



ADVISOR'S HANDBOOK

2017

Oregon YMCA Youth & Government

The Family YMCA of Marion and Polk Counties

685 Court St NE

Salem OR 97301



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Introduction

Welcome to the Oregon YMCA Youth and Government Program. This program is designed to inform and to help high school students understand the problems, privileges, obligations, and responsibilities of leadership in our American democracy by participating in a form of legislative process similar to that of our state government.

From October through December, students determine what they believe to be the legislative needs of Oregon and then transcribe those ideas into a written bill, resolution or memorial. Workshops may be held in your school or other convenient locations to assist in the drafting and refining of the measures. Local attorneys may provide additional technical assistance.

In January, the students and their advisors attend a pre-legislative assembly in Salem where they receive training as legislators and practice committee and floor debate procedures. The Speaker of the House, President of the Senate and House & Senate officers are elected, committee chairpersons are selected, and district candidates for Youth Governor are nominated during the assembly.

Measure books containing all of the bills, resolutions, and memorials prepared by the students are distributed at the pre-legislative assembly. This allows the delegates ample time to review all of the proposed legislation before they convene for the legislative session in Salem.

The delegates meet at the State Capitol in Salem for the three-day legislative experience the third week in February. Their proposed legislation is considered in committee and, if approved, is then debated upon the floor of the House and the Senate. Successful measures are then forwarded to the Youth Governor for consideration and approval or veto.

The Youth Governor succeeds from the Youth Secretary of State position, which is chosen by ballot from the candidates selected at the pre-legislative assemblies from the previous year. He or she is sworn into office in a special ceremony attended by all of the students and numerous elected state officials, including the Governor of Oregon.

The Youth Governor also attends the National Youth Governors' Conference in Washington D.C. the following summer along with the Youth Governors of approximately 30 other states. The YMCA of the USA and each state's Youth and Government Program pays the Youth Governor's expenses at the conference.



Policy Statement

The YMCA Youth and Government program is conducted nationally in over 40 states. It is an educational program designed to help prepare high school students for their responsibilities as adult citizens in our American democracy. The program is built on the principle that learning is best achieved not by reading or talking about citizenship, but by practicing it. A "Model Legislature" conducted and led by the students themselves provides this opportunity.

The program is designed to teach young adults how laws are made in the state in which they live. Students study and investigate real issues as they see them. They draft measures addressing these issues that they must present and defend in committee, on the floor of the House and Senate, and in the Youth Governor's office. They must balance politics with principles to insure that their measures successfully make it through the process.

"Free inquiry is essential in dealing with young people. Nor should we discourage them in their search for understanding. The YMCAs are committed to programs of serious study of problems. We affirm the desirability of the open platform. The American way has, since the founding of our nation been that of a free market for ideas."

-from a speech by a former YMCA executive director

The Oregon YMCA Youth and Government Program Committee strives to insure that:

- The program is available to all students without regard to race, color, creed, sexual orientation or religious affiliation.
- The program is open to freshman, sophomore, junior, and senior level high school students attending public, private, special education, or home schools.
- Students will select their own "legislative issues".
- Students will be urged to investigate and objectively consider all points of view before drafting their legislation.
- Students will author their own measures and will utilize adult counsel only for assistance with form and style.
- Advisors do not attempt to influence the delegates to be for or against measures. However, they should encourage and assist the delegates to examine all sides of legislative issues, to think clearly and objectively, and to determine their own position.
- Advisors are enlisted from a broad diversity of interests and backgrounds, without regard to political affiliation, but rather for their qualifications as educators in the process of the American government.



The Program in Salem

The Oregon YMCA Youth and Government Program in Salem provides some of the most exciting days of a high school student's life. It includes activities that not only help the participants become knowledgeable about and experienced with the legislative process, but also learn a great deal more about themselves and others.

Wednesday Workshop

The Youth Governor candidates, Speaker of the House, President of the Senate, their respective officers, and committee chairpersons meet in Salem for an evening of intensive training about parliamentary procedure, effective committee management, legislative processes and leadership concepts.

Thursday

Students and their advisors arrive at the Salem Family YMCA in the morning to register, meet new friends, and receive their room assignments. After lunch on their own with their delegations, students attend House and Senate Special Sessions to be sworn in as Youth Senators and Representatives and review the Standing Rules of Procedure. They also meet in a special Joint Session to hear the election speeches of the Youth Governor candidates and cast their ballots.

They then meet in an Opening Joint Session for a welcoming address by the Governor of Oregon, announcement of the election results, and the swearing in of the newly elected Youth Governor by the Chief Justice of the Oregon Supreme Court. Oregon's Elected State Officials and other state dignitaries frequently attend the Opening Joint Session resulting in an exciting and memorable experience.

After dinner is served by members of the First Presbyterian Church, the students spend the evening in committees working with their Committee Advisors and Technical Consultants. This time is set aside for them to re-write sections of their measures, practice their pro and con arguments, and prepare for the busy day of committee meetings and House and Senate Sessions that lay ahead on Friday.



The Program in Salem (cont.)

Friday

The students spend the morning in committees debating and voting their measures. After lunch on their own, they assemble as Senators or Representatives to debate the measures that were voted “do-pass” out of committee. Measures that are passed by both the House and Senate are then forwarded to the Youth Governor for approval or veto.

However, it is not all work. After the catered Youth Governor’s Banquet at the First Presbyterian Church, the students may dance, challenge friends at a variety of games, relax in the YMCA swimming pool, or just enjoy talking with their friends.

Saturday

The last day starts early. The House and Senate reconvene to continue considering the measures passed out of committee. It is a frantic, stressful, and exciting time as students attempt to get their and their colleague’s measures through the system and signed by the Youth Governor before the 3:30PM adjournment. After the final address by the Youth Governor, the students say their goodbyes – the seniors looking forward to finding their new friends on college campuses in the fall, and the sophomores and juniors already working on next year’s strategies.



Advisor Responsibilities

The Advisor's task is to promote Oregon YMCA Youth and Government in his or her YMCA or school, to identify interested students, to encourage and assist these students in their research and drafting of proposed legislation, as well as proper parliamentary procedure, to arrange transportation for and accompany their delegation to the pre-legislative assembly in January and to the legislative session in February.

Main Areas of Responsibility

Registration:

- Coordinate the registration process of the delegates from the school or YMCA, and insure that all deadlines are met.
- Fill out and submit required registration forms and fees as directed.
- No registration fee is charged for advisors, delegation leaders, YMCA staff or volunteers, or Youth and Government Program Committee members.

Preparation of Students:

- Facilitate meetings for students to prepare their measures and produce them in proper form.
- Coordinate sessions to assist students with parliamentary procedure.

Housing:

- Students who require lodging will be housed in the Regional Training Institute barracks at Western Oregon University. The barracks have the ability to house 20 same-sex individuals in each room. Students will be required to bring sleeping bags and pillows.
- Housing may be arranged at special request for advisors. Also, the program arranges for special rates at a local motel near the YMCA and the Capitol.

Transportation:

- Students are not permitted to drive vehicles to Salem. The Youth and Government staff must approve any exceptions to this rule.
- Advisors are responsible for the transportation of their students to and from Salem, Oregon; YMCA Youth and Government will provide transportation during the program.
- Advisors are requested to remain at the Salem Family YMCA on Thursday and Friday evenings until all their students are accounted for and transported to lodging or picked up by their families.
- Special parking permits are available for advisors. However, we are able to obtain only one permit for each delegation.



Advisor Responsibilities (cont.)

Advisor Role in Salem

- Advisors are responsible for the whereabouts, conduct and welfare of their students at all times during the session.
- Disciplinary issues will be managed by consultation between Youth and Government staff and the advisor. Since school policies will generally apply, Youth and Government staff will defer to the policies of the advisor's school and the advisor's preference of how to handle the incident.
- Meetings of advisors are called at various times during the session for briefings, feedback, and program assignments. Some advisors will be requested to fill specific assignments throughout the session. Help is needed to handle all the details of the program and to be able to plan more effectively for the future.
- Advisors should be visible and available to their students at all times to assist with questions, problems, etc.
- Seating charts and students' seating assignments will be available to enable advisors to check on their students' attendance and participation in the committee and House and Senate sessions. Absences should be reported to Youth and Government staff for double-checking.



Program Preparation Timeline

SEPTEMBER – Planning and Organization time:

Study the advisor handbook. You should have completed or be completing the following:

- Recruit participants with student bulletins, flyers and posters. Make announcements in school, and hold a preliminary interest meeting.
- Have interested students sign up, and hold a program orientation meeting.
- Put all important dates on the calendar and verify that all potential participants can attend.
- Elect/appoint a student leader to assist with training meetings, placing the delegation vote at pre-leg, etc.
- Assist students with their topic selection, identify issues students may wish to research and begin the research process. Note: there is a minimum of two students per measure and a maximum of three. Each student may sponsor only one measure.
- Invite a lawyer/public official to assist with measure research or legislative procedure.
- Hold meetings with students to go over position descriptions, set training session times and dates.
- Plan to raise funds, if necessary, to help finance fee reductions and/or transportation for students.
- Contact your local YMCA to see if they have Teen Program staff that may assist with your delegation, assist with transportation, etc.

OCTOBER/NOVEMBER – Training time:

- Begin training students in parliamentary procedure, measure writing, and the legislative process.
- Students form measure-drafting teams (at least two and not more than three students per measure – only one measure per student). Students brainstorm ideas and issues for measures, decide on a measure topic, and begin research.
- Information will be sent upon receipt of Intent to Participate Form. Review the registration details and add deadline dates to your calendar.
- Photocopy all forms and necessary information for students. Continue training sessions.
- Collect fees, registration and housing forms from each participant. Check the spelling of names and be sure all information is filled in and participant and parent sign forms.
- Students filing to run for an office should begin preparing their speeches for pre-leg (with advisor assistance.)
- Continue drafting measures.
- Arrange transportation for pre-leg and the session in Salem.



Program Preparation Timeline (cont.)

OCTOBER/NOVEMBER – Training time (cont.):

- Recruit community resources (legislators, attorneys, etc.), to attend a meeting or be available for technical support.
- Locate availability of ORS (Oregon Revised Statutes) in your community or on-line. Try libraries, courthouse, and local attorneys for additional resources.
- Call the Youth and Government staff for assistance, if necessary, or to obtain names of committee members that are available for help with measure drafting.
- Set up a minimum of three meetings to review measure writing instructions, registration procedures, reinforce deadlines, answer questions and solve problems on measures.
- Have guest speakers attend meetings. They may offer legislative insight, assist with technical problems, or provide personal background to serve as role models for students.
- This is the time period where students must be closely monitored to ensure that they are progressing in the measure writing process.

DECEMBER – Registration, fees and measure submission:

- *All registration forms (including any Declarations of Candidacy and your Delegation Record Form) are due, postmarked as per the calendar in Bulletin 2. Late registrations will not be accepted unless you have prior approval from the State Director.*
- All fees are due. Late fees will not be accepted unless you have prior approval from the State Director.
- Finish drafting measures. Review them for typing or grammatical errors and have students correct them, if necessary. (Note: measures should be correctly formatted and ready as they will be placed into the measure book as received).
- Late measures will not be accepted unless you have prior approval from the Program State Office.
- Continue training sessions on parliamentary procedure. Review Committee, House and Senate processes with candidates.
- Confirm transportation arrangements.



Program Preparation Timeline (cont.)

JANUARY – Pre-Leg

- Pre-Legislative session held in Salem. Attendance is very important.
- Meet with your students to discuss any questions about pre-leg, etc. before the session in Salem.
- Send a press release to your local paper.
- Arrange your own housing in Salem for the session. (Contact State Director if you need assistance.)
- Review what is expected of the students in Salem and practice Parliamentary Procedure. This time may also be spent assisting your students with further research regarding their measures. The better prepared they are for debate, the better chance they have at getting their legislation passed.
- Make arrangements for your substitute and transportation of your delegation, along with any permission requirements by your school/district.

FEBRUARY – Legislative Session

GOOD LUCK!!



Bulletin Contents Schedule

Bulletin 1 is mailed to all high schools and YMCA's in Oregon. Bulletins 2, 3 & 4 are sent electronically to those schools and YMCA's indicating an interest in participating in the program. Bulletin 5 is distributed during the check in process at the beginning of the session in Salem.

BULLETIN 1 (September)

- Program Description
- Calendar Summary
- Interest/Intent Form

BULLETIN 2 (October)

- Program Registration Material
- Online Registration Instructions
- Applications for Office
- Conduct Policy

BULLETIN 3 (December)

- Pre-Leg schedules and maps
- Committee Chair Evaluation Details

BULLETIN 4 (January)

- Roster of Youth Officials
- Information on Officer Training
- Roster of Committee Advisors
- Information on CONA

BULLETIN 5 (Distributed in Salem during check-in on Thursday)

- Detailed Schedule for Salem Session
- Committee Assignments
- Rosters

MEASURE BOOK (Distributed at Check-In)

- Measures
- Seating Charts for House and Senate
- Standing Rules of Procedure
- Measure Flow



Youth Delegate Responsibilities

Senators and Representatives have the primary responsibility for the success of the program through the selection of competent and caring leadership, and the maintenance of decorum in Committees, the House and the Senate; while actively participating in the program, and the thoughtful consideration of all legislation presented.

Each Delegate Shall:

- Conduct him/her self in a manner consistent with the surroundings and the program by demonstrating the concepts of Caring (concerned, aware, polite & helpful); Honesty (integrity, trustworthiness, fairness & just); Respect (acceptance, empathy, self-respect & tolerance); and Responsibility (commitment, courage, service & health).
- Actively co-sponsor one measure.
- Be prepared to present, debate, and clarify his/her proposed legislation in committee.
- Be prepared to debate on the floor of the House or Senate the issues involved in all measures presented for consideration.
- Work with other students to insure follow-through and understanding of the proposed legislation by the Youth Governor.
- Enthusiastically promote and support fundamental democratic principles.
- Participate in all functions and activities.
- Set a high standard of personal ethical conduct.



Qualifications and Responsibilities of Officers

All students wishing to run for an office must file a Declaration of Candidacy by the deadline date specified in the current calendar. Write-ins will be allowed for the Youth Governor candidate, President of the Senate, and Speaker of the House at pre-leg. However, write-in candidates will not be introduced or allowed to give a campaign speech at pre-leg, but they may actively campaign and hand out flyers, or put up posters. No write-in candidates are allowed for committee chair or at the Secretary of State election during the session in Salem.

Secretary of State (Youth Governor the following year)

Qualifications:

- Maturity, judgment, knowledge of public affairs and public speaking, and must have attended at least one prior Youth Legislature.

Responsibilities:

- Serve as a role model for program participants.
- Attend the Wednesday Workshop for Legislative Leaders.
- Be familiar with the content of all proposed legislation.
- Give the inaugural address to the Opening Joint Session.
- Give the closing address at the Closing Joint Session.
- Preside over the Youth Governor's Banquet.
- Sign or veto each bill passed by the Legislature.
- Serve as an ex-officio member of the Program Committee of the Oregon YMCA Youth and Government Program during the succeeding year.
- Attend the National Conference of YMCA Youth Governors in Washington D.C.

President of the Senate

Qualifications:

- Poise, mental alertness, thorough knowledge of parliamentary procedure, a high degree of ability as a presiding officer and must have attended at least one prior Youth Legislature.

Responsibilities:

- Serve as a role model for program participants.
- Attend the Wednesday Workshop for Legislative Leaders.
- Preside over all sessions of the Youth Senate and Senate docket committee in accordance with the Standing Rules of Procedure.
- Be responsible for an inspirational message (poem, music, reading, etc.) at the opening of each session.
- Work with legislative committees.
- Preside at joint sessions of the Legislature.



Qualifications and Responsibilities of Officers (cont.)

Speaker of the House

Qualifications:

- Poise, mental alertness, thorough knowledge of parliamentary procedure and the program, Standing Rules of Procedure, a high degree of ability as a presiding officer. Must have attended at least one prior Youth Legislature.

Responsibilities:

- Serve as a role model for program participants.
- Attend the Wednesday Workshop for Legislative Leaders.
- Preside over all sessions of the Youth House of Representatives and House docket committee in accordance with the Standing Rules of Procedure.
- Be responsible for an inspirational message (poem, music, reading, etc.) at the opening of each session.
- Work with legislative committees.
- Preside over Thursday night dinner.

Clerk of the House or Senate

Qualifications:

- Good organizational and reading skills. Must have attended at least one prior Youth Legislature.

Responsibilities:

- Serve as a role model for program participants.
- Attend the Wednesday Workshop for Legislative Leaders. Custodian of all official documents of the House or Senate.
- Receive and place legislation on the official docket as it comes out of committee or from the other chamber of the Legislature.
- Assist the presiding officer as requested.

Reading Clerk of the House or Senate

Qualifications:

- Outstanding reader and speaker with good organizational skills.

Responsibilities:

- Serve as a role model for program participants.
- Attend the Wednesday Workshop for Legislative Leaders.
- Read measures to the legislators as requested.
- Take roll calls.
- Read aloud items brought before the Legislature as requested.



Qualifications and Responsibilities of Officers (cont.)

Sergeant-At-Arms of the House or Senate

Qualifications:

- Good people skills and capable of handling large groups of persons in a mature manner. Willingness and ability to enforce rules of the House or Senate.

Responsibilities:

- Serve as a role model for program participants.
- Attend the Wednesday Workshop for Legislative Leaders.
- Maintain order in the House or Senate, and at all official legislative gatherings.
- Aid and assist in directing all alternates, observers, and visitors to the galleries.
- Permit only persons bearing appropriate floor passes to be on the floor of the House or Senate.
- Assist the Page Advisor with the supervision of the pages, as requested.

Committee Chairpersons

Qualifications:

- Experienced at presiding over meetings and capable of handling large discussion groups in a mature manner. Must have attended at least one prior Youth Legislature. Willingness and ability to use Standing Rules of Procedure in committee sessions.

Responsibilities:

- Serve as a role model for program participants.
- Attend Wednesday Workshop for Legislative Leaders.
- Preside over all committee meetings in accordance with the Standing Rules of Procedure.
- Report to the House and Senate regarding committee action taken.
- Attend House/Senate docket committee meetings.



Qualifications and Responsibilities for Other Positions

Pages

Qualifications:

- Freshman students from the Salem area may participate in the program as Pages to the Youth Governor, Speaker of the House, President of the Senate, and the legislators.
- A Youth and Government Program Committee member or schoolteacher serves as their advisor during the session in Salem. Housing and transportation are not provided. However, they are welcome to attend the Thursday and Friday evening functions if they desire. Contact the Program Director for further information regarding registration, etc.

Responsibilities:

- Act as messengers between Governor's office, House and Senate and within these areas.
- Attend training sessions and any other page meetings called in Salem.

Photographer

The student photographer may be selected by the Program Director in coordination with the school advisors. The photographer is not a legislator and does not write a measure or participate in the legislative process. He/she has unlimited access to the Youth Governor's office, committee sessions, and the floor of the House and Senate for the purpose of taking photos for the Friday evening slide show.

The photographer must provide cameras and slide projectors (although the YMCA may have some equipment available if needed.). The photographer will receive the same housing and meals as a legislator. If you have a student who is qualified and interested, please contact the Program Director for more information.

Qualifications:

- Good working knowledge of cameras and photography equipment, knowledge of fill, processing and printing techniques, slide show equipment and set-up, and ability to work under pressure and with other people.

Responsibilities:

- Obtain photographs suitable for a slideshow during Pre-Leg, the Wednesday Workshop for Legislative Leaders and at the legislative session in Salem.
- Create a slide show for presentation at the Youth Governor's banquet.
- Be aware of and seek out newsworthy events.



Youth and Government Legislative Procedures

All measures are published by the Oregon YMCA Youth and Government State Office in the Measure Book that is distributed to each student. Each measure and its sponsors are assigned to a committee. Delegates should review all measures in the book and be thoroughly familiar with the measures assigned to their committee by the start of the session in Salem.

The Oregon YMCA Youth & Government Program usually has between 5 and 10 committees. An advisor is assigned to each committee to assist with questions about procedure. A Legislative Advisor with experience in state government is also on hand for all committees to consult with. The advisor and consultant assist only when requested by the committee and are not to express opinions on the substance of the measures.

The first order of business for the committee is the prioritizing of its measures for subsequent consideration. Before prioritizing, the committee should hear from a sponsor of each measure and have an opportunity for questions. The committee's priority does not necessarily influence the priority of a measure on the floor of the House and Senate. It determines only when the committee hears the measure.

Measures should be prioritized based on:

- Author's Presentation – speaking ability, knowledge of subject matter, clarity of presentation
- Measure Content – a solid solution to the problem, clearly presented and easily interpreted
- Feasibility – practicality and cost effectiveness
- Importance – the significance of the problem and the solution
- Technical Accuracy – the problem and solution are both well documented and researched
- Debatability – thought provoking and exciting to debate

The function of the committee is to recommend which measures should be voted favorably upon by the entire legislature. Key functions in committee should include:

- Reading the measure thoroughly
- Understanding what the measure will accomplish
- Discussing alternatives and consequences
- Working with the measure to realize the best solution to the stated problem
- Amending measures when appropriate
- Passing or defeating measures



Youth and Government Legislative Procedures (cont.)

The committee chairperson will send a report, including the priority in which the committee desires the measures to be considered, to the Clerks. The Docket Committee then determines the priority the measures will have. Each committee's first priority measure will be docketed before any second priority and each second priority will be docketed before any third priority, etc. Time will not permit all measures that pass committee to be debated in the House and Senate. Therefore, each committee prioritizes its measures to assist the House and Senate with determining which measures to consider first.

The measures are evenly divided between the House and Senate. Sponsors are assigned to the same committee as their measure. The primary sponsor of each House measure is assigned to the House and the primary sponsor of each Senate measure is assigned to the Senate. Secondary sponsors are assigned to the opposite assembly to insure that the measure has a sponsor in both the House and the Senate. A third sponsor would be assigned to the House because it has a larger seating capacity.

During the House and Senate sessions, the presiding officer will direct the Reading Clerk to read the title of the measure to be considered. The sponsor will then be recognized for a two minute presentation explaining the measure and why it should be passed. The members are then allowed to ask questions of the sponsor. Debate follows in accordance with the Standing Rules of Procedure.

When a measure passes both chambers, it is sent to the Governor for approval or veto. Measures approved by the Governor have successfully completed the process. Measures that are not either signed or vetoed by a specified time are considered to be "approved." Measures that are vetoed are returned to their original chambers for a possible veto over – ride procedure in accordance with the Standing Rules of Procedure.



Awards

Awards are presented to the students at the end of the Closing Joint Session on Saturday.

William T. "Doc" McLean Master Measure Award

The goal of this award is to recognize excellence in measure writing regardless of the political popularity of the subject matter of the measure.

This award is determined by the Oregon Youth and Government Program Committee based on several criteria, including:

- Improves the quality of life in Oregon
- Written in proper measure form
- Uses proper English
- Demonstrates an innovative approach or idea
- Shows creative thinking

Don Andrews Oregon Heritage Award

The goal of this award is to recognize the winning student and their school for "Refining Oregon for Future Generations".

This award is determined by the popularly elected student leadership* based on several criteria, including:

- Preserves and/or enhances Natural Resources
- Reflects Oregonians' independent thinking
- Demonstrates Oregonians' creative problem solving abilities

*Governor, Secretary of State, House Speaker and Senate President

Wallace P. Carson Outstanding Senator and Representative Award

The goal of this award is to recognize excellence and outstanding behavior of student legislators. Students are nominated by their fellow peers from their respective chamber. The Oregon Youth and Government Program Committee will review the nominations and select the finalists based on the following criteria:

- Represents the values of the YMCA both on and off the chamber floor
- Demonstrates leadership qualities, whether or not serving as an officer
- Speaks to issues with clarity and passion without putting down other delegates
- Follows rules of parliamentary procedure
- Speaks to a variety of issues without monopolizing the debate
- Encourages and guides others to participate in the legislative process



Awards (cont.)

Outstanding Delegation Award

The goal of this award is to recognize excellence of a delegation.

Advisors, Staff and the Youth & Government Program Committee will determine the winner of the award based on the following criteria:

- All deadlines met
- All measures follow proper form and style
- Delegation follows established rules during the conference
- Delegations attend all conference functions