

# YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS

## Mountain Manual

Revised: March 2016

## Table of Contents

Background/Purpose .....	2
Proposals (General) .....	3
Proposal Sharing Groups .....	3
Committees .....	4
General Assembly/Plenary Session .....	9
Conference Life Committee .....	13
Roundtable Chairs .....	13
Conference Resource Advisors .....	14
Media Program .....	14
Dress Code/Behavior Guidelines .....	14
Awards/Premier Delegation .....	16
Preparation: Travel/What to Bring .....	18
Proposal Writing and Submission Guidelines .....	19
The Blue Ridge Spirit .....	22

### Contact Information



Telephone: 334-229-0035



Email: [info@ymcacona.org](mailto:info@ymcacona.org)



Website: [www.ymcacona.org](http://www.ymcacona.org)

#### Mailing Address:

P.O. Box 2336  
Montgomery, AL 36102

#### Shipping Address:

850 S. Lawrence Street  
Montgomery, AL 36104

# **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

## **Mountain Manual**

### **Page 2 of 22**

#### **I. THE BACKGROUND OF THE CONFERENCE**

In 1967, a group of young people, having enjoyed their experiences in State Youth in Government Programs, determined that the experience could be broadened to a more meaningful level by participation in a conference dealing with matters of national and international concern. As a result of their idea and the work that followed, the first YMCA Youth Conference on National Affairs had its small beginning in 1968 at Stone Mountain, Georgia. The conference direction was established by the tremendous attitudes of the youth involved the first year and made it possible for subsequent conferences to be improved and strengthened. Since the first conference in the summer of 1968, with 8 states and 80 students, the number of delegations participating has grown to almost 40 states with over 600 students in 2015. It is anticipated that the program will continue to grow until youth from all of the 50 states are participating.

The Conference on National Affairs brings together the best and brightest students from State Youth in Government programs for a week of intensive debate and to propose and discuss well defined and accurate solutions to society's challenging needs.

##### **A. Purpose of the Conference**

1. To increase awareness of national concerns and issues.
2. To increase understanding of the Federal Government and its relation to state, national and international matters.
3. To enhance communications to appropriate persons and groups at the Federal government level.
4. To develop increased understanding of needs, responsibilities, and opportunities of Youth in Government.
5. To work creatively together with youth and adults.
6. To help youth and adults to better understand and strengthen their values for living through the Christian objectives of the YMCA.

This program offers unusual opportunities for a young person to do research in the area of national and international concerns; to organize this information into a document proposal; to engage in intensive discussion and debate these proposals with outstanding young people from other states.

Adults and young people who have participated in the YMCA Conference on National Affairs are unanimous in their belief that the experience makes a real, vital contribution to helping citizens learn more about the democratic form of government.

- B.** It is important to keep in mind that this is a CONFERENCE and not a legislative session. The major working objective is to prepare and consider in depth proposals relating to crucial national and international concerns, then to determine the priorities for these concerns in order that youth representatives may present those of highest priority to responsible government officials. The use of technical motions and restrictive parliamentary procedure will be discouraged.
- C.** The Conference Planning Committee (CPC) is composed of advisors who are selected by the Director of the conference.

# **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

## **Mountain Manual**

### **Page 3 of 22**

## **II. DELEGATION SELECTION**

The delegates are selected from individual state Youth in Government Programs. Each year, the CPC will determine the maximum number of delegates that any one state may send to the conference. States not having a Youth in Government program but desiring to take part may apply directly to the Conference Director. Delegations of five or more must have one advisor. States are required to bring one adult for every 10 youth attending.

### **A. Qualification**

Each young person desiring to participate in the YMCA Youth Conference on National Affairs must have participated in his/her state YMCA Youth in Government program (if one exists) and must prepare a written proposal that on a matter of national or international concern. (Conference Media delegates do not need to prepare a proposal). The proposal must not exceed two pages, which equals approximately 60 lines of text or 1000 words, and must be submitted to the conference director by the appropriate deadline.

### **B. Pledge of Responsibility**

Each person who attends the Conference (delegates and adults) pledges to devote his/her time and energies toward the goal of the conference, to read the rules carefully, and to abide by them in all aspects.

## **III. PROPOSALS**

Each delegate participating in the Conference is required to write a proposal. Proposals focus on solutions to problems and issues of importance to our nation. They may be national or international in scope. Each delegate within a State must clear his/her proposal topic with the State Director. It is mandatory that each delegate within each State write on a different topic. This will mean that a state with 12 delegates will have 12 different topics. However, some or all of these topics may be duplicated by delegates from other states.

## **IV. PROPOSAL SHARING GROUPS**

Delegates will participate in a Proposal Sharing Group (PSG) on the first day of the Conference. The purpose of PSGs is to provide a supportive and helpful setting in which to study and discuss proposals in conceptual form. It should be considered a brainstorming session in which delegates share ideas for strengthening one another's proposals.

1. PSGs will consist of delegates from different states who have written proposals on dissimilar topics.
2. The PSGs shall be led by a facilitator selected by the Conference Director prior to the start of the Conference. The facilitator must have been a participant in at least one previous Conference on National Affairs.
3. The facilitator will determine the total amount of time allotted for each proposal by dividing the total number of participants by the total number of minutes scheduled for the sharing group.
4. The facilitator shall moderate discussion and keep time.
5. The author is not required to incorporate the suggestions into the proposal.
6. No voting, debating or scoring of proposals will take place in PSG.

# **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

## **Mountain Manual**

### **Page 4 of 22**

#### **V. COMMITTEE HEARING GROUPS**

##### **A. Selection of Committee Chairpersons**

1. State delegations with five or more delegates will be requested to submit the names of up to four delegates to the Conference Director for possible selection as PSG facilitators, Committee Hearing Group Chairpersons, or Clerks.
2. State delegations with fewer than five delegates will be requested to submit the name of one delegate for possible selection as Committee Hearing Group Chairperson.
3. The Conference Director will appoint PSG Facilitators, Committee Chairpersons, and Clerks from names submitted by each state director.
4. Committee Chairpersons may not be first-year delegates and must have previous presiding experience.
5. Each Chairperson is required to study his/her responsibilities in advance and to review the procedures of the committee as they appear in this Mountain Manual and related materials.
6. Chairpersons shall meet with Presiding Officers at the beginning of the Conference to receive training in committee procedures.
7. Chairpersons not attending training will be replaced.

##### **B. Committee Hearing Group Advisors**

One adult advisor designated by the Conference shall be in attendance during each committee session. This advisor shall serve as a liaison between the committee and the conference advisor tabulators.

##### **C. First Committee**

1. The purpose of the First Committee Hearing Group (FCHG) is to study and discuss each proposal assigned to the committee, to make any amendments deemed necessary by the majority and to rank the proposal in order of priority.
2. There shall be a committee comprised entirely of proposals that were published in their final form after the proposal publication deadline.
  - a. Twelve percent (12% rounded up to a whole number) of proposals but no more than 5 total will advance to the Second Committee Hearing Group.
  - b. Proposals advancing from this committee will merge with a pre-determined Second Committee Hearing Group.
3. Each FCHG will have a clerk who is selected by the Conference Director. Each delegation may nominate a clerk who is not a 1st Year delegate. The clerk shall keep time, assist the chair with paperwork, and serve in the chairperson's absence.
4. Preliminary Session – There will be a mandatory Preliminary Session. The first 30 minutes is reserved for applicable proposals to be combined, and any remaining time for the rules to be explained, finalizing the agenda, and answering delegates' questions.
5. It is recommended, but optional, that authors dealing with identical topics combine proposals. Combination of similar proposals occurs only during the first 30 minutes of the Preliminary Session.

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

#### **Page 5 of 22**

6. Delegates with similar proposals will be placed in the same FCHG. Combination of proposals from different FCHGs must be approved by the Conference Director prior to the start of First Committee. Combination of proposals after the first 30 minutes of the Preliminary Session is not permitted.
7. During First Committee Session, time will be divided equally among the proposals for debate and scoring. The above time allotments must include sufficient time to score proposals at the conclusion of each proposal presentation. Time allotments may be adjusted by the Chair to fit the committee needs.
8. The order in which proposals shall be heard will be determined at random. This order shall not be determined by proposal number.

#### **9. Proposal timeline**

Each proposal in first committee shall be considered in the following manner:

- a. Clerk reads the title of the proposal before the author's remarks.
  - b. Opening remarks by the proposal author (2 minutes).
  - c. Non-debatable, technical questions (2 minutes).
  - d. Chairperson opens debate.
  - e. Con and pro speakers will alternate; beginning and ending with a con (1.5 minutes each)
    - i. Upon recognition, a delegate shall state his/her name and delegation. He/she shall not be required to seek additional permission to address the floor in the form of a statement.
    - ii. Delegates must continue to seek permission, through the chair, to pose a series of questions to the proposal author.
    - iii. A delegate must reserve his/her right to make a motion.
    - iv. Yielding is not in order during FCHG unless it is to the author's closing summation.
    - v. Amendments are in order after the first round of con-pro debate until, but not including, the last round of con-pro debate.
    - vi. Previous question is in order after the first round of con-pro debate and must be approved by a 2/3 vote of the committee.
  - f. Author's summation (2 minutes).
  - g. Proposal scoring ballot distributed to each person or combined author group.
  - h. Scoring ballots are returned to the chair.
10. The author must present the proposal in the form in which the author wishes it to be debated. Friendly amendments may be incorporated only prior to the start of FCHG.

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

#### **Page 6 of 22**

#### **11. Decorum during committee sessions**

- a. Points of order, points of information, motions to table and motions to suspend the rules to extend debate are not in order.
- b. A delegate seeking to be recognized should remain seated and raise his/her placard. He/she should not call out.
- c. Do not raise your placard or hand while a speaker is addressing the chamber.
- d. Refer to another speaker as "the previous delegate," not by proper name.
- e. Do not reference other proposals or amendments.
- f. Face and hand gestures are not permitted during another delegate's speech.
- g. Remain seated and quiet during an author's opening and summary statements.
- h. Do not use sarcasm in debate in the form of a false pro or false con speech.

#### **12. Amendment procedure**

- a. Amendments must be submitted in writing to the Clerk. The motion to hear an amendment may be made by any delegate recognized by the Chair, not only the amendment author.
- b. One (1) minute opening statement for author of the amendment.
- c. One (1) minute con speech.
- d. One (1) minute pro speech.
- e. Thirty (30) second statement from the proposal author.
- f. Vote on amendment. Amendments must be approved by majority vote. Author consent is not required for amendment passage.

#### **13. Scoring**

- a. When scoring occurs there will be one score for each proposal presented. (If six authors combine their proposals into one, each shall receive 1/6 of one score).
- b. Scoring will occur immediately after each proposal is presented
- c. Each delegate completing a scoring ballot should consider the following criteria:
  - i. National/international importance
  - ii. Evidence of author research
  - iii. Feasibility
  - iv. Preparation and presentation
  - v. Originality
- d. Seven (7) proposals with the lowest score total will advance to Second Committee Hearing Group (SCHG).

14. Proposals assigned to a FCHG may be withdrawn only by a majority vote of the Committee. If the author wishes to withdraw his/her sponsorship of a proposal and it is not the desire of a majority of the committee, the committee is responsible for finding a new proposal sponsor. Upon withdrawal of a proposal during FCHG the author of said proposal shall forfeit voting privileges during that committee. If no author is present at the Conference for a proposal that is assigned to a committee, the proposal is automatically withdrawn.

# **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

## **Mountain Manual**

### **Page 7 of 22**

#### **D. Second Committee**

1. The Second Committee Hearing Group (SCHG) consists of a combination of three (3) committee groups from the FCHG process.
2. The Co-Chairs of the SCHG will consist of the three (3) Chairs of the FCHGs. A presiding rotation schedule shall be determined by the Co-Chair teams prior to the first meeting of the SCHG.
3. All proposals will be scored using the criteria listed under the FCHG process and ranked in the same manner. The top ranked nine (9) proposals from each of the SCHGs will advance to a Third Committee Hearing Group (TCHG). Three (3) more top-ranked proposals will also move on.
4. SCHG rules of procedure are the same as those used for the FCHG with the following exceptions:
  - a. Five minutes will be set aside at the beginning of SCHG to review procedures and make any announcements.
  - b. Debate is limited to fifteen (15) minutes per proposal.
  - c. If a combined proposal does not advance to the SCHG, each author shall have a full vote/score in SCHG. SCHG delegates whose combined proposals appear on the agenda shall continue to share a vote/score.
  - d. The order in which proposals shall be heard will be determined at random. This order shall not be determined by proposal number.

#### **E. Third Committee**

1. All delegates will be randomly assigned to a Third Committee Hearing Group (TCHG). Those delegates whose proposals advance from the SCHG will follow their proposal to whatever TCHG it is assigned to.
2. All proposals will be scored using the criteria listed under the FCHG process and ranked in the same manner.
3. The Presiding Officers of the Conference shall serve as the TCHG Chairpersons and remain neutral during debate.
4. The order in which proposals shall be heard will be determined at random. This order shall not be determined by proposal number.
5. The top two (2) Proposals from each 3<sup>rd</sup> Committee will advance to the Plenary Session, plus two (2) more top ranked proposals. The next highest ranked five (5) proposals from each of the TCHGs will advance to General Assembly.

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

#### **Page 8 of 22**

6. Proposal timeline. Each proposal in TCHGs shall be considered in the following manner:
  - a. Debate is limited to fifteen (15) minutes.
  - b. Clerk reads the title of the proposal before the author's remarks.
  - c. Opening remarks by the proposal author (2 minutes). Authors may yield time to their summation or to Non-debatable technical questions.
  - d. Non-debatable, technical questions; (factual only) (2 minutes).
  - e. Chairperson opens debate. Con and pro speakers will alternate; beginning and ending with a con (1.5 minutes each).
    - i. Upon recognition, a delegate shall state his/her name and delegation. He/she shall not be required to seek additional permission to address the floor in the form of a statement.
    - ii. Delegates must continue to seek permission, through the chair, to pose a series of questions to the proposal author.
    - iii. A delegate must reserve his/her right to make a motion or yield time to another delegate.
    - iv. Authors may not speak as an individually recognized pro speaker during debate.
    - v. A delegate shall not be required to speak for a minimum length of time before it is in order to yield to another delegate, provided that, before addressing the floor, the recognized delegate declares his/her intention to yield. When yielding time to another delegate, the speaker is required to state the other delegate's name and delegation.
    - vi. A delegate who accepts yielded time will be allowed to either question the patron or use their time to address the chamber, but not both.
    - vii. Amendments are in order after the first round of con-pro debate and remain in order for five (5) minutes only. Presiding Officers will notify delegates when amendments are in order and when the five (5) minutes have elapsed.
      1. Amendments must be submitted in writing using the amendment form provided by the Conference.
      2. Presiding Officer will determine if the amendment is germane.
      3. Amendments will be considered once the proper motion is made by any recognized delegate. The action will not be counted as pro or con time but will count against allotted proposal time.
        - a. One (1) minute opening statement by the delegate who is amending.
        - b. One (1) minute con speech.
        - c. One (1) minute pro speech.
        - d. Author's position (30 seconds).
        - e. Vote on amendment. Passage requires majority vote
    - viii. Previous question is in order after seven (7) minutes and must be approved by a 2/3 vote of the committee
      - a. Author's summation (2 minutes)
      - b. Proposal scoring ballot distributed to each person or combined author group
      - c. Scoring ballots returned to chair



# **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

## **Mountain Manual**

### **Page 9 of 22**

#### **VI. GENERAL ASSEMBLY/PLENARY**

General Assembly/Plenary Sessions will be held to enable all Conference delegates to consider proposals advancing from TCHGs. Rules governing consideration of proposals are intended to expedite debate.

##### **A. General Assembly**

1. Delegates will be assigned to a General Assembly by the proposal book. If a delegate's proposal advances from TCHG, he/she will be a permanent member of the General Assembly to which their proposal is assigned. All other delegates are members of the General Assembly to which they are assigned in the proposal book and shall not be allowed admission to the other General Assembly.
2. Presiding Officers shall serve General Assembly/Plenary as chairpersons, clerks, timekeepers, parliamentarians and rovers. Presiding Officers will alternate General Assemblies to allow exposure to all delegates prior to the Plenary Session.
3. When possible, all seating shall be staggered to enable Presiding Officers to identify those desiring to speak. It is required that delegates remain in seats designated by Presiding Officers.
4. Procedures for Proposals
  - a. Proposals will be considered according to the calendar presented by the Conference.
  - b. If two proposals with conflicting views on the same topic reach General Assembly/Plenary they will be presented back-to-back and then voted upon
  - c. Total amount of time allocated to each proposal shall be thirty (30) minutes.
  - d. After one (1) hour of General Assembly/Plenary debate Presiding Officers *may* specially seek to recognize those delegates who have not spoken for the day.

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

#### **Page 10 of 22**

5. Proposal timeline. Each proposal in General Assembly shall be considered in the following manner:
  - a. Opening remarks by the proposal author (4 minutes). The author may yield unused time to technical questions, the author's summation or to the Chair
  - b. Non-debatable, technical questions; (factual only) (4 minutes).
  - c. Intent Speakers. Delegates recognized as Intent Speakers shall address the chamber at the appointed time. He/she shall present a statement and shall not ask questions of the proposal author. Intent Speakers shall yield unused time to the Chair.
    1. Three (3) minutes for a con intent speaker.
    2. Two (2) minutes for a pro intent speaker
  - d. Chairperson opens debate. Con and pro speakers will alternate; beginning and ending with a con. (2 minutes each)
    1. Upon recognition, a delegate shall state his/her name and delegation. He/she shall not be required to seek additional permission to address the floor in the form of a statement.
    2. Delegates must continue to seek permission, through the chair, to pose a series of questions to the proposal author.
    3. A delegate must reserve his/her right to make a motion or yield time to another delegate.
    4. Authors may not speak as individually recognized pro speakers during debate.
    5. The floor is not relinquished by a speaker unless the delegate yields his/her time to some other specifically named delegate (name and state are required).
      - i. Only one delegate may approach the front of the assembly to accept the yield and must approach with the recognized delegate.
      - ii. Yielding to another speaker or the author's summation is in order, provided the right is reserved upon initial recognition by the Chair.
      - iii. Any yield must be made to a speaker of the same opinion. Only pro speakers may yield to the author.

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

#### **Page 11 of 22**

6. Amendment procedure. Amendments are in order after the first round of con-pro debate and remain in order for ten (10) minutes only. Presiding Officers will notify delegates when amendments are in order and when the ten (10) minutes have elapsed.
  - i. Amendments must be submitted in writing using the amendment form provided by the Conference and must include the name(s) of the author(s). The proposal author may not add or submit a friendly amendment. Amendments shall not be recognized on yielded time.
  - ii. Each amendment must be submitted to the parliamentarian for approval. Presiding Officers shall determine if the amendment is germane. Relevance will be determined by the justification, purpose and proposal for action as written in the proposal.
  - iii. Once a delegate's amendment has received the approval of the parliamentarian, the delegate has been recognized and the motion to consider the amendment has been made, the amendment is submitted to the Chair.
  - iv. Upon submission to the Chair, the amendment shall be read before the Assembly. The motion to consider the amendment must be seconded and approved by a majority of the Assembly. This action will not be counted as con or pro time but will count against allotted proposal time.
    - a. One (1) minute opening statement by the amendment author
    - b. One (1) minute con speech
    - c. One (1) minute pro speech
    - d. Proposal author's response (1 minute)
    - e. Vote on amendment. Passage requires majority vote
7. Author's summation (2 minutes)
8. Previous question is in order after twenty (20) minutes and must be approved by 2/3 of the assembly. For previous question to be moved prior to the time limit all Presiding Officers in that assembly must agree
9. Points of order and motions to table are not in order
10. Suspension of the rules is in order for the purpose of extending debate and requires a 2/3 vote of those present for the first suspension and unanimous consent for a second suspension during the same proposal
11. Questions regarding procedure or other information must be directed privately to the parliamentarian or rover(s)
12. Approval of a proposal in GA/Plenary shall be recorded by delegates standing in conjunction with a voice vote unless division of the assembly is called. In such a case the vote shall be recorded by a standing vote. The Presiding Officers may call for a division if there is any doubt about the voice vote.
13. Absolutely no clapping is permitted after the defeat of an amendment, a proposal or after any speaker. Controlled applause will be allowed following the passage of a proposal, but delegates may not leave their seats to congratulate the author except to do so outside the chamber

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

### **Page 12 of 22**

14. Periodically in the General Assembly/Plenary session, after the chambers have been sealed and after a vote, Presiding Officers may call a caucus. Each CLC representative, or their designate, shall record attendance of his/her delegation and report absent delegates to the Parliamentarian.

#### **B. Plenary Session**

1. On the Conference's final day, all delegates will gather in Plenary Session to discuss the two (2) highest-rated proposals from each TCHG; plus 2 top ranked, total of ten (10).
2. Rules of procedure in Plenary Session shall be identical to those in General Assembly
3. Total amount of time allocated to each proposal shall be thirty (30) minutes.

### **VII. RULES OF PROCEDURE**

- A. When there are no special YMCA National Affairs rules, Robert's Rules of Order shall be used.
- B. Rules may be changed by submitting the proposed change in writing to the CLC. Upon approval the CLC shall recommend the rule change to the CPC for the next Conference.

### **VIII. RECOGNITION**

- A. In all committees, General Assembly, and Plenary Sessions, except where noted, the following procedure shall be observed:

Upon recognition by the Chair, and declaration of the delegate's name and delegation, and only name and delegation, and display of his/her placard for the entire time recognized, a delegate may exercise up to three (3) of these actions without further impediment:

1. Address the chamber
2. Ask a series of questions of the proposal author, provided the author's permission is sought through and granted by the Chair.
3. Yield remaining, unused time to another speaker (in compliance with specific committee rules.)
4. Make one motion, provided this intention is declared upon taking the floor. A motion shall preempt yielding the floor. Motions shall not be recognized during yielded time.

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

#### **Page 13 of 22**

- B.** The use of any prop while speaking will be called out of order during all committees, General Assembly, and Plenary.
- C.** A "Prop" shall be defined as any external, non-verbal element which is used during the course of a recognition to demonstrate a point. Examples of props are, but are not limited to: charts, pictures, magazines, printed research, etc. Brief gestures with a proposal book or a notebook are not considered use of a prop.
- D.** Delegates who receive recognition during con-pro debate shall speak only from designated areas in the chamber during 2nd, 3rd, General Assembly, and Plenary Sessions. A podium or lectern shall serve as the designated area. In rooms without a podium or lectern, the Chair shall designate an appropriate area.
- E.** If a delegate is called out of order prior to addressing the floor, the chair shall seek a different, replacement, speaker of the same intent (con or pro) rather than a speaker of the opposing intent.

#### **IX. CONFERENCE LIFE COMMITTEE**

The Conference Life Committee (CLC) is composed of the Presiding Officers and representatives elected by each state delegation that is comprised of five (5) or more delegates and whose names are submitted to the Conference Director by their respective State Directors. State delegations with fewer than five (5) delegates will combine their groups and select one (1) CLC Representative to represent them on the CLC. All CLC Representatives may not serve as Committee Hearing Chairpersons.

The CLC meets at the beginning of the Conference and as frequently thereafter as it deems necessary to make decisions that will ensure the best operation of the Conference in all its aspects. The CLC will consider and recommend rule changes and guidelines and handle requests from Conference members.

All proposals on general rules pertaining to the operation of the General Assembly/Plenary Session must go through the CLC for approval. The CLC will make decisions on the interpretation of the rules and all other operations of this year's conference. It will also make recommendations for next year's conference. The Conference Life Committee Advisor will serve as the advisor to the CLC and will assist as requested by the committee.

#### **X. DELEGATION ROUNDTABLE CHAIRS**

Each delegation will select a Roundtable Chair before the conference. This delegate will be responsible for leading the debriefing session in the nightly delegation meeting. This is designed for delegates to reflect on their day and end on a positive note before curfew. There will be a training session for these Roundtable Chairs on the first day of the conference.

# **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

## **Mountain Manual**

### **Page 14 of 22**

#### **XI. CONFERENCE RESOURCE ADVISORS**

Qualified persons knowledgeable in the areas of national and international affairs will serve as resource persons to the conference. It is their role to meet with any young person who seeks information about proposals under consideration. The role of the Conference Resource staff is NOT to do research for your own proposal. If at all possible, the Resource people will be of alternative views and free of vested interests. Resource persons may be quoted by the delegates.

#### **XII. CONFERENCE MEDIA PROGRAM**

The Conference newspaper and CONA blog will report on special events, proposed changes in the rules of the Conference and other events of interest to conference participants. Delegates must apply and be selected in order to serve on the staff of the Media Program. One youth delegate will be asked to serve as the editor of each area of the Media Program.

Members of the Media Program will not submit a proposal. Members of the Media Program may debate in General Assembly/Plenary Session. Media delegates are included in the 25 delegate per state limit.

#### **XIII. DRESS CODE**

Committee hearing group dress code is professional business casual: Dress shorts, shirts, and blouses will be permitted until the end of the 2nd Committee, though full business attire is encouraged. Tank shirts, jeans, t-shirts, and all casual clothes may be worn during free time only. Delegates are allowed to wear state delegation t-shirts all day Sunday. (Note: for the conference photo, business attire is recommended.)

During 3rd Committee and General Assembly/Plenary Session, young men and women are expected to wear nice business attire with appropriate dress shoes. (Note: Young men are expected to wear dress slacks, dress shirts with a tie, and most young men choose to wear a coat. Young women are expected to wear dress slacks, shirts, blouses, and dresses. Most young women choose to wear business suits or dresses.) Delegates will not be allowed to wear hats during committee sessions and General Assembly/Plenary Session.

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

#### **Page 15 of 22**

#### **XIV. BEHAVIOR**

- A.** Mature and responsible behavior, both online and face to face, is expected from each delegate. Delegates should practice the four core values of the YMCA: caring, honesty, respect, and responsibility.
- B.** Delegates will be expected to adhere to the Conference curfew. Evening discussions may be held in the lobby of Lee Hall by those who wish to discuss issues prior to curfew. Curfew lasts until 6:00 a.m. The only exception is a trip to, and only to, the bathroom. Violations of curfew will affect a state's premier delegation status.
- C.** No one is permitted to leave the conference grounds. If, for any reason, a delegate should have to leave, he/she must clear this with the Conference Office and his/her advisor. Delegates driving to the Conference will be asked to leave their keys with the Conference Office.
- D.** Men will not be permitted on the women's floors, and women will not be permitted on the men's floors. Participants are allowed on any floor for the limited purpose of access to stairs.
- E.** Use of tobacco is not permitted.
- F.** Any delegate who violates rules A-E shall be dealt with on an individual basis at the discretion of his/her state advisor. The Conference Director shall have the ultimate decision. Possible penalties include but are not limited to:
  - 1. Suspension of free time
  - 2. Loss of proposal sponsorship
  - 3. Loss of speaking privileges
  - 4. Required formal apology to the conference
  - 5. Loss of delegate privileges and departure from the conference.
- G.** Delegations who fail to adhere to the posted curfew or other major offenses will lose their speaking privileges for the entire next day.
- H.** This is a YMCA Conference and there will be no drinking of alcoholic beverages or use of drugs for non-medical purposes. Those in violation of these rules will be asked to contact their parents and make immediate arrangements for their departure.
- I.** No fire burning in buildings, i.e., incense, candles, etc.
- J.** Adherence to business etiquette is expected at all times while using electronic devices.
- K.** Meals. Attendance is required at all meals, and all participants are required to be on time for all meals. This includes breakfast, even though some delegates may not eat breakfast at home. All important announcements are made for the day following this meal.

## **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

### **Mountain Manual**

#### **Page 16 of 22**

## **XV. AWARDS**

- A.** Presiding Officers - At the closing program, recognition will be given to the six delegates and six alternates selected for their outstanding statesmanship by the presiding officer selection committee. The procedures of this committee are available from the Conference Director. These six delegates will preside over the Third Committee Hearings and the General Assembly/Plenary Session the following year, provided they continue to show exemplary leadership qualities and serve as role models for the conference participants as determined by the Conference Planning Committee.
- B.** Outstanding Statesmen will be recognized by a committee of adults chosen by the Conference Director. The Committee will recognize delegates who not only debate well, but also exhibit poise and tact.
- C.** Media Program Recognition will be given to the member of the Media Program who has distinguished him/herself by extraordinary effort, writing and commitment to the conference media coverage. Such delegate shall be selected by the Media Program advisors in consultation with the Conference Director.
- D.** Outstanding Proposals will be recognized by the Resource Advisors.
- E.** The Chandler Scholarship for Outstanding Christian Leadership
- F.** Premier Delegations - Those delegations who have met the following criteria will be named Premier Delegations at the closing ceremony on the last night of the Conference. All Premier Delegations will be listed in the Conference book the following year.

### **Criteria for Premier Delegation selection are:**

1. Proposals, applications and fees in (TO THE NATIONAL AFFAIRS CONFERENCE DIRECTOR'S OFFICE in Montgomery, Alabama) by the posted deadlines.
2. 100% Attendance at all Caucuses
3. Exceptional overall behavior of delegation, students and adults (code of conduct)
4. Participation in all scheduled events
5. Representation on CLC
6. No more than one proposal submitted on the same topic
7. If there are special circumstances, the state's CLC Representative shall take his/her case to the Conference Director.
8. If all registration criteria is met and a delegate does not come to Conference, it will not count against delegations.



# **YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS**

## **Mountain Manual**

### **Page 17 of 22**

## **XVI. CONFERENCE LEADERSHIP**

### **A. Presiding Officers**

1. The following criteria will be used to select Presiding Officers:
  - a. Consistently demonstrates the 4 Core Values of the YMCA: Caring, Honesty, Respect and Responsibility
  - b. Respect of Peers
  - c. Good Judgment
  - d. Courteous to others
  - e. Fairness
  - f. Objectivity
  - g. Maintains poise and maturity under pressure, with intelligence
  - h. Leadership, specifically servant leadership
  - i. Consistency in rules
  - j. Presiding Experience
2. Procedures for Presiding Officer Selection
  - a. The initial list of potential candidates will be drawn from the various committee chairs and CLC members. This is by no means exclusive or exhaustive.
  - b. As members of the P.O. Selection committee observe participants more names are added.
  - c. No one is omitted from consideration because they are not a chair.
  - d. Input will be received from committee advisors, adult delegation leaders, conference leadership, and current Presiding Officers will be sought.
3. Voting and Selection:
  - a. Each committee member will vote for their top twelve (12) choices.
  - b. The vote of the delegates will count as one member of the committee.
  - c. The chairperson(s) will not vote. In case of a tie, open discussion will be held and a new vote will be taken.
  - d. The top six (6) will be selected as Presiding Officers.
  - e. A second vote of the committee will be taken to determine the six (6) alternates.

### **B. Adults**

The adult advisor is in charge of and responsible for the delegation from his/her state. Advisors to the YMCA Youth Conference on National Affairs serve as encouragers, listeners, and supporters. They are expected to both adhere to, and enforce the conference rules.

It is the young people alone who are charged with facilitating debate and the youth leadership of the conference.

Each adult advisor will be asked to share in the Conference Administration through various roles including serving as a Committee Advisor.

# YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS

## Mountain Manual

### Page 18 of 22

#### XVII. PREPARATION

##### A. TRAVEL

Each state delegation will arrange its own travel to and from Blue Ridge. Arrangements can be made for Airport Shuttle Service from the Asheville Airport to Blue Ridge Assembly or vice versa. Several delegations also fly into the Charlotte Airport. Special Arrangements must be made through your State Trip Director. An additional cost is charged for transportation.

##### B. WHAT TO BRING

The YMCA Blue Ridge Assembly is located in the Blue Ridge Mountains. The weather in July normally includes hot and humid days but possibly cool nights with some rain. Most rooms are not air-conditioned.

<b>Items to bring:</b>
Alarm Clock Attire for Celebration Dinner Attire for Committee, General Assembly, and Plenary meetings Attire for recreation Comfortable Dress shoes (no flip-flops) Athletic shoes Accessories, socks and underclothes Toiletry articles <b>Towels (non white)</b> Research Material Copy of health insurance card (front and back) A personal photo identification card for medical purposes
<b>You may also want to bring:</b>
A Bible Shoes for mountain climbing Swimsuit Water bottles Camera Bug spray Umbrella Pocket Constitution Money for snacks Money for free time activities ( <i>Optional recreation includes a bus trip to the Biltmore Estate (approx. \$30) or activities at the Blue Ridge Craft shop (approx. \$20).</i> )
<b>Do not bring these items:</b>
Knives/Firearms/Weapons Matches, lighters, Candles, Incense (anything that burns) Tobacco Products Alcoholic Beverages Illegal Drugs Skate boards, Roller Blades, etc. Expensive jewelry or personal electronics Large amounts of cash Animals

## YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS

### Mountain Manual

### Page 19 of 22

#### C. ATHLETICS AND FREE TIME

This is a working conference, thus very limited time is available for athletic competition or free time events. There will be planned recreational programs, including trips to points of interest on the one free afternoon. Blue Ridge has tennis courts, a gymnasium, swimming pool and other excellent facilities. The mountains lend themselves to hikes and mountain climbing. All recreation will be coordinated by a member of the Conference Advisor Staff.

#### XVIII. PROPOSAL SUBMISSION

Proposals will be submitted online either by your state director or by you individually. There are sample proposals and helpful writing tips that can be found at [www.ymcacona.org](http://www.ymcacona.org). Please ask your state director for more information.

#### YMCA YOUTH CONFERENCE ON NATIONAL AFFAIRS

**Proposal Number:** (This will be assigned by conference staff)

**Author:** (Participant Name, State Delegation)

**Title:** (Briefly state the basic action of the proposal)

**Major Areas to be Affected:** (List the key entities that would be impacted by this proposal).

**Justification:**

(In paragraph form, tell why there is a need for your proposal. Include any supportive information, include statistics, quotes, etc., you feel necessary. Don't include all of your facts. You will have an opportunity to present your ideas during debate).

**Proposal for Action:**

(State your proposal. You may use outline form or paragraph form. This is the main part of your proposal and should be substantial enough to explain fully what you intend to do. You are not writing legislation, rather, a broad proposal.)

**Results to be Expected:**

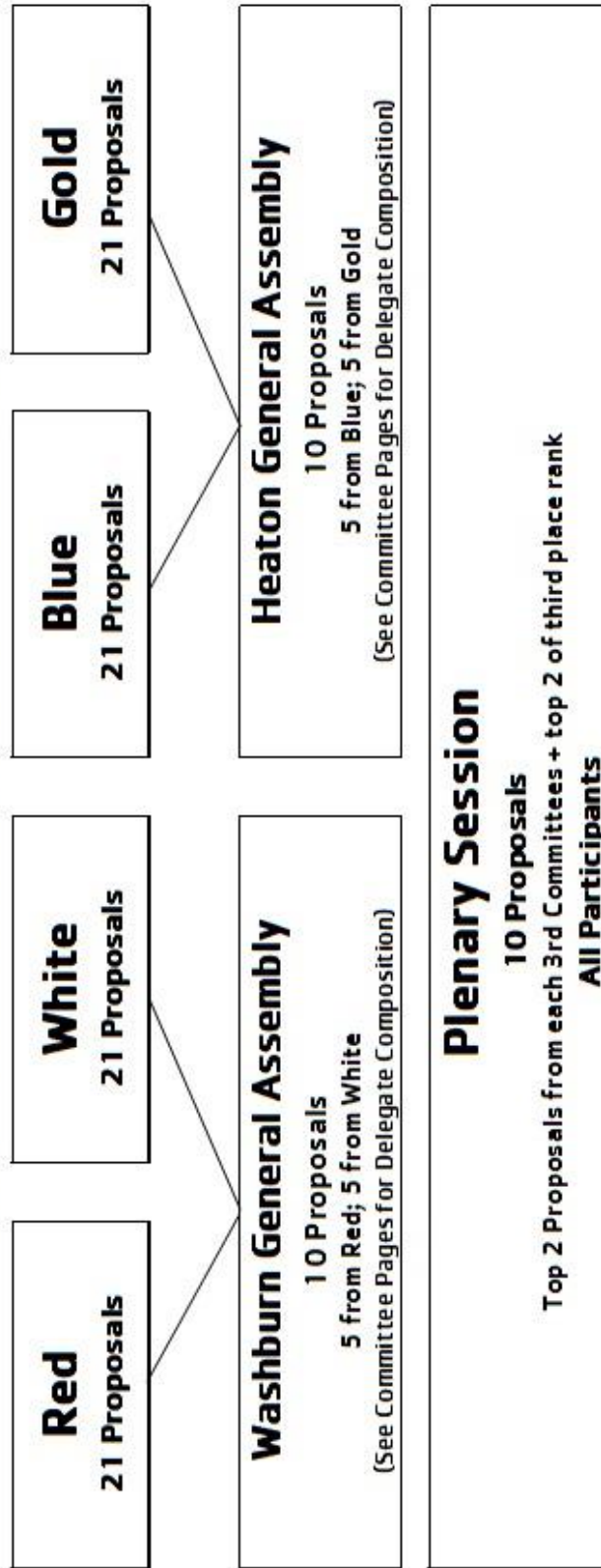
(Simply state the result you expect to see after your proposal is put into action.)

# YMCA Youth Conference on National Affairs Committee Process

1st Committee	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	Ω	
	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7		
2nd Committee	I	II	III	IV	V	VI	VII	VIII	IX																			

The top ranked 9 Proposals from each 2nd Committee will advance to 3rd.  
Three more top ranked proposals will also move on to 3rd.

See Proposal Book Committee Pages for 3rd Committee Delegate Composition



## **YMCA Conference on National Affairs Adult Agreement**

As an adult participant, I agree to the following terms:

1. I will attend all sessions.
2. I will be actively engaged in the area I am assigned.
3. I will ensure that the students under my care adhere to Conference Rules and attend all functions.
5. I will attend as part of a delegation and will be wholly accountable to that YMCA.
6. My actions and words will reflect positively on myself, my YMCA, and the Conference on National Affairs both on the mountain, at home, and electronically.

I understand that if I do not agree with these terms, or I exhibit behavior that is contrary to these terms or contrary to the spirit of the YMCA I will not be allowed to attend the conference.

### **Participant Communications**

While it is appropriate to remain in contact throughout the year with delegates and College Staff there are limits.

Some examples of appropriate contact:

- Posting on their Facebook wall every now and then or for special occasions (Birthdays, start of school, accomplishments, etc.)
- Short and infrequent emails, text messages, or phone calls that do not include personal information about you and that do not ask for personal information about them.

Some examples of inappropriate contact are:

- Sending Facebook, Texts, or emails about personal matters (i.e. not related to YMCA programs, etc.)
- Phone calls related to personal matters
- Constant communication by any means (i.e. more than once per week)
- Sending or receiving of photos
- Face to face contact outside of normal YMCA events, unless approved by YMCA Staff member. Staff members must have approval of a supervisor.
- Any face to face contact at your residence or their residence.

**Participation in YMCA programs indicates personal acceptance of this Agreement.**

## **The Blue Ridge Spirit**

The YMCA Blue Ridge Assembly was established in 1906 as an interdenominational Christian conference and training center by Dr. Willis D. Weatherford, when he climbed a tree near the historic Robert E. Lee hall and exclaimed, "Eureka, we have found it!" When Dr. Weatherford founded Blue Ridge, he recruited college age young people to work, based on four guiding principles.

1. There is dignity in all labor. Anything ministering to human need is a God given task.
2. Every person must be intellectually respectable and learn to think.
3. Religion is indispensable to building life values.
4. A person must believe in the dignity and worth of individual persons as created in the image of God and worthy of love and respect.

Dr. Weatherford urged students and conference guests to appreciate fully the significance of quiet and meditation. He believed the Assembly with its mountains and natural settings give both the students and guests an opportunity for meditation in their search for future goals. It is during this time of meditation and sharing that the Blue Ridge Spirit develops an inexplicable force bringing people together from differing backgrounds to share a common experience.

## **The Christian Heritage of the YMCA**

George Williams founded the YMCA in 1844. In 1844, industrialized London was a place of great turmoil and despair. For the young men who migrated to the city from rural areas to find jobs, London offered a bleak landscape of tenement housing and dangerous influences.

Twenty-two-year-old George Williams, a farmer-turned-department store worker, was troubled by what he saw. He joined 11 friends to organize the first Young Men's Christian Association (YMCA) as a refuge of Bible study and Christian prayer for young men seeking escape from the hazards of life on the streets.

Although an association of young men meeting around a common purpose was nothing new, the Y offered something unique for its time: a strong Christian drive to meet the needs of the community and openness to members from all walks of life who desire to grow in mind, body, and spirit.

Today, the YMCA continues to be dedicated to putting Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

## **The Core Values of the YMCA**

**CARING** - "For all the law is fulfilled in one word, even in this: "You shall love your neighbor as yourself." Galatians 5:14

**HONESTY** - "He that speaks the truth shows righteousness..." Proverbs 12:17

**RESPECT** - "Pay all of them their dues, ... respect to whom respect is due, honor to whom honor is due." Romans 13:7

**RESPONSIBILITY** - "Religion that God our Father accepts as pure and faultless is this: to look after orphans and widows in their distress and to keep oneself from being polluted by the world." James 1:27

**FAITH** - "The just shall live by faith." Romans 1:17

**The YMCA Youth Conference on National Affairs is a program of the  
YMCA of Greater Montgomery, Alabama.**