 - Research for articles want to write
 - Serve as audience for sponsor speeches

January 29 - 31, Model Legislative Conference

Advisor checklist for Model Leg weekend

Do you have:

- Delegate registration form for every delegate, signed
- Emergency forms for every delegate (bring with you to conference)
- Delegation Participation Agreement signed by Exec Dir. (If not already turned in)
- Payment for program - bring check to conference or JV before 5pm on 29 January
- Tax exempt form for hotel check in
- Payment for hotel

Remember to:

- Book transportation, if needed
- Send/give parents schedule for weekend
- Leave copy of conference schedule at your branch
- Leave list of teens bringing with you to conference