

TENNESSEE YMCA

Youth in Government

YMCA Center for Civic Engagement



Advisor Assignment and Conference Guide

Tennessee YMCA Youth in Government

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GUIDE TO WRITING YOUR BILL

1. Each bill team will submit **only one bill**
2. If you have not already registered for the 2013 Youth in Government Conference, you will be required to do this prior to uploading your bill.
3. Once you are ready to write your bill, go to our website www.tennesseeccce.org, and follow the links to upload your bill.
4. To upload your bill, simply type or copy/paste the main text of your bill in the space provided. **Do not** put numbers down the side (i.e.- number your lines)as this is done automatically.
5. All bills must contain a **fiscal line item**. Please refer to the budget figures posted on the website to help you with your fiscal line item.
6. Remember that plagiarism is not tolerated.
7. Once you have finished uploading your bill, please print several copies. At a minimum, you'll need one to keep for yourself and one to turn in to you advisor.
8. We are now accepting all Bill uploads. All bills must be submitted to the YMCA Center for Civic Engagement by **February 27, 2013**.

My Deadline for turning my Bill in to my Advisor is:

HINTS FOR BILL WRITING

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

Please remember that plagiarism is not tolerated. While you can use someone's idea, your written bill must be your original work.

REVISE, REVISE, REVISE!

Once you've written your bill, make sure you check for parts or sections that might need some revision. Here's a basic checklist of the sorts of things you should be looking for in the revision process:

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

EVERYTHING YOU NEED TO KNOW ABOUT A BILL

There are two types of legislation: ACTS and RESOLUTIONS.

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

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

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

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

Parts of a Bill

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

Be it enacted (or resolved) by the TENNESSEE YMCA YOUTH IN GOVERNMENT

4. **Substance-** The substance of the bill should be broken down into sections with each section dealing with a separate matter within the bill. For example: For a bill establishing a Commission on Taxation, Section I would establish the commission. Section II would say how many members would serve on the commission. Section III would define the jurisdiction of the commission, etc.
5. **Fiscal Line Item-** Because we will be passing a balanced state budget, each bill must contain a fiscal line item specifying how much enactment of the law will cost, from where the funds will come, etc. For example, if you require additional, new funds for a project, how will you generate the revenue to pay for it? Are there existing, unused funds in the appropriate department's budget, will you need a tax to raise the money, will you apply for federal funding, etc.?

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

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

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

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

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

A Handy Guide to Bill Presentation:

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

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

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

Propose your solution – State your solution in general terms without becoming too abstract. Give as few numbers as possible. Too many numerical figures can easily confuse you as well as the delegates. Keep your plan in the most simple terms possible.

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

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

Or you could say –

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

Don't forget to reserve the remaining time of your opening remarks for your summation in case you need to further address any points made during debate. Simply say at the end of your introduction, "I reserve the remaining time for my summation."

3. **Debate and Questions** – This can be a very scary time for the simple reason you do not know what will happen. Relax, and don't worry. Have people practice on your bill ahead of time. Have them ask you the roughest, meanest questions they can. During this period, there are a few important points to remember:
- If a hostile speaker (one who is on a mission to kill your bill) asks you a question and you know s/he is hostile, give him a clear, specific, and LONG answer. Remember the time you spend answering his question is time, which is deducted from his two minutes of speaking time. In other words, the more you talk the less time s/he has to "torch" your bill.
 - Only During extremely rare occasions should you request the floor during open debate. The only reason you should speak during open debate is if there seems to be a tremendous misunderstanding about a key point. (e.g. many delegates think that your drunk driving bill is a federal, not a state matter) If such an emergency does arise, remember that you have preference over ALL other delegates including the floor leader. If the speaker fails to recognize you, immediately call a Point of Order.
 - Kinds of questions you should be prepared to answer:
 1. Who will enforce this?
 2. Is this in conflict with state constitution, federal constitution, federal law?
 3. Do other states do this?
 4. Has this been attempted before in the state of Tennessee?
 5. How effective is this going to be, really?
4. **Closing Remarks** – Here you should briefly answer one, two but no more than three of the major criticisms heard during debate. Even if there were no worthwhile critical statements made, try to respond to the debate somehow. Say something like "I would like to thank the House for its tremendous support of this bill." This lets everyone know that you were awake for the last ten minutes.

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

"This bill will **ensure** that our families are **assured** of a "**sure insurance plan.**"

Then be sure to yield your remaining time to the floor.

HOW TO WRITE A FISCAL LINE ITEM-AND WHY EVERY BILL NEEDS ONE!

Please review the following info/directions in order to make certain your bill meets the necessary fiscal criteria.

How will we arrive at a budget?

When considering the budget, it is important to remember not only the legislation passed during the conference, but also that all currently existing Tennessee programs and departments must continue to be funded. For the purpose of the 2013 conference, we will use the Tennessee Budget for Fiscal Year 2011-2012 as a model for our own.

So how does this apply to you in writing your bill this year?

To aid our governor in the creation of his or her budget, it is necessary for every bill to include a fiscal note, describing the financial effects of your bill on the state budget. Your bill may have one of several effects:

- 1) Your bill may have no financial effect upon the state, if so, a fiscal note must still be included, stating the same, or
- 2) Your bill may raise revenues for the state. In this case the fiscal note should include both the projected revenue, and a designation for this revenue. Designations for said revenue may include already existing state departments and programs or it may be allocated to the discretionary spending fund for the state legislature. Most bills should allocate revenues to the discretionary spending funds, or
- 3) Your bill may cost the state money. In this case, the fiscal note should specify the expected cost to the state, and should also include the source of the funding for this cost. You may either transfer funds from an existing state department or program, or allocate funds from the legislature's discretionary spending.

It is important to note that every dollar spent from the discretionary spending fund must be raised by another piece of legislation passed by the conference. If discretionary outlays are greater than the revenue generated, then the governor may not be able to fund every piece of legislation passed, and some bills will not be signed.

When writing your bill, you will need to consider the current fiscal year (2011-2012) state budget as you determine the nature of your fiscal line item. To write a fiscal line item first you need to decide what department your legislation would be enforced by and/or impact. For example, if your bill calls for a new after school program in public elementary schools, such a program will be administered by the Department of Education. Your fiscal line item must indicate how and where the Department of Education will get the money to fund the program. **The budget figures for each department are available in the Fact Book published by the Legislature at this link: <http://www.legislature.state.tn.us>. The Fact Book is located on the right side of the Legislative page.** Remember you can only base your funding on state dollars .i.e. you can't take it from earmarked Federal Funds.

Remember also that you always have the amendment process at the conference should you need to change or add to your fiscal line item after the deadline for bill submission.

UNDERSTANDING THE COMMITTEE PROCESS

What should delegates do during committee?

1. Evaluate Bills

- Evaluate bills using the criteria on the ranking form, i.e., Debate Potential, Feasibility, Statewide Impact & Correct Form
- 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. DO NOT write on the original bill.
- **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 directly after the bill's patrons have presented the bill and moved for passage.

3. Debate (The rules for debate are listed in the Committee Guidelines.)

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 forms provided, based upon the instructions given by the Chair. (This means each team will fill out only ONE ranking per bill.)
- 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.

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	+/- 2 Minutes
Con/Pro Debate	+/-7 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.

RULES OF PROCEDURE

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

I. Rank of Motions

Motions shall be ranked as follows:

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

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

All of these motions require a second.

1. **Adjourn:** A motion to adjourn must be made by the floor leader. It is non-debatable and shall be voted on immediately. It takes a simple majority for passage.
It should include the time the house is adjourning to, except for the final motion to adjourn, which shall specify no time (adjourn sine die).
2. **Recess:** A motion to recess should be expressed in terms of recessing for a specified length of time (e.g. recess for one hour for lunch). Or, you may recess at the call of the Speaker. A motion to recess is non-debatable and takes a simple majority for passage.
3. **Previous Question:** This is the method for ending debate immediately. As soon as this motion is made and seconded, it is voted on. It requires a two-thirds majority for adoption. If the motion fails, debate resumes as before. The previous question may be moved on any of the motions that rank below it. However, if more than one motion is pending, the person moving the previous question should specify which motion the previous question applies to. For instance, if there is a motion to amend a bill, the previous question may be moved on the motion to amend or the motion to adopt the bill. If it is moved on the motion to adopt the bill, it implicitly includes the motion to amend. If the previous question is adopted, the house will first vote on the amendment and then on the motion to adopt the bill. If the previous question applies only to the amendment, the house will vote on the amendment then continue debating the bill. Note: moving the previous question ends debate. The sponsors' summation is not part of the formal debate, so a successful previous question motion will

begin the sponsors' summation. Should the chamber wish to forego the summation, then a motion to suspend the rules to that effect is in order.

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

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

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

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

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

An amendment must be in one of three forms:

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

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

TO SUBSTITUTE... A combination of the above.

6. **Under no circumstances may the title of a bill be amended.**

If a bill is adopted in the first house and amended in the second house, it must return to the first house for consideration of the amendments. When the bill is returned to the first house, the sponsor should make one of two motions.

1) "I move that the amendments be adopted and the bill be made to

conform to the Senate/House version."

" I move that the amendments be rejected."

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

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

II. INCIDENTAL MOTIONS

9. **Incidental Motions:** Incidental motions are matters which need to be brought before the house immediately. They must pertain to the business before the house. They have no rank among themselves and outrank all other motions, except to recess or adjourn. Only one incidental motion may be pending at a time. The incidental motions are covered in rules 12-15.
10. **Point of Order:** If a delegate feels the rules of order are being breached, he/she may make a point of order, requesting the Speaker to make a ruling on the question involved. If the speaker fails to recognize the infraction, he/she may ask the delegate to explain his/her complaint. This motion does not require a second. This motion should be used with discretion and in a constructive manner.
11. **Appeals:** After the Speaker has made a ruling on a matter, such as a point of order, the house can review his/her decision. The appeal is subject to the general rule of debate, and the speaker may explain his/her decision. The Speaker does not have to relinquish the chair during the discussion. It takes a simple majority to overrule the Speaker’s decision and pass the appeal.
12. **Suspend the Rules:** When the house desires to consider a motion or do something that would violate these rules, it can suspend the Rules. A motion to suspend the rules requires a second, is subject to limited debate (one speaker for and one against), and requires a two-thirds majority for passage. A motion to suspend must include the purpose for suspending the rules. Once that purpose has been accomplished, the rules are automatically back in effect. No motion or action is necessary to reinstate the rules.
13. **Division of the House:** Immediately after a vote by acclamation, any three members of the Senate or any five members of the House may demand a placard or roll call vote. Delegates desiring a roll call vote should remember that roll call votes are time-consuming and prevent the chamber from moving on to other business. Delegates calling for division should raise their hand and call for division of the house between the first and second rap of the gavel.

REQUESTS AND INQUIRES

14. **Point of Personal Privilege:** A request to make the debate surrounding more comfortable (ex. If a delegate is not speaking loud enough, the room is too hot or too cold, etc.) This point should be used with discretion.
15. **Requests and Inquires** require no motion, second, or vote and are the prerogative of any members. They are proper at any time, but may not interrupt a speaker.

16. **Parliamentary Inquiry:** A request for the Speaker's opinion on a matter concerning the rules of procedure. This is not a request for a ruling.
17. **Point of Information:** A request for facts affecting the business at hand – directed at the chair or another member. This point should be used with discretion.

III. COMMITTEES

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

Tennessee YMCA Center for Civic Engagment

TABLE OF MOTIONS

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

LEGISLATIVE GLOSSARY OF TERMS

- **Act**

A statute (law) enacted by the legislature and signed by the governor or after 10 days allowed to become law without his signature.

Private: Application to a limited area and subdivision of government.

Public: Application to the entire state or of a general nature with local application.

- **Adjournment**

Termination of a session for that day, with the hour and day of the next meeting being set prior to adjournment.

- **Amendment**

Modification of a bill or resolution by adding or deleting the language of proposed legislation.

- **Appropriations Act**

An act which appropriates money from the state treasury during a fiscal year to implement the state operating budget. Money may provided for other items of expenditure, such as local projects, through this act.

- **Appropriations Bill**

A bill which appropriates money from the state treasury during a fiscal year to implement the state operating budget. Money may provided for other items of expenditure, such as local projects, through amendments to this bill.

Bill

A bill is proposed legislation introduced to enact a new law or change or repeal an existing law.

Original: The bill introduced into the legislature and used throughout the legislative process until engrossed.

Engrossed: A bill as passed by a house with corrections or adjustments made for amendments.

Enrolled: A bill as finally passed by both houses and prepared for

signature of the presiding officers of both houses and transmittal to the governor for signature or veto.

Prefiled: A bill filed between legislative sessions with the chief clerk of either house. Prefiled bills are numbered and printed in preparation for the session.

- **Budget**

The budget is the recommended appropriations of state revenues presented by the Governor to the General Assembly in the form of a document for its consideration during the legislative session. It is filed with the chief clerks in the form of a bill and known during the budget process as the Appropriations Bill.

- **Calendar**

Consent: A bill calendar used to allow rapid floor consideration for final passage of noncontroversial bills.

Regular: Written calendars (lists of bills to be considered for third reading) required to be posted in the Senate Chamber at least 24 hours prior to consideration by the Senate or in the House Chamber at least 48 hours prior to consideration by the House. Senate rules limit the Senate calendar to 14 general bills, plus holdovers, while House rules place the maximum at 25, including any bills held over from previous calendars or any bills set by special order and excluding only those bills "bumped" or objected to on a Consent Calendar.

- **Caption**

Brief description of a bill's contents appearing on a bill and the bill's jacket. A bill's content cannot be any broader than its caption.

- **Chief Clerk**

A non-member selected by the speaker of each house to serve as its administrative officer. Bills are filed with the chief of each house.

- **Committee**

A group of legislators of one or both houses which conducts studies and/or makes recommendations to the Senate and/or House.

Conference: A committee composed of members of both houses created to propose to the two houses a means to resolve differences in a bill when the one house does not concur in amendments made by the opposite house which refuses to recede from its action.

Members are appointed by the speakers of each house.

Joint: A committee composed of members of both houses.

Select: A committee established by the speaker of a house composed of members of that house for a designated purpose.

Standing: A permanent committee of the Senate or House with subject matter jurisdiction defined by rules of its house, which functions both during and between legislative sessions to conduct public hearings on proposed legislation, review proposed administrative rules, make its own studies of problems, make reports and recommendations to the house it serves.

- **Companion Bill**

Identical copies of a bill introduced in both the Senate and House.

- **Executive Order**

A written document issued by the governor to effectuate a purpose over which he has authority.

- **Fiscal Note**

A statement prepared by the Fiscal Review Committee submitted in connection with a bill, resolution or amendment to indicate its fiscal effect or estimated dollar implications as to cost or revenue.

- **Fiscal Year**

The twelve-month period for which appropriations, budgets and financial reports are made. The state's fiscal year commences on July and ends the following June 30.

- **Item Veto**

Power exercised by the governor to veto specified items (single amounts of money) of an appropriation bill, while signing the remainder of the bill into law.

- **Journal**

A daily published record of the proceedings of each house. The journal of the entire session is printed after the close of each session.

- **Legislative Intent**

The purpose for which a measure is introduced and/or passed.

- **Majority**

A constitutional majority in the Senate is 17 votes; in the House, 50 votes.

- **Resolution**

Joint: Legislation requesting a study or expressing the views or sentiments of both houses but originating in one house. After passage, the joint resolution (e.g. House Joint Resolution 55 or Senate Joint Resolution 34) is signed by both speakers and the governor.

Simple: Legislation expressing the views of one house. After passage, a House Resolution or Senate Resolution is signed by the respective speaker of the house.

- **Session**

Regular: The 90-legislative-day session held over a two-year general assembly. A general assembly will convene on the second Tuesday of January in an odd-numbered year, meet for an organizational session, and recess for about two weeks. Upon returning, the general assembly will typically meet until mid-to-late May when it adjourns. In an even-numbered year, no organizational session or recess will take place, and regular session will usually end around mid-to-late April depending upon the number of legislative days used.

Extraordinary: A session of the legislature held in the interim between regular sessions, called for a specific number of days by the governor or upon petition of two-thirds of the members elected to each house. It is restricted to matters specifically enumerated in the call. Frequently referred to as a special session.

- **Sine die Adjournment**

Final adjournment at the completion of a session.

- **Suspension of the Rules**

Parliamentary procedure whereby actions can be taken which would otherwise be out of order. A two-thirds vote of each body present and voting is required to adopt a motion to suspend the rules

- **Vote**

Formal expression of will or decision by the legislative body.

- **Yield**

The relinquishing of the floor to another member to speak or ask a question.

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)]

Sample Bills

Youth in Government

YMCA of Middle Tennessee
Center for Civic Engagement



59th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [REDACTED]

Committee: House - Health & Human Resources

School: [REDACTED]

AN ACT TO PROVIDE COMPREHENSIVE TREATMENT TO SEXUAL ASSAULT VICTIMS

1 BE IT ENACTED BY THE TENNESSEE YMCA YOUTH LEGISLATURE:

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

4 a) Emergency contraception - one or more prescription drugs used
5 separately or in combination administered to a patient to prevent
6 pregnancy, within a medically recommended amount of time after
7 sexual intercourse and provided for that purpose, in accordance with
8 professional standards of practice, and determined to be safe by the
9 United States Food and Drug Administration.

10 b) Emergency treatment - any medical examination or treatment
11 provided in a licensed health care facility to a victim of sexual assault
12 following an alleged sexual assault.

13 c) Sexual assault victim - any person who has been subjected to,
14 threatened with, or placed in fear of any form of rape, as defined in
15 39-13-502, 39-13-503, 39-13-506 or 39-13-522, or sexual battery,
16 as defined in 39-13-504, 39-13-505, or 39-13-527.

17 d) Medically and factually accurate and objective - verified or
18 supported by research conducted in compliance with accepted
19 scientific methods.

20
21 Section 2: This act requires licensed health care facilities to provide
22 emergency treatment to a sexual assault victim, including:

23 a) Providing each victim with objective and medically and factually
24 accurate information on emergency contraception

25 b) Informing the victim on the availability of emergency contraception

26 and its use and administration
27 c) Providing each victim, upon her request, with emergency
28 contraception at the facility upon the victims request (see exception in
29 Section 3)
30

31 Section 3: A health care facility is not required to provide emergency
32 contraception to a sexual assault victim who has been determined to
33 be pregnant by the administration of a pregnancy test approved by the
34 United States FDA.
35

36 Section 4: If enacted, this bill will have a yearly cost of \$75,000 to be
37 budgeted from the Department of Health.
38

39 Section 5: All laws or parts of laws in conflict with this act are hereby
40 repealed.
41

42 Section 6: This act will go into effect immediately upon becoming a
43 law, the public welfare requiring it.
44
45



59th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [REDACTED]

Committee: House - Education

School: [REDACTED]

**AN ACT TO INCREASE COMPETITIVENESS OF TENNESSEE
UNIVERSITIES BY RASING LOTTERY SCHOLARSHIP STANDARDS AND
BENEFITS FOR OUTSTANDING STUDENTS**

1 Be it enacted by the Tennessee YMCA Youth Legislature:
2

3 Section 1: Terms in this act, unless the context requires otherwise, shall be
4 defined as follows:
5

6 A) HOPE Scholarship Program: a merit-based scholarship offered by the
7 Tennessee Student Assistance Corporation aimed at high school seniors from
8 the state of Tennessee planning to attend college in the state; funded
9 entirely by the state lottery.

10 B) SAT: a standardized test for college admissions in the United States;
11 owned, published, and developed by the College Board.

12 C) ACT: a standardized test for high school achievement and college
13 admissions in the United States produced by ACT, Inc.

14 D) GPA: grade point average.
15

16 Section 2: This act will require all students eligible for the Tennessee HOPE
17 Scholarship to achieve a minimum score in the national composite 75th
18 percentile or higher on the SAT or ACT tests.
19

20 Section 3: This act will allow students who achieve in the national composite
21 95th percentile or higher on the SAT or ACT tests to receive full tuition
22 coverage if they attend a public university in Tennessee and maintain a 3.3
23 GPA while enrolled.
24

25 Section 4: This act will automatically qualify high school valedictorians and
26 salutatorians for full tuition coverage at a public university in Tennessee,
27 provided they maintain a 3.3 GPA while enrolled. It will also cover book fees
28 for these students.

29

30 Section 5: This act will not change the other requirements for eligibility
31 previously set forth in Tenn. Code Ann. 49-4-907.

32

33 Section 6: All laws or parts of laws in conflict with this act are hereby
34 repealed.

35

36 Section 7: This act shall take effect on January 1, 2013.

37



59th General Assembly
of the
Tennessee YMCA Youth in Government
RED HOUSE of REPRESENTATIVES



Sponsors: [REDACTED]

Committee: House - Commerce
[REDACTED]

AN ACT TO RESTRICT PHARMACEUTICAL ADVERTISING

BE IT ENACTED BY THE TENNESSEE YMCA YOUTH IN GOVERNMENT:

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

- a) Prescription Drug- any drug that is available only through written instructions from a doctor to a pharmacist
- b) Advertisement- a paid announcement from companies that is aired in newspapers, magazines, television, radio, etc. in order to gain more sales and profit
- c) Drug Companies- any maker or seller of pharmaceuticals
- d) Medium- means for communicating or diffusing information to the public; can be electronic, print, etc.

Section 2) Drug companies are prohibited from advertising in any print or electronic medium, such as newspapers, television, radio, etc.

Section 3) Drug companies found in violation of this law will be fined \$50,000 per infraction.

Section 4) Any broadcasting media that accepts money from drug companies for advertisement purposes will also be fined \$50,000 per infraction.

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

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

Section 7) This act will be enacted by the state upon passage, and businesses must comply with guidelines by June 1, 2012.