

## ELECTED OFFICES GUIDELINES (VIRTUAL CONFERENCE)

### YOUTH GOVERNOR

- Prepares original inaugural address to the Opening Session of Youth in Government State Conference.
- Submits address in advance to the YMCA Youth in Government Statewide Committee.
- Studies each bill passed by the Senate and House, respectively.
- Makes the closing address at the State of the Conference, *explaining overview of bills passed in the House & Senate, respectively.*
- Requests information and advice necessary from the responsible advisors and legislators concerning bills.
- Provides leadership for members of both houses and consults with the membership on proposed legislation in the Governor's Zoom Room.
- Performs other duties connected with the Office of Governor, such as press conferences (Press Zoom Room), meeting with legislative committees, officers, and lobbyists.
- May meet briefly with a member of Idaho Governor's staff (TBD)
- May prepare at least one bill to propose to the legislature and work with lobbyist(s) to encourage passage of the bill(s).

### LIEUTENANT GOVERNOR

- As President of the Senate, the Lt. Governor presides at the Senate Session; however, the Lt. Governor does not vote except to break a tie.
- **In advance of the state conference, must become thoroughly familiar with parliamentary procedures and Senate procedure.**
- Succeeds to the Governor's office in the event of disability of the Governor.
- Announces the appointment of all committees and chairpersons. Appoints such special committees as may be needed to handle Senate business.
- Signs all Senate bills, resolutions, etc.,

### SPEAKER OF THE HOUSE

- Presides at the House Session. Is a full voting member of the House.
- **In advance of state conference, must become thoroughly familiar with parliamentary procedures and House procedures.**
- Announces the appointment of all committees and chairpersons. Appoints such special committees as may be needed to conduct House business.
- Signs all House bills, resolutions, etc.

### SECRETARY OF STATE

- An elected state official. Not a member of the House or the Senate.
- Custodian of all official House and Senate bills. Distributes all bills to proper committee chairpersons and accounts for location of all bills (Digital Record through Google Drive)
- Transmits bills to either House. Maintains a record of disposal. Knows at all times the location of each bill.
- Returns all bills to the Program Secretary at the end of the House and Senate Sessions.
- Keeps an accurate record of the final disposition of all bills.
- May meet briefly with Idaho Secretary of State or a member of his/her staff (TBD)

## SECRETARY OF THE SENATE - CHIEF CLERK OF THE HOUSE

- Custodian of all official bills while in their possession (Digital Record through Google Drive)
- Keeps the official House and Senate Journal, records of bills, order of bills, amendments, House and Senate calendars.
- Not official members of their respective Houses.
- Transmits the voting record of all bills, count and report votes, and send them to presiding officers.
- Files all rejected bills, keep track of them and returns them to the Program Secretary at the end of the House and Senate Sessions.

## HOUSE AND SENATE FLOOR LEADERS

- Senators and Representatives elected as Floor Leaders or Assistant Floor Leaders.
- Works closely with the Speaker and Lt. Governor to help expedite the legislative process.
- Make key motions, limit debate, adjourn, recess, draft resolutions, etc.
- Works with the Governor to help pass key legislation.

## CHIEF JUSTICE AND ASSOCIATE JUSTICES

- The Chief Justice presides during the YMCA Youth Supreme Court. The Court renders both oral and written (*typed*) opinions on cases argued during the mock court session. All Justices have an opportunity to present decisions.
- All justices should be familiar with the Rules of Procedure of the YMCA Youth Supreme Court set out in the Youth Government Student Handbook.
- **All justices need to have read the Supreme Court Handbook and all seven Supreme Court Cases prior to State Session.**

## CLERK OF THE SUPREME COURT AND COURT OF APPEALS

- Attends all court sessions. Announces the Court's arrival at the beginning of each session. Times the oral arguments. Custodian of Supreme Court and Court of Appeals opinions.
- The Clerk should be familiar with the Rules of Procedure of the YMCA Youth Supreme Court set out in the Youth in Government Student Handbook.
- Supervises receipt and recording of all court communications and documents; may ascertain the correctness of such documents; supervises the proper distribution of the same to the Justices.
- Answers questions from counsel or judges regarding orders or status of proceedings.

## ATTORNEY GENERAL AND ASSISTANTS

- Attorney General assigns Deputies Attorney General to a case.
- The Attorney General and all Deputies should be familiar with the Rules of Procedure of the YMCA Youth Supreme Court set out in the Youth Government Student Handbook.
- Present Amicus Curiae (friend of the court) arguments during the judicial sessions.
- May meet briefly with Idaho Attorney General or a member of his/her staff (TBD)
- **Attorney General and Deputies need to have completed thorough research on their assigned case(s) before State Session to effectively deliver their argument(s).**

## CO-COUNSEL

- A copy of the case (factual situation and question presented) will be *emailed* to each delegation prior to the convention.
- **All counsel should be familiar with the Rules of Procedure of the YMCA Youth Supreme Court set out in the Youth in Government Student Handbook.**
- Any number of teams of co-counsel may compete by presenting oral argument during the regional workshop. Top two teams from each region will attend the State Conference and present oral arguments to YMCA Youth Supreme Court.
- All counsel should be well-researched in their case beforehand, practice to stay within their time limit, and be able to present a thoughtful and articulate argument.

### EDITOR IN CHIEF

- Elected at the Regional Conference
- Assigns Responsibilities to Press Staff and Reporters.
- Responsible for connecting with Press Staff and Reporters in Press Staff Zoom Room
- Assures that a digital newspaper is published for each day of State Session (Google Slides Template)
- Assures that updates to State Session are regularly posted to Social Media (Facebook, Instagram, etc.)
- Responsible for making sure their staff are able to view all Zoom Sessions.

### EDITORIAL PRESS STAFF

- Elected by their school delegations.
- Publishes at least two digital newspapers during the session.
- A self-governing group, patterned after the "city room" at regular newspapers.
- Prepares and files with respective wire services and their local papers stories concerning the Youth Legislature (the enactment of legislation, local interest stories, and other matters of interest).
- Assigned by Editor in Chief to cover particular bodies of the Youth Legislature, including committees, and/or Youth Supreme Court.
- Keeps accurate notes on the Youth Government State Session.
- Prepares news and publicity releases for all media prior to State Conference, during the Youth Government sessions, and after the delegation returns home.
- Serve as "self-evaluators" for local groups regarding future program training needs for the following year based on observation of this year's operation.
- Posts updates to State Session are regularly posted to Social Media (Facebook, Instagram, etc.)

### PARLIAMENTARIANS

- Parliamentarians must be proficient in parliamentary procedure and must become familiar with Mason's Manual.
- It is the responsibility of the parliamentarian to sit at the side of the Speaker of the House or the Lieutenant Governor, providing any assistance in procedures needed.
- Parliamentarians will be assigned a committee, and are responsible for keeping order and knowing the proper procedures for a successful committee session.

### LOBBYIST

- Procure information on pending legislation to aid the Legislature, its committees and officers.
- Must attend committee sessions.
- Must keep track of all legislation and know what action is being considered at any time.
- Perform the following functions:
  - Encourage the introduction of bills favorable to their clients.
  - Research and analyze bills introduced at the Legislature to determine if the bills affect their members or clients.
  - Report their findings to their members
  - Coordinate the efforts of those affected by legislation.
  - Assist in documentation of arguments
  - Contact legislators individually
- In short, lobbyists are much like a lawyer in court. They make certain that their client's case is well presented and receives a fair hearing by the Legislature.
- Lobbyists who have a bill that does not pass are required to stay in their committee and assist in lobbying for other bills.