

**INDIANA YMCA
YOUTH & GOVERNMENT
MODEL LEGISLATURE AND COURT**

PARTICIPANT MANUAL

**Honorable Brandon Green
Youth Governor
2009-2010**

YOUTH & GOVERNMENT™
We build strong kids, strong families, strong communities.

Purpose: The YMCA Youth and Government program encourages life-long responsible citizenship through studying and debating public issues, writing legislation and experiencing the state government process. Youth and Government also provides the opportunity for personal growth and lasting friendships. Finally, it helps dramatize to the community the talent and potential of our young people.

WHAT IS YOUTH AND GOVERNMENT?

The Indiana YMCA Model Legislature & Court is a statewide youth educational program involving high school freshmen, sophomores, juniors, and seniors, in a "hands on" experience. The program has used a variety of activities to build, encourage, and strengthen those life assets and character traits that will help high school youth become involved, responsible adults who are decent and respected citizens. The tool used is a high quality experiential and educational simulation based upon Indiana's State government. The program is very comprehensive, and its impact on the youth participants is dramatic.



Youth and Government teaches the values of democracy by creating citizen leaders from a cross-section of the State's high school population, providing them with the opportunity to experience government first hand and to learn how to solve community problems through the democratic process. The program also helps develop within these youth an attitude of self-help and self-confidence for their personal futures.

HOW THE YOUTH AND GOVERNMENT PROGRAM WORKS

The program begins in the fall when young people and volunteers at YMCA locations throughout the State, meet as individual delegations to discuss issues facing Indiana, as well as ways to implement their solutions through the legislative and judicial processes. The teen delegates write bills, prepare briefs, select governmental positions to role-play, attend a statewide training conference, and run for various elected offices. The program reaches its peak in Indianapolis at the State House with the convening of the three day Model Legislature & Court. There, "real" government moves over and the teen delegates "take over", using the historic halls, chambers, and offices of our State Capitol and Supreme Court.

Indiana YMCA Youth & Government is operated through the efforts of many local YMCA officials as well as volunteers from state government. A State Director oversees the program in conjunction with an Advisory Board.

PROGRAM AREAS AND JOB DESCRIPTIONS

Indiana Youth and Government has three program areas for delegates -- the model legislature, the model supreme court, and a press program. The information below gives you an idea of what the program areas do and what your responsibilities will be for each area. All program areas are open to all delegates.

Legislature

The State Legislature is the branch of government that passes laws. Senators and House members are primarily concerned with the consideration and passage of legislation. Members are voting members of various committees and some serve as Committee Chairs. Legislators are expected to be well-versed in the pros and cons of all the legislation they will consider so they can exercise their vote intelligently.

Legislators need to be familiar with basic parliamentary procedure, committee procedure, and the rules that govern the model legislature. Each legislator will also write a bill and present it to the appropriate committee, and, if approved, to the respective houses. Learning to prepare speeches, give them, and persuade others will be part of the process. Bills that are approved by committee and both houses move on to the Governor for consideration. The Governor can either sign or veto a bill.

The houses are presided over by the appropriate youth elected officer. Specific responsibilities of each member of the houses are listed below:

- Write a bill to be considered by the model legislature.
- Write and deliver a speech providing the authors comments and summation for your bill.
- Vote as you wish on items that come before you for consideration.
- Attend all committee and house sessions.

Sample bills, information about how to write bills, and the correct format will be provided by your advisor.

Supreme Court

The Supreme Court is the state's highest court. Attorneys appear before the Supreme Court because one of the parties represented believes that the law was not fully upheld by a lower court. Attorneys prepare judicial briefs and present oral arguments with the goal of either upholding or overturning the lower court's decision. Justices sitting on the Supreme Court hear arguments from attorneys representing both sides of the case and deliberate to reach a final verdict. The Chief Justice of the Supreme Court presides over all proceedings and delivers the verdict to the courtroom.

Attorneys are provided with a set of case facts from which they prepare their briefs and arguments. Participants conduct legal research and become well versed with similar cases and how the law has been interpreted in each situation. Writing and speaking skills are sharpened as attorneys prepare for their "day in court."

Specific responsibilities of an attorney are listed below:

- Write a judicial brief summarizing the case facts and citing case law which supports the viewpoint being represented.
- Prepare and deliver a persuasive oral argument based upon the information written in the brief. Oral arguments are presented in a structured debate format, with proponent and opponent attorneys taking turns presenting their side of the argument.
- Be sufficiently prepared to serve as a Justice on the Supreme Court, should the Chief Justice require this service.
- Attend all training, research, and court sessions.

Press Program

Delegates who participate in Youth and Government as members of the press have a unique opportunity to see many aspects of the program up close. Reporters can write about individuals or focus on a topical area of interest to them. The model legislature publishes three issues of the newspaper "Division" during the conference. Delegate can write stories, editorials, or serve as editors and production staff. Specific responsibilities of members of the press program may include:

- Interviewing people for stories.
- Researching and writing stories.
- Writing opinion or editorial pieces.
- Assisting with the layout and production of the newspaper.
- Serving as an editor for a particular section of the paper.



Page Program

Each delegation will be able to bring two eighth graders to the conference. Pages will assist in the running of the program by helping the Governor, Secretary of State, Committees, and the Legislature in the performance of their duties. Pages may also be assigned to the Court program.



A general word about roles:

Generally, the most senior members of the delegation serve as legislators, each delegation will be allotted a certain number of positions, for example if the delegation has 10 members, 1 will serve in the press corps, 2 will serve in the court and 4 will be Representatives and 3 will be Senators. The delegation will decide how to allocate positions. Delegates who are planning to run for office in subsequent years should review the candidate requirements to insure they have the appropriate experience.

LEADERSHIP OPPORTUNITIES

Two categories of leadership opportunities are available to delegates, appointed and elected. Appointed positions are those selected by either the staff or delegates already in leadership roles. Applications for these positions are available as indicated below.

Delegates may also run for election to one of the offices elected each year. Elections are held for positions at Pre-leg or at the Model Legislature. There are specific requirements for election to each office, please pay close attention to them!

Elected Positions

Position	Election	Qualifications	Duties
Governor	At Model Legislature the year prior to serving. All delegates vote.	May not be a senior in high school the year of election. Must have at least one year of experience in Youth and Government and be a junior in high school the year of running.	Represent Youth and Government at all official appearances, deliver state of the state address, attend youth governors' conference, assist with training, sign or veto bills passed by legislature.
Secretary of State	At Model Legislature, the year prior to serving.	May not be a senior in high school the year of election. Must have at least one year of experience in Youth and Government.	Manages all elections at Pre-legislative assembly and Model Legislature, assists in setting the docket, manages flow of bills between committees, houses and Governor.
Lieutenant Governor	At Model Legislature the year prior to serving. All delegates vote.	May not be a senior in high school the year of election. Must have at least one year of experience in Youth and Government.	Assist Governor as requested. Preside over the Senate.
President Pro-Tempore	At Model Legislature, the year prior to serving, candidate with second highest number of votes during Lt. Governor's race.	Same as Lt. Governor	Presides over sessions of the Senate in the Lt. Governor's absence.
Secretary of the Senate	At Model Legislature, the year prior to serving, candidate with second highest number of votes during Governor's race All delegates voting.		Prepares docket for Senate, manages flow of all bills in Senate. Prepares docket, sends bills to House, Governor or Secretary of State as appropriate based on action of Senate. Reads bill titles to Senators prior to consideration.
Sergeant at Arms of the Senate	Elected at Pre-Leg All delegates voting.		Maintain general level of decorum and quorum in the Senate. Allow only Senators on floor of Senate. Assist in vote counting for division or standing votes.

Chaplain of the Senate	All delegates voting.		Provides opening invocations for Senate. Assist Secretary of Senate as needed.
Speaker of the House of Representatives	At Model Legislature the year prior to serving. All delegates vote.	Must have at least one year of experience in Youth and Government. May not be a senior in high school the year of election.	
Speaker Pro-Tempore	At Model Legislature, the year prior to serving, candidate with second highest number of votes during Speaker's race.	Same as Speaker of House of Representatives	Presides over sessions of the House in the Speaker's absence.
Clerk of the House	Elect at Pre-leg. Everyone votes.		Prepares docket for House of Representatives, manages flow of all bills in House. Prepares docket, sends bills to Senate, Governor or Secretary of State as appropriate based on action of House. Reads bill titles to Representatives prior to consideration.
Sergeant at Arms of the House of Representatives	Elected at Pre-leg. All delegates voting.		Maintain general level of decorum and quorum in the House. Allow only Representatives on floor of House. Assist in vote counting for division or standing votes.
Chaplain of the House of Representatives	Elected at pre-leg. All delegates voting.		Provide opening invocations for House. Assist Clerk of the House as necessary.
Chief Justice of the Supreme Court	At Model Legislature the year prior to serving. All delegates vote.	Must have at least one year of experience in Youth and Government Judicial program. May not be a senior in high school the year of election.	Presides over Court proceedings, rulings meetings, agenda setting meeting. Appoints Justices to write rulings of Court.

"North or South" delegation assignment will be made after registrations are received.

Appointed Positions

Position	Appointing authority	Qualifications	Duties
Governor's Cabinet (4)	Governor 2 from each District to include: a Chief of Staff and 3 Cabinet members.	May be established by Governor.	Assist Governor as Chief of Staff, Liaison to program areas, and other responsibilities as Governor requests
Secretary of State's Aides (2)	Secretary of State	May be established by Secretary of State.	Assist Secretary of State with election process, keeping docket, delivering bills, and other duties as Secretary of State requests
Committee Co-Chairs (14)	Committee Coordinator	Must serve as a member of the House or Senate. May not hold any other leadership position in the Legislature.	Co-chair the assigned committee meetings, hear bills, insure appropriate hearing, attend docket setting meeting and report committees results.
Editor-in-Chief	The Editor-in-Chief is appointed the Press Coordinator.	At least one year of service in the press corps for Youth and Government.	Responsible for all aspects of production and distribution of newspaper, assignments of reporters and editors.
Assistant Editor (2)	Editor-in-Chief	Appointed by the Editor-in-Chief.	Assist Editor-in-Chief as assigned.
Clerk of the Supreme Court	Chief Justice	The Clerk of the Supreme court is appointed by the Chief Justice.	Manages official papers regarding cases and rulings of the Justices. Takes official minutes of agenda setting and ruling meetings.

CONFERENCES AND FEES

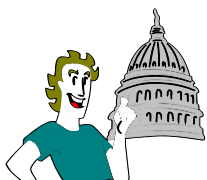
PRE-LEGISLATIVE SESSION

All youth and adults who plan to attend the YMCA Model Legislature & Court in Indianapolis must attend this one-day conference. At "Pre-leg" as the delegates call it, everyone is trained in his or her roles and several officers are elected. **This conference is November 21st, 2009 at the Baxter YMCA.**



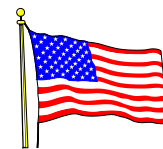
YMCA MODEL LEGISLATURE & COURT

Delegates, advisors, and volunteer staff travel to Indianapolis to participate in a three day program. Delegates debate bills, attorneys make arguments, and justices decide the fate of cases. Delegates are privileged to use the actual state legislative and judicial chambers. **This culminating conference is Friday, January 29th - Sunday, January 31st, 2010.**



YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS

Sponsored by the Southeast Field of the National YMCA, this conference is held at the picturesque Blue Ridge Assembly, in Black Mountain, North Carolina. Indiana selects up to twenty-five delegates to join with 350 other youth from more than twenty states for this intense debate competition centered around proposals written by the delegates on issues of national or international importance.



FEES AND EXPENSES

Your local delegation will determine what your total fees for the conference will be. The total is based on the state fee and your local fee. Please note that scholarships are available from many local YMCAs. In addition, most delegations do some fundraising on their own to lower the cost of the program.

State Youth and Government Fee: \$100.00 per delegate or advisor

This fee includes program materials, administrative expenses, pre-legislative and district training, dance and food at the model legislature, and a t-shirt.



Local Youth and Government Fee:

Your delegation will also have a fee which may include hotel costs and transportation to and from all conferences. The hotel fee will be similar to past years fees. We recommend housing 4 delegates to a room. In addition, delegates should plan to pay for the following food separately: 2 dinners, 2 lunches,

*Delegates participating in the Conference on National Affairs pay a separate fee.

CODE OF CONDUCT

The purpose of the Indiana YMCA Youth & Government program is to ensure that leadership, democracy, and the YMCA core values of Honesty, Caring, Respect and Responsibility will be learned by each generation. Participants in this program are especially privileged because they are allowed to use the historic legislative chambers and offices in the State Capitol Building and the Supreme Court Chambers.

A high level of positive conduct is expected of all participants that requires self-control, individual decision-making, responsibility, and adherence to a code that is appropriate for each conference experience. The Code of Conduct shall be observed by both youth and adults. There is no double standard. All advisors and staff are expected to enforce, and be supportive in, the enforcement of the Code. Each participant shall be subject to the authority of all advisors and staff in the enforcement of the Code of Conduct. With this in mind, the following Code of Conduct has been established for the Indiana YMCA Youth & Government Program.

I. BASIC PHILOSOPHY OF RESPONSIBLE CONDUCT

Essential to the Indiana YMCA Youth & Government program is the concern of each participant for the rights of every individual. Being responsible for one's own behavior at all times is a necessary part of self-government. It is essential for this concept of personal conduct that all delegates, advisors, and staff act responsibly to ensure that their own conduct and attitude is beneficial not only to themselves and their fellow delegates, but also to ensure the continuation of the Program. Each participant is accountable for preserving the reputation and high standard of his/her YMCA delegation and the Indiana YMCA Youth & Government Program. By choosing to participate in this program it is expected that each individual (staff, advisors and delegates) has read, understands, and agrees to follow the Code of Conduct while attending any conference sponsored by the Indiana YMCA Youth & Government office. There are no double standards for adults. They will be held to the same rules. If desired, each local YMCA may outline additional (more stringent) rules of conduct in conformance with this Code of Conduct, regarding its delegation. These additional rules and the Indiana YMCA Youth & Government Code of Conduct are binding. Delegation advisors shall be responsible for enforcing local YMCA rules.

All facilities placed at the disposal of Youth & Government are to be given the greatest care and attention. It is a PRIVILEGE to use them; treat them with respect.

II. GENERAL RULES

Proximity Rule: Those who decide to be present when a violation occurs shall, by their own choice, be considered a participant in the violation. In this program there are no "innocent bystanders".

Infractions of the following rules shall result in expulsion from Indiana YMCA Youth & Government functions and conferences. In addition local law enforcement agencies may be contacted and the delegate/advisor/staff member turned over to them as appropriate:

- A. Acts of vandalism, destruction of property, or misuse of a facility are prohibited. They are crimes and will be treated as such.
- B. Possession and/or consumption of alcoholic beverages and/or illegal drugs is strictly prohibited.
- C. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly prohibited.
- D. Theft and/or shoplifting are crimes and will be treated as such.
- E. Activities which endanger the health and safety of yourself or others are prohibited.
- F. Smoking and/or the use of any tobacco products is prohibited.

Infractions of the remaining rules shall result in disciplinary action that may include expulsion from Indiana YMCA Youth & Government functions and conferences:

- G. Inappropriate and uninvited physical contact between any Youth & Government participants, staff members, or guests is not allowed. Intimate sexual behavior is inappropriate and not allowed.
- H. Laws of the State, County, and City governments must be observed.
- I. Specific rules as set by the individual facilities i.e., YMCA, State Capitol, Hotels, must be observed.
- J. In order to be considered an active participant in this program, you must be present and punctual at all meetings where your involvement is required.

- K. Participants shall observe all curfews and be in their assigned sleeping rooms at the established curfew times.
- L. No delegate shall be present in the hotel room with a member of the opposite sex at any time with the exception of delegation meetings or official Youth and Government business. In the case of the exceptions, an adult advisor must be present in the room.
- M. The Indiana YMCA Youth & Government program does not permit delegates to drive vehicles to, from, or during any conference sponsored by the statewide office. Advisors or delegates seeking to drive during a conference shall obtain clearance through the Youth & Government office.

III. DRESS RULES FOR OFFICIALLY SCHEDULED SESSIONS

INDIANAPOLIS AND PRE-LEG CONFERENCES - All participants are to maintain a professional and business-like appearance by dressing in business and professional attire during the office Model Legislature/Court business day (8 a.m. - 10:00 p.m.) and other such hours as designated by the program schedule. The Executive Director and his/her designee have the authority to determine both the appropriateness of appearance and attire of participants.

Appropriate female clothing: Business & professional attire including business suits, dresses and skirts with sweater or blouse, all worn with stockings (hose).

Appropriate male clothing: Business and professional attire, suits, sports coat or blazer with slacks, dressy sweater, all with dress shirt (collared) and tie. Socks must be worn at all times.

Specific items not to be worn in Indianapolis or at Pre-leg (between the hours of 8 a.m. and 10 p.m.): Jeans, athletic shoes, hats and caps, shorts.

OTHER CONFERENCES - Clean, tidy school attire. No short-shorts or shirts with inappropriate markings.

IV. DISCIPLINARY ACTIONS

The Code of Conduct is binding on all delegates, advisors, and staff. The intent is to hold each participant accountable for his/her own actions. In addition, each YMCA and its advisors shall be held accountable for all actions and conduct of their delegation..

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

The Executive Director has the authority to delegate his disciplinary powers to any staff person deemed appropriate.

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

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please return to the adult staff of your delegation.