



MINNESOTA YMCA YOUTH IN GOVERNMENT NATIONAL ISSUES FORUM RULES & PROCEDURES

1. Structure of the National Issues Forum

A. Presiding Officer

- i. The Presiding Officer is elected the prior year by the members of the National Issues Forum. A Presiding Officer is expected to select all appointed officials and attend training sessions to prepare for Model Assembly. The Presiding Officer will serve as chair of General Assembly.

B. Committee Chairs

- i. Four appointed officers will be selected by the Presiding Officer to serve as chairs of First and Second Committee and Committee Clerks during General Assembly.
- ii. Appointed officers are required to attend training sessions identified by the Presiding Officer.

C. Members

- i. Members of the National Issues Forum must be registered participants in the Model Assembly conference. Membership is open to students in grades 10 to 12.
- ii. Members are expected to attend Fall LAUNCH Training in advance of the conference.

D. Proposals

- i. A proposal may not be introduced until it has been reviewed by the Youth in Government State Office and is in compliance with the Youth in Government Code of Conduct. Proposals should consider a topic of national or international importance and will be assigned to a committee by the officers.
- ii. Proposals will be evaluated on Ranking Ballots by members in the First and Second Committees
 1. Each member of the Forum may submit one completed Ranking Ballot per proposal per committee.
 2. Members are required to complete a Ranking Ballot by indicating a total score as designated. Failure to note a total score may result in nullification of an individual Ranking Ballot.
 3. Ranking Ballots are used to rank each proposal by the following criteria:
 - a. National or International Importance
 - 1 = Highly important and relevant national or international issue.
 - 2 = Important national or international issue, less relevant.
 - 3 = Somewhat important, not as relevant, national or international issue.
 - 4 = Not relevant national or international issue (i.e., presents a state or local issue)
 - b. Evidence of Research
 - 1 = Goes beyond necessary preparation required to provide informative and supported facts, statistics, and has a thorough understanding of the proposal topic and its ramifications.
 - 2 = Provides a high-level (in quantity, quality or both) of research and preparation.
 - 3 = Provides evidence of research and preparation.
 - 4 = Does not provide evidence of research or preparation.
 - c. Feasibility
 - 1 = The author has described in detail a practical and feasible way of implementation.
 - 2 = The proposal appears possible under the guidelines presented.
 - 3 = The action to be taken has potential and author provides some information on implementation.



MINNESOTA YMCA YOUTH IN GOVERNMENT NATIONAL ISSUES FORUM RULES & PROCEDURES

4 = The proposal faces serious obstacles in implementation and author does not address concerns.

d. Creativity

1 = Presents a unique concept that is both original and is creative in its approach to that topic.

2 = Creative approach to an interesting topic or plan of implementation: or proposes a creative idea with a conventional solution.

3 = Suggests creativity in the proposal's design, but is not unique or a new concept.

4 = Is not creative in idea or approach.

e. Debatability

1 = Proposal sparks intense and energetic debate on both sides of the issue.

2 = Proposal creates interesting debate on both sides of the issue.

3 = Creates debate on both sides of issue, but not equally (one side offers more debate).

4 = Proposal creates little or no debate.

2. Debate Timing Procedure

A. First Committee

i. Proposal Timing- Proposals should be heard in the following manner:

2 minute introduction speech by author/sponsor

2 minutes of non-debatable technical questions from the committee

2 minutes of testimony from lobbyists and/or cabinet members (optional)

5 minutes con/pro debate (1 minute each, must begin and end with a con speech)

2 minute closing speech by author

1 minute for ranking by committee members

ii. Yielding Time

1. During the author's opening speech, the author may yield time to the Chair, or to questions, at any point. After 1 minute, the author may yield remaining time to your closing.

2. During con/pro debate, a speaker may yield time at any point to the chair or to questions. After the use of 30 seconds, a speaker may yield remaining time to the author's closing summation.

3. During the author's opening speech, the committee chair may give 1 rap given to indicate 1 minute is left, 2 raps will be given to indicate 30 seconds are left.

B. Second Committee

i. Proposal Timing- Proposals should be heard in the following manner:

2 minute introduction speech by author

2 minutes of non-debatable technical questions from the committee

5 minutes con/pro debate (1 minute each, must begin and end with a con speech)

2 minute closing speech by author

1 minute for ranking by committee members



MINNESOTA YMCA YOUTH IN GOVERNMENT NATIONAL ISSUES FORUM RULES & PROCEDURES

ii. Yielding Time-

1. During the author's opening speech, the author may yield time to the Chair, or to questions, at any point. After 1 minute, the author may yield remaining time to your closing.
2. During con/pro debate, a speaker may yield time at any point to the chair or to questions. After the use of 30 seconds, a speaker may yield remaining time to the author's closing summation.
3. During the author's opening speech, the committee chair may give 1 rap given to indicate 1 minute is left, 2 raps will be given to indicate 30 seconds are left.

C. General Assembly (GA)

i. Proposal Timing- Proposals should be heard in the following manner:

- 3 minute opening speech by author/sponsor
- 4 minutes of questions run by the Presiding Officer
- 8 minutes of con/pro debate (2 minute limit per speaker)
- 2 minute closing speech by author/sponsor
- Standing Vote - Pass/Fail

ii. Yielding Time-

1. For an Author: An author may yield time to the Chair at any point. After 2 minutes an author may yield time to his/her summation speech.
2. For a Speaker During Debate: A speaker may yield his/her time to the Chair at any point. He/she may yield to the author's summation speech or another National Issues Forum delegate.
3. To Another Delegate During Debate: In order to yield time to another speaker, the speaker who is recognized must tell the Presiding Officer that he/she will be yielding time to delegate "Smith" before making a statement or asking questions. Example: "I reserve the right to yield the remainder of my time to delegate 'Smith.'"
4. Clarifications: A speaker is limited to two actions. He or she may ask questions of the author and yield to the author's summation, or make a statement and yield to another delegate, but not more than two actions in one speech. A delegate who has been yielded time from another delegate can only take one action (i.e. ask questions of the author or speak).
5. During the author's speech: The presider may give 1 rap given to indicate 1 minute is left, 2 raps may be given to indicate 30 seconds are left.

D. Amendments and Other Motions

1. Amendments

a. First Committee

- i. Amendments may be made only by the author of the proposal.
- ii. Amendments must be made before the proposal is considered in First Committee.
- iii. The author must supply each delegate with a copy of the amendment if it is 10 words or more.

b. Second Committee

- i. Amendments may be made only by the author of the proposal.
- ii. Amendments to proposals that move on to the Second Committee level must be proposed by the author to the Committee Chair made after the proposal has been heard and ranked in First Committee but before the proposal has a hearing in Second Committee.



MINNESOTA YMCA YOUTH IN GOVERNMENT NATIONAL ISSUES FORUM RULES & PROCEDURES

- iii. The author must bring a copy of the amendment to the Committee Chair for review to ensure it is germane and does not alter the intent of the proposal.
 - iv. If the amendment is considered germane by the Committee Chair, the author may offer the amendment during the presentation of their proposal. It must be voted on by the Second Committee and must pass by a majority vote. If the amendment is more than 10 words, the author must provide a hard copy for each committee member prior to the vote.
- c. General Assembly
- i. Amendments are not permitted in General Assembly.
- i. Motions to Recess or Adjourn:
- 1. Any member of the National Issues Forum may make a motion to recess or adjourn if recognized by the chair. The motion may be vote on at the discretion of the chair and requires a second by another delegate and a voice vote.

3. Committee Procedure

A. First Committee

- i. Appointed Officers will preside over First Committee.
- ii. Proposals heard in First Committee will be scored on Ranking Ballots provided. Each member may submit one Ranking Ballot per proposal.
- iii. The first seven proposals with the highest scores in each First Committee will move on to be debated in Second Committee.
- iv. First Committee will take place Thursday and Friday morning of the conference.
- v. Lobbyists and cabinet members are permitted to give up to one minute of testimony per individual proposal during First Committee.

B. Second Committee

- i. Appointed Officers will preside over Second Committee and serve as Committee Clerks.
- ii. Proposals heard in Second Committee will be scored on Ranking Ballots provided. Each member may submit one Ranking Ballot per proposal.
- iii. The first six proposals with the highest scores from each Second Committee will move on to General Assembly.
- iv. Second Committee will take place Friday and Saturday morning of the conference.

C. General Assembly

- i. The Presiding Officer will preside over the General Assembly.
- ii. Appointed Officers will rotate as committee clerks for the Presiding Officer.
- iii. Proposals heard in General Assembly will be voted upon by the members of the Assembly. Each member has one vote per proposal.
- iv. The General Assembly docket will be organized in order of rank with the highest ranking proposal from Second Committee presenting first.
- v. Proposals that pass in the NIF General Assembly will be signed and sealed by the Presiding Officer as the final order of business on Sunday.

D. Special Circumstances

- i. Ties in Ballot Ranking: In the case of a tie to two decimeal points in the aerage ballot score, both proposals will move forward.
- ii. Combining Proposals: If two proposals inadvertently have identical topics and are in the same committee, they may combine their proposal on the agreement of the involved parties and at the discretion of the Presiding Officer. Combining proposals is discouraged, delegates should make every effort to present a unique idea to the National Issues Forum.



MINNESOTA YMCA YOUTH IN GOVERNMENT NATIONAL ISSUES FORUM RULES & PROCEDURES

4. Debate Language

A. When I am recognized to speak during non-debatable technical questions, what do I say?

Presiding Chair: "The Chair recognizes delegate Lindquist."

You: "Thank you, Sam Lindquist, Burnslake Park Delegation."

You: [Ask your non-debatable, fact-based question.]

(This is a period of quick, back-to-back questions to gain more insight into the author's proposal. Debatable, opinion-based questions will be called out of order.)

B. When I am recognized to speak during con-pro debate, what do I say?

Presiding Chair: "The Chair recognizes delegate Lindquist."

You: "Thank you, Sam Lindquist, Burnslake Park Delegation. [Speak for the allotted amount of time.] I yield my time to the chair."

(Ensure you are raising your placard to speak on the side of the issue you want to promote. Pro-speakers should speak in favor of the proposal; Con-speakers should share concerns of speak against the proposal.)

C. How do I ask a question or series of questions during con-pro debate?

Presiding Chair: "The Chair recognizes delegate Lindquist."

You: "Thank you, Sam Lindquist, Burnslake Park Delegation. Will the author yield to a question/series of questions?"

Presiding Chair: [To the author] "Will the author yield?"

Author: "Yes/No."

Presiding Chair: "You have one minute."

D. How do I speak *and* ask a question?

(You must ask the person you are questioning first, and then make a statement.)

Presiding Chair: "The Chair recognizes delegate Lindquist."

You: "Thank you, Sam Lindquist, Burnslake Park Delegation. Will the author yield to a question/series of questions? And I reserve my right to speak afterwards."

Presiding Chair: [To the author] "Will the author yield?"

Author: "Yes/No."

Presiding Chair: "You have one minute."

(If they say yes, you may proceed with questions, and then a statement. If they say no, you may still make just a statement.)



MINNESOTA YMCA YOUTH IN GOVERNMENT NATIONAL ISSUES FORUM RULES & PROCEDURES

5. Recognition

The National Issues Forum Presiding Officer, Committee Chairs, and National Issues Forum Award selection committee will recognize exceptional participation by delegates of the National Issues Forum. Recognition for such participation will take place upon completion of the General Assembly Session, prior to the Closing Joint Convention of the Youth in Government Model Assembly.

A. Passed Proposals

Upon completion of debate in General Assembly, the Presiding Officer will jointly recognize those proposals and authors that have been passed by the voting members of the General Assembly and notarize the passed proposals.

B. Outstanding Statesperson Award

The Outstanding Statesperson Award is given to a delegate who exemplifies the traits most revered in the National Issues Forum. An individual receiving this award is well-spoken in committee, maintains decorum and upholds the Code of Conduct, facilitates lively debate, presents opinions professionally, is attentive to the flow of discussion, and gives other delegates due respect in and out of debate. This award may be presented to multiple delegates of the Forum if warranted.

C. Outstanding Proposal Award

The Outstanding Proposal Award is given to the author of a proposal that best demonstrates the intent of the National Issues Forum. This award is selected for closely meeting the five criteria of ranking, being National Importance, Evidence of Research, Feasibility, Creativity, and Debatability. An author earning this award is also recognized for their presentation of their idea, and for demonstrating the best example of proposal writing all delegates should aspire to. This award may be presented to multiple delegates of the Forum if warranted.