

# THE AMERICAN LEGION

2007  
The Future is Today



## Manual

COLORADO BOYS STATE

Name \_\_\_\_\_

City \_\_\_\_\_

# TABLE OF CONTENTS

WELCOME LETTERS -----	1-3
COLORADO BOYS STATE LAWS -----	4
INDIVIDUAL STUDENT ROOMS -----	6
COLORADO THE CENTENNIAL STATE -----	7
FLAG RAISING CEREMONY -----	8
THE AMERICAN WAY OF LIFE -----	9
IMPORTANT UNDERSTANDINGS -----	10
ORGANIZATIONAL STRUCTURE OF BOYS STATE -----	11
WHAT IS COLORADO BOYS STATE? -----	12
HISTORICAL SKETCH OF BOYS STATE -----	13
TIPS ON GETTING THE MOST FROM BOYS STATE -----	14
ROOM ASSIGNMENT AND GENERAL INFORMATION -----	15
BASIC PATTERN FOR GOOD MEETINGS -----	16
PRECEDENCE OF MOTIONS -----	17
MOTIONS TABLE -----	18
PARLIAMENTARY PROCEDURE -----	19
FUNDAMENTAL PRINCIPLES -----	20
TRANSACTION OF BUSINESS -----	20
MOTIONS FOR SPECIAL PURPOSE -----	22
ELECTIONS -----	23
PRESIDING OFFICERS -----	24
COMMITTEES -----	25
ESSENTIALS OF MINUTES -----	26
SUGGESTIONS FOR BOYS STATE REPORT -----	28

## MESSAGE FROM THE NATIONAL COMMANDER:

June 2007

Dear Boys State Citizen,

Congratulations on your selection and your decision to participate in American Legion Boys State. I am confident you will not be disappointed with your decision to attend. In fact, your participation in this outstanding program may influence your life decisions in ways that you cannot fully appreciate until years later.

As one of more than 20,000 young men who participate nationwide in this activity, you will experience government in a practical sense by actually participating in it. American Legion Boys State is a leadership action program; one that teaches government and its structure. It proves that government is just what you make it. You will find it to be challenging and sometimes tiring, but I'm certain you will always find it to be enjoyable and educational.

Our form of government requires citizen involvement if it is to continue. The American Legion Boys State program strives to meet that objective. If this government "...of the people, by the people, and for the people" is to continue, the burden of the task rests squarely on your shoulders and those of your generation.

It is possible that a future governor, congressman or even president will be in your class of American Legion Boys State citizens. I make this statement because this program has historically been the springboard for many to careers in public service. Others benefit by their participation by developing friendships with their fellow citizens while joining a common fraternity that extends long after the on-site program ends. I encourage you to make the most of this experience.

Finally, I again extend best wishes for an interest-provoking, exciting and personally rewarding 2007 American Legion Boys State.

PAUL A. MORIN  
National Commander

## MESSAGE FROM THE DIRECTOR:

June 2007

Welcome to American Legion Colorado Boys State.

This week you will be participating in a unique learning experience; one you will carry with you forever. The people you will meet and interact with will become friends for life. And someday when you least expect it, American Legion Boys State will payoff in valuable dividends.

It may happen sitting across a desk during a job interview, when your interviewer asks you about your Boys State experience and tells you that he or she is a Boys or Girls State alumni. Or it may happen when you, as the interviewer, are reading a resume of a prospective employee and discover the person sitting across from you is a former Boys or Girl State citizen. Thousands of young men and women attend American Legion Boys State and American Legion Auxiliary Girls State every year. The network is incredible!

Our staff is here to assist you in creating your 51<sup>st</sup> state. They bring a variety of backgrounds, most being military veterans, all volunteering their time for you. Some are actual heroes having served our country during time of war. I encourage you to engage them in conversations to learn from their experiences. They are here for you.

Finally, it is important you review this manual. It will guide you in making the most of your American Legion Colorado Boys State experience.

The American Legion is proud to offer you this opportunity to learn first hand how our democratic form of government works. Enjoy this once in a lifetime experience.

Good Luck.

Tom Bock  
Director  
American Legion Colorado Boys State

## MESSAGE FROM THE PRESIDENT:

June, 2007

Dear Boys State Citizen:

I would like to take this opportunity, on behalf of the Colorado American Legion Boys State Corporation and its Staff, to welcome you to the beginning of a new and rewarding experience. We feel that Colorado Boys State is one of The American Legion's finest programs.

You have been selected to participate because of your above average ability to cope with all phases of the program we have for you this week.

At Boys State you will begin at once to **learn by doing**. We will start the first night with the formation of your city government. As the week progresses, you will create county and state governments and actually function as the mythical 51st state.

It will not be an easy week as time and pressure will be working against you. You will accomplish more this week than in any other educational week thus far in your lives.

The staff will assist you as you develop Colorado Boys State. You will be seeing and hearing from me as we progress through the week. I know that upon graduation Friday you will have made this experience worthwhile and you will have made me a proud and happy President of Colorado Boys State Corporation.

Many former Boys State Citizens have gone on to greater heights in the political, military and public world. Some have become governors, senators, congressmen, and members of their local city governments. This week not only will become a permanent part of your school record but it will benefit you in any endeavor you may pursue.

Again the Corporate Officer, Staff, Committee, and State Officials of The American Legion wish you a happy and a successful future.

Max Gross  
President  
American Legion Colorado Boys State

## COLORADO BOYS STATE LAWS

The following laws guide the conduct of all citizens at Colorado Boys State. Violations of this code shall result in appropriate disciplinary action depending on the severity of the infraction.

### I. MISDEMEANORS

#### A. Violations

1. Late for scheduled meetings or functions
2. Excessive or abusive profanity
3. Smoking in other than designated smoking areas
4. Littering
5. Improper use of elevators
6. Failure to show proper respect to:
  - a. Citizens
  - b. Counselors
  - c. Staff
7. Other violations:
  - a. As agreed to in city meetings
  - b. As announced by the Director

#### B. Enforcement

To be carried out by the counselors and city police chiefs.

### II. SERIOUS CRIMES

#### A. Violations

1. Absent during bed check
2. Destruction of Colorado Boys State or USC property
3. Absence from Colorado Boys State without proper authority or permission
4. Disorderly conduct:
  - a. Physical violence
  - b. Exhibition or use of any obscene, vulgar, or licentious books, pictures, signs, or paintings of any character, whatsoever.
5. Failure to show proper respect for the national colors.
6. Possession of:
  - a. Harmful, dangerous, or illegal items
  - b. Harmful, dangerous, or illegal substances
  - c. Weapons of any type (knives with a blade length of 3" or more are considered weapons)
  - d. Fireworks
  - e. Beer, wine, liquor
  - f. Any item considered dangerous by the Director
7. Use of automobile during the week without permission

8. Gambling, using legal tender
9. Defacing or modifying Colorado Boys State T-Shirt
10. **Any misuse of fire equipment**, including fire hoses, fire extinguishers, fire alarms, and/or yelling "Fire".

## **B. Enforcement**

1. Serious crimes or violations detected by any Colorado Boys State citizen will be immediately reported to a counselor or the Director. Failure to report the commission of a serious crime will result in that person being considered an accessory to the crime.
2. Once the Director has determined that a serious crime has been committed, the individual accused will be referred to a Review Board composed of:
  - a. The president of the Colorado Boys State Corporation
  - b. The Colorado Boys State Director
  - c. A counselor
  - d. One citizen (to be chosen)

## **C. Punishment.**

1. The Review Board will hear the facts in the case and will determine the accuser's innocence or guilt and punishment. The accused may call such witnesses as required for his reasonable defense. Punishments awarded by the Director may include but are not limited to the following:
  - a. Dismissal from Colorado Boys State
  - b. Removal from elected or appointed office
  - c. Restriction
  - d. Public service projects

### **The punishment will fit the crime!**

COLORADO AMERICAN LEGION BOYS STATE, INC., reserves the right to accept or reject any applicant for Boys State or to dismiss any boy for violation of the rules, regardless of sponsorship, while Colorado American Legion Boys State is in progress.

## INDIVIDUAL STUDENT ROOMS

### Entering a Student Room

1. The university reserves the right to enter student rooms for the purpose of inspecting the premises when an authorized agent of the university has reasonable belief that:
  - a. An occupant of the room may be physically harmed or endangered.
  - b. Damage is being done to university property.
  - c. University policy, as stated in official university publications, is being violated.
  - d. Housekeeping, maintenance, and/or repair is necessary.
2. Residence hall staff and authorized personnel may enter a room to be certain occupants have left when a fire alarm has sounded.

### Use of Student Rooms

A student room is intended for use as a place to study, sleep, quietly relax or get together with a few friends. No more than six guests may gather in one room at any time. The residents of the room are responsible for the behavior of their guests, regardless of whether or not residents are present in their room. Students may not use their residence hall rooms, post office boxes, or telephone numbers for commercial or business purposes.

### Windows and Window Screens

Under no circumstances are students or guests permitted to sit or stand on the window ledges. Students and their guests also are prohibited from throwing objects out of their windows. No TV antennas, citizen band antennas, or speakers are to be hung from or placed in any window. Students are not permitted to remove the screens from their windows. A \$25 minimum charge will be assessed to students if window screens are removed. Residents must make sure their room windows are closed and locked when their rooms are unoccupied. This will prevent strong winds from damaging the windows or frames. Residents who fail to secure their windows may be held financially liable for damage to the windows and/or frames.

### Room Furniture

Beds are provided by Belmont Hall. Students are not permitted to bring their own beds or disassemble and/or remove those provided. Furniture provided within each room may not be removed from that room.

# COLORADO, THE CENTENNIAL STATE

## EMBLEMS OF STATE

**COLORADO**--State named for the Colorado River, which was named for its brownish-red color; from Spanish, "Colorado," colored ruddy or red.

**NICKNAME**--Centennial State; Silver State; because of its mountains, long known as the Switzerland of America and the Top of the Nation.

**FLAG**--Three equal stripes, two blue and a white; at left, a red letter "C" encircling a golden disk; width, two-thirds of length. Originated by the Denver Chapter, Daughters of the American Revolution. Adopted by the Eighteenth General Assembly on May 6, 1911. Bill introduced by Senator W. H. Sharpley. Designed by A.C. Carson, President Ohio Society of Colorado.

## SIGNIFICATIONS

### LETTER "C"

Capital for Colorado  
Centennial State  
Columbine State

### RED

Color "Colorado" in Spanish

### WHITE

Greatest Silver State  
Eternal Mountain Snow

### GOLD

Greatest Gold State  
All-the-year Sunshine  
One Columbine color  
U.S. Flag

### YALE BLUE

All the Year-Blue Sky  
One Columbine color

**GREAT SEAL**--Heraldic shield with snow-capped peaks and miner's device; fasces bare words, "Union and Constitution"; crest holds eye of God. Adopted in 1877.

**MOTTO**--Nil Sine Numine: Nothing without Providence (or Diety); corruption of a line from Virgil's Aeneid; adopted in 1861.

**FLOWER**--The white and sky-blue (Rocky Mountain) Columbine (Aquilegid *Caerulea*) flower is protected by law in Colorado on all public lands. Adopted in 1899.

**BIRD**--Lark Bunting (*Calamospiza Melanocorys Stejneger*); native of western United States east of Rockies; averages seven inches long; winters in Mexico; male bird has black plumage during mating season; color changes to gray, streaked with brown like that of female; sings in flight. Adopted in 1931.

**SONG**--"Where the Columbines Grow"; words and music by Arthur J. Flynn of Denver. Adopted in 1915. Marching song--"Hail Colorado" words and music by Paul and Marcia Spencer of Denver. Adopted in 1947.

**TREE**--Colorado Blue Spruce (*Picea Pungens*); identification--cones are three inches long; bark of mature tree is furrowed; zone, below 9,000 feet; height, up to 100 feet; diameter, up to two feet; needles, stiff, sharp, four-sided; new growth more bluish than older foliage. Adopted in 1939.

## **FLAG RAISING CEREMONY**

Citizens assemble around the flagpole by city. During the ceremony, stand erect **with hands empty** and at your sides in a military position. The flag ceremony requires six citizens. The color guard consists of four citizens advancing in pairs with the state flags, followed by two citizens bearing the American flag. Guards turn at the state flagpoles, and the American flag bearers walk between the guards to the main pole. The bearer of the American flag waits while the guard climbs to the upper level to prepare the rope then fastens the top of the flag. The guard on the bottom fastens the rope to the lower end of the flag. The state flag bearers fasten their flags and prepare to raise them. Upon command, the American flag is raised briskly to the top of the pole, followed by the raising of the state flags. All return to the starting area and await further instructions.

### **SALUTE**

**In raising**, citizen's salute from the moment the flag begins to ascend to the top and hold that salute until the moment it reaches the top. **In retreat**, state the salute from the moment the flag starts to be lowered on the pole until both clasps are in the hands of the color bearers. Citizens stand at attention facing the flag until directed. All citizens salute by placing their right hand over their heart.

### **FLAG RETREAT CEREMONY**

All citizens will assemble around the flagpole at the time designated following dinner. Color guard and flag bearers raise and lower flags. The American flag and state flags are removed by the color guards. The guards return to the starting area where the flags are folded. Citizens may disperse when directed.

### **SALUTE TO THE FLAG**

(From Flag Etiquette, the American Legion)

"During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present should face the flag, stand at attention, and properly salute."

### **SALUTE TO NATIONAL ANTHEM**

"During rendition of the national anthem when the flag is displayed, all present except those in uniform should be at attention facing the flag, with the right hand over the heart. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the Flag were displayed there." When singing the national anthem, stand at attention facing the flag with the right hand over the heart. Do not salute when singing any patriotic song other than the national anthem.

# THE AMERICAN WAY OF LIFE

## POLITICAL AND ECONOMIC RIGHTS THAT PROTECT THE DIGNITY AND FREEDOM OF THE INDIVIDUAL

- \* Right to Worship God in one's own way
- \* Right to free speech and press
- \* Right to assemble
- \* Right to petition for grievances
- \* Right to privacy in our homes
- \* Right of habeas corpus----no excessive bail
- \* Right to trial by jury---innocent till proved guilty
- \* Right to move about freely at home and abroad
- \* Right to own private property
- \* Right to free elections and personal secret ballot
- \* Right to work in calling and localities of our choice
- \* Right to bargain with our employers and employees
- \* Right to go into business, compete, and make profit
- \* Right to bargain for goods and services in a free market
- \* Right to contract about our affairs
- \* Right to the service of government as a protector and referee
- \* Right to freedom from arbitrary Government regulation and control

## CONSTITUTIONAL GOVERNMENT DESIGNED TO SERVE THE PEOPLE

To Maintain the American Way of Life and Pass It Intact to **Succeeding** Generations Is the Responsibility of Every True American. RESPONSIBLE CITIZENSHIP IS THE FOUNDATION OF THE REPUBLIC.

## IMPORTANT UNDERSTANDINGS

1. Every American has a priceless heritage of freedom that exceeds that known in other lands or in other times.
2. American democracy stresses the importance of the individual-- your freedom, your rights, and your responsibilities.
3. Freedom as we know it includes more than freedom of speech, of the press, and of religion. It also includes such privileges as freedom to choose one's work, to move about from place to place, to attend the school of one's choice, to invent, and to buy and sell.
4. Every privilege enjoyed by American citizens carries an accompanying obligation, such as the obligation to vote, pay taxes, serve on juries, be informed about our government, and have well-informed opinions.
5. Our forefathers established our pattern for freedom, but each generation contributes something to the total montage that we call "the American way of life".
6. American democracy is a slowly developing way of life. It has grown out of the struggles and hardships of the early settlers; the initiative, the ingenuity and the resourcefulness of people of the past as well as the present.
7. The literature, art, and music of our country reflect American life during the various periods of our nation's growth.
8. To safeguard our hard-won freedom and to insure our priceless rights, we created a government that serves the people instead of the state--a government that provides that the people shall govern themselves that the majority shall rule but the rights of the minority shall be protected.
9. A knowledge of the development and growth of our nation and its institutions and a knowledge of the basic documents that guarantee our rights and freedoms are essential to a real understanding and appreciation of the American way of life.
10. Education for all is a basic tenet of representative government and is essential to its most effective functioning.
11. People need to understand and want constitutional democracy and be willing to work for it before they can appreciate its value and the importance of maintaining it.
12. A good citizen is alert to dangers to our democratic way of life that arise from within or without.
13. Many great issues face the nation today, and we cannot have it both ways:  
We cannot have a thriving country and not work and plan.  
We cannot be independent and dependent--a choice must be made.  
We cannot guarantee security with hope and wishes.  
We must stop demanding our future from others instead of ourselves.

# ORGANIZATIONAL STRUCTURE OF COLORADO AMERICAN LEGION BOYS STATE

TWO PARTY SYSTEM  
20 Citizens to One City

Federalist and Nationalist  
Four Cities to one County

Four Counties to one State

**TYPICAL DAY'S SCHEDULE** Boys State T-Shirt will be worn at all times

6:30 to 7:45 am	Breakfast (eat with your city)
7:50 to 8:00 am	Flag ceremony (raising)
8:05 to 11:30 am	General session and business of the day
11:30 to 1:00 pm	Lunch (eat with your city)
1:00 to 4:45 pm	General session and continue Boys State work
5:00 to 6:45 pm	Dinner (eat with your city)
6:50 to 7:00 pm	Flag ceremony (retreat)
7:05 to 9:00 pm	Organized sports, talent show practice
9:00 to 10:15 pm	Boys State citizens staff meetings
10:15 to 11:20 pm	Curfew (all citizens <b>MUST</b> be with their cities City meetings and planning candidate speeches
11:30 pm	Lights out (all citizens in bed)

## GENERAL OUTLINE FOR THE WEEK OF COLORADO AMERICAN LEGION BOYS STATE

**SUNDAY** Get acquainted and learn the names of the Citizens in your city. Elect city officials and state senators. Orient elected officials at the briefing. Assignment by party affiliation.

**MONDAY** Write bills for legislative action. Form ideas for party platform. Elect calendar committee for both the house and senate. County party assemblies draft planks for the state platform. State party convention: plans and rules for convention and elect State party officers. Adopt platform.

**TUESDAY** Nominate candidates for party primaries. Candidate's speeches. Primary elections. Prepare campaign for party's candidates.

**WEDNESDAY** Candidates' news conference. Question and answer session with the candidates in county caucuses. Election of state officers.

**THURSDAY** Senate and House open sessions. Consider bills in order set by the calendar committee. Vote on bills. Talent show.

**FRIDAY** In the morning the Senate and House conduct their final sessions. Finish the remaining bills and resolutions. A college and business fair will be held during the afternoon. The Boys State Banquet happens in the evening.

**SATURDAY** Surrender the housekeeping equipment assigned to you at the time you checked in. Be sure that your counselor has cleared you to leave by signing your receipt after you have turned in equipment. **This receipt could protect you from being billed for equipment missing or damaged later.**

## WHAT IS COLORADO BOYS STATE?

### OBJECTIVES OF THE PROGRAM

Boys State is a plan for teaching the fundamental aspects of citizenship. It is a program of education sponsored by the American Legion, Department of Colorado. Its purpose is to teach our youth constructive attitudes toward the American form of government. Boys State attempts to show that a democracy needs an intelligent citizenry and a clean, honest, and impartial administration responsive to the will of the people. The objective of **Colorado Boys State** is to "educate our youth in the duties, privileges, rights, and responsibilities of American citizenship." It is wholly a plan for training in the practical aspects of government. It is functional in that applications of the principles of democratic government are made in every way possible. The constitution and statutes of Colorado are the patterns from which the fundamental law of Colorado Boys State has been developed. Boys State should be thought of as being a mythical 51st state with a constitution, statutes, and ordinances constructed by its citizens to govern themselves.

### LEARN BY DOING

Citizens of Boys State not only will be required to review knowledge already acquired concerning the political machinery of a state but also will find themselves performing exactly the same functions as real office holders in the everyday world. In Boys State, citizens organize their own city, county, and state governments. They choose their own officials in accordance with regular election procedures. They learn the duties of the various city, county, and state officers, and they introduce and argue their own bills in a legislature. Justice is administered by their own law enforcement agencies. In Boys State, the young citizen has the opportunity to learn for himself that his government is just what he makes it. The entire program is non-partisan. Problems will be considered without reference to any existing political party and will be free from propaganda. The sole purpose is to enable the citizen to grasp the meaning of some of the responsibilities that he will be called upon to assume when he becomes an adult. It should be distinctly understood that the selection and assignment of the citizens to parties is in no way connected with existing political parties in Colorado. The "political parties" in Colorado Boys State are called "Nationalists" and "Federalists." They are purely mythical and the parties in Boys State will adopt none of the principles typifying any existing parties.

## HISTORICAL SKETCH OF BOYS STATE

The youth movement in the United States known as Boys State was originated by the Illinois Department of The American Legion in 1934. The plan was adopted by the national organization in 1935, and by the Department of Colorado in 1946. Boys State programs now exist in 48 states, as well as in the Panama Canal Zone and the District of Columbia. Our two most recent states, Hawaii and Alaska, do not operate their own programs but do send delegates to other states.

### BOYS NATION

The national organization of The American Legion conducts an annual Boys Nation program in Washington D.C., in July. Two outstanding citizens of each of the Boys State programs are selected as senators to Boys Nation.

The citizens of Boys Nation conduct a program patterned along the lines of our federal governmental system. All expenses incident to Boys Nation are borne by The American Legion.

## THE PLEDGE SPEAKS

**I** - me, an individual, a committee of one.  
**PLEDGE** - dedicate all my worldly goods to give without self-pity.  
**ALLEGIANCE** - my love and my devotion.  
**TO THE FLAG** - our standard, Old Glory, a symbol of freedom.  
**OF THE UNITED** - that means that we have all come together.  
**STATES** - individual communities that have united into 50 great states.  
**OF AMERICA,** - a state in which sovereign power is invested in.  
**AND TO THE REPUBLIC** - representatives chosen by the people to govern.  
**FOR WHICH IT STANDS,**  
**ONE NATION UNDER GOD** - meaning, so blessed by God.  
**INDIVISIBLE** -, which is freedom and right of power to live one's own life without threat or fear of some sort of retaliation.  
**WITH LIBERTY AND JUSTICE** - the principle or quality of dealing fairly with others.  
**FOR ALL** - it is as much your country as it is mine.

-- "Red" Skelton

## TIPS ON HOW TO GET THE MOST OUT OF BOYS STATE

1. **Get With It Early** - You start at 1:00 pm Sunday, and by Wednesday afternoon, you will have elected a governor, a lieutenant governor, and two senators. These senators will represent you at Boys Nation. If you are not off and running Sunday, you are falling behind. Examples:
  - a. After the general session at 1:00 pm closes, you will be given an exercise in setting up a government. Then you will get with the other citizens in a city party and discuss the exercise. If you are planning to become a candidate, there is a nominator and person to second the nomination. Get them in these positions quickly.
  - b. The city is divided into two parties. Locate those in your party who can help you, or who need you help. Contribute to the discussion in the exercise.
  - c. When the city discusses the problem, let them hear from you. Express your ideas. Before 10:00 pm Sunday, your city will have elected a mayor, a city council, an election commissioner, a city treasurer, and three state senators. Have your nominations lined up, and get support from everyone you can or lend your help to others.
  
2. **Things are Going to Happen Fast** - You can rest after you get home from Boys State. You are going to help establish a government and your part of it will be a direct result of what you reach for and can get help to achieve.
  - a. If you seek an office and do not attain it, then drop back and seek the next higher office. Everybody wants to be elected to the office of governor or senator, but all cannot achieve these offices.
  - b. If you don't succeed in obtaining an office, then join a campaign and stay active. Become a campaign manager, sign maker, intercity liaison, speechwriter, nominator, etc. There are plenty of positions that you can fill and remain workings of the government. Don't stand back and let the other fellow do it, or the week will be gone and you will have missed out on the enjoyment and learning provided by Boys State.
  - c. Draft a bill or bills, present them to the legislature, and become an effective legislator.
  
3. **Give It Your Very Best** - You were selected to participate in Boys State because you were considered to be the best in your area. So were your fellow citizens. The only citizens who will not make any mistakes are those who do nothing, and they are making the biggest mistake of all. Let your imagination soar, let your talents get full exercise; let this week be the best effort of your lifetime.
  
4. **Work With Other Citizens** - Boys State is not a "one man against the world" operation. It is the top organizational opportunity of your life up to now. At the end of Boys State, you can say, "I ran for.... I presented a bill to the .... I caused the party platform to.... I nominated.... I was the party chairman.... and you will also be able to say, "I took part in a wonderful experience."
  
5. **Punctuality, Enthusiasm, Willingness** - To be a part of a great adventure will make this a vital part of your life. Live it to the fullest. Start at the beginning and work hard during the entire week.

## **ROOM ASSIGNMENT AND ISSUE OF EQUIPMENT**

At the time of registration, you will be assigned to rooms by city and will be issued the following equipment: towels and washcloths, sheets and blankets, pillow cases, two American Legion Boys State T-Shirts, and a room key. Keep your room key on a shoestring furnished by the Boys State Staff. Loss of this key will result in a **\$25 fee** for re-keying, so don't lose it.

### **LAUNDRY FACILITIES**

Coin operated laundry facilities will be made available for washing T-shirts and towels at a nominal cost.

### **BANQUET ATTENDANCE BY PARENTS**

Parents are welcome on a space available basis to attend the Colorado American Legion Boys State Banquet; however, there is a charge for this affair per person. The banquet begins at 6:00 pm Friday evening. Tickets go on sale Monday morning with a purchase deadline of 12:00 noon on Tuesday or when all tickets have been sold, whichever happens first. Dress will be coat and tie with slacks, or a suit.

### **LEGISLATIVE SESSION**

Thursday and Friday morning's agenda consists for the most part of discussion and enactment of legislation. It is a true practice of government in action. All-out participation is an essential part of your Boys State training. It's your government; it's up to you to make it work. Non-participation is denying you one of the best opportunities afforded by Boys State.

### **ELECTIVE OFFICES**

GOVERNOR - Presides over Senate while in session.

LT. GOVERNOR - Presides over the House of Representatives.

TWO U.S. SENATORS - Represent Colorado American Legion Boys State at Boys Nation in Washington, D.C.

### **STATE LEVEL (by Party)**

PARTY CHAIRMAN - One for each party. Presides over party conventions for platform discussion and adoption. The chairman also runs the party for the nomination and campaigning by the candidates.

PARLIAMENTARIAN - Maintains adherence to Roberts Rules of Order when called on to do so and gives rulings on questions of procedures. One for each party.

PARTY SECRETARY - Lists each proposal submitted for consideration and action taken. May interrupt progress of the meeting to make sure that the proposal under discussion is properly recorded and understood. Lists all nominees and names of nominators.

## BASIC PATTERN FOR GOOD MEETINGS

**FOLLOW PARLIAMENTARY LAW** (If bylaws do not contain an order of business)

1. Call to order.
2. An invocation or roll call usually follows the call to order.
3. Reading or disposition of minutes of the previous meeting.
4. Reports of officers, boards, and standing committees.
5. Reports of special committees.
6. Unfinished business.
7. New business.
8. Announcements.
9. Adjournment.

### STEPS IN HANDLING A MOTION

1. A member rises and addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states his motion.
4. Another member seconds the motion.
5. Presiding officer states the motion to the assembly.
6. Members may discuss the motion, if debatable.
7. Presiding officer takes the vote.
8. Presiding officer announces the result.

### TYPES OF MOTIONS

**MAIN MOTIONS:** These proposals bring before the meeting a particular subject for consideration.  
There are two types: general and specific.

1. General main motion: Brings new business before the group.
2. Specific main motion: Brings subject before the group that relates to business already before the group or past/future action regarding it.
  - a. Reconsider (reopens motion already acted upon).
  - b. Rescind (voids motion previously passed).
  - c. Resume consideration (take from the table).
  - d. Create orders (of future business):
    - 1) General: designated day.
    - 2) Special: designated day and hour.

**SUBSIDIARY MOTIONS:** These proposals are made to facilitate proper disposal of the question before the group.

1. Postpone temporarily - lay on the table.
2. Vote immediately - previous question.
3. Limit debate - curtail or extend.
4. Postpone definitely - delays consideration until a certain hour or date.
5. Refer to Committee - gives motion more detail attention or permits it to be handled in privacy.
6. Amend - delete, strike out, insert, add, and substitute.
7. Purpose - to refine the motion, must be germane to the motion under consideration.
8. Postpone indefinitely - kills the motion under consideration.

**PRIVILEGED MOTIONS:** Not related to pending question but of such importance they may be brought before the group without delay.

1. Adjourn - terminates the meeting.
2. Recess - motion to interrupt a meeting (minutes-hours-days)
3. Question of privilege - a motion relating to the comfort or rights of individual members or to comfort or rights of the whole assembly.

**INCIDENTAL MOTIONS:** Motions that arise from floor question.

1. Appeal - challenges a ruling of the chair.
2. Point of order - challenges procedural error/lack of decorum in debate.
3. Parliamentary inquiry - a motion asking for information.
4. Withdraw a motion - permits member to remove his motion from the floor.
5. Suspend rules - make parliamentary/special rule temporarily inoperative.
6. Object to consideration - suppresses business that is irrelevant, undesirable, or that might prove damaging to an organization.
7. Division of a question - separation of a proposal into two or more parts.
8. Division of assembly - call for rising (stand up) vote.

## **PRECEDENCE OF MOTIONS**

The motions named "privileged" or "subsidiary" on the previous pages have precedence or rank, which determines when they may be brought before the group. The chair allows only one question to be considered at a time. This question is the one of highest rank or the last one received and becomes the "immediately pending question." The other motions are "pending questions," and each takes its turn according to its rank. The main motion is the most important but last in precedence. The other motions on the floor must be disposed of first in order that the main motion can be disposed of in a manner that will accurately reflect the will of the group. Rank or precedence, then, operates to facilitate an orderly and smooth handling of business.

PRINCIPAL RULES GOVERNING MOTIONS ACCORDING TO PRECEDENCE

ORDER OF PRECEDENCE	INTERRUPT SPEAKER	REQUIRE SECOND	DEBATABLE MOTION	VOTE AMENDABLE	REQUIRED TO PASS
PRIVILEGED MOTIONS					
ADJOURN	NO	YES	NO	NO	MAJORITY
RECESS	NO	YES	NO	YES <sup>1</sup>	MAJORITY
PRIVILEGE QUESTION	YES	NO	NO	NO	NO VOTE
SUBSIDIARY MOTIONS					
POSTPONE TEMPORARILY	NO	YES	NO	NO	MAJORITY
VOTE NOW	NO	YES	NO	NO	TWO-THIRDS
LIMIT DEBATE	NO	YES	NO	YES <sup>1</sup>	TWO-THIRDS
POSTPONE INFINITELY	NO	YES	YES <sup>1</sup>	YES <sup>1</sup>	MAJORITY
REFER TO COMMITTEE	NO	YES	YES <sup>1</sup>	YES <sup>1</sup>	MAJORITY
AMEND	NO	YES	YES	YES	MAJORITY
POSTPONE INDEFINITELY	NO	YES	YES	NO	MAJORITY
MAIN MOTIONS					
GENERAL	NO	YES	YES	YES	MAJORITY
CONSIDER	YES	YES	YES	NO	MAJORITY
RESCIND	NO	YES	YES	NO	MAJORITY
RESUME CONSIDER	NO	YES	NO	NO	MAJORITY
CREATE ORDERS		YES	YES <sup>1</sup>	YES <sup>1</sup>	MAJORITY
MAIN MOTIONS <sup>2</sup>					
APPEAL	YES	YES	YES	NO	TIE/ MAJORITY
INT OF ORDER	YES	NO	NO	NO	NO VOTE
PARLIAMENT INQUIRY	YES	NO	NO	NO	NO VOTE
WITHDRAW A MOTION	NO	NO	NO	NO	NO VOTE
SPEND RULES	NO	YES	NO	NO	TWO-THIRDS
OBJECT TO CONSIDER	YES	NO	NO	NO	2/3 NEGATIVE
DIVISION OF QUESTION	NO	NO	NO	NO	NO VOTE
DIVISION OF ASSEMBLY	YES	NO	NO	NO	NO VOTE
1 - RESTRICTED.      2 - NO ORDER OF PRECEDENCE AMONG THEMSELVES. DECIDED NOW.					

# PARLIAMENTARY PROCEDURE

## PARLIAMENTARY TERMS

**ADDRESSING THE CHAIR:** Mr. Chairman, Mr. President, Mr. Moderator.  
**ANNOUNCING THE VOTE:** Affirmative votes announced first, negative second.  
**BALLOTS:** Slips of paper for voting.  
**CARRIED:** Same as passed or adopted when referring to motion outcome.  
**CAUCUS:** Private session in advance of a scheduled meeting.  
**CHAIR, CHAIRMAN:** The presiding member. To chair - to preside over.  
**CHAIRMAN PRO TEM:** For the time being. Also addressed as Mr. Chairman.  
**COMMIT:** Refer to a committee.  
**CONVENE:** Open a session.  
**CUM DIE:** With day (set for next meeting).  
**DILATORY:** Slow down.  
**EX OFFICIO:** From office, by right of office.  
**EXPUNGE:** Remove from records.  
**GERMANE:** Closely related.  
**HOLDING THE FLOOR:** Recognized by Chair and thus entitled to speak.  
**IMMEDIATELY PENDING QUESTION:** Next one to be acted on, last proposed.  
**IN ORDER:** Correct according to parliamentary procedure.  
**MAJORITY:** More than half of those voting.  
**MINUTES:** Written record of business transacted.  
**MOTION:** A proposal to do something.  
**MOVE:** To propose, "I move..."  
**NOMINATE:** To propose a name for office.  
**OBTAINING THE FLOOR:** Securing permission to speak.  
**OLD BUSINESS:** Unfinished business of the last meeting.  
**ORDERS OF THE DAY:** The agenda for a meeting.  
**OUTRANK:** Take precedence over.  
**PARLIAMENTARIAN:** Parliamentary adviser to presiding officer.  
**PENDING QUESTION:** An un-disposed motion.  
**PLURALITY:** Not a majority, but more votes than any other single candidate.  
**POINT OF INFORMATION:** Request for information concerning a motion.  
**PRECEDENCE:** Rank, coming first or ahead of.  
**PREVIOUS QUESTION:** Immediate vote requested without further discussion.  
**QUORUM:** Number of members required to be present to conduct business.  
**RECOGNIZE:** Nodding to or calling name of member by chairman.  
**RESOLUTION:** Motion beginning with, resolved...  
**RESTRICTED DEBATE:** Argument limited strictly to motion pending.  
**SECOND:** Indicate support of motion by saying, "I second the motion."  
**SERIATIM:** Considering a motion part-by-part, section-by-section, etc.  
**SINE DIE:** Without day (to meet again).  
**SLATE:** List of candidates.  
**VIVA VOCE:** By voice (vote).  
**YIELD:** Give way to (another motion or speaker).

## **FUNDAMENTAL PRINCIPLES OF PARLIAMENTARY PROCEDURE**

1. Rules exist to promote cooperation and harmony.
2. The vote of the majority decides.
3. All members have equal rights, privileges, and obligations.
4. The minority has rights that must be protected.
5. Full and free discussion of all propositions is a right.
6. Simplest and most direct procedure should be used.
7. Logical precedence governs introduction and disposition of motions.
8. One question at a time is the necessary order of business.
9. Members have a right to know what their votes mean.
10. The membership may delegate power but must retain responsibility.
11. Rules must be administered impartially.

## **TRANSACTION OF BUSINESS**

### **INTRODUCTION OF MOTION**

1. Introduction of business
  - a. May be introduced by the chairman, who asks that a motion be made.
  - b. May be introduced by a committee.
  - c. May be introduced by any individual member.
2. Recognition
  - a. Member must be recognized for a bona fide action.
  - b. When more than one asks for the floor, the chair decides.

### **RIGHT TO THE FLOOR**

1. When recognized, one may speak as long as he wishes, except:
  - a. On rulings by the chair, unless appealed.
  - b. On motions that are not debatable.
  - c. On business that has been voted to receive limited debate.
2. When a speaker is interrupted, and the interrupting matter disposed with, the speaker may take the floor again, unless declared out of order by the chair.

### **THE SECOND AND THE STATEMENT**

1. Seconding the motion
  - a. All motions must be seconded, except:
    - 1) Objection to consideration of a question.
    - 2) Leave to withdraw a motion.
    - 3) Point of order.
    - 4) Division of a question.
    - 5) Parliamentary inquiry.
    - 6) Questions of privilege.
    - 7) Division of assembly.
  - b. One need not rise and be recognized by the chair.
  - c. The chairman may second the motion.
2. Stating the motion
  - a. Before discussion the chair states the motion.
  - b. If a long motion, the secretary should read the motion.

## DISCUSSION

1. All discussion must confine itself to the immediately pending motion.
2. Limitation may be imposed on discussion.
3. Un-debatable motions:
  - a. All privileged and incidental motions, except the appeal.
  - b. To close nominations.
  - c. To limit debate.
  - d. To obtain an immediate vote.
  - e. To lay on the table.
  - f. To take from the table.

## AMENDMENTS

1. Informal alteration
  - a. Before the chair has stated the motion or before discussion begins, the member may alter, incorporate new ideas, or withdraw the motion.
  - b. After discussion begins, he may change or withdraw if no one objects.
2. Forms of amendments
  - a. Adding or inserting words, phrases, sentences or paragraphs.
  - b. Striking out words, phrases, sentences, or paragraphs.
  - c. Striking out words or phrases and inserting in their place other words, phrases, sentences, or paragraphs.
  - d. Amendments may consist of substituting entirely different phrases.
    - 1) The substituted paragraph may express quite a different purpose.
    - 2) The substituted paragraph may express the exact opposite.
    - 3) It must be related to the original motion.
  - e. Before the amendment may be discussed, the entire amended motion must be stated.
3. Discussion of a motion
  - a. A main motion may be divided if each part can stand-alone.
  - b. The motion to divide is made, seconded, voted upon, passed, and then the amended half is dealt with.
4. Amendment to an amendment
  - a. An amendment to an amendment cannot be amended.
  - b. After an amendment to the amendment has been made, voted upon, and passed, the amended amendment may be amended.
5. Relation of amendment to motion
  - a. Discussion of an amendment must relate to the amendment only, unless the whole motion is involved by substitution.
  - b. If a motion is defeated after all adopted amendments have been accepted, all amendments are thereby defeated.
6. Unamendable motions
  - a. To adjourn.
  - b. To amend an amendment.
  - c. To ask a question of privilege.
  - d. To close nominations.
  - e. To obtain an immediate vote.
  - f. To lay on the table.
  - g. To postpone indefinitely.
  - h. To reconsider.
  - i. To rescind.
  - j. To take from the table.
  - k. All incidental motions.

## **PUTTING THE QUESTION AND THE VOTE**

1. Putting the question: chair calls for a vote.
2. Majority vote:
  - a. Unless special rules apply, a majority decides.
  - b. Majority means a majority of those voting.
3. Two-thirds vote (special rule applies).
  - a. To object to the consideration of a question (2/3 negative).
  - b. To obtain an immediate vote.
  - c. To suspend rules.
  - d. To limit debate.
  - e. To close nomination.
4. Method of voting:
  - a. Unless otherwise provided, call for the yes and no votes.
  - b. Chairman may vote in all ties except upon appeals of his ruling.

## **QUORUM**

1. A majority of members of an organization usually constitutes.
2. An organization may define its own quorum.
3. If the organization has no defined enrolled membership, the persons present constitute a quorum.

## **ADJOURNMENT**

1. Simple motion of adjournment may be made by a member, may be made during the consideration of other business (but not while someone is speaking), and if untimely, chairman may suggest it be withdrawn.
2. Cannot interrupt voting.
3. Not debatable.
4. Cannot be amended.
5. When made/seconded, comes to immediate vote, except for announcements.
6. If the motion is killed, it may be made again only after the expiration of some business.
7. Motion out of order if meeting has previously fixed adjournment time.
8. Out of order when arranging for the time/place of next meeting.

## **MOTIONS FOR SPECIAL PURPOSES**

For most purposes the process of moving, seconding, discussing, amending, and voting one proposal (main motion) after the other is all that is needed to conduct the business of a meeting. However, many other motions may interrupt the normal flow of business. These motions differ from main motions in that they are proposed for the purpose of taking a particular action on a main motion. Unlike main motions that introduce a subject to a group, these "special" or "secondary" motions are proposed for a special reason or a particular purpose. If a member of a group has something in mind he would like to do, he may proceed as shown below.

### **THE PURPOSE - THE MOTION**

1. To present an idea
  - a. Main motion - "I move we hold a banquet."
  - b. Informal discussion - "I move we discuss the problem of fund raising informally."

2. To enforce correct procedure
  - a. Point of order - "I rise to a point of order" or "Point of order" (correct a mistake).
  - b. Parliamentary inquiry - " I rise to a parliamentary inquiry" or "Clarification" (ask a question).
  - c. Division - "I call for division" (vote by rising).
  - d. Appeal - "I appeal the decision of the chair" (let assembly decide).
3. To Change a motion
  - a. Amend - "I move to amend by adding the words 'next month'" or "by striking out..." or "by substituting..." (words, phrases, or motion).
  - b. Division - "I ask that the question be divided into two motions, the first to read..."
4. To regulate or stop debate
  - a. Limit debate - "I move to limit (or extend) debate by limiting each speaker to two minutes" or "limit debate to two speakers on each side."
  - b. Vote immediately - "I move to vote immediately on the motion."
  - c. Postpone temporarily - "Move to postpone the motion temporarily."
  - d. Postpone definitely - move to postpone motion until next meeting.
5. To delegate work: refer to committee - "I move to refer the matter to a committee of three."
6. To suppress a motion
  - a. Object to consideration - "I object to the consideration of the motion." Chairman says, "How many members wish to discuss it?"
  - b. Withdraw - "I withdraw my motion."
  - c. Postpone indefinitely - "Move to postpone the motion indefinitely."
7. To end a meeting
  - a. Recess - "I move we recess for ten minutes."
  - b. Adjourn - "I move to adjourn."
8. To meet emergencies
  - a. Suspend rules - "I move to suspend the rules so that we may hear our speaker now."
  - b. Question of privilege - "I rise to a question of privilege. I'd like the window closed."
9. To change action already taken
  - a. Rescind - "I move to rescind (or repeal) the motion to build a new clubhouse."
  - b. Amend - "I move to amend the motion for a new headquarters, passed January 5, by taking out the limitation of \$500."
10. To consider a question again
  - a. Resume consideration - "I move we resume consideration of the motion to build a library, which was postponed temporarily at the November meeting".
  - b. Reconsider - "I move to reconsider the vote on the motion to buy a new television" (in order on same day as original vote or on the following day only).

## ELECTIONS

An organization's by-laws normally set forth the date for elections, the method of nominating candidates, the procedure for voting, the period for holding office, the quorum, and the votes required to elect.

## **NOMINATIONS**

1. Nominations: a. By committee. b. By ballot c. From the floor.
2. Closing nominations: a. By motion and second and 2/3 vote (but doesn't prevent write-ins). b. Nominations may be made even after the closing (thus the process of closing is really superfluous).
3. Voting
  - a. Voice vote (viva voce).
  - b. Show of hands.
  - c. Ballot.
  - d. Rising.
  - e. Unanimous-consent procedure (if there be no objection).

## **BETTER MEETINGS**

Parliamentary law is a system of rules designed to facilitate business meetings in an orderly manner. They are common sense suggestions that help the membership make their organizations more effective.

## **PRESIDING OFFICERS**

Know the rules and you will preside with ease and confidence. Follow the rules yourself. Insist that everyone observe parliamentary principles to ensure harmony, legality, and achievement. Don't emphasize technicalities and forget principles.

Lead firmly, courteously, impartially.

1. Firmly - you must make certain decisions. "If there is no objection, we will have the report of the executive board later."
2. Courteously - never forget "please" and "thank you." "I'm sorry, but you're out of order. As soon as the chair states the motion, you may speak on it."
3. Impartially - "We've heard three speakers who favor this motion. Let's hear from someone who opposes it."

Help a member state his motions clearly. Restate the motion yourself if it is confusing. If a member says, "I move that all dog owners be required to have muzzles on them whenever they appear in the streets," and after a second is heard the chairman might say, "It has been moved and seconded that all dogs be required to wear muzzles whenever they're allowed to run loose. Does that express your idea, Mr. Thomas?" Keep the meeting moving steadily ahead. Hold members to time limits - "Pardon me, Mr. Fuller, your time is up. Mr. Jones, you may have the floor." Keep members on the subject - "The question is shall we publish a magazine. Please speak only on this point." State motions and take votes promptly - "If no further discussion, those in favor say aye."

Don't allow "railroading." Member: "I nominate Mr. Everett and move that nominations be closed." Chairman: "Your motion to close nominations is out of order until others have had an opportunity to nominate. Are there further nominations?" Create a warm and friendly atmosphere, which promotes discussion. Encourage the shy member - "Several other members have studied this problem. What do you think of this plan?" Discourage the member who talks too much or too often - "Just a moment, Mr. White, I'd like to recognize someone who hasn't spoken."

Don't permit personalities in discussion. Confine speakers to issues only - "Mr. Blake, your last remark is out of order. You may talk against this revision all you wish, but you cannot reflect on the motives of the committee."

## MEMBERS

Understand parliamentary rules and know your rights. Then you take part with confidence and no one can push you around. Parliamentary procedure follows common sense rules and principles of law applied to meetings. It is easy to understand and use. It works magic in meetings.

Think and work constructively. You can build up or tear down your organization. If the programs are poor, don't walk away muttering - make some good suggestions to the program committee. If they're not accepted, try to get on the committee yourself next year and build programs that appeal to the members.

Phrase your motions carefully. Think them through. Poorly stated motions cause confusion, require amendments, and waste everybody's time. Test your motion. Is it:

1. clear and definite? Not like this - "I move that we do not favor the refusal of the council not to allow the park to be used for concerts, which are not free."
2. workable? Not like this - "I move we cut down noise by prohibiting barking of dogs."
3. complete? Not like this - "I move we greatly enlarge our membership." Add how and by how many.

Encourage your fellow members. Showing appreciation costs you nothing, but it makes you and the other fellow feel good all over. Congratulate the chairman who prepared a good program, the speaker who gave a stimulating talk, the member who drove 30 miles to be at the meeting.

Participate. It isn't your duty to speak unless you want to. It is your duty to listen, weigh arguments, and vote. Members who listen carefully, consider thoughtfully, and vote are valuable contributors. A vote can be as eloquent as a speech.

Support the right of the majority to decide and to carry out their decisions. Protect the right of the minority to be heard and to oppose. If you follow these principles, you will progress steadily and with unity of purpose.

Offer leadership, even though you hold no office. In every organization there are important leaders without title. Mr. Everett's judgment is always sought. He leads in decision-making. Mrs. Harrison is usually the first to speak up when volunteers are called for. She leads the volunteers. Mr. Hughes smooths ruffled feelings and explains misunderstandings. He leads in tact.

Attend meetings regularly. Meetings are the powerhouses where plans are generated. Every member who attends contributes. If you stay away, come late, or leave early, you have no right to criticize what the other members did.

Accept and support the decision of the majority. A majority vote, once taken, becomes the legal decision of all. It is your decision, too. Help give it a fair trial. If the vote goes against your beliefs, you will not lose face if you about-face and help. Like this - "Mr. Chairman, I fought against the motion just passed. It won. Now that we've decided to build a new clubhouse, put me down for a hundred dollars to start the fund."

## COMMITTEES

**GENERAL:** In contrast to the formality of procedure used in business meetings, committee meetings are usually conducted in an informal manner. While committees are not limited as to membership and may number 50 or more, most committees are composed of from four to eight members. When the committee is small (four to eight members), formal parliamentary procedure is abandoned in arriving at a group decision. During these informal discussions, a formal motion, a second, a discussion, and a vote are not necessary when the decision can be reached quickly by unanimous consent procedure. However, even in a committee meeting, if a subject is controversial and spirits rise, the chairman may have to resort to formal procedure in order to control and guide the group.

### CHARACTERISTICS OF A COMMITTEE MEETING

1. Start and finish on time.
2. Speaker not required to stand.
3. Recognition not required in order to speak.
4. Chairman participates as freely as any other member, but adheres to schedule.
5. Discussion neither limited nor suppressed.
6. Matters are discussed without any motion.
7. Formal motion, second, etc., are not usually necessary. Most decisions made by unanimous consent of members.
8. Formal procedure invoked when necessary.

### TYPES OF COMMITTEES

1. Standing committees (constitutional)
  - a. By authority of the constitution.
  - b. Appointed, elected, or ex officio members.
  - c. Permanent.
  - d. Report made in order named in constitution.
2. Special committees
  - a. Created for special reason or problem.
  - b. Membership by motion, appointment, election, or ex officio.
  - c. Temporary.
  - d. Those functioning longest report first.

### THE COMMITTEE REPORT

1. Form (oral or written).
2. Content (statement of meetings, summary of facts only of investigation).
3. How presented (usually by chairman when committee is called).
4. Disposition of - "received" or "received and filed with Secretary." Chairman makes it clear that recommendations be taken by assembly only on separate formal motion, one at a time.

### COMMITTEE CHAIRMEN

1. Call the meeting to order.
2. Start discussion with a few comments on the nature of the committee's problem.
3. Keep on the track. Avoid small talk. Follow the agenda.
4. Do not talk too much; draw out the quiet members.
5. Help members enjoy working on the committee by getting things done. People avoid committees that waste their time.

6. Save everybody's time by bringing the tools for the committee's work. These will help:
  - a. A copy for each member of the list of committee members, with addresses and phone numbers.
  - b. A written statement of the committee's job, its duties and powers.
  - c. Instructions from the president or organization.
  - d. Reports of previous committees or other useful material.
  - e. Rules/policies of the organization that apply to committee's job.
7. Encourage but don't boss. Committees are created because a group decision is wanted. Don't try to decide everything yourself.
8. Be informal. In committees, no seconds are required, speakers are not limited, the chairman can make motions and talk, too.
9. Divide the work. Appoint subcommittee if needed. Give everybody a job.
10. Let members share in preparing the report. Vote on it at a meeting of the committee, not on the telephone.
11. Take a vote on each committee recommendation. Submit them separately from the report.
12. Share credit with committee. If the committee has done a good job, ask members to sit on the platform while report is read or introduce them.

### **ESSENTIALS OF MINUTES**

1. Kind of meeting ( regular, special, etc.).
2. Name of organization.
3. Hour, date, and place of meeting; name and title of presiding officer.
4. Names of substitute officers.
5. Action taken on minutes of last meeting.
6. All motions and resolutions, whether adopted or lost (but not those withdrawn), with the names of the proposers.
7. Reports of boards, officers, and committees.
8. All required previous notices, such as notice to rescind, to reconsider, to amend the by-laws at the next meeting, and all proper points of order and appeals.
9. Any other action or proceeding worthy of record.
10. Hour of adjournment, signature, and title of secretary.

### **REFERENCES AND SOURCE MATERIAL USED**

"Robert's Rules of Order", Revised

"Standard Code of Parliamentary Procedure" by A.E. Sturgis

"Successful Leadership in Groups and Organizations" by J.A. Wagner

"Helpful Hints for Better Meetings" by A.E. Sturgis, McGraw-Hill Book Co.

"Pan-L-View Slide Rule"; Graphic Calculator Co., Chicago.

## SUGGESTIONS FOR BOYS STATE REPORT

Each citizen is expected to make a report to the sponsoring American Legion and/or financial contributors when requested after the session.

### ITEMS THAT MIGHT BE INCLUDED:

1. Emphasize the government program:
  - a. Offices for which you ran and duties performed
  - b. Activities at you city council meetings
  - c. Activities of the senate and the house
  - d. How bills are prepared and enacted into law
2. Speakers: note contributions made and outstanding points of interest
3. Items of General Interest:
  - a. Flag ceremonies
  - b. Banquet
  - c. Colorado State University, Pueblo
  - d. Talent show
4. Items of personal interest:
  - a. Good times and friendships made
  - b. Personal enjoyment
  - c. Food
5. Counselors: all members of the American Legion and/or past Boys State citizens. They all serve without pay.

### OTHER HINTS: WRITE IT DOWN WHILE IT IS STILL FRESH IN YOUR MIND!!!

1. Your report should not be just a resume of the daily schedule.
2. It should contain what was outstanding and what it **meant to you personally**.
3. **What new things did you learn?**
4. What legislative committee did you serve on?
5. Discuss the value of bills debated
6. Did this experience give you any challenge for the future?
7. Draw some humorous incidents into your speech--but **do not** list one funny experience after another.
8. Did the week's activities or speakers help you to re-evaluate yourself, your country, your government, freedom, and democracy in action?
9. What impressed you? What did you learn about friendship? What did you learn about responsibility? How did Boys State change you?

### BE ENTHUSIASTIC BUT HONEST IN YOUR OPINIONS