



## **YMCA Youth and Government QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS**

All students wishing to run for an office must file a Declaration of Candidacy by the deadline date specified in the current calendar. Write-ins will be permitted for Secretary of State, President of the Senate and Speaker of the House at Pre-Leg. Write-in candidates will not be introduced or allowed to give a campaign speech at Pre-Leg, however, they may actively campaign. In 2021, write-in candidates will be permitted for Committee Chair at Pre-Leg and for the Youth Governor election during the Legislative Session.

### **Secretary of State (Youth Governor following year)**

**Qualifications:** Maturity, judgment, knowledge of public affairs and public speaking, and must have attended at least one prior Youth Legislature.

**Responsibilities:**

1. Serve as a role model for program participants.
2. Attend all training events for Legislative Leaders.
3. Familiar with the content of all proposed legislation.
4. Deliver the inaugural address to the Opening Joint Session.
5. Deliver the closing address at the Closing Joint Session.
6. Preside over Youth Governor's Banquet.
7. Sign or veto each bill passed by the Legislature.
8. Serve as ex-officio member of the Program Committee of the Oregon YMCA Youth and Government Program during the succeeding year.
9. Attend the National Conference of YMCA Youth Governors.

### **President of the Senate**

**Qualifications:** Poise, mental alertness, thorough knowledge of parliamentary procedure, a high degree of ability as a presiding officer and must have attended at least one prior Youth Legislature.

**Responsibilities:**

1. Serve as a role model for program participants.
2. Attend Wednesday Workshop for Legislative Leaders.
3. Preside over all sessions of the Youth Senate and Senate docket committee in accordance with the Standing Rules of Procedure.
4. May arrange for responsible for inspirational message (poem, music, reading, etc.) at the opening of each session.
5. Work with legislative committees.
6. Preside at Joint Sessions of the Legislature.

**NOTE:** As the 2021 Legislative Session will be held in a virtual setting, some modifications of the roles may be required.



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### Speaker of the House

**Qualifications:** Poise, mental alertness, thorough knowledge of parliamentary procedure and the program Standing Rules of Procedure, a high degree of ability as a presiding officer. Must have attended at least one prior Youth Legislature.

**Responsibilities:**

1. Serve as a role model for program participants.
2. Attend training events for Legislative Leaders.
3. Preside over all sessions of the Youth House of Representatives and House docket committee in accordance with the Standing Rules of Procedure.
4. Be responsible for inspirational message (poem, music, reading, etc.) at the opening of each session.
5. Work with legislative committees.
6. Preside over Thursday Night Dinner.

### Clerk of the House or Senate

**Qualifications:** Good organizational and reading skills. Must have attended at least one prior Youth Legislature.

**Responsibilities:**

1. Serve as a role model for program participants.
2. Attend training events for Legislative Leaders.
3. Custodian of all official documents of the House or Senate.
4. Receive and place legislation on the official docket as it comes out of committee or from the other chamber of the Legislature.
5. Assist the presiding officer as requested.

### Reading clerk of the House or Senate

**Qualifications:** Outstanding reader and speaker with good organizational skills.

**Responsibilities:**

1. Serve as a role model for program participants.
2. Attend training events for Legislative Leaders.
3. Read measures to the legislators as requested.
4. Take roll calls.
5. Read aloud items brought before the Legislature as requested.

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### **Sergeant-at-Arms of the House or Senate**

**Qualifications:** Good people skills and capable of handling large groups of persons in a mature manner. Willingness and ability to enforce rules of the House or Senate.

**Responsibilities:**

1. Serve as a role model for program participants.
2. Attend training events for Legislative Leaders.
3. Maintain order in the House or Senate and at all official legislative gatherings.
4. Aid and assist in directing all alternates, observers, and visitors to the galleries.
5. Permit only persons bearing appropriate floor passes to be on the floor of the House or Senate.
6. Assist the Page Advisor with the supervision of the pages, as requested.

### **Committee Chairpersons**

**Qualifications:** Experienced at presiding over meetings and capable of handling large discussion groups in a mature manner. Willingness and ability to use Standing Rules of Procedure in committee sessions. Must have attended at least one prior Youth Legislature.

**Responsibilities:**

1. Serve as a role model for program participants.
2. Attend training events for Legislative Leaders.
3. Preside over all committee meetings in accordance with the Standing Rules of Procedure.
4. Report to the House and Senate regarding committee action taken.
5. Attend House/Senate docket committee meetings.

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