

2)th Annual
Tennessee YMCA
Middle School
Youth in Government

Sponsored by the YMCA of Middle Tennessee



201 & Advisor Guide

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1000 Church Street
Nashville, TN 37203

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615-242-9499

Mark your calendars!

**The
27th Annual
Tennessee YMCA Middle School
Youth in Government**

**will be held in Nashville at the State Capitol on the
following dates:**

Conference A
May 4, 2012

Conference B
May 11, 2012

COMPONENT OPTIONS

Participants in the Tennessee YMCA Youth in Government may register as ONE of the following components.

ALL PARTICIPANTS MUST REGISTER AS ONE OF THESE COMPONENTS:

LEGISLATIVE BRANCH

HOUSE

Students may opt to sponsor a bill in the House of Representatives. These students will be in a HOUSE committee and will hold their General Assembly session in the chambers of the Tennessee House of Representatives at the state capitol. Delegates in the House will write bills in teams of 3. They will submit their bills on the House of Representatives bill form and will likewise, complete the registration form marked HOUSE.

Because of the larger size of the House chambers, you should, naturally, assign or allow more students to participate in the House than in the Senate, preferably in an approximate 3:1 ratio.

SENATE

Students may opt to sponsor a bill in the state SENATE. These students will be in a SENATE committee and will hold their General Assembly session in the chambers of the Tennessee State Senate at the state capitol. Delegates in the Senate will write bills in teams of 3. They will submit their bills on the Senate bill form and will likewise, complete the registration form marked SENATE.

Due to the smaller size of the Senate chambers, you will want to limit the number of students serving in the Senate.

FEE SUMMARY

All fees must be paid to the YMCA of Middle Tennessee **on or before the date of your conference.**

We would prefer you submit one check, payable to the YMCA of Middle Tennessee, for your entire club's total conference fees. However, if you have to submit multiple checks from parents, just double check to be sure they're payable to the YMCA of Middle Tennessee.

The fee for the 201&YMCA Middle School Youth in Government is:

\$35.00 per student

2)th Annual Tennessee YMCA
Middle School Youth in Government
A Tennessee YMCA Center for Civic Engagement Program
 Tennessee State Capitol

SAMPLE CONFERENCE AGENDA

8:30 –9:30 AM	Registration	Legislative Plaza
9:30– 12 Noon	Committee Meetings	
H-1	House Committee 1	Legislative Plaza 12
H-2	House Committee 2	Legislative Plaza 16
H-3	House Committee 3	Legislative Plaza 29
H-4	House Committee 4	House Chambers
S -1	Senate Committee 1	Senate Chambers
12 Noon– 1:30 PM	Lunch	See Advisor
1:30 PM	All Meetings Convene	
1:30 – 4:00 PM	Red House Red Senate	House Chambers Senate Chambers
4:00 PM	Closing Ceremony	House Chambers

ADVISOR CHECKLIST

The following items are due to Center for Civic Engagement by **MARCH 23, 2012**:

- Advisor Registration Forms (via fax, mail, or scan/email)
- Chaperone Registration Forms (via fax, mail, or scan/email)
- Legislative Branch Registration Forms (via fax, mail, or scan/email)
- All House & Senate Bills (MUST BE SUBMITTED IN CORRECT FORM VIA **EMAIL ONLY** TO allisongossett@tennesseecce.org)
- Invoice (via fax, mail, or scan/email)

Contact Information:

**YMCA Center for Civic Engagement
Attn: Susan Moriarty/Allison Gossett
1000 Church Street
Nashville, TN 37203**

Fax: 615.242.9499

Email: Allison Gossett at allisongossett@tennesseecce.org

ADVISOR REGISTRATION

NAME: _____

SCHOOL: _____

School Address: _____

(Street)

(City

(State)

(Zip)

School Phone: _____

School FAX: _____

Your Home Phone: _____

E-Mail: _____

MISC. INFORMATION:

How many YEARS has your school participated in the YMCA Youth in Government Conference? _____

How many students are you planning to bring to this year's YIG conference? _____

Your Birthday: ___(M)___(D)

Best time to reach you at school: _____

CIRCLE ONE:

Conference A
May 4, 2012

Conference B
May 11, 2012

Tennessee YMCA Middle School Youth in Government

CHAPERONE REGISTRATION

(Circle One)

Conference A
May 4, 2012

Conference B
May 11, 2012

SCHOOL: _____

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

PHONE: _____

FYI...

If you are unable to get your chaperones to fill this out for some reason, just send it in with a name & school only. We need at least those two things for each chaperone so we can pre-print nametags for them!

LEGISLATIVE BRANCH REGISTRATION

Please use this form to register for Senate or House. The registration fee is non-refundable. However, substitutes are welcome. If there are any substitutes, please let the state office know **prior to the conference**, else it is unlikely the substitute will have a nametag and/or committee assignment when he/she arrives. Ideally, there should be a *minimum* of 2 delegates per bill team. If you have an odd number and need to either add a third to one team or have one single delegate team, you may, however, each team will submit **ONLY ONE BILL**, regardless of size.

Select/Circle One: SENATE HOUSE
Select One: Conference A Conference B

SCHOOL: _____

NAME _____ **DATE OF BIRTH** _____

ADDRESS _____ **SEX** **M** **F**

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____ **CELL PHONE** _____ **GRADE** _____

E-MAIL _____ **YEAR AT YIG THIS SPRING:** 1 2 3 4

PARENTS' NAME _____ **PARENTS' CELL #** _____

PARENT EMAIL ADDRESS _____

NAME _____ **DATE OF BIRTH** _____

ADDRESS _____ **SEX** **M** **F**

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____ **CELL PHONE** _____ **GRADE** _____

E-MAIL _____ **YEAR AT YIG THIS SPRING:** 1 2 3 4

PARENTS' NAME _____ **PARENTS' CELL #** _____

PARENT EMAIL ADDRESS _____

NAME _____ **DATE OF BIRTH** _____

ADDRESS _____ **SEX** **M** **F**

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____ **CELL PHONE** _____ **GRADE** _____

E-MAIL _____ **YEAR AT YIG THIS SPRING:** 1 2 3 4

PARENTS' NAME _____ **PARENTS' CELL#** _____

PARENT EMAIL ADDRESS _____

YMCA Center for Civic Engagement

INVOICE



**Tennessee YMCA Center for Civic Engagement
Youth In Government Program
1000 Church Street
Nashville, TN 37203
www.tennesseecce.org**

Once the Center for Civic Engagement office receives this from you, we will make a copy for our records, sign your original and return it to you.

Please use this form as your invoice.

As always, substitutions are welcome, but no refunds will be given for students who drop.

CONFERENCE: A or B

SCHOOL _____

of Registered YIG Delegates _____

on Free/Reduced Lunch --- _____

of paying YIG Delegates _____ X \$35.00 = _____

TOTAL AMOUNT DUE: \$ _____

FOR STATE OFFICE USE ONLY

Date Received _____

PAID _____ BALANCE DUE _____

APPROVED _____

WRITING YOUR BILL

The following pages should serve as a guide for writing your bill. Each bill team will submit **ONLY ONE BILL!** Once you are ready to write your bill, please use the templates available on our website by visiting

www.tennesseeyig.org.

Please be sure to type your bill on the appropriate template, i.e. Senate form if you're in the Senate or House form if you're in the House.

You can begin typing your bill directly onto the template on the site. Once you have finished typing your bill, please print several copies. At a minimum, you'll need one to keep for yourself and one to turn in to you advisor.

A hard copy OR an electronic copy (email) of every bill must be submitted to the YMCA Center for Civic Engagement by March 25, 2011. See your advisor to find out how he/she would like you to submit your bill.

**MY DEADLINE FOR TURNING MY BILL IN
TO MY ADVISOR IS:**

HB/10-



25th General Assembly
of the
Tennessee YMCA Middle School
Youth in Government
HOUSE of REPRESENTATIVES



*A template for this bill form is available on our website
<http://www.tennesseevig.org/vig/msvig/index.htm> Students can type directly onto the
template, which will generate line numbers, proper heading, etc. Then they can simply
email the bill to allisongossett@tennesseecce.org to submit it for the conference.*

Sponsors:

Committee:

School:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
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- 11
- 12
- 13
- 14
- 15
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- 25
- 26

Everything You Need to Know about a Bill

There are two types of legislation: ACTS and RESOLUTIONS.

ACTS are bills that create, amend or repeal existing state laws, which are contained in the Tennessee Code Annotated. Copies of the TCA are available in most libraries and will be available at the assembly.

If your purpose is to amend or repeal an existing law, you should list the section of the TCA that you are changing.

If you are creating a law, do not refer to a specific section of the TCA.

RESOLUTIONS are an expression of the General Assembly's opinion on matters not related to the TCA. Resolutions may also deal with procedural matters of the General Assembly. It is important to note that the Legislature can legislate in almost any area, so almost all bills will be acts.

PARTS OF A BILL

1. **SPONSORS-** In the upper left-hand corner. First-listed sponsor is the Prime Sponsor. The bill will go to the prime sponsor's committee.
2. **TITLE-** Every bill must have a title which summarizes the effects of the bill. It should be brief and cover the major points of the bill. The first words of the title must be "AN ACT TO" or "A RESOLUTION TO". The title is not amendable or debatable.
3. **ENACTING OR RESOLVING CLAUSE-** There should be only one enacting or resolving clause on each bill, and each bill may have only one purpose. It must take the following form:

Be it enacted (or resolved) by the TENNESSEE YMCA YOUTH IN GOVERNMENT
4. **SUBSTANCE-** The substance of the bill should be broken down into sections with each section dealing with a separate matter within the bill. For example: For a bill establishing a Commission on Taxation, Section I would establish the commission: Section II would say how many members would serve on the commission: Section III would define the jurisdiction of the commission, etc.
5. **FISCAL LINE ITEM-** Each bill must contain a fiscal line item specifying how much enactment of the law will cost, from where the funds will come, etc. For example, if you require additional, new funds for a project, how will you generate the revenue to pay for it? Are there existing, unused funds in the appropriate department's budget, will you need a tax to raise the money, will you apply for federal funding, etc.?
6. **REPEALING CLAUSE-** This section takes the following form:

“All laws or parts of laws in conflict with this are hereby repealed.”

7. EFFECTIVE DATE- The last section of the act must state when the act is to take effect using this form:

“This act shall take effect July 1, 2011 the public welfare requiring it.”

Instead of using a specific date, you may also write “immediately upon becoming a law”. This last section is not necessary on resolutions.

A HANDY GUIDE TO BILL PRESENTATION

Whether you are in committee or on the floor, these steps will help in presenting the bill.

1. DOCKET- Keep yourself aware at all times of when your bill will come up on the docket. If you miss your docket spot, your bill will go tumbling down to the bottom of the docket – a fate few bills return from.
2. OPENING REMARKS- When your bill is called, you will have two minutes for your opening remarks. These are precious moments: use them wisely. You do not have to use all two minutes. It is quality, not quantity that matters. In your opening remarks you will do two things:

Identify the problem – Begin with an attention getter. Tell an anecdote or give a statistic (not more than three) that identifies the problem. You must give them reason to pay attention.

Propose your solution – State your solution in general terms without becoming too abstract. Too many numerical figures can easily confuse you as well as the delegates so while you can use numerical figures, you might want to keep them to a minimum. Keep your plan in the most simple terms possible. Specifics can be addressed during technical questions and debate.

EXAMPLE: For a bill that puts a maximum interest rate on credit cards you could say –

This bill places a maximum limit on the annual percentage rate of credit card accounts. This rate shall be equal to but not greater than four percentage points over the prime interest rate.

Or you could say –

This bill will use a special formula to set a limit on credit card interest rates.

Then you will go into examples to support this bill. EXAMPLE: *Did you know 63% of Americans are in credit card debt? When you are in credit card debt... this and this and this can happen to you. This effects all Tennessee citizens...*

DON'T FORGET TO MOVE PASSAGE AT THE END OF YOUR REMARKS!

3. DEBATE AND QUESTIONS – This can be a very scary time for the simple reason you do not know what will happen. Relax, and don't worry. Have people practice on your

bill ahead of time. Have them ask you the roughest, meanest questions they can. During this period, there are a few important points to remember:

- If a hostile speaker (one who is on a mission to kill your bill) asks you a question and you know he/she is hostile, give him a clear, specific, and LONG answer. Remember the time you spend answering his question is time, which is deducted from his two minutes of speaking time. In other words, the more you talk the less time he has to "torch" your bill.
- ONLY DURING EXTREMELY RARE OCCASIONS SHOULD YOU REQUEST THE FLOOR DURING OPEN DEBATE. The only reason you should speak during open debate is if there seems to be a tremendous misunderstanding about a key point. (e.g. many delegates think that your bill costs 1 billion dollars when it only costs 1 million dollars) If such an emergency does arise, remember that you have preference over ALL other delegates including the floor leader. If the speaker fails to recognize you, immediately call a Point of Order.

Kinds of questions you should be prepared to answer:

- 1.) How much will this bill cost?
 - 2.) Where will the money come from?
 - 3.) Who will enforce this?
 - 4.) Is this in conflict with (state constitution, federal constitution, federal law)?
 - 5.) Do other states do this?
 - 6.) Has this been attempted before in the state of Tennessee?
 - 7.) How effective is this going to be, really?
4. CLOSING REMARKS – Here you should briefly answer the major criticisms heard during debate. You don't have to go on and on about every single point, but it is good to let everyone know that you have plans to prevent or fix their issues. Even if there were no worthwhile critical statements made, try to respond to the debate somehow. Say something like "I would like to thank the House for its tremendous support of this bill." This lets everyone know that you were awake for the last ten minutes.

Follow these responses with an iteration of your solution. Do not introduce any new arguments; these will only cloud the issue. Use the same line of argument you have used and end with a real blockbuster of a closing image. It may be a story, a statistic or just a catchy phrase. For a bill on insurance reform, you might close with:

"This bill will ENSURE that our families are ASSURED of a "SURE INSURANCE plan."

Submitted by Ross Harris, a former Youth in Government participant and 1990 Presiding Officer of the YMCA Conference on National Affairs

Nine Steps to Draft a Bill

Step 1 Define the Goal

We want to stop the practice of steamboat racing.

Step 2 Research Existing Law

The Tennessee Code Annotated is a multi-volume series of books containing all of the laws of Tennessee. See the right-hand column for information about using the TCA.

A current law, if any, will affect how we draft our bill. If steamboat racing is already illegal, for example, we might want to make the existing law stricter. As it happens, we don't find an existing law against steamboat racing, so we will draft a bill to make it illegal.

Step 3 Act or Resolution?

An Act creates a new law or modifies an existing law. A Resolution expresses the General Assembly's opinion and doesn't create or modify a law.

We are creating a law against steamboat racing, so we're drafting an Act.

If we wanted to express disapproval of steamboat racing without making it illegal, we would pass a resolution ... *A Resolution to Condemn Steamboat Racing.*

Step 4 Bill Title (or Caption)

This begins with the words "An Act To" or "A Resolution To" and continues with a brief summary of the bill's contents.

An Act to prohibit steamboat racing on Tennessee rivers and to provide punishment therefor.

Consider the title carefully because it can't be amended after the bill is introduced. If a bill is broader than its caption, it's unconstitutional. If changing an existing law, the title must mention the law being amended.

These requirements are based on the Tennessee Constitution: "No bill shall become a law which embraces more than one subject, that subject to be expressed in the title. All acts which repeal, revive or amend former laws, shall recite in their caption, or otherwise, the title or substance of the law repealed, revived or amended." (Article II, Section 17)

We aren't changing an existing law in our example, so none is mentioned in the title (also known as a caption). We can refer to an existing law by its Code section. If we were amending an existing law, we would add a phrase like this to the title:

Amends TCA 49-3-2001.

Step 5 Preamble | optional

A preamble is optional, but many people like to include them.

The Preamble is the "Whereas" clauses at the beginning of the bill that establish the rationale or context for the bill. A bill can have more than one, but don't get carried away. Sometimes less is more.

WHEREAS, the racing of steamboats on Tennessee rivers imperils the peace, safety and dignity of its citizens, and

WHEREAS, dozens of innocent citizens in recent years have been fearful for their lives because of this nefarious sport, therefore

Step 6 Enacting or Resolving Clause

This is standard language that precedes the body of the bill.

We're writing an act, so the operative word is "Enacted". If it's a resolution, substitute the word "Resolved". It is typed in all capital letters.

BE IT ENACTED BY THE [year] Tennessee YMCA Youth Legislature:

Step 7 Body of the Bill

Here is where we get down to business.

The body of the bill is broken into sections, each of which is numbered. A section may have more than one paragraph.

A section may have sub-sections, which are lettered. A sub-section may also have more than one paragraph.

Section 1. The captain of any steamboat that engages in a competition with one or more other steamboats to reach a destination shall be guilty of the crime of "Steamboat Racing".

Section 2. The sheriff of any county passed by the racing steamboats may arrest the captains of said steamboats and incarcerate them in the county jail.

Section 3. Upon conviction in a competent Court of law, the judge shall sentence the captain to one of the following punishments as the Court shall deem appropriate:

(a) For the first offense, a Class C misdemeanor.

(b) For the second and subsequent offenses, a Class B misdemeanor

(c) In the alternative, to pick up litter along the riverbank.

Step 8 Effective Date | Acts only; not Resolutions

The final section of the bill tells when it takes effect.

Section 4. This act shall take effect July 1, 2009.

The phrase "the public welfare requiring it" is added if the law takes effect less than 40 days after it's adopted, such as a bill that takes effect immediately.

Here is the relevant provision from the Tennessee Constitution: "No law of a general nature shall take effect until forty days after its passage unless the same or the caption thereof shall state that the public welfare requires that it should take effect sooner." (Article II, Section 20)

Step 9 Sponsors

Each bill must have at least one Senate sponsor and at least one House sponsor. The sponsors may be from different colleges. Multiple sponsors indicate the bill has more support.

Senate

Estes Kefauver, Tennessee Wesleyan

Howard Baker, University of Tennessee at Knoxville

House

Richard Fulton, Middle Tennessee State University

B. Carroll Reece, East Tennessee State University

Harold Ford Sr., Tennessee State University

Final Result Combining the Pieces

AN ACT to prohibit steamboat racing on Tennessee rivers and to provide punishment therefor.

WHEREAS, the racing of steamboats on Tennessee rivers imperils the peace, safety and dignity of its citizens, and

WHEREAS, dozens of innocent citizens in recent years have been fearful for their lives because of this nefarious sport, therefore

BE IT ENACTED BY THE 38th GENERAL ASSEMBLY OF THE TENNESSEE INTERCOLLEGIATE STATE LEGISLATURE:

Section 1. The captain of any steamboat that engages in a competition with one or more other steamboats to reach a destination shall be guilty of the crime of "Steamboat Racing".

Section 2. The sheriff of any county passed by the racing steamboats may arrest the captains of said steamboats and incarcerate them in the county jail.

Section 3. Upon conviction in a competent Court of law, the judge shall sentence the captain to one of the following punishments as the Court shall deem appropriate:

- (a) For the first offense, a Class C misdemeanor.
- (b) For the second and subsequent offenses, a Class B misdemeanor
- (c) In the alternative, to pick up litter along the riverbank.

Section 4. This act shall take effect July 1, 2009.

Senate

Estes Kefauver, Tennessee Wesleyan
Howard Baker, University of Tennessee at Knoxville

House

Richard Fulton, Middle Tennessee State University
B. Carroll Reece, East Tennessee State University
Harold Ford Sr., Tennessee State University

File the Bill Introduce the Bill

Submit the bill to the Secretary of State in electronic form, whether by email, on a CD or on a flash drive.

[Send Email to Secretary of State](#)

The Secretary of State's office will automatically format your bill, so perfect formatting for the version you introduce isn't crucial. It's much more important to get the words right.

MORE HINTS FOR BILL WRITING

- There are a literally hundreds of websites you can visit as you begin brainstorming and doing research to write your bill. We've selected a few we feel to be the most helpful, and provided links through our site. By visiting www.tennesseevig.org, you can link to Tennessee's general state government website, the Tennessee General Assembly's website and Lexis Nexis. You might also consider visiting the websites of other state governments if you're looking for ideas. Great research is critical for a great bill!

- **REVISE, REVISE, REVISE!**
Once you've written your bill, make sure you check for parts or sections that might need some revision. Here's a basic checklist of the sorts of things you should be looking for in the revision process:
 - ❑ Our bill is the result of our own independent efforts. It is not just another version of someone else's previously written bill.
 - ❑ Our bill deals primarily with only one subject.
 - ❑ Our bill contains a fiscal line item indicating how we intend to fund it.
 - ❑ Our bill concerns matters of STATE law, not local or federal.
 - ❑ Our bill is constitutional.
 - ❑ Our bill expresses our intent in clear, concise language.
 - ❑ Our bill is as brief and simple as possible. (Typically, no longer than 2 pages)
 - ❑ Our bill can be easily and effectively applied.
 - ❑ Our bill defines our subject matter briefly, but accurately.
 - ❑ If our bill deals with an existing state law, we have either proposed amending or adding to that law.
 - ❑ If our bill does amend an existing law, we've included a separate section of the bill for each section of the existing law amended.
 - ❑ If our bill proposes a new law, we've divided that law into clear, concise sections, while accurately covering the subject matter.
 - ❑ Our bill contains an Enacting Clause.
 - ❑ Each section of our bill is consecutively numbered.
 - ❑ If our bill requires definitions of terms, we have defined those terms early in the bill.
 - ❑ Our bill expresses our best ideas and analysis in response to the matter we see as a vital issue in our state.

FORMAT FOR DEBATE

Committee Procedure:

Patrons' Introduction	2 Minutes
Technical Questions	1 Minute
Con/Pro Debate	3-5 Minutes
Patrons' Summation	1 Minute

NOTE: Time for Introduction and Summation may be reduced during the committee at the discretion of the YMCA Center for Civic Engagement staff and the presiding officers.

Amendments:

Amendment Sponsor's Introduction	1 Minute
Con/Pro Debate	1 Round
Amendment Sponsor's Summation	1 Minute

Once the General Assembly convenes, time for technical questions and con/pro debate will likely be extended, at the discretion of the officers.

Understanding the Committee Process

WHAT SHOULD HAPPEN IN COMMITTEE?

1. EVALUATE BILLS

- Evaluate bills using the criteria on the ranking form, i.e., Debate Potential, Feasibility, Statewide Impact, Evidence of Research & Innovation
- Will the end result be a meaningful contribution to a value-oriented society?
- Will it have a positive effect on a significant number of citizens?
- Is its issue worthy of legislative consideration?
- Is the bill in conflict with the Constitution? (And if so, then has the bill been written in the form of a Constitutional Amendment?)
- Does the bill provide for the concise accomplishment of its intended purposes?

2. MAKING AMENDMENTS

Proposed amendments given in committee should be attached to the respective bill, with the proponents name(s) (persons offering the amendment) listed on the amendment. **DO NOT** write on the original bill. **USE ONLY THE PROPER AMENDMENT FORM**, and clearly indicate whether the amendment is **FAVORABLE** or **UNFAVORABLE** to its patrons.

A majority vote is required to pass an amendment in committee. Proponents should be prepared to present and defend the amendment on the floor.

Committee proposed amendments will be considered on the floor directly after the bill's patrons have presented the bill and moved for passage.

3. RANKING BILLS

After each bill has been considered and some action has been taken, the committee will rank the respective bill.

Each BILL TEAM will rank each bill on the ranking forms provided, based upon the instructions given by the Chair.

Please be sure to write legibly on your ranking form. If there are any questions regarding legibility, the form in question will be thrown out.

Tennessee YMCA Youth in Government

RULES OF PROCEDURE

Introductory Note: The YMCA Youth in Government is modeled after the Tennessee General Assembly. The circumstances of the Youth in Government have required some of its rules of procedure to vary from the practices of the General Assembly. In questions or issues not addressed by the following rules, the YMCA Center for Civic Engagement staff may look to the rules of the General Assembly or to Robert's Rules of Order for clarification or guidance.

I. RANK OF MOTIONS

Motions shall be ranked as follows:

Adjourn
Recess
Lay on the Table
Previous Question
Amend an Amendment
Amend the Bill
Postpone Indefinitely
Adopt a Bill

A motion shall be in order when it outranks all other pending motions. For instance, if a motion to recognize an amendment is pending, moving the previous question shall be in order.

All of these motions require a second.

1. **Adjourn:** A motion to adjourn must be made by the floor leader. It is non-debatable and shall be voted on immediately. It takes a simple majority for passage.

It should include the time the house is adjourning to, except for the final motion to adjourn, which shall specify no time (adjourn sine die).

2. **Recess:** A motion to recess should be expressed in terms of recessing for a specified length of time (e.g. recess for one hour for lunch). Or, you may recess at the call of the Speaker. A motion to recess is non-debatable and takes a simple majority for passage.
3. **Previous Question:** This is the method for ending debate immediately. As soon as this motion is made and seconded, it is voted on. It requires a two-thirds majority for adoption. If the motion fails, debate resumes as before. The previous question may be moved on any of the motions that rank below it. However, if more than one motion is pending, the person moving the previous question should specify which motion the previous question applies to. For

instance, if there is a motion to amend a bill, the previous question may be moved on the motion to amend or the motion to adopt the bill. If it is moved on the motion to adopt the bill, it implicitly includes the motion to amend. If the previous question is adopted, the house will first vote on the amendment and then on the motion to adopt the bill. If the previous question applies only to the amendment, the house will vote on the amendment then continue debating the bill. *Note: moving the previous question ends debate. The sponsors' summation is not part of the formal debate, so a successful previous question motion will begin the sponsors' summation. Should the chamber wish to forego the summation, then a motion to suspend the rules to that effect is in order.*

4. **Postpone to a certain time:** This is a method for delaying consideration of a bill for a specified length of time (as opposed to tabling, which postpones at the discretion of the house). The motion is debatable and requires a simple majority for adoption. It can be amended. The motion may be expressed in terms of a specific time (e.g. 3 p.m.) or in terms of a relative time (e.g. the first bill tomorrow).

If a bill is postponed to a certain time, it automatically has the highest priority for consideration at that time. No motion is necessary to bring back before the house.

5. **Amendment:** An amendment is a method of changing details within a motion to eliminate flaws, clear ambiguities, etc. It is debatable, may be amended, and takes a simple majority for adoption. In order for an amendment to be considered it must be germane to the bill without changing its intent.

An amendment must be written and submitted to the Clerk on an amendment form before it may be considered.

After a delegate has filed an amendment with the Clerk, the Clerk shall notify the Speaker, and the Speaker shall recognize the sponsor of the amendment as soon as possible. The speaker shall then ask the Clerk to read the amendment and following its reading, the Speaker shall ask the patron of the bill whether or not it is friendly amendment. If it is friendly, it may be passed by acclamation. If it is not, and is ruled germane, debate must ensue; with the sponsor of the amendment starting debate with introductory remarks on said amendment. *The sponsor of the bill or resolution has the right to be the first speaker against the unfriendly amendment in debate.*

An amendment must be in one of three forms:

TO DELETE... You must be specific about what part of the bill you are deleting.

TO INSERT... You must be give specific wording to be inserting and the specific location of where it is to be inserted.

TO SUBSTITUTE... A combination of the above.

6. **Under no circumstances may the title of a bill be amended.**
If a bill is adopted in the first house and amended in the second house, it must return to the first house for consideration of the amendments. When the bill is returned to the first house, the sponsor should make one of two motions.

- 1) “I move that the amendments be adopted and the bill be made to conform to the Senate/House version.”
- 2) “ I move that the amendments be rejected.”

Neither of these amendments may be amended. They are both debatable and both require a simple majority for adoption.

7. **Postpone Indefinitely:** This is method of “freezing” a bill. It is debatable, may not be amended, and requires a simple majority for passage. If adopted, all consideration of the bill ceases and the house proceeds to consider the next bill. *The only way the house can return to considering the ‘frozen’ bill is a successful motion to reconsider.*
8. **Main Motion:** This is the actual consideration and vote on whether or not to adopt a bill as presented to the house by its sponsors. The bill is debatable and is subject to all motions listed above.

II. INCIDENTAL MOTIONS

9. **Incidental Motions:** Incidental motions are matters which need to be brought before the house immediately. They must pertain to the business before the house. They have no rank among themselves and outrank all other motions, except to recess or adjourn. Only one incidental motion may be pending at a time. The incidental motions are covered in rules 12-15.
10. **Point of Order:** If a delegate feels the rules of order are being breached, he/she may make a point of order, requesting the Speaker to make a ruling on the question involved. If the speaker fails to recognize the infraction, he/she may ask the delegate to explain his/her complaint. This motion does not require a second. This motion should be used with discretion and in a constructive manner.
11. **Appeals:** After the Speaker has made a ruling on a matter, such as a point of order, the house can review his/her decision. The appeal is subject to the general rule of debate, and the speaker may explain his/her decision. The Speaker does not have to relinquish the chair during the discussion. It takes a simple majority to overrule the Speaker’s decision and pass the appeal.

12. **Suspend the Rules:** When the house desires to consider a motion or do something that would violate these rules, it can suspend the Rules. A motion to suspend the rules requires a second, is subject to limited debate (one speaker for and one against), and requires a two-thirds majority for passage. A motion to suspend must include the purpose for suspending the rules. Once that purpose has been accomplished, the rules are automatically back in effect. No motion or action is necessary to reinstate the rules.
13. **Division of the House:** Immediately after *a vote by acclamation*, any three members of the Senate or any five members of the House *may demand a placard or roll call vote*. *Delegates desiring a roll call vote should remember that roll call votes are time-consuming and prevent the chamber from moving on to other business*. Delegates calling for division should raise their hand and call for division of the house between the first and second rap of the gavel.

REQUESTS AND INQUIRES

14. **Point of Personal Privilege:** A request to make the debate surrounding more comfortable (ex. If a delegate is not speaking loud enough, the room is too hot or too cold, etc.) This point should be used with discretion.
15. **Requests and Inquires** require no motion, second, or vote and are the prerogative of any members. They are proper at any time, but may not interrupt a speaker.
16. **Parliamentary Inquiry:** A request for the Speaker's opinion on a matter concerning the rules of procedure. This is not a request for a ruling.
17. **Point of Information:** A request for facts affecting the business at hand – directed at the chair or another member. This point should be used with discretion.

III. COMMITTEES

18. **Committees to be established:** Standing committees will be established by the YMCA Center for Civic Engagement.
19. **Officer:** There shall be a Chairperson and Co-Chairperson for each committee, who will be appointed by the YMCA Center for Civic Engagement.
20. Each delegate may serve on a committee. All delegates, including committee officers, shall be assigned to the same committee as their bill.
21. **Introductory remarks, questions, debate:** When a bill comes up in committee, the *Sponsors* will be given time for introductory remarks about the bill followed by a

period for technical questions, after which limited debate will begin. When debate is concluded, the *sponsors* will be given time for closing remarks.

22. **Patrons' Rights** – Patrons' Rights may only be invoked twice during debate and only for the purpose of correcting the information or statements made by a speaker. When Patrons' Rights are invoked they do not take up a pro speech and are limited to thirty seconds. If Patrons' Rights are used incorrectly the chair reserves the right to interrupt the patron.
23. **Majority Vote:** In the final vote on any bill, a constitutional majority is necessary for passage. Otherwise, a majority of those present and voting shall decide any question, unless a two-thirds majority is specified in the rules. Persons who abstain from voting shall not be counted for either side when deciding the outcome of a vote. *For the purposes of Youth in Government, a constitutional majority shall be a majority of voting members seated in the chamber. In the Red Senate, this number should be 18 (34 seats); in the Red House, this number should be 51 (100 seats). In the Blue chambers, this number will be determined by the YMCA Center for Civic Engagement.*
24. **Sponsors:** *The sponsors of a bill or resolution before a committee or in chambers may vote on any and all motions brought before the body, including the main motion on their bill or resolution. The sponsors may not be recognized as speakers during the formal debate unless another member of the body asks them to yield to questions or points of information.*
25. **Quorum:** *Two-thirds of any given body (committee or chamber) shall constitute a quorum in which to do business, including the ranking or passage or failure of bills or resolutions. Officers and delegates alike should make every effort to ensure a quorum during conference sessions.*
26. **Companion Bills:** *The CCE Office may, at its discretion, appoint as Companion Bills any bills submitted to different chambers of the Youth in Government by different sponsors that have the same intent and content. In such cases, should each chamber pass its Companion Bill, both bills shall be sent to the Governor's Cabinet without being sent to the other chamber for its approval.*

Tennessee YMCA Youth in Government

TABLE OF MOTIONS

Motion	When Another has the Floor	Second	Debatable	Amendable	Vote	Reconsider
Main Motion (Bill)	No	Yes	Yes	Yes	Majority	Yes
Adjourn	No	Yes	No	No	Majority	No
Amend	No	Yes	Yes	Yes	Majority	Yes-N
Appeal	Yes	Yes	Yes	No	Majority	Yes
Lay on the Table	No	Yes	No	No	2/3	No
Postpone to a certain time	No	Yes	Yes	No	Majority	Yes
Previous Question	No	Yes	No	No	2/3	No
Recess	No	Yes	No	Yes	Majority	No
Reconsider	When Another has been assigned the floor	Yes	If motion to be reconsidered is debatable	No	Majority	No
Point of Personal Priv.	Yes	No	No	No	No	No
Suspend the Rules	No	Yes	No	Yes	2/3	No
Withdraw Motions	No	No	No	No	Majority	Yes-N
Division	Yes	No	No	No	One	No
Point of Information	Yes	No	No	No	No	No
Parliamentary Procedure Point	Yes	No	No	No	No	No

YMCA Middle School Youth in Government

1...2...3...4...5
 Lowest.....Highest

HOUSE

Committee RANKING FORMS

	BILL #	Debatability	Feasibility	Statewide Impact	Evidence of Research	Innovation	TOTAL
1.							
2.							
3.							
4.							
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19.							
20.							

SAMPLE Ranking Form