

Nomination for Office

Responsibility of the Nominating Delegation (HI-Y)

- Nominate candidates with the competence to do the job. Please see Officer Duties, Local Nomination and Potential Candidates information above and Officer Responsibilities in next section.
- Nominate candidates who will do their job at these four programs.
 1. HI-Y Summit at Horseshoe in June
 2. HI-Y Fall Conference in November
 3. Bill/Case Rating in February
 4. Youth in Government in April
- Hold any winning candidate the HI-Y nominated to office accountable to do their job, and if the officer does not do the job, insist they resign their position.
- In other words, you nominated them, your HI-Y makes them do their job.

Officer *Responsibilities*

1. Lead from the bottom up - not the top down
 - Set the example;
 - Do what one asks and/or expects others to do;
 - Help others do and become their best;
 - Assert the purpose of Youth in Government to peers;
 - Insist peers achieve the highest levels of competence, personal and group conduct, respect for others both in and not in Youth in Government, facilities our program uses, achieve the Code of Conduct; Practice HI-Y's core values of *Respect - Responsibility - Caring - Trustworthiness - Honesty - Fairness - Citizenship*
2. Attitude
 - Positive, likes people, welcomes others, involves others, reaches out to help others succeed
 - **At ease in diverse places** including HI-Y Camp at Horseshoe, Fall Conference, Bill Rating and the Youth in Government —each place is different and all are deliberately chosen to engage people with people in achieving a common purpose of community building – wants to be in these places to enjoy the experience.
 - Puts others first, thinks and acts based on what is best for the group – forgets self.
3. Responsible
 - Accept and carry out responsibility;
 - Recognize that Youth in Government is youth led and adult advisor supported.
 - Insist peers be responsible for their attitudes, decisions and actions and that they all support the purpose, procedures and conduct expected by HI-Y and Youth in Government;
 - Act responsibly - it is not acceptable to say “that is the Advisor’s job,”
4. Competence
 - Know and understand your job;
 - Know the procedures related to your job, carry them out and insist peers follow them;
 - Only select others for leadership positions based on their demonstrated competence;
 - Teach peers how to use the procedures;
 - Mature in attitudes and actions

5. Involvement

- Involve others;
- Model the involvement expected by others;

6. Term of Office

- From election or appointment to the adjournment of the next YG;
- The job is done all year, not just at the spring YG session at the Capitol and that means you perform your public duties **at** –

HI-Y Leadership Summit	June	Camp Horseshoe
Fall Conference	November	Willson Center in OH Jackson's Mill in WV
Bill & Case Rating	February	Columbus
Youth in Government	April	Columbus

7. At HI-Y Camp

- Train
- Review Exit Surveys
- Determine how to strengthen the program
- Present YG to all participants, encourage their participation, train students to return home ready to train their members
- Learn how to connect HI-Y's service, civic engagement and character practices to Youth in Government
- Put into practice the community building values of Youth in Government in a residential setting
- Build a statewide network of peers practicing HI-Y's core values and advancing YG

8. At Fall Conference

- Be prepared in procedure, responsibility, how to do your job and do it so that competence is demonstrated, high standards are achieved and the message is that everyone is to perform with competence that achieves the highest standards of conduct, participation, and achievement;

9. At Bill/Case Rating

- Know your job so well and be able to perform it with competence that the level of performance by everyone is raised to the highest levels.

10. Leadership Team

Governor

1. Select Cabinet

- 4 persons
- Only one from a school
- Ideally no one from the Governor's home school
- Cabinet Applications accepted at YG and the week after YG
- Center sends applications to Youth Governor two days after due date;
- Youth Governor's selections made and Center informed one week after receipt of applications from the Center;
- Center sends letters of nomination or rejection

- Governor and Cabinet begin work at Horseshoe in June

2. Camp

- Governor and Cabinet review Exit Surveys to determine how to improve for 2007;
- With the assistance of the Cabinet, develop a legislative platform;
- By week's end, Governor determines Cabinet assignments
- Assist in training peers to participate and to train their members back home;
- Recruit new schools to participate.

3. Public

- Serve as a member of the Youth in Government Committee;
- Speak on behalf of the program at events as requested by the HI-Y Leadership Center.

4. Committee Chairs

- Appoint Committee Chairs and help them succeed.

President of the Senate and Speaker of the House

- At HI-Y Camp review Exit Surveys to determine ways to improve the Student Legislature, prepare the Legislative training portion of camp, conduct the training, identify students not in YG and recruit their participation.
- Lead their staff of Clerk and Chaplain;
- Preside over legislative sessions, insist all participate on an intellectual and productive level;

Lt. Governor (Ohio only)

- Assist and support the Governor
- Preside over the Cabinet for the Governor and lead the Cabinet in its work

Clerks

- Know your duties before you get to HI-Y Camp;
- Be prepared at HI-Y Camp to get your questions answered, to perform your duties and to assist in the operation of your House or Senate;
- Assist your Speaker or President;
- Pick up Bills and the Order of the Day from the Bill Coordinator before legislative sessions;
- Keep attendance at each session;
- Read the Bills including amendments as directed by the Presiding Officer
- Count votes, report vote to Presiding Officer
- Record and sign all legislation
- Return Bills to Bill Coordinator, submit completed Bill Disposition and verbally report action taken on each Bill

Chaplains

- Come to Horseshoe with ideas and materials for messages with an impact;
- Be ready to learn at Horseshoe how to be effective Chaplains;

- Present messages with an impact at HI-Y Camp, Fall Conference, Bill/Case Rating and then at Youth in Government to call participants to the program's purpose;
- Assist the Speaker or President;

Press Editor

- Come to Horseshoe with ideas and materials on how to create an effective YG Newsletter;
- Set an example for the Press Corps by writing articles;
- Take a mead in creating outstanding YG newsletters;
- Encourage, lead, involve and insist all Press Corps members perform with competence;

Cabinet

- Support and represent the Governor's view on proposed legislation;
- Help all participants succeed;
- Report to the Governor legislative views of Committees, Legislature and members;

Competence

A number one goal is to raise the level of competence of legislators, Committee Chairs and all officers. Success requires a joint effort by Officers, Staff and Advisors. All must be on the same page with this. Officers must accept their responsibility to lead their peers in directions required for a successful YG. Officers must take on responsibility to stand up to their peers when needed to correct or re-direct them and must always stand up to lead them in the direction required for success. Any officer who cannot do this is expected to resign so that a person who can do the job with the right attitude can be appointed to get the job done.

Before Seeking Office

Potential candidates are to be sure they have the attitudes to positively participate in and provide the leadership needed for HI-Y Camp at Horseshoe, Fall Conference, Bill Rating and Youth in Government session to be successful for other participants. Candidates must be sure they can commit the time the position requires. Do not seek the office, get it and then later ask to be excused from any of the position's four (4) programs. Others who ran and were defeated were fully prepared to carry out their duties and these four programs and there were others who did not run because they knew they could not.

It is not just to get the office - it is to carry out the commitments of the office.

Remember - Any officer who does not attend HI-Y Leadership-Service Summit at Horseshoe in June for whatever reason vacates their office since they are not there to do it. Another person at the summit will be appointed to the position. The new officer will complete the term of office through the April YG conference.

Officer Qualifications

1. One year of previous Youth in Government experience required for all offices except Governor candidates must have two years of YG experience. Governor candidates may count the current year participation as one of those two years.
2. Capable and willing to carry out the responsibilities listed in beginning of this section.