



FOR YOUTH DEVELOPMENT®
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FOR SOCIAL RESPONSIBILITY

EXECUTIVE BRANCH: Governor, Lt Governor, Secretary of State and Executive Staff

These delegates provide a significant level of leadership for Youth in Government delegates from across the state

THINGS EXECUTIVE DELEGATES WILL ACCOMPLISH

- Meet all deadlines
- Take an active leadership role in your local delegation and program area.
- Be aware and informed of YIG rules and procedures
- Attend Pre-Gov
- Attend Model Gov
- Adhere to the Code of Conduct

An elected officer position could require work outside of your delegation commitments. Some leadership positions do not require any time commitment outside of Model Government.

OTHER LEADERSHIP POSITIONS:

- Legislative
 - Speaker of the Assembly (elected)
 - Appointed - Clerk, Floor Leader, Sergeant-at-arms
 - President of the Senate (elected)
 - Appointed - Clerk, Floor Leader, Sergeant-at-arms
 - Appointed - Committee Leader
- Supreme Court
 - Chief Justice (elected)
 - Appointed - Chief Presiding Justice, Court Administrator
- Media
 - Media Director (elected)
 - Appointed - Digital Manager, Video Manager

Please print this packet and use the resources to prepare Executive, Elected and Appointed Delegates for the Model Government Conference.



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GOVERNOR

Before the Conference

- Attend any training sessions held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Create Executive Agenda (see page 3)
- Present an opening speech at Pre-Gov
- Any duties as assigned by the State Director.

At the Conference

- Give a State of the State Address during the Opening Ceremony
- Visit and give special addresses to each branch of the program.
- Review each bill passed by two chambers and either sign it into law or veto it
- Hold a bill veto session during the Closing Ceremony
- Give a farewell address during the Closing Ceremony
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.
- Speak for the Wisconsin Youth in Government program to the media if necessary.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)
- Begin work on Executive Agenda (see page 3)

LIEUTENANT GOVERNOR

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Create Executive Agenda with the Governor (see page 3)
- Any duties as assigned by the State Director or the Governor.
- Present a welcome address at Pre-Gov

At the Conference

- Serve as top advisor to the Governor.
- Participate in Model Government Opening and Closing Ceremonies
- Speak during Closing Ceremony - program area summary report and then later a speech including awards for outstanding program area members and seniors
- With the Governor, visit and give special addresses to each branch of the program.
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.



After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)
- Begin work on Executive Agenda (see page 3)

Executive Agenda

The Governor and Lieutenant Governor, with the help of the Executive Staff, will create an Executive Agenda.

- Step 1: Brainstorm key issues you would like supported through legislation using the lens of the YMCA:
- Youth development
 - Healthy living
 - Social responsibility
- Step 2: After choosing 2 issues under each heading, for each issue:
- Summarize what the problem is and how you think legislation could fix the problem.
 - Include key questions you would like legislators to consider
 - List key resources legislators could reference

The Executive Agenda should be 4 pages long.

Page 1 - Welcome, list issues, sign from Gov and Lt Gov (name, position, delegation)

Page 2 - Youth Development - 2 issues - summary, key questions, resources per issue

Page 3 - Healthy Living - 2 issues - summary, key questions, resources per issue

Page 4 - Social Responsibility - 2 issues - summary, key questions, resources per issue

Example from Florida Executive Agenda, under the lens of Youth Development and the main issue of K-12 Education

LIBRARIES

Since the rise of technology has come about, libraries have become a severely underutilized place for students. However, libraries could serve as a solution to filling the differences within K-12 education. One of the most prominent factors in the said gap is the digital divide. Libraries are proving to be a great way to bridge the digital divide among students in this world of technological growth. The Florida Department of Education supports a variety of library media services that help students obtain the education resources they need in school. Overall, libraries provide a way to combat educational poverty, by ensuring there are no barriers from them to come in and use the academic resources a library has to offer.

- What can Florida do to encourage the use of public libraries for K-12 students?
- Is there a way for Florida to incentivize students to make use of Florida libraries?
- How can libraries be best equipped to help students in terms of staff and resources available?



Resources:

- How Libraries Bridge the Digital Divide
 - <https://www.internetsociety.org/blog/2021/03/libraries-are-bridging-the-digital-divide/>
- Florida Department of Education Programs
 - <https://www.fldoe.org/academics/standards/subject-areas/library-media-services-instructional-t/>

SECRETARY OF STATE

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Create Candidate Packet
- Any duties as assigned by the State Director or the Governor.

At the Conference

- Participate in Model Government Opening and Closing Ceremonies
- Manage bill routing
- Witness bill signings/vetoes
- Organize and publish Voter Guide
- Manage the Town Hall during the State Dinner
- Announce bills signed into law during Closing Ceremony
- Announce vetoed bills and presides over debate regarding overriding vetoed bills during the closing session.
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

Candidate Packet

The Secretary of State, with the help of the Executive Staff, will create a candidate packet which will be shared at Pre-Gov, to help prepare candidates to run for elected office.

Candidate Packet will include, but is not limited to, the following:

- Rules of running for office during the Conference
 - Rules about campaigning
 - spending limit
 - Approved campaign materials
- Position descriptions



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- Election details

- Social media guidelines
- Town Hall/Candidate Forum information
- Deadlines
- Filing process

Voter Guide

The Secretary of State, with the help of the Executive Staff, will create a Voter's Guide to be published midday on Saturday at the Model Government Conference.

Voter's Guide will include, but is not limited to, the following:

- Official Candidate list
- Profile of each candidate
 - Name
 - Delegation
 - Grade
 - Number of years in YIG
 - Photograph
 - Answers to questions, such as
 - Why should you be elected?
 - What relevant experience do you have?
 - What does it mean to be a leader?
 - What goals do you have for your position?

See 2022 example: <https://sites.google.com/view/2022-voters-guide>

EXECUTIVE STAFF

Before the Conference

- Participate in local program area until appointed positions are announced in January
- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Create questions for Town Hall
- Chair a committee at Pre-Gov
- Any duties as assigned by the State Director or the Governor.

During the Conference

- Participate in Model Government Opening and Closing Ceremonies
- Locates authors for bill signings and questions from the Governor
- Responsible for all office supplies and making sure all paperwork is well-stocked and properly filed
- Help the Governor prepare press statements
- Keep the Governor on schedule
- Schedule exclusive interviews with members of the media on key agenda issues



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- Assist in the management of bill routing

- Assist the Secretary of State with the candidate profiles for the voter guide
- Assist in the management of the Town Hall during the State Dinner
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

OTHER LEADERSHIP ROLES

PRESIDENT OF THE SENATE & SPEAKER OF THE ASSEMBLY (elected)

Before the Conference

- Attend any training sessions prior to the Model Government conference, as well as any other meetings required by the State Director
- Any duties as assigned by the State Director
- Chair a committee at Pre-Gov

At the Conference

- Participate in Model Government Opening and Closing Ceremonies
- Preside over their respective legislative body
- Actively ensure maintenance of decorum & appropriate use of parliamentary procedure
- Speak during Closing Ceremony - program area summary report
- Senate President shall preside over veto override debate during the closing session
- May not debate on bills over which they're presiding
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

CLERK (appointed)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Any duties as assigned by the State Director.
- Chair a committee at Pre-Gov

At the Conference



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• Participate in Model Government Opening and Closing Ceremonies

- Take roll at the beginning of each session
- Read the title and author of each bill up for debate
- Read aloud any proposed amendments
- Record the passage or failure of each bill, and maintain amendment form process
- Keep orderly legislative documentation
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

FLOOR LEADER (appointed)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Any duties as assigned by the State Director.
- Chair a committee at Pre-Gov

At the Conference

- Participate in Model Government Opening and Closing Ceremonies
- Manage the body from the floor
- Encourage debate
- Assists the Chair in making structural motions, etc.
- Fills in for the Speaker to preside as needed.
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

SERGEANT-AT-ARMS (appointed)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Any duties as assigned by the State Director.
- Chair a committee at Pre-Gov

At the Conference

- Participate in Model Government Opening and Closing Ceremonies



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•Secure the chamber when it is time to vote

- Facilitate decorum in chamber
- Regulate movement in and out
- Assist with managing materials
- Announces guests
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

CHIEF JUSTICE (elected)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Study all cases and prepare questions that justices should ask.
- Any duties as assigned by the State Director.

At the Conference

- Participate in Model Government Opening and Closing Ceremonies
- Direct Supreme Court processes
- Preside over cases
- Ensures that opinions are developed and published
- Speak during Closing Ceremony - program area summary report
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

CHIEF PRESIDING JUSTICE/FIRST JUSTICE (appointed)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Study all cases and prepare questions that justices should ask.
- Any duties as assigned by the State Director or the Chief Justice.

At the Conference

- Participate in Model Government
- Sit as lead judge on hearings
- Train and assist student lawyers as they rotate onto bench



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- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

COURT ADMINISTRATOR (appointed)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Any duties as assigned by the State Director or the Chief Justice.
- Chair a committee at Pre-Gov

At the Conference

- Participate in Model Government
- Work as main point-of-contact for the Supreme Court
- Type and publish opinions
- Manage any case materials
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)
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MEDIA DIRECTOR (elected)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Work with Media Specialist to create publishing schedule for the Model Gov conference
- Any duties as assigned by the State Director.

At the Conference

- Participate in Model Government
- Speak during Closing Ceremony - program area summary report
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.



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After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

DIGITAL MANAGER (appointed)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Any duties as assigned by the State Director or the Governor.
- Chair a committee at Pre-Gov

At the Conference

- Participate in Model Government
- Oversee the WI YIG Media online presence
- Coordinate the use of social media
- Supervise and direct team members
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)

VIDEO MANAGER (appointed)

Before the Conference

- Attend any training session held for officers & chairpersons prior to the Model Government conference, as well as any other meetings required by the State Director.
- Any duties as assigned by the State Director or the Governor.
- Chair a committee at Pre-Gov

At the Conference

- Participate in Model Government
- Supervise and direct team members
- Ensure that video team meets goals
- Exemplify leadership, respect, and maturity and help enforce the Code of Conduct.

After the Conference

- Present a Summary Report to the State Director within one month after the Model Government conference. (see page 11)



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Summary Report

To be completed by all elected and appointed delegates and presented to the State Director within one month after the Model Government conference.

Recommendations for changes to Model Government

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Observations about your role at Model Government

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General observations deemed beneficial to the WI YIG program as a whole

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Recommended additions, deletions or other changes to your job description

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Other comments

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