



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CABINET

YOUR STEPS AS A CABINET MEMBER	3
WHAT IS THE CABINET?	4
CABINET PROCEDURES	4
CABINET DEPARTMENT DESCRIPTIONS	4
CABINET & COMMITTEES	6
WRITING YOUR STATUS REPORT	7
AT THE CONFERENCE	9
COMMITTEE SCRIPT	12
NEXT YEAR.....	13

YOUR STEPS AS A CABINET MEMBER

YOUR MISSION

To represent the views, policies and proposals of a state department or agency at Youth in Government, serve as the Governor or Lt. Governor's liaison to the legislature, and monitor the process of bills.

THINGS YOU WILL DO AS A CABINET MEMBER

- Compose a Department Status Report containing information concerning the Department's current activities and overview of departmental goals and objectives
- Meet all deadlines
- Be aware of and informed of the responsibilities and duties of the position as Commissioner
- Work with the Governor or Lt. Governor to review legislation, identify bills in the best interest of the state, and advocate on their behalf in committees and by lobbying legislators
- Attend the LAUNCH training session in the fall
- Adhere to the Code of Conduct

Along the way you will also have the chance to become a better speaker. And as an added benefit, you may even find out a little more about what is going on in the world around you! What more could you ask for?

The Cabinet is the backbone of the Executive Branch and is the main support for the Governor and the Lt. Governor. As a cabinet member, you will serve as the Commissioner of a government department. In your role, you will create a report with information about your department and its legislative priorities and roles. With the rest of the members of the cabinet, you will serve as the main advisors and representatives of the Governor and Lt. Governor.

WHAT IS THE CABINET?

The Cabinet is made up of the Youth Governor, Lt. Governor, and all Commissioners from the various departments:

- Corrections
- Education
- Finance & Commerce
- Health & Human Services
- Natural Resources
- Transportation

The Chief of Staff chairs all Cabinet meetings. As a Cabinet member, you debate and advise the Youth Governor or Lt. Governor on legislative and administrative questions. You also provide written positions on the current status of your department, based upon actual information obtained from the respective state departments. Finally, you provide your opinions in writing on any legislation currently under consideration, which may affect your department.

As a Cabinet Member you also testify in committee representing two roles:

1. As the chief, informed representative of your department, or;
2. As requested on the behalf of the Governor, Lt. Governor, or the department.

CABINET PROCEDURES

Upon assignment by the Governor or Lt. Governor, each cabinet member shall be responsible for writing a summary of their department's current status. To aid each cabinet member in fulfilling this task, a portfolio of basic information and resources for each department will be provided at LAUNCH. Using information about the real state departments, each cabinet member writes a summary status report. The result should be cabinet members who are well informed of their department's status and needs. The overall goal is to create a cabinet of informed advisors to the Youth Governor and Lt. Governor who are able to provide expert testimony in legislative committees, identify needed legislation and act accordingly.

CABINET DEPARTMENT DESCRIPTIONS

DEPARTMENT OF CORRECTIONS

The Department of Corrections represents the Governor & Lt. Governor with respect to legislation concerning the criminal code, sentencing, and law enforcement. The department also operates the state's adult correctional institutions (prisons) and juvenile facilities and provides probation, parole, and supervised release services. In addition, the department provides services and assistance to crime victims.

DEPARTMENT OF EDUCATION

The Department of Education provides leadership for public elementary and secondary education programs; encourages state legislation, rules and policies which promote an educational climate that serves all citizens; and ensures that information on the requirements and leadership of the state are interpreted and disseminated to local and regional educational officials.

DEPARTMENT OF FINANCE & COMMERCE

The Department of Finance & Commerce plans, analyzes, and manages the budget, financial operations and, debt of the state. The department forecasts revenue, controls expenditures per law, and reports financial information for the Governor, legislature, and the public on the operation, financial condition, and economic future of the state. The department also works in partnership with communities to augment local economic development efforts. The department does this by providing financial assistance analysis to help communities diversify their economies and fill the gaps in the marketplace.

DEPARTMENT OF HEALTH & HUMAN SERVICES

The Department of Health & Human Services is responsible for developing and maintaining an organized system of programs and services for protecting, maintaining, and improving the health of the citizens of Minnesota. The department is responsible for developing programs that provide emergency services and care to low-income persons, social services to families, and rehabilitative services to the mentally ill, chemically dependent, and physically handicapped.

DEPARTMENT OF NATURAL RESOURCES

The Department of Natural Resources is responsible for establishing water and air quality standards and making recommendations on solid waste disposal and land use. The department also is responsible for regulating noise pollution and toxic/hazardous waste. The department has authority over all public lands, parks, timber, waters, minerals, and wildlife and their use, sale, leasing, or other disposition. In addition, the department is responsible for encouraging programs promoting the safe use of watercraft and firearms.

DEPARTMENT OF TRANSPORTATION

The Department of Transportation seeks to provide a balanced transportation system for Minnesota. It develops and implements policies, plans, and programs for aeronautics, highways, motor carriers, ports, public transport, and railroads.

CABINET & COMMITTEES

The six departments below are responsible for monitoring bills from the following Committees:

Department

Committees

Corrections

Government Operations (Sandford/Knutson)
Government Affairs (Humphrey/Stassen)
Government Administration (Sibley/Ramsey)

Education

Education Development (Sandford/Knutson)
Education Services (Humphrey/Stassen)
Education Finance (Sibley/Ramsey)

Finance & Commerce

Commerce (Sandford/Knutson)
Consumer Affairs (Humphrey/Stassen)
Economic Development (Sibley/Ramsey)

Health & Human Services

Human Services (Sandford/Knutson)
Family Services (Humphrey/Stassen)
Social Services (Sibley/Ramsey)

Natural Resources

Forests, Wetlands, & Wildlife (Sandford/Knutson)
Ecology (Humphrey/Stassen)
Natural Resources (Sibley/Ramsey)

Transportation

Transportation (Sandford/Knutson)
State Infrastructure (Humphrey/Stassen)
Public Transit (Sibley/Ramsey)

WRITING YOUR STATUS REPORT

As a Commissioner for your assigned department, you will represent the Governor or Lt. Governor with respect to legislation falling within your department area. You are requested to write a report on your assigned state department. This report is meant to give the Youth Governor & Youth Lt. Governor an appreciation for your department and the constituency you represent. Please refer to the sample report on the following page. You may also use any materials you receive that the fall LAUNCH training. If you have any questions, please do not hesitate to contact the Youth Governor or the Center for Youth Voice State Office.

Additionally, feel free to contact your real-life counterpart's office for more information on your specific department. Many Youth Commissioners have had an opportunity to meet with the adult Commissioners or their staff and have been able to maintain contact during the Youth in Government conference.

Use the appropriate web address below to research the background on your assigned department. The websites for each department will give you all the information you need to summarize the outline, structure and work of your department in your Status Report.



Department of Corrections

www.doc.state.mn.us

Department of Education

www.children.state.mn.us

Department of Finance & Commerce

www.finance.state.mn.us

Department of Health and Human Services

(combining two MN departments for YIG)

MN Dept. of Health

www.health.state.mn.us

MN Dept. of Human Services

www.dhs.state.mn.us

Department of Natural Resources

www.dnr.state.mn.us

Department of State Planning

www.mnplan.state.mn.us

Department of Transportation

www.dot.state.mn.us

SUBMITTING YOUR STATUS REPORT

It is recommended that you prepare a draft of your Status Report in order to make it easier to get feedback from peers and leaders. Compose your Status Report in your word processing program of choice, referencing the template on the following page. Once you have completed your first draft, pass it along to some peers, your Delegation Director, and/or your advisors. Ask them to edit it and give you feedback. The more people who can read your Status Report and give you suggestions, the clearer it will be for Youth in Government!

After gotten feedback on a draft Status Report, you should write your final draft and submit it on Regy. You have been assigned a template on Regy. The template will have a variety of text boxes. Copy the content, section-by-section, from your text document and paste it into each corresponding text box.

Regy has the capabilities for back-and-forth editing. It is possible for a Status Report to be reviewed by your Delegation Director and you may be given additional instructions/conditions to fulfill before the Status Report can be submitted to the State Office for distribution to the Youth Governor/Lt. Governor.

Make sure you get your Status Report submitted before the posted deadline, so your Delegation Director can review and make suggestions for final improvements. Please be prompt in completing your Status Report so you and the Youth Governor/Lt. Governor can be well-prepared for Youth in Government. Plan ahead in case of technical difficulties.



IF YOU DO NOT 'FINALIZE' YOUR STATUS REPORT AND SEND IT TO YOUR DELEGATION DIRECTOR, IT WILL NOT MAKE IT TO THE GOVERNOR/LT. GOVERNOR.

Please take care that you fully complete the process.

It is strongly encouraged that you bring a printed and digital version of your Status Report with you to Youth in Government, just in case something goes wrong.

STATUS REPORT TEMPLATE

MINNESOTA YMCA YOUTH IN GOVERNMENT CABINET STATUS REPORT

The Department of xxxxxxxxxxx

Delegate Name
Delegation

I. DEPARTMENT STRUCTURE

II. DEPARTMENT GOALS

III. CURRENT DEPARTMENT STATUS

IV. RECENT CRISIS SITUATIONS

V. CONCLUSIONS AND RECOMMENDATIONS

AT THE CONFERENCE

DAILY MEETINGS

At Youth in Government, Cabinet members will meet with the Governor or Lt. Governor on a daily basis. Among other things, the meeting will address the Executive Branch legislative agenda and the progress of important legislation. When not meeting with the Governor or Lt. Governor, Cabinet members attend committee and chamber meetings to advocate the Governor & Lt. Governor's legislative agenda and to monitor legislative activity.

DAILY REPORTS

Every Cabinet member must submit a Cabinet Daily Report each day during Youth in Government. The report summarizes recent legislative activity and allows the Governor and Lt. Governor to track key legislation.

CABINET DAILY REPORT

Department: _____ Date: _____

Filed by: _____

COMMITTEE ACTIVITY

Committee(s) _____

Bills Passed in Committee

Bills Defeated in Committee

Comments

CHAMBER ACTION

Legislature(s) _____

Bills Passed in House

Bills Defeated in House

Bills Passed in Senate

Bills Defeated in Senate

COMMISSIONER COMMENTS TO GOVERNOR/LT. GOVERNOR

LEGISLATIVE OPINION

In addition, the Governor or Lt. Governor may ask a Cabinet member to prepare a Cabinet Legislative Opinion regarding an important issue or topic. The Governor may endorse and adopt the Cabinet member's opinion.

CABINET LEGISLATIVE OPINION

Department: _____ Date: _____

Filed by: _____

ISSUE/TOPIC

Requested by: _____

OPINION OF THE CABINET MEMBER

ENDORSEMENT

The Youth Governor or Lt. Governor of the State of Minnesota hereby endorses the above opinion of the member of the Cabinet by which it was written. This endorsement entails the adoption of the opinion above as the position of the Youth Governor or Lt. Governor on the issue/topic listed above.

Youth Governor or Lt. Governor: _____

ADVOCACY

During Youth in Government, cabinet members will be able to speak freely on their department's behalf. They will be able to advocate legislation which is identified in the best interest of the state (with the Governor or Lt. Governor's approval). Finally, they are at the disposal of the Governor or Lt. Governor to receive specific legislative assignments and must file daily reports with the Governor or Lt. Governor concerning their daily activities.

TRACKING BILLS

Each department is responsible for monitoring bills from certain legislative committees. Each Commissioner in turn, is assigned to track certain bills from one of these committees through the entire legislative process; from introduction in committee to approval by the Humphrey House/Stassen Senate, Sibley House/Ramsey Senate, or Sanford House/Knutson Senate to consideration by the Governor or Lt. Governor.

COMMITTEES

All bills begin in committee, so you will need to know which bills are priorities for the state, the Governor, and the Lieutenant Governor. Along with the author of the legislation, you will have an opportunity to speak on behalf of or

against legislation in committee. Each committee will have a chair and vice-chair that will run the show. It's the committee's job to look at all the bills that fall under their subject, debate them, and decide which ones will Pass and be discussed on the House or Senate floor, and which ones will Fail and go to the great hopper in the sky. It is your job to provide testimony and give information as requested.

Testifying in Committee

In order to testify to the committee, you'll need to be present when testimony is asked for. Use the following language when testifying:

- Chair and members of the committee.....
- My name is
- I represent
- I would like to testify for/in opposition to bill number
- The Governor and Lieutenant Governor supports (or opposes) this bill for the following reasons:
 - 1.
 - 2.
 - 3.
- You might give legislators an example / story of what might happened if this bill passes or fails.
- Repeat to the committee whether you want them to vote Yes or No on the bill
- Thank you for your time!

COMMITTEE SCRIPT

Here's an example of what a committee meeting will look like:

MINNESOTA YMCA YOUTH IN GOVERNMENT LEGISLATIVE COMMITTEE PROCEDURES

1. CALL TO ORDER

Committee Chair

“THE COMMITTEE WILL NOW COME TO ORDER.”

2. INTRODUCTIONS

Committee Chair

(Introduces self, Vice Chair, Clerk, Advisors, resource people, etc.)

3. CHAIR REQUESTS THAT THE CLERK TAKE ROLL

Chair & Clerk

(Clerk must take roll each day to record those members present.

A motion to suspend with the roll call is not in order.)

“THE CLERK WILL TAKE THE ROLL.”

4. CHAIR EXPLAINS COMMITTEE PROCEDURE & POSTS

Committee Chair

THE BILL PRIORITY LIST/SCHEDULE & TIME THAT EACH BILL WILL BE HEARD

(To inform authors of schedule; Review the rules and the order of business.)

5. PRACTICE BILL IS PRESENTED

Committee Chair &
Assistants

(A bill not in that committee is presented and used as a warm-up bill.)

6. REGULAR ORDER OF BUSINESS

7. CONSIDERATION OF BILLS AS PRIORITIZED

Committee Chair/
Committee Clerk

(Chair announces each as it comes up – recognizes the author for a short presentation – two minutes)

“THE NEXT BILL UNDER CONSIDERATION IS _____ HOUSE/ _____ SENATE

FILE # _____. IS THE AUTHOR PRESENT?”

7. TESTIMONY

Lobbyists, Cabinet, the General Public

(After the author has made their presentation, the Chair will ask if anyone present would like to testify on the bill. This may include lobbyists, cabinet officials, or the public. Only members of the committee may ask questions. Questions may be asked of any person testifying before the committee, either during or after their presentation.)

8. DEBATE AND DISCUSSION

Committee Members

(After the testimony has been taken, the floor is open to the committee to debate and discuss the bill. Questions may be asked of those who testified.)

9. MOTION TO PASS BILL

Committee Members

(When the allocated time has elapsed, any member of the committee may move that the bill be recommended to pass.)

“I MOVE THAT _____ HOUSE/ _____ SENATE FILE # _____ BE RECOMMENDED TO PASS (AS AMENDED).

(If a bill is considered to be of a non-controversial nature it may be moved to pass and be placed on the Consent Calendar.)

“I MOVE THAT _____ HOUSE/ _____ SENATE FILE # _____ BE RECOMMENDED TO PASS AND BE PLACED ON THE CONSENT CALENDAR.”

10. CHAIR HANDLES MOTION

Committee Chair

“IT HAS BEEN MOVED THAT _____ HOUSE/ _____ SENATE FILE # _____ BE RECOMMENDED TO PASS (AS AMENDED). ALL THOSE IN FAVOR PLEASE SIGNIFY BY SAYING ‘AYE’. THOSE OPPOSED SIGNIFY BY SAING ‘NO’. THE MOTION PREVAILS (DOES NOT PREVAIL).” (A hand vote shall be taken on all votes in committee for final passage.)

11. BILL FORWARDED TO SECRETARY OF STATE

Clerk & Chair

(Bill should be grouped by House & Senate and sent to the Secretary of State’s office with the proper transmittal sheet attached.)

12. COMMITTEE REPORTS FORWARDED TO SECRETARY OF STATE Clerk & Chair

(Separate Committee Reports should be prepared for the House and the Senate and must be forwarded to the Secretary of State’s Office immediately when the committee has recessed for the day!)

- Remember to send the first two passed bills to the Secretary of State’s Office immediately during the first committee meeting. During subsequent committee sessions, save up 4 – 5 bills and then send them to the Secretary of State’s Office.
- Committee Reports must be turned in to the Secretary of State’s Office immediately when the committee has finished its hearings for the day. The proceedings of the Houses and Senates cannot happen without these reports. The Secretary of State’s Office has to turn these forms around very quickly, so the sooner you can turn in these reports, the better.

NEXT YEAR

Before you pack up the daily reports and bill tracking forms, you should think about next year and what you might want to do.

If you really enjoyed getting legislation passed...

You may want to consider being a Lobbyist.

A lobbyist is the person behind the scenes who pushes the legislative process. You probably had some experience with them in committees or debate this year, and hopefully you got to talk to your own teammates. Lobbyists represent clients, and they try and get certain bills to pass or fail depending on how it affects their client's interests. You can use all your debating and negotiating skills to convince legislators to think your way one-on-one, or you can organize campaigns about legislation to reach whole groups. Your primary focus is still legislation and you also get to use your debating skills. If you like networking, have a cause you believe in passionately, and love to convince others to join your cause, being a lobbyist might be right for you!

If you like the debating and public speaking...

You may want to consider being in the Court Program.

The Court program gives you a lot of time to debate (our fancy word for arguing!). As an attorney, you represent one side of a case and try to convince a panel of judges that your arguments are better than the other side's. If you become a judge, you get to listen to the arguments of others and poke holes in them with your piercingly intelligent questions. It's all about the debate!

If you liked seeing laws get made, but you're interested in debating national issues...

You may want to consider being in the National Issues Forum

Like the legislature, the National Issues Forum debates and discusses issues, and members work to pass proposals through. However, the National Issue Forum focuses on issues related to the federal government, while the legislature works on state issues.

If you really enjoyed the process of making laws ...

You may want to consider being a Legislator.

Legislators are the people who are in the forefront of the legislative process. They represent the people of the state and try to come up with ways that the government can serve them better – they make, change or get rid of laws. You get a chance to come up with your own good ideas for legislation and use all your debating skills to get your bills passed. Your primary focus is still legislation, but you get to speak and debate in groups more, like on the floor of the house and in committee. If you like coming up with new ideas, enjoy debating and speaking in public and want to improve our society, being a legislator may be right for you!

If you loved being a part of leadership of Youth in Government...

You may want to become an Elected Officer or Appointed Official

YOUTH OFFICERS – Grades 9 – 12

Officers for the program are elected by participants in each program area at Youth in Government, to take office at the conclusion of the conference and complete their leadership the following January. Youth Officers preside in the program areas during YIG.

APPOINTED OFFICIALS – Grades 9 – 12

Shortly after Youth in Government, the newly elected Youth Officers appoint delegates to assist in the leadership of their program area. Some appointed positions include: Floor Leaders, Committee Chairs, Administrators, Press Secretaries, and Presiding Judges/Justices.