

YLA YOUTH IN GOVERNMENT

Advisor Manual

*Preparing the Next Generation
of Civic Leaders*



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If you have additional questions after reviewing this manual, please contact us.

We are here to help you!

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Create a Successful Youth in Government Experience

Advisors encourage and engage youth. Advisors do not need to know government or the ins and outs of YG. Just be willing to learn as you help your students learn and grow.

To their students, the Advisor provides:

- Accurate information;
- Opportunities to participate in YLA's many programs;
- Help applying classroom and volunteer lessons to YG;
- Preparation for YG;
- YLA staff at one or more meetings and activities of your group;
- Positive guidance carrying out the Code of Conduct;
- An example of caring, helping, and responsible citizenship.

To the YLA Youth in Government, the Advisor provides:

- Responsible students;
- Students and adults who carry out their responsibilities;
- Deadlines met;
- Program assistance as requested;
- Recommend qualified officer and committee chairperson candidates who will carry out the responsibilities of the position;
- Encouragement to students to do their best, respect others, and make responsible decisions.
- Adult who do not influence students on legislation, court decisions or elections.

In Advance of Youth in Government

- Orient your students to understand role they have accepted – Legislator, Justice, Lobbyist, Officer, Press, or Page.
- Prepare your students! Help them understand the process (YG manual has the information everyone needs).
- Practice your students so they can participate and intelligently discuss the issues with an informed mind open to learning, are ready to debate and can speak & vote as informed citizens.

- Review the Code of Conduct with students and parents (remember signatures are needed) and be clear each person in the delegation – youth and adults - will carry out the Code.
- Get your students ready to participate in everything, meet others, be helpful to others, make new friends, be positive and friendly, and make the effort and once at YG encourage them to participate & make the effort to participate.

During Youth in Government

- Basically, it is time to let your students enter the world. Encourage all your students to meet students from other schools, to get acquainted, to make friends, to enjoy meals with students from other schools. In other words, allow and encourage them to be on their own rather than hover around you or only with students from home. This does not mean ignore them. It does mean help them develop social skills meeting and relating to others.
- Encourage your students to reach out to resources at YG who may have knowledge and experience on the issues
- Set an example:
 - ♦ Be on time;
 - ♦ When students are to be quiet and attentive, then adults model that respectful behavior;
 - ♦ Display an openness to learning just as we all want students to learn;
 - ♦ We want students to meet peers from other schools, adults do that too;
 - ♦ We want students to be respectful and use good manners. We need to set the example so students can see good manners used by adults.
- No cell phones or texting in sessions. Cell phones, iPods, etc. may be taken for the weekend from anyone who cannot refrain from using them.
- Adults advise on procedure, YG parliamentary procedure, how to caucus with other students and build coalitions. Adults encourage. Adults do not influence votes or take positions on issues.
- Encourage respectful treatment of persons, places we use, and the possessions of others. Promote the art of diplomacy including basic good manners.
- Adult Advisors to Committees, House, Senate, Judicial, Press, Pages, Lobbyists attend each session. To observe a student present in another part of YG, just be sure the other Advisor is on duty.
- Encourage students you believe would be good officers to seek office. Our YG planning group is basically the officers. Our YLA Board counts on student officers to lead efforts to improving the program.

- Supervise your students at YG. Be sure all are in attendance at all sessions; make certain everyone meets the curfew.
- Look out for all students. Encourage, model the behavior we want in students, help keep all focused, promote respectful attitudes and good manners.
- Safety first! We want everyone to have a positive experience without injury to body, mind or soul. Let's all go home better than when we arrived!
- Everyone takes care of the facilities we use at the Capitol/Statehouse and at the Hotel! Let's keep things clean and in order. Before leaving at the end of YG, have everyone clean up their hotel rooms and spaces the group used and then have YLA staff inspect those rooms and spaces before leaving. Leave the places we use as clean or cleaner than we found them.

At Youth in Government - Advisor Job Description

All advisors will have direct delegation as well as responsibilities to the overall program. Program responsibilities could include one or more of these assignments at YG.

Capitol/Statehouse Bill Coordinator

Will advise and direct all YG office business in the capitol/statehouse building.

Responsibilities include:

Preparing for each committee session:

- Each committee chair will pick up three (3) folders from the Bill Coordinator before each committee session.
 - Folder containing the committee attendance sheet and committee procedure sheet.
 - Folder containing each bill to be heard during the timeframe in order of the schedule. Each bill should have clipped to it a disposition form and the resources.
 - Folder containing majority and minority reports, Form Z, Message Forms, and Amendment Forms for each bill being heard.

Following each committee session:

- Each committee chair will bring the 3 folders back to the Bill Coordinator.
- Each committee chair will give a verbal report to the Bill Coordinator on the actions taken on each bill. The Bill Coordinator will in turn record the actions on the Verbal Report Form.
- The Bill Coordinator will complete the Bill Order of the Day sheet for the Senate and the House for the bills passing the committees. This is the order in which the bills will be heard on the floor.

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- The committee passed bills will be put in a folder along with the Order of the Day for the House or Senate Clerk to pick up before each Chamber session. Following each Chamber session, the clerks will report back to the Bill Coordinator who will complete the next section of the Verbal Report Form.
- The committee failed bills will be filed in the Bills Defeated in Committee folders.

Chamber Clerks will pick up a folder from the Bill Coordinator with the committee passed bills and order of the day sheet and a folder with attendance sheet for the floor sessions and floor session procedures.

While the House and Senate are in session, the Bill Coordinator will prepare the Disposition Boards as to the actions taken in committee. They will also prepare the next timeframe of folders for the next scheduled committee meeting. The process will then begin again with the committee chairs picking up the folders. This will be repeated until the last session of YG.

Following the Chamber sessions and reports from the clerks from each chamber, the Bill Coordinator will complete the Disposition Board as to the chamber action, file the bills in the respective folders (Bills Defeated in Session or Bills sent to the Governor.)

The Governor or their representative are to pick up the passed floor bills from the Bill Coordinator. Following the decision of the Governor, the Governor will report back to the Bill Coordinator with the decisions taken. The Bill Coordinator will complete the Disposition Board and the final section of the Verbal Report Form.

Last Committee Meeting of YG: Before the last committee meetings of YG, the Bill Coordinator will add an envelope with election ballots and exit surveys in them to be given to each of the committee chairs instructing them that ballots are to be passed out in committee but voting does not take place until they are in Chambers.

When the House and Senate Clerks pick up the last bills of the YG session, the Bill Coordinator will also give them their packet of ballots.

The Bill Coordinator is also responsible to make sure ballots are picked up for the Pages, Press, Judicial, and Lobbyist participates.

The Bill Coordinator is responsible to make sure there is coverage in the YG office if they will not be in the assigned room or area for a time. Making sure everything is ready for the next session is most important to the flow of YG.

Committee Advisors

A minimum of one for each Committee, to meet with the assigned Committee whenever in session. They are to help and give advice but not participate in the Committee discussion of legislation. They are to make sure proper care is taken of the committee room in use. No one is to remove or move anything in the committee rooms and no one is to look in any drawers. Like the Chambers, it is an

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honor for YLA to be able to use the Committee Rooms and we need to respect that.

The Committee Advisor should also help monitor the timeframes of the committee to make sure the schedule is done timely. Time may NOT be added to the schedule by anyone other than YLA staff.

Committee Advisors should make sure during the first session, the committee chairs do an ice breaker and a practice bill to make sure proper procedures are understood. Also make sure the committee chairs have picked up the folders needed from the Bill Coordinator and that they return to the Bill Coordinator following the committee meeting with the folders and are able to give the verbal report on committee action.

During the last committee meeting of the YG session, ballots are to be given out. However, they will not do any voting until they are in the Chambers. NO EARLY VOTING ALLOWED. The committee chair should have also picked up the exit surveys for the students and the committee advisor. Those are to be completed in committee and returned to the Bill Coordinator.

Legislature Advisor and Co-Advisor

Before the opening ceremony, check with the actual House or Senate Clerks to make sure how the equipment works.

Assist session to begin and end on time, note if all youth leaders and adult leaders are present. You will be provided with a seating chart for the Chamber sessions. Solve any problems that you can, check with Directors if necessary. Make sure rules and regulations of the Senate/House are followed. Assist Presiding Officer with procedures and parliamentary procedures.

Make sure the proper respect is given to the Chamber rooms by the students. No trash to be left behind. No drinks or food in the Chambers. Students are not to bother any thing on or in the desk drawers.

Lobbyist Advisor

Coordinates the affairs of the Lobbyist between the Committees, House and Senate. Make sure the lobbyists are aware of the bill schedule, they report on time, and they know where the committee rooms are. Make sure the lobbyists are accounted for throughout the day. You will be provided with an attendance sheet.

Each lobbyist will also have a Lobbyist report to complete on each bill they lobby. If that folder is not at lobbyist table, please pick it up from the Bill Coordinator.

Make sure on the last day someone gets the ballots and exit surveys from the Bill Coordinator's office. Voting will take place in the Joint Session NOT BEFORE. Make sure the surveys are turned back in to the Bill Coordinator.

Page Advisor

Advisor meets with the pages before the opening ceremony. Make sure the pages are aware of the daily schedule as provided in the bill book. It is important that pages understand their job. During committee sessions, they will report to the committee they are assigned to. Their job is to retrieve student legislators from other committee rooms and take them to the room the legislator will be presenting their bill in. They must arrive before the time the bill is to be heard. They are also responsible for making sure notes are delivered.

The Governor's page is responsible for retrieving legislators to appear before the Governor and making sure notes are delivered.

When the House and Senate are in session, make sure the House pages report to the House Chamber and the Senate pages report to the Senate Chamber.

Governor's Cabinet Advisor

Will offer support and guidance to the Governor and Cabinet.

Press Advisor

Works with the youth in the production of a YG newspaper. All newspaper items must be approved by the Advisor before publication.

Judicial Advisor

Works with the leadership of the Judicial program to assure active participation of all Judicial students. Help to make sure proceedings are following the schedule in the Case Book.

Bus/Transport Advisor

Works with the bus/transport drivers and makes sure all students are transported to and from the Statehouse/Capitol so no one is left behind.

Hotel Advisor

Is available to give students directions to rooms, etc. Sees that students are respectful to the hotel staff. Assists with evening recreation and makes sure students are in their rooms at night.

Hotel Supervision

Supervision at the hotel is every Advisor's responsibility including evening recreation and having everyone in their own room at the 11 p.m. curfew.

Care of the Capitol/Statehouse

Everyone is responsible for the care of the Capitol/Statehouse building, rooms and furniture. No food or drinks are allowed in the Chambers, Committee Rooms, or Court.

Nothing is to be moved or removed from the rooms. Do not allow anyone to go
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through drawers or leave notes. Trash should not be left. Chairs need to be pushed in. Leave it better than it was before we got there.

After Youth in Government

- Give an update to your school Principal, Superintendent and Board of Education, and others who helped your group participate. Have your students present what they did and learned.
- Make sure your elected officers sign up for Sr. Teen Leadership Summit at Horseshoe.
- If you have anyone who wants to be considered for Associate Justice, Committee Chair, Press Editor, or the Governor's Cabinet, make sure they have the proper paperwork turned into the YG office on or before the due date.

A Huge THANK YOU to each of you that help us make Youth in Government and your local chapters a success. We can't do it without you.



BEFORE YOU SEEK OFFICE ASK YOURSELF ~



DO I HAVE THE TIME?

Officers serve the ALL YEAR. Officers are to prepare, to lead, and strengthen YLA by your service, example, and commitment.

WHAT IS REQUIRED OF ME?

- You begin your service and are required to actively participate in YLA's annual **Leadership Summit** at Camp Horseshoe in **June**. If you cannot participate the entire 6-days, your position will be revoked.
- **Bill/Case Rating** in **February**. All officers including cabinet members, committee chairs, and associate justices are required to participate in Bill/Case Rating. This is where the calendar for YG is established and officer training happens. Lobbyist are encouraged to attend so you can chose the bills you want to lobby. Members of the press are encouraged to attend.
- **YOUTH IN GOVERNMENT** in **April**. If you cannot fulfill your duties at YG, do not apply. Give that opportunity to someone who can.

Officers are ENCOURAGED to participate in YLA's annual Fall Conference in November.

TOGETHER we build a stronger YG engaging more students strengthening our schools, communities, and state.

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