

# THE AMERICAN LEGION

The Future is Today



## 2010 Daily Guide

Name \_\_\_\_\_

City \_\_\_\_\_



## **Welcome to American Legion Colorado BoysState**

**The thought of creating a fully functioning 51<sup>st</sup> state including cities, counties, political partys, a state legislature and executive branch of government is overwhelming. But you and your fellow American Legion Colorado Boys State Citizens will do just that.**

**This Daily Guide has been designed to assist you in this endeavor. If you read and follow the instructions in this guide book you will begin with small steps and gradually learn the processes required to create and operate your government.**

**Our time is limited, so don't delay in getting started. Read each day's schedule complete with the additional information recorded at the end of the day's session. There are many helpful hints and guidelines to assist you. Though time passes quickly, don't short circuit anything. It will not benefit you or Boys State to merely "Check Off" the required steps. Work through each step thoroughly as they effect how future requirements are met. Keep up, but don't get ahead of yourself.**

**It is extremely helpful to review the next day's schedule at the end of each day. Ask questions if you must, but the best source of guidance is this book the BoysState Manual and your fellow Boys State Citizens. After all, it is your Boys State and the quality of government you create and manage will be entirely based on your desires and your ability to negotiate and compromise with other Citizens.**

**Towards the end of the week you will serve in either the House of Representatives or the Senate. There you will debate bills to form Boys State Law. The bills must be created by you and your fellow Citizens, so don't miss any opportunity to record your thoughts and ideas on the BSF-2 form for bills and BSF-8 form for resolutions. Don't be afraid to share your thoughts on real issues of today. There is a strong possibility that some bills debated and passed at Colorado American Legion BoysState will be shared with Colorado State Legislators.**

**Good Luck in creating your 51<sup>st</sup> state.**

## DAY 1

# COLORADO BOYS STATE AGENDA

## Sunday - "CITY DAY"

**8:00 am** Registration: After completing initial registration, all citizens report to your assigned city to check-in with your City Counselor for your room assignment and further instructions.

**1:00 pm** General Assembly

ALL citizens of Colorado Boys State, Counselors, and Staff.

1. Posting of Colors
2. Chaplain
3. Official Greetings
4. Orientation-Colorado Boys State
5. Flag Ceremonies
6. Special Instructions-Fire Alarm System
7. Introduction- Staff and Counselors

**3:00 pm** Break

**3:15 pm** First City Meeting - Get acquainted, briefing, and instructions on City Government. General Instructions involving each City and citizen. Area assigned by Counselor. Citizens fill out BSF-5.

**5:00 pm** Dinner

**6:50 pm** Retreat Ceremony - Flag Pole at the Student Center, No Class Books

**7:00 pm** General Assembly, Student Center

1. Report on Boys Nation
2. Explanation of Boys State Rules
3. Retirement of Colors

**7:30 pm** City Meetings - ALL Cities meet in assigned areas:

1. Counselor Explains
  - a. Type of City Government
  - b. Running for Office Rules

- 7:30 pm (cont.)**
2. Form into Parties
    - a. Elect Party Chairman and Secretary
    - b. Elect State Senators (3 per party) To serve in the Senate when it convenes on Thursday, all other citizens serve in the House of Representatives
    - c. Nominate City Official Candidates
  3. Election of City Officials (entire city)
    - a. Mayor
    - b. Members of Council (3 ea)
    - c. Election Commissioner
    - d. City Treasurer
  4. Appointments (Approved by City Council)
    - a. Fire Chief
    - b. City Clerk
    - c. Parks and Recreation Commissioner
    - d. Health Officer
    - e. Police Chief

**9:00 pm** City Clerk certifies City election results. Submit voter registrations and names of newly elected officials on City Elections form (BSF-1) to the Counselor in Charge of the Clerk's Staff Meeting.

**9:00 pm** Boys State Citizen Staff Meetings (locations to be announced)

1. Mayors - general government operation
2. City Clerks - administration and newspaper
3. Election Commissioners - plan for Elections
4. Park and Recreation Commissioners - Sport activities

City Meetings (held on the City Floor of the Residence Hall)

1. Police Chief presides in the City Meeting
  - a. Write City Ordinances to present to Mayor and Council
  - b. Read Monday's schedule
  - c. Plan strategy for County Caucus by party

**10:20 pm** LOBBY CLOSED – All Citizens in their City in the Residence Hall

**10:30 pm** City Meeting

1. Mayor's Report
2. City Clerk's Report
3. Park and Recreation Commissioner Report
4. Prepare for Monday's activities
  - a. Read Monday's schedule
  - b. Read "Parliamentary Procedures"

**11:30 pm** Lights Out - All Citizens in their rooms.

# CITY ELECTIONS

## RULES PERTAINING TO OFFICE HOLDERS

1. No citizen may hold more than one elected office at the same time. This specifically applies to City level and State level.
2. If an office holder at city level is elected to an office at state level, he must immediately resign the city office, and will be replaced at the city level by a new election as soon as possible. **Exception-Mayor, Senators, and Representatives.**
3. No citizen may hold more than two appointed offices at different levels.
4. No citizen may remain in a Party Office if elected as Governor, Lt. Governor, or US Senator.
5. Election Commissioners may serve only as Election Commissioners.
6. **A Citizen must be registered to vote in any election.**

## UNIFORM PROCEDURES FOR CONDUCT OF ELECTIONS (CITY)

### PARTY CAUCUSES:

The city Counselors will arrange a caucus for each political party to be held simultaneously in two separate areas. They act as temporary chairman to assist in organizing the caucus. They open the caucus and serves until a party chairman is elected. The party chairman now assumes the duties as the presiding officer overseeing the election of a party secretary and three (3) State Senators. Majority vote is required. Each caucus elects its slate of candidates for City Officials. Each party selects one (1) candidate for Mayor, three (3) candidates for Councilmen, one (1) candidate for Election Commissioner, and one (1) candidate for City Treasurer.

To be elected, a candidate must be a registered voter and receive a majority of the votes cast. If there are more than two candidates aspiring for a particular office, on the first ballot, the candidate receiving the lowest number of votes will be dropped and a second ballot taken. This procedure continues until one candidate is elected by a majority vote.

When both party caucuses have elected their slate, the city meets as a group. The Counselor servers as presiding officer. Each party chairman introduces his candidates to the citizens. Each candidate is given two minutes to speak. A toss of the coin decides which party speaks first.

The Mayor's election is held first. The elected Mayor assumes the duties of the presiding officer to oversee the election of the remaining City Officials. When all

candidates have spoken, the city may use one-half hour of free time for political activity before the election.

At the end of the half hour, the city reassembles and prepares for election. The chairman of each party appoints two election tellers to conduct the balloting. The election may be conducted by ballot or a show of hands.

It is the Mayor's responsibility that a fair and orderly election is conducted. Upon completion of the election, the Mayor appoints a City Clerk, Parks and Recreation Commissioner, Fire Chief, Health Officer, and Police Chief. These appointments must be approved by the City Council. The Mayor directs the City Clerk to fill out a City Elections form (BSF-1) and submitted to the Counselor at the City Clerk's Staff Meeting.

## **FUNCTIONS AND DUTIES OF CITY OFFICIALS**

### **MAYOR**

1. The Mayor attends all meetings of the City Council and his vote is used as a tie breaker.
2. Appoints the following officials, subject to the approval of City Council: City Clerk, Parks & Recreation Commissioner, Fire Chief, Health Officer, and Police Chief. He may remove these appointees at will.
3. Supervises all work of appointees.
4. Reviews the City Ordinances. He may veto any Ordinance. An Ordinance may be passed over the Mayor's veto by a two-thirds majority of Council.
5. Pardon anyone convicted of violating a City Ordinance.

### **CITY TREASURER**

1. The City Treasurer is the official custodian of city property.
2. Requisitions and secures all necessary property, forms, and supplies from Administration.
3. Collects fines. All fines to be forwarded to a Boys State Fund for donation to charity at the close of the session.

### **MEMBERS OF COUNCIL**

1. Three councilmen constitute the City Council, which is presided by one of its members elected President.
2. To pass City Ordinances.

3. To act as a legislative unit for city government
4. To approve the Mayor's recommendations of appointed officials.
5. To hear reports of the activities of the Mayor and other elected and appointed officials.

### **POLICE CHIEF**

Enforces the law within the city. (Violations of City Ordinances).

### **FIRE CHIEF**

Inspects city for fire hazards, location of extinguishes, and water supply. Develops fire escape plan for city and ensures all citizens and counselors are trained on emergency procedures.

### **CITY CLERK**

Collects Voter Registrations, completes City Election form (BSF-1) and turns it in at the City Clerk's Staff Meeting. Edits and publishes city newspaper and press releases for all citizens. A background or an interest in newspaper work is very helpful for this office.

### **HEALTH OFFICER**

Makes daily inspections of the City and all bath facilities. Reports to Counselor any citizens requiring medical attention.

### **PARKS AND RECREATION COMMISSIONER**

Meets nightly with State Activities Director to review daily recreation activities and to plan the following days sporting events.

### **PARTY CHARIMAN**

These chairmen serve as the leaders of the City party during Monday's County Caucus. Party secretaries are elected at the same time.

### **THE ELECTION COMMISSION**

This commission shall receive and maintain voter registrations, oversee and run all elections for Boys State. The commission is responsible for creating and enforcing the rules for all campaigning. No person on this commission may run for an elected office while serving on the commission.

## DAY 2

# COLORADO BOYS STATE AGENDA

## MONDAY - "COUNTY POLITICAL PARTY DAY"

- 6:30 am** Citizens' Breakfast
- 7:50 am** Flag Ceremony (Flag Pole, Student Center)
- 8:00 am** General Assembly
1. Posting of Colors, Chaplain, Announcements
  2. How to Write a Bill - Sample Bill (BSF-2/3)
  3. County Government
    - a. Function and structure
    - b. Party platform
    - c. Role of County Officials at Boys State
  4. County Party Caucuses
    - a. City
    - b. County (4 or more Cities)
    - c. State (4 or more Counties)
  5. Announcement of designated areas
- 9:45 am** Divide into party caucus by County. Move to designated areas.
- 10:00 am** COUNTY PARTY CAUCUSES - Nationalist and Federalist - An Election Commissioner serves as Chairman until Party Chairman is elected. (Causus Forms completed and turned into Election Commission)
1. Elect Party Chairman
  2. Elect Party Secretary
  3. Elect State Party Committeeman (2/county)
  4. Prepare to nominate and select candidates
    - a. County Commissioner (1/City)
    - b. Senate Calendar Committee Member (1/City)
    - c. Representative Calendar Committee Member (1/City)
    - d. Election Judges (1/Party)
  5. Start work on Party Platforms and Bills
- 11:30 am** Lunch
- 1:00 pm** General Session: Parliamentary Procedures

- 2:00 pm** Merge into full County Caucuses
1. Campaign speeches
  2. Elect 3 County Commissioners
  3. Elect 3 Senate Calendar Committee Members
  4. Elect 3 Representatives Calendar Committee Members
  5. Secretary submit winners names on BSF-4 to the Administration Office

County Party Caucuses Nationalist and Federalist Party

1. State Party Committeemen meet by Party
  - a. Elect Party Rules and Procedures Chairman
  - b. Set up State Convention Rules and Procedures
2. County Party Caucuses
  - a. Finish Party Platforms, Bills and Resolutions
  - b. Prepare platforms for State Convention

**5:00 pm** Dinner

**6:50 pm** Retreat Ceremony (Flag Pole, Student Center)

**7:00 pm** Recreation period. Talent Show Rehearsal (Designated areas)

**7:30 pm** City Counselors Meeting

**9:00 pm** Boys State Citizen Staff meetings (Staff and City Meetings in the Student Center)

1. Mayors
2. City Clerks
3. Election Commissioners
4. Parks & Recreation Commissioners
5. Senate Calendar Committee
6. House of Representatives Calendar Committee
7. Remaining Boys State Citizens
  - a. Divide into City Party Caucus. Citizens interested in running for offices at the State Party Conventions on Tuesday need to plan their strategy, prepare speeches, and make deals necessary to put together the support you will need from your City at the Convention to win the nomination of your party
  - b. Read Tuesday's schedule

**10:20 pm** LOBBY CLOSED – All Citizens in their City in the Residence Hall

**10:30 pm** City Meetings

1. Mayor's Report
2. Committee Reports
3. Prepare for Tuesday's activities

**11:30 pm** Lights Out - All Citizens in their rooms.

## **COUNTY ELECTIONS**

### **UNIFORM PROCEDURES FOR CONDUCT OF ELECTIONS (COUNTY)**

#### **PARTY CAUCUSES:**

The Counselors within the county organize the party caucus. An Election Commissioner serves as temporary chairman until a party chairman is elected. The Chairman assumes his duties and a party secretary is elected. The caucus proceeds to elect its slate of candidates for county offices.

When both caucuses have elected their slates, the county meets as a group and proceeds with the election under the supervision of the Election Commission. A good plan to follow is the introduction of candidates, followed by speeches by the candidates, one half hour for political activity, and the election/tallying of ballots.

At the completion of the tally, the results are turned over to the Counselors and the Election Commission announces the results. (BSF-4)

### **FUNCTIONS OF ELECTED COUNTY OFFICIALS**

#### **COUNTY COMMISSIONERS**

1. The Executive and Legislative branch of county government.
2. Consider legislation and ordinances dealing with problems of the County.
3. Act as judges on zoning and tax equalization matters.
4. Assess mill levy for county taxes.
5. Fill any vacancy in any county office which might develop on account of resignation of a duly elected official.
6. Appoint a County Attorney.

#### **SENATE AND HOUSE CALENDAR COMMITTEE MEMBERS**

These elected Calendar Committee Members review all bills submitted and determine the order that each bill is presented to the Senate or House. It is necessary to lobby these committeemen if you want to get your bill presented before the Senate or House for debate.

#### **STATE PARTY COMMITTEEMEN**

Responsible for setting up the rules for the State Party Conventions. These committeemen becomes the Party Rules and Procedures Committee. Chairman is elected at the first meeting.

#### **ELECTION JUDGES**

Election Judges are responsible for ensuring all ballots are properly cast and counted for their party. They will monitor Election Commission activities during the Primary and General elections.

## **PARTY PLATFORM**

The Party Platform is used as a basis for a political party's philosophy and its response to major issues. It provides its candidates with a general philosophy and answers to problems within broad guidelines as the campaign progresses. Individual candidates are not necessarily bound by every position taken in the party platform, and it does not represent the view of all party members. Keep platforms general in nature, broad in scope, and make it the basic philosophy of the party. In simple terms, the platform is "WHAT YOUR PARTY STANDS FOR".

### **SAMPLE PLATFORM**

1. WE, The (Nationalist, Federalist) Party, believe in the goodness of youth and the positive future of Colorado American Legion Boys State.
2. The ( ) Party stands behind the conservation of our natural resources and the intelligent development thereof.
3. We support special funding for research on drug abuse and for treatment centers.
4. The ( ) Party believes in the elimination of segregation, especially of Boys and Girls State.
5. This party stands for progress in education, for, in all things, education is the key to understanding, and understanding is the beginning of peace.

**DAY 3  
COLORADO BOYS STATE  
AGENDA**

**Tuesday - "PRIMARY DAY"**

- 6:30 am**      Citizens' Breakfast
- 7:50 am**      Flag Ceremony (Flag Pole, Student Center)
- 8:00 am**      General assembly
- 1.      Posting of Colors
  - 2.      Chaplain
  - 2.      Announcements and Director's Update
- 8:15 am**      State Party Convention. An Election Commissioner presides until the Party Chairman is elected.
- 1.      Presentation of Rules & Procedures for the Convention
  - 2.      Elect Party Chairman - **Once elected, the Party Chairman cannot resign or run for another office.**
  - 3.      Elect Party Secretary
  - 4.      Elect Party Parliamentarian
  - 5.      Counties submit platforms for reading and voting
  - 6.      Nominating and seconding speeches for Party Candidates:
    - a.      Governor
    - b.      Lt. Governor
    - a.      Two (2) U.S. Senators

**NOTE: Your party officers and nominee names MUST be turned into the Administration Office by NOON using form BSF-9. Party platforms and bills need to be turned into the Administration office by 3:00 pm. Nominating petitions for candidates to appear on the Primary Ballot must be submitted to the Election Commission prior to the 3:00 pm Primary Elections.**

- 11:30 pm**      Lunch
- 1:00 pm**      General Assembly - Guest Speaker
- 2:05 pm**      State Party Convention
- 1.      Strategy for elections
  - 2.      Finish Party Platforms
- 3:00 pm**      Primary Elections - the Election Commission and Election Judges

# GET OUT AND VOTE

- 4:00 pm** State Party Convention
1. Presentation of candidates to the Party Convention by the party chairmen
  2. Initial campaign speeches
  3. Finalize Party Platform
- 5:00 pm** State Party Chairman and Secretary will meet in the Administration Office to create the schedule of candidates 10 minutes each visits to the Cities at their meetings as described at 9:00 pm in item no. 7.
- Dinner
- 6:50 pm** Retreat Ceremony (Flag Pole, Student Center).
- 7:00 pm** Recreation period. Talent Show rehearsals.
- 7:30 pm** City Counselors Meeting
- 9:00 pm** Boys State Citizen Staff Meeting (Staff and Cities Meet in the Student Center)
1. Mayor's
  2. Election Commissioners
  3. Parks & Recreation Commissioners
  4. Senate Calendar Committee
  5. House of Representatives Calendar Committee
  6. City Clerks
  7. Candidates elected in today's Primary Election will visit each City (one candidate per City) to introduce yourself and begin your campaign for the General Election on Wednesday. You will only be able to spend 10 minutes at each City, so plan ahead what you will say to them. City rotation will be supervised by the State Party Chairman and Secretary.
- 10:20 pm** LOBBY CLOSED – All Citizens in their City in the Residence Hall
- 10:30 pm** City Meetings
1. Mayor's Report
  2. Committee's Report
  3. Prepare for Question and Answer Session with candidates
  4. Prepare for Wednesday's activities
- 11:30 pm** Lights out - All Citizens in their rooms.

## STATE PARTY CONVENTION

The State Party Convention elects a State Party Chairman, Secretary, and Parliamentarian. The state party officials preside over the convention as it nominates candidates for state offices and prepares a party platform.

### THE STATE PARTY CONVENTION ELECTS

1. Chairman
2. Secretary
3. Parliamentarian

### DUTIES OF PARTY OFFICERS

1. Chairman
  - a. One for each party
  - b. **Cannot resign or run for any other office once elected**
  - c. Presides over party conventions.
  - d. Directs platform discussions
  - e. Supervises nomination and speeches
  - f. Serves in Congress
    - 1) Nationalist - President of the Senate
    - 2) Federalist - Speaker of the House
2. Secretary
  - a. One for each party
  - b. Assists the chairman and parliamentarian in keeping order during the convention
  - c. Lists all nominees and names of nominators.
  - d. Collects and forwards nomination petitions (BSF-6), after the Primary Election.
  - e. Lists platform proposals submitted for consideration.
  - f. Records all platform decisions
  - g. May interrupt progress of meeting to make sure the platform proposal is properly recorded and understood.
3. Parliamentarian
  - a. One for each party.
  - b. Assists the chairman and secretary in keeping order during the convention
  - c. Maintains adherence to Roberts Rules of Order.
  - d. Gives rulings on questions of procedures.

### RULES GOVERNING STATE PARTY CONVENTIONS (SAMPLE)

1. Delegates will be seated according to cities. Each City Party Chairman will announce the vote of that city.
2. Cities will be polled alphabetically in nomination and voting.
3. During the roll call for nominations, the city when called, nominates its candidate or candidates. If the city has no candidates, its spokesman will so announce.

4. In nominating a candidate for either office, the nominating speech is limited to two (2) minutes\*.
5. One seconding speech, not to exceed one (1) minute, is allowed\*.
6. Each candidate is be permitted to speak for three (3) minutes on his own behalf\*.
7. Any candidates receiving a majority of the votes cast on any ballot shall be declared qualified to appear on the primary election ballot.
8. All balloting shall be by roll call of Cities.
9. The Parliamentarian serves as timer. He shall stand 30 seconds before the termination of the speakers' time.
10. Where the caucus rules do not take care of a situation, Roberts Rules of Order prevail.

\*Selection of party candidates for the primary ballot is subject to the rules established by the Party Rules Committee prior to the convention. These rules are voted upon by the entire party and are subject to change by the party prior to selecting primary election candidates.

## **OPERATIONAL PROCEDURE FOR STATE PARTY CONVENTIONS**

1. The Election Commission serves as temporary chairman presiding until the State Party Chairman is elected.
2. The Election Commission records the results until a secretary is elected.
3. Temporary Chairman announces that the chair will receive nominations for the office of State Party Chairman.
4. When Chairman assumes the chair, he announces that the next order of business will be the election of a party secretary and parliamentarian. The Election Commission assists until dismissed by the chairman.

## **DUTIES OF STATE OFFICERS**

### **GOVERNOR**

1. By and with the advise and consent of the Senate, he shall have the power to appoint executive assistants as may be provided by law.
2. He shall be responsible for the proper supervision of appointed officials, and shall have the power to remove them from office.
3. He shall have the veto power over all legislation provided such authority be exercised within 24 hours from the time legislation was passed. A legislature may pass legislation over the Governor's veto by a two-thirds majority of both houses.
4. He shall have power to pardon or commute sentences of citizens convicted of violating the laws of Boys State.
5. He shall represent Boys State in all contacts with citizens of other states.
6. He shall preside over the House of Representatives. The Speaker of the House remains to assist or fill in at the Governor's absence.

### **LT. GOVERNOR**

1. He shall act as Governor in case the office should be vacated through death, impeachment, failure to qualify, disability or felonious conduct of the Governor, and upon occasions when the Governor is absent from the State.

2. He shall be the presiding officer of the Senate. The President of the Senate remains to assist or to fill in at the Lt. Governor's absence.

### U.S. SENATORS

1. Prepare to attend Boys Nation as the Colorado representatives.
2. Be prepared for press coverage interviews and other public relations functions.

## PRIMARY/GENERAL ELECTION PROCEDURES

**PRIMARY ELECTIONS:** The following are the procedures for both parties

1. Each citizen desiring to run for a state office in the primary election must obtain a nominating petition (BSF-6) from the Administration office.
2. Complete this nominating petition. It must bear the non-duplicated signatures of 20 Colorado Boys State citizens other than the candidate.
  - a. In signing petitions, each Colorado Boys State citizen may sign **only one petition each** for the office of GOVERNOR and LT. GOVERNOR.
  - b. Citizens may sign **two petitions each** for the offices of U.S. SENATOR.
3. Subsequent to the filing deadline, each Party Secretary submits the completed petitions to the Election Commission.
4. Primary Elections are under the direction of the Election Commission.
  - a. **Candidates for office cannot serve as Election Commissioners.**
  - b. The following offices (per party) will be elected in the primary election:
    - 1) Governor
    - 2) Lt. Governor
    - 3) U.S. Senators (2)

## GENERAL ELECTION PROCEDURES

1. The General Election selects the following:
  - a. Governor
  - b. Lt. Governor
  - c. U.S. Senator (2)
  - d. Alternate U.S. Senator (2)
2. The positions of the two (2) Alternate U.S. Senators are determined by the voting for U.S. Senator as follows:
  - a. Senior Senator.....Highest vote total
  - b. Junior Senator.....Second highest vote total
  - c. Senior Alternate.....Third highest vote total
  - d. Junior Alternate.....Fourth highest vote total
3. Citizens elected to the office of U.S. Senator serve as Colorado's representatives to Boys Nation, held in Washington, D.C., the 3rd week of July. An alternate U.S. Senators will go to Boys Nation, if, an elected Senator cannot attend.

**DAY 4  
COLORADO BOYS STATE  
AGENDA**

**Wednesday - " GENERAL ELECTION DAY"**

- 6:30 am** Citizens' Breakfast
- 7:50 am** Flag Ceremony (Flag Pole, Student Center)
- 8:00 am** General Assembly
1. Posting of Colors
  2. Chaplain
  2. Announcements and Director's Update
  3. Introduction of Candidates
  4. Presentation of Party Platforms
- 9:00 am** Divide into County Caucus. Question and Answer Session. County party chairman presides. Candidates are divided into groups with at least one candidate running for each office in each group. Questions to be posed by the caucus.
- 11:30 am** Lunch
- 12:45 pm Absentee ballots may be picked up by registered Absentee Voters. Absentee voting begins.
- 1:00 pm** General Assembly
1. Guest Speaker
  2. Candidates Final Speeches
- 2:00 pm** Absentee voting closes.  
ASVAB Test. Those taking the ASVAB test will proceed to the polling place for the election and vote. All other citizens will remain in the General Assembly and continue to write Bills and Resolutions in preparation for Legislation Day on Thursday.

**GET OUT AND VOTE**

- 2:45 pm** ELECTION - Election Commission
1. Polls open at 3:00 pm
  2. Polls closed at 3:30 pm
  3. It is every citizen's right and responsibility to vote.

- 4:00 pm** General Assembly
1. Election Results
  2. Introduction of newly elected officers
  3. Retirement of Colors
- 5:00 pm** Dinner
- 6:50 pm** Retreat Ceremony (Flag Pole, Student Center)
- 7:00 pm** Recreation period. Talent Show rehearsals
- 9:00 pm** City Counselors Meeting
- 9:00 pm** Boys State Citizen Staff meetings (Staff and Cities Meet in the Student Center)
1. Mayors
  2. Parks & Recreation Commissioners
  3. Senate Calendar Committee\*
  4. House of Representative Calendar Committee\*
  5. Remaining Boys State Citizens will plan strategy for getting bills passed, make political deals for legislative action, and negotiate with other Cities.
- \* The Calendar Committees review all newly received bills and prepare a Calendar Committee Order of Business (BSF-7) to present to the secretary.
- 10:20 pm** LOBBY CLOSED – All Citizens in their City in the Residence Hall
- 10:30 pm** City Meetings
1. Mayor's Report
  2. Committees' Report
  3. Prepare for Thursday's Activities
- 11:30 pm** Lights Out - All Citizens in their rooms.

**DAY 5  
COLORADO BOYS STATE  
AGENDA**

**Thursday - " LEGISLATION DAY"**

**6:30 am** Citizens' Breakfast

**7:50 am** Flag Ceremony (Flag Pole, Student Center)

**8:00 am** General Assembly

1. Posting of Colors
2. Chaplain
3. Announcements and Director's Update
4. Introduction to Legislation

**9:00 am** **SENATE:** Called to order by the President of the Senate (Nationalist Party Chairman). Lt. Governor to assist.

1. Elect a Secretary
2. Elect a Parliamentarian
3. Receive report from the Chairman of the Senate Calendar Committee. Presentation of the Calendar Committee Order of Business (BSF-7) and the bills for first reading.
4. Each bill is introduced by the secretary and given a first reading by its author.
5. Once all bills on the Order of Business have received a first reading, the second reading and debate begins.
6. New bill may be introduced during a session by presenting the bill to the secretary for assignment to the calendar committee.
7. See "Procedure followed in passing bills in the Senate and House of Representatives" (page 19)

**HOUSE OF REPRESENTATIVES:** Called to order by the Speaker of the House (Federalist Party Chairman). The Governor to assist.

1. Elect a Secretary
2. Elect a Parliamentarian
3. Receive report from the Chairman of the House Calendar Committee. Presentation of the Calendar Committee Order of Business (BSF-7) and the bills for first reading.
4. Each bill is introduced by the secretary and given a first reading by its author.
5. Once all bills on the Order of Business have received a first reading, the second reading and debate begins.

6. New bill may be introduced during a session by presenting the bill to the secretary for assignment to the Calendar Committee.
7. See "Procedure followed in passing bills in the Senate and House of Representatives" (page 19)

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You started out as an eager but unacquainted group of young men to form the government of the 51st State. That government is now assembled and functioning. It is now necessary to create laws that will make the government a better and more realistic regulator of our society. So give it all your newfound abilities that make the 51st State what it is today, The American Legion Colorado Boys State

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|-----------------|---|
| <b>11:30 pm</b> | Lunch   |
| <b>1:00 pm</b>  | General Assembly  |
| <b>1:45 pm</b>  | Senate and House resume deliberations and debate  |
| <b>5:00 pm</b>  | Dinner  |
| <b>6:50 pm</b>  | Retreat Ceremony (Flag Pole, Student Center)  |
| <b>7:00 pm</b>  | Talent Show   |
| <b>10:00 pm</b> | Boys State Citizen Staff meetings<br>(Staff Meetings in the Student Center, all other Citizens to your City Floor of the Residence Hall)<br><br>Mayors, City Clerks and Calendar Committees |
| <b>10:20 pm</b> | LOBBY CLOSED – All Citizens in their City in the Residence Hall   |
| <b>10:30 pm</b> | City Meetings <ol style="list-style-type: none"> <li>1. Mayor's Report</li> <li>2. Committees' Report</li> <li>3. Prepare for Friday's Activities</li> </ol>                                |
| <b>11:30 pm</b> | Lights Out - All Citizens in their rooms.   |

# PROCEDURES FOLLOWED IN PASSING BILLS IN THE SENATE AND HOUSE OF REPRESENTATIVES

## ORIGIN

1. All bills and resolutions must be introduced by a member of the legislature. Senators introduce their bills in the Senate and Representatives introduce their bills in the House.
2. The bill itself must bear the name of a member or the names of a group of members of the legislature.
3. All bills must be turned into the Senate or House Calendar Committee for approval and forwarding to the Senate or House Secretary for first reading.
4. All revenue bills must originate in the House.

## CALENDAR COMMITTEE ACTION

1. The Committee Chairman brings up the bill in his committee meeting for discussion
2. Bills are reviewed by the committee
  - a. With favorable recommendation
  - b. Without recommendation
  - c. With or without proposed amendments
3. The committees decide which bills continue onto the House or Senate. You don't have to like a bill to put it on the Calendar, you just forward it without recommendation. You need to remove any bills or resolutions that are just junk or appear to be a "joke" as this is a serious step in the Legislative Process. If you feel a bill might have merit if re-written you can send it back to the author with your recommendations for changes.
4. The committees have the power to add amendments to any proposed bill
3. Reported out of committee and prepared for the Senate or House
4. Calendar Committee sets the order of business that bills are read
5. Bills are forwarded from the Calendar Committee
  - a. Senate Secretary
  - b. House Secretary

## FIRST READING

1. To be read by the author if possible
2. All bills are numbered consecutively
3. Introduced by the secretary by its number and title
4. Bill is read, there is no debate at this time

## SECOND READING

1. Where most of the debate on the bill occurs
2. The bill may be passed or voted down by a majority vote
3. Amendments
  - a. May be introduced by any member or the Calendar Committee
  - b. May be voted on

## **THIRD READING**

1. No bill may be passed on Second and Third Reading on the same day, except on the last congressional day
2. A third reading is only necessary for those bills that did not pass on the second reading
3. The bill comes up on the schedule for Third Reading
4. A roll call vote is taken on final passage of the bill
5. Every bill that has been read must be voted on by the Senate or House at least once

## **THE SECOND HOUSE**

1. The first house that passed a bill sends it in legal form with all amendments to the Second House with a message stating the bill passed
2. The second body introduces the bill and follows the normal legislative procedures
3. If the bill passes the second body it is sent back with a message so stating. If there are amendments added, the First House must concur with those amendments.
4. If the First House does not concur, the bill fails, but the House must give the reasons for not concurring.
5. If both Houses pass the bill, it then goes for enrollment.

## **ENROLLMENT**

1. The Enrollment Room
2. The bill is typed in legal form
3. The President of the Senate and Speaker of the House sign it in the presence of the members.

## **ACTION BY THE GOVERNOR**

1. Approval or veto
2. If signed
  - a. The bill can become effective immediately
  - b. An established time is provided for in the bill
3. If the bill is Vetoed, both Houses may over-ride the Governor's veto by a 2/3 majority
4. A bill can become a law if not signed within 10 days after the Governor receives it

**DAY 6  
COLORADO BOYS STATE  
AGENDA**

**Friday - " GRADUATION DAY"**

- 6:30 am** Citizens' Breakfast
- 7:50 am** Flag Ceremony (Flag Pole, Student Center)
- 8:00 am** General Assembly  
Posting of Colors, Chaplain, Announcements
- 8:20 am** **SENATE:** Called to order by the President of the Senate or Lt. Governor
- HOUSE OF REPRESENTATIVES:** Called to order by the Speaker of the House or Governor
1. Complete requirements of the ten bills
  2. Presentation of Resolutions (optional)
- 11:30 pm** Lunch  
The Citizens that took the ASVAB test on Wednesday will go to lunch first, followed by the rest of the Cities based on the meal schedule.
- 1:00 pm** ASVAB Test Results. The results will be presented in the Psychology Building in the House of Representatives meeting room.
- General Assembly – Introduction of the College Fair participants, followed by the **College Fair and Future Opportunities**
- 4:00 pm** Prepare for Graduation Banquet
- 5:00 pm** Graduation Banquet – All Citizens will form up with their City outside the Student Center and enter the banquet hall when directed one City at a time.
- 11:00 pm** City Meetings - ALL Citizens MUST be in their cities
- 11:30 pm** Lights Out - All Citizens in their rooms.

**DAY 7  
COLORADO BOYS STATE  
AGENDA**

**Saturday - "CHECK OUT DAY"**

- 6:30 am**      Citizens' Breakfast
- 8:00 am**      Check-out and departure
- 10:00 am**     Counselors and Staff Meeting

**Note: ALL CITIZENS MUST TURN IN THEIR KEY AND RECEIVE A SIGNED PROPERTY RECEIPT (BSF-5) FROM THEIR COUNSELOR PRIOR TO DEPARTURE.**

**THANK YOU FOR A REWARDING EXPERIENCE**

**HAVE A SAFE TRIP HOME**

## NOTES

## NOTES