



**Ohio YMCA
Youth & Government
MANUAL
2016-2017**

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Ohio YMCA Youth & Government Overview

State Assembly Dates	District 1 - March 30-April 1, 2017 District 2 - April 20-22,2017								
Location:	Statehouse and Renaissance Hotel in downtown Columbus, Ohio								
Adult Leadership	One adult must accompany every ten (10) youth members of a delegation. These adults must be registered participants with the program, stay with their delegation, assure their youth carry out the Code of Conduct and assist with the program.								
Registration	<p>Advance registration is required with payment. Registration process is in 3 steps.</p> <ol style="list-style-type: none">1. Submit Participation Form (this is the number of students and adults you anticipate will participate). You are financially responsible for the number you submit. We do not need names at this time, only a number. Due December 15th.2. Submit registration materials, and program materials. Due February 15th . Submit Payment. Due March 15th . <p>Online registration and bill submission will be available. You will still be required to have hard copies at State Assembly in April.</p>								
Cost:	Ohio YMCA YG costs to the Ohio Alliance of YMCAs are above \$650.00 per participant. Through donations and the Ohio Alliance of YMCAs support we are able to offer a reduced fee for all participants.								
Fees:	<table><tr><td>Students (4 to a room)</td><td>\$275.00 (Register by February 15)</td></tr><tr><td></td><td>\$300.00 (Register after February 15)</td></tr><tr><td>Adults (Shared Room)</td><td>\$200.00</td></tr><tr><td>Adults (Private Room)</td><td>\$340.00</td></tr></table>	Students (4 to a room)	\$275.00 (Register by February 15)		\$300.00 (Register after February 15)	Adults (Shared Room)	\$200.00	Adults (Private Room)	\$340.00
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Adults (Shared Room)	\$200.00								
Adults (Private Room)	\$340.00								
Meals	Meals provided during the conference: Thursday Lunch with the Legislature and Friday/Saturday Breakfast. All other meals are the participant's responsibility. *possible pizza on Friday Evening								
Late Fee	Any registration materials received after February 15 th and/or any payment received after March 15 th will receive a \$25.00 late fee per participant.								
Refund Policy	<p>We have a NO REFUND POLICY.</p> <ul style="list-style-type: none">• Delegations can send replacements if needed, but we are not able to offer any refunds. We also ask that a Male is switched for a Male and a Female is switched for a Female.								

Sample YMCA Youth & Government Schedule (Tentative times, Registration will always start at 10:00 am and we will end on Saturday prior to noon)

1st Day

10:00 a.m. – 1:30 p.m.	Registration/Check in/Lunch with the legislature	Hotel
1:45 p.m. – 2:45 p.m.	Advisor Meetings	Hotel
	Officer Meetings	Hotel
	Leadership Meetings	Hotel
	Tour the Statehouse	Statehouse
	Find your Committee Rooms	Statehouse
3:00 p.m. – 4:30 p.m.	Assemble in the Chamber	Statehouse
	Intro to Committee Procedure	
	Practice Bills	
6:00 p.m. – 7:00 p.m.	Dinner	Columbus
7:00 p.m. – 8:00 p.m.	Practice Session	Statehouse
8:30 p.m. – 11:00 p.m.	Evening Recreation	Hotel

2nd Day

7:30 a.m. – 8:45 a.m.	Breakfast	Hotel
9:00 a.m. – 12:00 p.m.	Committee & Floor Sessions	Statehouse
12:00 p.m. – 1:00 p.m.	Lunch	Columbus
1:00 p.m. – 7:00 p.m.	Committee & Floor Sessions	Statehouse
8:00 p.m. – 11:00 p.m.	Dinner & Evening Recreation	Hotel

3rd Day

7:30 a.m. – 8:45 a.m.	Breakfast and pack luggage	Hotel
9:00 a.m. – 12:00 p.m.	Committee & Floor Sessions	Hotel
	Closing Session	

The YMCA Difference

There are many notable youth leadership programs across the country; however the YMCA Youth & Government program is distinctly different. Our program is currently offered in 38 states and is designed to not only provide a challenging academic experience but also to guide our students in personal development. The purpose of the Ohio YMCA Youth & Government program is to develop within youth a dedication to core democratic values and leadership in the democratic process and to strengthen young people and communities by emphasizing character development and values of caring, honesty, respect and responsibility in all that we do.

The Ohio YMCA Youth & Government (YG) is a three-day experiential learning conference in which students participate directly in a simulation of the democratic process. Acting as Senators and Representatives, students write, debate, and vote on legislation that affects them.

As candidates, lobbyists, or members of the media, students experience the rich spectrum of activity that constitutes our political process. As advocates and justices, students argue and judge a legal case. Officers elected by students serve as Governor, Speaker of the House, President of the Senate, Chief Justice, Media Corps Editor in Chief, and other conference leadership positions.

The goals of the program include:

1. Provide leadership training and preparation to meet the needs of a democratic society.
2. Stimulate interest and awareness of US and state government's function.
3. Create opportunities for civic engagement and awareness of prominent social issues.
4. Develop self-confidence and self-expression while fostering tolerance and understanding of others' points of view.
5. Cultivate the application of moral and ethical valuing processes to public policy making.

Civics, Formations of Government, Constitutional Principles, Rights and Responsibilities

1. YG empowers students to learn how the government functions including understanding the historical contexts while analyzing its response to current issues.
2. YG delegates are given the opportunity to be part of a legislative body. Interacting with peers requires compromise, cooperation, and evaluation of both conflicting and overlapping societal priorities when dealing with a scarcity of resources.
3. Participating students develop and support their own ideas through logical, justified, and suitable explanations appropriate to the topic and the audience.
4. As part of the legislative debate, students engage their audience, utilizing authentic communication skills.
5. Voting on legislation and candidates allows students to apply critical thinking and evaluation skills with real and immediate feedback.

Ohio YMCA Youth & Government & Ohio's New Learning Standards: American Government

The Ohio YMCA Youth & Government touches many of **Ohio's New Learning Standards**, the following Content Statements (C.S.) you will find in the YMCA Youth & Government program.

American Government

Theme: How the American people govern themselves at national, state and local levels of government is the basis of this course. Students impact issues addressed by local governments through service learning and senior projects.

- C.S. 1 Opportunities for civic engagement with the structures of government are made possible through political and public policy processes.
- C.S. 2 Political parties, interest groups and the media provide opportunities for civic involvement through various means.
- C.S. 3 Issues can be analyzed through the critical use of information from public records, surveys, research data and policy positions of advocacy groups.
- C.S. 4 The processes of persuasion, compromise, consensus building and negotiation contribute to the resolution of conflicts and differences.
- C.S. 18 The Ohio Constitution was drafted in 1851 to address difficulties in governing the state of Ohio.
- C.S. 19 As a framework for the state, the Ohio Constitution complements the federal structure of government in the United States.
- C.S. 20 Individuals in Ohio have a responsibility to assist state and local governments as they address relevant and often controversial problems that directly affect their communities.
- C.S. 21 A variety of entities within the three branches of government, at all levels, address public policy issues which arise in domestic and international affairs.
- C.S. 22 Individuals and organizations play a role within the federal, state and local governments in helping to determine public policy.

Use and Care of the Statehouse

Use of the Statehouse is a privilege and requires the highest level of care and respect of the facility, its furnishings, equipment, and traditions. Each student and adult delegate is to exercise the highest level of individual responsibility for the Statehouse and hold everyone else to the same level of responsibility.

1. No chewing gum in the Statehouse.
2. No food, snacks, or drinks in any Statehouse room.
3. The desk, chairs, and other furniture in the Senate and House are easily scratched or marred. Use deliberate caution in placing items on the desk or lifting things off. Do not slide anything as they easily can scratch the finish. Do not "toss" books, purses, briefcases, or anything on a desk as they can easily damage the finish of the desk. Do not write on a single sheet of paper on a desk as the pencil/pen can leave an impression on the desk
4. Do not sit or lean on any desk.
5. Check the desk, chair, tables, and rooms one is using and report any damage observed immediately to the advisor in that room and/or YMCA staff. Advisors will pass damage reports in writing to the YG State Director.
6. Extend to all members of the Senate and House of Representatives, as well as all Statehouse Staff every courtesy including a THANK YOU.
7. CLEAN UP! Straighten up any room one uses. Any papers one no longer wants are placed in the trash can. Leave the room clean.

Proper Hotel Etiquette

1. Throw out your own trash. When you eat or even open toiletries, throw what you don't want into the garbage can. While housekeeping staff will come into the room to tidy things up, you can still clean up after yourself.
2. Be kind to the hotel employees and say "please" and "thank you". Whether you are staying one night or several, you should be polite and genuinely nice to those who work at the hotel.
3. Give adequate tips to the employees of the hotel. People should tip the bellboy, room service and valet. Pay them what they deserve and thank them for their service.
4. Sort your own dirty clothes from the hotel's dirty linens and towels. Housekeeping shouldn't have to sort through your dirty undergarments and shirts to get the towels and pillowcases they need to take to be laundered. When you are finish using the towels and linens, put them in a single pile so they are easily accessible, and put your dirty laundry elsewhere.
5. Avoid being demanding. Whether you are calling for extra pillows or ordering room service, give them enough time to fulfill your request. While you may want things done sooner rather than later, there are other people at the hotel, and some of them are making the same request.
6. Room service or ordering from an outside source should not be done after 10:00pm. All food should be delivered to your rooms by 11:15 p.m.
7. Meals - Only take what you will eat!
8. Always remember there are other guests in the hotel. Be respectful.

Risk Management Policy

The youth and people who provide leadership in the Ohio YMCA Youth & Government Program are our most important assets. Their safety and development are our greatest responsibility. All volunteers and staff of YMCA Youth & Government must make safety of members and participants their primary concern.

The objective of this risk management policy is to minimize the probability of human injury, property damage, and liability.

The Ohio Alliance of YMCAs Governing Council (hereafter "Alliance Council") must review the policies and procedures relevant to risk management annually and update them as necessary to minimize the probability of human injury and property damage.

The Ohio YMCA Youth & Government Risk Management Policy does all of the following:

- Try to identify sources of risk and liability to our participants, volunteers, employees, and property as determined by the Council.
 - Make every effort to eliminate the cause of potential problems by and through the risk management (safety) program.
 - Insure risk areas where appropriate.
 - Annually review all insurance coverage.
- I. Ohio YMCA Youth & Government must conduct all activities safely and in compliance with all local, state, federal, and YMCA standards. (The most stringent standard takes precedence.)
 - II. Ohio YMCA Youth & Government must recruit to the Ohio YMCA Youth & Government Advisory Council (hereafter "Advisory Council") members who are committed to the purpose and mission of the YMCA.
 - III. Ohio YMCA Youth & Government will make efforts to attract the highest quality personnel, both staff and volunteers. The Ohio Alliance of YMCAs (hereafter "Alliance") will inquire of each staff volunteer, and intern applicant who works with children. Employment, whether paid or unpaid, will be contingent upon the applicant's ability to meet the requirements of the position, and acceptable results of pre-employment inquiries, which may include state and local government sources. Ohio YMCA Youth & Government will not employ anyone with a conviction to child abuse or sexual misconduct. Those with other convictions in the last five years may also be disqualified. All staff and volunteers will be required to sign the CHILD PROTECTION POLCY/CODE OF CONDUCT and complete proper paperwork to have a **background check** completed by the Alliance and/or submit proper documentation of a completed background check within the past year. (must be submitted by agency that requested background check).

- IV. Ohio YMCA Youth & Government must maintain all facilities and conduct all programs so that they are safe, free of hazards, and comply with local, state, and federal codes and regulations. This includes, but is not limited to, the following:
 - a. Conducting all programs in areas adequately lighted, free of obstructions, and handicap accessible.
 - b. Inspecting all facilities and equipment to be used by the participants.
 - c. Abiding by the established codes and regulations and not deviating from them without consent of the Director of Ohio YMCA Youth & Government (hereafter "Director").
- V. Ohio YMCA Youth & Government must conduct all programs so as to achieve the purpose and mission of the Alliance and to assist participants in developing to their fullest potential. All programs must be conducted in compliance with the YMCA of the USA standards as established. This includes, but is not limited to, the following:
 - a. Careful training, supervision, and a yearly evaluation of all advisors and delegates.
 - b. Personnel, directors, or specialists who are on duty at activities must be trained to respond to emergencies.
 - c. Staff must be familiar with facilities before they are used.
 - d. Annual review of insurance coverage.
- VI. Emergencies.
 - a. Responding to an emergency or crisis.
 - i. Render Aid. If anyone is injured, render first aid if qualified. Do not move an injured person in any way that could possibly add to the injury.
 - ii. Notify Emergency Personnel. If needed, even if you are uncertain as to the need, call 911.
 - iii. Secure the Scene. To extent possible, secure the area to protect victims or others present at the scene from further injury.
 - 1. Alert hotel if incident occurs at the hotel.
 - 2. Alert Ohio Statehouse Security if the incident occurs at the Capitol Building.
 - iv. Notify Others. Notify the Youth & Government Director and Police in the event of a crime.
 - v. Record Information. Be specific. Obtain names and addresses of witnesses, as well as those involved. Be cooperative, but refer all inquiries to the Youth & Government Director. COMPLETE THE ACCIDENT OR INCIDENT FORM provided by the Director.
 - vi. Submit Copies of Accident or Incident Forms. The Director should get copies of all accident/incident forms within 12 hours of incident.
 - b. Building Evacuation.
 - i. Review the written escape plans posted throughout the building.
 - ii. Emergency Procedures.
 - 1. Hotel.

- a. Alert the hotel if the incident occurs at the hotel.
 - b. Follow the hotel procedure of evacuation with your delegation leader. Meet on the 3rd Street side of the Statehouse with your delegation leader.
- 2. Statehouse.
 - a. Alert the Statehouse Security if the incident occurs at the Statehouse.
 - b. Follow the Statehouse evacuation and meet on the 3rd Street side of the Statehouse with your delegation leader.
- 3. In all cases.
 - a. Immediately clear the building area and site involved and check for injured people.
 - b. Call 911 for medical assistance and provide first aid if necessary.
 - c. Contact the Director.
 - d. The first priority is the safety of all persons.
- c. Severe Weather: Thunderstorms, Tornadoes, and Hurricanes.
 - 1. Monitor weather conditions by radio.
 - 2. If outside, seek shelter in a building or low-lying area.
 - 3. Be familiar with the emergency procedures in facilities being used.
- d. Personal Injuries.
 - i. Staff should be deployed to control the situation.
 - ii. First aid should be given immediately by a certified person. In most cases, the injured should not be moved.
 - iii. If more than first aid is necessary, the injured person should be taken to the nearest hospital by ambulance or by car based on severity of injury. If there is any doubt as to the extent of the injury, call an ambulance.
 - iv. If the parent or guardian cannot be reached, the person with the emergency authorization for instructions of treatment should take the authorization to the hospital with the injured person or send the form with the paramedics.
 - v. Notify the Director.
 - vi. When the immediate emergency has passed, collect the names and addresses of witnesses, both staff and other participants, and prepare a written statement with all the facts as you know them and fill out the necessary forms.
- e. Serious Illness.
 - i. If a sudden and serious illness occurs, isolate the person involved and try to determine the nature of the illness.
 - ii. Call for emergency medical assistance, if warranted.
 - iii. Keep the person warm and comfortable.

- iv. If the illness proves to be contagious, ask the doctor about symptoms and means of protection for others who have been exposed. Instruct all parents by having the Director prepare a carefully worded message. The Director also will provide basic talking points to all.
 - v. When the immediate emergency has passed or you are dismissed write a statement with all the facts as you know them and fill out necessary forms.
- f. Missing Persons.
- i. Never leave the other program participants unattended.
 - ii. Determine by a quick search that the person is actually missing.
 - iii. When reasonably sure that the person is missing, arrange for a search to continue while taking the steps listed below.
 - iv. Notify the delegation advisor and the Director. The Director will notify the nearest appropriate authority (e.g. police, sheriff, fire department, or rescue team), parent(s) or legal guardian(s), and school officials(s).
 - v. Have all the details and be prepared to give the authorities as much of the following as possible:
 1. The location and contact phone number.
 2. Name, address, and age of the person involved.
 3. Name of parent(s), legal guardian(s), or next of kin and telephone.
 4. Names and addresses of leaders.
 5. Background information on the event.
 6. Complete details of how the person disappeared, including their known movements and actions while still with the group.
- g. Witnessing or being a victim of a crime, sexual harassment or bullying
- i. All Staff and volunteers must report any crime, sexual harassment or bullying immediately to the YMCA Youth & Government State Director.
 - ii. State Director will then follow up with victim and proper authorities.
- h. Adult advisors, volunteers, and youth delegates must report all accidents and incidents to the Director via an accident or incident report.
- i. The Director must make a written report on all accidents and incidents.
 - j. The Director must handle all inquiries regarding accidents and incidents.
 - k. Copies of accident/incident reports must be sent to Director.
 - l. The Director will notify the Alliance Executive Director to contact insurance company if needed.

Adult Code of Conduct

1. I agree to thoroughly review with delegates and abide by the Student Code of Conduct (**Printed on Back**) and enforce it at all times when attending an Ohio YMCA Youth & Government activity.
2. I agree to report all violations of the Student Code of Conduct to the YMCA Youth & Government Director (hereafter "the Director") immediately. Ex. Student is found not in their assigned room. This should be reported immediately, as the student is not following the code of conduct and has placed themselves and others at risk.
3. I agree to be present in the program area or present for duties assigned to me at all designated times.
4. I agree to have another adult present whenever I do the following:
 - a. Patrol the hallways before and after curfew hours;
 - b. Need to talk with a student in a private setting;
 - c. Transport a single student to an Ohio YMCA Youth & Government activity, doctor, or hospital.
5. I agree to have at least two students present if I am transporting students to an Ohio YMCA Youth & Government activity and there is no other adult traveling with me.
6. I agree not to share a sleeping accommodation with a student during an Ohio YMCA Youth & Government program.
7. I agree to have all completed medical release and signed Student Code of Conduct forms on hand before I permit any student to travel to any Ohio YMCA Youth & Government sponsored program.
8. I agree to behave with respect for all advisors and students.
9. I agree to check rooms assigned to students for damage upon arrival and report any findings to the Director immediately.
10. I agree to ensure all students in my delegation comply with the Dress Code, and I agree to comply with these same standards of attire for myself.
11. I agree that there will not be outside contact between myself and the students that is not associated with the Youth & Government program.
12. I agree to follow any firmer policies that may be set by my local YMCA, School or community organization.

I have reviewed the provisions of the Code of Conduct as listed above and agree to abide by it. I understand that Ohio YMCA Youth & Government may terminate my affiliation with the program if I am found to be in violation of any provisions of this code.

Student Code of Conduct and Dress Code

The purpose of this Code of Conduct is to identify personal behavior that is consistent with the purpose and objectives of the Ohio YMCA Youth & Government program. The items within the Code are designed to protect the welfare of the program for current participants and future generations. A participant's personal behavior reflects upon one's self, one's delegation, and the Ohio YMCA Youth & Government program. Registration to any Ohio YMCA Youth & Government program indicates personal acceptance of the Code of Conduct. Any student sent home for violation of this Code will be at the expense of parent or guardian.

Expectations of participants

1. Each delegate shall conduct himself/herself in an orderly and responsible manner before, during, and after all functions of the program.
2. All participants share the responsibility for their actions equally when violations of the Code are witnessed. All program participants who are present when a violation occurs or who have firsthand knowledge of a violation and do not report the violation without delay to their delegation advisor or program staff is in violation of the Code of Conduct. In relation to this Code, there are no "innocents".
3. No delegate shall leave an Ohio YMCA Youth & Government function unless approval of his/her advisor and the YMCA Youth & Government Director (hereafter "Director") is secured. The delegate must be picked up and returned by a parent or legal guardian who must take responsibility for the delegate in writing.
4. Each delegate is legally and financially liable for the removal, defacing, or willful damage to public or private property. 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.
5. Food (including gum and candy) and beverages are not permitted in any meeting sessions.
6. Cell phones, music players, or other wireless communications devices are not to be used during any meeting sessions.
7. The use of tobacco products, burning of incense, possession of alcoholic beverages, and the use of legal or illegal drugs not in accordance with a prescription is forbidden at any YMCA Youth & Government function.
8. Each youth delegate may only enter the hotel room to which he or she has been assigned.
9. Physical intimacy between participants of any gender is inappropriate at all times while at the YMCA Youth & Government program and is prohibited.
10. All delegates shall be in and remain in their assigned rooms by scheduled curfew and doors shall remain closed until scheduled end of curfew.
11. Badges shall be worn ONLY by the individual whose name is on the badge. Badge switching or sharing is strictly prohibited. Participants will wear their assigned badges at all times when they are not in their sleeping rooms, and their badges must be visible at all times. Badges are not to be defaced, decorated, or altered in any way. Only advisors can request replacement badges, for which there may be a fee.
12. Unless there is a fire, participants will not pull the fire alarm. Pulling a fire alarm is a serious offense, and any participant who does so will be held subject to financial and criminal liability. Hotel alarms automatically summon the fire department and create a great inconvenience and fear for the hotel and other guests.
13. Use of personal vehicles by students during the program is strictly prohibited.

14. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden.

Violations of expectations

All violations of this Code of Conduct must be brought to the attention of the Director. Participants found to be in violation of the above expectations will be subject to disciplinary actions at the discretion of advisors and the Director, including but not limited to the following: calls to parents/guardians, incident report filed, participant sent home, and school policies implemented. If state or federal law is broken, the Director will notify parents/guardians and law enforcement and the participant will be sent home. At all times the Director reserves the right to alter disciplinary actions at their discretion.

Rooming policy

I understand that conference delegates are housed four (4) to each room and that in order to participate in the program, I must share a room and bed with a least one other student of the same gender. I also may be housed in a room with other delegations if my delegation does not have four (4) in a room. I do have the option to purchase the extra room space if I do not feel comfortable sharing with another student. I further understand that I may not room with anyone other than YMCA conference delegates, including advisors, parents, or other relatives. I also understand I may not room alone.

Refund policy

I understand that all fees are non-refundable. In the case of extenuating circumstances, a portion of the payment may be refunded by action of the YMCA Youth & Government Director based upon written request from the student and parents/guardians.

Dress Code

YMCA Youth & Government is a professional conference. While attending meetings during the conference, students are expected to dress business professional. The evenings will include some time to be casual. Anyone not in compliance with the dress code may be asked to change clothes.

The following attire is considered inappropriate for all delegates at ALL TIMES:

- Tops that are any of the following: backless, see-through, tight-fitting, low-cut, midriff-bearing, or have straps less than two inches wide.
- Tight fitting skirts, or pants, and leggings as pants.
- Shorts/skirts that do not cover legs within three inches of the top of knee
- Hats during meetings sessions.
- Visible undergarments.
- Any clothing with inappropriate language or imagery or derogatory of any ethnic, religious, or social group.
- Any clothing otherwise deemed inappropriate by the Director.

Program Structure

- Y-Clubs (YG, HI-Y, TRI-HI-Y, Leaders Club, etc.) – Meet on a regular basis throughout the school year to prepare for the State Assembly and participate in local community service projects.
- Fall Leadership Training (December)(FLT) – A weekend for all that are interested in learning more about how to better lead your program back home. FLT brings students from throughout the state together to connect with their friends from State Assembly and make new friends. It is a great opportunity to get someone new involved in the YG program. The officers that were not elected at State Assembly are also selected at FLT.
- YG Officer Training (OT) – A one day training in Central Ohio that is the final preparation prior to the State Assembly. Elected and appointed officers come together to attend workshops that prepare them for their roles at State Assembly.
- State Assembly (April) – This program is the final culminating event for the year. All the students from across Ohio gather in Columbus for three days of student run government. This conference is run by the elected student leadership and each area of the program will carry out their roles in the Statehouse.

Other Training Opportunities

- Conference on National Affairs (July) – Opportunity for a young person to do research in the area of National and International concern; to organize this information into a proposal; to engage in intensive discussion; and to debate these proposals with understanding young people from other states.
- Leaders Training School (July) (LTS) – Opportunity to spend a week on a college campus with students throughout Ohio building stronger leadership skills.
- National Judicial Competition (August) – Opportunity for Judicial students to compete at a National level with other YMCA Judicial programs.

Students

Identifying the students is also very important to the program's success. There is not an ideal student to recruit for YG. However, we have found that those who are interested in public policy, mock trial, government, debating, law, media, journalism, and current events, or students who just like to get to know people are a great place to start. You can find your initial student members from your Leaders Club at the Y, leadership clubs at school, community service clubs, or student council, or by talking with the Guidance Counselors, English Teachers, Social Studies Teachers, and members of the clergy in the community.

Elected at State Assembly

- Youth Governor – is the student that will be the leader of the program. The Governor candidates run on a platform of public policy issues that matter to them and on their goals for the program if they are elected.
- Speaker of the House and President of the Senate – are the students that lead their respective chambers.
- Chief Justice – is the student that will lead the Supreme Court and serve as the head of the justice panel as well as work to support the attorney teams throughout the year.

Elected at Fall Leadership Training (FLT)

- Committee Chairs and Vice Chairs – are the students that lead their committees through the committee process and prepare legislation to be heard by the House or Senate.
- Editor in Chief – is the student responsible for all news related materials during the programs.
- Chaplains – are the students, one for each chamber, responsible for opening each session in prayer.
- Clerks – are the students, one for each chamber, responsible for all clerical duties of the chambers.

Appointed Positions

- Lt. Governor – is the student who assists the Governor.
- Associate Justices – are the students who assist the Chief Justice with the Supreme Court.
- Governor’s Cabinet – are the students who work to lobby legislation as directed by the Governor

Open Positions

- Legislators – stay up to date on current affairs, learn parliamentary procedure, and bill-writing skills in order to author bills, vote on bills, speak their mind on current events, run for office, and vote for officers.
- Attorneys/Judicial – learn case law and write briefs on their assigned cases.
- Lobbyist – work to lobby legislation
- Press Corps – produce social media and video productions. This is a great opportunity for students wishing to pursue a career in journalism and/or communication.
- Page Program – assist the legislators to communicate with each other throughout the session. This is a great opportunity for younger students to get involved and see a lot of the program for the first time.

Adult Advisors

- An advisor that is dedicated to the program is essential to the success of the group.
- Advisor should be 21 years of age or older (Recommended), available for meetings and is accessible to the students (on student hours), and able to motivate them.
- It is a great help to have more than one advisor. Overnight trips require a 1 to 10 ratio.

Advisor Responsibilities

- Recruiting, training, and supervising youth.
- Receiving, reading and understanding all program materials and assuring all deadlines are met.
- Facilitating a team building process; where learning, individual growth, and skill development are encouraged.
- Guiding students to learn from their successes and failures.
- Developing a schedule of meetings, planning special events/fundraisers, and preparing delegates for their role at State Assembly.
- Attending all meetings and conferences.
- Actively seeking local community involvement and support for the delegation (program Alumni, attorneys, judges, service groups, legislators, etc.

Month by Month Implementation Guide

This guide will assist you in what to do in the months leading up to the State Assembly. The key is to keep the students learning while also making sure they have fun. If the students stop having fun they will lose interest in the program

September

- New Member Recruitment
- Club Building Activities
- Leadership Challenges
- Club Officer Elections
- Complete one service project

October

- Discuss possible candidates for upcoming Fall Leadership Training
- Current Event Discussions
- Fundraising Ideas
- Club Social Activity
- Complete one service project

November

- Bill topic selection
- Bill writing techniques
- Complete one service project

December

- Attend Fall Leadership Training
- Elect positions at FLT
- Complete Participation Form (The numbers you give are the numbers you are expect to pay for, even if your number goes down. Try to be as accurate as possible, we can add students if space is available at the hotel)
- Start Bills / Briefs
- Club Social Activity
- Complete one service project

January

- Review State Assembly Procedures
- Practice Debate
- Finish Bills / Briefs
- Complete one service project

February

- Practice debating / arguments
- Submit Bills by February deadline
- Officers and Appointed positions attend Officer Training (OT)
- Club Social Activity
- Complete one service project

March

- Continue Debate
- Coordinate a Parent / Student / Advisor Meeting
- Submit Candidate Qualification Form for State Assembly Elections
- Complete one service project

April

- State Assembly
- Submit Conference on National Affairs Application
- Submit National Judicial Competition Application
- End of the year Social

How do we get started?

The first weeks of each program year should be spent on two topics. Getting to know each other and teaching new students the basics of the program.

Ice Breakers

Pass the ball:

Have participants form a large circle. Explain that the object of this activity is to share something about yourself with the group while learning about other's interests. The facilitator begins with the ball, shares something about her/himself, and then tosses the ball to another person. That person shares the last person's interest as well as something about themselves, and tosses the ball to another. This continues until everyone has had a turn. The last person tosses the ball back to the facilitator.

Now the facilitator starts again. This time more than one ball is in motion. The facilitator begins by repeating the last person's information with the group and so on until all have had a turn. With many balls being tossed, it may take a while but it will be fun. Have a discussion at the end about how life can sometimes throw you a lot at one time and how you work with that.

Human Lines:

Have the participants line up according to some criteria, but without talking. Examples: alphabet, length of membership, height, shoe size, etc. Allow two minutes for the participants to gather information before starting the introductions.

Scavenger Hunt:

Have each participant write down his/her name and an obscure fact about themselves that few people know. These are then typed up on a sheet of paper, but with the names left blank. Hand out the sheets to all participants and tell them that they are to match the obscured facts with everyone's name. This could be done in two ways; one way is to have everyone just guess and see how many they get right. Afterwards they could discuss first impressions and stereotyping. The second method is to have everyone work on the sheet through the meeting, week, or until next meeting and offer a prize to the person with the most correct answers.

Would you rather...?

Questions may range from silly trivia to more serious content. On the way you might find out some interesting things about everyone. "Place a line." they have to jump to the left or right as indicated by the leader. Don't forget to encourage all to participate. Make a list of questions before you get started.

Tips for conducting effective club meetings

1. Involved Members
 - a. Involvement equals responsibility.
 - b. The more involved one becomes in a project or organization, the greater responsibility one feels for its success.
 - c. Involved Club Officers in the club's operation.
 - d. Involve members in club meetings instead of just allowing them to be spectators.
 - e. Ask members to help with projects instead of waiting for them to volunteer.
2. Plan Club Meetings in Advance
 - a. Hold a monthly Executive Committee meeting to finalize plans for that month's activities and meetings.
 - b. Executive Committee meets 10 minutes before the regular meeting with the club advisor(s).
3. Have an Agenda
 - a. Have the Club President write an outline of what is to be accomplished during the meeting. This must be approved by the advisor prior to the meeting. If the Club President does not submit the agenda to the advisor prior to the meeting, the President must cancel the meeting and schedule a new one.
4. Plan a variety of programs
 - a. Plan some fun meetings where the program may be a club outing or party. Plan speakers, videos, etc... that meet the deeper needs and interests of the club members.
 - b. Explore the resources of the school and community.
5. Additional Tips.
 - a. If club members complain that other members are unruly, don't pay attention, or talk during the business meetings, it may be that the following is happening:
 - i. The Presiding Officer does not have a written agenda.
 - ii. The decision the club is asked to make is really one that the Executive Committee or President should make.
 - iii. There is insufficient information collected in advance so the club members cannot make a sound decision.
 - iv. The Club President or Officers have made a decision in which the club members should have shared.
 - v. There are too many items on the agenda.

Club Officers and their duties

The following offices are recommended along with suggested duties

President

1. Plans the agenda for the club and Executive Committee meetings in consultation with the club advisor.
2. Presides at the club and Executive Committee meetings.
3. Leads discussion and debate without taking sides.
4. Appoints committees to accomplish specific tasks as needed, and monitors and supports their work.
5. Coordinates all club functions and activities in regular consultation with the club advisor, the other club officers, and chairs of the committees.
6. Serves as the club delegation leader for statewide events.

Vice President

1. Works in partnership with the president and is prepared to assume the duties of that office if necessary.
2. Serves as alternate club delegation leader.
3. Invites visitors to club meetings as decided by the group, and makes certain they understand the specific assistance needed.
4. Ensures that guests are properly welcomed, courteously treated, and properly thanked for their service to the club.
5. Handles various details of program arrangements as necessary.
6. May accept responsibility for the club publicity efforts and news releases. (President may choose to appoint a publicity committee).

Secretary

1. Keeps accurate minutes of club meetings.
2. Handles official club correspondence.
3. Maintains the club roster and attendance record.
4. Works with the club advisor to prepare and submit all information to the State YG office by the deadlines announced.
5. Works with the Club Treasurer to arrange for the payment of fees.

Treasurer

1. Collects and deposits all funds and pays all club expenses, working in consultation with the club advisor.
2. Maintains accurate bookkeeping procedures, recording the specific source and amount of all income and expense items.
3. Presents a monthly finance report to the Executive Committee and club.
4. Works with the Secretary to be certain the fees are paid by the deadlines.
5. Serves as Chairperson of the club Fundraising Committee. The President may appoint the members of this committee. All club members work in fundraising projects.

Parliamentarian

1. Serves as resource to the Executive Committee and club in the rules of parliamentary procedure. Is alert to deviations from these rules and informs members of correct procedure.
2. Chairs the group that is responsible to develop bylaws, and in successive years, to review this document and revise it as necessary, if so appointed by the President.
3. Interprets the bylaws as necessary during club meetings.

Chaplain

1. Opens Executive Committee and club meetings with a message or reading of an inspirational or introspective nature. The club may choose to open meetings with prayer and the pledge of allegiance to the Flag.
2. Serves as the Club Ethicist, an initiator of concern for human values and ethics throughout all club activities, and keeps the meaning of freedom, with its demand for intellectual honesty and personal responsibility, a continuing subject of concern and application.
3. Maintains a special concern that all members of the club are treated equally, have equal opportunity to express opinions and equal opportunity to participate in all club activities. Shares observations of inequity with the Executive Committee and other members when necessary. Discusses serious concerns with the club advisor.

Additional offices

1. Large clubs may choose to add officer positions in order to accommodate their needs. Such positions include, but are not limited to: Bill Writing Coordinator, Research Coordinator, Historian, Photographer, Service Learning Coordinator, etc. On the other hand, smaller clubs may need to consolidate positions like Treasurer/Secretary, Parliamentarian/Chaplain, etc.

Time Management

1. Be sure to set your club deadlines at least two (2) weeks before the STATE deadlines. This gives you time to check and recheck everything you are submitting to state, thus making their job, as well as yours, easier. You should check everything your members and officers turn into you, and what you turn in to the state, at least once.
2. Obtain the state calendar as early as possible so you can plan your schedule events, such as important payments and written submissions, including applications for officers.

Meetings / Attendance

1. Knowing when to schedule meetings can be hard. Depending on the size of your club, you may be able to consult with all members. If it is a larger organization, set a time and day for the week that seems to have the least conflicts. Of course your advisor and / or Y-staff should always be at all meetings. Remember, you can't accommodate everyone; therefore you must pick the best fit for your club as a whole. People must prioritize their own schedules. Try also to make the meetings regular. Keeping it consistent helps people to remember when meetings are. ALWAYS START ON TIME! Do NOT wait for people you "know" are coming. The club will get into the habit of you starting late, and they will start arriving late as well.
2. As far as running meetings, be sure your officers have come up with an agenda beforehand. Know who is talking when, and about what. It helps if you have the resources to make copies of the agenda and hand them out to club members as they enter. This can help them remember important dates/deadlines, etc. Try not to digress from your plan unless it's important.

Attitude and enthusiasm are the grease for the wheels of your club. This can and will make ALL the difference in the success of a club. The members are always looking at the President and other Officers. If they have a positive attitude, that will be passed on to the entire club. You have to have enthusiasm!! If you are genuinely excited about YG, everyone else will be too!

YG is a "youth-led, youth-run" program – which basically boils down to it being the responsibility of the club leadership to set the path for its membership, and as the club's fearless leader you have to guide your group.

Starting a Delegation

So you want to start an Ohio YMCA Youth & Government Delegation? Like most things, getting a delegation off the ground is best handled one step at a time. We hope the steps below help you start a delegation. The Ohio YMCA Youth & Government Director is available to assist you with any of the steps.

A few questions to ask:

1. Is there a local school or youth group with enough interest in YMCA YG to support its own delegation?
2. Is there a teacher or community member willing to donate his or her time and energy to make sure that participants have a quality experience?
3. Is there a local school and school district willing to have the YMCA YG as part of their extra-curricular activities?

Answering these questions will give you a basic knowledge of YMCA YG in your community.

Local delegations meetings

Delegations are formed through YMCA's, schools, or other youth affiliated programs. Delegations must have an adult advisor who meets the volunteer criteria of the local YMCA branch the delegation is affiliated with, as well as the criteria set forth by the YMCA YG office.

What is a delegation?

A delegation is a YMCA, school, or community group organized on the local level for participation in the YMCA YG program. All delegations **MUST** be affiliated with the YMCA in their service area. If you do not know if there is a YMCA in your area the YG office will assist you with that. If there is not a YMCA in your local area, the YG office will serve as your local YMCA. Delegations strive to adequately prepare students for conferences, while developing leadership opportunities and fundraising resources.

How is a delegation organized?

Students elected delegation officers to lead their delegation meetings. Along with the youth delegates, there must be an advisor (i.e., a YMCA staff, community volunteer, or teacher) who is available to give supervision and direction to the group's activities.

When and where does a delegation meet?

This depends on the consensus of the group. Some delegations meet right after school in the school library, cafeteria, or at the local YMCA. However, due to the demands on students' time right after school, some delegations prefer to meet during school if possible or in the evenings.

How often do delegations meet?

In order to both stay on top of details, and to build and maintain a strong and positive group dynamic, most delegations meet twice a month for 1 ½ hours. Some advisors will also meet with their group's officers beforehand. Other delegations that are short on time will meet during a school lunch once or twice a week. Working with and developing the knowledge and skills of these youth leaders so that they take the lead in running the delegation meetings successfully will be great for them.

What is the local delegation responsible for?

The YMCA YG is a joint effort between local YMCAs (or schools) and the statewide YG office. Working together, we strive to offer a quality learning and social experience which will enhance the lives of youths. In this model, local delegations will:

- a. Organize and run each delegation in a safe, appropriate setting.
- b. Recruit YMCA professionals or trained volunteers to work with participants.
- c. Conduct their program in accordance with the rules of the YG office.
- d. Draft pieces of legislation.
- e. Establish criteria for participation in the program.
- f. Organize transportation to and from events.
- g. Establish and collect fees necessary to conduct the program.
- h. Provide training to the students for State Assembly.
- i. Be responsible for all communications to delegates.
- j. Be responsible for providing for the immediate removal of any delegate who is expelled from program conferences or events.
- k. Assist with registration materials from your students.

What does the statewide program provide?

In the YMCA YG model, the statewide program provides delegates and local delegations with:

- a. A well-established, highly-regarded program.
- b. Experienced and well-trained volunteers.
- c. All meals at Fall Leaders Training and part of the meals at State Assembly.
- d. Housing at all programs.
- e. Training and materials on how to participate in the State Assembly.
- f. Volunteer Opportunities.
- g. Access to National YMCA Youth & Government Programs.

What is a Youth & Government bill?

A bill is an idea for a new law, and is written by students (delegates). The bill will be printed in a bill book. Every delegate will receive a bill book. Bills will be discussed in committees formed of delegates at the state conference. If the committee thinks that the bill would make a good law, they will send it to the legislature where it could become a law. All bills must be state issues only.

Step 1- Develop an Idea for a Bill

Ideas for state laws come from citizens who have ideas on how to improve their lives. There are many laws already in existence in Ohio, but these laws can be amended for further improvement. Your idea for a bill must be for either a law that **does not yet exist**, or will be an amendment to an existing law. This means that you will need to do some RESEARCH. In the box below, write down your ideas for a law, which would improve the lives of the citizens of Ohio. Some topics for ideas are:

- 1. Education
- 2. Green Technology
- 3. Public Health and Safety
- 4. Crime
- 5. Pollution
- 6. Racial Problems
- 7. Internet censorship
- 8. Civil Rights
- 9. Unemployment

With your partner, brainstorm some topics that are important to you: 1. 2.
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Still having trouble coming up with an idea? Ask yourself these questions:

- 1. What conditions exist in your school that make it difficult for you to get the best education?
- 2. What conditions exist in your city that make it difficult for you to feel safe?
- 3. Are there enough employment opportunities for your family?
- 4. Does your family have health care?
- 5. Do you agree with the current laws for hunting?
- 6. Does your city have enough opportunities for recreation?

Write your idea for a bill:

RESEARCH – A law may already exist for your idea, but it could be improved. How can you find out?

1. Go to <http://codes.ohio.gov/> and type in a keyword. The site will do a search for you.
2. Talk with your advisor and principal.
3. Talk to your city council representative.
4. Call your senator or representative's office.

Step 2 – Draft the Bill

Writing Your Bill

Bills are to be written by students only. You and your partner should work as a team so that each of you contributes about the same amount of work. Listen to each other's ideas and cooperate in the writing process. Your advisor, teachers, Principal, parents, and elected officials can offer helpful suggestions that will help you prepare your bill. Remember, your bill must be an Ohio state issue. Bills must be researched, and no longer than one typewritten page.

Great Resource to use: <http://www.lsc.state.oh.us/quidebook/chapter6.pdf>

The bill must include:

1. Title
2. Amending or Enacting Clause
3. Body of the Bill

Title: The first part of the bill. Clearly states the subject without going into detail. Begin with, "A bill to..."

Enacting Clause: BE IT ENACTED BY THE YOUTH GENERAL ASSEMBLY OF THE STATE OF OHIO

Body of the Bill: The body of the bill specifies how the bill will fulfill the requirements you wrote in your title. These specifications are separated into **sections**. A good bill should have enough information to need at least 5 sections. Each section is a sentence or short paragraph with complete thoughts. Say what you want to say in as few words as possible. See the sample bill attached for an example of how to write your sections. YG bills are limited to 33 lines double spaced.

Your sections need to include:

1. Definitions of the terms of the bill
2. How the bill will be funded
3. Who will enforce the bill
4. A penalty for not following the new law
5. An effective date

Definitions: Define specifically who or what this bill is about.

Funding: Where will the money come from to fund your idea?

Enforcement: Who will make sure everyone follows the new law?

Penalty: A bill must specify a penalty for non-compliance. The penalty could be a fine, loss of a privilege, mandatory community service, jail time, etc. The penalty should match the severity of the crime.

Effective Date: A bill must specify a time when the bill will become effective. Consider how long it will realistically take to follow all the specifications you have outlined.

Now you are ready to draft your bill. Below is a bill template. Write your draft in the spaces provided. Use only the number of sections you need. Additional sections can be added if necessary.

The Final Section of your bill should answer the following about your bill/topic:

Justification – Why do we need this bill?

Financial Considerations – What are the financial costs of implementing this new law?

References – State at least 2 references

Ohio YMCA Youth & Government
Sponsors: Sen. / Rep. _____
City of _____, Ohio

2014

Bill # _____
Committee # _____
Member of: _____

A BILL

Title of Bill. Required by the Ohio Constitution and lists the sections of the Revised Code being amended, enacted, or repealed.

BE IT ENACTED BY THE YOUTH GENERAL ASSEMBLY OF THE STATE OF OHIO

Section 1.

Section 2.

Section 3.

Section 4.

Section 5.

Justification

Financial Consideration

References

Congratulations! You've completed the first draft of your bill! The first draft is the hardest part. You can review the previous year's bills at www.ohioymcaYG.org.

Preparation for State Assembly

Delegate responsibilities include:

1. Read and become familiar with all bills in your legislature.
2. Determine your committee assignment and bills your committee will hear. Carefully study the bills before your committee.

Author's responsibilities include:

1. Prepare brief and concise presentations of your bill for the committee hearing your proposal. This presentation is verbal and may include VISUAL displays for the committee, summary written reports, outlines, charts, etc., that may be given to the committee or each committee member.

Delegation responsibilities include:

1. Hold practice training sessions to consider the bills.
2. Have each delegate present their bill to your group, acting as a committee and then as the House or Senate. Be tough on your delegation so they will be better prepared for the committee and Legislative sessions they will face.

Responsibilities of local advisors:

1. Provide accurate information on Ohio YMCA Youth & Government including responsibilities, deadlines, how to prepare legislative proposals, etc.
2. Provide opportunities to participate in other YG programs including but not limited to Fall Training, CONA, National Governor's Conference, and the National Judicial Competition.
3. Provide civic leadership development training and experiences including preparation for YG participation at the Statehouse.
4. Provide positive guidance in understanding and carrying out the Code of Conduct.
5. Be a good example.
6. Recommend office candidates and committee chairpersons who meet the qualifications of the office and who will carry out the responsibilities of the office.
7. Demonstrate a style of civic leadership at YG that encourages students to do their best, to respect others, and to make responsible decisions.
8. Adults do not influence students on legislation, court decisions, or elections.

How a YMCA YG Bill becomes a law

A bill is a proposed law. Only legislative delegates can introduce bills into the Student Legislature. A bill must successfully complete the following steps to become a "law".

1. Be assigned to a committee for consideration and passed on to the floor.
2. Be introduced on the floor of the House or Senate of its origin and passed.
3. Be signed by the Governor.

Committee consideration

Bills are assigned to a committee other than the authors'. To speak for their bill, the authors must appear before the committee hearing their bill.

The purpose of the Legislative Committee in the Student Legislature is to give each bill a complete hearing and to determine which bills will be reported out to the House or Senate and to prepare committee members to take an active part in the floor debate.

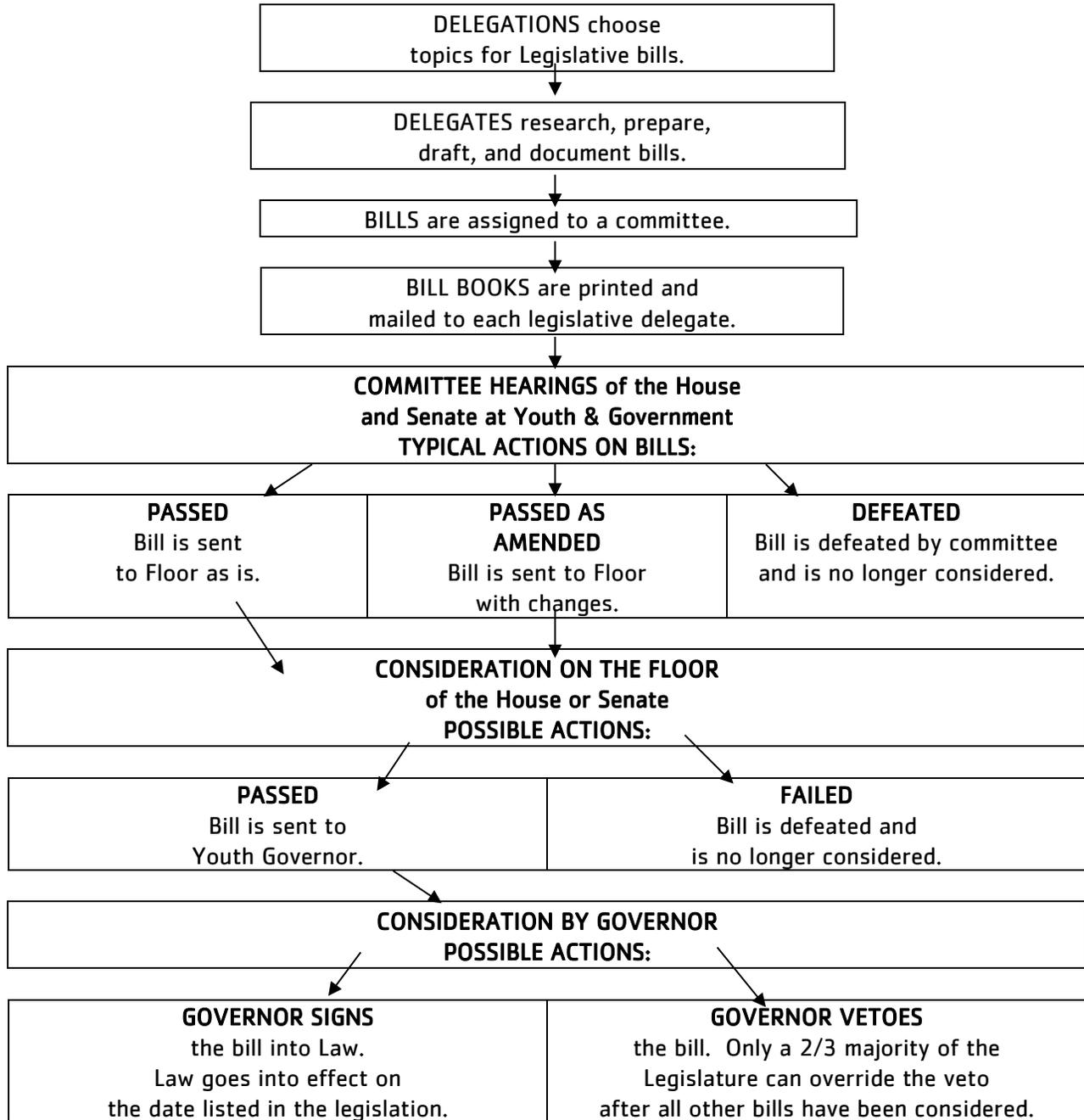
Floor consideration

Bills reported out of committee are scheduled for consideration by the House or Senate. Time may not allow consideration of all bills referred to the Legislature. Those bills passed by the House or Senate are sent to the Governor.

Youth Governor consideration

Bills passed by the House or Senate are sent to the Youth Governor. The Youth Governor may sign or veto the legislation.

How a Bill Becomes Law at the Student Legislature



Committees

Committees are the first to consider proposed legislation. Committees accomplish three (3) tasks:

1. Committees decide what legislation is sent to the House or Senate.
 - a. Committees give each bill a complete and respectful hearing including presentations by authors, Cabinet, and Lobbyist as well as thorough discussion and debate by ALL committee members.
 - b. Committee procedure is somewhat different than that used by the Legislature. Committees are only as formal as needed to affectively get their work done.
 - c. Committees work to send legislation to the floor. There is no reason to kill the bills in committee if they can be amended.
2. Committees prepare their members to take the lead on the floor to pass (majority of members) or defeat (minority of members) legislation the committee sends to the floor.
 - a. It is the responsibility of the committee sending legislation to the floor to have all of its members take an active role in floor discussion and debate of the bill.
3. Committee clearly and completely inform members of the Legislature what the committee found out about the bill, why it should be passed (majority) or why it should be defeated (minority).
 - a. The Majority and Minority Reports inform the Legislature of the content of the committee's consideration of the bill, tell the Legislature the answers to any significant questions asked by the authors , give the Legislature any significant information provided by the authors, Cabinet, or Lobbyist, and explain why the bill should pass (majority) or be defeated (minority)
 - b. The time for questions is in the committee. The Legislature has very limited time for questions (actually only three questions) as their time needs to be dedicated to considering the bill (discussions, statement of positions, debates, etc.).

Committee Members and Chairs are responsible individually and as a group

Participate

- Every member participates.
- Everyone creates a positive atmosphere that encourages involvement by everyone.
- Every member helps everyone else do their best.
- Every member sits in a different chair beside different people at each committee hearing.

Be prepared

- Know and understand the procedures and use it.
- Understand and be informed on the legislation in committee before YG.

Be respectful, extend courtesy to everyone

- Show respect for the committee, the room and its equipment, Authors, Lobbyist, Cabinet, and advisor.
- Be informed on the subject of the bill.
- Consider the merits of the bill, listen with full attention.

Bill authors, lobbyist and cabinet

- Ask permission of the Chair to appear before the committee.
- Know when to appear in committee and be on time.
- Respond to questions when asked.
- The final decision on legislation is the committee's.

Advisors

- Advisors are in the committee to help on procedure.
- Assist the chairperson after each meeting to clarify any questions.

Presence of authors, cabinet, and lobbyist

- Authors give their testimony before all others.
- When testimony is completed and committee questions have been answered these persons may leave or may stay for the committee's consideration of the bill. While these persons may not ask to join in the committee's consideration of the bill, they may respond to questions if asked by the committee.
- Authors, Cabinet, and Lobbyist who may still be in the committee leave for the final ten (10) minutes of the bill consideration and the vote.

Inform the authors

- The committee tells the Authors the vote by giving them a complete form, via a page.

Scheduling committee time

1. Committees meet for the total time assigned each session.
2. The committee's time in each session is managed to accomplish three (3) things:
 - a. To consider bills and determine those to be sent to the floor.
 - b. To prepare completed reports to the Legislature on the committee's consideration of each bill sent to the floor, including information learned during the testimony, answer to significant questions, and why the committee wants the bill passed by the Legislature (majority) or defeated (minority).
 - c. To prepare every committee member to participate in the Legislature's consideration of bills sent to the House or Senate. Committees are to go on the floor with their members ready to get the bill passed (majority) or defeated (minority).
3. Bills are assigned a session so authors, Cabinet, and Lobbyist know when to appear in committee. The assigned bill sessions cannot be changed. If authors, Lobbyist, or Cabinet are unable to appear before the committee at that time, the bill will be considered without them.
4. Bills not completed in the session they are assigned, may be carried over to the next committee session.
5. By the end of the final committee, all bills have had a complete hearing by their committee.

Committee Procedure

1. The Chair welcomes everyone to the meeting and introduces anyone there to give testimony.
2. The Vice Chair reads the bill.
3. The authors present their bill, explain why it is important for the state, why it should be passed, and answer any questions the committee may have.
4. Lobbyist and Governor's Cabinet testify on the bill and answer questions.
5. The committee discusses the bill, asks any questions to the bill experts, authors, Cabinet, Lobbyist, and debates.
6. After questions are finished, authors leave to return to their committees.
7. Amendments to strengthen and/or clarify the bill are made at any time in the discussion. Amendments cannot change the intent of the bill.
8. The committee discusses questions and debates to reach its decision. Committee members support legislation they believe is best for the people of the state. Legislation is not sent to the floor just because it will be good debate. Legislatures exist to make serious decisions.
9. When the discussion/debate is complete, take a vote. A simple majority is required.
 - a. The Chair does not vote except to break a tie.
10. After the vote, the committee:

- a. Prepares accurate and complete reports (majority and minority) for the Legislature that also give reasons the committee wants the bill passed (majority) or defeated (minority).
- b. Prepares committee members to fully participate in the floor consideration of the bill.
- c. Is to be certain that each committee member has a role for the debate on the floor, by assigning a point, pro and con, etc.

Possible motions in committee

1. To recommend a bill without amendments out of committees to the House or Senate, a member says, "I move this bill reported to pass".
 - a. If passed, the bill goes to the House or Senate of its origin.
2. To amend a bill, the motion is, "I move the following amendment".
 - a. The author of the amendment gives it in writing to the Vice Chair who reads the amendment. If adopted, the Vice Chair reads the amended bill to be sure it is accurate. The amendment is then attached to the bill and the bill is considered in committee as amended.
 - b. Amendments may not change the intent or meaning of the bill. While authors do not have to agree to the amendment, they are to be informed of the amendment.
 - c. Riders to the bills are not permitted at YG.
3. To recommend an amended bill for passage, the motion is, "I move that this bill be passed, as amended".

Committee Chairs

- Senate Chairs have been appointed by and are responsible to the President of the Senate and House Chairs are responsible to the Speaker of the House. Chairpersons who do not carry out their responsibilities may be removed by the President or Speaker.
- Vice Chairs are appointed by the President and Speaker. In committees without a Vice Chair, the Chair may appoint a committee member to serve as Vice Chair.
- Bill partners are not to be Chairs as they both would leave the committee to testify on their bill at the same time.

Responsibility of the Chair

1. At the First Meeting:
 - a. See that members can see each other.
 - b. Do introductions and "get acquainted" activities (avoid use of candy, food or drinks). Include the Committee Advisor and other adults in the room.
 - c. Explain the purpose of the committee and how it works and do a practice bill to give everyone experience in the procedure.

- d. Review the schedule; explain the order of bills and how the committee's time is used.
2. The Chair and all members are responsible for the care of their committee room.
 - a. Explain the use of the committee rooms as a privilege given by the Statehouse and review how we care for the room (no candy, food, drinks, do not move papers or materials left by Legislators, avoiding playing with microphones, clean up at each session, etc.).
 3. The Chair
 - a. Acts and speaks in a way that helps everyone in the committee succeed, involves everyone and gives authors, Lobbyist and Cabinet a respectful experience.
 - b. Represents the committee to the Bill Coordinator. The Chair picks up the Committee Folder from the Bill Coordinator before each committee meeting, returns the folder to the Bill Coordinator immediately after the meeting, and verbally tells the Bill Coordinator the action taken on each bill.
 - c. Has the Vice Chair take attendance at each meeting.
 - d. Manages time so the three tasks of the committee are accomplished.
 - e. Has the committee meet for the total time and does not dismiss early.
 - f. Considers bills in numerical order as listed inside the Committee Folder. Once a bill is considered, draw a line through that bill number; this lets the Bill Coordinator know you have heard this bill.
 - g. Manages amendments made in committee. Amendments are made in writing and, if passed, attached to the bill by a paperclip. Do not write on the original bill.
 - h. Amendments note the line(s) being altered. Note on the Bill Disposition sheet the bill is amended and, if passed, passed as amended. Amendments cannot change the intent of the bill.
 - i. Completes the committee portion of the Bill Disposition sheet.
 - j. Assures that the Majority and Minority Reports are written to accurately inform the Legislature on what the committee learned about the bill, why the committee took the action it did, and the committee's reasons for the Legislature to pass (majority) or defeat (minority) the bill.
 - k. Prepares all committee members to actively participate in floor debate on bills the committee reports out to the Legislature.
 - l. Leads the committee member participation in floor debate.

responsibility of the Committee Advisor

1. Committee Advisors assist with procedure and the committee process. They may be asked for advice before, during or after committee sessions. Chairs are to meet with the Committee Advisors after each session to get their observations and suggestions.
2. Advisors do not comment on the content or idea of legislation nor are they to influence voting on issues.

Considering a Bill in the Student Legislature

- Our three-day time limit makes it impossible to follow the rules of the actual House and Senate. Therefore, the procedures outlined below guide the Student Legislature.
- All the information needed to consider a bill in the Student Legislature is in the next few pages. Every delegate has equal access to these guidelines and is to take the time to prepare based on these guidelines. No proposed changes to these rules can be made until the next program year.
- Committees are to carefully consider bills on their merit and select those for the Legislature.
- The number of bills this year allows consideration by both the House and Senate. A bill first passed in one will then be considered by the other. The second hearing will only be on the floor and will include the authors. Bills passed in both legislative bodies will be sent to the Youth Governor. We will also pass those that only passed one chamber to the Youth Governor; however, the ones that passed both the House and Senate will have more weight when considered by the Youth Governor.

Procedure

1. Bill Coordinator
 - a. The "Calendar" at the Bill Coordinator's Office provides the order of business before the House and Senate. The "Order of the Day" is also read by the Clerk before each session starts. The Calendar cannot be changed.
 - b. Committees and the Legislature can only consider bills given to them by the Bill Coordinator. The order of the bills considered is the numerical order they appear in the Bill Book. The Student Legislature cannot suspend the rules to change the order of consideration.
 - c. Each bill is considered separately. Several bills cannot be grouped together for consideration or voting. Each bill gets its own time.
2. Call to Order
 - a. At the opening of each session, the Presiding Officer uses the gavel and states, "By the authority vested in me, I declare the House (Senate) in session".
 - b. The Presiding Officer calls upon the Chaplain to deliver a message.
 - c. The Presiding Officer calls upon the Clerk to read the "Order of the Day".
3. Reading of the Bill
 - a. The Presiding Officer says, "We are now ready for the third reading of the bill".
 - b. The Clerk reads the bill that appears at the top of the Order. The Clerk reads the number, author, title, the full text of the bill, and any amendments approved by committee.
4. Author's Opening Statement
 - a. At the conclusion of the reading of the bill, the Presiding Officer says, "The question is, shall the bill pass?" The authors may make their opening statement.

- b. The authors, combined, have three minutes to explain their bill, present a strong case for the Legislature to pass their bill, and move its adoption. The authors may share the time.
 - c. The author who speaks last, at the end of their presentations, moves the adoption of the bill and urges members to support the bill.
- 5. Committee Reports
 - a. The Presiding Officer will ask for the Majority and Minority Reports from the committee that considered the bill.
 - b. The members presenting the Majority and Minority Reports are to give a complete summary to the Legislature of the committee's consideration of the bill and why the bill should be passed (Majority Report) and why it should be defeated (Minority Report).
- 6. Seeking Recognition
 - a. Members seek recognition after the Presiding Officer has said, "The question is, shall the bill pass?"
 - b. To be recognized, a member raises their hand at their desk. Once a member has been recognized, all others must wait until there is another opportunity to be recognized.
 - c. The member who was recognized must remain standing and address the Presiding Officer as "Mister(Madame) Speaker" or "Mister (Madame) President" before making statements or asking the Presiding Officer's help in asking questions of the bill authors.
- 7. Statements and Debate by Members
 - a. Once the authors have spoken and moved the adoption of their bill, and the committee Majority and Minority Reports have been given, the Presiding Officer says, "The question is, shall the bill pass?" At this time any member may speak by obtaining recognition from the Presiding Officer.
 - b. Statements by members, speaking in support or in opposition to the bill, take most of the time. Members speak on the issue. Members do not make personal remarks about other members of the Legislature.
 - c. When members speak in support or opposition of a bill they say, "Mister (Madame) Speaker or President, I speak in favor (or opposition) of this bill because" ... and urge others to vote for (or against) the bill.
 - d. Statements of support or opposition are not taken in any order. Whoever gets the floor may speak even if more than one pro or con speaker follows another.
 - e. If there are many speeches, the Presiding Office may rule that all speeches must be kept within a time limit and/or no member may speak more than once until all others who want to speak have done so.
- 8. Asking Questions of the Authors
 - a. Authors of a bill may be questioned by another member. The authors are not required to yield to a question.

- b. The time for questions is limited to three (3) questions. Most time is spent with statements by members' support or opposition of bills.
- c. Asking questions of an author gives the author a chance to respond. Members who oppose a bill will find direct statements a better way to oppose the bill.
- d. Members request permission of the authors, through the Presiding Officer, to ask a question. After being recognized, the member says, "Mister (Madame) Speaker (President), will the author yield to a question?" The Presiding Officer will then ask the same question of the authors and then deliver their reply to the member.
- e. Each member is limited to one question until all members who want to have asked a question.
- f. When asking questions, members are to be brief and only ask their questions. Statements cannot be made at this time.

9. Motion to Amend

- a. Amendments are made in writing on the amendment form. The member sends the amendment to the Clerk via a Page.
- b. Amendments indicate the line(s) to be amended by placing quotation marks around the amended language, and using wording such as "delete" and "add".
- c. All amendments must be signed by the author of the amendment.
- d. It is the responsibility of the author of the amendment to seek recognition from the Presiding Officer once the amendment has reached the Clerk's desk. Only then can any action be taken on the amendment.
- e. Once recognized, the member says, "Mister (Madame) Speaker (President), I have an amendment before the floor".
- f. The Presiding Officer then instructs the Clerk to read the amendment. From this time until a vote is taken on the amendment, all remarks are directed to the amendment, not the bill as a whole. Questions related to the amendment are asked of the authors of the amendment.
- g. The author of the amendment speaks first. The authors of the bill have two minutes to comment on the amendment.
 - i. Before voting on the amendment, the author of the amendment has one minute to make a closing statement. A simple majority is needed for passage of the amendment. Voting may be by a voice vote or by a standing vote. Following the vote, the debate returns to the bill.
- h. Amendments are best handled in the committees although they may be attempted on the floor. Time devoted to amendments on the floor is to be kept to a minimum.
- i. Amendments cannot change the intent of the bill.

10. Motion to refer to a Committee

- a. Many amendments proposed during legislative debate may indicate the committee needs to take another look at the bill.
- b. If this occurs, a motion to "refer to committee" may be in order. This motion must be seconded and then can be debated, as simple majority is needed for passage.

- c. Upon approval of the motion, the bill is sent back to its committee for further work and reconsideration. This bill becomes the first item of business in the next committee session.

11. Voting Procedures

- a. The Presiding Officer is responsible to manage the time for the consideration of each bill. The Presiding Officer takes the initiative in calling the vote. The motion of "Previous Question," used to end debate, is not an acceptable motion made from the floor of the Youth Legislature.
- b. Prior to voting, the authors (combined) have up to three minutes to make a closing statement and to urge the Legislature to support their bill.
- c. The Presiding Officer will then say, "The question is, shall the bill pass? All those in favor of the bill, please stand". A count is made and recorded by the Clerk.
- d. The Presiding Officer then says, "Those opposed to passage of the bill, please stand". A count is made and recorded by the Clerk.
- e. When voting on the final passage of the bill, the vote must be a standing vote. A constitutional majority is needed to pass (one more than half of those voting).
- f. Abstentions are not asked for nor are they recorded. If a member abstains from voting, they must leave the floor during the vote. All members remaining on the floor are assumed to be voting.
- g. If the majority favors the bill, the Presiding Officer says, "I declare this bill Passed". If the majority opposed, the Presiding Officer says, "I declared this bill failed of passage".
- h. After a bill is declared passed, the Clerk will read the bill number and title in the event any changes should be made to the title. The Presiding Officer will then say, "Without objection, the title is agreed to". The Presiding Officer then moves on to the next order of business.

12. Other Possible Motions

- a. Division of the House: If after a voice vote a member wants to challenge the division of the Presiding Officer, the member may call, without waiting for recognition, "Division of the House". After the motion receives approval of the Presiding Officer or by a simple majority of the members, the vote is retaken as a standing vote. Roll call votes, however, are not permitted for the Youth Legislature.
- b. Point of Order: This motion is used by a member to question the procedures of the Presiding Officer or another member or to seek clarification of procedures. Again, a member need not await recognition to make this motion. The Presiding Officer has the sole authority to accept or reject the motion. The Presiding Officer does not call Point of Order.
- c. Point of Personal Privilege: This motion is used by a member to bring the Presiding Officer's attention to a disturbance in the chamber or request that a member, who is speaking, to raise their voice to be heard more clearly. The Presiding Officer rules on the motion.

- d. Motion to Recess: This motion is normally used to allow members to caucus for a few minutes. All members are required to remain in the chamber and the Legislature must reconvene at some time before adjournment.
- e. Removal: After giving a member a private and a public warning, the Presiding Officer has the power to expel a member whose behavior is inappropriate for the Legislature. Circumstances may include, but are not limited to:
 - i. Inappropriate attire.
 - ii. Not wearing their official name tag.
 - iii. Great disregard for the procedure of the Legislature.
 - iv. Interfering in or obstructing the proceedings.

13. Procedure for the Governor's Office

- a. Once a bill is passed, the Clerk takes it to the Bill Coordinator who records it and sends it on to the Governor. When action is taken on the bill by the Governor, the bill is returned to the Bill Coordinator who records the Governor's action.
- b. An attempt to override the Governor's veto may be considered after action has been taken on all bills before the Youth Legislature.
 - i. A Senator or Representative offers a motion from the floor (after being recognized) to consider overriding the bill. The Presiding Officer has the Clerk read the bill.
- c. The Presiding Officer, in presenting the vetoed bill, says, "The question is, shall the bill pass, now withstanding the objections of the Governor?" The author of the bill, once recognized by the Presiding Officer, may proceed to speak for the passage of the bill. The Governor or the Governor's Representative may speak for four minutes on the vetoed bill. A two-thirds majority of the House or Senate is required to override a Governor's veto.
- d. The Governor is to sign or veto all bills passed by the Legislature. No bills are to be left unsigned at the closing of the final joint session.

Lobbyist

1. Choose the issues/bills.

- Examine the bill content carefully.
- Decide whether you are pro or con.

2. Research the issue thoroughly.

- Research both sides of the issue.
- Talk to experts in your community.
- Call or write to the "special interest" groups who lobby on this issue.

3. Prepare your case.

- Compile the supporting data.
- Simplify your message.
- Do not exaggerate.
- Be prepared to refute your opponent's position.
- Anticipate questions.
- Decide if the problem can be resolved by an amendment.

4. Pre-Columbus Strategy.

- Draft your testimony and supporting materials.
- Practice with your delegation

5. Committee Strategy.

- Manage your time wisely.
- Identify yourself beforehand to the Committee Chair.
- Keep testimony brief (5 min).
- Make good use of handouts, charts, and graphs.
- Suggest amendments, if helpful.
- Prepare individual members with questions to ask the authors.
- Monitor the discussion carefully.

6. Floor Strategy.

- Prepare individual members with facts to use in floor debate.
- Seek out especially the members:
 - From the committee who are sympathetic to your point of view.
 - With a good reputation for speaking articulately during debate.
- Monitor debate closely.

7. Lobbying the Governor.

- Attempt to establish an early rapport with the appropriate Cabinet Officer/Lt. Governor/Governor.
- Should the bill pass the House or Senate, seek a meeting with the Governor.
- Be brief, yet persuasive.
- Provide the Governor with an accurate sense of the committee and floor debate.

Governor's Cabinet

1. The Governor's Cabinet members are available to help and advise legislators on procedure, Legislature, the Governor's position on legislation, etc.
2. Cabinet members, including the Lt. Governor, work for passage of legislation that reflects the Governor's legislative platform and position on legislation. They may testify to committees on legislation and may speak with legislators outside committee and floor session. They may not speak on the floor of the House or Senate.

Page Program

1. Pages assist all aspects of the Youth & Government program. This includes delivering messages between legislators, finding legislators to appear before a committee, or to meet with the Governor.
2. Serving as a page is a great way for the younger students to see the entire program and see what part of the program they would like to participate in the future.
3. Each page is assigned a chamber and committee that they work with throughout the 3 days.
4. The Youth Governor may request a page on the 2nd and 3rd days of Youth & Government.

Press Program

Have a unique opportunity to see many aspects of the program up close. Reporters can write about individuals or focus on a topical area of interest to them.

1. Interviewing people for stories.
2. Researching and writing stories.
3. Writing opinion or editorial pieces.
4. Creating and maintaining a social blog throughout the three days.
5. Creating videos from State Assembly.
6. Holding live press conferences with the Youth Governor and other officers.

Judicial Program

The Constitution of Ohio separates our state government into three branches, each with distinct areas of responsibility – the executive, the legislative, and the judicial.

The primary function of the judicial branch is to fairly and impartially settle disputes to the law. To do this a number of courts have been established in the state by the Constitution and by acts of the General Assembly.

The Supreme Court of Ohio

The Supreme Court of Ohio is the court of last resort. It is made up of seven Justices – a Chief Justice and six Justices. Most of its cases are appeals from the 12 district Courts of

Appeals. The court may grant leave to appeal criminal cases from the courts of appeals and may direct any Court of Appeals to certify its record on civil cases.

The court must accept appeals of cases that originated in the Court of Appeals; cases involving the death penalty; cases involving the questions arising under the U.S. Constitution or the Ohio Constitution; and cases in which there have been conflicting opinions from two or more Courts of Appeals.

The Chief Justice and six Justices are elected to six-year terms on a nonpartisan ballot. A person must be an attorney with at least six years of experience in the practice of law to be elected or appointed to the court. Appointments are made by the Governor for vacancies that occur between elections.

Courts of Appeals

As the intermediate level appellate courts, the primary function of the Court of Appeals is to hear appeals from the Common Pleas, Municipal, and County Courts. Each case is heard and decided by a three-judge panel.

The state is divided into 12 appellate districts, each of which is served by a Court of Appeals.

The Court of Claims

The Court of Claims has original jurisdiction to hear and determine all civil actions filed against the state of Ohio and its agencies. The court also hears appeals from decisions made by the Attorney General on claims allowed under the Victims of Crime Act.

The Court of Claims decides civil claims typically involving contract disputes, property damage, personal injury, immunity of state officers and employees, discrimination, and wrongful imprisonment.

Courts of Common Pleas

The Court of Common Pleas is the only trial court created by the Ohio Constitution. There is a Court of Common Pleas in each of the 88 counties. Specific Courts of Common Pleas may be divided into separate divisions by the General Assembly, including general, domestic relations, juvenile, and probate divisions.

Municipal and County Courts

When Municipal Courts exercise countywide jurisdiction, no County Court is needed. A County Court is needed if an area of a county is not served by a Municipal Court.

The subject-matter jurisdiction of Municipal and County Courts is nearly identical. Both Municipal and County Courts have authorization to conduct preliminary hearings in felony cases, and both have jurisdiction over traffic and non-traffic misdemeanors.

The Appeals Process

After the verdict and final judgment are handed down in the trial court, the appealing party must notify the court of their intention to appeal. An appeal occurs when one party (the Appellant) asks a higher court to review the trial proceedings. The Appellant cannot simply argue that he/she disagrees with the trial court's decision; he/she must make a legal argument. These legal arguments fit into two categories: (1) the trial court applied the incorrect law to the proceedings, or (2) the trial court applied the correct law to the proceedings, but reached the wrong conclusion. The party who won in trial court (the Appellee) must rebut the Appellant's argument.

The Appeals process begins with the Appellant filing a written "brief" to the relevant Appeals Court (a copy of the brief is also sent to the Appellee). The brief is a legal document in which the Appellant states the grounds for the appeal, and explains why the judgment of the lower court should be reversed, or overturned. The Appellee then has the opportunity to file his/her own brief. In that brief the Appellee explains to the court why the judgment of the lower court should be affirmed, or upheld.

Almost every appeal is determined based on the briefs alone. Only some cases are chosen for oral argument. When no oral argument is conducted, the attorneys never have the opportunity to actually speak to the appellate judge considering the case, or answer questions about their case. For this reason, it is imperative that briefs are thorough, clear, well-written, and fully explain the case to the judges. Even when there are oral arguments, the brief is still the most important way for the attorneys to state their case to the court.

The Oral Argument

After the written brief is submitted to the appeals court, an oral argument is sometimes conducted. The oral argument is when attorneys from the Appellant and the Appellee each have the opportunity to present and discuss their case before the Court of Appeals. In the Ohio Supreme Court there are seven justices.

Procedure Followed During the Oral Argument

1. Justices enter, everyone rises.
 - a. Marshal calls the court to order
 - i. All Rise ... The Honorable Chief Justice and Justices of the Supreme Court of Ohio(once seated) Hear Ye! Hear Ye! Hear Ye! The Supreme Court of Ohio is now in open session. Pursuant to Adjournment.
2. The Chief Justice will allow the audience to be seated.
3. The Chief Justice addresses the student attorneys.
 - a. "Today we will hear the case of _____. As you are aware, each side will be given 12 minutes to present their argument. I will signal when you have one minute remaining. Attorneys for the Appellant, do you wish to reserve any time for rebuttal?"
 - b. "At this time, we ask the attorneys for the Appellant to introduce yourselves to the court and to inform us how you will be dividing your time between your co-counsel?"
 - c. "And, attorneys for the Appellee please introduce yourselves and let us know how you will be dividing your time."
 - d. "Okay, are parties ready to proceed?"
4. The Chief Justice then calls on the Appellant attorneys to begin.
5. The Appellee's attorneys then present their argument.
6. The Justices ask questions of the attorney .
7. The Appellant's attorneys then have an opportunity for rebuttal after the Appellee's attorney's presentation.
8. The Justices ask questions of the attorney.
9. The Chief Justice Adjourns the court to decide the appeal. The reversal of the lower court's decision requires at least a 4 to 3 majority vote for reversal.
10. Marshal – All Rise ... Hear Ye! Hear Ye! Hear Y! This open session of the Honorable Supreme Court of Ohio now stands adjourned. (After the last Justice is off the bench, strike the gavel once.)

How to Prepare Your Oral Argument

The most important goal of your oral argument is to be clear, logical, and to-the-point. This is your opportunity to state your case to the court. Your object is to be persuasive and to help the judges understand your arguments.

In preparing your oral argument, it is best to remember what the oral argument is NOT. It is not a speech contest. During your arguments, expect the judges to ask you questions about your argument and, sometimes, to interrupt you. For this reason consider the oral argument a conversation with the court, rather than a chance to deliver a prepared speech. Prepare notes and an outline of your argument, instead of a word-for-word speech. Remember, most of the time will be devoted to responding to the Justices' questions, so do not expect to be able to follow a set order.

The oral argument is also NOT an opening or closing argument. If you have ever watched a trial on TV or in a movie, you know that attorneys often make dramatic and theatrical opening and closing arguments to the jury. The attorney might tell a little story to make a point, or hold up a picture of a victim. In an oral argument, you are not talking to jurors. You are addressing judges. An oral argument is not a time for story-telling or dramatic displays. Make your arguments based on legal principals. Convince the judges that you thoroughly understand the legal issues presented in the case.

Because the oral argument is a conversation with the court, imagine in advance what types of questions the judges might ask you. Often, the judges will ask you questions about the weaknesses in your position. They want to see how you can defend your side of the case. The most successful attorneys are the ones who can anticipate these questions and prepare logical responses based on the law. Be prepared to distinguish cases upon which your opposing counsel relies.

If you would like further information on presenting oral arguments, The Ohio Channel occasionally broadcasts the proceedings of the Ohio Supreme Court.

Oral Argument Do's and Don'ts

During your oral argument presentation, DO:

- Decide in advance how you will divide the twelve minutes. If you are the Appellant, how much time will you reserve for rebuttal? For both sides, how will you divide the argument between you and your co-counsel? Who will speak first, for how long, and on what topics?
- Stand whenever you address the court.
- State every argument with, "May it please the court."
- Address the judges as "Your Honor" or "Justice ____". Address co-counsel and opposing counsel as "Mr." or "Ms."
- Discuss briefly the facts underlying the case. If you are the Appellant, however, keep in mind that the Justices are familiar with the basic circumstances of the case. You do not need to give them a "blow-by-blow" of every detail of the case.
- Skip straight to your argument if you are the Appellee. The Appellant has the advantage of rebuttal time. But the Appellee has the advantage of going second in the oral argument, so you do not need to repeat the facts of the case to the court, unless you think that the Appellant has misrepresented an important detail.
- Stop talking immediately when a Justice interrupts you with a question (even if you were in the middle of making a point!).
- Answer the Justices' questions clearly and directly. Often, it is best to begin your response with a simple "yes" or "no", and then explain why.

During your oral argument, DON'T:

- Be rude, disrespectful, condescending, or uncivil to opposing counsel. Personal attacks have NO place in oral argument, and will only serve to undermine your credibility with the court.
- Get flustered when the Justices interrupt you. Expect that you will be interrupted while you are speaking. It is best to use your limited time to answer their specific questions.
- Forget to watch the clock! The Chief Justice or Marshall will give you a one-minute "warning" when your time is about to expire.
- Ignore cases that don't support your argument. Instead, briefly acknowledge those cases, and then carefully explain to the court why they are distinguishable from your client's case.
- Be afraid of silence! It is perfectly fine to take a moment or two to gather your thoughts before answering one of the judge's questions.
- Forget to listen carefully to your opposing counsel's argument. Take notes during their presentation. A good attorney will directly respond to arguments made by the other side.

Opinions

The opinion is the written decision of the Supreme Court. It is the official document that records for history the decision and all of the relevant circumstances that influences that decision. The opinions are reviewed by each Justice sitting on the case and are not disclosed to the other participants until the closing session.

During deliberation, immediately following the case, you will have the opportunity to discuss and argue the points of law addressed in the case. One or more Justices will volunteer to write the opinion for the majority. The opinion is given to each Justice to study and accept. If it is accepted, the Justices will sign the opinion and it is passed as the opinion of the court. If not, a concurring opinion may be written.

Those who do not agree with the majority opinion summarize their views in the dissenting opinion. Each opinion must contain a statement defining the reasons for the verdict and a narrative of why those reasons were chosen.

Briefs

Having a well-written brief is a very important part of your case. The Justices will enter the court having read it, and it will be the primary factor in determining whether the court rules for or against your side. Typically, briefs follow the FIRAC format, which means:

F – Facts (summarize the facts of the case)

I – Issue (say what the question before the court is)

R – Rule (describe the rules explaining your side of the question)

A – Application (combine the **facts** and the **rules** to say whether or not the trial court erred)

C – Conclusion (summarize your case)

Sample Brief

THE YMCA MODEL SUPREME COURT OF THE STATE OF OHIO

Bob Jones (Appellant) vs. State of Ohio (Appellee)

Michelle Katona vs. Bethany Porter
Attorney for the Appellant Attorney for the Appellee

Statement of Facts

On April 27, 2010, a Morrow County Grand Jury indicted defendant, Bob Jones, on one count of aggravated burglary, violating a protection order, domestic violence, and resisting arrest. Mr. Jones exercised his right to a jury trial, which began on April 4, 2011. The state presents three witnesses.

Shandra Ickens, the victim on. Ms. Ickens previously dated Defendant for about 6-12 months. Mr. Jones would stay at her house, but he did not have his name on the lease, have a key to the home, or receive his mail there. In early 2010, Ms. Ickens decided to end the relationship.

Ms. Ickens' relationship with Mr. Jones was "rocky", and they had many altercations. On April 12, 2010 Ms. Ickens obtained a protection order against Mr. Jones. She presented it to Mr. Jones when he was at her house on April 16, 2010, and told him he was not allowed to be around her. Mr. Jones was angry about the protection order against him.

On April 17, 2010, Ms. Ickens was cooking in her kitchen when she heard a loud bang come from the basement. When she opened the door to the basement, she saw Mr. Jones coming up the steps towards her. Mr. Jones entered her home through a basement window. Mr. Jones said to Ms. Ickens, "You, you thought it was over." He grabbed Ms. Ickens around the neck and put her in a chokehold to a point where she thought she would pass out. The two tussled around for a while. Ms. Ickens tried to fight back, but Mr. Jones slammed her into the wall several times, leaving bruises on her arms and a bite mark on her back.

The abuse lasted ten minutes. Mr. Jones stopped assaulting Ms. Ickens when her son and his friend came home. At that point, Ms. Ickens was able to call 911. She called 911 the first time and hung up. She called a second time and told police to come to her home.

The police arrived in about two minutes. When police went to arrest Mr. Jones he fought their arrest. They wrestled in the basement for a while, Mr. Jones tried to go up the stairs and grabbed onto the banister on the stairs. When officers tried to pull him away he tore the banister out of the wall. Other officers responded. At one time officers had Mr. Jones on the ground with his hand underneath him. Mr. Jones was still trying to wrestle, so officers deployed a taser on Defendant. Ms. Jones provided a written statement of the day's events.

At the end of the State's case, the State moved to amend the indictment for the original fourth-degree felony resisting arrest count to a second-degree misdemeanor resisting arrest. The trial court allowed the amendment.

Defense counsel made a Crim. R. 29 motion to all counts at the close of the State's case. The trial court overruled his motion as it pertained to the aggravated burglary, violating the protection order, and resisting arrest. However, the trial court sustained defense counsel's motion as to the domestic violence count.

The jury found Mr. Jones guilty of all counts in the indictment, except for the count of domestic violence which had been previously dismissed. The trial court sentenced Mr. Jones to five years for the aggravated burglary and two years for violating a protection order. These sentences were run consecutively. The trial court also ordered Defendant to a concurrent sentence of thirty days in the county jail for resisting arrest.

APPELLANT'S BRIEF

ASSIGNMENT OF ERRORS

There was an error in the trial court in the following particulars:

- a) The trial court erred in ruling that Defendant should be charged with aggravated burglary.
- b) The trial court erred in ruling that Defendant should be charged with violating a protection order.
- c) The trial court erred in ruling that Defendant should be charged with resisting arrest.

ARGUMENTS

Argument #1 - The trial court erred in ruling that Defendant should be charged with aggravated burglary.

The trial court erred in ruling that Jones had been an aggravated burglar. Burglary, by definition, is entering a premise as a trespasser with the intention to steal anything in the premises or to commit an offence involving assault or property damage. Ohio's Revised Code, 2911.11 Aggravated burglary states that for a burglary to be aggravated, the offender must have a deadly weapon on or about the offender's person or under the offender's control. They also have to know that the person is going to be on the premises. Jones did not have a weapon on his person when he entered the building and there is no account of him using a weapon on the premises at any time. He also could have not been aware that Ms. Ickens would be home at the time that he forcefully entered the building. Jones did not make any threat as to coming back the next day and assaulting Ms. Ickens. He could've entered the premises for a number of other reasons. Therefore, Jones is not an aggravated burglar. In State v. Lockhart (1996) evidence supported a burglary, but not an aggravated burglary, because the occupant had regular work hours and there was no occasion on which she returned home during those hours. Ms. Ickens, similarly, could have been diverting from her usual routine when she was home that night and he did not expect to see her. With his IED,

seeing her triggered an episode of anger which he could not control, and he proceeded to attack her.

Argument #2 - The trial court erred in ruling that Defendant should be charged with violating a protection order.

A conviction for violating a protection order is often up to one year in jail or a fine of up to \$1000 because it is a first degree misdemeanor. Jones received two additional years of jail time for violating a protection order along with the other charges he got. His jail time should be dropped down to a year because that is what people normally get after violating a protection order. For instance, Joseph Manna, a man from Fairfield, had a protection order placed against him to keep him away from his wife. He violated the order, interfered with an officer, and he got charged with disorderly conduct. He only spent one year in jail and then two years on probation. In this same way, Jones should only get one year in jail for violating the protection order placed against him instead of the two he got.

Argument #3 - The trial court erred in ruling that Defendant should be charged with resisting arrest.

The trial court erred in deciding that Jones was legally sane and capable of stopping himself from committing these acts of aggravated burglary, violating a protection order, domestic violence, and resisting arrest. 2943.03 Pleas to indictment state that a person can plead not guilty by reason of insanity. Most states follow the M' Naughten rule: A defendant may be found not guilty by reason of insanity if at the time of committing the act, he had a disease of the mind as not to know the act he was doing, or if he did know it, that he did not know what he was doing was wrong. Jones could be considered mentally ill because he does not feel, act, think, or perceive a situation in the same way that other people can. Intermittent Explosive Disorder, by definition, involves repeated episodes of impulsive, aggressive, and violent behavior in which a person reacts grossly out of proportion to the situation. Domestic abuse and throwing or breaking objects can be signs of IED. In this case, Jones was not fully aware of what he was doing when he forcefully entered Ickens' home, attacked her, and resisted arrest. In the Patrick M. Walmsey trial, he pleaded not guilty by reason of insanity after having domestic violence charges placed against him after he entered through the window of Rachel Scott's house and hit her with a baseball bat. She had previously refused his advances when he pressed her to enter into a dating relationship with him after their friendship of many years. He was found to be criminally insane and released from jail on bond three days later. Jones went after a woman in this same way. After she broke up with him he broke into her home and started hitting her. In another case, a man named Christian Slanger was found to be mentally ill and not guilty after he resisted arrest and assaulted two police officers who came at him while he was jumping on two vehicles in the parking lot. They ordered him to quiet down, but he continued on in an aggressive manner until he was eventually subdued by taser. Just like Slanger, Jones resisted arrest and had to eventually be subdued by a taser. In Foucha v. Louisiana, Terry Foucha had been charged with aggravated burglary and illegal discharge of a firearm. After occupants of a house fled, he burglarized the house and discharged a firearm in the direction of a

law enforcement officer. He was evaluated and found not guilty by reason of insanity and committed to a psychiatric hospital where he will remain until he is a danger neither to himself or others. Although Jones did not discharge a firearm, he is similarly not guilty for his actions. IED can be treated with mood stabilizers and antidepressants. Psychological treatment is often needed along with this. Jones should be in a hospital getting treatment for his problems instead of in jail.

CONCLUSION

Bob Jones should be cleared of all of the charges placed against him. The first reason is that he has IED which classifies him as mentally insane. The second is that he did violate a protection order, but most people only get one year for it while he got two, so that time could be brought down. Lastly, he is not guilty of aggravated burglary because he did not enter with a weapon or intent on taking something from the premises. Also, he could've been unaware that the inhabitant would be home at that hour because he didn't know her schedule or she deviated from her normal schedule. For these reasons and more, Jones should be a free man, with visits to a hospital or psychiatrist to control his IED. Based on the following arguments, the decision of the lower court should be overturned.

Respectfully submitted

Michelle Katona
Attorney for the Appellant

APPELLEE'S BRIEF

ARGUMENTS

Argument #1 - The trial court was correct in ruling that Defendant should be charged with aggravated burglary.

Aggravated burglary is according to the Ohio Revised Code 2911.11 Aggravated burglary.

(1) The offender inflicts, or attempts or threatens to inflict physical harm on another.

Defendant inflicted and attempted to inflict physical harm to Ms. Ickens when, as stated in the Statement of Facts, he "grabbed Ms. Ickens around the neck and put her in a chokehold, to the point to where she thought she would pass out... Mr. Jones slammed her into the wall several times, leaving bruises on her arms and a bite mark on her back." State of Ohio v. Flowers. (1984), 16 Ohio App. 3d 313, 315.

Although Defendant didn't steal anything, he was apprehended when coming up the basement stairs so using reasonable doubt his intention was to take his things. This is supported in the precedent that when a defendant is apprehended within a structure that they have forcibly entered, there is a reasonable inference that they did so with the intent to commit a theft offense. State of Ohio v. Livingston. (1995), 106 Ohio App. 3d 433, 436.

Argument #2 - The trial court was correct in ruling that Defendant should be charged with violating a protection order.

Violating a protection order is according to the Ohio Revised Code 2919.27 Violating protection order.

(A) No person shall recklessly violate the terms of any of the following:

(1) A protection order issued or consent agreement approved pursuant to section 2919.26 or 3113.31 of the Revised Code;

(2) A protection order issued pursuant to section 2151.34, 2903.213, or 2903.214 of the Revised Code;

(3) A protection order issued by a court of another state.

"On April 12, 2010. Ms. Ickens obtained a protection order against Mr. Jones... told him he wasn't allowed to be around her"

Toledo v. Hughes, 174 Ohio App. 3d 598 [2007-Ohio-7098](#). – Protection order directed the defendant have no contact with the named protected person, including "telephone, fax, e-mail, voicemail, delivery service, writings, or communications by any other means."

Argument #3 - The trial court was correct in ruling that Defendant should be charged with resisting arrest.

Resisting arrest according to the Ohio Revised Code 2921.33 Resisting arrest (A) No person, recklessly or by force, shall resist or interfere with a lawful arrest of the person or another. (B) No person, recklessly or by force, shall resist or interfere with a lawful arrest of the person or another person and, during the course of or as a result of the resistance or interference, cause physical harm to a law enforcement officer. (C) No person, recklessly or by force, shall resist or interfere with a lawful arrest of the person or another person if either of the following applies: (1) The offender, during the course of or as a result of the resistance or interference, recklessly causes physical harm to a law enforcement officer by means of a deadly weapon;

(2) The offender, during the course of the resistance or interference, brandishes a deadly weapon.

(D) Whoever violates this section is guilty of resisting arrest.

"Mr. Jones fought their arrest... they wrestled in the basement for a while. Mr. Jones tried to run up the stairs while officers pulled him back... he pulled the banister off the wall." Because of this, Mr. Jones is guilty of resisting arrest. Columbus v. Obasohan, Franklin App. No. 07AP-297, 2008-Ohio-797. Defendant was not insane. According to the Ohio Revised Code 2943.03 Pleas to Indictment, a defendant who does not plead guilty may enter one or more of the other pleas. A defendant who does not plead "not guilty by reason of insanity" is conclusively presumed to have been sane at the time of the commission of the offense charged. State of Ohio v. McQueeney, 148 Ohio App. 3d 606, 2002-Ohio-3731.

CONCLUSION

These are the reasons why the State of Ohio is correct in convicting Mr. Jones for aggravated burglary, violating a protection order, and resisting arrest. The decision of the lower court should be affirmed.

Respectfully submitted,

Bethany Porter

Attorney for the Appellee

Forms

All forms will be available via www.ohioymcaYG.org

- Student Registration
- Adult Registration
- Medical Release
- Code of Conduct
- Officer Candidate Form
- Fall Leaders Training Registration

Online registration and submission information for the State Assembly will be available in October.