

Channel Islands YMCA

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Youth & Government Delegate Handbook

The Channel Islands Alliance (CIA) Youth & Government Program is one of many programs from across the state of California that participates in the California Model Legislature and Court Program (ML/C). The Channel Islands Alliance is comprised of Youth & Government delegations in the Channel Islands YMCA Association.

The California Model Legislature and Court Program is operated through the California YMCA Youth & Government Association and consists of over 2,300 high school students in grades 10 – 12 which participate regularly on a local level in one of the nearly 100 delegations across the state. Weekly delegation meetings are held in preparation for several statewide conferences. The program is supervised and supported by a Governing Board, and enlists the support of a high level Advisory Board to help secure state facilities. These boards consist of state constitutional officers, legislators, corporate executives, and other government officials. Each local YMCA must meet the Governing Board's requirement that each delegation have at least one adult advisor, and maintain adult to youth ratio of 1-11 or 1-9 for certified advisors, and 1-7 for non-certified advisors.

Training & Elections Conference I (T & E I) is held in November at Camp Roberts, Paso Robles. T & E I gives every participant experience in public speaking, leadership training, and role exposure to many different areas of the program. This conference also elects many state officers, including Speaker of the Assembly, Lt. Governor and Chief Justice of the Supreme Court.

Training & Elections Conference II (T & E II) is held in January at Camp Roberts, Paso Robles. This conference focuses on each participant's specific role in the program includes Parliamentary Procedure training, bill committee preparation, and Joint Sessions (with all delegation members for convention style elections).

The **Model Legislature & Court Sacramento Conference** is where the delegates take over the State Capitol and attempt to pass delegation bills through the legislative process on the Senate and Assembly floors. Those involved in the Model Court portion act as judges and attorneys in the Trial, Jury Trial, Appellate, and Supreme Courts. In addition to Senators, Assembly members, and Judicial members, there is a large media program, consisting of print media, which creates a daily newspaper at the conference, and broadcast media, which broadcast daily television news programs through the Sheraton Grand Sacramento and Hyatt Regency Sacramento Hotels' closed circuit television. Additional program areas include Lobbyists, Pages, State Board of Education, Historians, Sophomore Forum, and the Governor's Cabinet.

All YMCA advisors are volunteers take part in the program because of their dedication to teens, the community, and the program. Delegation Advisors provide leadership to their own local youth delegation by preparing them for their participation in the program. They also accompany their delegation to the various conferences, providing direct supervision to their delegates.



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Delegation Criteria

Delegates participating in California Youth and Government from a Channel Islands Alliance delegation must adhere to the following criteria:

1. Consistently demonstrate the six pillars of Character: Trustworthiness, Caring, Honesty, Respect, Responsibility and Citizenship as they participate in Y&G activities and functions
2. Stay knowledgeable in regards to current events through newspapers, magazines, television news sources, and the internet especially in relation to the delegation's bill taken to Sacramento
3. Participate actively in all Youth and Government conferences. (T&E I, T&E II, Sacramento)
4. Attend 80% of all Youth and Government meetings, with the following criteria:
 - No more than two excused absences prior to T&E I
 - No more than two excused absences prior to T&E II
 - No more than one excused absence prior to Sacramento
 - The last meeting before each conference is mandatory
 - Delegates must notify the President if they are to miss a meeting
5. Vote in all elections at the conferences. Delegate must show they have voted as indicated by having their badge punched or marked with a voting sticker.
6. Follow directions of all advisors, deans, and staff irrespective of their YMCA.

Delegates and advisors will monitor all of these criteria.



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California YMCA Youth & Government

CODE OF CONDUCT

FOR THE MODEL LEGISLATURE & MODEL COURT

"The purpose of the California YMCA Model Legislature & Model Court is to develop within our youth a dedication to the values of democracy and an awareness of the need for their participation and leadership in the democratic process."

BASIC PHILOSOPHY OF RESPONSIBLE CONDUCT

Essential to the Model Legislature/Court program is the concern of each participant for the rights of every individual. Being responsible for one's own behavior at all times is a necessary part of self-government. It is critical that all delegates, advisors, and staff act responsibly to ensure that their own conduct and attitude is beneficial not only to themselves and their fellow delegates, but also to ensure the continuation of the California YMCA Model Legislature/Court.

The Code of Conduct shall be observed by both youth and adults. There will be no double standard. By choosing to participate in the programs of California YMCA Youth & Government, each individual agrees that they have read, understand, and will follow the Code of Conduct while attending any part of the program.

Each participant is accountable for preserving the reputation and high standard of his/her YMCA delegation and the California YMCA Model Legislature/Court Program.

All participants share equally the responsibility for their actions when violations of the Code are witnessed. Those who decide to be present when a violation occurs shall, by their own choice, be considered a participant in the violation. In this program, there are no "innocent bystanders".

I. GENERAL RULES

Infractions of General Rules A - G **shall** result in expulsion from YMCA Youth & Government functions and conferences. In addition, local law enforcement agencies may be contacted and the delegate/advisor/staff member turned over to them as appropriate:

- A. All public and private facilities placed at the disposal of California YMCA Youth & Government to conduct its programs are to be given the greatest care and attention by everyone. It is a PRIVILEGE to use them; treat them with respect. Any act of vandalism, destruction of property, or misuse of a facility may be a crime and will be treated as such.
- B. Possession and/or consumption of alcoholic beverages and illegal drugs is strictly prohibited.
- C. Weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden.
- D. Any violation of State or Federal laws will be treated as such and the proper authorities notified.
- E. Activities which endanger the health and safety of the individual or others is prohibited.
- F. Inappropriate and uninvited physical contact between any Youth & Government participants, staff member, or guests is not allowed. Intimate sexual behavior is inappropriate and not allowed.
- G. Smoking and/or the use of any tobacco products is not permitted.



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Infractions of General Rules H-O **may** result in expulsion from YMCA Youth & Government functions and conferences:

- H. Laws of the state, county, and city governments are to be observed.
- I. Badges shall only be worn by the individual whose name is on that badge. **BADGE SWITCHING OR SHARING IS STRICTLY PROHIBITED.** Participants will wear their assigned badges at all times when they are not in their sleeping rooms, and badges are to be worn above the waist and must be visible. Badges are not to be defaced, decorated, or altered in any way. Only advisors can request replacement badges. There may be a charge for replacement badges.
- J. Specific rules as set by the individual facilities (i.e., YMCA, State Capitol, Hotels, California National Guard facilities, etc.) are to be observed.
- K. Participants must be present and punctual at all meetings where their involvement is required.
- L. Participants shall observe all curfews and be in their assigned sleeping rooms at the established curfew times.
- M. No delegate shall be in the barracks of the opposite sex at the Training & Elections Conferences. In Sacramento, no delegate shall be present in the hotel room with a member of the opposite sex at any time, unless an advisor is present in the room, or there are five or more delegates present in the room, two of which are the same sex (3-2 rule).
- N. The Model Legislature/Court program does not permit delegates to drive vehicles to or from any of its related conferences. Any delegation seeking an exception must clear it in advance with their local YMCA Executive Director or, in school based delegations, School Principal, and must provide proof in writing to the Model Legislature/Court office prior to the related conference. **DELEGATES MAY NOT DRIVE ANY VEHICLE DURING THE TIME THEY ARE AT A CONFERENCE.** Advisors seeking to drive during a conference shall obtain clearance through the Model Legislature/Court office. **IN ALL CASES, LIABILITY IS ASSUMED BY THE SPONSORING LOCAL YMCA OR SCHOOL.**
- O. All electronic devices (except those used by the Youth & Government staff) must be turned off during all sessions, meetings, and hearings in all program areas. Advisors/staff may leave devices on, but inaudible, for emergency contact reasons. They must leave the session/area in order to answer a call.
- P. Falsification of records threatens the integrity of the program and will be considered a serious breach of contract. The result will include a range of penalties up to and including probation or dismissal from the program.

II. DRESS RULES FOR OFFICIALLY SCHEDULED SESSIONS

- A. Sacramento Model Legislature & Model Court - All participants are to maintain a professional and business-like appearance by dressing in business and professional attire during the Model Legislature/Court business day (8 a.m. - 10:00 p.m.) and other such hours as designated by the program schedule. The Director and his/her designee has the authority to determine both the appropriateness of appearance and attire of participants.
- B. Other Conferences & Meetings – Participants must wear clean, tidy school attire. No open toes shoes are allowed outside of an individual's own barracks at Camp Roberts.
- C. Refer to *Dress Code Supplement* for specific requirements for both the Model Legislature/Court and other conferences and meetings.

Business attire is exactly what it says, **BUSINESS ATTIRE**. It is the appropriate dress and grooming for conducting business in the state capitol and other facilities. Business attire is not what we wear to the gym, to school or to a nightclub. Business attire is dressing in a professional manner so that your dress/attire does not detract from the



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business at hand. It should reflect a level of professionalism that conveys a feeling of competence and appropriateness for the task at hand.

When dressing for a particular event, one should consider:

1. The type of event.
2. The purpose of the event.
3. The reason why they are attending the event.
4. What are they trying to accomplish by participating in the event.

If the above items are considered, the do's and don'ts are irrelevant because proper business attire will automatically be achieved.

Appropriate Male Dress – Do's

1. Suit worn with a collared shirt and tie.
2. Dress slacks and sport coat worn with a collared shirt and tie.
3. Dress slacks and long sleeved sweater (solid color or muted weave) worn with a collared shirt and tie.
4. "Docker" type slacks and knitted sweater-vest worn with a collared shirt and tie.
5. Dress shoes
6. Banquet – Tuxedo or any of the above. A collarless formal shirt may be worn with the appropriate outfit. *(Raincoats, overcoats, and casual jackets may be worn outside but must be removed immediately when entering a building)*

Male Dress Don'ts

1. Jeans of any kind
2. Tennis shoes and/or sneakers
3. Ski type sweaters
4. Sweatshirts
5. Hats of any kind (except in case of rain outside a building)
6. Turtleneck shirts without ties
7. Baggy pants
8. Pants worn way below the waist (hip level)

Appropriate Female Dress Do's

1. Suits, Dresses, Skirts with Dressy Sweaters or Blouses (skirt length should be no shorter than the top of the knee)
2. A jacket with a sleeveless blouse and a skirt or dress slacks
3. A matching suit or blazer with slacks
4. Long sleeve blouse if not wearing a jacket (a bit old fashioned but still a classy look)
5. A purse or a bag that will accommodate necessities, but not bulky
6. A tie with a dress shirt (shirt with a collar)
7. Hose must be worn with all dress/skirt combinations
8. Comfortable dress shoes
9. Open toed shoes allowed if dressy in style (leather or fabric)
10. "Mule" type backless shoes only if dressy in style
11. Dress boots only if worn with a long skirt that covers the top of the boot
12. Banquet - Formal or cocktail dress or business attire. Wearing hose is not required. *(Raincoats, overcoats, and casual jackets may be worn outside but must be removed immediately when entering a building)*

Female Dress Don'ts

1. Skirts with long spits that reveal a lot of the upper leg.
2. Tight clothes that ride up when sitting or walking.



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3. Shirts and tops that show any skin in the midriff area.
4. Sleeveless blouses when worn without jacket.
5. Shoes that are uncomfortable after 5 minutes of wear.
6. Plastic flip-flop type shoes.
7. Tennis shoes and/or sneakers
8. Country western wear Cowboy boots
9. Hats of any kind (unless worn outside in the rain)
10. Deep cut blouses that expose the cleavage in a provocative manner
11. Anything that exposes or highlights private parts of the anatomy
12. See through tops; Blouses worn outside with curved tails (*straight hem around are okay*)

General Appearance

1. All participants should exhibit clean hygiene. Hair should be appropriately styled.
2. At Sacramento extreme hairstyles (tall spikes, Mohawks, etc.) are totally unprofessional and not acceptable.
3. Hair color in at the Sacramento conference must be a viable natural color (blond, red, brown, black, gray)
4. Artificially colored hair (blue, purple green... etc) may be worn at the training conferences but is not considered appropriate for Sacramento.
5. Visible tattoos need to be covered with make-up or band-aids at Sacramento.
6. Extreme visible facial piercings are not appropriate for Sacramento. (nose, eyebrow, lip, etc.)
7. No obscure clothing (jackets made out of the flagetc.)

III. DISCIPLINARY ACTIONS

- A. The Code of Conduct is binding on all delegates, advisors, and staff. Each participant will be accountable for his/her actions. In addition, each YMCA and its advisors **shall** be held accountable for the conduct of their delegation.
- B. THE DIRECTOR HAS THE AUTHORITY TO INTERPRET THE CODE OF CONDUCT AND ADMINISTER ANY DISCIPLINARY ACTION DEEMED NECESSARY.
- C. The Director has the authority to delegate his/her disciplinary powers to any staff person deemed appropriate.
- D. ALL EXPENSES AND ARRANGEMENTS RELATED TO ANY DISCIPLINARY ACTION ARE THE SOLE RESPONSIBILITY OF THE LOCAL YMCA, THE DELEGATION, AND THE ADVISOR, WHO SHALL BE REIMBURSED BY THE PARENT OR GUARDIAN. YMCAs MUST BE PREPARED TO ASSUME ANY AND ALL FINANCIAL OBLIGATIONS IMMEDIATELY.

IV. LOCAL YMCA RULES

- A. Each local YMCA may outline additional (more stringent) rules of conduct in conformance with this Code of Conduct for its delegation. These additional rules and the California YMCA Model Legislature/Court Code of Conduct are binding. Violation of either could subject the offender to termination from the program. Delegation advisors shall be responsible for enforcing such additional rules of their local YMCA.



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