

ADVISOR MANUAL



2009-2010 School Year

JUNIOR YOUTH ASSEMBLY

April 22-24, 2010

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MISSISSIPPI YOUTH & GOVERNMENT

JUNIOR YOUTH ASSEMBLY ADVISOR'S MANUAL

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This manual is designed to guide you through the procedures of the Mississippi Youth & Government program. This is **YOUR** manual. Feel free to make notes or underline. Please keep it close at hand for reference. **This is a shortened version of the full advisor manual you should have already received. If there are sections you need that are not found, please contact the Youth & Government office:**

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IF YOU ARE JUST STARTING A YOUTH & GOVERNMENT PROGRAM, OR IF YOU WOULD LIKE SOME GREAT IDEAS FOR PLANNING YOUR DELEGATION MEETINGS, BE SURE TO CHECK OUT THE “START UP MANUAL” AVAILABLE AT www.msyag.org

DATES AND DEADLINES

Conference Dates	<u>Junior Youth Assembly</u> April 22-24, 2010
Deadline for Bills and Registration forms/fees	March 26, 2010
Registration Fees	All Delegates: \$75.00 Adults \$35.00*
	* Each delegation is allowed one advisor per twenty (20) students in a delegation at no cost. There must be at least one (1) Adult Advisor per twenty (20) students in a delegation. Any adults or advisors over one (1) per twenty (20) students must pay the \$35.00 registration fee.
	Money is non-refundable. If a student backs out, you may send a replacement. Please notify the Director as soon as possible if this occurs. Checks for Registration Fees should be made out to the Mississippi Youth & Government and sent to the MS Youth & Government, 108 Kirkwood Drive, Clinton, MS 39056.
Delivery Fees	If you would like to have your delegation's bill books delivered to your school before the conference, please include \$15 for every set of 15 books you would like delivered.
Late Fees	A late fee of \$30/delegation will be assessed on any registration received after the deadline. Bills received after the deadline may not be included in the Bill Roster Book.
Committee Chair Try-Outs/Training	April 17, 2010, at Millsaps College in Jackson 10:00 a.m. - 3:00 p.m. Bring \$5-10 for lunch
Officer Training	April 17, 2010, at Millsaps College in Jackson 10:00 a.m. - 4:30 p.m.
Housing	All delegates will stay at the Jackson Marriot. Cost will be \$109.75 per room per night (includes flat tax described below). Roll Away beds are not allowed due to fire codes. Remember, rooms are exempt from 7% tax if paying by school check (if school is tax exempt). All school must submit a tax exempt letter along with their check. All schools are required to pay a \$.75 flat tax per room per night (included in the room rate listed above). Hotel rooms must be paid for with a school check to receive tax exemption.

Reservations for hotel rooms will be made by MS Youth & Government after receiving your hotel room reservation forms. **Checks for hotel should be made out to the Jackson Marriot but mailed to the MSYAG at least three weeks prior to the conference (include tax exemption verification).**

RULES AND REGULATIONS JUNIOR YOUTH ASSEMBLY

Youth & Government is Mississippi's finest expression of servant leadership. Due to the high caliber of character evident in the students who attend the programs, few rules are required.

1. Each delegate will attend all sessions of the program.
2. I.D. badges will be worn by each person involved in the program for admittance to the floor of the House or Senate, the Youth Governor's Banquet and all other program events.
3. Names of students absent during roll calls will be turned in to the Youth & Government Director who will in turn give the names to the proper advisor.
4. School sponsors and chaperons are responsible for the supervision of their delegation at all times.
5. ABSOLUTELY NO FOOD, DRINK, GUM OR CAMPAIGN MATERIAL will be allowed in the Capitol Building or any other meeting facility.
6. No smoking is allowed during the course of the conference. Use or possession of alcoholic beverages or drugs will not be permitted at any time during the entire conference.
7. Conduct in the legislative chambers, the Capitol, and hotel shall be above reproach.
8. Young men will wear coats and ties during the program. No sport shirts or blue jeans may be worn at any time. (The only exception to this rule will be during the mixer or dance, then only appropriate jeans will be allowed.) Young ladies should wear professional business attire. No spaghetti straps or exposed middriffs are allowed. Nice pants outfits will be allowed.
9. No delegates or officers will be allowed in the hotel rooms of members of the opposite sex unless accompanied by an advisor.
10. All delegates will be in their own rooms and observe quiet hours at the times indicated and will not leave the room after room check.
11. No room changes will be made after room assignments are made (unless approved by school advisor). A copy of **any** changes should be turned in the Youth & Government Director immediately following the change.
12. A room check will be made each night by the school advisors.
13. Observe elevator courtesy. Stand back and allow a person departing the elevator to do so before you enter.
14. Bill roster books are issued to each delegate and sponsor. Please do not misplace your bill book. If there are extras, they may be purchased at a cost of \$5.00.
15. Should you require any help, look for Conference staff members who will be wearing orange ribbons on their I.D. badges.
16. Have fun and enjoy the program.

CONFERENCE SPECIFICS

DRESS

Young men are expected to wear shirt, tie, dress slacks, a jacket and acceptable shoes. Young women are to wear professional business attire. This may include dresses, shirt/blouse combinations or nice pant outfits. Skirts should be no shorter than four inches above the knee. Tops with spaghetti straps or exposed midriffs are not allowed. Casual clothes (including appropriate jeans) may be worn at the social functions and within the hotel rooms only. Delegates who are dressed improperly will be sent to their hotel room to change clothing.

MEALS

Delegates are responsible for their own meals during the conference with the exception of lunch and dinner on Friday. School Advisors have the option to transport their students to nearby restaurants or students may walk in groups, if desired. Delegates should plan to spend about \$5-\$12 per meal, depending on appetite. **Pizza orders will be taken and delivery times will be available throughout the conference.** For the Youth Governor's Banquet, any special dietary needs should be made known to the Conference office within three weeks of the conference.

HOUSING

All students will be required to stay at the Jackson Marriott in Downtown Jackson unless alternate arrangements have been made with the conference director. Our block room rate is \$109.75 per night per room for JYA; up to four delegates are allowed per room. An additional 7% hotel tax is added to any schools which do not pay by school check and/or are not tax exempt. **No roll away beds may be used due to fire code.**

Hotel Rooms will be reserved through the Youth & Government Online Registration system. Instructions for online registration may be found at the back of this manual. Delegates from the same school will room together, with up to four delegates per room. Officers will room with their school delegations at Junior Youth Assembly, unless school does not have a delegation present. If this is the case, officers may room with officers or delegates from other schools, provided written permission from the officer's parent(s) or guardian(s) is forwarded to the conference director prior to the conference.

PARKING

The Jackson Marriott will charge \$3.00/day for cars parked in their garage (for guests at the hotel; you must have your parking ticket validated in the Hotel Lobby before leaving). If needed, each school may receive one (1) complimentary in/out pass for an advisor. Schools with vans or buses (which will stay at the Marriott) must notify the Youth & Government office at least two weeks prior to the conference so that the hotel can reserve your parking (by bagging parking meters on the street). Cost for bagging meters is \$15.00/day for buses and \$5.00/day for vans.

BEHAVIOR

- Junior Youth Assembly participants are expected to behave in a mature, responsible manner.
- All curfews and conference rules will be followed. Possible punishments include, but are not limited to:
 1. Required formal apology to the conference;
 2. Loss of speaking and/or bill sponsorship privileges;
 3. Departure from the conference at his/her own expense.
- Hotel and Capitol staff will be treated with respect at all times. No running or other types of bothersome behavior will be allowed in the Capitol. Hotel guests will not be disturbed (especially after curfew). After curfew delegates will remain in their assigned sleeping rooms and be quiet!

PLACARDS

In order to receive recognition in committee meetings and in chambers, delegates should have a 4.5" x 22" placard made of white poster board. The front of the placard should have the student's last name and school abbreviation written in black ink with bold block 3.5" lettering. **Stenciling is recommended.** No deviations may be made from this format (glitter, larger lettering, different color ink, etc)

PARTICIPATION REQUIREMENTS

1. Each school delegation in Junior Youth Assembly may consist of as many students as the delegation's advisor feels are qualified to attend the conference. **There is currently no limit placed on school delegation size for Junior Youth Assembly.**
2. Participants must be members of an organized government club . An exception to this requirement exists in schools where policy does not allow clubs to exist. Community Youth & Government clubs qualify as well.
3. Each participant who will be a Senator or Representative (including all committee chairpersons) must submit a bill to the conference office. No more than three students may co-author a bill. Bills with fewer than two authors will only be accepted if approved by the conference office. Ideally, a bill will have two authors. Bills will be submitted to the conference selection committee, and if deemed necessary, a select group of bills will be put into the bill roster book based on merit, importance to the state, originality, and evidence of research. The remaining bills will be ranked and kept on hand at the conference for debate should time allow.
4. Participants must understand the responsibilities involved in the program. They will be required to sign a values based code of conduct in which they will affirm to act in a responsible manner.

BILLS

BILL SELECTION PROCESS

A committee of Youth & Government staff and officials will meet to review all bills to certify that they are appropriate for the conference. This committee may then select the best bills submitted to the Youth & government office to be placed in the bill roster book. If this is deemed necessary, the remaining bills will be ranked and kept on hand at the conference for debate should time allow. Bills that have been passed in recent Youth Legislature/Junior Youth Assembly sessions will not be allowed.

HOW TO FIND A GOOD TOPIC FOR A BILL

- A team of club members should work together and brainstorm ideas to determine possible topics.
- Study newspaper editorials and stories.

Interview some of the following people: newspaper editors, city officials, an officer of the League of Women Voters, adult civic club leaders, attorneys, judges, principals and superintendents of schools, teachers, ministers, social workers, union leaders, law enforcement officers, parents, physicians, psychologists.

- Ask people what they feel is the most important issue affecting the community which might be dealt with by action of the state legislature.
- Explain that you plan to use the information to write a bill for the Junior Youth Assembly.
- Develop a list of possible topics that interest you since the strength of your commitment will affect the quality of your work.
- Select several topics of interest.
- Research the topics and determine if they are suitable bill ideas. Ask your librarian to teach you how to use the **Code of Mississippi** to see if there is a current law in existence that deals with your idea. (You may be directed to a main branch library or local law library.)

The **code** is divided into sections such as: Education, Public Lands and Property, Motor Vehicles, Conservation, Public Health, Crimes, Agriculture.

The **Code of Mississippi** also contains a detailed Alphabetical Index to Chapter Titles which make it relatively simple to locate specific laws.

- Gather other facts to support your bill idea from newspapers, magazines, etc. Once again, your librarian can assist you in this search.

HOW TO DEVELOP YOUR BILL IDEA

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

BILL WRITING GUIDELINES

- A. Double space all lines except the "INTRODUCED BY" section and the enacting clause (lines 7 and 8).
- B. Do not number your lines, as the computer will do this for you..
- C. Purpose: The purpose must always start with the words "AN ACT." All words in the purpose should be capitalized as well as each line in the purpose being double-spaced.
- D. Introduced By: Include the name of all authors, club and/or school and city. These lines should be single spaced in this section.
- E. Enacting Clause: These words (lines 7 and 8) are required by law. It is typed in all caps and single spaced.
- F. Sections: Each section is equivalent to its own subject heading. There may be more than one paragraph in a section. Each section is, of course, numbered in sequence. There may also be subsections (such as a., b., c., etc.) within the same section.
- G. Bills which do not follow proper format will be placed in the back of the Bill Book.
- H. All words that need to be defined should be put in section one.
- I. All bills should be typed in Times New Roman 12 point font.
- J. Online bill submission instructions may be found at the end of this manual.

DO NOT put an enacting date on the bill. Also, **do not** place the words "All laws and parts of laws in conflict with this law are hereby repealed." **Do not** underline section numbers or the word "Section" unless the entire section is being amended.

THE EXAMPLE BELOW IS FOR A BILL OUTLINE

1. PURPOSE: AN ACT
- 2.
3. INTRODUCED BY: (Name of author or authors)
4. (Name of Y Club if applicable)
5. (Name of school)
6. (Name of city)
7. BE IT ENACTED BY THE LEGISLATURE { YOUTH LEGISLATURE (OR JUNIOR
8. YOUTH ASSEMBLY)} OF THE STATE OF MISSISSIPPI
9. Section 1.
- 10.
11. Section 2.
- 12.
13. Section 3.

NOTE: Be sure that to bring three (3) hard copies of your bill with you to the conference.

SAMPLE YOUTH LEGISLATURE BILL

1. PURPOSE: AN ACT TO REQUIRE ALL SATELLITE PRISON FACILITIES
2. TO BE LOCATED TWO (2) MILES OUTSIDE ANY CITY.
3. INTRODUCED BY: Jill Lay and Nicole Lockett
4. Hasbeen Y-Club
5. Carroll County High School
6. Coffeerville, Mississippi
7. BE IT ENACTED BY THE LEGISLATURE (YOUTH LEGISLATURE) OF THE
8. STATE OF MISSISSIPPI:
9. Section 1. Definitions - A satellite prison program is a program that releases
10. prison inmates from Parchman State Prison to work for local units of the
11. government.
12. Section 2. The Mississippi Department of Corrections shall not locate a satellite
13. prison facility within any municipality.
14. Section 3. All such facilities shall be at least two (2) miles from the
15. nearest corporate limit of any municipality.
16. Section 4. All such facilities presently located within the corporate limits of any
17. municipality will be permitted to operate until a suitable location is secured to
18. relocate the facility.

CHECKLIST FOR BILLS

- ___1. **Research was done in the Mississippi Code of 1972 to see if there was a current law already in effect.**
- ___2. The bill was published in the online database by the deadline and you have three copies of the bill printed out and ready to bring to the conference.
- ___3. The Purpose (title) of the bill is in caps and double spaced.
- ___4. The bill has NOT been designated a House or Senate Bill and has NOT been assigned a number. (The conference office will do that.)
- ___5. The bill has not been passed at the previous Junior Youth Assembly.
- ___6. You did not use line numbers.
- ___7. The bill has an enacting clause. It is not double spaced but it is in all caps. It should read "BE IT ENACTED BY THE LEGISLATURE (JUNIOR YOUTH ASSEMBLY) OF THE STATE OF MISSISSIPPI.
- ___8. All other lines (except the lines giving the names of authors, school and town) are double spaced.
- ___9. Any definitions have been placed before the word they defined.
- ___10. Numbers used in the bill have been written out, followed by the cardinal number(s) in parenthesis [eg. "fifty-two (52)"].
- ___11. The purpose begins with the words "AN ACT."
- ___12. The section numbers nor the word "Section" are not underlined.
- ___13. The following phrase has NOT been used in the bill: "All laws and parts of laws in conflict with this law are hereby repealed."
- ___14. There are no misspelled words and the bill is grammatically correct .
- ___15. It is strongly encouraged that there are two authors per bill. This ensures that your bill will be defended in both chambers. Three authors on a bill is permitted.
- ___17. The bill should not be longer than three (3) pages.
- ___21. If the bill amends the Mississippi Constitution, it must be in proper resolution form.

*** IMPORTANT REMINDERS ***

These bill books will be and have been distributed nationwide as well as abroad. Work hard on making your bill presentable.

HOW A YOUTH LEGISLATURE BILL BECOMES A LAW

A "bill" is a proposed law, and can be introduced only by a member of the legislature. Bills do not automatically become a law. There are specific procedures through which it must go before it becomes law. Authors are responsible for knowing these procedures and seeing their bill through the process.

Due to the number of bills submitted in a given year, or due to the quality standards governing the submission of bills, the Conference Leadership may deem it necessary to utilize a selection committee to screen all of the bills that are submitted. In these situations, only bills that pass the screening process will be included in the Bill Book. Bills not selected to be printed in the Bill Book will be kept on hand at the conference and will be debated as time allows.

1. If your bill is selected for inclusion in the Bill Book, it is then assigned to a Legislative Committee by the Conference Director. The bill is assigned to a Committee with similar bills. The standard Committees used at the conference are Transportation, Education, Health & Human Services, Ways & Means and Judicial.
2. Bills not selected for inclusion in the Bill Book may still be brought to the floor for debate.*
3. The bill's authors are assigned to this committee during the conference in Jackson.
4. The authors present their bill to the Committee and the Committee votes on the bills.
5. The Youth Legislature debates the bills passed by Committees on Day Two, Day Three and Day Four. Each bill is debated in its respective chamber first. If passed, the bill is then sent to the other chamber and/or its committees for consideration.
6. If both chambers pass the bill, it is sent to the Governor who may sign it into law or veto it.

*The Conference Leadership may limit the number of bills printed in the bill book due to quality/quantity standards.

WRITING AMENDMENTS

The amendment process is a vital aspect of the Junior Youth Assembly. Here are some aids and suggestions that will help you in writing amendments.

1. After a bill has been introduced, any action thereafter with respect to the bill must be done in the form of an amendment.
2. In writing an amendment to a bill, the objective is to make clear the change(s) to be made in the bill.
3. When amending both a previous amendment and the bill, it is necessary to amend the previous amendment first, then amend the bill. Because debate time is limited at Junior Youth Assembly, a bill may only have an amendment amended once (ie., an amendment to an amendment). It goes no further. (ie., there will be no amendment to an amendment to an amendment.)
4. Sections inserted or deleted in a bill by way of amendment, may require renumbering of other sections in the bill; but, in case of a very long bill, extensive additional amendments to renumber the sections may be avoided by giving the new section (added as an amendment to the bill) numbers like "14a" or by inserting in place of the deleted section a note that section was deleted, but that other sections were not renumbered.
5. When sections of a bill are added, deleted or renumbered in any way, the rest of the bill, including the title, must be checked to see that the title is correct and legally adequate and that internal references in the body of the bill to various sections of the same bill, conform to the new numbering.
6. When extensive changes are made in the previous amendment, that amendment should be deleted and remaining changes should be incorporated into the new amendment.
7. In writing amendments always cite the page number and the line number.

Let's take a sample bill and amend it. The first thing that must be done is to secure an amendment form. These forms can be obtained from the committee secretary (if you are amending while in committee) or from the Secretary of the Senate or Clerk of the House. Fill in all blanks completely. These will be:

- a. Your name (circle whether you are a Senator or Representative)
- b. Your school or town name
- c. The bill number
- d. The line number where the change is to be made
- e. What words you are striking (deleting)
- f. What words you are inserting (adding)
- g. The bottom portion will be completed by the Secretary (Clerk)

SAMPLE MINORITY REPORT

The minority report is shown here to give you an example of what a minority report contains and what should be included in the report. Remember, the announcement of the intent to file the minority report is made immediately after the report of the committee is read in the chamber. After the report is written, it is presented to the Secretary (Clerk) and, when the author of the report (who is usually the author of the bill) so desires, he may ask for the presiding officer to call for the reading of the report. After the report is read, the author will have one (1) minute to speak on the report.

Minority reports are usually filed by authors whose bills were narrowly defeated in committee, although a member of the opposition can file a report on a bill that narrowly passed a committee.

MINORITY REPORT FOR SENATE BILL 13

The minority report is addressed to the Legislature (Junior Youth Assembly) of the State of Mississippi in regard to the unfavorable report that Senate Committee Three (3) gave to Senate Bill Number Thirteen (13). We hope to prove the worthiness of further consideration of this bill and ask for the Senate to disagree with the Committee's report for the following reasons:

First, there was inadequate time allotted for a complete and proper discussion of the bill. The committee members saw merit in the bill; however, the committee members thought that there was a need for amending the bill in the following form.

The proficiency examination in question needs to be a more comprehensive examination including math as well as English skills. Therefore, it was agreed to amend the bill in that manner.

Merit notwithstanding, one member of the committee became impatient and blurted out that she did not want to take time to amend the bill to the degree that was desired. The discussion was immediately ended by the call for the question.

Secondly, a serious problem arose. The author of the bill was not present during the training session on parliamentary procedure and was not familiar with what was involved with committee procedure. Due to this lack of knowledge, the Senator was unable to react to the call for the question. This problem was further complicated by the impatient and restless nature of the committee.

In summary a variety of factors led to an incomplete and inconclusive presentation of the bill and thus, it was defeated in the committee.

{After the report is read the author gives his/her presentation and the Senate (House) then votes on whether to accept the minority report. If they do, then the bill is placed on the bottom of the calendar and will be brought up at the proper time for its third reading.}

LEGISLATIVE COMMITTEE

A committee meeting is called a hearing. The duty of Senate and House Committees is to prepare bills which have been submitted for final consideration on the floor of the Senate or House. In order that the merits of a bill may be fully explained and discussed, the bill has been referred to an appropriate committee.

The standing committee officers consist of co-chairpersons who have already been appointed prior to the conferences. All chairpersons are required to attend a training provided by the Youth & Government office. Co-chairs alternate in presiding over bills in committee and acting as Committee Secretary if necessary.

After calling the committee to order, the Chairperson currently presiding will call up each bill by number. The secretary will read the bill.

After the reading of the bill by the secretary, the committee evaluates the bill by debate and discussion. The chairman may permit questions from the committee members and answers by the sponsor of the bill. The sponsor may initially speak in behalf of the bill. The following criteria should be considered:

1. Purpose - what is hoped to be accomplished?
2. Will it benefit the majority of the citizens?
3. Is there a similar law or bill now in existence?
4. Is it constitutional?
5. Is the wording satisfactory?
6. Does it cover the intended purpose?
7. Is it in the proper form?

During the hearing any bill may be amended. If the committee finds the bill deficient in any area, it may be corrected by amendment which is written on a proper form and attached to the original bill.

If the committee finds two or more bills dealing with the same subject in such a way as to cause conflict, they should be combined by amendment or a new bill written under joint sponsorship of the authors involved.

After the bill is fully considered, committee members will vote on the bill according to its merits on the following criteria: importance to the State of MS, feasibility and relevance.

The committee meetings are one of the most important parts of the program. Attendance in all committee meetings is required.

DUTIES OF COMMITTEE CHAIRPERSONS

1. Locate meeting room of committees in advance of the meeting.
2. Secure the bills to be considered from the Secretary of the Senate or the Clerk of the House following the first reading. Also, be sure to secure a committee packet from Youth & Government staff.
3. Call the meeting to order PROMPTLY.
4. Pass paper to be signed by those present.
5. Introduce yourself, any officers and the adults who are present to help with committee work.
6. Ask for the reading by the secretary of the first bill for consideration.
7. Ask the author or sponsor to explain the bill.
8. Ask for open and free discussion.
9. Use officers in your committee to help study the bill, give proper phrasing and help edit any amendments.
10. The first meeting of each committee will deal only with the bills from its legislative chamber.

DUTIES OF THE COMMITTEE SECRETARY

1. Read the bill when requested by the chairman.
2. Record all amendments to bills. Do not write on the original bill but on amendment sheets. If an amendment passes, attach it to the original bill.
3. After author summation, the committee will vote on the bill. The secretary will record the vote on the bill jacket.

DUTIES OF THE ADVISORS

1. Review the bills that will come before your committee.
2. Assist committee personnel by seeing that:
 - a. The committee starts on time and proper order is maintained.
 - b. Proper introductions are made.
 - c. Assist in writing amendments, particularly ensuring that the amendments are legible and understandable.

LEGISLATIVE RULES AND PROCEDURE TIPS

The rules and tips listed below will be your guidelines for Youth Legislature and Junior Youth Assembly. All delegates should be familiar with the rules and the procedures.

RULE 1. There shall be a President of the Senate and a Speaker of the House of Representatives who shall preside over the Senate and House at each legislative session. At each session the order of business shall be as follows:

- a. Call the members to order
- b. Ascertain a quorum present
- c. Call for order of business
- d. Recognize members to make motions, announcements
- e. Determine parliamentary questions
- f. Refer all bills to committees
- g. Receive bills passed by the other chamber
- h. Perform such other duties as necessary to keep the chamber in order and permit its members to consider legislation.

RULE 2. There shall be a President Pro Tem and Speaker Pro Tem to preside in the absence of the President or Speaker and to perform all duties required of the presiding officer during such absence.

RULE 3. The presiding officer shall declare all votes and all points of order, but if a member rises to doubt a decision, the presiding officer may order a division by rising vote whereby a determination of the question shall be majority vote or such other vote as required under rules affecting a motion or waiver of the rules.

RULE 4. The presiding officer's name will be called last of any vote but he/she shall not be required to vote except in case of a tie vote of members.

RULE 5. There shall be a Secretary of the Senate and a Clerk of the House of Representatives who shall keep a record of bills passed and transmit same to the other body for consideration. The Secretary and Clerk shall also prepare a calendar of business for each session and perform such other duties as assigned by the presiding officer.

RULE 6. Members shall be appointed to the hearing committees of the Senate and House as set forth in the bill roster book for the current session.

RULE 7. All bills shall be assigned to a committee. The committee, in receiving the assigned bills, shall review and then score the bills to establish an order for the bills to be considered in Chambers.

RULE 8. If the bill is amended, the amendment must be written on amendment form and attached to the original bill.

RULE 9. All bills to be introduced shall be submitted prior to the session and published in the bill roster book unless otherwise determined by the conference director.

RULE 10. Unless waived by the chamber, the first reading of the bill will consist of the bill number, title and author. The second reading includes the same. The third reading will consist of the bill title and author. Following the third reading the bill or resolution is open for debate.

RULE 11. Wherever the word "Bill" appears it shall mean Bill, Resolution or Concurrent Resolution.

RULE 12. No person shall be allowed on the Senate or House floor during a session except members, pages, officials, members of the press corps, and staff advisors of the legislature. Special guests may be invited to the chamber and introduced but shall not be seated on the floor except by permission of the membership or invitation by the President of the Senate or the Speaker of the House.

RULE 13. Each bill must be introduced under the name of a member of the legislature of the legislative body he/she represents, individually or with coinroducers (sponsors).

DECORUM AND DEBATE

1. A member desiring to speak shall rise, gain recognition, and address "Mr. or Madam Speaker," in the House, and "Mr. or Madam President," in the Senate.
2. When two or more members rise at the same time, the presiding officer shall decide who is to speak first and that decision is final.
3. A member who has obtained the floor or recognition of the presiding officer, has the option of yielding, except at the discretion of the presiding officer.
4. In debate, a member desiring to interrupt to ask for a yield must wait until the member who has the floor pauses. Then with recognition from the presiding officer, the interrupting member may ask for a yield. The member speaking may refuse to yield; the interrupting member may NOT ask a question.
5. A member who has obtained the floor must confine remarks to the subject under debate, avoiding personalities. Failure to do so will result in the presiding officer calling the member out of order and asking the member to sit down.
6. No member shall speak more than once on any given question if others wish to speak.
7. To gain a page's attention, a member shall raise their hand. Pages may be used to carry a note to another member in either house, but all notes must pertain to legislative business. Notes are randomly read by the conference director to ensure that they meet proper guidelines. Notes found that are not related to legislative business may be read to the entire chamber aloud.

8. Meaning of the gavel raps:
 - 1 rap The chamber will come to order
 - 2 raps All members will rise
 - 3 raps Members applaud (usually when a guest enters the chamber, continue until the 1 rap brings order)

MOTIONS, THEIR MEANINGS AND EFFECT

When a motion has been made, the presiding officer shall state it to the membership for consideration, and the membership shall proceed to consider it and shall thereafter cast their votes for or against the motion.

A. Main or Principal Motion

When a motion is made, it is stated by the presiding officer. If it is in writing, it is read aloud by the Clerk or Secretary. Every motion is in writing, if the presiding officer or any member requests it. After a motion is stated by the presiding officer or read by the Clerk or Secretary it is deemed in possession of the House or Senate, but it may be withdrawn by leave of the membership at any time before a vote is taken.

B. Subsidiary Questions

- I. Amendment: Any main motion may be amended. An amendment must conform to the subject matter of the main motion. Only one amendment to an amendment can be offered.
- II. To Commit: At any time, when a motion or an amendment is under discussion, a motion to refer to a committee may be made. The motion is debatable and open to amendment.
- III. The previous question shall be in the following form: "Shall the main question now be put?" If demanded by a vote of majority of the members present, its effect shall be to cut off all debate and bring the house to a direct voice, first upon the pending amendments, if there be any, in their order, and then on the main question; but the Author of the bill shall have the right to close the debate after the call of the previous question has been sustained.
- IV. To Lay on Table: Its effect is to postpone action on a motion but it permits the re-introduction of the motion at any time during that or the next following session. It is usually proposed when the author is unable to supply the necessary information requested by his opponent.

C. Incidental Motions

- I. Suspension of the Rules: A motion to suspend operation of the rules of order that a particular body has adopted may be made in order to permit the consideration of some pressing matter out of its usual place.

- II. **Withdrawing a Motion:** When a motion is before the Senate or House, the mover may withdraw it by rising and moving for its withdrawal. Only the maker of the original motion can move to withdraw. There can be no debate and majority vote permits the withdrawal.
- III. **Points of Order:** The Chairman is in constant charge of the meeting, enforcing the rules of order and Principles of Parliamentary Law and calling to order members whose language is unduly violent or discourteous.
- IV. **Appeal:** An Appeal of a ruling by the Presiding Officer may be made by any member. The question is put in the form: "Shall the decision of the Chair be sustained?" The "Ayes" vote for sustaining the chair and the "Nos" in favor of the appeal. The decision of the Chair may be overridden with 2/3 vote.

D. **To Adjourn or Recess**

A motion to adjourn takes precedence over a motion to recess. In other words, if a motion to recess is made by a member and another member makes a motion to adjourn the presiding officer shall state the motion to adjourn first. The reason being that the motion to adjourn, if adopted, is more important because it stops all procedure in progress at that time while a motion to recess, if adopted, merely continues the procedure until the time to again reconvene. A motion to adjourn shall always be in order.

(Due to the time schedule of Youth Legislature and Junior Youth Assembly, adjourning is performed usually only at the time prescribed in the schedule.)

E. **To Amend**

Most motions may be made verbally and may be amended verbally. If the motion is in writing, the amendment should be in writing.

All amendments must amend the proper section of any matter, to be effective. An amendment may be offered to any proposition by any member at the time the proposition is before the membership for consideration. An amendment is adopted by a majority vote.

F. **Postponed Indefinitely**

This motion is self-explanatory. The effect being to kill the bill or proposition by a majority vote.

G. **Reconsider a Vote**

This motion is made when a vote has been finally taken on a proposition and a member desires, for some reason, to reconsider the vote by which the bill, amendment or proposition was passed or defeated, and if the motion carries, it again brings the matter before the membership for further consideration. It may be made by any member, who voted with the prevailing side, and the motion can be adopted by a majority vote, unless a previous motion has been made upon the passage or defeat of the proposition to "reconsider and table" the vote, by which the bill was passed. To "reconsider and table"

means that the passage of a bill or a proposition is automatically reconsidered and the question can be reconsidered more than one time.

H. The Previous Question

This is a most important motion. Any member can call for the previous question by addressing the presiding officer in the usual manner. The motion for the previous question may be adopted by a majority vote of the membership. The adoption of such motion has the effect of cutting off all debate and further amendments which might be offered, and brings the membership to a direct vote upon the immediate question. Cutting off further debates and amendments prevents other members from talking or offering other amendments for or against a bill or question, which makes this motion one of the most vital motions in the entire procedure. The motion may be made upon a bill, amendment to a bill, a previous motion, or any other proposition where debate is allowed under the rules. Debate on the previous question is to cut off debate and vote on the pending question. After the adoption of the previous question, the Author of the bill shall have the right to close the debate.

I. To Take Up a Bill Out of its Regular Order

A motion to "Suspend the Rules" shall be in order at any time, and a motion to "Suspend the Rules" shall be sufficient to suspend any rule under which the House or Senate is operating for a particular purpose except you may not suspend the provisions of the Constitution, and the Statutes. A 2/3 quorum present and voting is required to "Suspend the Rules."

J. Order of Motions

Motions may be received in the following order: first, to fix the time to adjourn; second, to adjourn; third, to indefinitely postpone; fourth, to lay on the table; fifth, for the previous question, sixth, to postpone to a certain day, not beyond the probable duration of the session; seventh, to commit; eighth, to attend.

A motion to adjourn shall always be in order, even in the absence of a quorum.

PRESENTING A BILL BY AUTHOR AFTER THIRD READING

After the third reading of a bill on the floor of the House or Senate, the author of the bill should follow the following procedure.

BILL AUTHOR (Rises to get recognized immediately after the third reading) "Mr. (Madam) President (Speaker)."

PRESIDENT (SPEAKER) "The chair recognizes the Senator (Representative) from _____."

BILL AUTHOR "Mr. (Madam) President (Speaker), I move that Senate Bill (House Bill) Number be placed on final passage and wish to speak on the same."

PRESIDENT (SPEAKER) "That is your privilege."

BILL AUTHOR (Goes to well and makes presentation as to why the bill should be passed by the Senate [House]. After conclusion of the presentation the author may be seated or remain at the well to answer questions.)

ASKING QUESTIONS FROM THE FLOOR

When a delegate is speaking in the well, permission must be obtained from the presiding officer in order to ask the delegate in the well a question.

DELEGATE (Stands and holds up identification sign (placard) and says, "Mr. (Madam) President (Speaker)."

PRESIDENT (SPEAKER) "The chair recognizes the Senator (Representative) from

DELEGATE "Will the Senator (Representative) yield to the question?"

PRESIDENT (SPEAKER) (To delegate speaking in the well) "Will the Senator (Representative) yield?"

DELEGATE AT WELL "I will (will not) yield."

DELEGATE (If delegate speaking yields) "Is it not true that _____?" (Remarks must be phrased in the form of a question.)

CUTTING OFF DEBATE (MOVING THE PREVIOUS QUESTION)

In order to move the previous question (which will limit the amount of debate prior to the vote on the bill) the well must be vacant before a motion can be made.

DELEGATE "Mr. (Madam) President (Speaker)."

PRESIDENT (SPEAKER) "The chair recognizes the Senator (Representative) from

DELEGATE "I move the previous question."

PRESIDENT (SPEAKER) "Is there an objection to the call for the previous question? Hearing none, it is so ordered. Debate is now limited to ____ minutes for the Pro and ____ for the Con."

OBJECTING TO THE CALL FOR THE PREVIOUS QUESTION

If a delegate does not want the remaining time for debate on a bill limited, he/she may object to the call for the previous question.

PRESIDENT (SPEAKER) "Is there an objection for the call for the previous question?"

DELEGATE (Does not have to be recognized) "Objection!"

PRESIDENT (SPEAKER) "There is an objection. All those in favor of the call for the previous question say 'aye'. Opposed, 'nay'. On the call for the previous question, the ayes (nays) seem to have it; (pause), the ayes (nays) do have it. The previous question is ordered (lost)!"

CALLING FOR A DIVISION

If a delegate does not agree with the ruling of the chair on whether the ayes or the nays are in the majority, he/she can call for a division (meaning a hand count will be taken). However, the delegate should get the chair to call for the division before the delegate asks for it.

PRESIDENT (SPEAKER) "The ayes seem to have it;" (pause)

DELEGATE "Division!"

PRESIDENT (SPEAKER) "There has been a call for division. All those in favor of the previous question shall rise and stand until counted. (Secretary [Clerk] counts hands.) Reverse your position. On the call for the previous question, the ayes were ____ and the nays were _____. The question is therefore ordered (or lost)!"

If the "nays" win unlimited debate will continue until the previous question is ordered.

PRESENTING AMENDMENTS FROM THE FLOOR DURING DEBATE

Any Senator (Representative) may present an amendment to a bill. In order for an amendment to be accepted for consideration, the amendment must be written on an amendment form and presented before the previous question is ordered. No amendment may be presented after the question is ordered.

DELEGATE "Mr. (Madam) President (Speaker)!"

PRESIDENT (SPEAKER) "The chair recognizes the Senator (Representative) from _____."

DELEGATE "Mr. (Madam) President (Speaker), I have an amendment."

PRESIDENT (SPEAKER) "Present your amendment to the Secretary (Clerk)." (Delegate hands Secretary [Clerk] the amendment.) "The Secretary (Clerk) will read the amendment."

As the Secretary (Clerk) reads the amendment, the author of the amendment comes to the well. If there is a speaker in the well, he/she moves to the side and allows the author of the amendment to take the well. After the amendment is read by the Secretary (Clerk), the author of the amendment explains its purpose and why it is being presented. After the author's remarks there is a brief question and answer period followed by Pro and Con debate. The amendment may be discussed for a set period of time (that time is announced by the chair) and then the previous question is ordered.

JUNIOR YOUTH ASSEMBLY GENERAL SCHEDULE

THIS IS ONLY A SAMPLE SCHEDULE. ACTUAL CONFERENCE SCHEDULE MAY DIFFER.

THURSDAY

4:00-5:30 p.m. **REGISTRATION** - Mezzanine Level, Jackson Marriott Hotel
4:15 p.m. **OFFICERS MEETING** – Windsor I
5:00 p.m. **Combining Bills Author’s Meeting-** Windsor II
5:30 p.m. **PARLIMENTARY TRAINING** - Windsor I & II
(Mandatory for all first-time Legislators [and recommended for everyone])
5:45 p.m. **PAGE MEETING-** Winston I
ADVISOR’S MEETING- Canterbury
6:30-7:15 p.m. **OPENING SESSION-** All Delegates
7:15 p.m. **JOINT ASSEMBLY** - Windsor I & II
8:00 p.m. **COMMITTEE MEETINGS**
Committee Meetings Adjourn
11:00 p. m. **Rules Committees Meet (Officials Only)**
11:15 p. m. Everyone To Your Own Room
11:30 p.m. TVs Off, Lights Out, Go to Bed, All Quiet
11:45 p.m.

FRIDAY

8:00 a. m. **Morning Assembly** - Windsor III
8:30 a.m. **Senate & House Reconvene**
11:00 a.m. Conference Lunch
1:30 p.m. **Senate & House Reconvene**
4:45 p.m. House & Senate Adjourn
6:30 p.m. **Junior Youth Assembly Banquet**, Windsor I & II
7:30 p.m. **Committee Meetings:**
10:00 p.m. **Junior Youth Assembly Social-** Windsor I & II
11:55 p. m. **Rules Committees Meet (Officers Only)**
12:00 a. m. Everyone to Own Room

SATURDAY

8:30 a.m. **House and Senate Reconvene**
12:30 p.m. **Joint Session of House & Senate**, House Chambers
1:00 p.m. **Senate & House Adjourn**, “Sine Die”

RECAPITULATION SHEET

JUNIOR YOUTH ASSEMBLY

Name of School _____

Advisor(s) _____

Please list total number of delegates and their positions below:

LEGISLATORS: _____ GIRLS _____ BOYS

OFFICERS: _____ GIRLS _____ BOYS

PAGES: _____ GIRLS _____ BOYS

ADULTS: _____ GIRLS _____ BOYS

DELEGATION GRAND TOTAL _____ GIRLS _____ BOYS

REGISTRATION FEES: Junior Youth Assembly
Delegates \$75.00
Adults \$35.00*

A late fee of \$30/delegation will be assessed on any registration received after the deadline. Bills received after the deadline will not be included in the Bill Roster Book. Make checks for registration payable to: Mississippi Youth & Government.

* Each delegation is allowed one (1) registered Adult Advisor at no cost for every twenty delegates. Any adults or advisors over one per twenty delegates must pay the \$35.00 registration fee. Minimum ratio of one advisor per twenty students is recommended.

BILL BOOK DELIVERY

All bills will be available online for viewing prior to the conference, therefore, delivery of bill books before the conference may not be available.

HOTEL COSTS: A separate **school** check (not included with registration fees) should be made out to the Jackson Marriott for room payments and mailed to the conference office by the set deadline.

Items to be included with this form:

_____ Delegate Contract / Health Forms _____ Committee Chair Forms

_____ Hotel Fees (made out to the Jackson Marriott)

_____ Registration Fees (made out to Mississippi Youth & Government)

Mail to: Mississippi Youth & Government, 108 Kirkwood Drive, Clinton, MS 39056

For Office Use Only:

<u>Payments</u>			
Date	Amount	Receipt #	Balance Due
_____	_____	_____	_____
Date	Amount	Receipt #	Balance Due
_____	_____	_____	_____

JUNIOR YOUTH ASSEMBLY COMMITTEE CHAIRMAN REGISTRATION FORM

THIS FORM IS FOR STUDENTS WHO ASPIRE TO BE COMMITTEE CHAIRPERSONS.

REQUIREMENTS:

1. Must be approved by your advisor.
2. Must have attended Youth Legislature or Junior Youth Assembly before as a legislator.
3. Must attend training session/try-outs to be held in Jackson. Committee Chair Training/Try-Outs will be: April 17, 2010, from 10:00 a.m.-3:00 p.m. at the Millsaps College in Jackson.
4. Committee Chair selection process is as follows:
All candidates for Committee Chair will submit this form to their school's advisor. Advisors will then rank the candidates according to ability. Advisors will then submit committee chair registration forms to the conference office by the deadline. **Each delegation may submit up to five candidates for Committee Chair.** Those delegates selected will attend a training session and try outs for Committee Chair. Candidates be selected by the conference selection committee. A list of committee chairs that are selected will be forwarded to each school.

I have read all of the requirements and I agree to fulfill each one of them in order to serve in this position.

Name _____

Address _____

City _____ Zip _____

School _____

__Boy __Girl__Grade Year(s) you have attended JYA _____

Signature of Advisor _____

Delegation priority number _____

This should be used by the advisor when there is more than one committee chairman candidate from your school. Please use the numbers 1, 2, 3 . . . to designate which student you feel would do the best job as committee chair, with 1 being the best rating.

MISSISSIPPI YOUTH & GOVERNMENT JUNIOR YOUTH ASSEMBLY HEALTH/RELEASE FORM

School _____ Advisor _____

Delegate Name _____ Birth Date _____ Sex _____

Address _____ City _____ Zip _____

Delegate's Email Address: _____

Parent or Guardian (or Spouse) _____ Phone _____

Place of Employment _____ Work Phone _____

If not available in an emergency notify:

1. _____ Relation _____ Phone _____

2. _____ Relation _____ Phone _____

Allergies, Diseases, Illnesses, Injuries, or Operations (Dates): _____

Currently Prescribed Medication _____

Name of Physician _____

Do you carry medical / hospital insurance? Yes _____ No _____

Indicate Carrier _____ Policy / Group # _____

Parent's Authorization:

I understand that even when every reasonable precaution is taken, accidents can still happen. Therefore, in exchange for the Mississippi Youth & Government Program allowing my child to participate in its activities, I release the Mississippi Youth & Government Program for all liability or any injury, loss or damage connected in anyway whatsoever to my child(ren)'s participation in Mississippi Youth & Government activities on or off the conference premises. I understand that this release includes all staff, volunteers, directors, participants and guests. I hereby give permission to the physician selected by the Mississippi Youth & Government Program representative to order X-rays, routine tests and treatment for the health of my child, and in the event that I cannot be reached in an emergency. I hereby give permission to the attending physician to hospitalize, secure proper treatment for, and to order injection and / or anesthesia and / or surgery for my child as name above on this form.

I understand that my insurance will cover this expense, or I will assume responsibility for medical expenses resulting from illness and / or injury. I also understand that photographs or video may be taken of my child to be used by the Mississippi Youth & Government Program for publicity purposes. I also understand that there are no refunds for this program if my child is unable to participate.

Signature _____ Date _____

Witness _____

MISSISSIPPI YOUTH & GOVERNMENT PROGRAM JUNIOR YOUTH ASSEMBLY VALUES BASED CODE OF CONDUCT CONTRACT

The Youth & Government Program believes strongly in developing character. We therefore challenge and expect each delegate and advisor to uphold this contract based on the ideals of civic responsibility and servant leadership.

I UNDERSTAND:

- This contract must be signed by me and my parent or guardian before I can attend the Mississippi Junior Youth Assembly.
- I accept the responsibility to comply with ALL of the provisions in this contract and understand that violations of this contract can result in expulsion from the program and/or loss of office.
- My parents understand that if I violate the contract, I will be required to call them, and they have agreed to accept the responsibility to pick me up within two hours (or, if driving further than two hours, as soon as possible).

BEHAVIOR:

- I understand that I am expected to be responsible for my own behavior while respecting the rights of all program participants.
- Because I respect my body, I will not bring and/or consume alcohol, drugs or tobacco at any officially scheduled Youth & Government activity, including my hotel room.
- I will be responsible to remain in my assigned hotel room from curfew until 7:00 a.m.
- In consideration of my roommates, I will not permit anyone other than my assigned roommates to be in my room from curfew until 7:00 a.m.
- Because we respect others all Mississippi Youth & Government meetings will begin on time. I accept the responsibility to be in my assigned location at the appropriate time, and understand my failure to be present on time will result minimally in my entire delegation's loss of Premier Delegation.
- I accept the responsibility to be in attendance at all scheduled events during the conference.
- I will not use my personal car during the Junior Youth Assembly conference.

DRESS:

- I respect the Youth & Government program and the role I will assume during the conference. I will be appropriately attired at all Youth & Government functions.
 - Ladies: Professional business attire. This may include dresses, skirt and sweaters or a coordinated pants suit. No spaghetti straps or bare midriffs. Skirts will be no shorter than four inches above the knee
 - Gentlemen: Shirt and ties; suit or slacks and sport jacket - jackets must be worn at all times.
- Name Badges are considered official credentials and will allow access to state buildings and Youth & Government activities. I understand they must be worn at all times and will serve as my ticket to the banquet.

--OVER--

HOTEL:

- I understand all telephone calls from the hotel must be made on pay phones.
- I understand non program visitors are not permitted at the hotel.
- I agree to treat the hotel with great respect, and will pay for any damage I might inadvertently cause.
- I understand I must respect other hotel guests by going quietly to and remaining quiet in my room at night and observing elevator courtesy by allowing people to get off of the elevator before I get on.

I have read, understand and accept the responsibility to abide by this Code of Conduct Contract.

Delegate's Signature

School Delegation

I have read and understand this contract, and will respect the decisions of the Mississippi Youth & Government Staff and/or School Advisor in judging my teen's behavior. I agree to hold the Mississippi Youth & Government Program harmless, and give my permission for my teen's photo or video of my teen to be used by the media and the Mississippi Youth & Government Program for promotional purposes.

Parent or Guardian's Signature

Date

CONFERENCE T-SHIRT ORDER FORM

**T-SHIRTS ARE \$12
PLEASE MAKE CHECKS PAYABLE TO
MISSISSIPPI YOUTH & GOVERNMENT**

NAME: _____

SCHOOL: _____

SIZE (CIRCLE ONE)

AS

AM

AL

AXL

AXXL

Online Delegation Registration

For New Delegations:

1. Go to www.msyag.org
2. Click on the “Online Registration Link” at the bottom of the page.
3. Enter your Username and Password. Make sure to use the proper capitalization. If you do not have your username or password, please contact the conference office, director@msyag.org.
4. Once logged onto your club page, select “Add A Member” from the tabs at the top of the page to begin adding your delegates.
5. Enter the information for your first delegate as instructed.
6. To continue adding your remaining delegates, select “Add Member” from the screen.
7. Once all members have been added (students and adults), close the window and “Refresh” your roster screen.
8. Use the drop down menu under “Sr. Legislature Position” to select which position each delegate will hold at the Youth Legislature Conference. Do not select anything under the “Model UN Position”, “Model UN Country” or “Jr. Youth Assembly Position” columns. These are used for the other Mississippi Youth & Government conferences.
9. Enter an email address for each delegate under the “Email” column.
10. The “Hotel Room” column will be used to assign your delegates to hotel rooms through the process described in the Online Hotel Reservation section that follows.

For Returning Delegations:

1. Go to www.msyag.org
2. Click on the “Online Registration Link” at the bottom of the page.
3. Enter your Username and Password. Make sure to use the proper capitalization. If you do not have your username or password, please contact the conference office, director@msyag.org.
4. Once logged onto your club page, review the delegates that are listed (these will be the names of the delegates that attended last year’s conference). For any delegates that have graduated or are not attending this year’s conference, select “Inactive” under the column “Active?”. Make sure that any delegates that are attending the conference this year are listed as active. Once you have reviewed your delegation list and made the necessary changes to their “Active?” status, click the “Click Here To Update?” button.
5. To add additional delegates to your existing list, select “Add A Member” from the tabs at the top of the page to begin adding your delegates and enter the information for your first delegate as instructed.
6. To continue adding your remaining delegates, select “Add Member” from the screen.
7. Once all members have been added (students and adults), close the window and “Refresh” your roster screen.
8. Use the drop down menu under “Sr. Legislature Position” to select which position each delegate will hold at the Youth Legislature Conference. Do not select anything under the “Model UN Position”, “Model UN Country” or “Jr. Youth Assembly Position” columns. These are used for the other Mississippi Youth & Government conferences.
9. Enter an email address for each delegate under the “Email” column.
10. Use the “Hotel Room” Column to make your reservations as described below.

Online Hotel Reservations

All hotel reservations must be made through the online registration system.

1. Go to www.msyag.org
2. Click on the “Online Registration Link” at the bottom of the page.
3. Enter your Username and Password. Make sure to use the proper capitalization. If you do not have your username or password, please contact the conference office, director@msyag.org.
4. Review your list of delegates to make sure all of the appropriate individuals are listed as active.
5. Use the “Hotel Room” column to indicate which students you would like to place in a room together. To do this, enter corresponding numbers beside the students that you want to be in the same hotel room. A maximum of four students to a room are allowed per hotel room.

Example, if a delegation was attending with 8 males, 4 females and one advisor, they would enter a "1" under the Room Column for the first 4 males, a "2" in the Room Column for the second group of 4 males, a "3" under the Room Column for the 4 females and a "4" under the Room Column for the Advisor. This would reserve four rooms for the delegation.

Online Bill Submission

All bills must be submitted through the online bill submission system.

1. One author for each bill must create an online account to submit their bill.
2. Go to www.msyag.org
3. Select the “HS Bill Submission” link at the bottom of the page
4. Create an account by entering their email address and password. If a delegate attending a previous session, they will need to use a new password than previously used. Their email address may remain the same.
5. It is recommended that Advisors maintain a copy of each student’s username and password for access in the event the student forgets their log in information.
6. Once a user account has been created, delegates may begin entering by following the format provided through the online system.
7. Proper bill format should be followed as described under the earlier sections of the Advisor Manual, Bill Writing Guidelines.
8. As delegates are entering their bill into the system, they may select the “I am not finished, keep it private for now” option at the bottom of the page under the (Publish to the Bill Room?) tab. Selecting this option will keep the bill hidden from the view of others.
9. Once the bill is completed and finalized, delegates should select the “Let Others See My Bill” option from the (Publish to the Bill Room?) tab. This will enter the bill into the Electronic Bill Room, where it will be able to be viewed by other delegates.
10. Once the bill is published, no further changes may be made to the bill.
11. All published bills may be viewed by delegates by selecting the “2009” link from the View The Electronic Bill Room selection at the top of the Bill Submission Log in screen.