



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **LEADERSHIP FOR A LIFETIME**

**2012-2013 KYA Manual  
KENTUCKY YMCA YOUTH ASSOCIATION**



# KENTUCKY YMCA YOUTH ASSOCIATION KYA MANUAL

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# KENTUCKY YMCA YOUTH ASSOCIATION 2012-2013 PROGRAM CALENDAR

## August

Regional Directors visit schools

## September

Regional Directors visit schools

11: Day of Service

## October

12: KYA Intent to Participate form due (online)

12: Student Y Affiliation deadline

12: Middle School KYA #1 Financial Assistance deadline

14: KYA Presider Training, Louisville

19: Middle School KYA #1 Registration deadline

19: Middle School KYA #2 and High School KYA #1 Financial Assistance deadline

26: Middle School KYA #2 and High School KYA #1 Registration deadline

28: KYA Presider Training, Frankfort

## November

2: High School KYA #2 and High School KYA #3 Financial Assistance deadline

9: High School KYA #2 and High School KYA #3 Registration deadline

9: Middle School KYA #3 and Middle School KYA #4 Financial Assistance deadline

11-13: Middle School KYA #1, Lexington

15-17: Middle School KYA #2, Louisville

16: Middle School KYA #3 and MS KYA #4 Registration deadline

18-20: High School KYA #1, Louisville

29-December 1: High School KYA #2, Louisville

## December

2-4: High School KYA #3, Louisville

6-8: Middle School KYA #3, Louisville

9-11: Middle School KYA #4, Louisville

21: Go For It Conference Financial Assistance deadline

31: Y-Corps: Service to the Commonwealth/Service to the South Application deadline

## January

18-21: Martin Luther King Weekend of Service

19-21: High School Go For It Conference, location TBA

20-22: Middle School Go For It Conference, location TBA

## February

10: KUNA Presider Training, Frankfort

15: KUNA Country Request Deadline

15: Middle School West KUNA and High School East KUNA Financial Assistance deadline

## March

1: Middle School East KUNA and High School West KUNA Registration deadline

10-12: Middle School West KUNA, Louisville

14-16: High School KUNA East, Louisville

17-19: High School KUNA West, Louisville

24-26: Middle School KUNA East, Louisville

## April

26-29: Global Youth Service Weekend

## June/July

June 28-July 5: Conference on National Affairs, Blue Ridge Assembly, North Carolina

High School LTC, Location and Dates TBA

Middle School LTC, Location and Dates TBA

Y-Corps, Dates TBA

# Our Mission

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders, inspired to affect change in their school, community, Commonwealth, nation, and world. Through experiential learning, service, and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens.

## Program Areas

### Experiential Learning

#### Kentucky Youth Assembly (November/December)

The Kentucky Youth Assembly (KYA) is a three-day experiential learning conference in which students participate directly in a simulation of the Commonwealth's democratic process. Acting as Senators and Representatives, students write, debate, and vote on legislation that affects them. As candidates, lobbyists, or members of the media, students experience the rich spectrum of activity that constitutes our political process. As advocates and justices, students argue and judge a contemporary legal case in the actual Kentucky Supreme Court chambers. Officers elected by students serve as Governor, Speaker of the House, President of the Senate, and are appointed to other conference leadership positions. During the entire process students are supported by YMCA professionals, advisors, alumni, parents, and volunteers.

KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with those who hold like and opposing views.

#### Kentucky United Nations Assembly (March)

The Kentucky United Nations Assembly (KUNA) is a three-day experiential learning conference in which students participate directly in simulated international diplomacy. As Ambassadors emulating the culture and representing diverse interests of UN member countries from around the world, students dive deeply into the culture of another nation and are encouraged to re-examine the world from another perspective.

Students develop solutions for international issues by writing, presenting, debating, and voting on proposals. Students also celebrate cultural diversity by presenting aspects of their chosen country's culture at the Global Village and International Stage. Officers elected by students serve as conference leadership, supported by YMCA professionals, advisors, alumni, and parent volunteers. KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues.

#### Conference On National Affairs (July)

CONA is a week-long gathering of outstanding Youth & Government participants from across the nation. Every 4th of July, participating states' strongest leaders are invited to debate national issues among a group of their peers from across the United States. Held at the YMCA Blue Ridge Assembly in Black Mountain, North Carolina, CONA is a week of new friends and renewed patriotism. Delegates each write a proposal on a topic of national importance and debate these issues in increasingly larger committees until the highest ranked proposals are voted upon by the entire assembly.

## Civic Engagement

#### Student Y (Year-Round)

The Student Y is a student-run school or community-based organization that promotes critical thinking, leadership, and social responsibility through experiential learning, service, and community activism in fellowship with peers, adults, alumni, and YMCA staff.

Each Student Y can select the level of involvement that is right for their participants. Student Y encourages all 6th-12th graders to participate in the democratic process while cultivating a sense of civic duty and social responsibility through service learning.

## Youth Leadership Development

### Go For It (Winter) and the Leadership Training Conference (Summer)

Go For It and the Leadership Training Conference are inspirational and motivational experiences that build servant leaders with a focus on personal discovery and skills development. Through in-depth guided discussion, small group activities and team building, teens hone leadership skills and explore their own values away from the pressures of their daily lives. In a rare space where teens can truly be themselves, students have fun, forge lasting bonds with peers from throughout the Commonwealth, and return home better prepared to be effective servant leaders in their home, school and community.

## Service Learning

### Y-Corps (Year-Round)

Y-Corps is a service-learning program for teens and young adults inspired to affect positive change in the world around them. Participants are given a forum for the practical application of the skills they develop in our simulation and leadership training programs.

For an entire year, Y-Corps participants engage in community outreach, service and fundraising events, developing professional advocacy skills they will use throughout their lives. This year of outreach culminates in a series of service trips throughout Kentucky, the southern United States, and the world. Participants build indelible bonds with teammates through the shared experience of both the needs and the unique cultural identities of the communities they serve. The Y partners with a variety of organizations to help students discover how to best use their skills, talents, and interests as socially responsible servant leaders.

Through hard work, cultural immersion, self-discovery and reflection, Y-Corps extends the mission of the Y into communities throughout the Commonwealth and beyond.



## Student Y

### What is Student Y?

The Student Y is an organization that fosters leadership development, civic engagement, and service learning throughout your school and community. The Student Y provides resources and training to develop more effective servant leaders. Student Y members participate in the Kentucky YMCA's statewide programs as well as local civic engagement and service learning activities.

### State-Wide: The Kentucky YMCA organizes programs that link students from around the state.

- Kentucky Youth Assembly (KYA): model Kentucky Legislature
- Kentucky United Nations Assembly (KUNA): model United Nations
- Leadership Training Conference/Go For It: leadership development retreats
- Y-Corps: service and community engagement trips
- Conference On National Affairs (CONA): national model Congress (by invitation only)

### Local Activities: The Kentucky YMCA provides training and resources to support local and school-based activities.

- Service Projects: Student Ys undertake service projects during the course of the year, of often in conjunction with other groups or schools.
- Civic Engagement Opportunities: Activities that engage directly with the community's civic system – advocacy, organizing, fund-raising, debates, voter registration drives, public forums, etc.

### Why Be a Student Y?

Student Ys build a school's assets through leadership development, civic engagement, and service learning. Participants gain concrete skills, valuable experience, and increased confidence that they bring back to their schools, families, and communities. Alumni of our program occupy leadership positions in the business, government, and social sectors in local communities, across the nation, and around the world.

## How To Be a Student Y

### Organize

- Contact your Regional Director to set up a meeting.
- Structure your Student Y in a manner that fits the needs of its members. Decide when and where you will meet and set goals for the year with the help of your Regional Director.
- Elect officers. Each Student Y is required to have the following:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Service Chair(Multiple offices may be filled by the same person)

## How To Be a Student Y Continued

### Register

- Fill out the Student Y Affiliation Form online and send dues to the Kentucky YMCA office.
- As Student Y Members, your students will receive significant discounts on all Kentucky YMCA conference fees, eligibility to run for office at KUNA and KYA, and eligibility to win Student Y awards based on their participation in service projects and civic engagement activities.
- In order to register for KYA with the Student Y discount, Student Ys must have submitted a member roster, list of officers, and their dues.
- In order for a candidate to run for office at KYA and/or KUNA, the Student Y will be required to complete a minimum of one service project prior to that conference's registration.

### Operate

- Plan service projects and civic engagement activities.
- Prepare, register for, and participate in KYA and KUNA.
- Fundraise to support conference fees, transportation, and general operating expenses.
- Report all service projects, mentoring events, and civic engagement events. Service Chairs are encouraged to report events and projects using the online form before the actual date but are required to submit within one week of the event.

Note: Submit all media coverage (photos, newspaper articles, links to news stories) of your Student Y to the Kentucky YMCA office.

### Share

- Outstanding service projects will be featured on the website and in e-mail communication.
- Outstanding Student Ys are eligible for awards.
- Any time you have a question, concern, comment, or idea feel free to visit [kymca.org](http://kymca.org) or contact your Regional Director – we're here for you!

### Resources

Go to [kymca.org/student-Y](http://kymca.org/student-Y) for:

- Student Y Affiliation Form
- Student Y Service Report Form
- Service Project Guide
- Fundraising Ideas



# DRAFT STUDENT Y CALENDAR

This calendar is a suggested way to set up your Student Y. Feel free to add or subtract as it fits your Student Y

## August/September

- Icebreakers
- Members share what Student Y did last year
- Orientation for new members
- Service project planning

## October

- Induction of members
- KYA video
- Bill-writing workshop led by Regional Director
- Service project

## November

- Bill Practice
- Speaker on Voting – Exercising Your Right
- Parliamentary Procedure workshop led by Regional Director

## December

- Group discussion on What I Learned at KYA
- Ugly holiday sweater party
- Promote Go For It Conference, Y-Corps, and CONA

## January

- Semester goal setting
- Service project planning
- MLK, Jr. programming
- Begin deciding a country for KUNA
- KUNA preparations

## February

- Service project to support YMCA World Service
- Speaker on How Local Government Works
- KUNA preparations

## March

- Attend KUNA
- Group discussion on Why I Joined the Student Y
- Speaker from a local service organization

## April/May

- Elect and install officers
- End of the Year Banquet
- Promote Leadership Training Conference
- Service Project for Global Youth Service Day



# Kentucky Youth Assembly (KYA)

## What is KYA?

A three-day experiential learning conference in which students participate directly in the Commonwealth's democratic process. Acting as Senators and Representatives students will write, debate, and vote on legislation that affects them. As candidates, lobbyists, or members of the media, students experience the rich spectrum of activity that constitutes our political process. As advocates and justices, students argue and judge a legal case in the actual Supreme Court chambers of Kentucky. Officers elected by students serve as Governor, other elected offices, and conference leadership. During the entire process they are supported by YMCA professionals, advisors, and parent volunteers.

## Roles

The Premiere, Legislative, Congressional, and Judicial programs meet in separate locations in Frankfort on the second day of KYA.

### Legislative Program

Most students who attend KYA will serve in the Legislative Program as either Representatives or Senators. The Legislative Program provides a forum wherein students write, debate, and vote on legislation in KY Capitol Chambers.

Authors write bills for consideration and debate by their peers. The most outstanding bills at each conference are given the honor of being presented in the House and Senate Chambers of the Capitol. The Legislative Program is open to experienced 10th, and all 11th and 12th graders at the High School conferences, and experienced 7th and all 8th graders at the Middle School conferences.

Also at the High School conferences, youth lobbyists persuade legislators to pass, defeat, or amend bills through lobbying and testifying for or against bills.

### Premiere Program

For participants attending their first conference as either a 6th or 7th grade student at a Middle School conference, or a 9th or 10th grader at a High School conference, the Premiere Program offers the chance to participate completely in the legislative process, without the added pressure of competing for time to speak with older, more experienced participants. As KYA is the largest Youth Legislature in the nation, it is important to provide all students with several opportunities to have their voice and opinion heard. Outstanding bills from this program also are debated on the floor of Kentucky's actual House and Senate.

### Media Corps

Media Corps members cover debate, profile candidates, and report on important issues facing the conference through newspapers, blogs and (at the High School conferences) video.

### High School Conferences Only: Congressional Program

Congressional Delegates are outstanding 12th graders nominated by their advisor to participate in this elite level of debate. They must submit an individually written bill pertaining to an issue of national importance and write a 100-word biographical statement. Any 12th grader is invited to apply.

### Judicial Program

The Judicial Program is a moot court competition where students serve as advocates presenting arguments to the Kentucky Supreme Court. Students prepare briefs to present on the second day of the conference to the student justices in the Supreme Court Chambers of the Kentucky Capitol and to a panel of legal professionals. Additionally, advocates advise the Attorney General on the constitutionality of bills passed by the House and Senate. Schools from all over the state send teams to compete as part of their delegations to the Kentucky Youth Assembly.

## Legislature (House/Senate)

The Legislative Program provides a forum wherein students write, debate, and vote on legislation of importance to the Commonwealth of Kentucky in committees and in the House and Senate Chambers of the Capitol.

### Who is a Legislative Delegate?

- 7th and 10th graders with KYA experience
- 11th graders
- 8th, 11th, and 12th graders without other special roles at High School KYA.

### What roles can Legislative Delegates serve?

- Bill Authors write and present legislation.
- Representatives and Senators debate, rank, and vote on bills in the House of Representatives and the Senate, respectively. (Y-Staff will assign delegates to chambers)
- Parliamentarians serve as clerks and doorkeepers (2/Delegation).
- Lobbyist will serve as the student representatives to Kentucky's elected officials and will report on the bills presented at the conference. (High School Conferences Only, 1 Lobbyist/15 Delegates)



### Who leads the Legislative Program?

- The leadership of the Legislative Program consists of the Governor, Speaker of the House and President of the Senate, and their pro-tempores. (These officers will have been elected by the participants at the previous year's KYA or appointed by serving officers)

### What happens at the conference?

1st night

- Bill Sharing
  - Bill Sharing is a time at the beginning of first committees for Legislative Authors to present and answer questions through informal discussion with the Legislative Delegates.
- First Committee
  - Legislative Delegates debate and rank bills.

2nd day

- Debate in the Capitol Chambers
  - Legislative Delegates debate and vote on bills.
  - Legislative Authors who pass both the House and Senate Chambers meet with the Governor who will sign the bill into law or (High School Conferences only) veto the bill.

## Legislature (House/Senate) Continued

– Debate in Second Committee

- Bill Sharing is a time at the beginning of second committees for Legislative Authors to present and answer questions through informal discussion with the Legislative Delegates.
- Legislative Delegates debate and deem bills favorable or unfavorable.
- Legislative Authors who are passed favorably out of second committee meet with the Governor to discuss their bill's impact on the Governor's agenda.

3rd day

– Veto Override Procedure (High School Conferences only)

- Authors of bills that have been vetoed by the Governor may attempt to override the veto. Only Legislative bills are eligible for veto overrides as they are the only bills that are eligible to be passed by the Governor.

### Resources

Go to [kymca.org/kya/kya-resources](http://kymca.org/kya/kya-resources) for

- Delegate Debate Guide
- Bill Ranking Guidelines
- Veto Override Procedure
- Lobbyist Guidelines
- Parliamentarian Guidelines



## Premiere Legislature (House/Senate)

The Premiere program offers first time participants the chance to participate in the legislative process among peer with similar levels of experience.

### Who is a Premiere Delegate?

- 9th graders and 10th graders attending their first High School KYA.
- 6th graders and 7th graders attending their first Middle School KYA.

### What roles can Premiere Delegates serve?

- Premiere Bill Authors write and present legislation.
- Premiere Representatives and Premiere Senators debate bills in their respective chambers. (Y-Staff will assign delegates to chambers)
- Parliamentarians serve as clerks and doorkeepers (2/Delegation).

### Who leads the Premiere Program?

- The leadership of the Premiere Program consists of the Lieutenant Governor (High School Conferences only), Premiere Speaker of the House and Premiere President of the Senate, and their pro-tempores. (These officers will have been elected by the Premiere Delegates at the previous year's KYA or appointed by serving officers)

### What happens at the conference?

#### 1st night

- Bill Sharing
  - Bill Sharing is a time at the beginning of first committees for Premiere Authors to present and answer questions through informal discussion with the Premiere Delegates.
- First Committee
  - Premiere Delegates debate and rank bills.
  - The highest ranked Premiere Bill in each tag\* is presented in one of the legislative chambers in Frankfort.

#### 2nd day

- Debate in Capitol Annex
  - Premiere Delegates debate and vote on bills.
  - Premiere Authors who pass both the Premiere House and Premiere Senate meet with the Governor (Middle School KYA) or the Lieutenant Governor (High School KYA) to discuss their bill's impact on the Governor's agenda. Premiere bills are not eligible to be signed into law by the Governor.
- Debate in Second Committee
  - Premiere Delegates may debate bills but may not vote.

### Resources

Go to [kymca.org/kya/kya-resources](http://kymca.org/kya/kya-resources) for

- Delegate Debate Guide
- Bill Ranking Guidelines
- Parliamentarian Guidelines

\*The conference is split in half and given a tag assignment or either Red Tag or Blue Tag. Blue Tag delegates go to the Capitol in the morning on the second day and are back at the hotel for Second Committees in the afternoon. Red Tag delegates stay at the hotel for Second Committees on the second day and go the Capitol in the afternoon

## Media Corps

Media Corps members cover debate, profile candidates, and report on important issues facing the conference through newspapers, blogs and (at the High School conferences) video.

### Who is eligible to be on Media Corps?

- 10th, 11th, and 12th graders at High School conferences (2 per delegation).
- 7th and 8th graders at Middle School conferences (1 per delegation).

### What roles can Media Corps members serve?

- Leadership Editor – the editor will have been appointed by the Media Corps at the previous year’s KYA.
- Associate Editors – associate editors will be appointed by the editor from among the video team (High School KYA only), the newspaper team, and the photographers.
- Video Team (High School KYA only) – video team members must submit an edited short video individually or as a team to the Kentucky YMCA on a topic related to KYA no later than one week prior to their conference.
- Newspaper team – newspaper team members must submit an article individually to the Kentucky YMCA on a topic related to KYA no later than one week prior to their conference.
- Photographers – photographers must submit 10-20 well composed photos of their school’s KYA preparations to the Kentucky YMCA no later than one week prior to their conference.

## Congress (High School KYA only)

The Congressional Program is an opportunity for outstanding seniors to debate bills dealing with matters of national importance in the Old State Capitol.

### Who is eligible to be a Congressional Delegate?

- Outstanding 12th graders receiving an advisor nomination, submitting an individually written proposal pertaining to an issue of national importance, and writing a 100-word biographical statement. Any 12th grader is invited to apply.

### What roles can Congressional Delegates serve?

- Congressional Representatives and Congressional Senators debate bills in the Old State Capitol House of Representatives and the Senate. (Y-Staff will assign delegates to Congressional Chambers – each Congressional Delegate must write a bill)
- Parliamentarians serve as clerks and doorkeepers.

### Who leads the Congressional Program?

- The leadership of the Congressional Program consists of the Congressional Speaker of the House and Congressional President of the Senate, and their pro-tempores. (These officers will have been elected by the participants at the previous year’s KYA or appointed by serving officers)

### How is the Congress different from the Legislature at KYA?

- Congressional bills must deal with issues within the jurisdiction of the federal government consistent with the 10th amendment to the US Constitution. The focus of these bills should be at the national level.
- Congressional delegates will be allowed to use visual aids. These will include but not be limited to: PowerPoint, pictures, charts, etc... All of these must be used during the allotted presentation time and are not intended to take the place of the Author’s speech, rather to augment it.

## Congress (High School KYA only) Continued

### What happens at the conference?

1st day

- Delegates share bills in first night committee and may combine with authors who have written similar bills.

2nd day

- Delegates present, debate and vote on bills in the Old State Capitol Chambers in Frankfort.
- Congressional bills that pass both congressional chambers are recognized as Passed and will be announced to the General Assembly on the final day.

## Supreme Court (High School KYA only)

The Judicial Program is a moot court competition where students serve as advocates presenting arguments to the Kentucky Supreme Court. Students prepare briefs to present on the second day of the conference to the student justices in the Supreme Court Chambers of the Kentucky Capitol and to a panel of legal professionals. Additionally, advocates advise the Attorney General on the constitutionality of bills passed by the House and Senate. Schools from all over the state send teams to compete as part of their delegations to the Kentucky Youth Assembly.

### Who is eligible to participate in the Judicial Program?

- 10th, 11th, and 12th graders.

### What roles can participants serve?

- Advocates present the facts and interpretation of their case. (Y-Staff will assign each team their case and position)

### Who leads the Judicial Program?

The leadership of the Judicial Program is the Chief Justice, Justices, and Attorney General. (These officers will have been elected and/or appointed by the court at the previous year's KYA)



### What happens at the conference?

- Prior to the conference, advocates will prepare a brief and research their assigned case.
- At the conference, advocates will present their assigned case before both a cast of student justices and a panel of expert lawyers.
- The outstanding Supreme Court case as determined by the Justices will be presented on the final morning and the results will be announced at closing session.

# Bills and Authors

A bill is the form of legislation used at KYA. Bills are the driving force of debate for the issues brought to KYA. The purpose of KYA is not to pass a bill, but rather to learn to articulate your beliefs while maintaining respect for those beliefs that differ from your own.

## Legislative Bill Content

- Scope
  - Premiere and Legislative bills must deal with issues within the jurisdiction of the Commonwealth of Kentucky consistent with the 10th amendment to the US Constitution. The focus of these bills should be at the state level.
- Criteria for student ranking on the first night of KYA
  - Debatability: Are valid points raised on both sides during debate?
  - Feasibility: Is it possible to implement this idea?
  - Creativity: Is this bill original?
  - Importance: Does passage of this bill benefit the Commonwealth of Kentucky?
  - Preparation/Presentation: Are the authors prepared and well informed on the topic?

While not a criteria for student ranking, bill authors should also consider the fiscal implications of their bill. All bills signed by the Governor must fit within his/her budget.

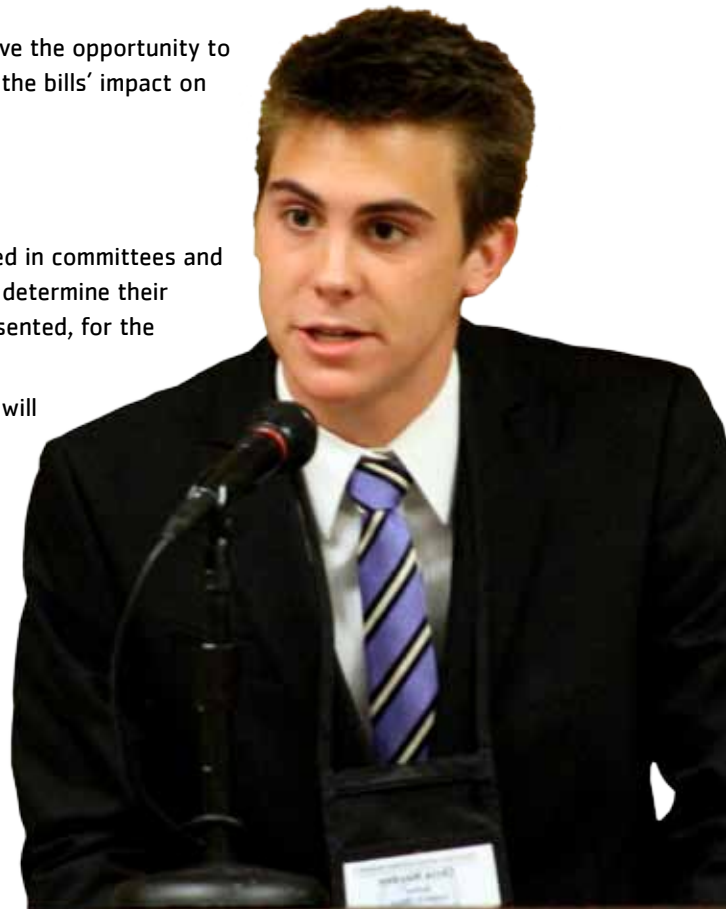


## Legislative Bill Content Continued

### What happens at the conference?

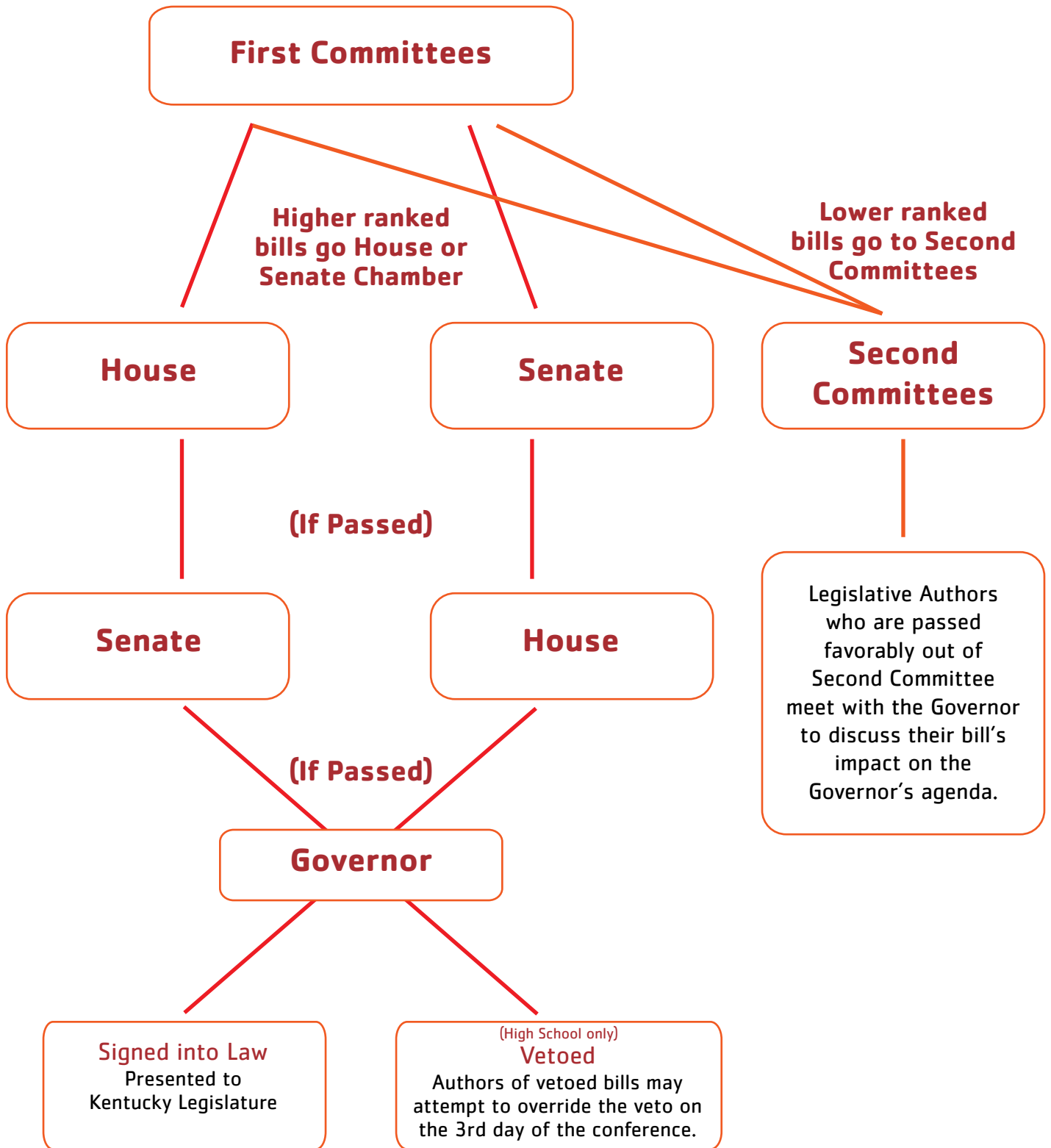
- Bill Sharing
  - Purpose: This is the bill authors' chance to share their bills, answer questions, and gain support before debate begins through informal discussion.
  - Procedure: Authors will display a tri-fold board with bill information and facts to facilitate discussion.  
No handouts will be permitted.
- Legislative Bill Procedure
  - Bills will be presented at least twice during KYA.
  - On the first night of the conference, bills will be debated in committees and will be ranked by the criteria listed previously. This will determine their placement on the docket, or schedule of bills to be presented, for the following day.
  - On the second day of the conference, the bills that are ranked highest will be presented and voted upon in chambers (The Senate and The House of Representatives) at the Capitol. Those that pass one chamber will go to the other.
  - Any bill that passes both chambers will advance to the Governor for consideration.
  - Bills that aren't selected for the Capitol docket will be presented in Second Committee at the hotel.
  - The beginning of Second Committee will be structured bill sharing followed by debate to deem the bills favorable or unfavorable.
  - Bills deemed favorable out of second committee will have the opportunity to meet with a member of the Governor's staff to discuss the bills' impact on the Governor's agenda.
- Premiere Bill Procedure
  - Bills will be presented at least twice during KYA.
  - On the first night of the conference, bills will be debated in committees and will be ranked by the criteria listed previously. This will determine their placement on the docket, or schedule of bills to be presented, for the following day.
  - On the second day of the conference, all Premiere bills will be presented and voted upon in Premiere Chambers (The Senate and The House of Representatives) at the Capitol Annex. Those that pass one chamber will go to the other.
  - Any bill that passes both chambers will advance to the Lieutenant Governor who will advise the Governor on his/her agenda.

The charts on the following pages outline the bill process during KYA.



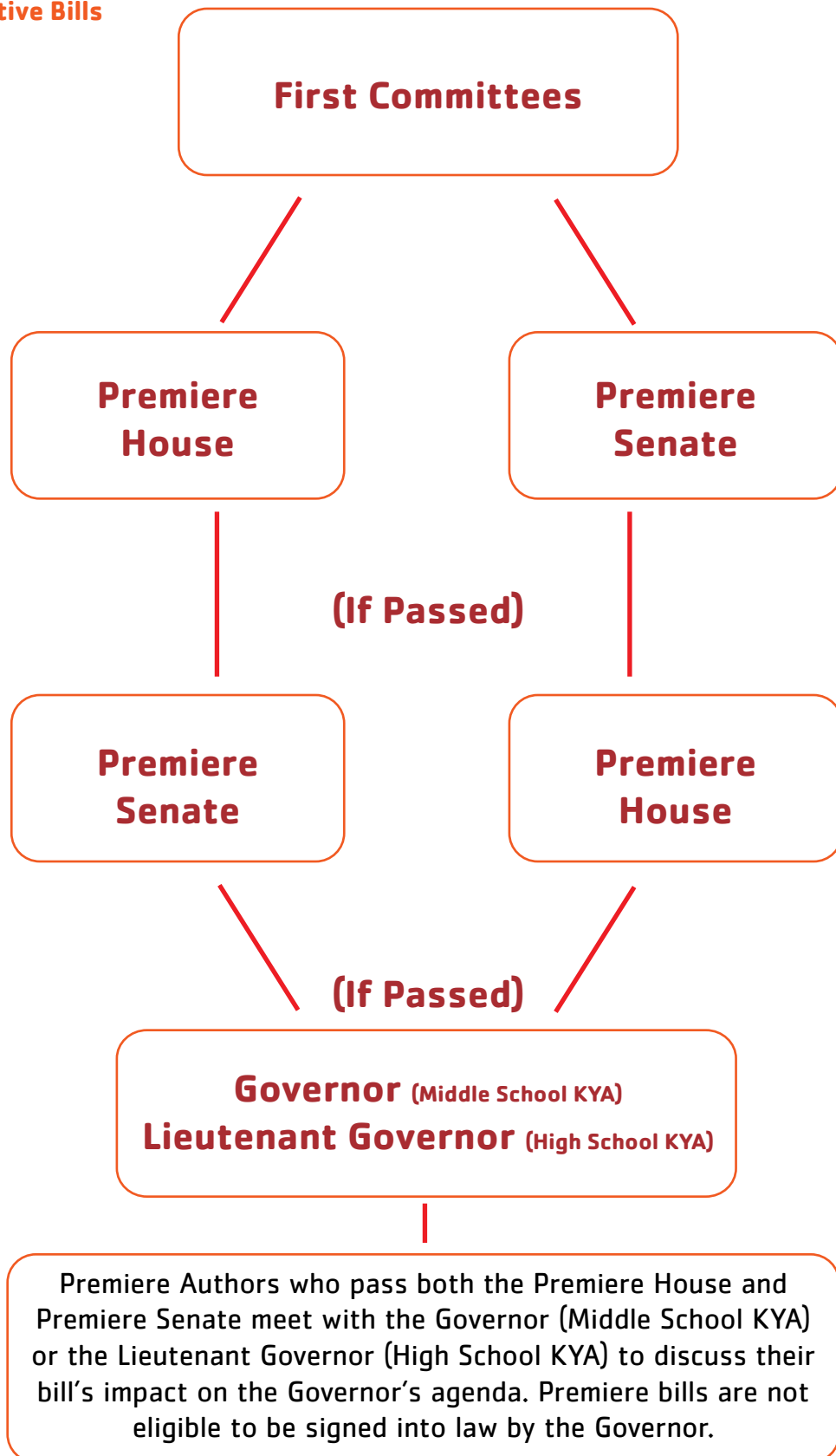


**Bill Flow Chart**  
**Legislative Bills**



## Bill Flow Chart

### Premiere Legislative Bills



## Action on Bills

- Legislative Bill Authors that pass both the House and Senate Chambers meet with the Governor who will either sign the bill into law or veto the bill.
- Legislative Bill Authors that are passed favorably out of second committee meet with the Governor to discuss the bill's impact on the Governor's agenda.
- Premiere Authors who pass both the Premiere House and Premiere Senate meet with the Governor (Middle School KYA) or the Lieutenant Governor (High School KYA) to discuss their bill's impact on the Governor's agenda. Premiere bills are not eligible to be signed into law by the Governor.

**All bills signed into law will be presented to the Kentucky Legislature during their next session.**

## Number of Bills and Authors

### Premiere Program

**Please read carefully as the Premiere Program Bill Limits have changed.**

- Delegations must submit 1 bill per 15 students or part thereof with a maximum of 5 bills total submitted in the Premiere Program.\*\*

Number of Premiere Delegates	Number of Premiere Bills Allowed
1-15	1
16-30	2
31-45	3
46-60	4
61+	5

**\*\*Bill limits are based on final registration numbers.**

- Premiere Bills must have between 1 and 4 Premiere Bill Authors
- Who Counts as a Premiere Delegate?
  - Students participating in the Premiere Program:
    - 9th graders and 10th graders attending their first High School KYA
    - 6th graders and 7th graders attending their first Middle School KYA
  - Serving in the roles of:
    - Premiere Senator/ Premiere Representative
    - Premiere Bill Author
    - Parliamentarian
  - Students who DO NOT count as Premiere Delegates are:
    - Any student participating in the Legislative or Congressional Programs
    - Media Corps Delegates
    - Supreme Court Advocates
    - Lobbyists
    - Candidates
    - Officers

## Legislative Program

- Delegations must submit 1 bill per 15 students or part thereof with a maximum of 5 bills total submitted in the Legislative Program.\*\*

Number of Legislative Delegates	Number of Legislative Bills Allowed
1-15	1
16-30	2
31-45	3
46-60	4
61+	5

\*\*Bill limits are based on final registration numbers.

- Legislative Bills must have between 1 and 4 Legislative Bill Authors
- Who Counts as a Legislative Delegate?
  - Students participating in the Legislative Program:
    - 7th and 10th graders with KYA experience
    - 11th graders
    - 8th, 11th, and 12th graders without other special roles at High School KYA.
  - Serving in the roles of:
    - Senator/Representative
    - Bill Author
    - Parliamentarian
  - Students who DO NOT count as Legislative Delegates are:
    - Any student participating in the Premiere or Congressional Programs
    - Media Corps Delegates
    - Supreme Court Advocates
    - Lobbyists
    - Candidates
    - Officers
- Each individual delegate must submit a bill in the Congressional Program.

## Formatting

- Must be typed on the form provided with registration materials.
- Must be in correct format including the following:
  - School
  - Authors
  - Subject Area
  - Title (maximum 15 words)
  - Enacting Clause
  - Body
- Must not exceed one page.

## Resources

Visit [kymca.org/kya/kya-resources](http://kymca.org/kya/kya-resources) for:

- Bill Writing Guidelines
- Author Presentation Guide
- Trifold Tips
- Sample Bills

# Debate

## Purpose

Committees and Chambers are where most of the business of KYA gets done. Authors present their bills. Delegates ask questions, debate in favor or in opposition to the bills. To keep things running smoothly, at KYA bills are handled in accordance to parliamentary procedure as outlined here.

## Procedure

1. The Chair will announce the bill number and ask the authors to come forward.
2. The clerk will read the title of the bill.
3. Authors' Opening Speech
  - The authors will have 3 minutes to divide between their opening and summation speeches.
  - The Authors must state their names, identify the school they represent, and recognize the chair. At this point their time will begin and they then have the floor to introduce their issue. Authors will be expected to indicate the end of their opening speech by saying "We wish to yield any remaining time to our summation."
  - All remaining time will be reserved for the Authors to make their closing points. If three minutes is exceeded, then the Author will be instructed to stop speaking and will not receive time for their summation speech. This speech is considered a pro speech.
4. The Chair will announce how much time remains for the authors' closing.
5. Technical Questions
  - Time will be allotted for delegates to ask questions which can be answered with "Yes," "No," or a factual answer.
6. Pro/Con Speeches
  - Recognized delegates will be allowed one (1) minute each to speak beginning with a speech in opposition to the bill, followed by a speech in favor of the bill.
  - This will alternate until the allotted time has elapsed.
  - The authors' speeches are considered the first and last pro speeches, so debate will always begin and end with a con speech.
  - There must be at least four (4) speeches [2 pro, 2 con] total (this number includes the author's speech as a pro speech). Length of debate and the number of pro and con speeches allowed after the required 2 pro/2 con is at the discretion of the chair, based on time constraints and relevance of debate.
7. Chair calls "Previous Question"
  - Once the allotted time is exhausted the Chair will call previous question. This signifies that it is time for the Author to present their summation.
8. Authors' Summation Speech: The Author will use whatever time was yielded to their summation speech to make closing remarks and address any points made during debate.

## Debate Continued

Note: At this point the procedure is different for First Committees on the first night than it is during Second Committees and in Chambers on the second day. In First Committees delegates will rank bills, in Chambers they will vote on passage of legislation based on merit, and in Second Committees they will deem it favorable or unfavorable to the committee.

### First Committees

#### 9. Rank Bill

- Each school will receive one ranking sheet per committee and those students present will be given a short amount of time, between thirty seconds and one minute, in which they will rank the bill on a scale of one (1) to five (5) with five (5) being the best based on the following categories:
  1. Debatability
  2. Presentation/Preparation
  3. Feasibility
  4. Importance to Kentucky
  5. Creativity

#### 10. Proceed to the next bill on the docket.

### Chambers/Second Committees

#### 9. Vote on Bill/ Deem Bill Favorable or Unfavorable

- After the authors' summation speech, the chair will move on to a vote of "In favor"/"Opposed."
  - o This is a voice vote by each delegate in the chamber/committee.
- After announcing the results (bill is passed or defeated/deemed favorable or unfavorable), the chair slowly raps the gavel twice.
- "Division" may be called by the chair in case of a close vote or it may be called by any delegate between the two (2) gavel raps. If division is called, a hand or standing vote may be taken if the chair chooses to recognize the division.
  - o If the chair feels that division was called only in protest of the results and that the vote had a clear winner, the chair may override the call of division.
- Chairs may vote only in the case of a tie vote.

#### 10. Proceed to the next bill on the docket.

### Resources

Go to [kymca.org/kya/kya-resources](http://kymca.org/kya/kya-resources) for  
– Delegate Debate Guide

## Awards

**Delegation of Excellence** Presented to all delegations who meet the following requirements:

- Delegation award recipients excel in the areas they choose to participate. Participation in every program is encouraged but not required.
- On-time, complete registration.
- Participants and advisors exemplify the Y's four core values of Honesty, Caring, Respect, and Responsibility.
- School meets all conference requirements.
- Full caucus participation including on time submission of all nomination forms.
- No major disciplinary issues. (at discretion of Y-Staff)

**Outstanding Delegation** Awarded to the delegation with the highest quality of participation, level of preparedness, and behavior exemplifying the Y's four core values.

**Statesmanship** Awarded to the delegation nominated by the advisors as having the highest overall quality of contribution to debate.

**Best New Delegation (if merited)** Awarded to the first time delegation with the highest quality of participation, level of preparedness, and behavior exemplifying the Y's four core values.

**One Giant Leap (if merited)** Awarded to a delegation that has made substantial improvements from the previous year.

**Outstanding Speakers (Premiere, Legislative, and Congressional)** Awarded to the top delegates most frequently nominated by advisors and Y-staff based on their presence and performance while in committees and Chambers as well as behavior exemplifying the four core values.

**Outstanding Bills (Premiere, Legislative, and Congressional)** Awarded to the authors of the most innovative, well-researched, and thought-provoking bills based on advisor nominations and student ranking.

### Other Bill Recognitions

- Premiere passed by two chambers – Premiere Bills that were heard and passed in both the Premiere House and Premiere Senate Chambers.
- Passed favorably out of second committee – Legislative Bills that were heard and passed favorably out of second committee.
- Passed by two chambers – Legislative Bills that were heard and passed in both the House and Senate Chambers.
- Law – Legislative Bills that passed both the House and Senate Chambers and were signed into law by the Governor.

**Outstanding Bill Packet (Premiere and Legislative)** Awarded to the delegation whose bills demonstrate the highest level of preparation, presentation, and relevance based on advisor nominations and student ranking.

**Outstanding Lobbyist** Given to the lobbyist who best advances their agenda while displaying behavior exemplifying of the Y's four core values.

**Outstanding Advocate** Awarded to an individual from the Judicial Program based on the evidence of their preparation, quality of their presentation, and behavior exemplifying of the Y's four core values.

**Outstanding Advocate Team** Awarded to one team from the Judicial Program based on the evidence of their preparation, quality of their presentation, and behavior exemplifying of the Y's four core values.

**Outstanding Media Corps** Awarded to the Media Corps member who puts forth the most effort, displays genuine teamwork, produces a quality product, and behaves in a manner exemplifying the Y's four core values.

**Outstanding Parliamentarian** Given to the student(s) who best uphold the duty of Parliamentarian by being prompt, respectful, helpful, accurate, and effective.

**Outstanding Delegate** Awarded to one or more delegate(s) per school nominated by advisors and Y-staff based on their presence and performance prior to and at the conference as well as behavior exemplary of the four core values.

Y-Staff reserves the right to develop new awards as merited.

## Advisors

The Kentucky YMCA could not function without our outstanding advisors. They function as coaches, mentors, and teachers to the members of their delegation and are essential to the smooth functioning of the conference. They inspire and motivate, while allowing their students to take on leadership roles. Advisors are responsible for registration and supervision at conferences, but more importantly, Kentucky YMCA advisors change teens' lives every day.

### Prior to Conference

- In preparation for KYA, successful delegations often hold these types of meetings:
  - Informational meetings: open to everyone (assemblies, class-wide presentations, etc.) and discuss Student Y and KYA.
  - Interest meetings: held for students interested in attending KYA, as well as their parents, and discuss broad KYA goals, programs, and roles in which students can serve.
  - Bill workshops: held for bill authors or all KYA participants and discuss how to generate bill topics, write bills, and present bills.
- New delegations are strongly encouraged to hold these types of meetings. Regional Directors are available to facilitate preparation and/or participate in any meetings (given sufficient notice).
- Submit the KYA Intent to Participate Form online by deadline (see Program Calendar).
- Advisors distribute financial assistance forms to all students and ensure they are filled out completely and turned into the Kentucky YMCA office on or before your conference's deadline. Incomplete forms will not be considered for assistance. When financial assistance has been decided, awarded amounts will be e-mailed to the advisor so they can distribute this information to students. Please visit [www.kyymca.org](http://www.kyymca.org) for Financial Assistance Application.
- Review the dress code thoroughly with your students prior to the conference.

Reminder: Gentlemen at High School KYA conferences are required to wear a dress coat/jacket on the Chamber floor of the Capitol.





## Advisors Continued

### Register for KYA

- Requirements
  - Procedure – Registration forms will be sent to the advisor’s email supplied on the Intent to Participate Form once the Intent deadline has passed. Registration can be submitted by e-mail or mail and must be received by the registration deadline.
  - Complete registration forms and checklist, and submit them as a delegation.
  - Payment – Purchase orders or school checks are preferred methods of payment and must be received on or before the registration deadline to qualify for on-time registration.
  - Compile documents to bring to conference. DO NOT FAX OR MAIL.
    - Student Health and Publicity Release forms
    - Student Codes of Conduct
    - Adult Codes of Conduct
- Pre-Conference Resources
  - Visit [kymca.org/kya/kya-forms](http://kymca.org/kya/kya-forms) for:
    - Intent to Participate form (until deadline, see Program Calendar on page 2)
    - Registration checklist (until deadline, see Program Calendar on page 2)
    - What to bring and what not to bring (after Intent deadline, see Program Calendar on page 2)

### At Conference

- New Advisor Orientation – This meeting is mandatory for first-time advisors.
  - Overview: We will tell you where we need you to be when – the Y-Staff depends on advisors to help run the conference.
  - Expectations: We will explain what we need from you at various times to make the conference run smoothly.
  - Contact: We will need a reachable cell phone number from at least one advisor in each delegation.
- All Advisor Meeting
  - Pairing first time advisors with experienced mentor.
  - Explanation of any conference changes.
- Responsibilities
  - Make sure participants are adhering to the conference schedule at all times.
  - Help control undertone during meetings from all participants, not just members of your delegation.
  - Enforce dress code for your participants.
  - Ensure participants know which bus to ride to and from the Capitol.
  - May confiscate cell phones being used by participants during meetings. Phones will be turned over to Y-Staff to be picked up by the participant’s advisor after that meeting or by the participants at the end of the conference.
  - Serve during free time as dance monitors, hall patrol, etc.
- Do’s & Don’ts:
  - Do: know where your participants are at all times, follow the dress code, respect delegates and other advisors.
  - Don’t: use computers, phones, headphones, etc or talk loudly while participants are in sessions.
  - Advisors set the tone for all participants at the conference.

## Advisors Continued

- Student Incidents and Exceptions

- Arriving Late

- Y-Staff must be informed of late arrivals at check-in and again upon arrival of the participant.

- Leaving Early (for sickness or other reason)

- Participants must clear travel plans with advisor and Y-Staff.
    - Parent/Guardian must check participant out face-to-face with advisor and Y-Staff, and provide valid photo ID.

- Behavioral Incidents

- If state or federal law is broken, Y-Staff will notify parent/guardian and law enforcement and participant will be sent home.

- If code of conduct rule is violated, advisors and/or Y-Staff may take disciplinary actions at their discretion, including, but not limited to:

- Calls to parent/guardian
      - Incident report filled out, signed
      - Participant sent home
      - School policies implemented

- Dress Code – Participant and Advisor dress must be in compliance with the dress code outlined in the Code-of-Conduct.

- Refund Policy – Refunds are given if a registered participant is unable to attend KYA. The following notice must be given, using the Refund Request Form, to the Kentucky YMCA in order receive a refund:

- 10+ days prior to conference – participants may receive a 100% refund
    - 9-5 days prior to the conference – participants may receive a 50% refund
    - 4 or fewer days prior to the conference – refunds will only be given for reasons of medical or family emergency at the discretion of the Executive Director.



## Officers

Kentucky YMCA conferences are student-run, meaning students have the opportunity to seek and hold leadership positions. We use a democratic model with certain officers elected by conference participants and others appointed by conference leadership. All elected officials must read/sign/abide by the Candidate Commitment Form included with the registration forms sent to the advisor once the Intent deadline has passed.

Note: In order for a candidate to run for office at KYA and/or KUNA, the Student Y will be required to complete a minimum of one service project prior to that conference's registration.

### Premiere Executive Committee (High School KYA Only)

- Lieutenant Governor
  - Who's Eligible: 9th graders in compliance with submitted Candidate Commitment Form.
  - Role: Oversight of Premiere Program.
  - Responsibilities:
    - Lead Premiere Orientation
    - Oversee Premiere Debate
    - Meet with Premiere Bill Authors who were passed in two chambers
    - Serve on Executive Committee
    - Participate in Closing Thoughts
  - Selection: Elected by the Premiere Program from the premiere executive committee ballot.
  
- Premiere Speaker of the House/ President of the Senate
  - Who's Eligible: 9th graders in compliance with submitted Candidate Commitment Form.
  - Role: Oversight of Premiere House and Premiere Senate, respectively.
  - Responsibilities:
    - Assist Lieutenant Governor in oversight of Premiere Orientation
    - Preside over Premiere House or Premiere Senate Chamber
    - Serve on Executive Committee
    - Participate in Closing Thoughts
  - Selection: Elected by the Premiere Program from the premiere executive committee ballot.

## Officers Continued

### Executive Committee

- Governor
  - Who's Eligible: 8th or 11th Graders in compliance with submitted Candidate Commitment Form.
  - Role: Year-long KYA Ambassador, oversight of KYA delegate operations.
  - Responsibilities:
    - Post Election
      - Review "Governor's Responsibilities" packet
      - Begin monthly communication with liaison
      - Attend Go For It, Leadership Training Conference, and (High School KYA Only) Governor's Conference (Financial assistance is available)
      - Attend Kentucky YMCA Board Meetings (2)
    - Conference prep
      - Attend pre-conference trainings
      - Assist in maintenance/organization of school's Student Y/KYA registration
      - Meet deadlines set by Y-Staff for closing thoughts, addresses, appointments, etc.
      - Read all legislative bills prior to conference
    - Conference Duties
      - Address candidates/ leadership
      - Opening Ceremonies (check Chaplain's devotion, opening address)
      - Oversee conference operations (first night bill-flow, fiscal responsibility, executive committee meetings, meets with media)
      - First night closing (with Speaker of the House and President of the Senate)
      - Capitol operations (meet with bill authors and (High School KYA only) lobbyists)
      - Oversee veto procedure/ announcements (High School KYA only)
      - Lead second night closing thoughts (with all leadership)
      - Closing session- closing address, pass gavel, (High School KYA only) veto overrides, Kentucky Colonel Presentation, Youth Action Agenda (with lobbyists)
      - Be available to successor for questions and advice
  - Selection: Elected by the conference from the Executive Committee ballot

## Officers Continued

- Speaker of the House/President of the Senate
  - Who's Eligible: 8th and 11th graders in compliance with submitted Candidate Commitment Form
  - Role: Oversight of House and Senate, respectively
  - Responsibilities:
    - Assist Governor in oversight of Bill Author Orientation
    - Preside over House or Senate Chamber
    - Select a pro-tempore (High School KYA only)
    - Serve on Executive Committee
    - Participate in Closing Thoughts
    - Continue to uphold expectations set forth by Candidate Commitment Form
  - Selection: Elected by the conference from the Executive Committee ballot
- Congressional Speaker of the House/ Congressional President of the Senate (High School KYA only)
  - Who's Eligible: 12th graders participating in Congressional program, selected from among current year's participants to serve the following year (post-graduation)
  - Role: Oversight of Congressional House and Congressional Senate, respectively
  - Responsibilities:
    - Lead Congressional Orientation
    - Preside over Congressional House or Congressional Senate Chamber
    - Select a pro-tempore
    - Serve on Executive Committee
    - Participate in Closing Thoughts at Governor's discretion
    - Continue to uphold expectations set forth by Candidate Commitment Form
  - Selection: Elected by the Congressional Program from nominated delegates



## Officers Continued

- Secretary of State (High School KYA only)

- Who's Eligible: 11th graders in compliance with submitted Candidate Commitment Form
- Role: Oversight of all elections, regulation of campaigns
- Responsibilities:
  - Pre-conference communication with all candidates
  - Lead Candidate Orientation Meeting
  - Enforce compliance with campaign rules
  - Approve candidate speeches
  - Preside over organized campaign activities (introduce candidates for speeches, announce run-offs, etc)
  - Serve on Executive Committee
  - Participate in Closing Thoughts at Governor's discretion
  - Continue to uphold expectations set forth by Candidate Commitment Form
- Selection: Elected by the conference from the Executive Committee ballot



- Governor's Chief of Staff and Director of Legislative Affairs

- Who's Eligible: Any KYA delegate with previous experience and not from the Governor's school
- Role: Assist Governor in oversight of conference operations
- Responsibilities:
  - Assist Governor in advancing platform
  - Manage Governor's schedule
  - Assist Governor with first-night Committee operations
  - Serve on Executive Committee
  - Participate in Closing Thoughts at Governor's discretion
  - Continue to uphold expectations set forth by Candidate Commitment Form
- Selection: Appointed by the Governor

## Officers Continued

- Chaplain
  - Who's Eligible: Any KYA delegate
  - Role: Spiritual leader of the conference
  - Responsibilities:
    - Lead delegates in brief (3 minute maximum) devotion at Opening Ceremony
    - Begin Closing Ceremony with brief devotion
    - Participate in Closing Thoughts at Governor's discretion
  - Selection: Appointed by the Governor
- Solicitor General (High School KYA only)
  - Who's Eligible: 11th grader serving in the Lobbyist program,
  - Role: Oversight of Lobbyist program and development of Youth Action Agenda
  - Responsibilities:
    - Communicate with Y-Staff PRE-CONFERENCE about bill assignments
    - Lead opening meeting for lobbyists
    - Track lobbyist intent speeches
    - Schedule lobbyist meetings with governor
    - Oversee development of Youth Action Agenda with lobbyists, media corps, bill authors, and candidates
    - Serve on Executive Committee
    - Participate in Closing Thoughts at the Governor's discretion
  - Selection: Elected from among lobbyists to serve the following year
- Chief Justice of the Supreme Court (High School KYA only)
  - Who's Eligible: Any Supreme Court Justice
  - Role: Oversight of Supreme Court and Justice activities
  - Responsibilities:
    - Review procedure with Advocates during the first night meeting
    - Ensure fair and balanced questioning during advocate arguments
    - Keep order in the court at all times
    - With the Justices, decide the outstanding advocate and other awards
    - With the Justices, determine the next Chief Justice
    - Swear in the newly elected Governor at the close of the conference
  - Selection: For 2011 KYA, one student elected from among current year's Supreme Court Justices. On the last day of 2011 KYA, after nominations and brief remarks, justices will elect an 11th grader to serve as Chief Justice at KYA 2012.

## Officers Continued

- Justices of the Supreme Court (High School KYA only)
  - Who's Eligible: 11th and 12th graders with previous Judicial Program experience
  - Role: Oversight of Supreme Court and Justice activities
  - Responsibilities:
    - Prior to the conference, be familiar with all assigned cases
    - Question the argument of the advocates in a respectful manner
    - Score arguments of all advocates
  - Selection: Nominated by Justices at previous KYA
  
- Media Corps Editor
  - Who's Eligible: Any media corps delegate with a demonstrated competence in journalism and journalistic techniques
  - Role: Oversight of Media Corps activities
  - Responsibilities:
    - Develop working knowledge of publishing, web design, and video editing software PRIOR TO KYA (Y-Staff support available)
    - Oversee production of all KYA publications
    - Select Assistant Editors for all media divisions
    - Selection: Elected from among Media Corps to serve the following year
  
- Conference Life Committee (High School KYA only)
  - Who's Eligible: One student nominated by his or her advisor/delegation; previous KYA experience is preferred.
  - Role: Communication conduit between delegation and Y-Staff
  - Responsibilities:
    - Attend orientation meeting prior to Opening Ceremony
    - Seek input from delegation members on conference experience
    - Communicate delegation concerns to CLC at scheduled meetings
    - Provide feedback to ensure best operation of the conference in all its aspects
  - Selection: Nominated by delegation



## Officers Continued

- Senior Committee Chairs (High School KYA only)
  - Who's Eligible: One 11th grader per school
  - Role: (if selected) Chair or co-chair a committee on the first night and a combined committee on the second day at the hotel
  - Responsibilities:
    - Attend officer training prior to conference (contact Regional Director regarding dates)
    - Attend orientation meeting prior to Opening Ceremony
    - Preside over a committee on first night
    - If selected; preside over a committee on second day at hotel
- Leadership Team (Middle School KYA only)
  - Who's Eligible: One 8th grader per school
  - Role: Chair a committee on the first night and (if selected) a second committee on the second day at the hotel or serve as Premiere Speaker of the House/ Premiere President of the Senate.
  - Responsibilities:
    - Attend officer training prior to conference (contact Regional Director regarding dates)
    - Attend orientation meeting prior to Opening Ceremony
    - Preside over committee on first night
    - If selected; preside over Premiere House/Senate or combined committee on second day at hotel
  - Selection: Nominated by delegation. Selected to chair based on performance at pre-conference training and first night performance as ranked by Advisors and Y-Staff.



## Elections

### Candidate Requirements

- Candidate must be a member of an affiliated Student Y.
- Candidate's Student Y will be required to organize or participate in a minimum of one service project prior to that conference's registration.
- One 8th or 11th grader from each Student Y may run for Executive Committee.
- One 9th grader from each Student Y may run for Premiere Executive Committee. (High School KYA only)
- All Candidates must have attended at least three statewide conferences prior to candidacy at High School KYA or at least two statewide conferences at Middle School KYA (statewide conferences include KUNA, KYA, LTC, Go For It, Y-Corps, and CONA).
- All Candidates must submit the Candidate Commitment Form signed by the candidate, his or her guardian, and his or her Student Y advisor.
- All Candidates must attend the Candidates Meeting prior to Opening Session on the first day of the conference.
- Candidates may not be bill authors or hold any other special role at the conference.
- All Candidates and Officers must be in good standing with their Student YMCA and school administration.
- All Candidates and Officers must have at least a "C" average (or equivalent of a "C" average).

### Campaigns

- Campaign materials that are forbidden shall include pens, T-shirts, stickers, adhesive labels, food, candy, gum, games of chance with prizes, giveaways, and items restricted by the hotel.
- A limit of 500 business card-size handouts will be enforced. Only one 3'x5' HANDMADE tri-fold display is allowed. Buttons/Pins are allowed but cost must stay under the budget for all campaign materials.
- The amount of money spent on campaign materials shall not exceed \$30.00 including donations. A report of campaign expenses including all receipts shall be turned in to the Secretary of State (High School KYA)/Y-Staff (Middle School KYA) at the candidate meeting on the first day of the conference.
- Campaign materials may be posted immediately after the Candidate meeting only in the acceptable areas which shall be announced at the same meeting. Clean-up will be the responsibility of the candidate. The Kentucky YMCA is not responsible for lost, stolen, or damaged campaign materials.



## Elections Continued

- Each candidate will run on an issue-based platform wherein he or she will explain his or her views on state issues to voters. Platforms will be based around three issues:
  - An issue that affects the candidate’s community service interests
  - An issue that affects the candidate’s local community
  - An issue that affects the commonwealth of Kentucky as a whole
- Candidates’ Platforms will be publicized through speeches and tri-fold display boards.
  - Candidates may use a tri-fold display board to aid in their election.
  - Each Candidate for Executive Council will have two minutes to give his or her speech in the primary election on the first night of KYA. At least one minute of the speech must be dedicated to the platform. The remaining time may be used as the Candidate sees fit. All speeches must be pre-approved by the Secretary of State.
  - Each Candidate may appoint a Campaign Manager, who shall be responsible for publicizing and promoting him or her. No officer shall be a Campaign Manager during the KYA at which he or she holds office. Campaign managers have no special privileges.
- In debate, only Candidates themselves may identify themselves as candidates. When addressing the chair, a Candidate may identify himself or herself by saying, “John Doe, Candidate from X School, Sir or Madame Chair,” however, another member of said delegation would be out of order in saying, “Bill Smith, representing X School, home of Candidate John Doe, Sir or Madame Chair.”
- Failure by a Candidate or his/her delegation to conduct a campaign in an appropriate manner will result in the Candidate being removed from the ballot.
- Additional campaign restrictions may be drawn up according to the wishes of the host site of the conference.
- Failure to comply with Candidate Guidelines will result in:
  - A warning will be given following the first offense.
  - If second offense occurs, said Candidate’s school will lose voting privileges for the office for which said Candidate is running, and the Candidate may be disqualified at the discretion of the Kentucky YMCA Executive Director.



## **KYA Sample Agenda**

*All time are TENTATIVE*

### **1st Day**

#### **Advisor Check-In (2:30 p.m.)**

**Who:** At least one (head) advisor from each delegation

**What:** Time to pick up bill books, name tags, placards, conference folder, and hotel keys (as they become available), inform Y-Staff of roster and rooming changes, and verify health/publicity, and code of conduct forms for all participants and adults are in your possession.

**Wear:** Traveling clothes – you will have time to change into business attire after this meeting

**Bring:** Your current delegate roster, all forms

#### **Candidates, Senior Committee Chairs (High School KYA only), Leadership Team Applicants (Middle School KYA only), and Officer Meeting (3:00 p.m.)**

**Who:** All candidates, applicants, committee chairs, and current Executive Committee members

**What:** A chance to ask questions, review schedule, and inform officers of any conference changes

**Wear:** Business casual attire in compliance with the dress code, name tag

**Bring:** Bill book, pen, receipts for campaign materials, tri-fold board

#### **Special Roles Meetings (3:00 p.m. – 4:30 p.m. depending on role)**

**Who:** Media Corps, Lobbyists, Parliamentarians, Conference Life Committee, Congressional Delegates, Judicial Delegates, Bill Authors

**What:** Orientation for special roles

**Wear:** Business casual attire in compliance with the dress code, name tag

**Bring:** Bill book, pen

#### **Advisors' Meeting (4:00 p.m.)**

**Who:** At least one (head) advisor per delegation and all new advisors

**What:** Conference orientation – changes will be announced and important information shared

**Wear:** Business attire in compliance with the dress code, name tag

**Bring:** Bill book, list of any advisors from your delegation who are not present

## **KYA Sample Agenda Continued**

### **New Delegate Meeting (4:00 p.m.)**

Who: ALL participants attending their first KYA

What: Orientation to KYA

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen

### **Opening Session (5:30 p.m.)**

Who: All participants and advisors

What: Call to order, Devotion, Introductions, Governor's Opening Address,  
Explanation of Rules & Procedure

Wear: Business attire in compliance with the dress code, name tag

Bring: Bill book, pen

### **Dinner (on your own)**

### **First Committees (6:30 p.m. – 9:30 p.m. with Dinner recess)**

Who: All delegates

What: (Legislative & Premiere) Session where bills are debated, then ranked  
(Congressional) Session where bills are shared and possibly combined with other like bills  
(Judicial) Session where procedure is practiced

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard, tri-fold boards (authors only)

### **General Assembly (9:30 p.m.)**

Who: All delegates

What: Candidate Speeches, Docket Review for Frankfort

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard

### **Closing Program (10:00 p.m.)**

Who: All delegates

What: Final thoughts from the Executive Committee

Wear: Business casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

### **Curfew (11:30 p.m.)**

## **KYA Sample Agenda Continued**

### **2nd Day**

On the second day, the Legislative and Premiere Programs are split in two. Half debate in the Capitol or Capitol Annex while the other half debate at the hotel, then they switch after lunch. **(7:00 a.m. – 4:30 p.m.)**

#### **Breakfast (on your own)**

#### **At Capitol**

##### **Legislative Program Convenes in the House & Senate Chambers**

Who: All Legislative Delegates

What: Action on top ranked legislation

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard, tri-fold board (authors only)

##### **Premiere Program Convenes in the Capitol Annex**

Who: All Premiere Delegates

What: Action on Premiere Legislation

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard, tri-fold board (authors only)

##### **Judicial Program Convenes in Supreme Court Chamber and stays throughout the day (High School KYA only)**

Who: All Judicial Delegates

What: Decisions on appeals

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, briefs and research

##### **Congressional Program Convenes in the Old Capitol and stays throughout the day (High School KYA only)**

Who: All Congressional Delegates

What: Action on Congressional Bills

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard, tri-fold board

#### **Lunch at Claudia Sanders Dinner House**

#### **At Hotel**

##### **Second Committees Convene at Hotel**

Who: All Premiere and Legislative Delegates

What: Action on legislation as favorable or unfavorable

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, placard, tri-fold board (authors only)

## **KYA Sample Agenda Continued**

### **2nd Night**

#### **Governor's meeting with remaining bill authors (4:30 p.m.)**

Who: Authors of bills that passed both chambers who have not yet met with the Governor or a member of his/her staff

What: A chance for authors to discuss their bills with the Governor or a member of his/her staff and urge him or her to sign them into law

Wear: Professional attire in compliance with the dress code, name tag

Bring: Bill book, pen, tri-fold board

#### **Governor's Banquet (6:00 p.m.)**

Who: All delegates

What: Dinner, officer presentations, and keynote speaker

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

#### **Free Time (7:30 p.m.)**

Who: All delegates

What: Mixer, Dance, Movie, Game Room, Chill Room, Talent Show, polls are open

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

#### **Closing Program (10:00 p.m.)**

Who: All delegates

What: Final thoughts from the Executive Committee, announcement of Primary Election Results

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

### **3rd Day**

#### **Breakfast (provided)**

#### **General Assembly (8:30 a.m.)**

Who: All delegates

What: Final speeches, voting, Closing Address, awards, swearing in of Governor Elect, adjourn

Wear: Casual attire in compliance with the dress code (candidates and officers must be in professional attire)

Bring: Bill book, pen, placard

#### **Adjournment (11:00 a.m.)**