

KYA Resource Packet

This packet combines many of the resources on the KYA Resource Webpage for easy access to helpful information.

This packet includes:

Last Updated:	October 2024
Sample Middle School & High School Agendas	These sample agendas can be used to plan for what your time at conference will look like. Please note these are examples only, your conference agenda may look slightly different.
What to Pack?	Use this guide to pack for your conference. There is also a list of things not to bring.
Sample Food Menu	Review this sample menu to get an idea of the food served at your conference. Please note that this is only a sample, and some food choices may look different at your conference.
Code of Conduct	Every participant is required to submit a Code of Conduct to the KYMCA to participate in KYA. This is a copy of the online form that will need to be submitted prior to your conference. This reviews all of the rules and guidelines participants must abide by to participate.
KYA Debate Guide	Use this guide to review the KYA debate procedure. This guide walks through all aspects of debate and gives students guidance on how to debate at their conference.
Bill Drafting Guide	A great resource for students writing bills. This guide gives students resources they need to write bills that follow the correct guidelines. <u>Note: The Governor is more likely to pass bills written and formatted properly.</u>
Bill Ranking Sheet	This is an outline of the online ranking form that delegates complete in their committees. One ranking form is submitted by each school in each Committee (*note that you cannot rank bills from your own school).

KENTUCKY YMCA YOUTH ASSOCIATION MIDDLE SCHOOL (NO CAP.) KYA AGENDA

ALL SCHEDULED EVENTS ARE MANDATORY

DAY ONE, DECEMBER

2:45 PM	<p>Scheduled arrival time and registration</p> <ul style="list-style-type: none"> -Schools will be sent (pre-conference) an arrival time for the conference. -When each school arrives at their <u>scheduled</u> time, the advisor should head to registration to check-in with Y-Staff. -Luggage can be stored in the assigned delegation rooms. 	<p>Russell/Shelby</p>
	<p>Quiet Room (open during all programming hours)</p>	<p>Hancock</p>
3:55 PM	<p>Chair & Doorkeeper Meeting Candidate Meeting Lobbyists Meeting All Delegate Meeting</p> <ul style="list-style-type: none"> -For all delegates not in the candidate, lobbyist, or chair/doorkeeper meeting. 	<p>Perry Franklin Madison Crowne Ballroom</p>
4:00 PM	<p>Advisor Meeting</p>	<p>Russell/Shelby (upstairs)</p>
4:45 PM	<p>Opening Session</p> <ul style="list-style-type: none"> -Y-Staff and Officer Introductions -Y Culture, Fun and Safety Expectations -Candidate Introductions -Governor’s Opening Address -Call to Debate -Delegates will be dismissed to dinner and Committees 	<p>Crowne Ballroom</p>
5:30 PM	<p>Dinner for All Delegates</p> <ul style="list-style-type: none"> -Dinner options are available in Exhibit Hall. -Students may also grab items from their hotel rooms when dismissed. -Big Al’s Restaurant will have a limited menu available for purchase. 	<p>Exhibit Hall</p>
5:30 PM	<p>Lobbyists Meet</p>	<p>Madison</p>
7:00 PM	<p>Bluegrass & Commonwealth Committees Meet</p> <ul style="list-style-type: none"> Commonwealth House 1 Commonwealth House 2 Commonwealth Senate 1 Commonwealth Senate 2 <ul style="list-style-type: none"> Bluegrass House 1 Bluegrass House 2 	<p>Coronet A Trimble (upstairs) Taylor (upstairs) Coronet B</p> <p>Whitley (upstairs) Elliott</p>

DAY ONE, NOVEMBER (CONTINUED)

8:30 PM All sessions adjourn
-Committees will be dismissed individually to Crowne Ballroom.

8:45 PM General Assembly **Crowne Ballroom**
-Candidate Speeches
-Docket Review for Second Day
-Announcement of Pro Tempores & Clerks
-Announcements and Dismissal

Schools will be dismissed individually to their sleeping rooms OR delegation meeting.

9:30 PM Delegation Meetings
-(No meetings in sleeping hallways; please refer to delegation meeting room assignments)
Lobbyist Meeting **Madison**

10:00 PM Curfew for all participants.

DAY TWO, DECEMBER

8:30 AM	Room Curfew Ends	
8:30 AM	Breakfast -Individual purchase: Hotel offers buffets and a la carte items	Exhibit Hall & Blue Horse
9:45 AM	Highest Ranked Chambers Convene Hotel Commonwealth House Hotel Commonwealth Senate Hotel Bluegrass House Hotel Bluegrass Senate Lobbyist Work Room	Crowne B Crowne C Russell/Shelby/Trimble Whitley Taylor
11:30 AM	All Committees Adjourn	
12:00 PM	All Delegate Lunch -Students can go to sleeping rooms during this time. -Y-Desk & Y-Store are closed.	Crowne A & Exhibit Hall
1:30 PM	Commonwealth & Bluegrass Chambers Convene Hotel Commonwealth House 1 Hotel Commonwealth Senate 1 Hotel Commonwealth House 2 Hotel Commonwealth Senate 2 Hotel Bluegrass House 1 Hotel Bluegrass Senate 1 Hotel Bluegrass House 2 Hotel Bluegrass Senate 2 Lobbyist Work Room	Trimble (upstairs) Whitley (upstairs) Russel/Shelby (upstairs) Elliott Crowne B Crowne C Coronet A Coronet B Taylor
1:30 PM	Governor's Hotel Office Open Lt. Governor's Hotel Office Opens	Knox Jefferson
3:30 PM	Chambers Adjourn -No loitering in restaurant, coffee shop, or lobby.	
3:45 PM	General Assembly -Student Y Awards -Fun Overview -Y-Corps/GFI Announcements	Crowne Ballroom

DAY TWO, DECEMBER

	Quiet Room (open during all programming hours)	Hancock
5:00 PM	Advisors Award Nomination Form for Opens: www.kyymca.org/kya/awards	
5:00 PM	Dinner for Participants (Provided by the KY YMCA)	Crowne B/C
7:00 PM	Dinner Buffet Closes	
7:30 PM	Mandatory Delegation Caucus (ALL Students MUST Attend) -Advisor must confirm 100% attendance with Y-Staff	Crowne A
8:00 PM	Silent Disco Fun and Games (cards, board games, etc.) Talent Stage Chill Room Movie Room GaGa Quiet Room	Crowne A Crowne B Crowne C Madison Perry Elliott Grant
8:00 PM	Budget Committee Meeting (Presiding Officers Only)	Knox
9:30 PM	General Assembly -Governor's Action on Bills -Closing Thoughts -Announcement of Final Candidates **Sponsors of Vetoed Bills may sign-up at Y Desk for Veto Override**	Crowne A
10:00 PM	Conference Life Committee Meeting	Grant
10:00 PM	Delegation Meetings -(No meetings in sleeping hallways; please refer to delegation meeting room assignments)	
10:30 PM	All Students Curfew **Students must head straight to their assigned sleeping rooms after meetings**	

DAY THREE, DECEMBER

7:45 AM	All Delegates Curfew Ends Advisor Room Checks and Clean-up Luggage Storage	Pre-Assigned Location
7:45 AM	Breakfast Opens – Provided by KY YMCA	Exhibit Hall & Crowne C
7:45 AM	Advisor Breakfast – Provided by KY YMCA	Whitley
8:45 AM	Closing Session -General Election -Veto override session -Awards celebration -KYA Video Presentation -Governor’s Closing Address -Election results: Announcement of New Presiding Officers -Swearing-in of New Presiding Officers	Crowne Ballroom
11:30 AM	2024 Presiding Officers Adjourn KYA	
11:40 AM	New Presiding Officer Meeting	Grant

Have a Safe Trip Home!



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January 2025

Register at:

www.kyymca.org/gfi

KENTUCKY YMCA YOUTH ASSOCIATION HIGH SCHOOL (NO CAP.) KYA AGENDA

ALL SCHEDULED EVENTS ARE MANDATORY

DAY ONE, DECEMBER

2:45 PM	Scheduled arrival time and registration -Schools will be sent (pre-conference) an arrival time for the conference. -When schools arrive, the advisor should head to registration to check-in with Y-Staff. -Luggage can be stored in the assigned delegation rooms.	Russell/Shelby
	Quiet Room (open during all programming hours)	Hancock
3:55 PM	Media Corps Meeting Supreme Court Meeting Cabinet and Lobbyist Meeting Chair & Doorkeeper Meeting Candidate Meeting All Delegates Meeting	Perry Madison Taylor Oldham Franklin Crowne Ballroom
4:00 PM	Advisor Meeting	Russell/Shelby (upstairs)
4:45 PM	Opening Session -Y-Staff and Officer Introductions -Y Culture, Fun and Safety Expectations -Candidate Introductions -Governor’s Opening Address -Call to Debate -Delegates will be dismissed to dinner and Committees	Crowne Ballroom
5:30 PM	Dinner for All Delegates -Dinner options are available in Exhibit Hall. -Students may also grab items from their hotel rooms when dismissed. -Big Al’s Restaurant will have a limited menu available for purchase.	Exhibit Hall
5:30 PM	Lobbyist & Bill Sponsor Bill Networking Session -CW Bill Sponsors are welcome to meet with Lobbyists that represent their bill	Taylor
7:00 PM	Commonwealth & Bluegrass Committees Meet Commonwealth House 1 Commonwealth House 2 Commonwealth Senate 1 Commonwealth Senate 2 Bluegrass House Bluegrass Senate Supreme Court Meeting Media Corps Meeting Cabinet/Lobbyist Meeting	Coronet A Trimble (upstairs) Taylor (upstairs) Coronet B Whitley (upstairs) Crowne C Oldham, Madison, Knox Franklin Elliott

DAY ONE, NOVEMBER (CONTINUED)

8:30 PM All sessions adjourn
-Committees will be dismissed individually to Crowne Ballroom.

8:45 PM General Assembly **Crowne Ballroom**
-Candidate Speeches
-Docket Review for Second Day
-Announcement of Pro Tempores & Clerks
-Announcements and Dismissal

Schools will be dismissed individually to their sleeping rooms OR delegation meeting.

9:30 PM Delegation Meetings
-(No meetings in sleeping hallways; please refer to delegation meeting room assignments)
Media Corps Meeting **Perry**
Cabinet and Lobbyist Meeting **Taylor**

10:00 PM Curfew for all participants.

DAY TWO, DECEMBER

8:30 AM	Room Curfew Ends	
8:30 AM	Breakfast -Individual purchase: Hotel offers buffets and a la carte items	Exhibit Hall & Blue Horse
9:45 AM	Highest Ranked Chambers Convene Hotel Commonwealth House Hotel Commonwealth Senate Hotel Bluegrass House Hotel Bluegrass Senate Lobbyist Work Room Media Corps Room Supreme Court	Crowne B (upstairs) Crowne C (upstairs) Russell/Shelby/Trimble Whitley Taylor Perry Madison/Franklin/Oldham
11:30 AM	All Committees Adjourn	
12:00 PM	All Delegate Lunch -Students can go to sleeping rooms during this time. -Y-Desk & Y-Store are closed.	Crowne A & Exhibit Hall
1:30 PM	Commonwealth & Bluegrass Chambers Convene Hotel Commonwealth House 1 Hotel Commonwealth Senate 1 Hotel Commonwealth House 2 Hotel Commonwealth Senate 2 Hotel Bluegrass House 1 Hotel Bluegrass Senate 1 Hotel Bluegrass House 2 Hotel Bluegrass Senate 2 Lobbyist Work Room Media Corps Room Supreme Court Constitutionality Room	Trimble (upstairs) Whitley (upstairs) Russel/Shelby (upstairs) Elliott Crowne B Crowne C Coronet A Coronet B Taylor Perry Madison
1:30 PM	Governor's Hotel Office Open Lt. Governor's Hotel Office Opens	Knox Jefferson
3:30 PM	Chambers Adjourn -No loitering in restaurant, coffee shop, or lobby. -Students must be in sleeping room.	
3:45 PM	General Assembly -Student Y Awards -Senior Celebration Overview -Y-Corps/GFI Announcements	Crowne Ballroom

DAY TWO, DECEMBER

	Quiet Room (open during all programming hours)	Hancock
5:00 PM	Advisors Award Nomination Form for Opens: www.kyymca.org/kya/awards	
5:00 PM	Dinner for Participants (Provided by the KY YMCA)	Crowne B/C
6:30 PM	Senior Celebration -Seniors will get their cords, sign up as Alumni, and celebrate!	Elliott
7:00 PM	Dinner Buffet Closes	
7:30 PM	Mandatory Delegation Caucus (ALL Students MUST Attend) -Advisor must confirm 100% attendance with Y-Staff	Crowne A
8:00 PM	Silent Disco Fun and Games (cards, board games, etc.) Talent Stage Chill Room Movie Room GaGa Quiet Room	Crowne A Crowne B Crowne C Madison Perry Elliott Grant
8:00 PM	Budget Committee Meeting (Presiding Officers Only)	Knox
9:30 PM	General Assembly -Governor's Action on Bills -Closing Thoughts -Announcement of Final Candidates **Sponsors of Vetoed Bills may sign-up at Y Desk for Veto Override**	Crowne A
10:00 PM	Conference Life Committee Meeting Media Corps Meeting Cabinet & Lobbyist Meeting	Knox Perry Taylor
10:45 PM	Delegation Meetings -(No meetings in sleeping hallways; please refer to delegation meeting room assignments)	
11:15 PM	All Students Curfew **Students must head straight to their assigned sleeping rooms after meetings**	

DAY THREE, DECEMBER

7:15 AM	All Delegates Curfew Ends Advisor Room Checks and Clean-up Luggage Storage	Pre-Assigned Location
7:15 AM	Breakfast Opens - Provided by KY YMCA	Exhibit Hall & Crowne C
7:30 AM	Advisor Breakfast - Provided by KY YMCA	Whitley
7:30 AM	Supreme Court Showcase Round -Supreme Court delegates MUST attend (All delegates welcome!)	Russell/Shelby/Trimble
8:45 AM	Closing Session -General Election -Veto override session -Awards celebration -KYA Video Presentation -Governor's Closing Address -Election results: Announcement of New Presiding Officers -Swearing-in of New Presiding Officers	Crowne Ballroom
11:30 AM	2024 Presiding Officers Adjourn KYA	
11:40 AM	New Presiding Officer Meeting	Knox

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January 2025

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Kentucky Youth Assembly: What to Pack

What to bring and what not to bring to your KYA conference.

Do Pack	Don't Pack
<p>Necessary Toiletries:</p> <ul style="list-style-type: none"> - Shampoo/Conditioner - Body Wash/Soap - Deodorant - Hair brush - Toothbrush & toothpaste - Necessary medication <p>1 Business Professional Outfit:</p> <ul style="list-style-type: none"> - Dress pants/slacks - Khakis - Skirt - Dress - Blazer - Polo - Button up shirt and/or Blouse <p>2 Casual Outfits:</p> <ul style="list-style-type: none"> - Comfortable clothes to move around in - Sensible shoes <p>Other items:</p> <ul style="list-style-type: none"> - Money for 2 meals & Y-Store - Pens - Notebook - Pajamas - Snacks (must remain in sleeping room) - Electronic device (if applicable) <p><i>**Presiding Officers & Candidates should pack an additional business professional outfit for the final morning.</i></p>	<p>Any item listed as prohibited in the Code of Conduct:</p> <ul style="list-style-type: none"> - Weapons - Alcohol - Drugs - Vapes/cigarettes <p>Any clothing that does not meet dress code requirements:</p> <ul style="list-style-type: none"> - Offensive language/graphics - Profane/suggestive language <p>Heavily discouraged items:</p> <ul style="list-style-type: none"> - Gaming systems - Expensive technology - Things prohibited by your school - More things than you can carry <p>Please do not bring more than you need, luggage storage is limited.</p> <p><i>The KYYMCA is not responsible for any lost or stolen items while at conference.</i></p>

KENTUCKY YMCA YOUTH ASSOCIATION

KYA & KUNA MEAL MENUS

*****THIS MENU IS A SAMPLE AND IS TENTATIVE*****

No outside food is allowed in any programming area in the hotel. Only snacks for sleeping rooms are permitted.

Dinner, Night 1

This meal is NOT provided by the Kentucky YMCA Youth Association

Exhibit Hall Dining

Cheeseburger.....	\$8
Hamburger.....	\$7
Turkey, Cheese, and Lettuce Hoagie.....	\$6
Veggie Burger.....	\$7
Gluten-Free Club Sandwich.....	\$7
Small Garden Salad.....	\$5
Grilled Chicken Garden Salad.....	\$8
Assorted Chips.....	\$3
Fruit Cup.....	\$4
Giant Pretzels.....	\$4
Coke Zero, Diet Coke, Sprite.....	\$2
Bottled Water.....	\$2
Chocolate and Whole Milk.....	\$2

Breakfast, Morning Day 2

This meal is NOT provided by the Kentucky YMCA Youth Association

Exhibit Hall Dining

- Poptarts.....\$3
- Chicken Biscuit.....\$6
- Nut-free Muffin.....\$4
- Gluten-Free Mini Quiche Muffins.....\$7
- Mini Vegetarian Frittata Muffins.....\$7
- Vegan Breakfast Tacos w/Quinoa & Vegetables.....\$7
- Yogurt.....\$3
- Bottled Juice.....\$3
- Chocolate and Whole Milk.....\$2

Lunch, Day 2

This meal is provided by the Kentucky YMCA Youth Association

Exhibit Hall Dining

Buffet-Style Meal

Chicken tenders, green beans, mac-and-cheese, bottled water

***Gluten Free, Vegetarian, & Vegan options includes house salad, grilled chicken breast, veggie burgers, and green beans*

Dinner, Day 2

This meal is provided by the Kentucky YMCA Youth Association

Exhibit Hall Dining

Buffet-Style Meal

Burrito Bowl Bar, includes: soft taco shells, vegan sauteed vegetables (peppers, onions, mushrooms), chicken, ground beef, refried beans (vegetarian), rice (vegan), queso, shredded lettuce, cheese, tortilla chips (students build their own bowl)

Breakfast, Day 3

This meal is provided by the Kentucky YMCA Youth Association

Exhibit Hall Dining

Buffet-Style Meal

Includes scrambled eggs, pancakes with syrup, orange juice

Vegan & Gluten-Free waffles

Student Code of Conduct

The purpose of this code is to identify personal behavior that is consistent with the mission of the Kentucky YMCA. Students sent home for violations would be at the expense of a parent/guardian. Violations are to be brought to the attention of Y-Staff. Delegates in violation are subject to disciplinary actions at the discretion of supervising adult and Y Staff including but not limited to calls to guardian(s); incident/behavioral report filed; sent home; school policies implemented. If state/federal law is broken, Y-Staff will notify law enforcement and guardian(s) and delegates will be sent home. Y-Staff reserves the right to alter disciplinary actions as needed.

EXPECTATIONS OF DELEGATES

1. Delegates shall demonstrate respectful/responsible conduct before, during, and after all KY YMCA functions. This includes but is not limited to social media, physical and verbal interactions, electronic communication. Above all else, other people's needs/requests must be respected.
2. All delegates share the responsibility for their actions when violations committed by students or adults are witnessed. Those present who do not act to remedy and report the violation shall be considered participants. There are no "innocent bystanders."
3. Bullying of any kind will not be tolerated. This includes but is not limited to physical, verbal, mental, cyberbullying.
4. Delegates are legally and financially liable for removing, defacing, or willfully damaging public or private property. Vandalism, destruction of property, or misuse of facilities may be a crime and will be treated as such.
5. No delegate shall leave a Kentucky YMCA function without the approval of advisor, guardian, and program director. Students must be signed out of the program by an adult listed on their Authorized Pick-Up Form.
6. Food, candy, and beverages other than water are not permitted in any meeting spaces, unless medically needed. Delegates will abide by any rules put into place by Y-Staff at other locations.
7. Cell phones, music players/speakers, or other wireless communications should not be used during meetings or formal programming time. Delegates will abide by any rules put into place by Y-Staff at other locations.
8. The use of tobacco products, e-cigarettes, vaping products, illegal drugs, alcoholic beverages, legal drugs without prescription, open flame, and the burning of candles, incense or wax melts is forbidden.
9. Delegates may not enter sleeping rooms other than those assigned to them without permission from Y-Staff.
10. All delegates shall be in assigned rooms by curfew and remain there until curfew ends.
11. Physical intimacy between participants is inappropriate at all times during Kentucky YMCA programs. Physical intimacy includes, but is not limited to romantic interactions, unwanted or inappropriate physical contact, unwanted comments/conversation, etc.
12. Delegates will wear their OWN Name Tags visibly around the neck at all times when not in their assigned sleeping rooms.
13. Unless there is a fire, delegates will not pull the fire alarm. Pulling a fire alarm is a serious offense, and offenders will be held financially and potentially criminally liable. Alarms summon the Fire Dept. and require evacuations.

14. Use of personal vehicles by delegates during any Kentucky YMCA program is strictly prohibited.
15. Weapons of any kind and items that could cause injury/damage to participants/property are forbidden.
16. Delegates are not allowed to use any food ordering or delivery service (DoorDash, GrubHub, UberEats, etc.) while at the conference.

DRESS CODE: KYA & KUNA

The Dress Code is designed to support our emphasis on professional development at KYA and KUNA. Anyone not in compliance with the Dress Code may be asked to change, and Delegation Adults will be notified. Y-Staff reserves the right to remove Delegation of Excellence after 3+ dress code violations. Delegation Adults will enforce Dress Code.

Day 1: Casual Attire - Business Professional for Officers & Candidates

Day 2: Day Time: Business Professional

Evening: Casual Attire

Day 3: Casual Attire - Business Professional for Officers & Candidates

Business Casual:

Collared Shirt (Tucked-in), Dress Top (Covers Shoulders), Optional Blazer/Coat & Tie, Dress/Skirt (knee-length+), Khakis/Dress Pants, Practical Dress Shoes & Socks.

Business Professional:

Collared Shirt (Tucked-in), Dress Top (Covers Shoulders), Blazer/Coat & Tie, Dress/Skirt (knee-length+), Khakis/Dress Pants, Pantsuit, Practical Dress Shoes & Socks.

Not Allowed for Business Casual/Professional:

Fitness Pants or Sheer/See-Through Fabric.

Not Allowed At Any Time:

Visible underwear, inappropriate/derogatory text or imagery, and attire deemed inappropriate/unsafe by Y-Staff.

If a participant or guest feels uncomfortable in confronting someone directly about offensive behavior or other issues that are in violation of this code of conduct, we ask that you please report the behavior or issue to Kentucky YMCA staff.

To create and maintain a space that embodies our core values, the Y is serious about being clear regarding activities that are not allowed. If you violate this code of conduct, consequences can include termination of program privileges, being removed from all virtual programming, and involving appropriate legal authority. The YMCA reserves the right to make situational decisions based on our policies, mission, and values.

By taking part in Kentucky YMCA programs, all participants, along with their parents/guardians, agree to this code of conduct. If you have any questions concerning the above policies, please contact Rianna Ayala at rianna@kyymca.org.



BEING RECOGNIZED TO SPEAK

Any time you wish to speak during debate, you must do the following:

1. Raise your Placard.
2. If the Chair points at you, you are being recognized to speak
3. Walk to the podium/microphone - you may have to wait in line to speak. When it is your turn, say the following:

_____, representing
Your Full Name

Your School

4. What you say next depends on what you are wishing to do:

Ask a Non-Debatable Technical Question (NDTQ):

...(Ask your question).

Speak during Pro/Con Debate (1-minute speeches):

...I rise to speak in (favor/opposition) of this bill.

Optional - before starting your speech, you can also choose ONE (1) of the following options. If you are yielding to another delegate, they must be with you:

...I rise to speak in (favor/opposition) and reserve my right to yield to the delegate from (School).

...Will the Sponsors yield to a (question/series of questions)? I also reserve my right to...

...speak afterward. *MS or HS

OR

...yield to the delegate beside me. *HS Only

5. When you are done speaking, either yield your time to the Chair, or yield your time to the delegate with you:

I yield my time to the Chair.

OR

I yield my time to the delegate beside me.

NON-DEBATABLE TECHNICAL QUESTIONS

An NDTQ is a question that can be answered with yes, no, or statistics (non-debatable). You cannot respond after Sponsors answer your question. Chairs will call questions they deem debatable out of order.

Sample Technical Question

Where will the funding come from?

Sample Debatable Question

Won't this be too expensive?

PRO / CON DEBATE OPTIONS

During Pro/Con Debate, in addition to speaking, you can also do either of the following if you reserve your right:

Ask a Question or Series of Questions

You may use part of your time to ask Sponsors a question(s), any of which can be debatable. Answers by Sponsors are included in your 1 min. If you ask a question(s), your debate time MUST also include a speech either in favor or in opposition (MS KYA cannot yield afterward; HS KYA can yield afterward).

Yielding

You may yield part of your time to one other delegate. You must reserve the right to yield before speaking, and the delegate must be with you.

AMENDMENTS

Amendments are only in order at the end of HS Commonwealth debate. To submit and present an amendment, follow this procedure:

- Correctly complete an Amendment Form, which must be submitted after debate begins on the bill and before the final con speech.
- 1-2 amendments can be heard per bill unless time allows more. If called, you have 30 sec. to present your amendment. Bill Sponsors have 30 sec. to oppose it, or accept it as friendly. If they accept it, the Chair will ask for a 30 sec. opposition speech from the floor.
- After speeches, the Chair will call for a vote on the amendment. A simple majority is required for the amendment to be adopted.

PARLIAMENTARY PROCEDURE SCRIPT

It is now time for bill (#). Will the Sponsors of bill (#) come forward?

Bill Sponsors walk to podium and display their placards.

The Clerk will read the title of the bill.

Clerk reads the Bill Title.

The Bill Sponsors have 3 minutes to divide between their opening and closing statements. You may begin when ready.

Bill Sponsors give their Opening Statement.

Seeing that the Sponsors used (time) for their opening statement, they will have (time) for their closing. We will now have a 1-minute* caucus.

Delegates caucus – discuss the bill with fellow delegates.

It is now time for Non-Debatable Technical Questions. Are there any such questions on the floor?

Delegates are recognized to ask NDTQ's.

The time for Non-Debatable Technical Questions has elapsed.

At this point in HS Commonwealth Committees, the Chair will ask Cabinet/Lobbyists to testify if any are present.

We will now move on to Pro-Con debate. Are there speakers wishing to speak in opposition to this bill?

The Chair selects speakers in opposition from those who raise their placards. They line up in front of the room.

Are there speakers wishing to speak in favor of this bill?

The Chair selects speakers in favor from those who raise their placards. They also line up in front of the room.

Seeing as the Bill Sponsors' opening was taken as a speech in favor, it is now time for a speech in opposition.

The first speaker in opposition has 1 minute to speak.

Seeing as that was an opposition speech, it is time for a speech in favor.

The first speaker in favor has 1 minute to speak.

The Chair alternates between calling 1-min. speeches in opposition and in favor, until the final opposition speech.

After the final opposition speech, HS Commonwealth debate moves to Amendment Procedure, and then Chair calls previous question. In all other debate, there are no amendments.

Chair calls previous question.

At this point in HS Commonwealth Committees, the Chair will ask for any Cabinet/Lobbyists who have yet to testify.

The Sponsors have (time) for their closing. You may begin when ready.

Bill Sponsors give their Closing Statement.

It is now time to (rank/vote on) this bill.

During Committees, the Chair will call a 30-second caucus* for delegations to come to a consensus on ranking the bill.

During House/Senate Chamber debate, the Chair will proceed directly to a vote on the bill.

It is time to vote on bill (#). Doorkeeper, please seal the chamber. All those in favor, please raise your placard and say Aye (Counts). All opposed, please raise your placard and say Nay (Counts).

It is the decision of the Chair that bill (#) has been (passed/defeated). (Chair raps gavel once). And it has. (Chair raps gavel twice).

*Note: Caucus times are subject to change according to pace of debate.



KYA BILL DRAFTING GUIDE



IN PARTNERSHIP WITH
THE KENTUCKY
LEGISLATIVE RESEARCH
COMMISSION

This guide was created through a partnership between the Kentucky YMCA Youth Association and the Legislative Research Commission (LRC) of Kentucky – legislature.ky.gov. We hope it will help bill sponsors and other participants in KYA draft bills that are more authentic and that reflect the style and format of real-world legislation debated and voted on by the Kentucky General Assembly.

Need help finding a bill topic? Check out this year’s Youth Governor’s Agenda at kyyymca.org/programs/kya/resources, along with an archive of bills from past KYA sessions. For examples of bills written and filed by the Kentucky General Assembly, visit legislature.ky.gov/legislation and click on any session to view bills from that year.

Bill drafting is its own kind of writing...

A legislative bill requires a technical, informational style of writing. Unlike a short story or a poem, a good bill should be written in very simple and straightforward language.

A bill is an expression of a specific legal enactment that describes what is required by law. Therefore it should NOT include stories, testimonials, explanations of statistics, or any impassioned or persuasive language. The bill should state what the law will be; save the flowery, eloquent language for debate!

The draft of a bill should follow the steps below in specifically the order in which they are shown:

I. TITLE

The title begins with “AN ACT relating to...” and then identifies the topic/issue the bill addresses. Kentucky’s Constitution requires that no bill “relate to more than one subject, and that shall be expressed in the title...” (Const., § 51). A bill’s title should be broad and general enough to encompass all the bill’s provisions, but not so broad as to be misleading.

EXAMPLE: You could have a bill titled “An Act relating to public school standardized tests,” but NOT just “An Act relating to schools” NOR “An Act relating to tests.”

An Act relating to public school standardized tests

II. ENACTING CLAUSE

This clause is automatically included in your bill on our KYA template and online registration form, because failure to include this clause would invalidate the bill; it is the formal expression of legislative enactment. The title precedes the enacting clause, and all sections following the enacting clause become law:

Be it enacted by the Youth Assembly of the Commonwealth of Kentucky

The Kentucky YMCA changes the words “General Assembly” in the official state wording to “Youth Assembly” to reflect that the Kentucky Youth Assembly would enact the bills.

III. BODY – SECTIONS OF THE BILL

The body of a bill may contain multiple sections that have different legal impacts. Each section is numbered (Section 1., Section 2., Section 3., etc.). Broadly considered, any proposed bill will do one of three things:

- **Create*** brand new legal provisions; or
- **Amend** (change) existing legal provisions; or
- **Repeal** (get rid of) existing legal provisions.

The legal provisions that bills will create, amend or repeal are found in the **Kentucky Revised Statutes (KRS)**, which is the body of laws that govern the State of Kentucky.

Note: If your bill addresses the Constitution of Kentucky, please proceed to Section IV (pg. 5) of this guide.

***Beginner Bill Sponsors:** Students who are new to KYA or bill drafting are recommended to focus on creating new sections of KRS, as this format allows for the most simple and straightforward language in your bill. Amending or repealing existing statutes will require students to interact with and include discussion of those statutes, which is recommended for older and more experienced bill sponsors.

The **KRS** is divided into broad subject headings called “Titles”; each Title is subdivided into “Chapters.” Bill sponsors need to research the LRC website to identify the appropriate chapter where their sections will be created or amended/repealed (experienced bill sponsors): legislature.ky.gov/law/statutes

There are over 600 Chapters in the KRS (Kentucky has a lot of laws!). But using the Title headings and Chapter descriptions should help sponsors narrow it down to which chapter your bill belongs in. For example, a bill dealing with standardized tests would be created in “KRS Chapter 158: Conduct of Schools.”

A handy way of identifying an existing statute on a given subject is through a simple Google search. For example, if you type “KRS high schools tests” into a Google search bar it will bring up various links to laws on this subject. This will help bill sponsors identify the chapter of KRS that they will likely be working in, although more research may be needed to find the precise statute to be amended or repealed.

Sponsors may divide parts of the bill into different sections/subsections depending on whether the bill has various concepts; a bill addressing standardized tests may have one section identifying the types of tests used and another section about when they will be given.

Creating a Statute

If you are creating a new section in KRS, you must have a section of your bill for each new section of KRS that you create. Each new section created begins with an introductory clause that is all CAPITALIZED:

SECTION 1. A NEW SECTION OF KRS CHAPTER 158 IS CREATED TO READ AS FOLLOWS: (1) All public school standardized tests shall consist of multiple choice style items. (2) All public school standardized tests shall be given no earlier than April 1 and no later than May 31.

Beginner Bill Sponsors: If you are a first-time sponsor only focusing on creating new sections of KRS, after all of your new sections are created, you will add a section that requires the amending or repealing of any statutes to the contrary. This is a “catchall” statement to indicate that anything contrary to the new sections your bill creates will no longer be valid:

Section 2. Any statute contrary to this Act shall be amended or repealed.



STOP

Beginner Bill Sponsors do NOT need to proceed to pg. 3-4 unless desired. If a Beginner Bill Sponsor has a bill addressing the Constitution, they can use the format for that type of bill on pg. 5 of the guide.

Experienced Bill Sponsors, or students who feel comfortable with advanced bill drafting, can proceed to pg. 3-4 of the Bill Drafting Guide to use the more advanced options of amending or repealing KRS sections by citing the section being amended, deleting and inserting language from the current written law, or deleting language entirely.

Amending a Statute

For each existing KRS section you are amending, there must be a separate section of your bill. Each amending section of the bill begins with a specific clause. It then provides directions for the exact amendments to be made:

Section 2. KRS 158.6453 is amended to read as follows: Amend (5)(b)3. to read as follows, "An on-demand assessment of student writing to be administered two (2) times within the high school grades;" Insert (5)(b)6. to read "A civics assessment to be administered in the tenth grade." Delete (5)(d). In (7), delete "shall" and insert "may" in its place. After "appropriate" insert "educational".

Repealing a Statute

Deleting a statute may be needed if the primary objective of the bill is to get rid of a law or if the statute conflicts with a proposed amendment. Statutes to be repealed are listed in one section beginning with a repeal clause:

Section 3. The following KRS section is repealed: 158.6458 - Plan for implementation of state assessment and accountability system

OR (if repealing multiple KRS sections)

Section 3. The following KRS sections are repealed: 158.6457 - Definitions for KRS 158.6452, 158.6453, 158.6455 and 158.6457; 158.6458 - Plan for implementation of state assessment and accountability system

Penalties (Optional)

Many bills include penalties for violations of statutes by creating or amending statutes. It is critical to identify with which section of the bill or statute the penalty is associated. If not part of the Penal Code, KRS Chapters 500-534, penalties are often found in other KRS Chapters and usually at the end in the .990 sections. A penalty may be a monetary fine, a loss of a license, a criminal punishment, all of these, or more. Courts may impose the following criminal penalties on particular felonies and misdemeanors:

- Capital Offense - Death penalty, life imprisonment, imprisonment for at least 25 years without parole, or imprisonment for 20 to 50 years
- Class A felony - 20 to 50 years or life imprisonment; fine of \$1,000 to \$10,000
- Class B felony - 10 to 19 years of imprisonment; fine of \$1,000 to \$10,000
- Class C felony - 5 to 9 years of imprisonment; fine of \$1,000 to \$10,000
- Class D felony - 1 to 4 years of imprisonment; fine of \$1,000 to \$10,000
- Class A misdemeanor - no more than 12 months of imprisonment; fine up to \$500
- Class B misdemeanor - no more than 90 days of imprisonment; fine up to \$250

Non-Codified Clauses: Appropriations & Effective Date (Optional)

Some bills include sections that are not codified, or written, into KRS. These non-codified sections are law that affects how the bill is to be carried out, but they are not permanent. They may be added to a bill as necessary:

- **Appropriations** – If a bill requires funds to carry out the law, include an appropriations clause. This authorizes a state agency to spend a max sum of money (numeric dollar amounts) for specified fiscal years:

Section 4. There is appropriated to the Department of Parks from the General Fund \$2,000,000 in fiscal year 2018-2019 for the purposes of the Beautification Program.

Important Bill Title Note: If a bill contains an appropriation, it should be reflected in the title with "and making an appropriation therefor." added to the end of the standard title.

The state fiscal year begins July 1 and ends the following June 30. Under KRS 45.229, funds unexpended at the end of a fiscal year lapse to the general fund surplus account. If it is desired that an unexpended balance carry forward to the next fiscal year, KRS 45.229 must be suspended. For example:

Section 4. There is appropriated to the Department of Parks from the General Fund \$2,000,000 in fiscal year 2018-2019 for the purposes of the Beautification Program. Notwithstanding KRS 45.229, any appropriation unexpended at the end of fiscal year 2018-2019 shall not lapse but be carried forward into the next fiscal year.

- **Effective Date** – In accordance with the Kentucky Constitution, most legislation takes effect ninety days after the close of the session. This happens automatically and does not need to be a section of your bill. The only reason to include a section in your bill addressing the effective date is if you intend to set an effective date that is earlier or later than this ninety day standard.

It is sometimes critical that a law go into effect **earlier** than ninety days, or immediately. If so, then the last section of your bill should include an emergency clause along with your effective date. The emergency clause must include a reason (“Whereas”) for the earlier effective date:

Section 5. Whereas it is difficult to obtain the required number of qualified persons for jury service, an emergency is declared to exist, and this Act takes effect upon its passage and approval by the Governor or upon its otherwise becoming law.

Important Bill Title Note: If a bill contains an emergency clause, it should be reflected in the title with “and declaring an emergency.” added to the end of any title.

If a bill takes effect at any time **later** than ninety days after the session, in most cases to give state and local government agencies time to prepare, the last section in a bill should establish the effective date:

Section 5. This Act takes effect January 1, 2020.

IV. CONSTITUTIONAL AMENDMENT

Instead of changing the Kentucky Revised Statutes, some bills propose changing the Constitution of Kentucky.

If one of these bills passes, the proposed constitutional amendment is put on the ballot as a referendum at the next general election, and the voters may accept or reject the amendment. If the voters approve the amendment, it becomes part of the Constitution of Kentucky.

The text of the Kentucky Constitution can be found at apps.legislature.ky.gov/law/constitution.

A proposed amendment may relate to one subject or multiple related subjects and amend as much as necessary and appropriate to accomplish to objectives of the amendments (Const., § 256).

A title for a constitutional amendment shall read:

AN ACT proposing an amendment to Section XX of the Constitution of Kentucky relating to...

OR, if creating a new section:

AN ACT proposing to create a new section of the Constitution of Kentucky relating to..."

Within the body of a bill, the section **amending** the Constitution shall read:

Section 1. It is proposed that Section 157 of the Constitution of Kentucky be amended to read as follows:

OR, if **creating** a new section, the entire introductory clause is CAPITALIZED:

SECTION 1. IT IS PROPOSED THAT A NEW SECTION BE ADDED TO THE CONSTITUTION OF KENTUCKY TO READ AS FOLLOWS:

The final section of a bill proposing a constitutional amendment should read as follows:

Section 2. This amendment shall be submitted to the voters of the Commonwealth for their ratification or rejection at the time and in the manner provided for under Sections 256 and 257 of the Constitution and under KRS 118.415.



KENTUCKY YOUTH ASSEMBLY SAMPLE BILL RANKING SHEET

School: _____ Committee: _____ Tag: _____

Rank each Bill using the following Point System				
1 = Poor	2 = Fair	3 = Good	4 = Very Good	5 = Excellent

	Evidence of Research (1-5)	Feasibility (1-5)	Importance (1-5)	Presentation (1-5)	Creativity (1-5)	
BILL	Do the Sponsors have all the information and research necessary to understand the topic of their bill?	Is it possible for the Commonwealth of Kentucky to implement this law?	Is this policy issue important enough to create a new law for Kentucky?	Were the Sponsors persuasive, prepared, and effective while presenting their bill?	Are the proposed ideas, actions, and solutions unique and original?	TOTAL (5-25)
#						=
#						=
#						=
#						=
#						=
#						=
#						=

COMMITTEE CHAIR FEEDBACK

Would you recommend your Committee Chairs to serve as House/Senate Pro Tempore?
Pro Tempores serve as chairs for Hotel Chamber Debate on Day 2 of KYA

Chair 1 Name: _____ Circle One: YES NO

Chair 2 Name: _____ Circle One: YES NO

Additional Comments on Chairs: _____

DO NOT LEAVE UNTIL YOU GIVE THIS TO YOUR COMMITTEE CHAIRS