

Alabama YMCA Youth in Government



Handbook of Instructions

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Alabama YMCA Youth in Government Office

P.O. Box 2336

Montgomery, Alabama 36102

Phone (334) 269-4362

Fax (334) 269-2387

www.alyig.org

“Building Better Citizens for Tomorrow from the Youth of Today”
A Continuous Program Since 1948

Alabama YMCA Youth in Government

YOUTH GOVERNOR

Hon. Jonathan Quisenberry

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Bob McGaughey, Director
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1.

WHAT IS THE ALABAMA YMCA YOUTH LEGISLATURE?

Youth Legislature is a program promoted and developed through the Tri-Hi-Y, Hi-Y, and Government Clubs of the YMCA. It is a sound education approach to the development of citizen participation in the democratic government by providing opportunities to high school youth to study public government through a model legislative program.

The Tri-Hi-Y Clubs, Hi-Y Clubs, and Government Clubs have been chosen as the media through which the program is organized because they offer the best source of potential youth leadership in the appropriate age group, they have the stability and the experience needed, they have the necessary motivation and purpose and they have a program of regular meetings which lend themselves to the study and discussion of public affairs. There are Youth in Government programs in most states.

The Alabama YMCA Youth Legislature was started in the spring of 1949. It has been in operation every year since that time serving approximately 500 young people annually from throughout our state. It is a replica of the Alabama Legislature. The Youth Legislature Board of Directors tries to see that no aspect of the regular Legislative pattern is changed or abridged. Youth Legislature officials are elected and preside according to the Legislative rules. Bills are drafted in local clubs, brought to the State Capitol where they are read, studied by Committees, debated and disposed of, so that when a delegate or leader has participated in the Alabama Youth Legislature, he or she has had an actual experience in the way the laws of the state are made.

2.

PURPOSE OF ALABAMA YMCA YOUTH LEGISLATURE

The purpose of the Alabama YMCA Youth Legislature is to prepare a selected group of young people for moral and political leadership in the American democratic process by providing guidance, training and experience in the theory and practice of determining public policy.

- ❖ To provide a fellowship that makes for an understanding of other people's problems.
- ❖ To help accept defeat without discouragement.
- ❖ To stimulate tolerance towards another's point of view.

3.

PROCEDURE FOR THE SELECTIONS OF DELEGATES

Any Member of Hi-Y, Tri-Hi-Y or scheduled Government Clubs who registers with the State Office are eligible to attend Youth Legislature. All delegates are required to have attended a Pre-Legislative Training Session. A senior high program, when separated from its 9th grade members, cannot include those 9th graders for the purpose of increased representation; however, these members may still be allowed to participate as delegates. Eighth grade delegations may petition the State Office for participation eligibility.

Cities without a YMCA may form Government Clubs. Government Clubs are allowed to send delegates to Youth Legislature if the local YMCA gives approval. The decision of the local YMCA may be appealed to the State Youth Legislature Director.

The following procedure for the election of delegates has been most successful in some of the cities of Alabama. It is outlined below as a suggested guide:

1. Explain the program of the Youth Legislature to the entire club.
2. Divide the interested members into committees of two to four boys or girls.
3. Secure the help of a legal advisor who will consult with your club in regard to the legal implication of your bill.
4. Each committee then prepares a bill on the subject of their selection. In making the preparation, the committee should keep in mind the following factors:
 - a. The law as it now exists under our state code.
 - b. The changes they would like to make in this law.
 - c. Do these changes require a constitutional amendment, a new bill, a new law or an amendment of the code?
 - d. The cost of financing the proposed bill.
 - e. The effect that the passage of the bill would have upon the people of your community and the state.
5. Then have the club or lawyer select the bill on basis of:
 - a. The significance of the bill.
 - b. The form of the bill.
 - c. The presentation of the bill.
 - d. Knowledge of the bill by the delegate.
 - e. Personal qualification of the delegate.
 - f. The "thought-provoking" value of other delegates.
6. Bills must be submitted to the Youth Legislature office on or before the day of Electoral College or the day established by the State Office.

Each club will receive the exact number of delegates they will be allowed to send to the Youth Legislature. For each senator, representative, or officer there will be an alternate. The delegation leader will divide time between alternates and delegates.

4. THE PRE-LEGISLATIVE TRAINING

The State is divided into four districts for the purpose of Training Sessions. Any member of Hi-Y, Tri-Hi-Y, Student YMCA or Government Clubs may attend this session. The purpose of the Pre-Legislative session is two fold:

1. To nominate the officer candidates for major offices of the Youth Legislature for the following year who are nominated from each District and elected at Youth Legislature. To elect the other officers who are allotted to each District on rotating basis each year.
2. To prepare the delegates for Youth Legislature. The Training Session will give special emphasis to workshops on areas of possible legislation and to procedure to follow in the preparation of a bill (resources, materials and forms.)

1. OFFICERS

A. Qualifications of Officers

1. Qualifications of Youth Governor:

Qualified Candidate will possess....

- a. In his/her Jr. Year in High School
- b. At least one (1) year's previous Alabama YMCA Youth Legislature and Youth Judicial experience
- c. Ability to speak in public extemporaneously
- d. Knowledge of Parliamentary Procedures
- e. Knowledge of present day issues and problems
- f. Personality, Appearances, Dress, Poise and Good Voice
- g. Member of an affiliated Student YMCA, Tri-Hi-Y, or Government Club

2. Qualifications of Lt. Governor and Speaker of the House:

Qualified Candidate will possess....

- a. In his/her Sr. Year in High School for the year of service
- b. At least one (1) year's previous Alabama YMCA Youth Legislature experience
- c. Ability to speak in public extemporaneously
- d. Knowledge of Parliamentary Procedures
- e. Knowledge of present day issues and problems
- f. Personality, Appearances, Dress, Poise and Good Voice
- h. Member of an affiliated Student YMCA, Tri-Hi-Y, or Government Club

3. Qualifications of President Pro Tem, Speaker Pro Tem and Justices:

Qualified Candidate will possess....

- a. At least a sophomore in High School
- b. At least one (1) year's previous Alabama YMCA Youth Legislature experience
- c. Ability to speak in public extemporaneously
- d. Knowledge of Parliamentary Procedures
- e. Knowledge of present day issues and problems
- f. Personality, Appearances, Dress, Poise and Good Voice
- i. Member of an affiliated Student YMCA, Tri-Hi-Y, or Government Club

4. Qualifications of House & Senate Floor Leaders and Secretary of the State:

Qualified Candidate will possess....

- a. At least a sophomore in High School for year of service
- b. At least one (1) year's previous Alabama YMCA Youth Legislature experience
- c. Ability to speak in public extemporaneously
- d. Knowledge of Parliamentary Procedures
- e. Knowledge of present day issues and problems
- f. Personality, Appearances, Dress, Poise and Good Voice
- j. Member of an affiliated Student YMCA, Tri-Hi-Y, or Government Club

5. Qualifications of Attorney General:

Qualified Candidate will possess....

- a. At least a sophomore in High School
- b. At least one (1) year's previous Alabama YMCA Youth Legislature and Youth Judicial experience
- c. Ability to speak in public extemporaneously
- d. Knowledge of Parliamentary Procedures
- e. Knowledge of present day issues and problems
- f. Personality, Appearances, Dress, Poise and Good Voice
- k. Member of an affiliated Student YMCA, Tri-Hi-Y, or Government Club

6. Qualifications of Chaplain, Secretary of the Senate, Clerk of the House, Reading Clerks, and Sgt. of Arms:

Qualified Candidate will possess....

- a. Ability to speak in public
- b. In any high school grade (9-12)
- c. Recognized leadership
- d. Member of an affiliated Student YMCA, Tri-Hi-Y, or Government Club

B. First Year Legislature

1. Qualification for Presiding Officer of First Year Legislature:

- a. At least one (1) year's previous Alabama YMCA Youth Legislature experience
- b. Ability to speak in public extemporaneously
- c. Knowledge of Parliamentary Procedures
- d. Knowledge of present day issues and problems
- e. Personality, Appearances, Dress, Poise and Good Voice
- f. Member of an affiliated Student YMCA, Tri-Hi-Y, or Government Club

2. Qualifications of Presiding Officer Pro Tem and Floor Leader of the First Year Legislature

- a. Ability to speak in public extemporaneously
- b. Knowledge of Parliamentary Procedures
- c. Knowledge of present day issues and problems
- d. Personality, Appearances, Dress, Poise and Good Voice
- e. Member of an affiliated Student YMCA, Tri-Hi-Y, or Government Club
- f. First Year in the program

C. Procedures for Pre-Legislative Training Session

1. Each of the four (4) Pre-Legislative Training Districts will nominate (if possible) a candidate for Governor, Lt. Governor, Speaker, Pro Tems, Secretary of State, Floor Leaders, and four Justices. Districts are urged to run more than one person for each office to give all the delegates an opportunity to select the best-qualified person for each office. Each candidate must submit a nomination form, endorsed by ten (10) club members, to the person in charge of his/her District's Training Session. Nomination form may be submitted any time before the day of Session but must be submitted no later than the end of registration on the day of Pre-Youth Training Session.

A person may only run for one office with the exception of those to be elected at Youth Legislature. Each District is allotted offices which are elected at Pre-Legislative Training. These offices are rotated yearly.

2. Campaign materials are limited to cards and posters. At the end of the Session all posters should be carefully taken down and all cards picked up so that the place of meeting will be left orderly. This is the candidate's responsibility. Each advisor is urged to see that this rule is adhered to. Candidate is limited to \$125.00 for his/her campaign expenses. This includes donations at Pre-Legislative Training Session and Youth Legislature. This \$125.00 limit includes all donations of materials and funds.
3. Candidates for Governor will be allowed eight (8) minutes including introduction. Candidates for Speaker, Lt. Governor, Floor Leader, Pro Tem, Attorney General or Assistant Attorney General Office will be allowed 5 minutes including introduction. The introduction may be given by another Hi-Y, Tri-Hi-Y, or Government Club Member.

Attorney General is not required to have a political platform. Candidates for other offices will be allowed 3 minutes and are not required to have a political platform or be introduced.

4. The election will be held by secret ballot. A run-off will be conducted in Presiding Officer's race when a person does not receive a clear majority in a race of 3 or more candidates.

There will be one vote for every Student YMCA, Tri-Hi-Y, Hi-Y, or Government Club Member in each city.

5. A city will be allowed to succeed itself in the election of a Youth Governor.
6. Report of people nominated and elected should be forwarded to Director of Youth Legislature immediately after District meets.
7. **In order to receive a ballot, each student must have submitted a bill in the online system by 4 PM on the Friday prior to the District meeting.**

A candidate for office may not visit the Training Session in another District except upon invitation of the Youth Legislative Director.

5. PROCEDURE FOR ELECTION OF GOVERNOR

Campaigning for Governor and other offices elected at Youth Legislature will begin immediately after nomination at Pre-Youth. Candidates should check with the Director if he plans to use any ideas other than those set down by Handbook. It is conducted by secret ballot. Maximum expenditure for Governor's campaign is \$250.00. The breakdown of the \$250.00 is \$100.00 maximum personal expenditures and \$150.00 donated items. Governor candidates must report their expenses by the evening of the first day of Youth Legislature and before the gubernatorial election.

1. Campaign Reform:

Donations: ANYTHING GIVEN (NOT PAID FOR). Estimates are made on the local retail cost.

Expenses are due to the State Director by the end of the first day of Youth Legislature. All reports must have receipts and an itemized report.

Limit on Governor's Campaign:

- ❖ \$100.00 personal expenditures
- ❖ \$150.00 donated items
- ❖ \$125.00 limit on all other campaigns
- ❖ Cannot combine expenses of two campaigns---must keep separate records.

2. Voting Procedures:

The advisor for each candidate running for office will serve as an observer during the count of the vote. Advisors not having students in the election shall be responsible for counting the vote and giving district results to the State Director.

Election Commission shall be established under the Secretary of State consisting of one elected or appointed person from each district. They are responsible for reviewing campaign records by the end of registration on Friday, which are turned into the Secretary of State. Any grievances regarding the Election shall be filed by 8:00 p.m. on Friday, in writing, to the Secretary of State. In case of an infraction the election Commission shall mandate a punishment, but not to include disqualification.

Election of the officer's election will be announced at the Awards' Banquet on Sunday.

3. Embassy Suites Guidelines:

- Campaign Material can be put up in/on the following areas:
 - Hotel Lobby – anywhere but the front desk area
 - Common Areas on Each Floor
 - Guest Room Windows (can't hang anything on wood)
- Campaign material may NOT be displayed in the meeting rooms of the Embassy Suites, Front Desk at the Embassy Suites, the Conference Center at the Embassy Suites, or anywhere at the Courthouse, Capitol, Statehouse, Judicial Building, etc. Material should not be placed on doors, in elevators, or in any place that would obstruct someone's view or pose a potential safety problem.
- Campaign material must be applied with easily removable tape (such as packing tape). No Duct/Electrical Tape allowed.
- Each candidate is limited to one (1) large banner to be hung from the upper floors. This banner should not be wider than 3 feet and no longer than 30 feet.

- No material can be hung up or distributed at the hotel or on the hotel property until the posted registration time. Items posted on guest room windows, or slid under doors cannot be done until 3:00 p.m. the day of registration.
- No Stickers will be allowed.
- All material must be disposed of completely by curfew the day of the election.
- If any posters fall, the Embassy Suites staff will pick them up and return them to the registration desk or the front desk. They will not be replaced on the wall.

Candidates for Chief Justice will follow the same guidelines as the Youth Governor.

6.

TRAINING OF OFFICERS, COMMITTEE CHAIRMEN AND LOBBYISTS

All officers, committee chairmen and lobbyists will be required to attend a Training Session.

All committee chairmen and lobbyists must submit an application by the date set to be turned in to the State Office.

7.

DUTIES OF OFFICERS

1. Governor

- a. He/she speaks at the opening session of the Youth Legislature following the election and recommends a legislative program based on his/her study of the bills to come before the Youth Legislature.
- b. Handles all youth relations with the public press.
- c. Studies each bill passed by the Youth Legislature and signs it into law or vetoes it. He/she may give his/her veto message in a personal appearance.
- d. Participates in the Youth Legislature Banquet program.
- e. Reviews the accomplishments of the Youth Legislature at the closing session.
- f. The Youth Governor is usually called upon for other services by the YMCA and the State Government during the year following her/his service as Governor.
- g. The Youth Governor will attend the Governor's Conference in Washington as Alabama's representative.
- h. He/she will issue official proclamations and commissions.
- i. He/she will preside over the Annual Fall Planning Retreat.

2. Pro Tems

The Speaker and President Pro Tem shall relieve the Presiding Officer. He/she must be prepared to rule on all motions and assume full responsibility.

3. Floor Leaders

The Floor Leader shall prepare and present all resolutions organizing the session. He/she will serve as Chairman of the Rules committee. It is his/her responsibility to keep each session moving rapidly to carry forward the legislative program of the Governor.

4. Attorney General and Deputy Attorney General

The Attorney General will provide a link between Youth Judicial and Youth Legislature. He/she will represent delegates who bring forth constitutionality cases against a bill. He/she will research opinions of law. He/she will be able to give Judges more accurate legal information. The Deputy Attorney General will take cases, organize them, send for the individuals and research the case for them.

- 5. Editor**
The Editor is selected during Youth Legislature and will serve through the following year.
- 6. Reporters**
Each City must appoint a Reporter. This person will not be a member of the Legislature. He/she will be a member of the Press Corps. They will provide press coverage to carry back home for their local newspapers.
- 7. Photographer**
Photographer will be given assignments. Will take photographs. Photos will be used for the slide show at the banquet, if acceptable.
- 8. Secretary of State**
 - a. All official proclamations and commissions of the Governor are attested by him/her.
 - b. Authorizes distribution of copies of laws passed by Youth Legislature.
 - c. Prepares the certificates for presentation to all patrons of bills that have been signed by the Governor. He/she prepares a journal of these bills.
- 9. Clerk of the House and Secretary of the Senate**
The House Clerk and Secretary of the Senate are in charge of all assistant clerks. He/she keeps the journal, records all bills, order of bills to be presented and signs all bills. The Secretary of Senate calls roll and records the vote and informs the Presiding Officer. The Clerk of House conducts the voting through the tabulating machine and informs the Presiding Officer.
- 10. Reading Clerks**
Reads all bills before the House and Senate.
- 11. Chaplains**
Performs the duties customary to the office of Chaplain. Gives a devotional at the start of each day and a prayer at each session.
- 12. Doorkeepers**
Acts under instructions from Presiding Officer regarding use to be made of doors in the best conduct of all sessions. Not a member of either Chamber. Introduces Governor and special guests.

There must be a doorkeeper present at all times.
- 13. Assistant Doorkeepers**
Acts according to directions given by the Doorkeeper. Not a member of either Chamber.
- 14. Sergeants-at-Arms**
 - a. Shall attend meetings of their respective houses.
 - b. Shall maintain order in all space under jurisdiction of their respective Houses.
 - c. Shall procure and keep stationery and other supplies for the use of members of their respective Houses.
 - d. Shall perform such other functions as may be deemed necessary by the Speaker or Lt. Governor.
- 15. Chief of Pages**
Shall assign Pages and outline their duties.

8. COMMITTEE FUNCTIONS

1. All delegates are assigned to a Committee for the purpose of studying and making ready the bills that are to be presented on the floor of the House or Senate. Delegates are assigned to the Committee to which their bill has been submitted for study: i.e., if your bill pertains to Transportation, you will be on the Transportation Committee.

2. **Duties of the Chairman of the Committee:**
 - a. Locate the meeting place for your Committee. See that the chairs are arranged correctly and make other physical arrangements as needed for a successful meeting.
 - b. Get your bills from the Clerk. Make sure that they are properly stamped for the first reading and the Committee report.
 - c. Get to the Committee meeting place as quickly as possible following the first session.
 - d. The Resource Leaders responsibility is to provide technical information.
 - e. Be sure that each person is in the correct Committee. If they wrote a bill then they should attend the Committee where their bill is assigned. If they did not write a bill then they are welcome.
 - f. Personal thanks should be expressed to adult leaders.

(Note: All Committee Chairmen are Members of the Rules Committee.)

3. **Duties of Standing Committees:**
 - a. Read and study the bill thoroughly.
 - b. Bills may be: In order to receive uniformity in committee actions, all Committees will be restricted to two reports: favorable and unfavorable. Committees may render a minority report on bills. In no case must the original bill be defaced by writing thereon. All amendments must be in writing and attached to the bill on a separate page.
 - c. Committee Structure: There will be a Chairman (Member of the Youth Legislature) who presides at the Committee session, a secretary who keeps minutes and makes amendments to the bills as directed by the committee and a Resource Person who is an expert on the subject of the bill and who will be able to advise in the final draft of the bill will be available for help.
 - d. Suggested Committee Procedure: Chairman calls meeting to order. Instructs Secretary to read all bills only by caption or topic. Discuss bills. At proper time, ask for committee action on the bill under consideration, giving adequate time to each bill. Secretary notes Committee's recommendation on the bill. Proceeds with the next bill.
 - e. At the conclusion of the Committee Session, the Secretary of the Committee returns all bills with a written report as to the Committee action to the Clerk or to the Secretary of the Senate from whom the bills were received by the Secretary prior to the Committee meeting.
 - f. Each Committee is requested to establish a priority list of all bills so that those of more importance and better structure will be presented to the House or the Senate on a special calendar. If their bills are outstanding, continue the priority. Each person on the committee who is an individual author of a bill (or a percentage base on the one vote per bill) be required to vote first, second and third priorities in descending order.

4. **Committee on Rules:**

The Rules Committee is composed of the following officers: The Floor Leaders who are the Chairmen; the Lt. Governor, Speaker of the House, Speaker Pro Tem, President Pro Tem, Secretary of the Senate, Clerk of the House and all Committee Chairmen.

The rules provide:

1. No bill may be set for a special order except by a resolution first referred to and reported from the Committee on Rules or upon suspension of the Rules.
2. All first and second priority bills shall be placed on the calendar before any additional bills are added to the calendar. The order of the first and second priority bills on the calendar shall be the order of the Committee numbers unless changed by action of the Rules Committee.
3. Resolutions not submitted on time for the Bill Book must be referred to the Rules Committee or have written permission of the Director.
4. After Rules Committee meets, the Floor Leaders will meet and make a list of suggested bills to combine. If authors decide on combining bills they may take highest priority on calendar.

9. **WRITING LEGISLATION**

Each delegate is limited to authoring one bill and co-authoring two additional bills or resolutions

No delegate may offer a resolution unless he has written a bill.

Bills are due by the day set by the State Office.

1. **Makeup of a Bill: Check the Bill for these parts in the order below:**

- A. **Title:** The title of the bill should be complete enough to express in broad terms what the bill would do. The title should contain any penalties retroactive effects or appropriations that are provided in the bill. It is a short statement of the subject of the bill.
- B. **Preamble:** Not essential in all bills. Wherever it seems desirable, a brief statement may follow the title that gives the purpose of the bill. This statement may start with the words "Whereas..."
- C. **Enacting Clause:** Every bill must begin "Be It Enacted by the Youth Legislature of Alabama."
- D. **Body:** The substance of the bill ordinarily comprised of:
 1. Short title, if one is desired by the legislator-sponsor.
 2. Definitions, if any are needed.
 3. Main legal principle or proposition.
 4. Procedural and administrative provisions.
 5. Sanctions and penalties.

- E. **Saving Clause** (not essential): To save certain acts to which you do not want the bill to specifically apply. It restricts general operation of the statute—used with a repealing clause.
- F. **Liberal Interpretation Clause:** A liberal statement of the intention of the bill so that the court will clearly understand its purpose.
- G. **Severability Clause:** “All law and parts o laws in conflict with this act or any provision of this act are hereby repealed.”
- H. **Repealing Clause:** To Repeal Act...Code of Alabama 1940.
- I. **Effective Date:** This act to become effective upon passage and approval of the Governor or its otherwise becoming a law.

2. Governor Considers the Bill

The Youth Governor receives bills that have been passed by both houses of the Youth Legislature. He/she signs or vetoes the bill. The Governor delivers a personal message in regard to bills that he/she vetoes. If time permits, the Youth Legislature may reconsider these bills and pass them over his/her veto or vote to sustain the Governor’s veto.

3. How to Develop Your Bill Idea

- A. Ask yourself the following questions about your idea:
 1. Does it truly serve the public interest?
 2. Is it permitted by the Federal and State Constitutions? Does it infringe upon any basic rights guaranteed by these constitutions? Ask a government teacher, an attorney or local judge for their judgment.
 3. Could the function be performed better at some other level of government? Could it be better handled by a private enterprise?
 4. What will it cost the state to implement your idea? Who will pay the cost? Can the cost be met from existing state money or must you propose additional ways of generating the money? Is it worth it?
 5. If your idea requires administration or enforcement, who will provide it?
- B. Check your idea with appropriate local authorities. If your bill deals with education, speak with your principal. If it deals with prison reform, speak with a local parole officer, judge or public officer.
- C. Seek out opposite views on the subject. Ask your parents and your neighbors what they think about it.
- D. Revise your bill idea, if necessary, in view of the facts or ideas you have received.
- E. You are now ready to begin drafting your bill. Pay particular attention to the following sections that suggest instructions for writing a bill.



60th ALABAMA YMCA YOUTH IN GOVERNMENT



OFFERED: February __, 20__

Author(s):

A BILL TO BE ENTITLED AN ACT

TITLE:

BE IT ENACTED BY THE YOUTH LEGISLATURE OF ALABAMA

Section I:

Section II:

Section III:

Section IV: All laws and parts of laws in conflict with this act or any provisions of it are hereby repealed.

Section V: This act shall become effective immediately upon its passage and approval by the Governor or its otherwise becoming a law.

4. Check Your Bill

A BILL IS PROPOSED LAW put in writing by a Member of the Legislature. All bills are not “good” ones. The following characteristics/qualities of a good bill are offered to assist you in your final review of your bill.

- a. It deals with only one subject matter.
- b. It expresses the subject accurately in the title of the bill.
- c. It concerns a matter that is within the field of State Legislation and distinguished from Federal, County or Municipal law.
- d. It conforms to the provisions of the Constitution of the State of Alabama and of the United States.
- e. It expresses the author’s intent in concise, everyday language.
- f. It represents clean and analytical thinking by the author who will “boil it down” to its essentials.
- g. It contains the enacting clause: “BE IT ENACTED BY THE ALABAMA YMCA YOUTH LEGISLATURE” if it is a Bill.
- h. If the bill proposes a new law, it is divided into sections as short as possible in view of the subject matter.
- i. If it amends an existing law, each section amended must constitute a separate section of the bill.
- j. Each separate section of the bill is numbered consecutively in order.
- k. Major provisions of the bill are included in the early sections.
- l. Definitions of terms, if required, are included before the terms are used.
- m. It stipulates the amount and source for appropriation of funds if the bill requires and expenditure of money.
- n. It includes the date the bill will become effective if it is other than the usual 90 days following passage.
- o. Before sending the bill to the Youth in Government office, double check your bill to satisfy yourself that it passes these tests.

5. How a Bill Becomes a Law in Youth in Government

A “bill” is a proposed law. It can be introduced only by a member of the Legislature. A bill does not become a law automatically. There are certain specified procedures through which it must go before it becomes law. The persons authoring the bill are responsible for knowing these steps and seeing his/her bill through the program. Following are the steps:

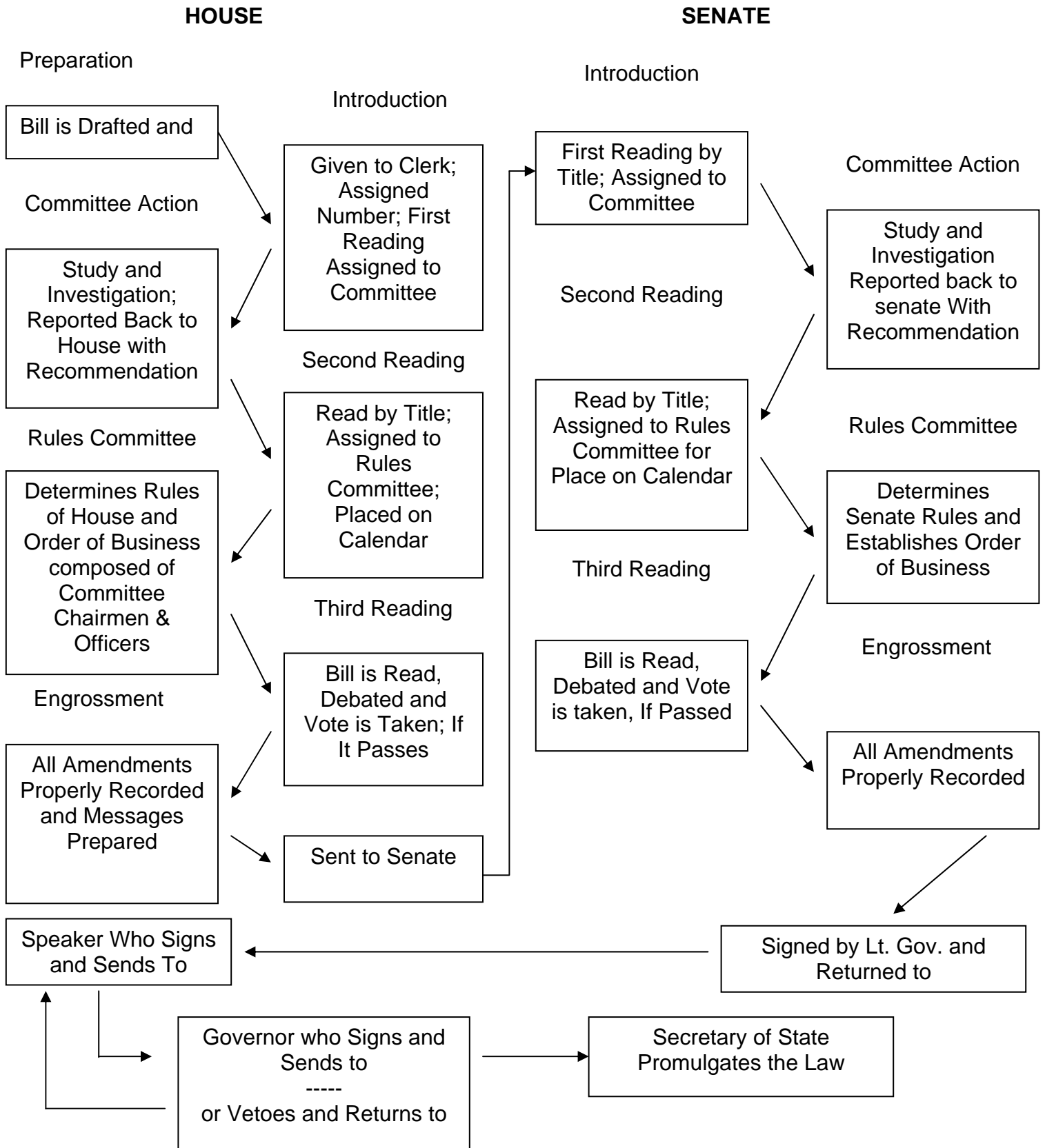
1. The bill you submit for inclusion in the Bill Book is assigned by the State Director to a Hearing Committee.
2. Then the bill is assigned to a Hearing Committee to which other bills of associated subject matter are assigned. Both the Chief Sponsor and Co-Sponsor of the bill are assigned to this committee during the Conference in Montgomery.
3. The authors present their bill to the committee and the committee recommends:
 - a. which bill should be sent to the Legislature for debate and
 - b. in what priority order they are recommended.

4. The Rules Committee, which is comprised of the Hearing Committee Chairmen, determines the calendar (schedule of bills to be debated) for each House of the Legislature.
5. The Youth in Government Legislature debates bills on Friday and Saturday. Each bill is debated in its respective chamber first. If it passes, it is then sent to the other chamber for debate.
6. If both houses pass the bill, it is sent to the Governor who may sign it into law or veto it.

6. How to Find a Good Topic for a Bill

- ❖ A team of club Members should work together to brainstorm ideas to determine possible topics.
- ❖ Study newspaper editorials and stories.
- ❖ Get into our community and interview some of the following people: newspaper editors, city officials, public officials, League of Women Voters officers, adult civic club leaders, attorneys, judges, superintendent of schools, school principals, teachers, ministers, social workers, union leaders, law enforcement officers, parents, physicians and psychologists. Ask these people what they feel to be the most important issue affecting the community that might be dealt with by action by the state Legislature. Explain to them that you plan to use the information they give you to write a bill for the YMCA Youth in Government Conference.
- ❖ Develop a list of possible topics. Topics should be interesting to you since the strength of your commitment will affect the quality of work you do.
- ❖ Select a couple of topics of interest.
- ❖ Research the topics to determine if they are suitable bill ideas.
 - ❖ Ask you librarian to teach you how to use the Code of Alabama to see if there is a current law in existence that deals with your idea. The Code of Alabama is divided into sections such as: Education, Public Lands and Property, Motor Vehicles, Conservation, Public Health, Crimes and Agriculture. The Code of Alabama also contains a detailed Alphabetical Index to Chapter Titles which makes it relatively simple to locate specific laws.
 - ❖ Gather other facts to support your bill idea from newspapers, magazines, etc. Once again, your librarian will assist you in your search.

COURSE OF A BILL THROUGH THE ALABAMA LEGISLATURE

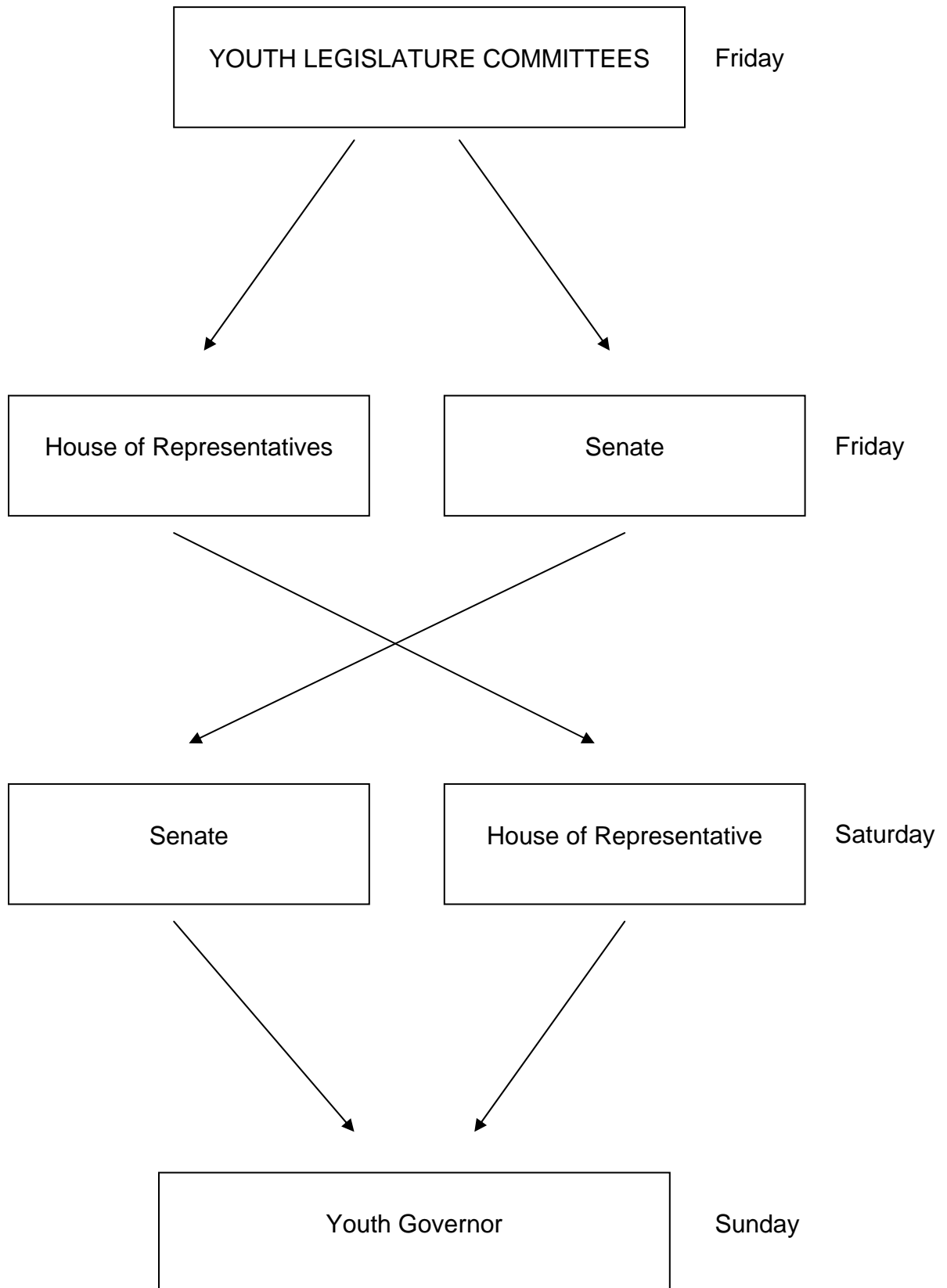


In this instance the bill is introduced in the House of Representatives without amendment by the Senate.

*House may override Veto

NOTE: Bills, other than Revenue, may originate in the Senate. The same procedure as above follows beginning in Senate

COURSE OF A BILL THROUGH ALABAMA YMCA YOUTH LEGISLATURE



10. PROCEDURE AT THE STATE CAPITOL

The Alabama YMCA Youth Legislature is designed to provide actual experience in State Legislative practices and to inspire, enrich and kindle pride in the American way of Living.

Upon arrival in Montgomery, each delegate will receive his/her Bill Book. In the Bill Book he/she will find his/her seat assignment, committee assignment and other basic instructions. Registration in Montgomery consists of checking in the Hotel and picking up the printed program and identification ribbon.

All delegates are required to attend all scheduled meetings.

1. **Dress Code**

A Youth Legislator is a leader and to that end appearance is important. Gentlemen are required to wear coats and ties to all sessions and Ladies are to wear dresses, business suits or nice pant suits. There is strict enforcement of the dress code. No denim is allowed at any time. Governor's Ball is semi-formal.

2. **Conduct in Chambers**

It is important to remember that the State of Alabama has graciously let us use the facilities at the State Capitol. It is our job to respect his privilege and leave the facility in the same condition as which we found it.

3. **Code of Conduct**

Each conference delegate must sign a contract with the Alabama YMCA Youth in Government Program in which he/she affirms to behave in the manner expected of him/her. This contract is referred to as the **REGISTRATION FORM, THE CHILD PARTICIPANT AGREEMENT, AND THE CODE OF CONDUCT FORM** and will be sent out to all delegations before the Conference in Montgomery. This contract was adopted by youth at the Fall Planning Retreat as well as the State Board of Directors.

11. AWARDS

1. **Outstanding Statesmanship Award – Jere Hardy**

The award for outstanding statesmanship is given by the Selma YMCA in memory of the late Jere Hardy who was an outstanding lay worker for youth.

All delegates are eligible including all officers except the Governor and a previous winner.

The recipient is judged on the following points:

1. Knowledge of his/her bill or his/her duties as an officer.
2. Knowledge of all bills.
3. Knowledge of the rules and parliamentary procedure.
4. Ability to express his/her opinion with clarity and without offensiveness to other members of the Legislature.
5. Ability to make his presentation with poise, conciseness, humility and yet demonstrate assurance of his position.

6. Judgment to know when to speak and when to remain silent.
7. Personal appearance and demeanor.

2. Awards for Outstanding Bills – Best Bill House/Senate

The awards for outstanding Bills are given to a delegate in the House and in the Senate.

Bills are judged on the following:

1. They must be of value to the people of Alabama.
2. They must have originality.
3. They must have adequate provision for financing and enforcing of the bill.
4. Bill must have clarity, conciseness and form.

A bill that is a duplicate of a past Legislature is not to be considered.

3. Press Award (Outstanding Reporter)

The Press Award is given to the reporter who is outstanding in his/her work on the Youth newspaper. Qualifications for this award include efficiency, dedication and quality of work.

The selection for the Press Award will be made by the advisor for the newspaper.

4. Award to Elected Officers

Youth Governor – A plaque

Lt. Governor and Speaker – Engraved gavels

Pro Tems, Floor Leaders, Clerk of the House and Secretary of the Senate –
Plaques

5. Selection of Delegates to YMCA Youth Conference on National Affairs

The qualifications for the delegate selection for the YMCA Youth Conference on National Affairs should be based on the recipient's ability to get the job done and on at least one of the following:

1. An elected officer.
2. Recipient of recognition for a statesmanship award.
3. Recipient of recognition for Best Bill award.
4. Author of bill signed by Youth Governor.
5. Committee Chairman.
6. 25 youth and 15 alternates.
7. Youth Governor is eligible.

6. Betty Carr Award

The Betty Carr Award is given by the Anniston YMCA in recognition of outstanding service to the total Youth Legislature Program.

7. Bill Barringer Youth Legislature Scholarship

- A. Criteria for Eligibility
 1. College bound Senior
 2. Three year minimum involvement in the program
 3. Exemplary Christian character
 4. Extensive behind the scenes work regardless of recognition
 5. Great dedication to the program
 6. Attitude of encouragement
 7. Attitude of enthusiasm
 8. Has gained respect of peers and adults
- B. The Scholarship
Up to:
 1. \$500.00 one time scholarship
 2. Recipient must sign pledge promising to return the amount if he/she does not continue on to college.
- C. Scholarship Awards Committee
 1. The awards committee will consist of an amount of members designated by the college staff chairman and Youth Legislature headquarters. The members will likely be designated.
- D. Process of Selection
 1. Recommendations will be received from city advisors.
 2. There will be no limit of the number of recommendations from each city, yet the advisors will be reminded to make their recommendation with care remembering the honor and high criteria coinciding with the award.
 3. The Director will set a deadline for recommendations.

12.

ALABAMA YMCA YOUTH LEGISLATURE RULES AND PARLIAMENTARY PROCEDURE

Senate or House messages notifying of the passage of bills shall immediately be read by their title only and the Presiding Officer shall refer them to a Committee. The House or Senate shall then proceed with the business upon which it was engaged when the message was received.

Executive messages shall have priority over other business and as soon as received they shall be read and a proper disposition made of them. The House or Senate shall thereupon proceed with the business engaged in when interrupted by the Executive Message.

Bills on the calendar: No bill on the calendar shall be taken up out of its order except by a 4/5 vote of the members present. A quorum (1/2 of the members) must be present before business can be transacted.

Any matter previously approved by the Rules Committee may, by a vote of a majority of the members present, be made the special order for any hour, which shall take the precedence at that hour, of any other business.

Alabama YMCA Youth in Government PARLIAMENTARY PROCEDURE

During Debate

- To be recognized, raise your placard. When you get to the microphone, state your name (last name only), your delegation (city), and ask “May I address my remarks to the chamber?” or “Will the patron please yield?”.
- Each delegate is allowed two minutes to speak. There is no need to say “I yield my further time” when you are done. You may, however, yield time to another delegate. The clerk will tell the delegate how much time he/she has.
- To end debate on a bill or an amendment, you motion to previous question. To do this, you must be recognized and say “I move the previous question.” The motion must be heard and properly seconded. A majority vote of previous question must be recognized by the chair before debate can end.
- Don’t raise your placard before the floor is open for debate.
- Delegates will only be allowed to speak twice on a given bill or amendment.
- Patrons of any bill will be given two minutes for opening and closing remarks. The extra time from opening remarks cannot be yielded toward closing remarks.
- Patrons of any amendment will be given one minute for opening and closing remarks.
- The majority of all motions may be made orally, but amendment motions must be in writing, and must amend the proper section of the bill to be effective. Any member may offer an amendment at the time the bill is before the membership for consideration. An amendment is adopted by a majority vote.
- Amendments and motions can be chosen to not be recognized if the chair finds the timing inappropriate.
- Acclamation is a vote that is totally unanimous. Any person who votes against the flow of the acclamation will be asked to stand and give his reasoning.
- Stay in chambers as much as possible so we can keep quorum (enough people to vote on a bill, amendment, or motion).
- The patron of the bill or amendment has debate priority over all other delegates in chambers. After the patron, other officers (pro-tem, floor leader, and assistant floor leader) have priority. Then it will be delegates who have not spoken on the given bill or amendment.

Points

- **Points of Personal Privilege:** used when you need to get a copy of something from the chair, when you need something repeated, or any other “favor” from the chair or floor leader
- **Point of Order:** used when the chair, patron, or speaker is out of order
- **Point of Information:** used when you have a relevant, non-debatable statement to add
- **Point of Inquiry:** used when you have a yes-or-no clarification question to address the chair or the patron

PARLIAMENTARY PROCEDURE

When any member desires to speak, he shall rise and address himself to “Mr. Speaker” in the House and to “Mr. President” in the Senate. Then the member shall speak and give his name and city.

When two or more members rise at the same time, the presiding officer shall decide who is to speak first. The mover of any proposition or patron (author) of a bill shall have the right to open and close the debate.

No member shall speak more than twice on the same subject without the suspension of the rules. In addition, he may answer questions addressed to him.

When a member obtains the floor on recognition from the presiding officer, he must confine his remarks to the subject under debate.

INCIDENTAL MOTION

- A. Suspension of the Rules This is a motion to suspend the operations of the rules of order that the particular body has adopted in order to permit the consideration of some pressing matter out of its usual place.
- B. Point of Order The Chairman is of course in constant charge of the meeting, enforcing the rules of the order and principles of Parliamentary Law and calling to order members whose language is unduly violent or discourteous. A point of order may be called to the attention of the chairman at any time by raising the hand and stating “point of order.”
- C. Appeal The appeal from a ruling of the Presiding officer may be made by any member. The questions are put in the form: “Shall the decision of the chair be sustained?” The Ayes therefore, vote for the chair and the Nays in favor of appeal. A tie vote sustains the chair.
- D. The Previous Question Any member can call for the previous question by addressing the Presiding Officer in the membership. The motion for the previous question may be adopted by a majority vote of the membership. The adoption of such a motion has the effect of cutting off all debate and further amendments that might be offered, and brings the membership to a direct vote upon the immediate question. The motion is usually made upon a bill or an amendment to a bill. After the adoption of the previous question, the patron of the bill shall have the right to close the debate. The debate is then on the previous question.

HOW TO AMEND A BILL

The majority of all motions may be made orally, but amendment motions must be in writing, and must amend the proper section of the bill to be effective. Any member may offer an amendment at the time the bill is before the membership for consideration. An amendment is adopted by a majority vote.

HOW TO TAKE A BILL OUT OF ITS ORIGINAL ORDER

There are rules in which bills must be brought up in their proper order. However, a motion to “Suspend the rules in which bills must be is in order at any time. A 4/5 vote of a Quorum present is required to suspend the rules in the House and unanimous consent is required to suspend the rules in the Senate.

1. Decorum and Debate

When any member desires to speak, he shall rise and address himself to “Mr./Mrs. Speaker” and in the Senate to “Mr./Mrs. President”. A member shall speak and give his/her name and city from the microphone near the Presiding Officer’s desk or one in back of the chamber.

When two or more members rise at the same time the Presiding Officer shall decide who is to speak first and his/her decision shall be final.

The mover of any proposition or patron of a bill shall have the right to open and close the debate.

When a member obtains the floor on recognition of the Presiding Officer he/she may not be required to yield the floor unless he/she desires to yield.

A member desiring to interrupt another in debate shall address the Presiding Officer asking of the member will yield. The member speaking may refuse to yield if he/she so desires. If he/she does yield the member interrupting may proceed to ask a question but the question must be pertinent to the subject matter.

No member shall speak more than twice on the same subject without the suspension of the rules. In addition, he/she may answer questions addressed to him/her.

When a member obtains the floor on recognition from the Presiding Officer, the member must confine his/her remarks to the subject under debate, avoiding personalities. If the member fails to do so, the Presiding Officer may call he/she to order. If the member continues to speak improperly he/she may be ordered to take his/her seat by the Presiding Officer. A member may call this to the attention of the Presiding Officer.

2. Rules Relating to Members

1. Members shall not make personal reflections on any other member and no member shall name another in argument or debate. When referring to another member you should refer to the “lady or gentleman from...” (stating the members hometown or country).
2. A member is not entitled to speak or make a motion until he/she has been recognized by the Presiding Officer or had time yielded to them by another member.
3. Any parliamentary question or issue not specifically covered by these rules of the YMCA Youth Legislature shall be governed by the rules of the regular Legislature of Alabama and the Alabama Constitution.

The Presiding Officer may permit the mover and one opponent of the motion three minutes each during which to debate the following motions:

1. To suspend the regular order of business and take up some measure out of its regular order.
2. To instruct a committee to report a certain bill or resolution.
3. To take up a bill laid on the table subject to call.
4. To set a special order.
5. To suspend the rules.

3. **Meaning of the Gavel Raps**

Members should be aware of that Raps the Presiding Officer's gavel mean. They should respond promptly when the gavel is rapped.

1 Rap – The chamber will come to order

2 Raps – All members will rise

3 Raps – Members applaud (usually used when a guest enters the Chamber)

-- Continue until the 1 Rap brings order

13.

MOTIONS – THEIR MEANINGS AND EFFECT

When a motion has been made the Presiding Officer shall state it to the membership for consideration and the membership shall proceed to consider it and shall thereafter cast their votes for or against the motion.

1. **Main or Principal Motion**

When a motion is made it shall be stated by the Presiding Officer or if it is in writing it shall be read aloud by the Clerk or Secretary. Every motion shall be reduced to writing if the Presiding Officer or any members request it. After a motion is stated by the Presiding Officer or read by the Clerk or Secretary it shall be deemed in possession of the House or Senate but it may be withdrawn by leave of the membership at any time before a vote is taken thereon.

2. **Subsidiary Questions**

A. **Amendment** – Any main motion may be amended. An amendment must also conform to the subject matter of the main motion. Only one amendment to an amendment can be offered.

B. **To Commit** – At any time when a motion or an amendment is under discussion a motion to refer to a committee may be made. The motion is debatable and open to amendment.

C. **Previous Question** -- The previous question shall be in the following form: "Shall the main question now put?"

D. **To Lay on the Table** -- Its effect is to postpone action on a motion but it permits the re-introduction of the motion at any time during that or the next following session. It is usually proposed when the author is unable to supply the necessary information requested by his opponent.

3. **Incidental Motions**

- A. **Suspension of the Rules** – This is a motion to suspend the operation of the rules or order that the particular body has adopted in order to permit the consideration of some pressing matter out of its usual place.
- B. **Withdrawing a Motion** -- When a motion is before the Senate or House, the mover may withdraw it by rising and moving its withdrawal. No one but the maker of the original motion can move to withdraw. There can be no debate and majority vote permits the withdrawal.
- C. **Points of Order** –The Chairman is, of course, in constant charge of the meeting, enforcing the rules of order and principles of Parliamentary Law and calling to order members whose language is unduly violent and discourteous.
- D. **Appeal** – The appeal from a ruling of the Presiding Officer may be made by any member. The Question is put in the form: “Shall the decision of the Chair be sustained?” The “Ayes” vote for sustaining the Chair and the “Nos” in favor of the appeal. The decision of the Chair may be overridden with 2/3 vote.

4. **To Adjourn or Recess**

This is a highly privileged motion and must be for a time certain. A motion to adjourn takes precedence over a motion to recess. In other words, if a motion to adjourn is made by a member and another member makes a motion to recess the Presiding Officer shall state motion to adjourn first. The reason being that the motion to adjourn, if adopted, is more important because it stops all procedure in progress at that time, while a motion to recess, if adopted, merely continues the procedure until the time to again reconvene.

Due to the time schedule of the Youth Legislature, adjourning is performed usually only at the time prescribed in the schedule.

5. **To Amend**

The majority of all motions may be made orally and may be amended. If the motion is in writing the amendment should be in writing.

All amendments must amend the proper section of any matter to be effective. An amendment may be offered to any proposition by any member at the time the proposition is before the membership for consideration. An amendment is adopted by a majority vote.

6. **Reconsider a Vote**

This motion is made when a vote has been finally taken on a proposition and a Member desires, for some reason, to reconsider the vote by which the bill, amendment or proposition was passed or defeated. If the motion carries, it again brings the matter before the membership for further consideration. It may be made by any member whose voted with the prevailing side and the motion can be adopted by a majority vote unless a previous motion has been made upon the passage or defeat of the proposition to “reconsider and table” the vote by which the bill was passed. To reconsider and table

means that the passage of a bill or a proposition is automatically reconsidered and the question of again reconsidering it is tabled. No question can be reconsidered more than one time.

7. Postponed Indefinitely

This motion is self-explanatory. The effect is to kill the bill or proposition by a majority vote.

8. The Previous Question

This is a most important motion.

Only Floor Leaders may call for the previous question by addressing the Presiding Officer in the usual manner. The motion for the previous question may be adopted by a majority vote of the membership. The adoption of such motion has the effect of cutting off all debate and further amendments that might be offered and brings the membership to a direct vote upon the immediate question. Cutting off further debate and amendments prevents other members from talking or offering other amendments for or against a bill or question, which makes this motion one of the most vital motions in the entire procedure. The motion may be made upon a bill, amendment of a bill, a previous motion or any other proposition where debate is allowed under the rules. Debate on the previous question shall be limited to two (2) for and two (2) against. The usual reason for calling for the previous question is to cut off debate and vote on the pending question. After the adoption of the previous question the patron of the bill shall have the right to close the debate.

9. To Take Up a Bill Out of Its Regular Order

A motion to suspend the rules shall be in order at any time and a motion to “suspend the rules” shall be sufficient to suspend any rule under which the House or Senate is operating for a particular purpose except you may not suspend the provisions of the Constitution and the Statutes. A 4/5 vote of a quorum present and voting is required to suspend the rules.

10. Order of Motions

Motions may be received in the following order, to wit:

1. Fix the Time to Adjourn
2. To Adjourn
3. To Indefinitely Postpone
4. To Lay on the Table
5. The Previous Question
6. To Postpone to a certain day, not beyond the probable duration of the session
7. To Commit
8. To Amend

A motion to adjourn shall always be in order even in the absence of a quorum.

MOTIONS & POINTS	May be Debated	May be Amended	May be Tabled	Vote Required	May be Reconsidered
Time to Adjourn: This sets the time to adjourn			No	Majority	
Adjourn: To adjourn means to close the session			No	Majority	No
Indefinitely postpone: This is a motion to kill a main motion. It was designed as a courtesy motion, to prevent a direct vote on the main motion that might be embarrassing to the chamber.		No	No	Majority	
Lay on the Table: The purpose of this motion is to allow the chamber to set aside an order of business for something more urgent or to hear a special speaker.		No	No	Majority	
Previous Question: This motion is used to cut off debate and to bring the chamber to an immediate vote on the matter at hand. The motion is out of order if no debate (pro and con) has occurred on the main motion or bill.		No	No	Majority	
Postpone to a Certain Time: This motion is useful to postpone a pending motion or bill so delegates can have more time to think about an issue or to chill out.		No	No	Majority	
Commit: This motion refers to the question on the floor to a committee so that it can be carefully studied and put into proper form for the chamber to consider. It is useful to cut off pointless debate when all the facts pertaining to a bill are not known.		No	No	Majority	
Amend: The purpose of the motion to amend is to change the main motion or bill either to make it more agreeable (i.e. a friendly amendment) or to defeat it (i.e. a hostile amendment). There are three ways to amend a matter: add words or phrases, strike out words or phrases, or substitute words or phrases by striking and inserting.		1 Time		Majority	
Appeal: This motion allows a delegate to counter what he/she believes to be an incorrect or unfair ruling of the chair. This motion requires the chair to submit the ruling to the vote of the chamber. A majority vote reverses the ruling of the chair.	No	No		Majority	
Point of Order: The purpose of the point of order is to correct a breach in the rules when the chair does not correct it. It can interrupt a speaker and is ruled upon by the chair.	No	No	No	No Vote	
Point of Personal Privilege: This point allows a delegate to make a request relating to the rights and privileges of the delegates. It is considered immediately due to its urgency and commonly concerns noise or temperature in the chambers.	No	No	No	No Vote	No
Withdraw a motion: This allows a delegate who realizes that he/she has made an ill-advised motion to withdraw it. The chair usually handles the request by the use of general consent.		No	No	Majority	No
Suspend the Rules: The purpose of this motion is set aside rule of the chamber to take something out of order.		No	No	4/5	
Record Vote: The purpose of this motion is to request a record of the vote to be taken.		No	No	1/10	No
Reconsider: This motion allows the chamber to change its mind about how the delegates voted on a previous motion or a bill. Only a delegate who voted on the prevailing side can make the motion.				Majority	No

14. VOTING

The Presiding Officer may take any vote, except a vote on the passage of a bill, by voice vote asking for the votes of those for a proposition to signify by saying "Aye" and then asking for the votes of those opposed to a proposition to signify by saying "No". If, after the vote is taken and before the decision is announced, there is doubt in the Presiding Officer's mind as to the outcome he may proceed to ask for a rising vote of those "For" and "Against" and a count is taken to determine the results. There is no appeal from the results as announced by the Presiding Officer. 1/10 of the members present, however, may ask for and be granted a roll call vote. The members so asking should address the Presiding Officer and ask for a "roll call vote" or an "Aye" and "No" vote. A "roll call vote" shall be made on final passage or consideration of all bills – House, machine vote – Senate, voice roll call.

If members question the voice vote, they may call "Division" and stand. "Division" must be called between the Presiding Officer raps of the gavel. After "division" is called a standing vote will be taken.

Every member present shall be allowed a vote. A member who is absent may not be allowed to cast his vote for or against any proposition.

Once a vote is in the process of being taken it may not be interrupted for any reason.

Those delegates attempting to vote more than once on a single issue may be suspended by the Presiding Officer.

Any member shall be privileged to vote or change his/her vote at any time before the Presiding Officer announces the final vote. To do so the member should rise in his seat and announce his vote before the Speaker has announced the result of the vote.

No member shall vote for another member; nor shall any person not a member cast a vote for a member. In addition to such penalties as may be prescribed by law, any member who shall vote or attempt to vote for another member may be punished in such manner as the House or Senate may determine. If a person not a member shall vote or attempt to vote for any member, he shall be barred from the floor of the House or Senate for the remainder of the session and may be punished further in such manner as the House or Senate may deem proper in addition to such punishment as may be prescribed by law.

Revenue Bills (tax bills) may be introduced in the Senate. (This Youth Legislature rule is different from the regular Legislature where Alabama Constitution requires all bills for raising revenue to originate in the House.)

15. FEES

All fees are to be paid through the local YMCA. Government Clubs that have been established will pay their fee directly to the State YMCA Youth Legislature Office in Montgomery.

Registration fees are \$3.00 for each Government Club member registering.

All members must be registered in order for your city to participate. Delegation allotments are determined by registration numbers.

Youth Legislature fees are determined by the State Director each year. This fee covers the following: bill book, name badges, certificates, two dances, awards banquet (lunch meal), awards, transportation service while at the Conference and hotel.

All delegates and adults are responsible to pay the fee.

16. NEWS MEDIA PROGRAM

Each city should have at least one delegate make application to work in the Youth Legislature newspaper. Newspaper staff will be selected from applicants and will begin working by Officers Training.

Each delegation has a member on newspaper staff or must submit articles.

Each delegation sends a press release to local papers.

Editor – must have one year's experience on Newspaper Staff and is selected.

17. ADVISORS INFORMATION

1. Advisor and YMCA Staff Roles and Functions

The advisor's job is one of facilitating a positive experience for the young people who participate in the program. The job includes several responsibilities. An advisor should help the young people develop a schedule of meetings, a calendar for projected dates for accomplishing specific tasks and be available to provide assistance to the young people as they prepare for their roles.

Every delegation must have a responsible advisor. The advisor should receive from the local YMCA director all necessary orientation and training needed to effectively function in the program. To gain additional insight into the program an advisor should attend his/her District's Pre Legislative Training in January.

18. JUDICIAL PROGRAM

The Judicial Program was established to give students a Judicial Experience as well as a Legislative one.

1. **Judicial Format**

The judicial format is a judicial system with trial competitions between cities. Cities wishing to participate must request trial information from the State Office or the Judicial Coordinator. All cities will try the same case. A complete Trial Manual will be sent to all cities wishing to participate.

2. **Qualification of Officers**

A. Qualifications of Youth Chief Justice:

Qualified Candidate will possess....

- a. In his/her Jr. Year in High School
- b. At least one (1) year's previous Alabama YMCA Youth Judicial experience
- c. Ability to speak in public extemporaneously
- d. Knowledge of Alabama Law
- e. Knowledge of courtroom procedure
- f. Personality, Appearances, Dress, Poise and Good Voice
- g. Member of an affiliated Hi-Y, Tri-Hi-Y or Government Club

B. Qualifications of Judge:

Qualified Candidate will possess....

- a. At least one (1) year's previous Alabama YMCA Youth Judicial experience
- b. At least a sophomore in High School
- c. Ability to speak in public extemporaneously
- d. Knowledge of Alabama Law
- e. Knowledge of courtroom procedure
- f. Personality, Appearances, Dress, Poise and Good Voice
- g. Member of an affiliated Hi-Y, Tri-Hi-Y or Government Club

C. Qualifications of Bailiff:

Qualified Candidate will possess....

- a. Selected by a Judge
- b. Ability to speak in public
- c. In any high school grade (9-12)
- d. Recognized leadership
- e. Member of an affiliated Hi-Y, Tri-Hi-Y or Government Club

D. Qualifications of Sheriff and Deputy Sheriff:

Qualified Candidate will possess....

- a. Ability to speak in public
- b. In any high school grade (9-12)
- c. Recognized leadership
- d. Member of an affiliated Hi-Y, Tri-Hi-Y or Government Club

3. Procedures for Pre-Judicial Training Session

1. Each of the four (4) Pre-Judicial Training Districts will nominate (if possible) a candidate for Chief Justice. Districts are encouraged to run more than one person for this office to give all the delegates an opportunity to select the best-qualified person for office. Each candidate must submit a nomination form, endorsed by ten (10) YMCA club members, to the person in charge of his/her District session. Nomination forms may be submitted no later than one hour prior to the beginning of Pre-Judicial Training.

A person may only run for one office with the exception of Chief Justice.

2. Each of the four (4) Pre-Judicial Training Districts will elect three (3) judges from their district to serve at the Youth Judicial conference.
3. Candidates for Chief Justice will be allowed five (5) minutes including introduction for a speech to his/her district during Pre-Judicial. If time allows, he/she may be asked to speak before the general assembly at Pre-Judicial.

Candidates for Chief Justice will be allowed eight (8) minutes including introduction for a speech at Youth Judicial. If the candidate chooses to have an introduction only another YMCA club member may give it.

4. Candidates for Judge will be allowed 5 minutes including introduction. If the candidate chooses to have an introduction only another YMCA club member may give it.

Campaigning for Judges may begin one (1) hour prior to the beginning of Pre-Youth Judicial. Campaigning is limited to cards and posters. All expenses, including donations of materials or funds, may not exceed \$125.00.

Once elected, Judges are responsible for finding one (1) person to serve as their bailiff for Youth Judicial. The bailiff will provide time cards for participating teams and serve in other capacities necessary for the proceedings of the trials.

5. The election will be held by secret ballot. A run-off will be conducted in the Chief Justice and Judges race when a person does not receive a clear majority in a race of 3 or more candidates.

There will be one vote for every Hi-Y or Government Club Member in each city.

6. Report of people nominated and elected should be forwarded to Director of Youth Judicial immediately after District meets.
7. The Chief Justice Candidates will follow the same guidelines as the Youth Governor outlined on page 7 – 8.

4. **The Judicial Program is broken down into the following parts:**
- A. **Judges**
 - B. **Law Teams** – For each city participating there must be at least 1(one) prosecuting and 1 (one) defense law team.
 - C. **Jurors** – Selected from delegates attending the Conference.
 - D. **Sheriff & Deputies** – Elected at Pre Youth Judicial

5. **Procedure for Election of Chief Justice**

Campaigning for Chief Justice may begin one (1) hour prior to the beginning of Pre-Judicial. Campaign materials are limited to cards and posters. At the end of the training session all posters should be carefully taken down and all cards picked up. Each candidate is limited to \$250.00 for his/her campaign expenses. This includes donations of materials and funds.

6. **Campaign Reform:**

Donations: ANYTHING GIVEN (NOT PAID FOR). Estimates are made on the local retail cost.

Expenses are due to the State Director by the end of the first day of Youth Judicial. All reports must have receipts and an itemized report.

Limit on Chief Justice's Campaign:

- ❖ \$250.00 per each campaign, including donations and purchases
- ❖ \$125.00 limit on all other campaigns
- ❖ Cannot combine expenses of two campaigns---must keep separate records.

7. **Voting Procedures:**

The advisor for each candidate running for office will serve as an observer during the count of the vote. Advisors not having students in the election shall be responsible for counting the vote.

Election of the Chief Justice's election will be announced at the Awards' Banquet.

8. **Training of Officers**

All officers will be required to attend a Training Session.

19.

Youth in Government Calendar

The Current Calendar will be published at:

<http://www.alyig.org/calendar.html>