



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

# **LEARN**

# **LEAD**

# **SERVE**

**Middle School Youth And Government Manual**  
**New York YMCA Youth And Government**



**[WWW.YMCANYS.ORG/YAG](http://WWW.YMCANYS.ORG/YAG)**

# NEW YORK YOUTH AND GOVERNMENT MIDDLE SCHOOL MANUAL

## TABLE OF CONTENTS

<b>New York YMCA Youth And Government</b>	<b>2</b>
<b>What is a Model State Assembly?</b>	<b>3</b>
<b>Frequently Asked Questions</b>	<b>4</b>
<b>Sample Conference Schedule</b>	<b>4</b>
<b>How do I get started?</b>	<b>5</b>
<b>Choosing Your Group</b>	<b>6</b>
<b>Writing Your Bills</b>	<b>7</b>
<b>How a Bill Becomes Law at the Student Assembly</b>	<b>8</b>
<b>Preparing Your Team</b>	<b>9</b>
<b>Student Roles</b>	<b>10</b>
<b>Candidates &amp; Elections</b>	<b>11</b>
<b>Awards &amp; Recognitions</b>	<b>13</b>
<b>Advisors</b>	<b>14</b>
<b>Conference Schedule with Meetings detailed</b>	<b>16</b>

## New York YMCA Youth And Government

New York Youth And Government (YAG) is a three-day experiential learning conference in which students participate directly in a simulation of the State's democratic process. Acting as Senators and Assembly Members, students write, debate, and vote on legislation that affects them. Officers elected by students serve as Governor, Speaker of the Assembly, President of the Senate, and are appointed to other conference leadership positions. During the entire process students are supported by YMCA professionals, teachers, advisors, alumni, parents, and volunteers. YAG offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with those who hold like and opposing views.

Youth And Government is a national government and politics program that promotes civic literacy as well as community service.

Legislation first proposed in Youth And Government now is seen in more than three hundred actual laws in states throughout the country, including those that:

- Require signal lights at railroad crossings
- Reclaim strip mined land
- Hold 18 year olds responsible for contracts they sign
- Create the white line on the side of the road
- Establish "right turn on red"
- Established Special Education
- Provide for driver's education
- Promote campaign finance reform
- Provide for medical malpractice reform.
- Ratification of the 26<sup>th</sup> Amendment to the Constitution of the United States granting the vote to 18 year olds.

## Frequently Asked Questions

2016 State Assembly Dates:	Thursday November 17th –Saturday November 19th
Location:	Holiday Inn Express Conference Center, Latham, New York
Adult Leadership:	At least one adult must accompany every fifteen (15) youth members of a delegation. These adults must be registered participants with the program, stay with their delegation, assure their youth carry out the Code of Conduct and assist with the program.
Registration:	Submit registration, bills, and payment. <b>Due October 28<sup>th</sup>.</b>
Cost:	New York YMCA YAG costs to the New York Alliance of YMCAs are above \$650.00 per participant. Through donations and the New York Alliance of YMCAs support we are able to offer a reduced fee for all participants.
Fees:	Students \$200.00 Adults (Shared Room with one other adult) \$200.00 Adults (Private Room) \$300.00 *Delegations receive a free Adult registration for every 15 students.
Meals:	All Meals provided during the conference. Thursday Dinner; Friday Breakfast, Lunch, and Dinner; and Saturday Breakfast.
Forms:	All forms available at: <a href="http://www.ymcanys.org/yag/resources/">http://www.ymcanys.org/yag/resources/</a> Online registration and submission information for the State Assembly will be available in September.
Refund Policy	We have a NO REFUND POLICY. <ul style="list-style-type: none"><li>• Delegations can send replacements if needed, but we are not able to offer any refunds. We also ask that a Male is switched for a Male and a Female is switched for a Female if possible.</li></ul>
Financial Aid	<a href="http://www.ymcanys.org/yag/financial-aid/">http://www.ymcanys.org/yag/financial-aid/</a>

## Sample YMCA Youth And Government Schedule (Subject to change)

1 <sup>st</sup> Day	Meeting	Location
4:00 p.m.	Registration and Check-in	Hotel Meeting Room
5:00 p.m.	New Delegate Orientation (All Delegates)	Hotel Ballroom
5:00 p.m.	Advisor Meeting	Hotel Meeting Room
5:45 p.m.	Opening Session	Hotel Ballroom
6:30 p.m. – 7:30 p.m.	Dinner	Hotel Ballroom
7:30 p.m. – 8:30 p.m.	Practice Session	Hotel Ballroom
8:45 p.m. – 9:30 p.m.	All Committees Meet	Hotel Meeting Room
<b>2<sup>nd</sup> Day</b>		
7:30 a.m. – 8:30 a.m.	Breakfast	Hotel
8:30 a.m.	Assemble to Load Buses	Hotel Ballroom
8:30 a.m. -9:00 a.m.	Travel to Statehouse	
9:00 a.m. – 12:00 p.m.	Committee & Floor Sessions	Statehouse
12:00 p.m. – 1:00 p.m.	Lunch	(Location TBD)
1:00 p.m. – 5:00 p.m.	Committee & Floor Sessions	Statehouse
5:00 p.m. -5:30 p.m.	Travel to Hotel	
6:30 p.m. – 7:30 p.m.	Dinner	Hotel Ballroom
7:30 p.m. – 8:00 p.m.	Mixer	Hotel Ballroom
8:00 p.m. – 10:00 p.m.	Evening Recreation(Movie, Games, etc...)	Hotel Ballroom
<b>3<sup>rd</sup> Day</b>		
7:30 a.m. – 8:45 a.m.	Breakfast and pack luggage	Hotel Ballroom
9:00 a.m. – 10:30 a.m.	Closing Session	Hotel Ballroom

## How do we get started?

The YMCA Youth And Government Program is designed to allow students in 6<sup>th</sup>–8<sup>th</sup> grade to gain a basic understanding of their State Assembly. We design the process with the goal of being accessible for all students and maximizing the efforts and time of all adults involved. Every group is different, and the Y staff will work with you to help create a plan that works for you specifically, but the entire process falls into three basic steps. Each group has to identify the students, help them write their bills, then prepare them for the conference.

You can easily have a successful with group with 3 basic steps, each of which can be its own meeting. However, you can continue to add benefit and value to the experience by expanding or having more as you see fit. If you choose to use the 3 meeting model and you start at the beginning of the year, then each meeting corresponds to the start of a new month (September, October, November) leading up to the conference.

- **Step 1: Choose Your Group (September)**
- **Step 2: Write Your Bills (October)**
- **Step 3: Prepare Your Team(November)**

For all of these meetings we have scripts and materials we are happy to share with you, but Y staff are trained and ready to come help lead these meetings if you would prefer.

### Interest Meeting

Once you have decided who to offer the chance to, many groups will have a meeting where they explain the program and encourage these students to participate. A Y staff member is always happy to help with these meetings by being present to speak at them, and/or by helping prepare for them.

### Bill Writing Workshop

Much like the Interest meeting, this is a chance for the students to go through a process that teaches them how to write a Bill from start to finish. Y Staff are happy to come and conduct these meetings, and you can schedule them any time. Additionally, the materials and script for this meeting can be found in the Writing a Youth And Government Bill Handout available at <http://www.ymcanys.org/middle-school-bill-writing/>

### Parliamentary Procedure & Debate Training

Once the Bills and Registration are submitted, you can turn your focus to preparing for the specifics of the conference. This includes Parliamentary Procedure, Speech Writing, and Public Speaking. This training helps students through the process of each of these three and prepares them for debate at the actual conference.

## Step 1: Choosing Your Group

Every group requires an adult leader, and our term for this person is the Advisor. If you are reading this, then you are likely the Advisor or considering it. Thank you. Our Advisors are the reason this program exists, and every year hundreds of students have their lives improved because of people like you.

### Picking the Group

Every Advisor needs to find a group of students that they are willing to bring on this experience, and trust to be mature enough to handle the opportunity. How you select these students is up to you and your school. All 6<sup>th</sup>-8<sup>th</sup> graders are eligible on our end, but there are many examples of methods schools use. Identifying the students is also very important to the program's success. There is not an ideal student to recruit for YAG. However, we have found that those who are interested in public policy, mock trial, government, debating, law, media, journalism, and current events, or students who just like to get to know people are a great place to start. Many schools open the process to all who are interested, some teachers choose to teach the program as an elective class, others use the program only for their Student Council or gifted programs. Often groups in their first year will hand pick a few students as a trial.

### Group Size

There is no specific size that a group must be. Groups as large as 150 and as small as 1 have had great success in our programs. Travel to and from the conference, as well as the free adult for every 15 students are important considerations when deciding the size of the group. The most important thing is that the Advisor is comfortable with the group individually and as a whole.

### Interest Meeting

Once you have decided who to offer the chance to, many groups will have a meeting where they explain the program and encourage these students to participate. A Y staff member is always happy to help with these meetings by being present to speak at them, and/or by helping prepare for them.

### Intent Form

The Intent to Participate Form reserves space for your delegation at the conference. This number is your best guess of how many students and adults you expect to bring to the conference. We do not need individual names at this time, and you may change this number as circumstances change. <http://www.ymcanys.org/yag/middle-school-intent-to-participate-form/>

### Research Challenge

At the end of an interest meeting, or once the students are identified, they must then be given the challenge to start deciding what they might want to write a bill about. They should be encouraged to bring some ideas to the next meeting, where they will decide who their partners are and what they are going to write about. Resources at <http://www.ymcanys.org/yag/resources/> will help students with this process.

## Step 2: Writing Your Bills

Once you have identified which students will be participating and given them the chance to do some research, it is time for the Bill Writing Process. Writing and presenting a bill is one of the most important portions of this process, and thus every student is required to be a part of a team that presents a Bill. There are several materials and worksheets available for students thinking about writing a bill at <http://www.ymcanys.org/middle-school-bill-writing/>.

### Bill Author Teams

Every Bill can have between 1 and 4 Authors working together as a team. Every student who attends the conference will be assigned with their Bill and their fellow Bill Authors to either the Senate or the Assembly after registration. They need not worry about this during the bill writing process, except to know they will always be with their fellow Authors.

### Bill Ideas

Students should write about things they care about and consult adults they know about what ideas to write about. A great resource for finding out more about the current laws is <http://public.leginfo.state.ny.us/> where you can search all current New York laws.

### Practice Debates

You can have practice debates among your students on each other's bills, teaching about the importance of perspective, and allowing students to realize and anticipate arguments both for and against their idea so they are better prepared.

### Bill Submission

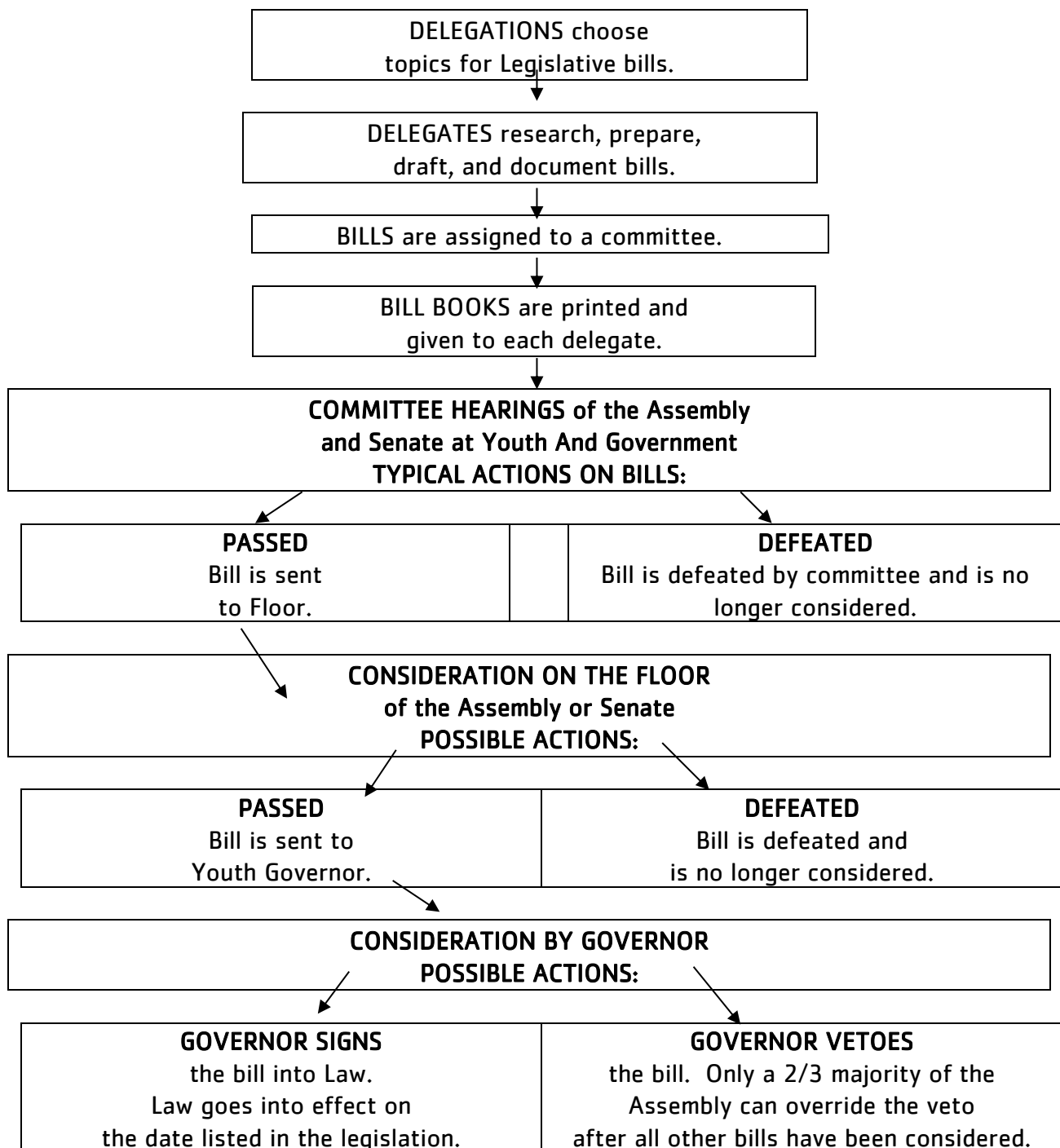
Bills are due with your Registration on October 28<sup>th</sup>.

### Registration

Registration will be done through email communication



## How a Bill Becomes Law at the Student Assembly



**There will be no vetoes actually used at the Middle School level.**

## Step 3: Preparing Your Team

Once your Bills have been submitted, your group can turn its focus to preparing for the debate aspect of the conference. At the conference every bill will be presented, and when students are not presenting their own bill they will be debating those presented by others. This is to be done in a respectful and sincere manner, but it is also a chance for students to understand the power of their voice and their right to speak up on important issues. In order to prepare for this process, students need to practice and understand the Parliamentary Procedure that will be used, the purpose and goals of Debate, and how to give an effective speech.

Additionally, success at the conference is not solely based on a student's participation in debate but all portions of the conference. Thus students should learn about the Conference Bill Book, how to read the Conference Schedule, and that it is important for them to seek to interact with students from other schools during the social time as well.

### Parliamentary Procedure & Debate

During the debate process students must follow Parliamentary Procedure, which includes getting recognized to speak, addressing the chair, and a few other small details. A more detailed explanation is available in our Debate Guidelines handout, and YMCA staff is happy to share or perform our Parliamentary Procedure and Debate workshop with your students. These materials are available at <http://www.ymcanys.org/yaq/resources/>.

### Bill Book

The Bill Book is each student's guide to the Conference. Upon Arrival each person will receive a bill book that contains the Conference Schedule, Maps of each location, a copy of every bill to be presented, and any other relevant info. Students should have these at all times unless told otherwise.

## Student Roles

### Assembly Members & Senators

All students who participate will be serving as a Senator or Assembly Member, debating bills and presenting one with their Bill Author group. Some will have the chance to serve in additional specialized roles.

### Specialized Roles

#### Candidate

Any 7<sup>th</sup> grader may be nominated to run for office. They need to be confident, responsible, and a good leader. They will give a speech in front of the General Assembly and must be willing to serve throughout the year. For more info, see the Candidates & Elections section on the next page.

#### Committee Chair

Each Delegation may appoint one student, preferably an 8<sup>th</sup> grader, to serve as a Committee Chair. This person will chair or co-chair a committee. They need to be confident, responsible, and a good leader. They will receive special training during the practice session on the first night as well as preparatory materials before the conference.

#### Parliamentarian

Each Delegation may nominate one delegate to be a clerk. They will serve alongside a presiding officer in either Committee or Chambers. They are allowed to debate while serving. They will keep time, read bill titles, and assist the presiding officer in keeping order. This person needs to have a watch or phone with a stopwatch app. Students who are nominated by their schools will be assigned to a role as a doorkeeper or clerk by the YMCA staff. Parliamentarians should have a working knowledge of Parliamentary Procedure

## Candidates & Elections

The New York Youth And Government Program is a student led experience, and Officers are selected for the following year through an election. There can be only one candidate per delegation, and they are all in the same election. The Three top vote getters will be selected as Governor, Speaker of the Assembly, and President of the Senate of the Student Assembly and will serve a one-year term.

- One Candidate in 7<sup>th</sup> Grade from each group may run for Office.
- All Candidates must submit the Candidate Commitment Form signed by the Candidate, his or her guardian, and his or her Student Y Advisor.
- All Candidates must attend the Officer and Candidate Orientation prior to Opening Session on the first day of the conference.
- All Candidates and Officers must be in good standing with their Student Y and school administration.
- All Candidates and Officers must have at least a "C" average (or equivalent of a "C" average).

## Campaigns

- Campaign materials that are forbidden include: pens, t-shirts, stickers, adhesive labels, food, candy, gum, games of chance with prizes, giveaways, and items restricted by the hotel.
- Students may have up to 250 business cards promoting their campaigns.
- Only one 3'x5' handmade tri-fold display is allowed. Buttons/Pins are allowed but the commercial value must stay under the budget for all campaign materials and they may not be given away outside the delegation.
- The amount of money spent on campaign materials shall not exceed \$50.00 including donations. A report of campaign expenses including all receipts shall be turned in to the Y-Staff at the Candidate meeting on the first day of the conference.
- Campaign materials may be posted immediately after the Candidate meeting only in the acceptable areas which shall be announced at the same meeting. Clean-up will be the responsibility of the Candidate. The New York YMCA is not responsible for lost, stolen or damaged campaign materials.
- Each candidate will run on an issue-based platform wherein he or she will explain his or her views on state issues to voters. Platforms will be based around three issues:
  - An issue that affects the candidate's community service interests
  - An issue that affects the candidate's local community
  - An issue that affects the commonwealth of New York as a whole

- Candidates' platforms will be publicized through speeches and tri-fold display boards.
- Candidates may use a tri-fold display board to aid in their election.
- Each Candidate for office will have two minutes to give his or her speech on the first night. At least one minute of the speech must be dedicated to the Candidate's platform(s). The remaining time may be used as the Candidate sees fit.
- Candidate speeches may *not* include use of props, including people as props (i.e. audience participation).
- All speeches must be pre-approved by YMCA Staff at the opening meeting.
- In debate, only Candidates may identify themselves as such. When addressing the chair, a Candidate may identify himself or herself by saying, "John Doe, Candidate from X School, Sir or Madame Chair," however, another member of said delegation would be out of order in saying, "Ambassador Joe Smith, representing X School, home of Candidate John Doe, Sir or Madame Chair."
- Failure by a Candidate or his/her delegation to conduct a campaign in an appropriate manner will result in the Candidate being removed from the ballot.
- Additional campaign restrictions may be drawn up according to the wishes of the host site of the conference.

**Failure to comply with Candidate Guidelines will result in:**

- A warning will be given following the first offense.
- If second offense occurs, the Candidate's school will lose voting privileges for the office for which the Candidate is running, and the Candidate may be disqualified at the discretion of the New York YMCA YAG Director.

## Awards & Recognitions

The New York YMCA Youth And Government program presents awards on the final morning of the conference in an effort to recognize and reward the achievements of our delegates and Advisors. Awards are decided upon through Advisor and Volunteer nominations and Y-Staff observations.

### Delegation of Excellence

Presented to all delegations who meet the following standards:

- Delegation award recipients excel in the areas they choose to participate. Their work embodies the spirit and purpose of the conference. (Participation in every program is encouraged but not required.)
- Delegation meets all conference requirements, including: on-time, complete registration, full caucus participation, and on-time submission of nomination forms.
- No major disciplinary issues (at discretion of Y-Staff)

### Outstanding Delegate

Awarded to the top delegates most frequently nominated by advisors and Y-staff based on their presence and performance while in committees and Chambers as well as behavior exemplifying the four core values.

## Advisors

New York YMCA Youth And Government could not function without our outstanding Advisors. They function as coaches, mentors, and teachers to the members of their delegation and are essential to the smooth functioning of the conference. They inspire and motivate, while allowing their students to take on leadership roles. Advisors are responsible for registration and supervision at conferences, but more importantly, New York YMCA Advisors change teens' lives every day.

### Prior to Conference

- The Intent to Participate Form reserves space for your delegation at the conference. This number is your best guess of how many students and adults you expect to bring to the conference. We do not need individual names at this time, and you may change this number as circumstances change. **Due September 25<sup>th</sup>.** <http://www.ymcanys.org/yag/middle-school-intent-to-participate-form/>
- Review the dress code found in the [Student Code of Conduct](#) thoroughly with your students prior to the conference.

### At Conference Meetings

#### New Advisor Orientation

- This meeting is mandatory for first-time advisors.
- Overview: We will tell you where we need you to be when – the Y-Staff depends on advisors to help run the conference.
- Expectations: We will explain what we need from you at various times to make the conference run smoothly.
- Contact: We will need a reachable cell phone number from at least one advisor in each delegation.

#### All Advisor Meeting

- Pairing first time advisors with experienced mentor.
- Explanation of any conference changes.
- All students will be supervised in the New Delegate Orientation

## At Conference Responsibilities

- Make sure participants are adhering to the conference schedule at all times.
- Help control undertone during meetings from all participants, not just members of your delegation.
- Enforce dress code for your participants.
- Ensure participants know which bus to ride to and from the Statehouse.
- May confiscate cell phones being used by participants during meetings. Phones will be turned over to Y-Staff to be picked up by the participant's advisor after that meeting or by the participants at the end of the conference.
- Serve during free time as dance monitors, hall patrol, etc.
- Please know where your participants are at all times, follow the dress code, respect delegates and other advisors.
- Please refrain from using computers, phones, headphones, etc or talking loudly while participants are in sessions.
- Advisors set the tone for all participants at the conference.

## Student Incidents and Exceptions

### Arriving Late

- Y-Staff must be informed of late arrivals at check-in and again upon arrival of the participant.

### Leaving Early (for sickness or other reason)

- Participants must clear travel plans with advisor and Y-Staff.
- Parent/Guardian must check participant out face-to-face with advisor and Y-Staff, and provide valid photo ID.

### Behavioral Incidents

If state or federal law is broken, Y-Staff will notify parent/guardian and law enforcement and participant will be sent home. If code of conduct rule is violated, advisors and/or Y-Staff may take disciplinary actions at their discretion, including, but not limited to:

- Calls to parent/guardian
- Incident report filled out, signed
- Participant sent home
- School policies implemented



## Conference Schedule with Meetings Detailed

### 1st Day-All times are *TENTATIVE*

#### Registration & check-in (3:00-4:00 p.m.)

Who: At least one (head) Advisor from each delegation

What: Time to pick up Bill books, name tags, placards, conference folder, and hotel keys (as they become available), inform Y-Staff of roster and rooming changes, and verify health/publicity, and code of conduct forms for all participants and adults are in your possession.

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Your current participant roster, all forms

#### Candidates & Officer Orientation (4:30 p.m.)

Who: All Candidates and current Officers

What: A chance to ask questions, review schedule, and inform officers of any conference changes

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen, and receipts for campaign materials, tri-fold board

#### New Delegate Orientation (4:30 p.m.)

Who: All Participants-Supervision will be done by Y-Staff so adults can go to the Advisor's Meeting

What: Social Mixers, Conference Orientation and Logistics, Rules & Procedure

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen, country flag and placard

#### Advisors' meeting (4:30 p.m.)

Who: At least one Advisor per delegation and all new Advisors

What: Conference orientation- changes will be announced and important information shared

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, list of any Advisors from your delegation who are not present

#### Opening session (5:30 p.m.)

Who: All participants and Advisors

What: Call to order, Devotion, Introductions, Candidate Speeches

Wear Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen,

#### Dinner provided by the YMCA

#### Practice Session (7:00p.m.)

Who: All participants

What: A workshop where all the procedures are reviewed and students prepare

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen

#### Committees (8:15 p.m.)

Who: All participants

What: Students will go to their assigned committee room for their first committee session

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

#### Curfew (10:00 p.m.)

## Conference Sample Agenda Continued

### 2nd Day

Breakfast provided by the YMCA(7:30 a.m.)

**Assemble to load buses** (8:30 a.m.)

Who: All participants

What: Everyone will assemble in the main ballroom. Once all are present we will dismiss to the assigned buses for transport to the Statehouse.

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard.

**Committees & Chambers** (9:00 a.m.)

Who: All participants

What: Students will alternate between their assigned committee and their chamber (Assembly or Senate) debating bills.

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard.

Lunch provided by the YMCA (12:00 p.m.)

**Committees & Chambers** (1:00 p.m.)

Who: All participants

What: Students will alternate between their assigned committee and their chamber (Assembly or Senate) debating bills.

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard.

**Dismissal to load buses** (5:00 p.m.)

Who: All participants

What: Everyone will assemble in the Assembly chambers. Once all are present we will dismiss to the assigned buses for transport to the hotel.

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard.

Dinner provided by the YMCA

**Mixer** (7:45 p.m.)

Who: All participants and Advisors

What: Delegation caucus, mixer.

Wear: Casual attire in compliance with dress code, name tag

Bring: Name tags must be worn

**Free Time/Dance** (8:15 p.m.)

Who: All participants

What: Dance, movie, game room, chill room, talent show

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

**Closing Program** (10:00p.m.)

Who: All participants

What: Final thoughts and announcements

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

**Curfew** (10:30 p.m.)

**3rd Day**

**Breakfast provided by the YMCA**(7:30 a.m.)

**General Assembly** (9:00 a.m.)

Who: All participants

What: Final look at Candidates, voting, awards, swearing in of New Officers, adjourn

Wear: Casual attire in compliance with the dress code (Candidates and Officers must be in professional attire)

Bring: Bill book, pen, placard

**Adjournment** (10:30a.m.)