

OHIO-WEST VIRGINIA STATE YMCA

Youth in Government Student Manual

Leadership Positions

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Leadership Positions

Officer Responsibilities and Qualifications

YG officers must be members of a HI-Y currently affiliated with the HI-Y Leadership Center.

Officer Responsibilities are Performed at Four (4) Programs

- 1. HI-Y Leadership –Service Summit**
June YMCA Camp Horseshoe
- 2. HI-Y Fall Building Leaders Conference**
November Jackson’s Mill
- 3. Bill & Case Rating**
February Columbus for Ohio
 Charleston for West Virginia
- 4. Youth in Government**
April Columbus for Ohio
 Charleston for West Virginia

Local HI-Y Nomination

- 1. Before a HI-Y holds its nominating meeting, be sure every candidate has the competence, commitment, time, people and social skills as well as attitudes required for success. Officers must be at ease in diverse places – Horseshoe, Fall Conference, Bill Rating and YG – and be able to positively contribute to the success of the program offered in each place.**
- 2. Candidates must win the nomination of their local HI-Y for the office sought.**

In other words, a person cannot just decide to run for an office. The person must secure the nomination of their local HI-Y.

- 3. Delegations may nominate no more than one (1) candidate per office.**

The HI-Y must have an officer nominating meeting. Every candidate is to have a chance to seek nomination. If there is more than one candidate seeking the nomination for an office, the HI-Y will take a vote. The winner of that vote becomes the nominee.

4. Delegations submit their official nomination(s) on the Officer Candidate Nomination form in the Legislative manual by the deadline in the YG Calendar.

Potential Candidates

Before seeking the nomination for an office, make sure –

1. Officers lead YG in four very diverse places and programs. An officer must be at ease in these places – Horseshoe, Fall Conference, Bill Rating and YG. These places are intentionally chosen for the unique ways each calls people to engage with people in community building. YG is more than parliamentary procedure, passing laws and debate.

YG is about being a citizen with others . . . and this takes place in real places where people must act to build community. Because these places and programs are reality – not a virtual reality – they require real people (officers) whose positive attitudes and actions build the common good.

2. One can commit the time, work and money the position requires. Check one’s calendar, check with parents and be sure the family’s calendar will allow the commitment of the significant time the office requires. Check one’s financial position – that of the family and the local HI-Y to be sure the money is available. If both time and money are available, lock them in to assure they will still be available if the office is won.

Do not seek the office, get it and then later ask to be excused from any of the position’s four (4) programs officers are to help lead to success. Other defeated candidates were fully prepared to carry out their duties at these four programs and there were others who did not run because they could not.

3. An officer who does not attend HI-Y Leadership Summit at Horseshoe in June vacates their office since they are not present to do it. Another person at the summit will be appointed or elected to the position. The new officer will complete the term of office through April YG.

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 below.
- 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 Summit 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.”
- Capable and willing to carry out the responsibilities listed in this section of the manual.

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 Statehouse/Capitol and that means you perform your public duties **at** –

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

7. HI-Y Summit

- 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. Summit

- Governor and Cabinet review Exit Surveys to determine how to improve for next year
- 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

President of the Senate and Speaker of the House

- At HI-Y Summit review Exit Surveys to determine ways to improve the Student Legislature, prepare the Legislative training portion of summit, 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 Summit
- Be prepared at HI-Y Summit 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
- Court 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 Summit, 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 lead 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 Summit at Horseshoe, Fall Conference, Bill Rating and Youth in Government sessions 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 at these four programs and there were others who did not run because they knew they could not.

One year of previous Youth in Government experience required for all offices except Governor Candidates, who must have two years of YG experience. Governor Candidates may count the current year participation as one of those two years.

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 will be appointed to the position. The new officer will complete the term of office through the April YG Conference.

Election Procedure at Youth in Government

Candidates demonstrate their ability to do the responsibilities of the position they seek. There is no campaign, campaign speech, campaign material or phone campaigns.

Delegates **are responsible to vote for the best candidate** and are not to be influenced by their Advisor or others seeking to determine the outcome of an election.

Candidates Follow This Procedure

Chaplain candidates give a three (3) minute presentation that calls (challenges) the Legislature to its purpose.

Clerk candidates sight read a Bill selected by the Presiding Officer.

Lt. Governor (Ohio only) candidates speak for 2 minutes on the "Role of the Lt. Governor in the Student Legislature."

President and Speaker candidates preside over a session of the *Legislature using a Bill before the Legislature as determined by the Legislative Calendar or a Bill of their choice*. The candidate selects the Bill, a person to be Clerk, Authors, Minority and Majority Reporters and Legislators to speak for and against the Bill. Candidates exhibit their knowledge of the procedure by conducting the session that lasts no more than five (5) minutes. The procedure used is:

“The Student Legislature is in session.” (gavel to order)

“This being an extraordinary session, we will dispense with the Chaplain’s message, the reading of the Journal and the Order of the Day.”

“Is the Author of the Bill present?” (Recognize the Author for a 30 second presentation of the Bill)

“Is there a Majority Report?” (no more than 30 seconds)

“Is there a Minority Report?” (no more than 30 seconds)

“The question is, shall the Bill pass?”

After 3 to 5 minutes of discussion and debate, the Chair will call for the question and proceed with the vote. “The question is, shall the Bill pass?” Those in favor say “aye.” Those opposed, say “nay.” (The Chair then declares the Bill passed or defeated.)

Governor candidates speak for 3 minutes on their “Legislative Agenda for the Student Legislature.”

A word of advice to Governor candidates – *Avoid making “deals” with other Governor candidates to appoint each other to the Governor’s Cabinet*. Upon election, one may find that defeated officer candidates may not be the best person(s) to appoint. Don’t get boxed in.

There is always an opportunity during the appointment period to appoint one or more defeated candidates if they apply and appear the best person(s) for the job.

Voting Procedure

A simple majority of these eligible votes determines the winning candidate.

<u>Officer</u>	<u>Eligible Votes</u>
Governor	Legislators, Supreme Court Justices, Press, Lobbyists, Officers
Lt. Governor (Ohio only)	Legislators, Supreme Court Justices, Press, Lobbyists, Officers
Clerk & Chaplain	Legislators
Speaker	Members of the House
President	Members of the Senate
Chief Justice	Supreme Court Justices

Note – In case of an office with only one candidate, voters mark their ballot for the candidate or write no. Write ins and unmarked ballots are not counted.

Committee Chair & Vice Chair Qualifications & Responsibilities

Committee Chairs

Qualifications

- 1. One Year's experience as a Legislative Delegate.**
- 2. Know the procedure, can implement it and get all committee members to use it.**
- 3. Effective at group facilitation resulting with everyone involved.**
- 4. Participates on an intellectual and productive level.**
- 5. Skills in record and attendance keeping, reading and writing.**

Can Not be a Bill Partner with another Committee Chair or Vice Chair candidate.

Selection Procedure

- 1. Candidates submit an application that is endorsed by their Advisor.**
- 2. The Speaker and President begin making Committee Chair appointments prior to the June Leadership Summit, during the Summit and, when needed at the HI-Y Fall Leadership Conference. In the event that Chair positions are open after these times, HI-Y staff may make appointments.**

Opportunities to Learn and to Gain Leadership Experience as a Committee Chair

- 1. Committee Chairs are encouraged to participate in the HI-Y Leadership Summit in June for training, practice, relationship building with other students, and experience leading including leading committees.**
- 2. Committee Chairs are encouraged to participate in the HI-Y Fall Leadership Conference to gain experience working with other students, to conduct YG sessions including Committee meetings, and to provide leadership to the overall program.**
- 3. Bill Rating/Officer Training/Committee Chair Training in February needs the active participation of Committee Chairs. This is the first time Committee Chairs get to see the student legislation proposed for the April YG. Committee Chairs also play a key role in setting the Legislative Calendar (determining when Bills are considered) by participating in the Bill Rating Process.**

Responsibilities

- 1. Prior to Youth in Government, study all Bills assigned to the Committee and review all Bills presented to YG. It is also helpful to contact the Bill Authors who will appear before the Committee, the Lobbyists, Cabinet members and Officers.**
- 2. Represent the committee to the Bill Coordinator.**
- 3. Carry out the Committee procedure.**
- 4. Lead the Committee in active participation on the Floor in the debate on Bills referred by Committee. Get your Committee**

members to make the Committee's views known to all members during Floor sessions.

Committee Vice Chairs

Qualifications

- 1. Able to preside in the absence of the Chair.**
- 2. Basically, have the same qualifications as the Chair.**

Selection

Senate Vice Chairs are appointed by and responsible to the President of the Senate and House Vice Chairs are appointed by and responsible to the Speaker of the House.

Responsibilities

- 1. If at all possible, attend the Officer Training/Bill Rating session in February.**
- 2. Prior to Youth in Government study all Bills assigned to the Committee.**
- 3. Serve as Clerk of the Committee.**
- 4. Assist the Committee Chair.**
- 5. Preside in the absence of the Chair. The Chair and Vice Chair cannot be Legislative partners. Both cannot be absent from the Committee at the same time.**