

# COLORADO YMCA YOUTH IN GOVERNMENT PROGRAM

## QUALIFICATIONS & RESPONSIBILITIES OF ELECTED & APPOINTED OFFICERS

### **All ELECTED officers must attend:**

1. Mandatory Candidates Meeting in September
2. The Pre-Legislative Convention in October
3. The Officer's Retreat in November
4. The General Assembly Session in November

Consult the website for specific dates and times of these four events. Failure to attend ANY of these four events will result in forfeiture of office, at the discretion of the Executive Director.

To be eligible for ELECTED office, bring your completed nomination form, with 20 signatures, to the mandatory candidates meeting in September. Nomination forms are available on the website.

### **All APPOINTED officers must attend:**

1. The Pre-Legislative Convention in October
2. The Officer's Retreat in November
3. The General Assembly Session in November

Consult the website for specific dates and times of these three events. Failure to attend ANY of these three events will result in forfeiture of office, at the discretion of the Executive Director.

To be eligible for APPOINTED office, bring a nomination form and turn it in to program staff at the pre-legislative convention. Nomination forms are available on the website. Most appointed officers are appointed by an elected officer. For example, the Clerk of the House is appointed by the Speaker of the House. See below for more details.

Other qualifications and responsibilities for each position are listed below.

## **ELECTED POSITIONS**

### **GOVERNOR/LT. GOVERNOR PLATFORM (ELECTED)**

***\*\*\*Note: Governor candidate must be teamed with a Lieutenant Governor candidate - students run as a platform. \*\*\****

Qualifications:

1. Must be a junior (11<sup>th</sup> grade) or senior (12<sup>th</sup> grade) in a Colorado high school.
2. The governor candidate elected must *seriously consider* attending the Governor's Conference in Washington, D.C. during the 2<sup>nd</sup> week of June to represent youth of Colorado.
3. The candidates must *seriously consider* attending the Conference on National Affairs the 1<sup>st</sup> week of July.

Responsibilities Prior to General Assembly:

1. Attend the Officers Training in November.
2. Appoint a personal page.
3. Appoint a Chief of Staff.
4. Appoint a Legislative Lobbyist.
5. Abides and upholds the Code of Conduct during their term of office.
6. Send copies of all appointments and directives to the Program Director to facilitate full communication and coordination.
7. Represents Colorado YMCA Youth in Government to public, conducts interviews with press as necessary.

If the Governor is unable to fulfill these duties or is in violation of the Code of Conduct, in the discretion of the Executive Director, the Lieutenant Governor will become Governor.

Responsibilities During the General Assembly:

1. Meets with Chief of Staff, to discuss strategies for lobbying for bills which support the Governor's platform, and determines the position of the administration to undertake action based upon developments.
2. A scheduling system must be established by the governor, so that he/she can meet regularly with officers of the administration enabling the administration to undertake action based upon developments.
3. Establish a press schedule.
4. Determine accessibility of the governor to the public.
5. Meet personally with the author of any bill vetoed to explain the reasons for veto and possible compromise on the disagreement of the issue, and thus have the author help the legislation be passed again in revised form which the governor would sign.
6. Prepare and deliver opening "state of the state" address and closing address discussing bills passed or vetoed to the General Assembly.
7. Hold press conference concerning administrative priorities.

**PRESIDENT OF THE SENATE (ELECTED)**

Qualifications:

1. Must be a junior (11<sup>th</sup> grade) or senior (12<sup>th</sup> grade) in a Colorado high school.

2. Has experience in presiding.
3. Has a thorough knowledge of Senate procedures.

Responsibilities:

1. Attend Officer's Retreat in November
2. Presides over the Senate.
3. Coordinates work of the Senate Officers.
4. In the event of a tie vote in the Senate, casts the deciding vote.
5. Presides over joint sessions of the Senate and House.

If the President of the Senate is unable to fulfill these duties or is in violation of the Code of Conduct, the runner-up in the election will become President of the Senate.

**SPEAKER OF THE HOUSE (ELECTED)**

Qualifications:

1. Must be a junior (11<sup>th</sup> grade) or senior (12<sup>th</sup> grade) in a Colorado high school.
2. Has experience in presiding.
3. Has a thorough knowledge of House procedures.

Responsibilities:

1. Attend the Officers Training in November.
2. Appoint Clerk of House, Sergeant at Arms of House, Chaplain of House, and House Committee Chairs.
3. Presides over the House of Representatives.
4. Coordinates work of the House Officers.

If the Speaker of the House is unable to fulfill these duties or is in violation of the Code of Conduct, the runner-up in the election will become Speaker of the House.

**ATTORNEY GENERAL (ELECTED)**

Qualifications:

1. Must be a junior (11<sup>th</sup> grade) or senior (12<sup>th</sup> grade) in a Colorado high school.
2. Is well informed and conversant on procedures of the judicial system in Colorado.
3. Basic understanding of Colorado law.

Responsibilities:

1. Attend Officers Training in November.
2. Represents State of Colorado before the Youth Supreme Court.
3. Advises Youth Governor concerning constitutionality of bills and other legal questions.

If the Attorney General is unable to fulfill these duties or is in violation of the Code of Conduct, the runner-up in the election will become Attorney General.

## **APPOINTED POSITIONS**

### **CHIEF JUSTICE OF YOUTH SUPREME COURT**

*The Chief Justice is appointed by the Executive Director.*

#### **Qualifications:**

1. Must be a junior (11<sup>th</sup> grade) or senior (12<sup>th</sup> grade) in a Colorado high school.
2. Is well informed and conversant on procedures of the judicial system in Colorado.
3. Basic understanding of Colorado law.
4. Able to preside over the Youth Supreme Court.

#### **Responsibilities:**

1. Attend Officers Training in November.
2. Presides over the hearing of cases and manages the work of the Youth Supreme Court.
3. Announces decisions of the Court during closing session.

### **COMMITTEE CHAIRS**

*House Committee Chairs are appointed by the Speaker of the House.  
Senate Committee Chairs are appointed by the President of the Senate.*

#### **Qualifications:**

1. Conversant with current social problems and issues, especially those related to the concern of the committee.
2. Has participated in the immediate past General Assembly.
3. Ability to preside at meetings and follow established procedures.
4. Thorough knowledge of parliamentary procedures.
5. Ability to lead group discussions objectively and to achieve maximum participation by members.
6. Thorough knowledge of bill writing procedures.
7. Ability to identify potential problems in bill format.

#### **Responsibilities:**

1. Attend the Officers Training in November.
2. Reviews all proposed legislation within his or her committee's jurisdiction and sets committee calendar.
3. Appoints committee secretary.
4. Establishes style of procedure and discussion within his or her committee.
5. Presides over all committee sessions.

6. Clarifies issues and restates problems as necessary to promote effective committee action.
7. Follows established procedures for reporting committee action to the General Assembly.
8. Votes in the event of a tie.

### **CLERK OF THE HOUSE AND SECRETARY OF THE SENATE (APPOINTED)**

*The Clerk of the House is appointed by the Speaker of the House.  
The Secretary of the Senate is appointed by the President of the Senate.*

#### **Qualifications:**

1. Organized and detail oriented
2. Able to follow established procedures.
3. Ability to read aloud clearly and accurately.

#### **Responsibilities:**

1. Attend the Officers Training in November.
2. Introduces all bills for debate by reading all or part of the legislation aloud and all amendments in full.
3. Announces and maintains the official calendar.
4. Maintains a chart of Speakers as recognized by the Chair.
5. Maintains flow records and signs for bills received by the Chamber.
6. Does not vote.
7. Keeps all official records of the proceedings and motions.
8. Maintains the official calendar.
9. Assists in counting standing votes.

### **CHAPLAIN OF THE HOUSE AND CHAPLAIN OF THE SENATE (APPOINTED)**

*The Chaplain of the House is appointed by the Speaker of the House.  
The Chaplain of the Senate is appointed by the President of the Senate.*

#### **Qualifications:**

1. Has a deep concern for values and human responsibility in the context of freedom.
2. Must respect the freedom and rights of others.
3. Has skills in human relations and is able to relate effectively with others.
4. Has the ability to plan and conduct a non-sectarian devotional program and offer opening prayer.

#### **Responsibilities:**

1. Attend the Officers Training in November.
2. Open morning legislative sessions with a short prayer.

3. Be available constantly to all members of the respective legislative body to provide personal support as necessary.
4. Assist in the counting of standing votes.
5. Serve as Time-keepers.

**SERGEANT-AT-ARMS OF THE HOUSE AND SERGEANT-AT-ARMS OF THE SENATE (APPOINTED)**

*The Sergeant-At-Arms of the House is appointed by the Speaker of the House.  
The Sergeant-At-Arms of the Senate is appointed by the President of the Senate.*

**Qualifications:**

1. Has knowledge of official procedures and decorum.
2. Has skills in human relations and ability to elicit the respect of his or her peers.
3. Able to speak clearly and accurately.

**Responsibilities:**

1. Attend the Officers Training in November.
2. Preserves order within the respective chamber as directed and authorized by the Chair.
3. Announces the arrival of special guests of honor and conducts such guests to the rostrum.
4. Conducts the counting of standing votes, assisted by the chaplain and Secretary or Clerk.
5. Controls inflow and outflow of members to floor and to center aisle.