



Youth Legislature Virtual Guidelines

With COVID-19 remaining prevalent in our communities, the YMCA Youth and Government State Office is preparing to move forward with a virtual format for our events this year. Should health guidance significantly change throughout the year, we may make changes to our format.

2020 Event Dates

- October 24 Virtual Advisor Training
- Delegation Connection Events: November, December, January
- District Events: TBD
- May 5-8 Virtual Youth Legislature Session

Code of Conduct:

It is important that our student members, participants and guests feel welcome at the YMCA and in our programs. The code of conduct embodies the spirit of the Y, and is intended to help everyone feel comfortable and thrive. As a YMCA youth participant or guest, we ask you to agree to follow this code of conduct which is rooted in our core values.

These requirements also serve as an extension and supplement to any codes of conduct students and participants must abide by for their local or state YMCAs and Youth and Government programs.

1. Appropriate Video Call Etiquette:
 - When registering/signing-in for any video call or meeting, please use your **First & Last Name** (not a random username).
Example: Clement Duran. This helps us to ensure the privacy of our meetings.
 - Please find a quiet area and call in at the scheduled meeting time so that you can be fully present in the virtual experience. We ask that all participants have their video function on their device so that we can see and hear you.
 - Think about where the camera is set in your home. What can other participants see? Make sure they cannot see people going in and out of a bathroom and that no inappropriate pictures can be seen.
 - Do your best to keep background noise or distractions to a minimum.
 - Do not take your phone or computer to the bathroom.
 - Photos and videos of others without the expressed consent is prohibited. The virtual meeting may be recorded. If it is being recorded, the facilitator will notify you at the beginning of the meeting before starting the recording.
2. Appropriate attire: Appropriate attire must be worn at all times. Clothing with vulgar language, obscene gestures, racial slurs, or anything that contributes to a hostile environment or would be considered inappropriate in a YMCA facility or program is not allowed. Appropriate tops and bottoms should be worn.
3. Appropriate language: Vulgar language, including swearing, name-calling or shouting/yelling at others is prohibited. When communicating in the chat box, please do not send links or information that is not aligned with our YMCA values. Private chats between individuals are not allowed. All chats are public or can be viewed by the facilitator.

4. Creating a welcoming environment: Respect others' cultures and personal way of being. We strive to create a safe emotional and physical space. We encourage participants to honor diversity in all dimensions and respect opinions or perspectives. The YMCA stands up against all forms of bullying, discrimination and racism.
5. Appropriate conduct: Any other conduct of an inappropriate, threatening or offensive nature will be investigated/evaluated by YMCA leadership. Participants that do not abide by this agreement may be prohibited from participating in future virtual events or in person activities.
6. Alcohol, Tobacco and Drugs: The use of alcohol, tobacco, and drugs (including e-cigs/ tobacco-like products) is not permitted in or outside of ALL virtual calls. Participants that show, obtain, see in the background, make references to or use during the virtual calls will be removed from meeting and removed from future virtual and in-person events.

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 sent home (at the expense of the parent/guardian) and involving appropriate legal authority. The YMCA reserves the right to make situational decisions based on our policies, mission and values.

All student participants, along with their parent/guardian, must submit their digital signature agreeing to this code of conduct prior to participating in all virtual YMCA programming. Student participants under the age of 18 will not be able to participate in virtual YMCA programming without a signature from their parent or guardian.

All policies listed in the Advisor Handbook will stand unless otherwise stated in this document.

Online Platform:

For State Office sponsored events, we will be using Zoom. It is possible to use one of the many other platforms for your meetings. Since the State Office has chosen Zoom, the following guidelines describe our recommendations for the use of this platform:

Chambers

Each committee and legislative chamber will have their own zoom meeting room. In the call, the Chair or Major Officer will preside over debate.

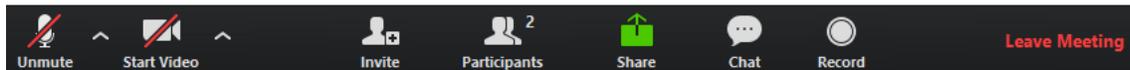
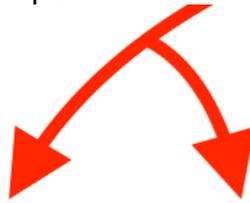
When entering the Zoom meeting, rename yourself as "Last Name - Chamber or Leadership Position" by right clicking the three dots in the upper right corner of your video.

Example:

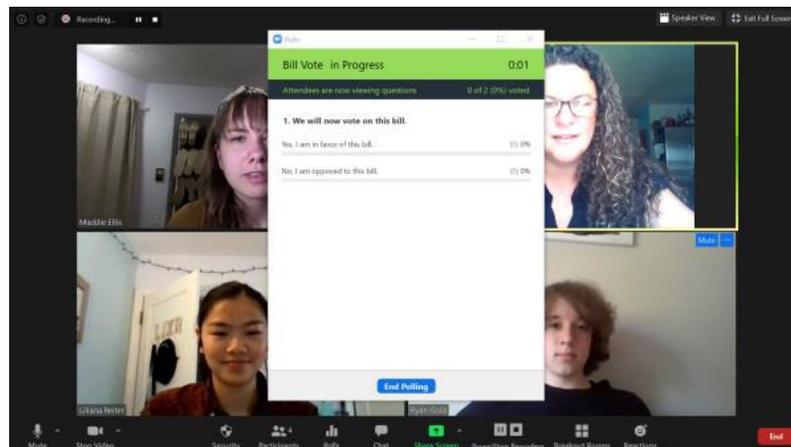
- Smith – Senate
- Smith – House
- Smith – Attorney General
- Smith – Press
- Smith – Lobbyist

General Debate Guidelines

- Keep your microphone muted when you are not speaking. There is a button in the Bottom Left of your screen to Mute/Unmute. The Host/Chair/Vice Chair will also be able to do this.
 - If you are calling in from a phone, *6 will mute/unmute your line
- Find a quiet place without bright light behind you. If possible, shine a light towards your face from a lamp.
- Be sure your background is appropriate, no foul language or view of the bathroom.
- Place your camera near eye level. If too low, we will be looking up your nose.
- Find the Chat Box and Participant list



- If you would like to ask a question or speak on a bill, "Raise Your Hand" in the Participant window.
- If you need help, send a Chat message to the Host.
- Any votes will be taken with the Polling function. This will appear on your screen when the bill goes to a vote.



Voting on Bills

After each debate, the MO/Chair/Vice Chair will share a "poll" on your screen to vote in favor or opposed to the bill. You will place one for Yeah or Nay. Once the poll is complete, the Chair/Vice will share the results and record the outcome in a shared document.

Previous Question and Motions

The polling function will also be used for Previous Question motions. Use the drop down arrow to find the poll.



Once you have selected your poll, you can then “launch” poll. Remind delegates to vote within 15-20 seconds. No need to share results for motions or previous questions.

*Note to advisors, for additional functions (raise hand and break out rooms) you will need to set these up prior to your meeting.

Elections:

Major Officers Selection Process

Descriptions and duties of all Major Officer positions, and of all other student roles, can be found in the Rules of Order.

Election of the following major officers occurs at the Legislative Session:

- Governor
- Lt. Governor*
- Speaker of the House*
- Secretary of State*
- Attorney General

*The second place candidates in these elections assumes the Director of Elections and Pro Tempore positions.

These eight major officers serve for the following program year.

The rules governing campaigning and the election process are issued from the Fair Election Commission, a student committee consisting of one member from each district and chaired by the Director of Elections, under the supervision of the Secretary of State. Fair Election Commissioners, under the supervision of the

Director of Elections, are responsible for publication, implementation and enforcement of the adopted rules.

The election of the:

- Chief Lobbyist Executive
- Editor in Chief
- Post Master General

...positions also occur during session. These positions are elected within their respective areas at the end of session and serve throughout the next program year. Campaigning does not take place for these positions.

Virtual Elections Rules

General Campaign Rules

- All campaign activity must be respectful to our program and viewers. Appropriate materials, dress, and behavior must be maintained at all times.
- All candidates will emphasize and abide by the YMCA core values:
 - Honesty
 - Respect
 - Responsibility
 - Caring
- There will be no negative campaigning. Materials (virtual or otherwise) will refer to each delegate's own candidacy, qualifications and achievements.
- Each candidate is responsible for their campaign materials including message, cleanup, and appropriate posting of campaign items.
- There will be no campaigning during committees, during House, Senate, O'Brien House, Cherberg Senate, or 8th Grade House sessions.
- Endorsements are allowed, however, candidates may be held responsible for actions taken on their behalf.
- Photographs and biographies are to be submitted to the State Office ahead of the election. No introductions aside from those assigned by the Director of Elections/State Office are permitted.
- Candidate speeches must be approved by the Director of Elections or State Office at least two (2) hours prior to the time that speeches are scheduled to take place.
- Speeches may not be more than 2 minutes.
- Candidates must inform their advisor and the Program Director of any absence during Youth Legislature before the event.
- Candidates **MUST** be present for all campaign-related activities, including; speeches, awards and acceptances. An absence may result in a forfeit of the candidate's campaign and/or office.

Campaign Finance

The maximum amount that each candidate may spend on the campaign is Fifty Dollars (\$50.00). This amount includes in-kind and direct contributions and all amounts spent by supporters. For example, if a friend prints up a flyer on paper from his parent's office, the fair market value of that flyer (paper and copying or printing costs) must be included in the \$50.00. Expenses such as glue, printer paper, ink, etc. must be included – the costs of these items may be estimated if necessary.

All candidates must prepare and submit a draft plan/budget to their advisor and a final plan/budget to the Director of Elections on the first day of session. Each candidate must also submit an itemized expenditure report including valid receipts and/or fair market value for all expenditures to the Director of Elections prior to the opening of the polls.

Campaign Materials

Campaign ads/Social Media Pages/Groups

All campaigning (including on virtual platforms) must be reviewed with the Director of Elections and Program Director prior to sharing with other participants. All campaign materials (virtual or otherwise) must include a disclaimer which clearly states the person(s) responsible for its production. The words "paid for by" or "prepared by," with the person's name must be on each campaign item.

Elections of Chief Lobbyist Executive / Editor-in-Chief / Postmaster General

- a. Elections of the Chief Lobbyist Officer, Post Master General and Editor in Chief will be run by the Fair Elections Commission.
- b. FEC's will address each group on the first day of session to explain election rules and the duties of respective positions.
- c. Candidates will follow the same guidelines as all other major officer candidates.
- d. Candidates will post their candidacy on a shared document accessible to all members of their group prior to 5pm on Thursday, after which time no additional candidates will be approved.
- e. FEC's will distribute voting links at an assigned time on Friday. To be open for 1 hour. FEC's will then close the voting.
- f. FEC's will share results electronically with the Director of Elections directly following the vote.
- g. Results will be reviewed by the Director of Elections and the Secretary of State.
- h. The Director of Elections and Secretary of State will certify the votes.

Enforcement

If a candidate or candidate's supporters choose to break any of these rules, the candidate may be disqualified from the race or, if the election has concluded, may be asked to forfeit his or her seat. In this case the nearest challenger will assume the office.

Complaints regarding a rule violation will be submitted to the Director of Elections, in writing, with specific facts and evidence provided. Complaints will be considered and decided upon by the Director of Elections, Fair Elections Commissioners and Secretary of State with oversight by the State Director, and the appropriate delegation advisor within four hours.