



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DEMOCRACY

MUST BE LEARNED BY EACH GENERATION

ALABAMA YMCA YOUTH IN GOVERNMENT
PROGRAM GUIDE 2016-2017

www.alyig.org
(334) 229-0035



Alabama YMCA Youth in Government Mission

“Democracy must be learned by each generation.”

The YMCA Youth in Government program began in 1949 with only a few students. However, in the past few decades, the program has grown to include over 1,500 Alabama youth in the Youth in City, Youth Judicial, and Youth Legislature programs.

In that time, the Youth in Government program has fulfilled its mission of “building a better tomorrow from the youth of today.” It has not only taught participants about their government and exposed them to present day issues, but it has also pushed participants to reach within themselves to apply moral and ethical valuing processes to public policy decision making. It has also taught youth the importance of standing firm in their principles while remaining tolerant of other’s beliefs. YMCA Youth in Government programs are an excellent opportunity to create relationships with people from all over Alabama and build friendships that last a lifetime. The graduates of the Youth in Government program have gone on to hold some of the most influential positions throughout Alabama and the country.

The Alabama YMCA Youth in Government program will continue to strive to increase awareness of current political topics and the challenges involved with finding solutions to important societal issues. By getting young Alabama citizens involved in the democratic process and exposing them to participative leadership skills, we are making an investment today that will go on to benefit our communities, our state, and our nation. We are helping to create a better, more promising future.

The *GOALS* of the programs are:

1. To gain an understanding of formal and informal government structures;
2. To develop confidence in and dedication to the democratic process;
3. To actively participate in the legislative, judicial, executive, and political processes;
4. To enrich the formal education process with realistic, applied learning experiences;
5. To improve communication and facilitation skills;
6. To become aware of societal developments and the process of developing potential solutions;
7. To practice accountability, respect for others’ rights, and to appreciate differing points of view;
8. To understand and accept the concept of “Servant Leadership” over power-based models.

Alabama YMCA Youth in Government

Purpose

To prepare young people for moral and political leadership in the American democracy by providing guidance, training, and experience in the theory and practice of determining public policy.

It is possible to describe in four broad categories the ways in which Youth in Government educates its participants.

First, students learn core skills that will be applicable throughout their lives: they learn to conduct research, build organizational leadership, develop decision-making and problem solving skills, and improve their command of language while learning to better debate, negotiate, compromise, persuade, and listen to others.

Second, by discussing real world issues, students learn to think about these subjects in concrete terms as well as the importance of involvement in state and local politics.

Third, by becoming exposed to diverse and opposing perspectives, students learn about other viewpoints, policy ideas and concerns, and conduct ample research to enhance debate.

The fourth and most important thing Youth in Government does (because of the first three sets of skills are achievable in many other ways) is force students to look into another person's eyes, listen to their opinions, understand their differences, and learn how to compromise.

In many ways, Youth in Government prepares individual participants for life through the development of all these skills, while creating more knowledgeable, open-minded, and civic-focused young people who care about others.

The YMCA Difference

There are many notable youth leadership programs across the country; however, the YMCA Youth in Government program is distinctly different. The program is designed to not only provide a challenging academic experience but to guide students in personal development. The program is framed on the four core values of honesty, caring, respect and responsibility. These values create a culture that while academically engaging, ensures that students leave the program with a deeper understanding of interpersonal skills that are necessary to succeed in their future endeavors. Participants in the program can expect to grow personally while debating current issues: this is the YMCA difference.

Alabama YMCA Youth in Government

CALENDAR 2016-2017

www.alyig.org

334-229-0035

Fall Planning & Leadership Training Meeting	September 17-18	Embassy Suites, Montgomery, AL	
Register at www.alyig.org	Opens May 26	\$45 if paid before Sept. 8	\$55 if paid after noon Sept. 9
Youth Judicial	November 5-7	Montgomery, AL	Embassy Suites
Team Registration	Opens August 22	\$30 per team (due Sept. 8)	www.alyig.org/judicial
Conference Registration	September 16	Registration Opens	www.alyig.org/judicial
	October 5	Conf. Fee \$255 if paid by today	Deadline for Financial Assistance Applications
	October 14	Conf. Fee \$270 if paid by today	Online Registration Closes Rooming Assignments Due
	October 14	Conf. Fee \$295 if paid after today	
District 1 Meeting (North Alabama)	Sept. 25 - 2 PM	Vestavia Hills High School	No cost
District 2&3 Meeting (Cent. & Wiregrass)	Sept. 18 - 2 PM	Montgomery Academy	No cost
District 4 Meeting (Gulf Coast)	Sept. 25 - 2 PM	St. Paul's Episcopal School	No cost
Judicial Officer Training	October 22-23	Embassy Suites, Montgomery	\$50
Youth Legislature	February 24-26	Montgomery, AL	Embassy Suites
Conference Registration	November 7	Registration Opens	www.alyig.org
	December 14	Conf. Fee \$225 if paid by today	Deadline for Financial Assistance Applications
	January 12	Conf. Fee \$240 if paid by today	Online Registration Closes Bills Due in REGY Rooming Assignments Due
	January 12	Conf. Fee \$255 if paid after today	
District 1 Meeting (North AL)	Dec. 11th - 2 PM	Mountain Brook High School	Birmingham Area
District 2 Meeting (Wiregrass)	Dec. 4th - 2 PM	TBA	Wiregrass
District 3 (Central AL)	Dec. 4th - 2 PM	TBA	Montgomery Area
District 4 Meeting (Gulf Coast)	Dec. 11th - 2 PM	Davidson High School	Mobile
Youth Leg. Officer Training	January 27-28	Eastchase Hilton Garden Inn, Montgomery	\$50
Jr. Youth Legislature	January 27	Montgomery, AL	
Conference Registration (Register via Paper Form only)	December 14	Conf. Fee \$25 if paid by today	Deadline for Financial Assistance Applications
	January 12	Conf. Fee \$30 if paid by today	
	January 12	Conf. Fee \$35 if paid after today	
Other YMCA Conferences			
YMCA Collegiate Legislature	March 2-4, 2017	Montgomery, AL	www.cleg.org
YMCA Conference on National Affairs	July 1-6, 2017 (50th!)	Black Mt., NC	www.ymcacona.org
YMCA Christian Values Conference	July 16-20, 2017	Black Mt., NC	www.ymcacvc.org
Notes for Youth Judicial and Youth Legislature:		Cancelation Policy for YMCA Conferences:	
Conference registration fees include some meals. Conference T-Shirts will also be given to all participants who register at least 3 weeks before the start of the conference.		Delegations who have cancelations can substitute however there may be additional fees. After rooming lists have been submitted substitutions must be the same gender and role (Adult, Delegate, etc.).	
There is a Lost Occupancy Fee charged to delegations for any delegate hotel rooms that have less than 4 students of \$60 per empty slot. Adult Private rooms are an additional \$120.		Request received more than...	
		60 days prior: 95% Refund	
		45 days prior: 75% Refund	
		30 days prior: 50% Refund	
		15 days prior: 25% Refund	
		Less than 15 days: No Refund	
Mail payments and forms to:			
ALYIG - 850 South Lawrence Street - Montgomery, AL 36104			

Alabama YMCA Youth in Government

Program Descriptions

* Please register online (www.alyig.org) for all programs.

Fall Planning Retreat

About 75 young leaders (Grades 9-12) meet at Embassy Suites in Montgomery to plan the Youth Judicial and Youth Legislature Program for the year. These students recommend changes for the program as well as rally the support of members from all over the state. The weekend event serves as an introduction to the program as well as an opportunity for prospective leaders to assume positions in the process. **It is a must for new clubs and their advisors.**

Where: Embassy Suites, Montgomery, AL
Grades: 9-12
Cost: \$45.00 (if registered by Early Bird Deadline, otherwise \$55)

Youth Judicial District Meeting

Each of the four state districts will hold a District Meeting. The students at the Fall Planning Meeting determine these dates and times. This is a preparation meeting for students interested in participating in the Judicial Program. Each district has a local Pre-Judicial meeting. At the meeting, students have the opportunity to watch actual attorneys demonstrate many of the elements needed to try their case at the state program. Everyone who attends their local meeting will also vote on their choice for Youth Judges who will preside in November.

Grades: 9-12 (Must be either YIG club members or Student YMCA members)
Cost: No Charge

Youth Judicial Officer Training

Officers of the Youth Judicial Program are provided intensive training for the Youth Judicial Program. Officer training is a requirement towards serving as an officer at the Youth Judicial Program.

Where: Embassy Suites Hotel - Montgomery, Alabama
Requirements: Youth Judicial Officer (Judges, bailiffs, sheriff and deputy sheriffs)
Cost: \$50.00

Youth Judicial Conference

This is a hands-on mock trial competition where approximately 600 students try an actual case and are scored by youth judges. Students work with attorneys, as team coaches who help them understand the judicial system.

When: November 5-7, 2016
Where: Montgomery, Alabama
Grades: 9-12 (Must be either YIG club members or Student YMCA members)

**See the Calendar for Costs, Deadlines,
and other details!**

Alabama YMCA Youth in Government Program Descriptions

* Please register online (www.alyig.org) for all programs.

Youth Legislature District Meetings

Each of the four state districts will hold a District Meeting. The students at the Fall Planning Meeting determine these dates and times. District meetings are the forums where candidates for office are nominated and district support is gathered. Special attention is given to practicing parliamentary procedure for the session. Students must have bills submitted in order vote for officers.

Grades: 9-12 (Must be either YIG club members or Student YMCA members)
Cost: No Charge

Youth Legislature Officer Training

Officers of the Youth Legislature Program are provided training for the Annual YMCA Youth Legislature Program. Officer training is a mandatory event for all officers listed below.

Where: Hilton Garden Inn, Montgomery, Alabama
Requirements: Current Youth Leg. Officers, Supreme Court Justices, Gov. Cabinet Members, Committee Chair Applicants, Lobbyist and Press
Cost: \$50

YMCA Youth Legislature

This is an engaging program where over 500 high school students take over state government for three days. Participants are required to write a bill on a topic of their choice and take it through the legislative process. Exciting elections, dances and lots of fellowship top off this wholesome educational experience.

When: February 24-26, 2017
Where: Montgomery, Alabama
Grades: 9-12 (Must be either YIG club members or Student YMCA members)

**See the Calendar for Costs, Deadlines,
and other details!**

Alabama YMCA Youth in Government

Program Descriptions

* Please register online (www.alyig.org) for all programs.

YMCA Junior Youth Legislature

Like the Senior High Program, Junior Youth Legislature gives students the opportunity to learn how the Legislative Branch of state government operates, specifically, the House of Representatives. This program gives Junior High students the training they will need to successfully participate in Senior High Youth in Government programs.

INFORMATION FOR FRIDAY ONLY CONFERENCE:

Where: Alabama Statehouse
Grades: 7 – 8 (6th graders can serve as Pages)

YMCA Conference on National Affairs

This conference is the only nation-wide YMCA Youth in Government conference. Participants of the nation's YMCA Youth in Government programs are selected to attend the event at the YMCA Blue Ridge Assembly in Black Mountain, North Carolina. The debate, centered on issues of national and international importance, is competitive and the friendships are long lasting. Each year, 25 delegates from Youth Legislature are selected to attend based on their outstanding statesmanship.

Where: Black Mountain, North Carolina

YMCA Christian Values Conference

Each summer brings together young people (grades 9-12) from all over the country to the YMCA Christian Values Conference. It is held at the YMCA Blue Ridge Assembly in Black Mountain, N.C. The conference is divided into family time, social time, special events, devotions and entertainment. The goals are to provide a secure environment that allows students to develop deeper insight into their values and strengthen their Christian commitment.

Where: Black Mountain, North Carolina
Grades: Senior: entering 9th grade – exiting 12th grade,

**See the Calendar for Costs, Deadlines,
and other details!**

Alabama YMCA Youth in Government

Questions most often asked about Government Clubs

- **What is a Government Club?**

A Government Club is a High School club composed of any student interested in local, state, or national government or politics. This club provides an opportunity for students to become involved in as many aspects of state government as possible—legislative, judicial, executive, press, page, and lobbyist through the YMCA Alabama Youth in Government Program.

- **How old do you have to be?**

Grades 9-12. (Jr. Youth Leg and Youth in City is open to grades 7-8 as well)

- **Is there an affiliation fee?**

NO! There is no fee to start or join a Government Club!

- **Who may be a member?**

Any student who wants to see what it is like to be a government leader, network with other students from across the state and nation, or learn about values, leadership and responsibility while having a great time in the process can be a member of Government Club.

- **Who may be an advisor?**

Any teacher, parent, or community leader who possesses a strong interest in leading a group of high school aged participants in experiences related to leadership training, personal growth, service to others, and social development. Advisors must be at least 21 years old and approved by the YMCA.

What activities does the YMCA provide for me to get involved?

- Fall Planning Retreat
- Youth Judicial District Meetings
- Youth Judicial Officer Training
- Youth Judicial Conference
- Youth Legislature District Meeting
- Youth Legislature Officer Training
- Youth Legislature Conference
- YMCA Conference on National Affairs
- YMCA Christian Values Conference

...How can my school get involved?

Read the next page, "Starting a Youth in Government Club", and contact the State Office:

Alabama YMCA Youth in Government
P.O. Box 2336
Montgomery, AL 36102
(334) 229-0035
www.alyig.org
email info@alyig.org

Alabama YMCA Youth in Government

Starting a Youth in Government Club

First, congratulations on wanting to take the step in creating a Youth in Government club! Many groups have taken the same step you are considering. To get started, you need four things:

1. Commitment to the Program

Clubs that have the support of their school or YMCA administrations are more likely to be successful. Three of the biggest challenges advisors have are paperwork requirements, securing funding, and arranging transportation. With the support of your administration, these three challenges will be reduced – if not eliminated.

2. Place to Meet

The most successful clubs have regularly scheduled meetings in preparation for Youth Judicial and Youth Legislature. Some delegations meet at their YMCA or school. Others have arrangements to meet at their town hall, community centers, library or even the basement of churches or other non profit organizations.

When trying to secure a meeting place, keep in mind its accessibility and availability. You will want a meeting place your students can easily get to and find.

3. Advisors

An advisor that is dedicated to the program is essential to the success of the group. The advisor should be someone available for the weekly meetings, accessible to students (on students' hours), and able to motivate them.

4. Students

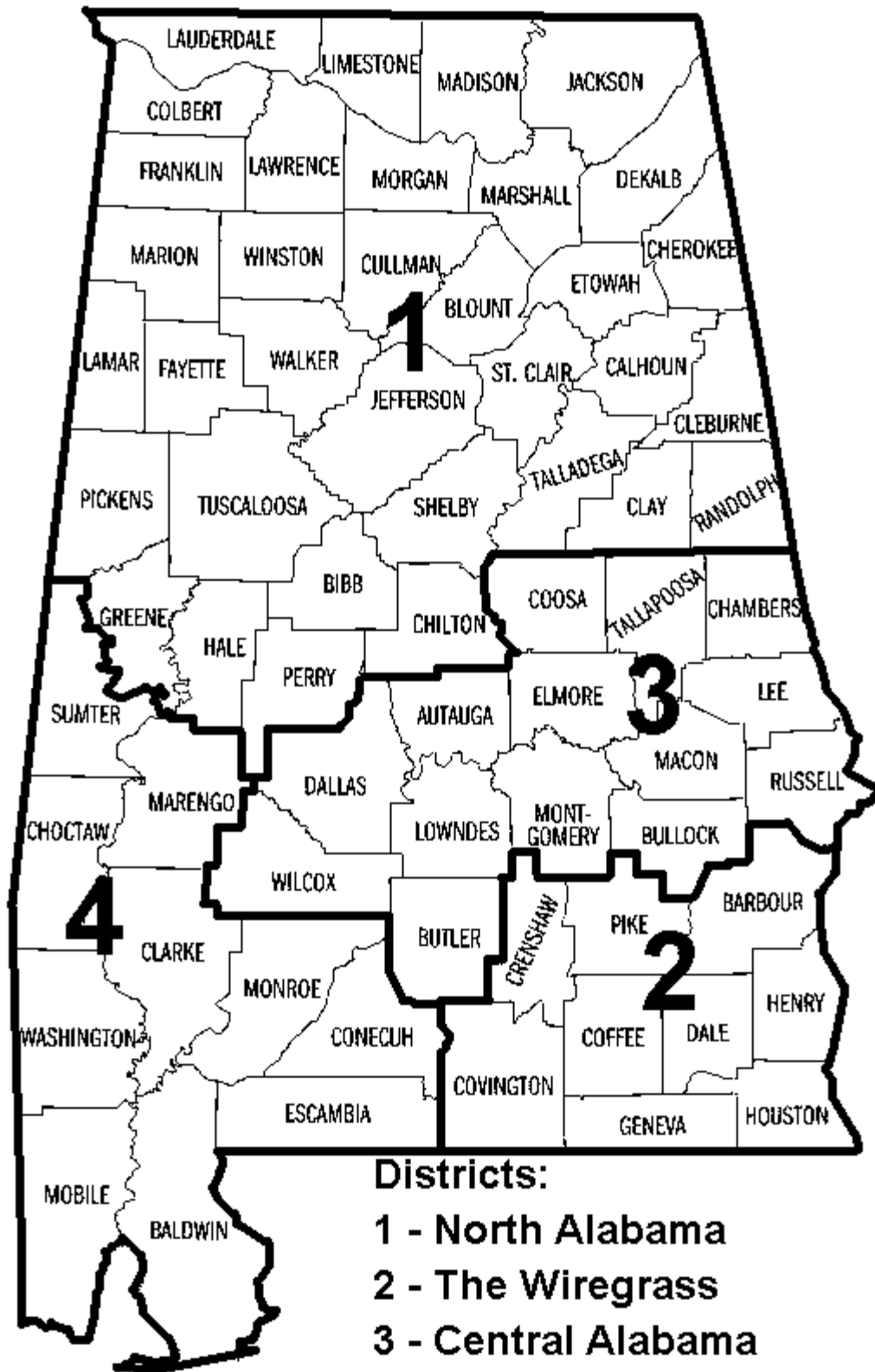
Identifying the students is also very important to the program's success. The ideal students to start a club with are those interested in public policy, government, debating, or law. Although there is no model student for the program, these students generally are most interested – and are the leaders of their schools (which helps with recruitment). The student leaders for your club at the beginning should be outspoken, friendly, and responsible individuals who are willing to work.

It is very important that you speak with the YMCA program staff during the club start-up process. We are here to help you every step of the way. Feel free to call us at any time!

Sam Adams
Alabama YMCA Youth in Government
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Alabama YMCA Youth in Government

ALABAMA YMCA YOUTH IN GOVERNMENT DISTRICTS



Alabama YMCA Youth in Government Monthly Checklist

September Checklist

- Recruit club members and organize your club. Elect Club Officers.
- Have initial informational meetings to discuss project dates, budget, fees, etc.
- Attend **Fall Planning: September 17-18.**
- Attend **Youth Judicial District Meetings.**
- Discuss ideas for raising money for conferences and other activities.
- Arrange for an attorney coach for Youth Judicial.
- Research and practice for Judicial Mock Trials with attorney coach.

October Checklist

- Submit all forms and fees for Youth Judicial before **the deadline.**
- **Judicial Officer Training: October 22-23, 2016.** Elected and appointed judicial officials **MUST** attend this session.
- Hold several mock trials for teams within your school and your area in order to prepare them for the Judicial Weekend.
- Clear absences for Youth Judicial with local school officials.
- Arrange transportation.
- Help teams fine-tune their court case presentation.
- Hold final mock trial practices.

November Checklist

- Attend the **Youth Judicial Conference: November 5-7, 2016.**
- Plan and execute local fundraisers to help curb the cost of the Youth in Government Programs.
- Begin gauging interest and putting together your Youth Legislature delegation.
- Discuss possible bill topics and Parliamentary Procedure.
- Explain the Lobbyist and Press Program within your club and attempt to get people active in both of these programs.

December Checklist

- Distribute the candidacy forms for those who wish to run for an office.
- Finalize the candidates from your club who will run for District nomination at District Meeting.
- Work on speeches for the election of candidates for statewide office. **Candidates will give a speech at the District Meeting.**
- Prepare all delegates to attend the District Meeting for training and campaigning.
- Attend your **District Meeting** and encourage participation in the mock debate. Finalize bill ideas for the Youth Legislature Weekend.

Alabama YMCA Youth in Government

Monthly Checklist

January Checklist

- Identify young people interested in becoming committee chairmen for Youth Legislature.
- Register online at alyig.org
- **Youth Legislature Officer Training: January 27 – 28, 2017**
Elected, nominated and appointed officials MUST attend. This includes : Current Youth Leg. Officers, Supreme Court Justices, Gov. Cabinet Members, Committee Chair Applicants, Lobbyist and Media
- Submit all forms, bills and fees for Youth Legislature via online system before the **deadline**
- Distribute forms for the Governor's Cabinet, Committee Chairmanship, the Lobbyist Program, and Media Program. Briefly go over each position and encourage involvement.
- Have meeting to make final preparations for the conference. Stress the importance of being where you are supposed to be when you are scheduled to be there. Review criteria for being nominated as a National Affairs Delegate.
- Have local Mock Debate sessions to prepare young people for the Youth Legislature experience.
- Follow through with any fund raising plans.

February Checklist

- Clear absences with the school for days that will be missed in February.
- Attend the **Youth Legislature Conference: February 24-26, 2017.**

March Checklist

- Follow through with any fund raising plans.

April Checklist

- Elect club officers for next year (optional)

July Checklist

- Invited delegates will attend the **Conference on National Affairs**
- Attend the **YMCA Christian Values Conference**

Alabama YMCA Youth in Government

Advisor Responsibilities

1. Abide by the Advisor Code of Ethics and Adult Code of Conduct.
2. Attend all Youth in Government club meetings, especially Fall Planning.
3. Act as a liaison with the State Youth in Government Office
4. Make sure that all forms and fees are collected and turned in on time.
5. Provide supervision at events with students.
6. Meet regularly with Club Officers to help plan and promote club activities.
7. Develop the yearly calendar and ensure that all activities are consistent with the goals of the club.
8. Encourage students to take responsibility.
9. Convey problems, questions and/or concerns to the State Director.

Title: **Club Advisor** – An adult volunteer who leads Jr. High or High school aged students in activities related to leadership training, personal service to others and social development.

Who does the advisor report to?
YMCA Director or District Director

Qualifications: Possesses good human relation skills. Enjoy teenagers and have the ability to work with and relate to them. Demonstrates good moral character. Has leadership experience in youth groups and knowledge of group work principles and processes.

Life Skills are doing, thinking and feeling skills that help you succeed daily. They will help you complete your duties as a YMCA Advisor.

You should have:

- A love and concern for teens.
- Some ability to communicate with teens.
- The ability to listen well.
- The willingness to be a giving person.
- Patience, Flexibility, Dependability and Maturity.
- A willingness to learn.
- Effective decision-making skills.
- Time management skills.
- Personal values.
- A sense of humor.
- A love of fun.

Alabama YMCA Youth in Government

President

The President:

- Leads the club.
- Encourages the members to work.
- Works closely with the other officers.
- Makes sure every member has a chance to become involved.
- Delegates authority.
- Maintains high standards.

The President's Duties:

- Serve as Chairman of the Executive Committee and attend all of its meetings.
- Prepare an agenda for club meetings.
- Preside at club meetings.
- Inform club members of District and State events.
- Serve as Ex-officio member of all committees.
- Know the duties of all the Officers and Committee Chairmen.
- Make sure all other officers know their jobs and are effectively doing these jobs.
- Maintain regular contact with Club Advisor.
- Reports monthly to the assigned District Officer.

Ways to be an Effective President:

- Use Parliamentary Procedure at meetings.
- Set a regular time each month for meetings.
- Involve the entire club in making decisions.
- Keep the meeting moving: make sure each person with a place on the agenda is prepared.
- Set a regular time (weekly, if possible) to meet with your Advisor to review the club's progress.

A GOOD CLUB MUST HAVE A DEDICATED PRESIDENT.

Alabama YMCA Youth in Government

Presidential Responsibilities

MANAGEMENT

1. Limit Discussion stay on track
2. Follow parliamentary procedure
3. Direct all work through committees

ASSURANCE OF WELL-PLANNED AND EXECUTED PROJECTS

1. Have planning sessions
2. Place all events and projects on Club Calendar
3. Assign each project to a committee so it may be thoroughly planned.
4. Keep in touch with Committee Chairmen
5. See that members are personally encouraged to participate
6. Give praise and recognition for a job well done

ASSURANCE OF ORDERLY MEETINGS

1. Plan all meetings in advance
2. Build agenda according to time allowed for the meeting
3. Avoid delay and confusion
4. Limit discussion
5. Work through committees
6. Keep programs moving
7. START ON TIME - DISMISS ON TIME!

ASSURANCE OF FUNCTIONING COMMITTEES

1. Appoint competent chairmen
2. Emphasize importance of committee work
3. Keep close check on progress of committees
4. Help other officers

ASSURANCE OF FULFILLMENT OF "Y" CLUB PURPOSE

1. Set a personal example of dedication and involvement
2. Evaluate club activities periodically
3. Place emphasis on inspirational devotions at all club activities (not just meetings).

MAINTAIN REGULAR MEETING ATTENDANCE

1. Announce when and where each meeting will take place
2. Contact absentees immediately
3. Have a good program and members will attend
4. Make business meetings as brief as possible

Alabama YMCA Youth in Government

Vice President

The Vice President:

- Plans programs consistent with the club's purpose.
- Makes sure all arrangements are set for the club meetings.
- Maintains high standards.
- Essential for having good club programs and meetings.

The Vice President's Duties:

- Attend meetings of the Executive Committee.
- Develop well-planned, diverse programs for club meetings.
- Make sure that physical arrangements (chair set up, podium in place, etc.) are prepared.
- Make sure that all members know the time and place of the meetings.
- Serve as Chairman of the Program Committee.
- Serve as host for all guests.
- Preside at meetings if the President is absent.
- Assist President with monthly report to District Officers.

Ways to be an Effective Vice President:

- Club meetings will be well attended if the club has good, well developed programs.
- Plan in advance.
- Vary the types of programs (films, speakers, skits etc.)
- Seek other ideas in planning programs.
- Arrive early to make sure that everything is in place.

**A GOOD VICE PRESIDENT MAKES CLUB MEETINGS INTERESTING
BY PLANNING MEANINGFUL PROGRAMS.**

Alabama YMCA Youth in Government

Secretary

The Secretary:

- Keeps the State YMCA Office informed of the club's activities by sending in regular reports.
- Maintains local club records in a scrapbook.
- Keeps accurate records of club decisions and club events.
- Is responsible for all official club correspondence.
- Maintains high standards.

The Secretary's Duties:

- Attend meetings of the Executive Committee.
- Keep minutes of club meetings and send a copy to Club President.
- Keep roll of members and a record of the attendance at meetings, club projects and events.
- Carry on club correspondences: "thank you's" to guests, birthday cards to special people, etc.
- Maintain a list of members with addresses and telephone numbers.
- See that a Club Scrapbook detailing the year's events is kept.
- Serve as Chairman of the Records Committee.

Ways to be an Effective Secretary:

- Have a functioning Records Committee to help with such jobs as the Club Scrapbook (don't do it all by yourself).
- Consider (especially if your club is large) having someone help you keep up with sending cards to members on birthdays and to keep up with other club correspondence.
- Work with the Vice President for Membership to keep track of the members' level of involvement in club activities.

A GOOD SECRETARY IS VITAL TO THE LIFE OF THE CLUB.

Alabama YMCA Youth in Government

Keeping Club Minutes

Minutes are a written record of what is discussed and planned in the Executive Committee and Club Business Meetings. Minutes should be written in the third person in chronological order.

When taking the Minutes, the Secretary should:

1. Make a rough draft of the Minutes at the meeting.
2. Rewrite the Minutes in a Minutes Notebook AS SOON AS POSSIBLE after the meeting. Minutes should be typed or written neatly and legibly.
3. Make corrections in red ink if the Minutes are amended or corrected at the next meeting. (A blank page should be left opposite each set of Minutes for omissions, corrections, and letters.)
4. Do not rewrite Minutes after they have been read and approved.

The Minutes should include:

- The kind of meeting (regular, called, committee).
- The name of the club.
- The time, date, hour and place where the meeting is held.
- Roll call. Number present and absent. The name and rank of Presiding Officer.
- Reading of Minutes (approved or amended).
- Committee reports.
- The exact wording of motions and votes. The names of persons making motions.
- Unfinished business.
- The program—including topic and highlights.
- Treasurer's Report.
- Location of next meeting.
- Adjournment hour.

Alabama YMCA Youth in Government

Treasurer

The Treasurer:

- Prepares a budget of how the club is to operate financially.
- Takes a leadership role in fund-raising activities.
- Insures that fund-raising and expenses are in keeping with the "Y" Club purpose.
- Maintains high standards.
- Attributes include Honesty and Accuracy.

The Treasurer's Duties:

- Attends meetings of the Executive Committee.
- Prepares a budget with the help of the Executive Committee.
- Keeps an up-to-date record of all income and expenses.
- Collects club dues.
- Presents a Treasurer's Report at Executive Committee and club meetings.
- Takes responsibility for the planning and completion of all club fundraising projects.
- Sees that your club raises **at least** enough money yearly to provide for your Advisor's conference expenses.
- Keeps the club on its feet financially with the help of the Finance Committee.

Ways to be an Effective Treasurer:

- Plan fundraising projects that are effective but do not detract from the club doing service projects.
- Set a deadline for membership dues prior to the State's deadline so that you can get everything in on time.
- Use the forms available at the State Office to help keep accurate financial records for your club.
- Give receipts to everyone who gives you money for dues, etc.

A GOOD TREASURER KEEPS MEMBERS INFORMED OF THE FINANCIAL CONDITIONS OF THE CLUB.

Alabama YMCA Youth in Government Chaplain

The Chaplain:

- Sets an example for the club.
- Stresses the “Y” Club purpose through meaningful devotions.
- Sees that the Club Officers are installed and members inducted in a meaningful service.
- Encourages spiritual development of members.
- Maintains high standards.
- Provides opportunities for personal growth.

The Chaplain’s Duties:

- Attend meetings of the Executive Committee.
- Plan for devotions at club meetings.
- Coordinate a meaningful installation service for officers and induction service for members.
- Coordinate “Thoughts for the Day” program in the school and/or community. Serve as Chairman of the Worship Committee.

Ways to be an Effective Chaplain:

- Put thought and planning into devotions.
- Don’t just grab a Bible at the last minute and read the first passage to which you open.
- Plan induction and installation services that are open to the public and which are meaningful to those involved.
- Encourage other activities (going to church / temple together, doing “Thoughts for the Day” in the school or on the radio, etc.) Encourage the growth and togetherness of the club and its members.
- Use the poems and articles in the back of this section as devotions or as handouts to members to help encourage their growth and involvement.

**A GOOD CHAPLAIN CREATES THE
SPIRITUAL EMPHASIS FOR THE CLUB.**

Alabama YMCA Youth in Government

Club Member

10 Ways to be a Good Club Member:

1. Live the "Y" Club Purpose and Platform daily.
2. Be eager to share your ideas, no matter what they are.
3. Cooperate with the officers.
4. If you are an officer, be organized. Take time to do your job well.
5. Take time to get to know your advisor and show your appreciation.
6. Go the extra mile. Help with that project or go to that meeting even though you may not have the time. Remember that nothing worthwhile was ever accomplished without some sacrifice.
7. Attend State YMCA Conferences - they help to inspire and train you to be a better person.
8. Be involved in other things: your schoolwork, family and church. Be a well-rounded person in spirit, mind and body.
9. Help your club be what it should be by inviting the "shy" student, the "not-so-popular" student, the "new student in town," and others to be a part.
10. Take your beliefs and commitments seriously. Remember who you are and for what you stand.

14 Ways to Kill a Club:

1. Don't go to meetings or if you do, go late.
2. Find fault with everything.
3. Never volunteer to help with anything as it is easier to criticize than to participate.
4. Get sore if you are not elected to an office or appointed to a committee. But, if you are, do not attend the Executive Committee Meetings.
5. If asked by the President to give your opinion on some matter, tell him you have nothing to say. However, after the meeting, tell everyone how things should have been done.
6. Do nothing more than absolutely necessary, but when other members use their ability to help, complain that a clique is running the club.
7. Pay your dues late and don't show up for projects.
8. Never refer to the club handbook.
9. Volunteer to help with a project and don't show up.
10. Talk and don't pay attention during meetings, and then complain that the officers don't let the members know anything when you miss the next conference or project.
11. Never go to the advisor when you recognize a problem is developing in the club. Just wait until the problem gets too big to handle and just tell everybody that you knew it would happen.
12. Don't ever show appreciation to your advisor.
13. If you ever go to a "Y" club conference, miss as many sessions as you can. Then, when you return home, complain about the conference to others.
14. Encourage only certain types of students to join.

Youth Judicial

November 5-7, 2016 - Montgomery, Alabama

- Youth Judicial is Alabama's only statewide mock trial competition. Students from across the state come to Montgomery, Alabama each year to take part in a three day long event where teams get the opportunity to present a case in front of a judge and jury.
- Each team is composed of six members and up to two alternates. Three team members will play the role of attorney, three will serve as witnesses. Each team chooses a side to argue: Prosecution/Plaintiff or Defense. Each team must have an Attorney Captain.
- Teams will find their cases posted online at www.alyiq.org as well as the Rules of the Competition and the Federal Rules of Evidence.
- Judges will be selected at local Pre-Judicial District Meetings.
- Each year, one team is selected to represent the State of Alabama at the YMCA National Mock Trial Competition.
- See included registration packet for all registration information.

**Headquarters Hotel:
Embassy Suites
Hotel & Conference Center**

300 Tallapoosa Street
Montgomery, Alabama 36104
334-269-5055

Reservations will be guaranteed on a space available basis. Advisors will submit rooming list by the appropriate deadlines in order to secure rooms

Alabama YMCA Youth in Government Judicial Officer Nomination Form

Name _____ Phone (____) _____

School/Delegation _____ Grade: 9 10 11 12

Email _____

Circle Position sought: Judge Chief Justice Deputy

Candidates vying for Youth Judicial Offices are required to give a speech at Pre-Youth Judicial, and he/she may have an introductory speech. Total time allowed for introduction and speech is 5 minutes. All candidates must be able to attend Officer Training in order to fulfill their duties.

Qualifications of Chief Justice:

- a. In his/her Jr. Year in High School when running (will serve in Senior Year)
- b. At least one (1) year's previous Alabama YMCA Youth Judicial experience
- c. Ability to speak in public extemporaneously
- d. Knowledge of Alabama Law
- e. Knowledge of courtroom procedure
- f. Personality, Appearances, Dress, Poise and Good Voice
- g. Member of an affiliated Student YMCA or Government Club

Qualifications of Judge:

- a. At least one (1) year's previous Alabama YMCA Youth Judicial experience
- b. At least a sophomore in High School
- c. Ability to speak in public extemporaneously
- d. Knowledge of Alabama Law
- e. Knowledge of courtroom procedure
- f. Personality, Appearances, Dress, Poise and Good Voice
- g. Member of an affiliated Student YMCA or Government Club

Qualifications of Bailiff:

- a. Selected by a Judge (does not run for office)
- b. Ability to speak in public
- c. In any high school grade (9-12)
- d. Recognized leadership
- e. Member of an affiliated Student YMCA or Government Club

Qualifications of Deputy Sheriff:

- a. Ability to speak in public
- b. In any high school grade (9-12)
- c. Recognized leadership
- d. Extremely Organized
- e. Member of an affiliated Student YMCA or Government Club

Candidate's Signature _____ Date _____

We, the undersigned, certify that the candidate has met the qualifications as stated below. We wish to nominate him/her for the above stated position.

Advisor _____ Date _____

This form must be signed by ten Government Club, or Student YMCA Club members.

Youth Legislature

February 24-26, 2017 - Montgomery, Alabama

- Youth Legislature is Alabama's Premier Youth Government conference. Students from across the state come together to debate legislation, argue appellate cases to the Supreme Court, lobby for and against bills, and cover the politics of the day through the media.
- Each delegate chooses to be in either a legislative chamber, the Supreme Court, a lobbyist or on the Media Corps.
- Members of the House, Senate or First Year chamber will write and debate a piece of legislation and debate *other* pieces of legislation throughout the weekend. Supreme Court members will hear an appellate case and will put pieces of legislation through Judicial Review. Lobbyists pick positions on critical public issues and attempt to persuade legislators to vote one way or another. Finally, the Media Corps is charged with covering the ins and outs of each day's political scene.
- Some delegates will choose to run for office or will submit their names for appointed positions. Each year, the conference elects a Governor, Lt. Governor, Speaker of the House and many other offices. The Governor will appoint several cabinet members to serve as their 'brain trust.'
- Please see included registration packet for all registration information.

**Headquarters Hotel:
Embassy Suites
Hotel & Conference Center**
300 Tallapoosa Street
Montgomery, Alabama 36104
334-269-5055

Reservations will be guaranteed on a space available basis. Advisors will submit rooming list by the appropriate deadlines in order to secure rooms.

Alabama YMCA Youth in Government

Positions for Governor's Cabinet

The application process will be available online at www.alyig.org.

1. Director • Department of Economic and Community Affairs
2. Director • Alabama Emergency Management
3. Commissioner • Department of Revenue
4. Commissioner • Department of Human Resources
5. Superintendent of Banks • Banking Department
6. Director • Alabama Development Office
7. Commissioner • Medicaid Agency
8. Commissioner • Department of Mental Health & Mental Retardation
9. Director • Department of Transportation
10. Director • Department of Public Safety
11. Administrator • Alcoholic Beverage Control
12. Commissioner • Department of Conservation and Natural Resources
13. Director • Department of Tourism and Travel
14. Executive Director • Department of Senior Services
15. Commissioner • Department of Labor
16. Director • Department of Finance
17. Director • Homeland Security
18. Adjutant General • Alabama Military Department
19. Commissioner • Department of Children's Affairs
20. Commissioner • Department of Corrections
21. Commissioner • Department of Insurance
22. State School Superintendent

Alabama YMCA Youth in Government

Writing your bill

I. MAKE UP OF A BILL: *Check your bill for these parts in the order below:*

TITLE: The title of the bill should be complete enough to express in broad terms what the bill would do. The title should contain any penalties, retroactive effects, or appropriations that are provided in the bill. It is a short statement of the subject of the bill.

BODY: The substance of the bill is ordinarily comprised of:

1. Definitions, if any are needed.
2. State exactly what you would like to do (the Title is not a part of the bill so you will need to restate anything written in the title)
3. Main legal principle or proposition.
4. Procedural and administrative provisions.
5. Sanctions and penalties.

SEVERABILITY CLAUSE: "All laws and parts of laws in conflict with this acts or provision of this act are hereby repealed."

EFFECTIVE DATE: This act to become effective upon passage and approval of the Governor or its otherwise becoming a law.

II. PLEASE READ THE FOLLOWING STATEMENT TO YOUR DELEGATES:

- Each House, Senate or First Year member must author at least one piece of legislation. **Delegates who have attended the conference previously in any capacity are required to author at least one (1) bill without a co-author or two members my co-author two bills . First year delegates in the House, Senate or First Year Chamber may count a co-authored bill towards the required submission.**
- All bills are to be submitted through the online system at www.alyiq.org.
- Your bills will be printed exactly as they are entered online. Be sure to spell check, etc.
- **DELEGATES MUST BE IN THE SAME CHAMBER TO CO-AUTHOR A BILL TOGETHER.**

Alabama YMCA Youth in Government

Writing your bill

III. How to Develop Your Bill Idea

1. Ask yourself the following questions about your idea:
 - Does it truly serve the public interest?
 - Do the Federal and State Constitutions permit it?
 - Does it infringe upon any basic rights guaranteed by these constitutions?
Ask a government teacher, an attorney, or a local judge for their judgment.
 - Could the function be performed better at another level of government?
 - Could it be better handled by private enterprise?
 - What will it cost the state to implement your idea? Who will pay the cost?
Can the cost be met from state money or must you propose additional ways of generating the money? Is it worth it?
 - If your idea requires administration or enforcement, who will provide it?
2. Check your idea with appropriate local authorities. If your bill deals with education, speak with your principal. If it deals with prison reform, speak with a local parole officer, judge or public officer.
3. Seek out opposite views on the subject. Ask your parents and your neighbors what they think about it.
4. Revise your bill idea, if necessary, in view of the facts or ideas you have received.
5. You are now ready to begin drafting your bill. Pay particular attention to the following sections that suggest instructions for writing a bill.

IV. Check Your Bill

A BILL IS PROPOSED LAW put in writing by a member of the Legislature. The following characteristics/qualities of a good bill are offered to assist you in your final review of your bill. Before submitting the Bill, double check it to make sure it meets all of the standards.

- It deals with only one subject matter.
- It expresses the subject accurately in the title of the Bill.
- It concerns a matter that is within the field of State Legislation and distinguished from Federal, County, or Municipal law.
- It conforms to the provisions of the Constitution of the State of Alabama and of the U.S.
- It represents clean and analytical thinking by the author and uses concise language.
- It contains the enacting clause: "BE IT ENACTED BY THE ALABAMA YMCA YOUTH LEGISLATURE" if it is a Bill.
- If the Bill proposes a new law, it is divided into sections as short as possible in view of the subject matter.
- If it amends an existing law, each section amended must constitute a separate section.
- Each separate section of the Bill is numbered consecutively in order.
- Major provisions of the bill are included in the early sections.
- Definitions of terms, if required, are included before the terms are used.
- It stipulates the amount and source for appropriation of funds if the Bill requires an expenditure of money.
- It includes the date the Bill will become effective if it is other than the usual 90 days following passage.

Alabama YMCA Youth in Government

Writing your bill

V. How a Bill Becomes a Law in Youth in Government

A “bill” is a proposed law. Only a member of the legislature can introduce it. A bill does not become law automatically. There are certain specified procedures through which it must go before it becomes law. The persons authoring the bill are responsible for knowing these steps and seeing his/her bill through the program.

1. The State Director assigns the bill you submit for inclusion in the Bill Book to a Hearing committee.
2. Then the bill is assigned to a Hearing committee to which other bills of associated subject matter are assigned. Both the Chief Sponsor and Co-sponsor of the bill are assigned to this committee during the Conference in Montgomery.
3. The authors present their bill to the committee and the committee recommends (a), which bills should be sent to the Legislature for debate and (b) in what priority order they are recommended.
4. The Rules Committee, which is comprised of the Hearing Committee Chairmen, determines the calendar (schedule of bills to be debated) for the Legislature.
5. The Youth in Government Legislature debates bills on Friday and Saturday. Each bill is debated in its respective chamber first. If it passes, it is then sent to the other chamber for debate.
6. If both houses pass the bill, it is sent to the Governor who may sign it into law or veto it.

For more information, contact your advisor or the state office.

**Alabama YMCA Youth in Government
(334) 229-0035
www.alyig.org**

Alabama YMCA Youth in Government

PARLIAMENTARY PROCEDURE

Debating... a Step by Step Guide

1. When you want to speak, raise your placard. If called upon, quickly walk to the microphone. When you get to the microphone, state your name (last name only), your delegation (city), and ask "May I address my remarks to the chamber?" or "Will the patron please yield to a series of questions?".
2. Before you can speak, you must state your name, delegation and what you intend on doing. For example, if John Smith from Anchorage wanted to speak to the chamber, he would say "Smith, Anchorage, May I please address my remarks to the chamber?" If, however, John wanted to ask the author of the bill a question, he would say "Smith, Anchorage, would the patron please yield to a possible series of questions?"

REMEMBER....Name / Delegation / Action

3. You have 2 minutes to speak. If you don't *intend* on using all two minutes, you can give your time to another delegate who wants to speak. John Smith from Anchorage would do that by saying the following:

"Smith, Anchorage, may I address my remarks to the chamber *and* reserve my right to Yield to Jane Doe from Nova Scotia?"
4. The following are some of the actions and rights you can reserve:
 - Address my remarks to the chamber. – (Use this to make a speech)
 - Will the patron yield to a possible series of questions? (Use this to address the chamber)
 - Remember, you can ask the bill author questions *and* make a speech, but you have to reserve your right to do both...so don't forget!
 - Reserve my right to make a motion. (Allows you to make a motion after a speech or questions.)
5. Don't raise your placard before the floor is open for debate.
6. Delegates will only be allowed to speak twice on a given bill or amendment.
7. Patrons of any bill will be given two minutes for opening and closing remarks. The extra time from opening remarks cannot be yielded toward closing remarks.
8. Patrons of any amendment will be given one minute for opening and closing remarks
9. The majority of all motions may be made orally, but amendment motions must be in writing, and must amend the proper section of the bill to be effective. Any member may offer an amendment at the time the bill is before the membership for consideration. An amendment is adopted by a majority vote.
10. Amendments and motions can be chosen to not be recognized if the chair finds the timing inappropriate.
11. The patron of the bill or amendment has debate priority over all other delegates in chambers. After the patron, other officers (pro-tem, floor leader, and assistant floor leader) have priority. Then it will be delegates who have not spoken on the given bill or amendment.

Alabama YMCA Youth in Government

POINTS

Delegates can make points during the course of business in each chamber. Points can be made at any time, but typically your Presiding Officer will *only recognize your point when the floor is open for debate*. It is typically seen as inappropriate to interrupt a speech or a series of questions with a point.

To make a point, the delegate will simply shout out "Point of ____"

The following are the points and their meaning:

Points

- **Points of Personal Privilege:** used when you need to get a copy of something from the chair, when you need something repeated, or any other "favor" from the chair or floor leader. You do not have to use a Point of Personal Privilege to leave the chambers.
- **Point of Order:** used when the chair, patron, or speaker is out of order
- **Point of Information:** used when you have a relevant, non-debatable statement to add. Do not use this point to make an argument...facts only!
- **Point of Inquiry:** used when you have a yes-or-no clarification question to address the chair or the patron.

Alabama YMCA Youth in Government

MOTIONS & POINTS	May be Debated	May be Amended	May be Tabled	Vote Required	May be Reconsidered
Time to Adjourn: This sets the time to adjourn			No	Majority	
Adjourn: To adjourn means to close the session			No	Majority	No
Indefinitely postpone: This is a motion to kill a main motion. It was designed as a courtesy motion, to prevent a direct vote on the main motion that might be embarrassing to the chamber.		No	No	Majority	
Lay on the Table: The purpose of this motion is to allow the chamber to set aside an order of business for something more urgent or to hear a special speaker.		No	No	Majority	
Previous Question: This motion is used to cut off debate and to bring the chamber to an immediate vote on the matter at hand. The motion is out of order if no debate (pro and con) has occurred on the main motion or bill.		No	No	Majority	
Postpone to a Certain Time: This motion is useful to postpone a pending motion or bill so delegates can have more time to think about an issue.		No	No	Majority	
Commit: This motion refers to the question on the floor to a committee so that it can be carefully studied and put into proper form for the chamber to consider. It is useful to cut off pointless debate when all the facts pertaining to a bill are not known.		No	No	Majority	
Amend: The purpose of the motion to amend is to change the main motion or bill either to make it more agreeable (i.e. a friendly amendment) or to defeat it (i.e. a hostile amendment). There are three ways to amend a matter: add words or phrases, strike out words or phrases, or substitute words or phrases by striking and inserting.		1 Time		Majority	
Appeal: This motion allows a delegate to counter what he/she believes to be an incorrect or unfair ruling of the chair. This motion requires the chair to submit the ruling to the vote of the chamber. A majority vote reverses the ruling of the chair.	No	No		Majority	
Point of Order: The purpose of the point of order is to correct a breach in the rules when the chair does not correct it. It can interrupt a speaker and is ruled upon by the chair.	No	No	No	No Vote	
Point of Personal Privilege: This point allows a delegate to make a request relating to the rights and privileges of the delegates. It is considered immediately due to its urgency and commonly concerns noise or temperature in the chambers.	No	No	No	No Vote	No
Withdraw a motion: This allows a delegate who realizes that he/she has made an ill-advised motion to withdraw it. The chair usually handles the request by the use of general consent.		No	No	Majority	No
Suspend the Rules: The purpose of this motion is set aside rule of the chamber to take something out of order.		No	No	4/5	
Record Vote: The purpose of this motion is to request a record of the vote to be taken.		No	No	1/10	No
Reconsider: This motion allows the chamber to change its mind about how the delegates voted on a previous motion or a bill. Only a delegate who voted on the prevailing side can make the motion.				Majority	No

Alabama YMCA Youth in Government Motions

1. To suspend the regular order of business and take up some measure out of its regular order.
2. To instruct a committee to report a certain bill or resolution.
3. To take up a bill laid on the table subject to call.
4. To set a special order.
5. To suspend the rules.

Meaning of the Gavel Raps

Members should be aware of what Raps of the Presiding Officer's gavel mean. They should respond promptly when the gavel is rapped.

- 1 rap - The chamber will come to order.
- 2 raps - All members will rise.
- 3 raps - Members applaud (usually when a guest enters the Chamber.)
 - Continue until the 1 rap brings order.

When a Member obtains the floor on recognition of the presiding officer, he may not be required to yield the floor unless he desires to yield.

A Member desiring to interrupt another in debate shall address the presiding officer, asking if the Member will yield. The Member speaking may refuse to yield if he so desires. If he does yield the Member interrupting may proceed to ask a question, but the question must be pertinent to the subject matter.

No Member shall speak more than twice on the same subject without the suspension of the rules, in addition, he may answer questions addressed to him. No Member shall use the speaking time of another Member without the suspension of the rules.

When a Member obtains the floor on recognition from the presiding officer, he must confine his remarks to the subject under debate. He must also avoid personalities, and if he fails to do so, the presiding officer may call him to order. If he continues to speak improperly he may be ordered to take his seat by the presiding officer. A member may call this to the attention of the presiding officer.

RULES RELATING TO MEMBERS

1. Members shall not make personal reflections on any other Member, and **no Member shall name another in argument or debate.** When referring to another Member, you should refer to the "lady or gentleman from ...," (stating Member's home town or county)
2. A Member is not entitled to speak or make a motion until the presiding officer has recognized him.
3. Any parliamentary question or issue not specifically covered by these rules of the YMCA Youth Legislature shall be governed by the rules of the regular Legislature of Alabama and the Alabama Constitution. The Presiding Officer may permit the mover and one opponent of the motion three minutes each during which to debate motions.

Alabama YMCA Youth in Government Nomination Form for Office

Name _____ Phone (____) _____
Address _____ City _____ State / Zip _____
School/Club _____ Grade _____ Email _____
Chamber _____ Position seeking _____

*****Please note that holding an office is a yearlong commitment. Officers are required to attend officer's retreats, district meetings, Fall Planning, Conferences and training sessions throughout the year*****

A. Qualifications of ALL Officers

1. At least one (1) year's previous Alabama YMCA Youth Legislature experience.
2. Recognized leadership
3. Ability to speak in public extemporaneously.
4. Knowledge of Parliamentary Procedure.
5. Knowledge of current issues and events.
6. Personality, appearance, dress, poise, and good voice.
7. Member of an affiliated Student YMCA or Government Club
8. Ability to attend officer meetings and YIG Events throughout the year.

B. Qualifications of Youth Governor

1. In his/her Senior Year of High School when serving
2. At least one (1) year's previous Alabama YMCA Youth Judicial experience.

C. Qualifications of Lt. Governor and Speaker of the House

1. In his/her Senior Year of High School when serving

D. Qualifications of President Pro Tem, Speaker Pro Tem and Supreme Court Justices

1. At least a Junior in High School when serving
2. *(Justices Only)* 1 year previous experience as judge, witness or attorney at Youth Judicial.

E. Qualifications for House & Senate Floor Leaders, Asst. Floor Leaders and Secretary of the State

1. At least a sophomore in High School when serving

F. Qualifications of Chaplains, Secretary of Senate, Clerk of the House, Reading Clerks, Asst. Sec. of the State, Deputy Attorney General and Sgt. at Arms

1. In any high school grade (9-12).

First Year Legislature

G. Qualifications for Presiding Officer (PO)

1. In his/her Junior or Senior Year of High School when serving
2. At least one (1) year's previous Alabama YMCA Youth Legislature Experience.

H. Qualifications of Presiding Officer Pro Tem of First Year Legislature, Floor Leader, Clerk, Chaplain, and Sgt. at Arms

1. No previous Alabama Youth Legislature experience necessary. MUST BE IN FIRST YEAR PROGRAM.

We the undersigned, certify that the candidate has met the qualifications as stated on this sheet and wish to place his/her name in nomination.

Club President Date

Advisor Date

Alabama YMCA Youth in Government Nomination Form for Office

Name _____ Delegation _____

Position Sought _____

**Petition must be signed by 10 Student YMCA
or Government Club Members.**

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Steps to run for office:

1. Review the available offices for each district at alyig.org
2. Review the officer qualifications on the nomination form to ensure eligibility.
3. Announce candidacy at the Fall Planning conference (optional).
4. Pre-qualify at www.alyig.org before the District Meeting.
5. Submit officer nomination form along with ten signatures at district meeting to the person in charge of the election. The nomination form may be submitted any time before the day of Session but must be submitted no later than the end of registration on the day of the District Meeting. A candidate for office may not visit the meeting in another District except upon invitation of the Alabama Youth in Government Executive Director.
6. Candidates who are nominated by their district continue to run for office at Youth Legislature. Candidates running for office should carefully review the campaign guidelines, paying special attention to rules regarding expenditures and campaign materials. Guidelines can be found at alyig.org.

Alabama YMCA Youth in Government

Junior Youth Legislature

The Alabama Junior Youth Legislature is a program promoted and developed through the YMCA. It is a sound education approach to the development of citizen participation in the democratic government by providing opportunities to 7th - 8th graders to study public government through a model legislative program.

The Alabama YMCA Junior Youth Legislature was started in 1991. It has been in operation every year since that time serving young people from throughout our state. During this event, students throughout Alabama will have a hands-on experience with writing and debating bills. Sixth grade students may also attend the conference, serving as pages to the annual Alabama YMCA Youth Legislature.

The Alabama YMCA Youth Legislature is a program for students in 9th - 12th grade. It is a replica of the Alabama Legislature. Once at Youth Legislature the high school students will take part in a hands-on program where they take over our state government for four days. Bills will be drafted in local clubs, brought to the State Capitol where they are read, studied by Committees, debated and disposed of. The youth serve in every capacity of government from Governor to Lt. Governor to Speaker of the House to Chief Justice and to Attorney General. Therefore, when a delegate participates in the Alabama Youth Legislature he or she has had an actual experience in the way the laws of the state are made. The Youth Legislature Board of Directors tries to see that no aspect of the regular Legislative pattern is changed or abridged. Youth Legislative officials are elected and preside according to the Legislature rules.

The Junior Youth Legislature program is a great way to introduce students to Alabama State Government. The purpose of the Alabama YMCA Junior Youth Legislature is to prepare a selected group of young people for moral and political leadership in the American Democratic Process by providing guidance, training and experience in the theory and practice of determining public policy. It also provides a fellowship that makes for an understanding of other people's problems, to help accept defeat without discouragement and to stimulate tolerance towards another's point of view.

The Junior Youth Legislature program will consist of fun and exciting workshops throughout the day. On Friday, the students will participate in 2 workshops: Bill Writing and Parliamentary Procedure. The ***Bill Writing workshop*** will teach your child how to write a bill and how to make amendments. The ***Parliamentary Procedure workshop*** will teach your child how a bill becomes a law and we will hold several "mock sessions". Friday afternoon, the students will jump right in to debating the bills they have written.

Junior Youth Legislature is great way for youth to meet other youth from across the state!

Alabama YMCA Youth in Government

Other Opportunities

The YMCA Youth in Government Office can assist groups with starting local government programs. Two such programs are outlined below. Please contact Sam Adams – sam@alyig.org or 334-229-0039 if you would like more information.

Montgomery's Youth in City Program

Montgomery's Youth in City Program is the oldest in the state. During a week in April, Montgomery's Downtown Optimist Club, in cooperation with the Montgomery Britton YMCA, sponsors Youth in City as a part of **Optimist International Youth Appreciation Week**. Students in grades 7-12 from all over the city gather in City Hall for a day to debate the city ordinances they prepared. This program is very similar to Youth Legislature, except it is on a citywide level rather than a statewide level. Officers are elected at the opening meeting, held the night before. A Youth Mayor and 8 City Councilmen preside over the day. The morning and early afternoon are spent debating. The late afternoon is filled with the Youth Mayor's election and guest speakers. The election is held immediately after lunch, so those votes may be tallied during the guest speakers. Usual guest speakers are the Mayor and City Councilmen. Others just drop by to watch the youth in action. After the announcement of the Youth Mayor's election, the new Youth Mayor adjourns. It is an important learning experience for all youth to have.

Youth in County Program

The Youth in County Program is fairly new and impressively successful. The base of this program is entirely different than Montgomery's, but the purpose is the same: to educate. As is obvious from the title, the focus is on county government rather than on city government. Students do not gather in their city hall and debate ordinances. Rather, students elect County Commissioners, and during the selected day, they meet with their counterparts. Their counterpart officials explain the role of their office, and afterwards, take the group on a walking tour of the county courthouse complex; and together, the students and adult officials visit the different officials' offices. This program is much more simplistic in nature compared to Montgomery's, but is equally as beneficial. It is a practical start that can be easily expanded into one much like Montgomery's.



Alabama YMCA Youth in Government

Student Code of Conduct

The purpose of this Code of Conduct is to identify personal behavior that is consistent with the purpose and objectives of the Alabama YMCA Youth in Government program. The items within the Code are based upon performance and are designed to protect the welfare of the program for future generations. Participation in any Alabama YMCA Youth in Government program indicates personal acceptance of the Code of Conduct.

EXPECTATION OF STUDENT	PENALTY
1. All participants share the responsibility of their actions equally when violations of the Code are witnessed. Those who choose to be present when a violation occurs shall, by their own choice, be considered participants in the violation. In relation to this Code, there are no "innocent bystanders."	As outlined in Code
2. In order for a delegate to leave an Alabama YMCA program, he/she must submit written permission from his/her parent or legal guardian. He/she must also secure approval from both his/her advisor AND the program director.	Call parents - send home
3. Each delegate is legally and financially liable for the removal, defacing, or willful damage to public or private property. This includes schools, government facilities, hotels and the property of fellow delegates and staff. Any act of vandalism, destruction of property, or misuse of a facility may be a crime and will be treated as a potential criminal violation.	Call parents - send home Call facility security (Possibly) Summon police
4. Food and beverages are not permitted in the Senate and House Chambers, court rooms, committee rooms, or in any conference meeting rooms.	Discretion of staff
5. The use of incense or tobacco products, and the use of/possession of alcoholic beverages, weapons, or non-prescription drugs are prohibited at any Alabama YMCA function.	Call parents – send home (Possibly) Call security (Possibly) Summon police
6. Delegates should not leave the hotel except to travel to scheduled conference destinations.	Call parents – send home
7. Male and female delegates may not visit in each other's hotel rooms.	Discretion of staff
8. All delegates shall be in and remain in their assigned hotel rooms by scheduled curfew and doors shall remained closed until scheduled end of curfew.	Discretion of staff (Possibly)Lose Participation rights
9. Delegates shall not invite or receive visitors to the hotel unless approved by the director of the program.	Call parents – send home
10. There shall be no room switching in the hotels without the approval of the delegation advisor and the director of the program.	Call parents – send home
11. Each delegate must attend all sessions of Alabama YMCA programs unless options are designated.	Lose participation rights
12. Nametags shall be worn ONLY by the individual whose name appears on the badge and must be visible at all times.	Discretion of staff
13. Each delegate should conduct himself/herself in an orderly and responsible manner before, during, and after all functions of the Alabama YMCA Youth in Government program. Personal behavior should reflect positively on one's self, family and the YMCA.	Discretion of staff
14. Harassment or intimidation by words, gestures, body language, or any other menacing behavior will not be tolerated at any Alabama YMCA Youth in Government program.	Discretion of staff (Possibly)Call Parents-send home (Possibly)Summon Security/Police

Submission of the Student Registration form represents your acceptance of the code of conduct. I agree that I will abide by the rules and regulations of the Alabama YMCA Youth in Government program and understand that any breach of this agreement may result in my dismissal with no refund of registration fees. If I am sent home for violation of this Code it will be at the expense of my parent or guardian.



Alabama YMCA Youth in Government Adult Code of Conduct

By my participation as an adult or College Staff member I agree to the following standards of conduct:

1. Enforce the Student Code of Conduct at all times when attending Alabama YMCA Youth in Government programs.
2. Report all violations of the Student Code of Conduct immediately to the conference Staff.
3. Have another adult present whenever I:
 - a. patrol the hallways before and after curfew hours
 - b. need to talk with a student in a private setting; or
 - c. transport a single student to a Youth in Government function, medical facility, or hospital.
4. Have at least two students present if I am transporting students to an Alabama YMCA Youth in Government program when there is no other adult traveling with me.
5. Be present in assigned program areas at all designated times.
6. Attend all training sessions and meetings specifically designed for adults.
7. Have all forms turned in before I permit a student to travel to any Alabama YMCA Youth in Government program.
8. Not to share sleeping accommodations with students during any Alabama YMCA Youth in Government program.
9. Maintain proper adult decorum.
10. Refrain from the use of profanity.
11. Refrain from possessing or using alcohol or illegal drugs at any Alabama YMCA Youth in Government program.
12. Refrain from the use of tobacco products in the presence of teens or parents during activities.
13. Treat all races, religions, cultures, social and economic backgrounds with equal respect and consideration.
14. Appear clean, neat and appropriately dressed at all functions.
15. Refrain from intimate displays of affection toward others in the presence of teens, parents and staff.
16. Be free of conditions that may adversely affect another's health, including significant fever or contagious disease.
17. Refrain from fraternizing with teens outside of the program.
18. Never physically abuse (strike, spank, slap, shake), verbally abuse (humiliate, degrade, threaten), and/or sexually abuse (inappropriate touching) any student. I realize that this is unacceptable behavior and may be punishable by law.

I have reviewed the provisions of the Adult Code of Conduct and agree to abide by them. If I am found to be in violation of any provision of this Code, I understand that my affiliation with the Alabama YMCA Youth in Government program may be terminated.

Submission of the Adult Registration form represents your acceptance of this code of conduct.



ALABAMA YMCA YOUTH IN GOVERNMENT ADULT REGISTRATION FORM

First Last Male Female
Gender Date of Birth

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: (____) _____ Cell #: (____) _____

Email address: _____

Employer: _____ Work Phone #: (____) _____

Working with the _____ Delegation.

Role: Parent School Teacher/Official Attorney Coach College Staff Other: _____

Have you ever been convicted of a crime except a minor traffic violation? YES NO

Have you authorized the YMCA to conduct a background check within the past 12 months? YES NO

In connection with my application to serve as a volunteer with the Montgomery YMCA, I understand that the YMCA may run a Criminal Background check requesting information regarding criminal history and the sexual offender registry.

I hereby authorize, without reservation, any Law Enforcement Agency, Institution, Information Service Bureau, School, Employer, Reference or Insurance Company to furnish the information described in this form.

AN EMAIL WILL BE SENT WITH INSTRUCTIONS ON COMPLETING THE CRIMINAL BACKGROUND CHECK.

Spouse Information

Emergency Contact

First Last Male Female
Gender Date of Birth

Cell #: (____) _____ Email address: _____

Employer: _____ Work Phone #: (____) _____

In consideration for being permitted to utilize the facilities, services and programs of The Young Men's Christian Association of Montgomery, Inc. ("YMCA"), I do hereby agree to the following:

1. I understand that the activities that I will be engaging in while in or upon the premises of the YMCA, using any of its facilities, services or equipment, or participating in any YMCA program or activity are inherently risky and potentially hazardous and I hereby accept full responsibility for, and risk of, any injury to myself or loss or damage to my property that may occur as a result thereof.
2. I hereby release, waive and covenant not to sue the YMCA, its successors and assigns, and its directors, officers, employees, and agents (collectively, the "Releasees") from all claims, demands, damages, losses and causes of action arising or resulting from any injury to myself or loss or damage to my property that may occur while I am in or upon the premises of the YMCA or using any of its facilities, services or equipment, or participating in any YMCA program or activity.
3. I hereby indemnify and hold harmless the Releasees from all loss, liability, damage, or cost they may incur due to my presence in or upon the premises of the YMCA or use of its facilities, services or equipment, or participation in any YMCA program or activity. In the event of injury, I hereby authorize the Releasees to provide or cause to provide such medical care and treatment to me as may be necessary and appropriate. I understand that I am solely responsible for all costs incurred for such medical care or treatment. I further understand that if I fail to abide by the rules and regulations of the YMCA, I am subject to removal from the premises of the YMCA and/or removal from participation in YMCA programs and activities without a refund of dues, fees or other amounts paid to the YMCA. I hereby give my permission to the YMCA to use indefinitely, without limitation or obligation, photographs, film footage, or tape recordings which may include my image or voice for the purpose of promoting or interpreting YMCA programs and activities.

I HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT AND AGREE TO BE BOUND BY ITS TERMS.

⊗ Signature: _____ Date: _____



ALABAMA YMCA YOUTH IN GOVERNMENT STUDENT REGISTRATION FORM

First Name: _____ Last Name: _____ Date of Birth: _____

Gender: Male Female Grade: _____ School: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone #: (_____) _____ Cell #: (_____) _____

Email Address: _____

Race (optional): _____ T-Shirt Size: Small Med Large XL 2XL 3XL

Student Lives with (circle one): Both Parents Mother Father Other: _____

I agree to participate in the YMCA Youth in Government, to abide by its rules and to represent my family, my school and myself in a positive manner. This includes acceptance of the Code of Conduct and Dress code available to me on the website. Also, I verify that the information on this form is correct.

Participant's Signature: _____ Date: _____

Parent 1 Information:

First Name: _____ Last Name: _____ Date of Birth: _____

Cell #: (_____) _____ Email address: _____

Employer: _____ Work Phone #: (_____) _____

Parent 2 Information:

First Name: _____ Last Name: _____ Date of Birth: _____

Cell #: (_____) _____ Email address: _____

Employer: _____ Work Phone #: (_____) _____

In consideration for my child or ward being permitted to utilize the facilities, services and programs of The Young Men's Christian Association of Montgomery, Inc. ("YMCA"), I, on behalf of myself and my child or ward, and his or her heirs, personal representatives, assigns and next-of-kin, do hereby agree to the following:

1. I understand that the activities that my child or ward will be engaging in while he or she is in or upon the premises of the YMCA, using any of its facilities, services or equipment, or participating in any YMCA program or activity are inherently risky and potentially hazardous and I, for and on behalf of my child or ward, hereby accept full responsibility for, and risk of, any injury to my child or ward or loss or damage to his or her property that may occur as a result thereof.
2. I hereby release, waive and covenant not to sue the YMCA, its successors and assigns, and its directors, officers, employees, and agents (collectively, the "Releasees") from all claims, demands, damages, losses and causes of action arising or resulting from any injury to my child or ward or loss or damage to his or her property that may occur while my child or ward is in or upon the premises of the YMCA or using any of its facilities, services or equipment, or participating in any YMCA program or activity.
3. I hereby indemnify and hold harmless the Releasees from all loss, liability, damage, or cost they may incur due to my child's or ward's presence in or upon the premises of the YMCA or use of its facilities, services or equipment, or participation in any YMCA program or activity. In the event of injury, I hereby authorize the Releasees to provide or cause to provide such medical care and treatment to my child or ward as may be necessary and appropriate. I understand that I am solely responsible for all costs incurred for such medical care or treatment. I further understand that if my child or ward fails to abide by the rules and regulations of the YMCA, he or she is subject to removal from the premises of the YMCA and/or removal from participation in YMCA programs and activities without a refund of dues, fees or other amounts paid to the YMCA. I hereby give my permission to the YMCA to use indefinitely, without limitation or obligation, photographs, film footage, or tape recordings which may include my child's or ward's image or voice for the purpose of promoting or interpreting YMCA programs and activities. I, as a parent or guardian of the above named minor, hereby give my permission for my child or ward to use the facilities and services of the YMCA and to participate in the programs and activities offered by the YMCA.

I HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT AND AGREE, INDIVIDUALLY AND ON BEHALF OF SAID CHILD OR WARD, TO BE BOUND BY ITS TERMS.

Parent's or Guardian's Signature: _____ Date: _____