

**TENNESSEE YMCA MIDDLE SCHOOL**

# **YOUTH IN GOVERNMENT**

**YMCA CENTER FOR CIVIC ENGAGEMENT**



## **ADVISOR MANUAL**

# **TENNESSEE YMCA CENTER FOR CIVIC ENGAGEMENT ADMINISTRATION**

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## TENNESSEE YMCA YOUTH IN GOVERNMENT

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# GENERAL INFORMATION

## TENNESSEE YMCA MIDDLE SCHOOL YOUTH IN GOVERNMENT

### Overview

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Each year, the YMCA of Middle Tennessee sponsors Youth In Government conferences. At the conference, Tennessee middle school students learn about the Tennessee State Government by serving as Senators and Representatives in a mock state Legislature. Students form delegations and serve as Senators and Representatives by drafting and debating bills. These bills cover a wide variety of topics that have state-wide impact.

### Locations

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Chattanooga, Dyersburg, Memphis, Nashville

### Eligibility

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Students Grades 5-8

### Delegation Specifics

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Teams of 2-3 delegates

Ratio of 2:1- House teams to Senate teams

### Bills

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Each delegation is required to write a unique House or Senate bill on any topic they deem important to the State of Tennessee. Please make certain that delegates avoid plagiarism of outside sources. If evidence of plagiarism exists, delegates can expect to be disciplined by the State Youth in Government Office. Authors of plagiarized bills will be dismissed from the conference, and joke bills will not be accepted or entertained in General Assembly. All bills will be uploaded to the CCE website by the Final Deadline. For help formatting a bill, consult the advisor manual and/or delegate manual.

### Legislative Branch Options

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**House** - Students may opt to sponsor a bill in the House of Representatives. These students will be in a HOUSE committee. All students will register online and likewise submit their bill online, ensuring that they select House of Representatives. Because of the larger size of the House chambers, you should, naturally, assign or allow more students to participate in the House than in the Senate, preferably in an approximate 2:1 ratio.

**Senate**- Students may opt to sponsor a bill in the state SENATE. These students will be in a SENATE committee. All students will register online and likewise submit their bill online, ensuring that they select Senate. Due to the smaller size of the Senate chambers, you will want to limit the number of students serving in the Senate.

# **DATES & DEADLINES**

## **LOCATION:**

Cordell Hull Building & State Capitol  
425 5<sup>th</sup> Ave N, Nashville, TN 37243

## **DATES:**

**MS Nashville 1: May 5, 2023**

**MS Nashville 2: May 12, 2023**

## **DEADLINES:**

### **REGISTRATION DEADLINE:**

-All online registration must be completed by the deadline below.

**N1-May 5: Wednesday, March 22, 2023 - 4:00 pm**

**N2-May 12: Wednesday, March 29, 2023- 4:00 pm**

-Any delegate who drops after this date is responsible for their registration fee or finding a substitute. We will be sending nametags to print after this date, before the upload deadline.

### **BILL UPLOADING DEADLINE:**

-All House and Senate bills must be uploaded by the deadline below.

**N1-May 5: Wednesday, April 5, 2023- 4:00 pm**

**N2-May 12: Wednesday, April 12, 2023- 4:00 pm**

Please note that all bills must be submitted in correct format through our website- [www.tennesseeccce.org](http://www.tennesseeccce.org)- on the Middle School YIG page. Registration and upload links are located on the conference page. Please do not have your students use line numbers when they upload their bill.

# COMPONENT OPTIONS

Participants in the Tennessee YMCA Youth in Government **must** register as **one** of the following components. Please have students register in teams of 2-3 people. Please register your students in a 2:1 ratio for House to Senate participants.

## LEGISLATIVE BRANCH

### House

Students may opt to sponsor a bill in the House of Representatives. These students will be in a HOUSE committee and will hold their General Assembly session in the chambers of the Tennessee House of Representatives at the state capitol. Delegates in the House will write bills in teams of 2-3 students. All students will register online and likewise submit their bill online, ensuring that they select House of Representatives.

Because of the larger size of the House chambers, you should, naturally, assign or allow more students to participate in the House than in the Senate, preferably in an approximate 2:1 ratio.

### Senate

Students may opt to sponsor a bill in the state SENATE. These students will be in a SENATE committee and will hold their General Assembly session in the chambers of the Tennessee State Senate at the state capitol. Delegates in the Senate will write bills in teams of 2-3 students. All students will register online and likewise submit their bill online, ensuring that they select Senate.

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

# **FEE SUMMARY**

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

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

NOTE: Any student who drops after our UPLOAD DEADLINE will still be responsible for their delegate fee.

**Delegate Fee: \$35 per student**

**SWAG:**

**Sweatshirts: \$25 each**

**T-Shirts: \$15 each**

**Stickers: \$1**

**TENNESSEE YMCA YOUTH IN GOVERNMENT**

**INVOICE–WORKSHEET– NASHVILLE**

Please use this form as your invoice worksheet. As always, substitutions are welcome, but no refunds will be given for students who drop after the registration deadline. You will be receiving a formal invoice from CCE staff.

**CONFERENCE: NASHVILLE:      1            OR            2**

**School** \_\_\_\_\_

**# of Registered YIG Delegates**                      \_\_\_\_\_

**# receiving Financial Aid**                      - \_\_\_\_\_

**# of paying YIG Delegates**                      = \_\_\_\_\_ X \$35.00

\_\_\_\_\_

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**TOTAL AMOUNT DUE:      \$** \_\_\_\_\_



**TENNESSEE YMCA**

# **MIDDLE SCHOOL**

# **YOUTH IN GOVERNMENT**

**YMCA CENTER FOR CIVIC ENGAGEMENT**

**Nashville, TN**

## **SAMPLE CONFERENCE AGENDA**

**8:30 – 9:00 AM      Registration**

**9:00 – 12:00 PM      Committee Meetings**

H-1	House Committee 1	House Chambers
H-2	House Committee 2	Cordell Hull House I
H-3	House Committee 3	Cordell Hull House II
H-4	House Committee 4	Cordell Hull House III
H-5	House Committee 5	Cordell Hull House IV
S-1	Senate Committee 1	Senate Chambers
S-2	Senate Committee 2	Cordell Hull Senate I
S-3	Senate Committee 3	Cordell Hull Senate II

**12:00 – 1:00 PM      Lunch      See Advisor**

**1:00 – 3:45 PM      House      House Chambers**  
**Senate      Senate Chambers**

**3:45 – 4:00 PM      Closing Ceremony      House Chambers**

# REGISTRATION AND UPLOADING

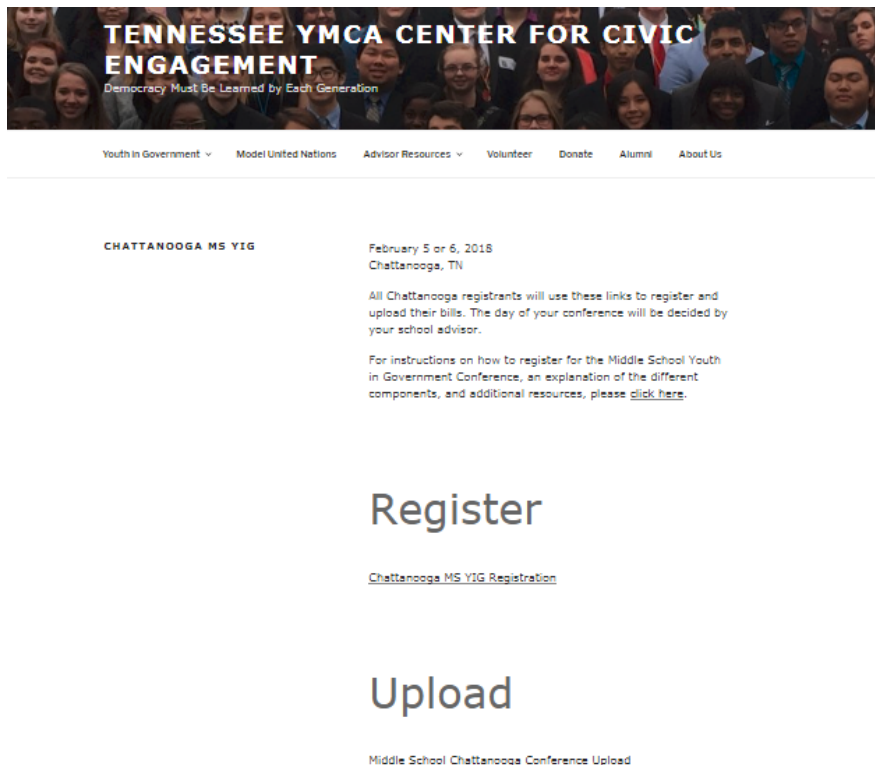
## ONLINE REGISTRATION

- Go to [www.tennesseecce.org](http://www.tennesseecce.org)
- Under the Youth In Government tab, click on Middle School.
- Select the link for your conference
- Select the link for registration- if your school is not listed, please contact [edugger@tennesseecce.org](mailto:edugger@tennesseecce.org)
- You must fill out all sections of registration in the correct format for it to go through.

## UPLOADING STUDENTS' BILLS

- Go to [www.tennesseecce.org](http://www.tennesseecce.org)
- Under the Youth In Government tab, click on Middle School.
- Select the link for your conference.
- Select the link for uploading.
- Please ensure that all fields are complete.
- Please do NOT have students include line numbers in their bill.

The registration and upload page looks like this:



# GUIDE TO WRITING YOUR BILL

The following pages should serve as a guide for writing your bill. If you have any questions about content, format, or uploading procedures, please contact the CCE staff.

1. Each bill team will submit only one bill.
2. Once you are ready to write your bill, please use the template in this manual as a guide. All bills must be uploaded onto our website- [www.tennesseeccce.org](http://www.tennesseeccce.org) for submission. We will not accept email or faxed bills.
3. **PLEASE DO NOT UPLOAD YOUR BILL WITH LINE NUMBERS.** The CCE will insert line numbers into your bill later in the process.
4. Please be sure to upload your bill into the correct component- i.e. Senate for Senators or House for Representatives.



**26<sup>th</sup> General Assembly**  
of the  
**Tennessee YMCA Middle School**  
**Youth in Government**  
**House of Representatives**



**Sponsors:**

**Committee:**

**School:**

**Title**

1  
2  
3  
4  
5  
6  
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17

# BILL WRITING 101

Below are 10 steps to help you think through the process of writing and presenting your bill. Answering these questions will ensure your bill is thorough and that you are prepared for debate.

1. Come up with a bill idea or topic that interests you and your partner.
2. Is this something the State can address? Are you sure it isn't a local or federal issue? Are you sure it isn't better addressed by a private institution?
3. Search [Tennessee Code Annotated](#) to find out whether your idea is already law.
4. If your idea is already law, can/does that law need to be changed? If your idea isn't already law, where in the codes would that idea best be placed?
5. Does your idea violate the State or Federal Constitutions? Would this idea require an amendment to the State Constitution?
6. Has anybody tried this idea recently? How did that go? Can you learn from their mistakes or successes?
7. Look for advocacy groups or similar laws/proposals in other states, and see if there is helpful data/information connected to them.
8. Consider the cost of your idea. How much does it cost? Who/what department pays for it? How will that happen?
9. Draft your legislation. (See "How to Draft a Bill")
10. Work on your talking points for your introduction:
  - a. What problem does this legislation solve?
  - b. What are the cost concerns?
  - c. What would opponents say about your idea? How can you convince them they are incorrect?

# YIG BILL OVERVIEW

1. Each bill team will submit **ONE BILL**.
2. You must register for YIG using the registration page before you upload your bill in the Upload Center.
3. Once you have written your bill, go to our website [www.tennesseecce.org](http://www.tennesseecce.org). Click on the **Youth In Government** tab and select **Upload** from the drop town menu. Then follow the links to upload your bill to the appropriate conference.
4. To upload your bill, simply type or copy/paste the main text of your bill in the space provided.  
**DO NOT** include line numbers.  
**DO NOT** include special characters.
5. Remember that plagiarism is not tolerated.
6. All bills must be uploaded to the YIG Upload Center by **Final Deadline** to ensure that they are in the conference book. Late submissions are not eligible for awards.
7. To begin your research, consult **Bill Writing 101**.  
To begin drafting your bill, consult **How to Draft a Bill**.  
To prepare for debate, consult **How to Present a Bill**.

# HOW TO DRAFT A BILL

As you are drafting your bill, your goal should be to express your best ideas and analysis in response to the matter you are trying to address. You should aim to clearly define your subject matter, to set forth solutions that can be effectively applied, and to be as brief and simple as is possible.

## PARTS OF A BILL:

### 1. SPONSORS

Sponsors are the delegates who have written the bill. Be sure to list all sponsors when uploading your bill.

### 2. TITLE

The Title of your bill should summarize the effects of the bill. It should be brief and cover the major points of your bill. The first words of your Title should be "AN ACT TO" or "A RESOLUTION TO." Your Title is not amendable. Please note that if the actions in the body of your bill do not match your title, your bill could be considered omnibus.

AN ACT TO REQUIRE CIVIC ENGAGEMENT EDUCATION IN MIDDLE AND HIGH SCHOOLS

### 3. BODY:

- i. **Enacting clause:** Each bill must contain an enacting clause, and it takes the following form.

BE IT ENACTED BY THE TENNESSEE YMCA YOUTH IN GOVERNMENT

- ii. **Definitions** (if necessary): If your bill contains words that need to be defined for the benefit of debate, you will do this in Section 1.

Section 1: Terms in this act will be defined as follows:

- a. Civic Engagement- promoting the quality of life in a community, through both political and non-political processes.

- iii. **Sections:** The substance of your bill should be broken down into sections with each section dealing with a separate matter within the bill.

Section 2: All public middle and high schools will be required to offer a course on civic engagement.

Section 3: The standards for that course will be set by the Tennessee Department of Education.

- iv. **Fiscal Line Item:** It is a good idea to include a fiscal line item that specifies how much the enactment of the law will cost, from where the funds will come, etc. While this is not required for Middle School YIG, it definitely improves the quality of your bill.

Section 4: This addition of this course will cost \$3,000,000 and will be funded through the Tennessee Department of Education budget.

- v. **Repealing Clause:** This section must be a part of your bill, and it takes the following form.

Section 5: All laws or parts of laws in conflict with this are hereby repealed.

- vi. **Effective Date:** The last section of the act must state when the act is to take effect, and it takes the following form.

Section 6: This act shall take effect June 1, 2018, the public welfare requiring it.

## CHECK YOUR BILL:

### Does your bill...?

- Consider only one subject?
- Pertain to matters of STATE law (not local or federal)?
- Express the subject of the bill in the TITLE?
- Contain the appropriate enacting clause?
- Contain the appropriate fiscal line item?
- Contain an effective date?
- (if amending an existing law) State the current law and the proposed changes?
- Include definitions of terms, if necessary?
- Express the source of any funds required for the new law?
- Express the penalty if people do not obey the law?

### Is your bill....?

- Your own independent material?
- Written in the correct format?
- Divided into numbered sections?
- Clear and Concise?
- Decidedly NOT omnibus? (Definition of omnibus: the content of the bill does not match the title of the bill)
- Constitutional?



# HOW TO PRESENT A BILL

1. **Introduction:** You have two minutes for your opening remarks. In your opening remarks you will do two things:
  - a) Identify the problem: Typically, you should begin with a compelling story or statistic related to your issue. Make sure you explain the problem you aim to solve to your fellow delegates.
  - b) Propose your solution: State your solution in general terms without becoming too abstract. Keep overly technical information to a minimum, and refer delegates to your bill.

Example: For a bill that puts a maximum interest rate on credit cards you could say, "Excessively high interest rates on credit cards can be harmful to consumers. This bill will use a special formula to set a limit on credit card interest rates."

If you don't use the full two minutes, you should reserve the remaining time of your opening remarks for your summation in case you need to further address any points made during debate. To do this, simply say at the end of your introduction, "I reserve any remaining time for my summation."

2. **Technical Questions:**
  - a) During Technical Questions, speakers may ask any non-debatable, non-subjective question that can be answered with "Yes," "No," a number, or a short sentence.
  - b) You should research definitions, statistics, and basic facts about the problem you are solving and your proposed solution so that you will be able to answer questions during this time.
3. **Con/Pro Debate:**
  - a) During Con/Pro Debate, speakers have three choices and may choose to do two: ask a series of questions, address the floor, and yield time to a fellow delegate. The speaker must tell the chair at the beginning which actions they plan to take. For instance: "[Your Name and High School], may I ask a series of questions and reserve my right to address the floor?"
  - b) A series of questions begins a dialogue between the patrons and the speakers where more complex questions can be answered, addressing the floor gives the speaker an opportunity to voice their opinion on the bill while urging passage or failure, and yielding your time to a fellow delegate allows the speaker to select a delegate who will have the opportunity to either address the floor or ask a series of questions.
  - c) To prepare for Con/Pro debate, try to think of criticisms and questions people may have of your bill. During Con/Pro debate, keep notes of important points made both for and against your bill to address in your summation.
4. **Summation:** Here you should briefly answer a few of the major criticisms heard during debate and restate your argument for your bill. This will be your last opportunity to address the delegates before voting or ranking. You will have one minute plus any time you yielded from your introduction.

# FORMAT FOR DEBATE

This is the outline for debate procedure in committees, Senate, and House. Keep these rules in mind when practicing presentations of your bill prior to the conference.

## Committee Procedure:

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

## Amendments:

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

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

# UNDERSTANDING THE COMMITTEE PROCESS

## What should delegates do during committee?

### 1. Evaluate Bills

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

### 2. Make Amendments

- Proposed amendments given in committee should be attached to the respective bill, with the proponents name(s) (persons offering the amendment) listed on the amendment. Any delegate may propose an amendment on any bill. The committee will vote on the proposed amendment. In order to submit an amendment for vote, use only the proper amendment form, and clearly indicate whether the amendment is FAVORABLE or UNFAVORABLE to its patrons.
- A majority vote is required to pass an amendment in committee. Proponents should be prepared to present and defend the amendment on the floor as debate will take place on an amendment if it is deemed unfriendly by the bill patrons.
- Committee proposed amendments will be considered on the floor.

### 3. Debate (The rules for debate are listed in the Rules of Procedure)

### 4. Rank Bills

- After each bill has been considered and some action has been taken, the committee will rank the respective bill. Red House/Senate bills will be ranked separately from Blue House/Senate bills.
- Each BILL TEAM will rank each bill on the ranking form provided, based upon the instructions given by the Chair. (This means each team will fill out only ONE ranking sheet.)
- Please be sure to write legibly on your ranking form. If there are any questions regarding legibility, the form in question will be thrown out.

# YOUTH IN GOVERNMENT

## RULES OF PROCEDURE

**Introductory Note:** Youth in Government (YIG) is modeled after the Tennessee General Assembly. The circumstances at YIG require many of its rules of procedure to vary from the practices of the General Assembly. In questions or issues not addressed by the following rules, the YMCA Center for Civic Engagement staff may look to other authorities for guidance.

### **I. Presentation of Bills or Resolutions**

- A. Patrons of bills should make every effort to write a bill in compliance with the expectations of the YIG conference. The CCE staff may remove inappropriate or joke bills from the dockets of their respective chambers regardless of committee rankings.
- B. When presenting their bills, patrons should uphold expectations for appropriate behavior. Disruptive behavior is subject to disciplinary action.
- C. Patrons should not use props of any kind while presenting their bills.
- D. Patrons may yield extra time from their introduction to their summation. Delegates speaking “pro” on those bills may also yield time to the patrons’ summation. Unused time from the patrons’ summation is yielded to the presiding officer (chair).
- E. Patrons may invoke Patron’s Rights during debate on their bill when a delegate has offered factually incorrect information about the text of their bill. Patron’s Rights allows the patrons ten seconds of uninterrupted speaking time to offer correct information. The patrons must wait until the speaker has concluded their remarks before exercising these rights.

### **II. Amendments to Bills**

- A. Patrons of bills may submit minor amendments to their bills immediately prior to presenting their bill to their appointed committee. These amendments should be limited to simple corrections and should not change the substance or intent of the bill. Once the patrons have begun their presentation, they may not submit amendments to their bill for the duration of the conference.
- B. The title of a bill may not be amended. Delegates must make every effort to ensure that proposed amendments do not make a bill omnibus.
- C. Any amendments must be written on the appropriate form, be legible, and be germane.
- D. Amendments must be recognized by the chair before the final round of debate on the bill, i.e. before the chair has recognized the last “pro” speaker.
- E. The patrons of the resolution must declare any amendment “friendly” (if they agree with the proposed amendment) or “unfriendly” (if they disagree).
  - 1. Friendly amendments may be passed without debate through voice acclamation.

2. Unfriendly amendments are debated in the appropriate format. The amendment's sponsor acts as the patron of the amendment, and the patrons of the resolution have the right to be the first con speaker in the debate.
- F. In chambers, the chair may recognize a maximum of two (2) amendments to any bill.
- G. Amendments must be in one of three forms:
  1. TO DELETE... You must be specific about what part of the bill you are deleting.
  2. TO INSERT... You must be give specific wording to be inserting and the specific location of where it is to be inserted.
  3. TO SUBSTITUTE... A combination of the above.
- H. If a bill is adopted in the first chamber and amended in the second chamber, it must return to the first chamber for consideration of the amendments. When the bill is returned to the first chamber, the patron should make one of two motions below. Both motions are debatable and require a simple majority for adoption. Rejecting the amendments of the other chamber removes the bill from the docket.
  1. "I move that the amendments be adopted and the bill be made to conform to the Senate/House version."
  2. "I move that the amendments be rejected."

### **III. Debating Bills, Amendments, and other Motions:**

- A. Delegates to the General Assembly may speak when recognized by the chair. Delegates' remarks must be relevant to the items on the agenda at any given time. Delegates must raise their placard to be recognized by the chair before introducing motions or points of information.
- B. Once recognized, delegates must identify themselves to the session with their name and school.
- C. Delegates recognized as speakers in debate have the right to do up to two of the following things with their speaker's time. Speakers must inform the chair of their intentions before continuing to:
  1. Address the floor/session
  2. Ask the patrons of the bill a series of questions
  3. Yield the remainder of their time to another delegate in the session
  4. Make a motion or point of information. No other action may follow a motion or point of information.
- D. Speaker's time: unless otherwise indicated by the chair, each speaker shall have one minute to address the floor. Speakers who have been yielded time by another delegate may not yield any further time and may only choose one of the above actions. Unused speakers' time is yielded to the chair.
- E. Should delegates wish to debate a debatable motion other than the main motion, debate is limited to two rounds; each speaker shall have 20 seconds of speaking time; the delegate who originally made the motion has the right to be the first 'pro' speaker.

- F. Intent Speeches: delegates may submit intent speeches during debate on bills in chambers.
1. Intent speeches are limited to 2 minutes and delivered between the end of technical questions on the bill and the beginning of debate on the bill.
  2. Intent speeches may only address the chamber; intent speakers must identify themselves and request permission to address the floor.
  3. Intent speakers may not yield their time to another delegate, ask the patrons questions, or make a motion.
  4. Intent speeches do not count as rounds of debate.
  5. Delegates may only deliver one intent speech per day.

#### **IV. Conducting Business**

- A. Two-thirds (67%) of the assigned delegates shall constitute a quorum of the General Assembly and committees. A quorum must be present for any session to conduct the business on its docket.
- B. All delegates are expected to maintain decorum, i.e. appropriate behavior, during all sessions. Delegates behaving inappropriately are subject to disciplinary action by conference officers and the CCE staff. The Delegate Code of Conduct defines further expectations for appropriate delegate behavior.
- C. The CCE staff shall prepare the dockets for committees and chambers. The House, Senate, and their committees may amend their dockets in the following ways:
1. Add bills passed by the other chamber
  2. Postpone bills to a specific time. If a bill is postponed to a certain time, it automatically has the highest priority for consideration at that time.
  3. Amendments to the docket should be done only with clear, compelling reasons. The motion to amend the docket is not debatable and requires a simple majority to pass.

#### **V. Motions**

- A. These motions require a second. Motions shall be ranked as follows:
1. Adjourn
  2. Recess
  3. Previous Question
  4. Amendment
  5. Adopt a Bill (Main Motion)
- B. A motion shall be in order when it outranks all other pending motions. For instance, if a motion to recognize an amendment is pending, moving the previous question shall be in order. Motions require recognition from the chair.
1. Adjourn: A motion to adjourn must be made by the floor leader. It is non-debatable and shall be voted on immediately. It takes a simple majority for passage and should include the time the house is adjourning to, except for the final motion to adjourn, which shall specify no time (adjourn sine die).

2. **Previous Question:** This motion ends debate immediately if passed. It requires a two-thirds majority to pass. The previous question may be moved on any of the motions that rank below it. However, if more than one motion is pending, the person moving the previous question should specify which motion the previous question applies to. For instance, if there is a motion to amend a bill, the previous question may be moved on the motion to amend or the motion to adopt the bill. If it is moved on the motion to adopt the bill, it implicitly includes the motion to amend. If the previous question is adopted, the house will first vote on the amendment and then on the motion to adopt the bill. If the previous question applies only to the amendment, the house will vote on the amendment then continue debating the bill. **Note:** The sponsors' summation is not part of the formal debate, so a successful previous question motion will begin the sponsors' summation. Should the chamber wish to forego the summation, then a motion to suspend the rules to that effect is in order.
  3. **Main Motion:** This is the actual consideration and vote on whether or not to adopt a bill as presented to the house by its sponsors. The bill is debatable and is subject to all motions listed above.
- C. **Incidental Motions and Points:** Incidental motions must pertain to the business before the house. They have no rank among themselves and outrank all other motions, except to recess or adjourn. Only one incidental motion may be pending at a time. Incidental motions require recognition from the chair.
1. **Point of Order:** If a delegate feels the rules of order are not being applied, s/he may make a point of order, requesting the chair to make a ruling on the question involved. If the chair does not recognize the infraction, s/he may ask the delegate to explain the complaint. This motion does not require a second. This point should be used constructively and with discretion.
  2. **Appeal:** After the chair has made a ruling on a matter, such as a point of order, the chamber can review that decision. The appeal is subject to the general rules of debate, and the chair may explain the decision. The chair does not have to relinquish the chair during the discussion. It takes a 2/3 majority to overrule the Speaker's decision.
  3. **Suspend the Rules:** When the house desires to consider a motion or do something that would violate these rules, it can suspend the Rules. A motion to suspend the rules requires a second and requires a two-thirds majority for passage. A motion to suspend must include the purpose for suspending the rules. Once that purpose has been accomplished, the rules are automatically back in effect.
  4. **Point of Personal Privilege:** A request to make the debate surrounding more comfortable (ex. If a delegate is not speaking loud enough, the room is too hot or too cold, etc.) This point should be used with discretion.
  5. **Point of Information:** A request for facts affecting the business at hand – directed at the chair. This point should be used with discretion.

## **VI. Voting**

- A. Each delegate seated in chambers and committees has one vote on all motions.
- B. Delegates should not abstain on votes on bills or amendments without a clear reason for doing so. Abstentions are effectively 'wasted' votes. There are no abstentions on procedural motions.
- C. The majority required to pass motions is found on the Table of Motions in the bill book and the Delegate Manual.
- D. During voting procedure, delegates should not leave or enter the room until the results of the voting have been determined by the chair.
- E. Majorities: any bill or amendment shall require a simple majority (more ayes than nays) to pass with these exceptions: 1) Any bill proposing an amendment to the Tennessee State Constitution, and 2) a motion to reconsider a bill to overturn the Governor's veto. These actions require a constitutional majority for passage. For the purposes of YIG, a constitutional majority shall be a majority of voting members on the chamber's roster (50% +1). Abstentions count as 'nos' in a constitutional majority.

## **VII. Miscellaneous:**

- A. Companion Bills: The CCE staff may appoint as Companion Bills any bills submitted to different chambers of the Youth in Government by different sponsors that have the same intent and content. In such cases, should each chamber pass its Companion Bill, both bills shall be sent to the Governor's Cabinet without being sent to the other chamber for its approval. Should one Companion Bill be amended by one house, then the patron of the Companion Bill in the other house should use the motion to adopt the other chamber's amendments described above
- B. Combined Bills: Bills on similar topics cannot be combined at the conference. Debate can consider the merits of other passed or upcoming legislation in that chamber.
- C. Debate on bills cannot contain outside information from after the Final Deadline.
- D. Omnibus: The Tennessee State Constitution requires that bills in the legislature can only address one subject, and that the title of a bill describe the content of the bill. Bills that don't conform to either requirement are described as "omnibus" and are unconstitutional. Therefore, a bills titles should describe its contents or clearly describe its purpose, and then write clauses that directly address the subject in the bill title
- E. (Gubernatorial Veto):
  - 1. The YIG Governor may exercise their constitutional right to veto legislation passed by both houses. If the governor vetoes a bill, they shall communicate that veto along with a brief written statement explaining their decision to the Chief Engrossing Clerk and presiding officers of each legislative chamber. Legislative chambers shall be informed of the governor's veto through the reading aloud of the governor's statement during the session.



# TENNESSEE YMCA CENTER FOR CIVIC ENGAGEMENT

# TABLE OF MOTIONS

Motion	When Another has the Floor	Second	Debatable	Amendable	Vote	Reconsider
Main Motion (Bill or resolution)	No	Yes	Yes	Yes	Majority	Only with permission from CCE staff
Adjourn	No	Yes	No	No	Majority	No
Amend	No	Yes	Yes	Yes	Majority	Yes
Appeal	Yes	Yes	Yes	No	2/3	n/a
Postpone to a certain time	No	Yes	Yes	No	Majority	n/a
Previous Question (end debate)	No	Yes	No	No	2/3	No
Recess	No	Yes	No	Yes	Majority	No
Reconsider	No	Yes	Yes	No	2/3	No
Point of Personal Privilege	Yes	No	No	No	No	No
Suspend the Rules	No	Yes	No	Yes	2/3	No
Withdraw Motions	No	No	No	No	Majority	n/a
Point of Information	Yes	No	No	No	No	No
Point of Order/ Parliamentary Inquiry	Yes	No	No	No	No	No

## BRIEF DEFINITIONS:

**Adjourn:** this action ends the session and is only in order with the permission of the CCE staff.

**Appeal:** a legislative body may appeal a decision of its presiding officer if 2/3 of its members think that the chair has made an incorrect ruling on a procedural matter.

**Reconsider:** motions to reconsider any motion are only in order with the permission of the CCE staff.

**Point of Personal Privilege:** this point should be used to address delegates' comfort or ability to participate in the conference session, i.e. climate control issues, PA volume, etc.

**Suspension of the Rules:** a successful motion to suspend the rules affects only the main motion at hand. Suspended rules are 'back' once voting/ranking procedures are complete.

**Point of Information:** these points are questions directed to the chair for factual information relevant to the debate at hand. The chair may redirect the question to a delegate who is likely to have an answer.

**Point of Order:** these points are questions directed to the chair asking for clarification of rules of procedure.

# TENNESSEE YMCA MIDDLE SCHOOL YOUTH IN GOVERNMENT

## SAMPLE COMMITTEE RANKING FORM

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

	Bill #	Feasibility	Statewide Impact	Correct Form	Presentation	Innovation	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

### REMEMBER:

- 1 is the best score you can give in each column. The bill(s) that you think is (are) best will have a total score of 5.
- Don't forget to total the score in the final column.
- It is okay for bills to have the same total score.
- Please write legibly.

# SCRIPT FOR CCE YOUTH IN GOVERNMENT DEBATE

## by Tucker Cowden, MHMS

\*Outside of this guide, consult additional TN YMCA CCE supplements and Robert's Rules of Order

\*Script is written with the assumption of more than one patron for the bill. If there is only one presenting patron, change statements to the singular (i.e. "Does the Patron" instead of "Do the Patrons").

### Overview

Youth in Government (YIG) debate should be seen in the context of the actual Tennessee General Assembly, where delegates act as State Senators and Representatives and the items debated are called **bills**. Because of this setting, YIG delegates should have well-developed opinions on important state issues. This applies especially to the bill that you are presenting. It should address not only an issue that the delegates think is important, but one that is relevant to the current affairs of Tennessee and could actually be introduced to the General Assembly, and it should be **very well-researched**. Furthermore, delegates are to be completely in character, acting as if YIG were the actual TN General Assembly (so refer to the conference as "the state of Tennessee" or "the House/Senate" (depending on which you are a delegate in)).

### Asking Technical Questions (after being recognized by the chair)

**Speaker:** [States Name, States School, States **One** Question (must be a question that merits a response of yes, no, a number, a definition, or a short, expository rather than persuasive answer) (the question is directed to the presenting delegates)]

### Con/Pro Debate (after being recognized)

\*Delegates may take one or two of the three actions listed below (ask questions, speak to the floor, yield time to another delegate), but may not only yield time to another delegate (you can only ask questions or only speak, but cannot only yield time). Also, if you are yielding time, you must ask to do this **before** beginning your speech or questions, and then state that you yield your time when you are finished with the first part.

**Speaker:** (States Name, States School) and...

To Ask A Series of Questions

**Speaker:** Do the Patrons yield to a possible series of questions? (**Not:** “a series of possible questions,” or “a question.”)

**Chair:** They do so yield

**Speaker:** (To Patrons) (Asks Questions and receives answers for up to two minutes, depending on the committee/house’s time structure).

\*It is important to note that questions asked as a Con speech should seek to criticize, or at least show skepticism for, the given bill. Those asked as a Pro speech should do the opposite, emphasizing the positive aspects of the bill.

To Address the Assembly

**Speaker:** May I address the floor?

**Chair:** That is your right.

**Speaker:** (Speaks to fellow delegates, not the patrons, for the allotted amount of time either in favor of (pro speech) or against (con speech) the bill).

\*You should never use the words “Con” or “Pro” in your speech unless referring to “a previous con speaker,” etc. Con and Pro are not nouns or verbs that can be used to show your support or dislike of a bill (so **do not** say “I con this bill”).

To Yield Remaining time after one of the above to a fellow delegate:

**Speaker:** May I yield the remainder of my time to a fellow delegate?

**Chair:** That is your right. Please specify a delegate.

**Speaker:** [Names the delegate to be yielded to (refer to him/her by last name)]  
(Takes first action)

\*Delegates being yielded to should have the same opinion (pro or con) on the bill as the speakers that yield to them.

Motions (must be made before the last con speech)

**Speaker:** (Shouts) Motion!

**Chair:** Rise and state your motion.

**Speaker:** (States Name, States School, States Motion—see table of motions in delegate manual)

**Chair:** [Takes it from there (decides if the motion is in order or not, asks for a second to the motion, and conducts a vote, usually by voice acclamation)]

**TENNESSEE YMCA**

**YOUTH IN GOVERNMENT**

**CONFERENCE MANUAL**



**SAMPLE**

**BILLS**



64th General Assembly  
of the  
Tennessee YMCA Youth in Government  
RED HOUSE of REPRESENTATIVES



**Sponsors:** [REDACTED]  
**Committee:** House - Agriculture and Natural Resources  
**School:** [REDACTED]

**AN ACT TO REGULATE LICENSURE AND REGISTRATION OF  
COMMERCIAL BREEDERS**

1 BE IT ENACTED BY THE TENNESSEE YMCA YOUTH LEGISLATURE:

2  
3 Section 1: Terms in this act are defined as follows:

4 a) Commercial Breeder- An individual who possesses seven (7) or more  
5 female dogs or cats with breeding potential, and is engaged in the sale of  
6 these animals' offspring as companion animals. This definition does not  
7 include those dealing in livestock.

8 b) Companion Animals- Dogs or cats sold and purchased for the purpose  
9 of companionship.

10 c) Enforcement Officers- The individuals responsible for taking reasonable  
11 measures to ensure all health and consumer safety regulations are  
12 upheld.

13 d) Neglect- As stated in Tennessee Cruelty Towards Animal Statutes-  
14 Chapter 14, an individual "who intentionally or knowingly: Tortures,  
15 maims or grossly overworks an animal," "fails unreasonably to provide  
16 necessary food, water, care or shelter for an animal in [their] custody,"  
17 "abandons unreasonably an animal in [their] custody," and/or "transports  
18 or confines an animal in a cruel manner."  
19

20 Section 2: All commercial breeders as defined in this act must be issued a  
21 license by the Tennessee Department of Agriculture in order to  
22 commercially breed dogs and/or cats.  
23

24 Section 3: An individual who has been charged of animal neglect or  
25 animal cruelty within ten (10) years of the application's submission is  
26 ineligible for licensure. Additionally, an individual whose license to engage  
27 in commercial breeding has been revoked within five (5) years of the  
28 application's submission is ineligible for licensure.  
29

30 Section 4: Six (6) enforcement officers will be hired initially by the  
31 Department of Agriculture. This number is subject to increase based

32 upon need in the following years. This is a full time position. They will  
33 have a salary of \$4,500 per month.

34  
35 Section 5: These individuals are responsible for determining if the  
36 commercial breeder is engaging in any negligent or cruel behaviors  
37 towards the dogs and/or cats, behaviors contrary to the Tennessee  
38 Consumer Protection Act of 1977 (47-18-30), or behaviors prohibited by  
39 this bill (such as but not limited to unlicensed breeding, or breeding with  
40 an expired license). For each act in violation of the law outlined above,  
41 the breeder is subject to a fine no less than \$250 and no greater than  
42 \$1000, at the discretion of the enforcement officer on a case by case  
43 basis. If the violation is determined as unintentional or mild by the officer,  
44 a warning may also be issued as a first response to an offense. If three  
45 offenses are committed within the same span of twelve months, the  
46 license will be revoked.

47  
48 Section 6: In order to obtain a license, an initial licence fee of \$250 is  
49 required. Then the commercial breeder must agree to an initial  
50 inspection, criminal background check, Tennessee Bureau of  
51 Investigation's animal abuse registry check, and agree to be subject to  
52 spontaneous bi-annual inspections by an enforcement officer. After  
53 obtaining the licence, the breeder would then be put on a public state  
54 registry.

55  
56 Section 7: The commercial breeder's license must be displayed at all  
57 times in plain sight on the premises where the breeding animals are being  
58 housed.

59  
60 Section 8: If the commercial breeder is in compliance with all standards of  
61 this bill and the Tennessee Consumer Protection Act of 1977, he or she is  
62 eligible to renew the license, for a fee of \$180.

63  
64 Section 9: This bill will have a one time initial cost of \$200,000. In the  
65 years following, the net cost will be on a decreasing scale based upon the  
66 salary of the enforcement officers and the revenue from licensing fees,  
67 renewal fees, and fines.

68  
69 Section 10: All laws or parts of laws in conflict with this act are hereby  
70 repealed.

71  
72 Section 11: This act shall take effect on January 1, 2018, to provide time  
73 for commercial breeders to meet the criteria established in this bill and  
74 secure a license.



64th General Assembly  
of the  
Tennessee YMCA Youth in Government  
RED HOUSE of REPRESENTATIVES



**Sponsors:** [REDACTED]  
**Committee:** House - Health  
**School:** [REDACTED]

**AN ACT TO RESTRICT THE USE OF ELECTRONIC CIGARETTES IN  
PUBLIC PLACES**

1 BE IT ENACTED BY THE TENNESSEE YMCA YOUTH IN GOVERNMENT

2  
3 Section 1) Terms used in this act shall be defined as follows:

4 a) Electronic Cigarettes: Electronic smoking devices (or EDSs), which are  
5 often called e-cigarettes, heat and vaporize a solution that typically  
6 contains nicotine. The devices are either metal or plastic tubes that  
7 contain a cartridge filled with a liquid that is vaporized by a battery-  
8 powered heating element. The aerosol is inhaled by the user when they  
9 draw on the device, as they would a regular tobacco cigarette, and the  
10 user exhales the aerosol into the environment.

11 b) Public places: generally an indoor or outdoor area, whether privately or  
12 publicly owned, to which the public have access by right or by invitation,  
13 expressed or implied, whether by payment of money or not, but not a  
14 place when used exclusively by one or more individuals for a private  
15 gathering or other personal purpose.

16 c) Carcinogenic: having the potential to cause cancer.

17 d) Secondhand Aerosol: (incorrectly called vapor by the industry) from  
18 ESDs contains nicotine, ultrafine particles and low levels of toxins that are  
19 known to cause cancer.

20  
21 Section 2) This act will restrict the use of electronic cigarettes in public  
22 places due to secondhand aerosol exposure. The secondhand aerosol  
23 exposure is carcinogenic, and it can cause other various health problems  
24 to not only the person using it but also the people around them.

25  
26 Section 3) Under this act, the penalty for using an electronic cigarette in a  
27 public place will result in immediate removal from the premises and a \$50  
28 dollar fine.

29  
30 Section 4) The act will require all public areas to have a conspicuous no  
31 electronic cigarette smoking allowed on premises sign.



32

33 Section 5) This act will not require funding from the state budget but may  
34 generate revenue resulting from fines.

35

36 Section 6) All laws and parts of laws in conflict with this act are hereby  
37 repealed.

38

39 Section 7) This act shall take effect immediately upon becoming a law  
40 with public welfare requiring it.

41



64th General Assembly  
of the  
Tennessee YMCA Youth in Government  
RED HOUSE of REPRESENTATIVES



**Sponsors:** [REDACTED]  
**Committee:** House - Education  
**School:** [REDACTED]

**An Act to Increase the Hope Scholarship in Tennessee**

1 BE IT ENACTED BY THE TENNESSEE YMCA YOUTH IN GOVERNMENT:

2  
3 Section 1: Terms used in this act, unless the context requires otherwise,  
4 shall be defined as follows:

5 HOPE Scholarship - a State scholarship awarded to college students,  
6 funded by the Tennessee Education Lottery Scholarship Program

7 General Assembly Merit Scholarship - a scholarship that provides a  
8 supplement of up to \$1,500 for students who achieve a 29 or higher on  
9 the ACT and maintain a minimum of a 3.75 GPA in high school

10 Lottery - a means of raising money by selling numbered tickets and giving  
11 prizes to the holders of numbers drawn at random

12 Powerball - an American lottery game offered by 44 states, the District of  
13 Columbia, Puerto Rico and the U.S. Virgin Islands

14 Tennessee Promise - a scholarship and mentoring program covering  
15 tuition and fees not covered by the Pell grant, the HOPE scholarship, or  
16 state student assistance funds, able to be used at any of the state's  
17 community colleges, colleges of applied technology, or other institution  
18 offering an associate's degree program

19 Pell Grant - provides need-based grants to low-income high school  
20 graduates to promote access to postsecondary education

21  
22 Section 2: Currently, of every dollar spent on a Powerball ticket, 50 cents  
23 goes backs to prizes, while 42.2 cents goes to education. Additionally, a  
24 little over six cents goes to the company selling the ticket, and the  
25 remaining penny is returned to the company running the Powerball.  
26 Despite the fact that the purpose of the lottery is to raise money for  
27 education, the largest amount of money goes to prizes.

28  
29 Section 3: Currently, the HOPE scholarship for a four-year public or  
30 private school is \$3,500 per year for freshmen and sophomore students,  
31 and \$4,500 for junior and senior students. At a two year institution, the

HOPE is \$3,000 per year. Some students may earn up to another \$1,000 through either national tests scores or their federal income tax return.

The mandatory requirements for the HOPE Scholarship are as follows:  
graduate from high school  
be a Tennessee resident for at least one year  
apply by completing the Free Application for Federal Student Aid (FAFSA)  
achieve at least a 21 on the ACT or 980 on the SAT  
graduate with at least a 3.0 GPA

Section 4: Every year, college tuition increases by anywhere from 5 to 10 percent. This figure is significantly higher than the average increase in personal incomes and the general inflation rate. However, as college tuition has increased, the HOPE scholarship has not. In 2010, the HOPE covered 52.5% of the average college tuition. In 2012, this number dropped to 49.5%. In 2013, it dropped again to the HOPE covering only 44.4% of college tuition. More specifically, when the lottery scholarships started in 2004, the HOPE covered over 67% of tuition at The University of Tennessee at Knoxville (UTK). Now, the HOPE covers only 28% of tuition for freshmen and sophomores and 35% of tuition for juniors and seniors at UTK.

Section 5: If enacted, this bill would increase the Tennessee HOPE scholarship in increments from 2018-2020. In 2018, the HOPE Scholarship would be raised by \$1,000 and again by the same in 2019 and 2020, increasing the HOPE overall by \$3,000. This would bring the potential scholarship award amount to \$6,500 for freshmen and sophomores and \$7,500 for juniors and seniors in 2019. Therefore, the percent the HOPE Scholarship pays towards tuition and fees would increase to between 50-60%.

Section 6: If enacted, this bill would have minimal financial cost to the state of Tennessee; however it would require the redistribution of TN lottery revenue.

Section 7: All laws or parts of laws in conflict with this act are hereby repealed.

Section 8: This bill shall take effect on July 1, 2018, or the beginning of the fiscal year.