

The logo for the American Legion Auxiliary Girls Nation. It features the words "AMERICAN LEGION" in blue, with a stylized American flag graphic to the left of "AMERICAN". Below this, the word "AUXILIARY" is written in red, and "GIRLS NATION" is written in blue. A horizontal line separates "AMERICAN LEGION" from "AUXILIARY".

# AMERICAN LEGION AUXILIARY GIRLS NATION

**Welcome to ALA Girls Nation!** As you prepare to establish the leadership and create the laws that govern this democracy, read this manual carefully! Refer to it often. ALA Girls Nation deals with issues on a federal level. The rules and procedures we use must reflect those of the United States Congress. Therefore, ALA Girls Nation Senate rules and procedures often differ from the rules and procedures of your home state. This manual provides the information you need to make the transition from ALA Girls State participant to ALA Girls Nation Senator. Coupled with the Government Staff and counselors, you will now possess the necessary tools to contribute to a successful legislative session here in Washington DC.

ALA Girls Nation attempts to follow the Federal Government and the United States Senate rules and procedures as closely as possible. There are occasions where we must vary due to time constraints. The Government Staff will attempt to alert you to any differences in ALA Girls Nation and standard procedures.

**Please read this manual thoroughly before attending your first Senate session. It will be your manual to navigate the ALA Girls Nation Senate sessions. We need your input to make this manual useful for you and future ALA Girls Nation Senators. If something is unclear or incorrect, please let the Dean of Government know so changes can be made.**

**Good Luck and enjoy your week at ALA Girls Nation!  
The ALA GN Government Staff is excited to meet and work with you!**

## Table of Contents

American Legion Auxiliary Girls Nation	3
The Federal Legislative Branch	4
ALA Girls Nation Legislative Branch	5
Senate Officials at ALA Girls Nation	5
Senate Order of Business	8
Parliamentary Procedure	9
Decorum for Business for Morning Hour	11
Decorum for Debate at ALA Girls Nation	11
Recess	12
Adjournment	12
Sine Die	13
Debate Time Limits	14
Motions	14
Committees	17
Reporting a Bill to the Senate	19
Amendments	19
The Federal Judicial Branch	21
ALA Girls Nation Judicial Branch	21
The Federal Executive Branch	21
ALA Girls Nation Executive Branch	23
Veto	24
Politics and Political Parties	24
Party Officials at ALA Girls Nation	26
Rules for Campaign Material	28
Works Cited	30

## **American Legion Auxiliary Girls Nation**

The American Legion Auxiliary is dedicated to promoting 100% Americanism among our country's citizens. There is no better way to do this than to work with our nation's young women to prepare them for the tasks they will face as adults. The American Legion Auxiliary, through its youth activities programs, plays a role in the development of tomorrow's informed, responsible citizens.

The American Legion Auxiliary Girls State and Girls Nation programs are excellent examples of this commitment. They are recognized as some of the country's premier youth citizenship training experiences. Learning by doing is the focus of these programs.

The American Legion Auxiliary Girls State programs are usually conducted in all 50 states. Each department (state) has developed its program to be specific to reflect its state government process. The young women learn about their state's local, county, and state-level government structure.

Each department selects two outstanding young women to represent their state at ALA Girls Nation. Fifty states conducted ALA GS sessions this year, and the District of Columbia for the second time. We are expecting 102 senators. ALA Girls Nation is based at the William F. Bolger Center in Potomac, Maryland. Many activities are conducted in and around Washington D.C. Here, the senators are introduced to the structure and function of the federal government.

American Legion Auxiliary Girls Nation is a life-changing experience for participants. The lessons learned and friendships made last a lifetime. These young women become part of a unique sorority that inspires them to work to become the best they can be. Many ALA Girls Nation participants have gone on to create their own success stories, and many are involved in government and politics on every level in our country.

## **The Federal Legislative Branch**

Completed on September 17, 1787, Article I of The Constitution of the United States of America created the Legislative Branch of the Federal government. It consists of two Houses, the Senate and the House of Representatives, with a total of 535 members. One hundred of the members belong to the Senate, two citizens coming from each of the fifty states. The remaining 435 members belong to the House of Representatives. The House also has 6 restricted-voting members representing American Samoa, District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and the United States Virgin Islands.

Senate and House members must meet requirements to run for and serve in the US Congress. A Senator must be at least 30 years old, a citizen of the United States for 9 years, and a resident of the state he/she represents. A Senator serves a 6-year term. There are no term limits. To avoid having all Senators up for re-election at the same time, the states stagger elections. One-third of the Senators are up for election every two years.

Members of the House of Representatives must be at least 25 years old, a citizen of the United States for at least 7 years, and a resident of the state he/she represent. A Representative serves a two-year term. There are no term limits.

The 6 restricted-voting members of the House represent US Territories and a Federal District. They have very limited duties and privileges. They are referred to as delegates and resident commissioners. The delegates serve a two-year term. The resident commissioners serve a four-year term. They receive compensation, benefits, and franking privileges. They may serve on House committees; vote in the committee on which they serve; they may introduce legislation; they may debate on the floor. They cannot vote on floor measures; they are not counted toward quorum; nor can they submit a motion to reconsider a vote.

Congress is given 27 specific powers under Article I, Section 8 of the Constitution. These are commonly known as the enumerated powers, and they cover such areas as the right to collect taxes, regulate foreign and domestic commerce, coin money, declare war, support an army and navy, and establish lower federal courts. In addition, Congress can admit new states to the Union (Article IV, Section 3), propose amendments to the Constitution (Article V),

collect federal income taxes (16<sup>th</sup> amendment) and enforce protection and extension of civil rights (13<sup>th</sup>, 15<sup>th</sup>, 19<sup>th</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, and 26<sup>th</sup> amendments).

Implied powers are not stated directly in the Constitution. They derive from the right of Congress to make all laws “necessary and proper” to carry out its enumerated powers. Located at the end of Article I, Section 8, this sentence is often called “the elastic clause” because it stretches the authority of Congress.

The Constitution lists powers that are denied to Congress (Article I, Section 9). The Bill of Rights prohibits Congress from making laws that limit individual liberties.

Members of Congress possess certain immunities and privileges while in session. Article I, section 6 of the Constitution exempts Senators and Representatives from arrest during session except for treason, felony, or breach of peace. Unlike the House, Senators hold the power to filibuster and unlimited debate. The House sets time limits on debate due to its larger size.

**\*\*Remember, all taxation bills must originate in the House.\*\*** Regular sessions of Congress convene on January 3 of each year and adjourn by late July or early August.

### **American Legion Auxiliary Girls Nation Legislative Branch**

Two girls are selected from each ALA Girls State session to represent their respective states at ALA Girls Nation. All delegates arrive and are sworn in as Senators at the Federal level. Each state can submit one piece of legislation. It may be a resolution or a bill. The senators select their leaders and conduct mock Senate sessions.

### **SENATE OFFICIALS AT ALA GIRLS NATION**

☐ Presiding Officer: President Pro Tempore, Vice-President

The Vice President of the United States presides over the Senate. In the absence of the Vice-President, the President Pro Tempore shall preside over the Senate. As soon as she is elected, the Pro-tem or Vice-President shall begin to preside during the sessions. The PO (presiding officer) will be assisted by an ALA Girls Nation government staff member. It is the PO’s job to keep the Senate business moving efficiently and maintain order. The PO may entertain

motions to dispense with routine business, recessing, adjourning, and announce committee hearings. Pro Tem may not vote even in the case of a tie. The Vice President votes to break a tie.

#### ☐ Secretary, Assistant Secretary

The Secretary of the Senate and the Assistant Secretary must keep the Senate roll in order, as well as submitted bills, resolutions, and memorials of the Senate. The Secretary's work is facilitated by the rule that all amendments, committee reports, and new legislation be submitted to her in writing by the Senators. The Secretary and her Assistant are often called on by the PO to read amendments and reports to the Senate and to call the roll, time speeches, and record votes. The Assistant Secretary serves as timekeeper, using ALA Girls Nation time limits, and she will also help the PO keep track of who has spoken on the Senate floor. The Secretary appoints the Assistant Secretary. Both may vote.

#### ☐ Chaplain

The Chaplain opens each session of the Senate with a BRIEF prayer, keeping in mind that there are many faiths at ALA Girls Nation. After the prayer, the Chaplain resumes her role as a Senator. Occasionally, she may be asked to give invocations and benedictions at meals and formal ceremonies during the week and should be prepared with a few extra prayers. May vote.

#### ☐ Sergeant-at-Arms, Assistant Sergeant-at-Arms

The Sergeant-at-Arms and her Assistant's duties include summoning absent Senators, keeping order, referring notes from one Senator to another, referring notes to officials, escorting guests, and distributing and collecting materials. The Sergeant-at-Arms appoints the Assistant Sergeant-at-Arms, and both may vote.

#### ☐ Floor Leaders

The Majority and Minority Floor Leaders occupy the first-row seats on their party's respective side of the aisle. The Majority is seated to the right side of the Presiding Officer. The Minority is seated to the left of the Presiding Officer (from the PO's place at the podium). Floor Leaders act as spokespersons for their parties in routine business, such as morning hour, legislative business, recesses, or adjournments. They lead party consensus on the Senate floor along with the Party Whips. They check to see which legislation agrees with the party platform. By custom, the PO gives the floor leaders priority in obtaining recognition to speak on the floor. However, this is only a custom, not a rule. Traditionally, the Majority Floor Leader determines

when it is time to cut off debate by moving Previous Question. Floor leaders may vote.

#### ☐ Party Whips

The Majority and Minority Whips sit next to their respective Floor Leaders to assist in routine business. They sit on the aisle. Their primary responsibility involves encouraging party fidelity in voting and keeping track of party sentiment on issues. Like the Floor Leaders, the Whips must stay on top of Senate business. Whips may move around the Senate chamber during business. Both may vote.

#### ☐ Parliamentarian

This position is held by one of the ALA Girls Nation government staff members. She advises the PO as to the interpretation of Senate rules and procedures of the Senate.

#### ☐ Senate News Reporter

The Senate News Reporter will be responsible for documenting and reporting on real-life events occurring during the ALA Girls Nation session. The reporter must present a report during each session. She will act as part of the press corps during the presidential press conference. May vote.

#### ☐ Legislative Committee Chairpersons

ALA Girls Nation has 6 Legislative committees. Bills are assigned to one of the committees according to the topic. They are listed as committees A-F. The committees meet on Sunday. The members of each committee select a chairman. The chairman conducts the committee hearing. During the hearing, it is her duty to call for the author's explanation, affirmative and negative debate, and call for the vote. The chairman appoints a secretary. The secretary keeps track of the disposition of all bills and report forms. The chairman and secretary return all forms and paperwork to the government staff at the conclusion of their hearing. The chairman will report the committee's action during one of the First Senate sessions to allow for the bills to be read on the Senate floor. The secretary votes during the committee hearing, and the chairman votes to break a tie. Both vote on Senate floor action.

## **Senate Order of Business**

Each Senate session at American Legion Auxiliary Girls Nation constitutes one calendar day and begins with Morning Hour. Senate may convene, recess, reconvene, recess, reconvene, adjourn. The Senate may meet at 3 separate times during one calendar day, but it constitutes one session.

### **Morning Hour**

1. Call to Order
2. Prayer by Chaplain (all Senators rise)
3. Pledge of Allegiance (all Senators rise, led by Senators appointed)
4. Roll Call (usually dispensed with by unanimous consent)
5. Reading of Journal (usually dispensed with by unanimous consent)
6. Memorials and petitions
7. Committee Reports (taken in order of Chairperson recognition)
8. Joint Resolutions on first reading
9. Resolutions on first reading (none due to previously submitting legislation)
10. Bills on first reading (none due to previously submitting legislation)
11. Messages and executive communications (often from the ALA Girls Nation staff)

### **Order of Considering Bills and Resolutions**

1. Special Orders (for consideration at a certain time) Senate News reporter
2. Unfinished business (completion of debate from previous session)
3. Joint Resolutions on 2<sup>nd</sup> reading
4. Senate Resolutions (debated and passed--not referred to a committee—not amendable) on second reading
5. Senate bills on second reading (subject to debate, amendments)



## Parliamentary Procedure

All Senators must be recognized by the PO and granted the floor before addressing the Senate. To be recognized, a senator must raise their state recognition card. Each Senator must always state their name and home state when addressing the PO (except when calling Point of Order). Senators address the PO as “Madam President.” The following provides guidelines for addressing the Chair and gaining recognition.

### **\*Motions\***

*The Chair recognizes the Senator from \_\_\_\_\_,*

Madam President?

*For what purpose does the Senator rise?*

Senator \_\_\_\_\_ from \_\_\_\_\_. I wish to make a motion.

*The Chair wishes to inquire as to the nature of your motion.*

I wish to move \_\_\_\_\_ (examples include Previous Questions, to recess, to adjourn, etc.)

*State your motion*

I move \_\_\_\_\_

### **\*Point of Personal Inquiry\***

*The Chair recognizes the Senator from \_\_\_\_\_*

Madame President?

*For what purpose does the Senator rise?*

Senator \_\_\_\_\_ from \_\_\_\_\_. I rise to a point of personal inquiry.

*To whom is your inquiry directed?*

I wish to \_\_\_\_\_. (Examples: ask a question of the chair, ask a question of the author/sponsor/debater)

**\*\*Point of Personal Privilege\*\***

*The Chair recognizes the Senator from \_\_\_\_\_*

Madame President

*(For what purpose does the Senator rise?)*

Senator \_\_\_\_\_ from \_\_\_\_\_. I rise to a point of personal privilege.

*(State your point)*

I \_\_\_\_\_. (example: cannot hear the speaker, etc.)

**\*Point of Order\***

If you notice an error in Parliamentary Procedure, stand up and call out:

“Point of Order” and wait to be recognized by the Presiding Officer.

*State your point*

State the error that you noticed. Note that you do not identify yourself before stating the error. Also, remember that you cannot call for a point of order when a vote is on the floor. The PO will proceed accordingly.

**\*Submitting Debate\***

*The Chair recognizes the Senator from \_\_\_\_\_*

Madame President?

*For what purpose does the Senator rise?*

Senator \_\_\_\_\_ from \_\_\_\_\_. I rise to submit affirmative / negative debate.

You may proceed, Senator.

Once the senator has been recognized by the PO and approaches the well, she must address the PO and members of the senate by saying: **“Madame President and Fellow Senators”, or “Madame President and Members of the Senate.”**

### **Decorum for Business for Morning Hour**

When any Senator desires to speak, she should raise her state recognition card and wait to be recognized by the PO. When two or more Senators happen to raise their cards at once, the PO shall decide who is to speak first by stating, “The Chair recognizes the senator from \_\_\_\_\_.”

“Madam President”

*“For what purpose does the Senator rise?”*

“Senator \_\_\_\_\_ from \_\_\_\_\_, I rise to submit a Resolution.”

At ALA Girls Nation, the PO usually dispenses with the roll call and the reading of the Journal, thereby saving Senate time. We only debate legislation submitted before the start of ALA Girls Nation. Therefore, you cannot submit new legislation during any Senate sessions.

### **Decorum for Debate at ALA Girls Nation**

After Morning Hour, the Senate begins its real business of legislative debate. After legislation is submitted at registration, the Government Staff places it on the docket based on content, format, and relevancy of the issue. Pieces of legislation that pass through committee with a favorable recommendation are then available for debate. When the PO calls for a certain piece of legislation, she grants its author/sponsor recognition. The authors approach the well and prepare to give a 2-minute authorship speech. The author/sponsor gives an introductory speech and then must move the bill or resolution to its next reading.

Senator: I move SB# \_\_\_\_\_ pass to third reading.

Only invoking the Cloture Rule can stop debate in the US Senate. It is a lengthy process. At ALA Girls Nation, however, time limits do not allow for

this process. Instead, we use Previous Question to close debate and traditionally is moved by the Majority Leader. This motion needs a 2/3 majority vote to close debate and move to an immediate vote.

**Due to time constraints during ALA Girls Nation, a Senator may not speak on the same subject more than two times during a session.**

When a Senator obtains the floor on recognition from the PO, she must confine her remarks to the subject under debate, avoiding personal criticism and irrelevance. When sarcasm or irrelevance occurs, the PO may call her to order. If, after warning her, inappropriate comments persist, the PO will call her out of order and instruct her to take her seat.

The PO takes votes on Senate business through voice or electronic vote. However, if a Senator doubts the outcome of the voice vote, she may call for Division of the Senate. This requires that a roll call vote be taken to assure the results of the vote. However, a Senator must call Division before the PO sounds the gavel and announces the results. The PO rules division out of order if called after the gavel.

Any Senator who makes a motion may withdraw that motion before a decision on the motion occurs. Once an amendment of, or decision on the motion occurs, however, the withdrawal of the motion may not take place.

Motions to recess or adjourn do not allow for debate. At ALA Girls Nation, Floor Leaders motion for recess or adjournment. In the Federal Legislature, the Majority Leader asks for adjournments and recesses in the following manner:

**TO RECESS** (temporary--short, definite period of time)

*Majority Leader:*

Madame President, if there is no further business before the Senate at this time, I move that the Senate recess until \_\_\_\_\_ o'clock. Most of the time, the PO will say, "So ordered" and gavel the recess.

**TO ADJOURN** (to next session)

*Majority Leader:*

Madame President, if there is no further business before the Senate at this time, I move that the Senate stand in adjournment until \_\_\_\_\_. Most of the time, the PO will say, "So ordered" and gavel the adjournment.

At the conclusion of a legislative session (when the session will not re-open until January of the next year), the session adjourns *sine die*.

**TO ADJOURN *SINE DIE*** (customary for last session)

*Majority Leader:*

Madame President, at the request of the Senate, the distinguished Minority Leader and I have contacted the President of Girls Nation and informed her that the business of the Senate was done. When we gave her that information, she was in agreement. Madame President, I move the Senate adjourn *sine die*.

*Minority Leader:*

I second the motion to adjourn sine die

*PO:* Without objection, it is so ordered. The 2025 Senate of ALA Girls Nation is adjourned *sine die*.

**\*\**SINE DIE* has several pronunciations.  
You may use whichever one you wish.\*\***

## Debate Time Limits

Although the US Senate requires unanimous consent to limit debate time, ALA Girls Nation sets a limit of approximately 10 speakers per bill with the following time limits:

### Legislative Debate

Authorship 2 minutes  
Clarification 3 minutes  
Pro---3 minutes (1 min. per speaker)  
Con--3 minutes (1 min. per speaker)  
Author's Closing 1 minute

### Amendments

Authorship 1 minute  
Clarification 1 minute  
Pro 2 minutes  
Con 2 minutes

## Motion Descriptions

**Adjourn--**A motion to adjourn is always in order. The motion does not allow for debate, and the PO can take a vote immediately. It takes a simple majority for passage. Or the PO can say, "So ordered" and gavel the adjournment.

**Recess--**A motion to recess should be expressed in terms of recessing for a specific length of time (ex., recess one hour for lunch). A recess may also occur at the call of the President. The motion does not allow for debate and takes a simple majority for passage. The PO may also say, "So ordered" and gavel the recess.

**Previous Question--**Previous question ends debate immediately. The motion requires a second, but at ALA Girls Nation, we do not use seconds, and it requires a 2/3 majority vote to pass. If the motion fails, debate resumes as before. Previous questions may be moved on all motions that rank below it. If several motions exist on the floor, the member moving the previous question must specify to which motion the previous question applies. For instance, if a motion to amend a bill exists on the floor, a motion for previous question could relate to the amendment or the bill. If the motion relates to the bill's adoption, then the members vote on the amendments and move directly into a vote on it. If the motion applies only to the amendment, then the members vote on the amendment and continue debating the bill. Previous questions may not be moved until after one round of affirmative and negative debate. **At ALA Girls Nation, Previous Question is traditionally moved by the Majority Floor Leader and only after one affirmative and one negative debate comment**

**has been made.** This allows for more Senators to speak without being silenced before they can offer their opinions.

**Point of Personal Inquiry--**Points of personal inquiry allow requests for facts affecting the business at hand, directed at the President or another member.

**Point of Personal Privilege--**Points of personal privilege provide a method for members to raise questions that permit them to interrupt pending business to state an urgent request or motion. If the identified matter cannot be taken care of informally, the chair makes a ruling as to whether the point will be accepted. **DO NOT** use this to request a restroom break. The correct procedure will be explained on Sunday afternoon at the organizational meeting.

**Amendment--**The ability to amend provides a method for changing details within a motion to eliminate flaws, clear ambiguities, etc. A motion to amend allows for debate, amendment, and requires a simple majority for adoption. Amendments must be written and submitted to the Secretary before being considered. Senators should submit amendments in one of the three following forms:

**To strike material (or delete)**-specify which part of the bill to delete

**To add material (insert)**-specify exact wording and where to add it.

**To change material (strike and add)**- Specify what to strike and what to add.

Second-degree amendments, or amendments to amendments, follow the same rules and format as first-degree amendments. Here at ALA Girls Nation we do not consider a second amendment either, to a bill or an amendment. We simply do not have enough time for multiple amendments or amendments to amendments. Therefore, we only allow one amendment per bill, so be careful about what you'd like to offer an amendment on. Neither do we amend resolutions.

**Amendment forms are in your legislative folder for you to use. The Senate Secretary has additional amendment forms for all Senators to use if they need more than one.**

**Point of Order--**A Senator may call Point of Order at the moment she notices a breach in procedure. Point of Order does not require a second or a vote. Point of Order, or any other motion, may not be called when a vote is on the floor.

**\*\*Lay on the Table--**This motion allows the disposing of an undesirable motion, and ceases debate immediately. When the motion to table needs only a simple majority, the motion to lift from the table requires a 2/3 vote.

**\*\*Lift from the table--**In order for the Senate to consider a tabled motion, a motion to lift that motion from the table must pass. A motion to lift requires debate and a 2/3 vote. It also requires that no other motions exist on the floor. While the Senate considers a bill, a motion to lift from the table, a motion previously tabled and pertaining to the bill, may occur.

**\*\*Postpone to a certain time--**A motion to postpone to a certain time provides a method for delaying the consideration of a bill for a specified time. (as opposed to tabling, which postpones at the discretion of the Senate) The motion requires debate, allows for amendments, and takes a simple majority vote for adoption. The Senate may postpone a bill to a certain time (i.e., 3:00 p.m.), or to a relative time (i.e., immediately after lunch). If the motion postponement mentions a certain time, the bill carries the highest priority at that specific time. A Senator need not make a motion to bring it back before the Senate.

**\*\*Refer to Committee--**The PO refers bills to a committee upon introduction. However, after a committee considers a bill and reports it back to the Senate, the Senate may desire to send the bill back to the committee for further consideration or modifications. A motion to refer to committee must include the committee to which to direct the bill. The motion requires debate, allows for amendment, and takes a simple majority to pass. A motion to refer may include instructions to the committee on redrafting or when to complete the work. At ALA Girls Nation, all bills are referred to committees by the Government Staff prior to the Senators arrival. Once a bill is reported out of committee, it is not reported back due to time constraints.

**\*\*Objection to Consideration of a Question--**Objecting to the consideration of a question allows the assembly to avoid a particular main motion when it seems undesirable for the motion to come before the assembly.

**Division of the House--**Immediately after a voice vote, any members in the Senate may demand a roll call vote by calling division of the Senate. A senator desiring a roll call vote must express that before the President sounds the gavel to announce the results.



**\*\*Reconsideration--**Reconsideration provides a method for bringing back before the Senate a question previously resolved. For instance, a defeated bill requires a motion to reconsider to bring it back to the floor. The motion allows for debate and needs a 2/3 majority vote for adoption. A motion to reconsider may only occur when no other motion stands before the Senate.

The above \*\* items are procedures used in the U.S. Senate. At ALA Girls Nation we will not use those motions due to time constraints. Everyone has worked very hard on their legislation. When a bill or resolution comes up on the floor for debate, the authors desire to see it through to its conclusion with a vote. The above procedures would prevent legislation from reaching a vote.

## **Committees**

For a piece of legislation to become law, it must pass through three readings in the legislature. The first official reading of the bill occurs in a committee. In Congress, most work and negotiation that occurs on a bill happens while in committee. The PO refers all bills submitted to the full body to a committee or committees according to topic. At ALA Girls Nation, we only read a piece of legislation twice before it becomes law. One reading is in committee, and one is on the Senate floor. This allows more Senators at Girls Nation the opportunity to have their legislation heard. The Government Staff refers all bills to one of six randomly selected committees before the Senators arrive at ALA Girls Nation. Senators will be assigned to the committee to which their bill is assigned.

As time is always a factor at ALA Girls Nation, the committee's purpose is a bit different from its federal counterpart. **ALA Girls Nation committees are to review bills and pass those that are structurally worthy of being debated by the entire Senate.** If the committee feels the bill is well written but they do not agree with the position, they are highly encouraged to PASS the bill so the entire Senate can debate the merits of the bill.

When reviewing a bill, the committee should:

1. Check the structure
2. Determine if it is a federal issue

Although committees of the US Congress debate and discuss the content and ramifications of a bill, ALA Girls Nation committees discuss the form and general idea of a bill. Time constraints prohibit ALA Girls Nation committees

from performing all the duties of federal committees. Unless a bill contains a major flaw that cannot be amended, is determined to be a state issue, or is written in the wrong format, the committee should pass the bill. The more legislation the committee passes, the more there is to debate on the floor.

### **Committee Instructions**

The Chairperson of the committee, after being elected by the membership, appoints a secretary to keep track of the business of the committee. The Government Staff will have a list of bills assigned to each committee and provide those to the Chair once she is elected.

The Chairperson should follow the format for the committee hearing as presented by the ALA Girls Nation Staff. The Chairperson is responsible for each of the bills (and resolutions, if any) assigned to her committee. For a committee to proceed with its business, a quorum must be present. The chairman or GN Staff member will take attendance of the committee members.

The chairman asks the secretary to read the title of the first bill on the list. After the secretary reads the title of the bill, the chairman will call for the bill's authors to present their bill. The bill is presented to the committee by the authors.

The chairman will then ask committee members if they wish to speak on the bill's content. The chairman will ask if members wish to speak on the federal vs state jurisdiction of the bill. Committee members should listen carefully to the discussion about whether the content is a federal or state issue and the comments about the content. During questions/clarification, other Senators may suggest an amendment to the bill in the form of an Author's Amendment. (Authors' amendments must be presented to the committee secretary in writing, and the motion must be made by the Authors of the bill & voted on by the committee members.) A member may also notice a spelling or punctuation issue, and that can be offered as a friendly amendment which does not require a vote but does require consent of the authors. The chairman will call for a vote to pass or kill the bill. The chairman votes to break a tie.

**During the meeting, the secretary will review the bills on the computer, making corrections if amended, or leaving the original bill unchanged if no changes occurred. The Secretary and Chairman will prepare the Legislative Committee Report (2 copies), one to be read in the Senate by**

**the Chairman at the Next Senate Session and one for the Government staff's records. The Legislative Committee Report, any written amendments, along with the computer, must be delivered to the Government office immediately following the close of the legislative committee meeting.**

In real life, a majority of the members of a committee must vote for a bill's passage in order to report it favorably to the full body. If a committee cannot agree upon what course the bill should take, as in the case of a tie vote, the committee reports this to the Senate and the full body decides (by a majority) the disposition of the matter by one of the following alternatives:

- \*Leaving the bill in the committee for further consideration
- \*Re-refer the bill to another committee

### **How to Report a Bill to the Senate**

After the committee votes on a bill and the secretary fills out the Legislative Committee (A,B,C,D,E,F) Report, the Chairperson reports to the Senate in the Morning Hour when the PO calls for Standing Committee reports. This usually occurs on Sunday or Monday.

### **Amendments**

While debating a bill, Senators may submit amendments for consideration to a particular piece of legislation. Amendments may add wording to a bill, delete wording from a bill, or change wording in a bill. The author should make the intent of the proposed amendment clear and precise. The author will fill out an amendment form with the SB#, Amendment sponsor, State, and Community. The Secretary assigns an Amendment number, and after the PO recognizes the author of the amendment, debate on the amendment begins. Senators must submit amendments in one of the following three forms.

**To Add Wording**

**To Delete Wording**

**To Change Wording**

**As an Example, the original wording of a section of the bill is as follows:**  
*Senate Bill #1      Section 4. EQUITABLE COLLEGE ADMISSION ACT*

*The equitable college Admissions Act entails that:*

*(Section 4C ) Affected institutions shall report annually to the Department of Public Education on their admissions practices and be subject to evaluation*

**An amendment to Change wording:**

Section 4 (C)

Remove the word “shall” after affected institutions and replace it with “are required to”

The Section will then read:

Affected institutions **are required to** report annually to the.....

**An amendment to Add wording:**

Add the words “and recruitment” after on their admissions

The Section will then read:

Affected institutions shall report annually to the Department of Public Education on their admissions **and recruitment** practices.....

**An amendment to Delete wording:**

Delete the words “Public” after Department of

The section will then read:

Affected Institutions shall report annually to the Department of Education on their.....

***Amendment forms are in your legislative folder and also available from the Senate Secretary if you need another one.***

Debate on a bill stops immediately when a Senator submits an amendment. The PO recognizes the author of the amendment for an introductory period, after which the PO opens the floor to debate. Debate must pertain to the amendment itself, not the original bill. After debate, the author makes concluding remarks, the members vote, and then debate resumes on the bill. **At ALA Girls Nation, there is a limit of one amendment per bill!** This allows Senators to discuss more legislation throughout the week.

## **The Federal Judicial Branch**

The Constitution of the United States provides for "a Supreme Court and such inferior courts as the Congress may from time to time ordain and establish." For the enforcement of Federal law, Congress has provided a complete judicial system. The judges of these courts are appointed by the President of the United States and confirmed by the Senate.

The Supreme Court has one Chief Justice who presides over all sessions, assigns Associate Justices the task of writing opinions, casts the last vote, and renders the first opinion. A justice may retire at any time. They may serve for life. They are removable only by impeachment.

## **American Legion Auxiliary Girls Nation Judicial Branch**

The ALA Girls Nation President will appoint the Chief Justice and Associate Justices. All the Justices will participate in the Inauguration Ceremony.

## **The Federal Executive Branch**

The President is the head of the executive department of government.

### Qualifications

Natural born citizen, 35 years old, 14-year resident of the United States.

### Term of Office

Four-year term, limited to two terms

### Salary of the President

\$400,000 per annum, all taxable, plus expense account of \$50,000.

Non-taxable travel allowance is \$100,000 and the official Entertainment Allowance of up to \$19,000 per annum, non-taxable.

1. Powers granted by the Constitution and the Federal Statutes:
  - a. He is the Commander-in-Chief of the Armed Forces.
  - b. He conducts foreign relations and makes treaties with 2/3 consent of the Senate.

- c. He appoints principal officers in the executive branch, judges of Federal Courts, Ambassadors, and Ministers with the ratification of the Senate.
  - d. He reports to Congress on the State of the Union and recommends such legislation as he deems advisable.
  - e. He vetoes legislation and calls special sessions of Congress.
2. He exercises political powers not found in the Constitution or Statutes.
  3. The personality of the President dictates his activities.

The President's control over the national executive branch (the administration) is primarily exercised through the heads of 15 Executive Departments, appointed by the President with the advice and consent of the Senate. The heads of these Departments are popularly termed "the Cabinet." They are responsible to the President, and the extent that he/she meets with them and seeks their service and advice rests entirely with his/her discretion. Cabinet members have authority delegated to them by the President to manage their own Department. As an officer of the Federal Government, his/her duties extend to all parts of the country, and he/she must have many assistants and advisors. Their department will be divided into many divisions, bureaus, offices, and services through which different parts of their work will be done. There are hundreds of these divisions in the 15 Executive Departments.

In addition to these 15 Departments, there are numerous boards and agencies under the direction of the President. The President makes his/her appointments to all major departments and agencies not otherwise provided for.

The Vice-President is the second in command in the executive department of government. The qualifications and term of office are the same as for the President. He/she performs duties as requested by the President. The Vice-President acts as the President of the Senate and presides over ceremonial sessions or sessions in which a critical vote is to be taken. The VP votes in order to break a tie vote.

#### Salary of the Vice-President

\$235,100 and expense allowance of \$10,000, all taxable.

The order of succession for the President of the United States is: Vice-President, Speaker of the House of Representatives, Senate Pro Tem, Secretary of State, Secretary of the Treasury, Secretary of Defense, Attorney General. The only exception to the line provided in the law states that to ascend

to the Presidency, the next person in line must be constitutionally eligible. For example, the next person in line must be a naturally born citizen. If the next person in line does not meet all qualifications, they are skipped, and the next eligible person in line would become the President.

### **American Legion Auxiliary Girls Nation Executive Branch**

The ALA Girls Nation executive branch will consist of a President and a Vice-President.

#### **President**

As the party nominee for American Legion Auxiliary Girls Nation President, both candidates will complete the Presidential Appointment form.

Once the President is elected, she will no longer participate as a voting ALA Girls Nation senator. During senate sessions, she may keep up with the debate on bills and work on speeches for inauguration, press conference, and veto session. Her appointed Chief of Staff may schedule appointments for senators who wish to consult with the President about their bills.

The President will be allowed to serve as the author and retain floor privileges for her state's bill.

She will prepare to hold a news conference toward the end of the session in support of, or in opposition to, an upcoming bill. (not her own) She will ask her appointed press secretary to introduce her at the press conference. The ALA Girls Nation Press Corps (senate reporter plus 3 others selected by government staff) may ask one question each.

She will decide which legislation (passed or upcoming) she will sign or veto and convey that intent to the ALA government staff director before the last senate session (usually Thursday evening or very early Friday morning). The government staff director will schedule the veto override session for the last session.

The President will preside over the Bill Signing Ceremony, making comments about each bill she signs. She will congratulate the authors of each bill and present them with the ceremonial pens. If a veto is overridden, the president will congratulate the authors and present them with ceremonial pens. Any bill

that passes through the override will be signed by the Vice-President, the Pro Tem, and Senate Secretary.

The American Legion Auxiliary Girls Nation President is expected to attend the American Legion Auxiliary National Convention and make platform remarks about her experiences at her department's ALA Girls State and ALA Girls Nation sessions. This convention occurs at the end of the summer. The American Legion Auxiliary will provide transportation and housing for the President and her chaperone.

### **Veto Procedure**

The last session will be convened for the purpose of sustaining or overriding the veto of bills.

The President will have 2 minutes to explain their veto of a bill. The authors of the vetoed bill will have 2 minutes to speak on the merits of the bill.

The vote to sustain or override the veto will be taken immediately. The override requires a 2/3 majority vote.

### **Vice-President**

Immediately following the announcement of the American Legion Auxiliary Girls Nation Presidential and Vice-Presidential winners, the VP will begin to work with the parliamentarian to learn to conduct the Senate sessions. She will preside as soon as possible. She will take part in the inauguration ceremony. She will preside over the Sine Die session.

## **Politics and Political Parties**

People with similar views usually band together to exercise influence in the affairs of government. In America, we have two major groups known as political parties. A political party is an organized group of voters seeking to influence or control the policies of our government. For political parties to accomplish this, they must be well organized and sell their principles to win elections. Through the process of voting, a democratic people can express their wishes and thus retain their democracy.

In the two-party system, competition keeps each party alert to the needs and the interests of the voters. In this system, the candidates are chosen along with a party platform and policies on which the candidates would base their bid for



office. The campaign to elect officers becomes a contest to elect a slate of officers, along with choosing the issues that will be dealt with during a term of office. The party that fails to elect its candidates has little constructive work to do during the term of office. The minority party often serves as “watchdogs” to encourage the majority party to perform its duties.

Waging election campaigns is by no means the only service that political parties render. Among the specific services performed by political parties in the United States are the following:

1. Submit platforms of proposed policies and have the policies enacted into law by the legislative branch.
2. Advise appointing officers on the selection of government employees.
3. Oppose any proposed policy of the government that the parties believe would not promote the general welfare of the people.
4. Keep their elected officials aware of their responsibilities and of the desires and thinking as the operation of government progresses.
5. Select candidates for the various elective offices in the manner required by law, making certain that qualified and capable people make themselves available for office.
6. Attempt to elect the candidates nominated.

Sometimes a faction develops within a particular political party. It either becomes strong enough to stand alone as a third or independent party, or it continues to operate within the confines of the parent party. Some examples are: Libertarian, Bull Moose, Green, Reform, Tea, Populist, Progressive, Green-back Labor, Whig, Prohibition, Free-Soil, and others.

\*\* In most appointive offices, the political party in power endorses only those from their own party. In that way, there is assurance in carrying out and following the principles of the party to which the people have entrusted the operation of the government. Civil Service law establishes a method for appointment to lesser Federal positions. This governs the great majority of Federal jobs today.

### **Structure of Political Parties**

It is interesting to note that the authority begins with the individual citizens and progresses to the larger units. A typical line of progression is as follows, although names of units and procedures may vary with the state.

The voters elect the Precinct Officer, who begins the organization

Precinct Officers and Vice-Precinct Officers' elect  
County Chairman and Vice Chairman who elect  
District Chairman and Vice Chairman who elect  
State Chairman and Vice Chairman

The National Committee persons of various states select a National Chairperson and Vice Chairperson, but the presidential nominee does have the privilege of selecting his/her own, immediately after nomination.

No better example of the practical importance of a party tradition or practice can be suggested than that which has grown up around presidential electors. Electors are chosen in each state "... in such manner as the legislature shall direct." The candidates for electors receiving a plurality of popular votes meet to cast their votes for President and Vice President. It is not required by the Constitution nor by law, but electors generally vote for the persons running for President and Vice President whom their party has selected for those offices. They could vote for the winner of the popular vote. It varies by state.

Although the United States is considered a young nation, its form of government has endured without any radical structural changes for longer than any other country in the world. This is because the government is always kept responsive to the wishes and needs of the people through its voting system.

### **Party Officials at ALA Girls Nation**

**The Federalist Party and the Nationalist Party are the two-party names used at ALA Girls Nation. We do not have time for the formation of a third party.**

#### **Community Party Delegates**

Each community elects Party Delegates. There are eight communities at ALA Girls Nation, with four communities being Federalists and four being Nationalists. Each community elects two party delegates to represent their community on the party level. After the communities hold their elections, there will be 8 Federalist Party Delegates and 8 Nationalist Party Delegates. It is from this group of eight party delegates that the party leadership is chosen. Each party will elect a Party Chair, a Party Vice-Chair, and a Party Secretary. The remaining five party delegates will be the chairpersons of the various party committees. The Party Delegates form the core of the party framework.

### **National Party Chairperson**

Party Chairpersons are elected from the party delegates by the entire membership in the Party Caucus. They are responsible for chairing the rest of the Caucus, the Party Convention, and the Two-Party Rally. ***They are ineligible for President and Vice President because their primary responsibility is to get their party's candidates elected. The Party Chairman only votes to break a tie in party elections.*** They must organize and execute the Party Rally and help with the Whistle Stop Campaigns. She will escort the party's presidential candidate at the Whistle Stops. The Party Chairperson is the most important position in the party organization.

### **Party Vice Chairperson**

Party Vice Chairpersons are also elected from the party delegates by the entire party membership at the Caucus. They are responsible for the Chairperson's duties if she is unable to fulfill them. She is responsible for working with the committees. In addition, she may assist in executing the Party rally. The Vice Chairperson will assist during the Whistle Stop Campaigns by escorting the Vice-Presidential candidate. ***The Vice Chairperson is ineligible for the office of President and Vice President. She votes during party elections.***

### **Party Secretary**

Each party selects a Party Secretary who is responsible for maintaining minutes at all party events, which will be kept in the party journals. She may be asked to assist the presidential and vice-presidential candidates in the selection of appointments; Party Secretaries are selected from the Party Delegates. ***The Party Secretary is ineligible for the office of President and Vice President. She votes during party elections.***

### **Keynote Speaker**

Each party will select a Keynote Speaker for the Party Convention and the Party Rally. The Keynote should be enthusiastic, interesting, and determined to get her party candidates elected. She will give two short speeches. One speech will be given at the Party Convention and one at the Two-Party Rally. She will rally support for and may introduce both the party's Presidential candidate and Vice-Presidential candidate. ***The Keynote Speaker cannot be a candidate for President or Vice President. She votes during party elections.***

### **Party Committees**

The remainder of the Party Delegates will be the chairpersons of the various party committees. Those committees are: campaign, two-party rally & convention, election, platform, rules, and credentials. Every Senator will sign up and participate in one of the committees. ***These Party Chairman (Campaign, Convention, Election, Platform, Rules & Credentials) are ineligible for the office of President and Vice President.***

### **Rules for Campaign Material**

To ensure fairness and make the campaign process equitable, we have established some rules.

You may put up campaign materials on your party's side of Stained Glass Hall in the designated areas between the windows on Tuesday evening. You may display campaign materials on **your** dorm door. Your Junior Counselor may designate an area for campaign materials in your community. Please confirm what you are allowed to use. (blue painters' tape, tacks, staples, etc.) Do not put any materials on glass surfaces or use paste to attach materials to any surface.

Do not put any materials on windows or hang any materials from windows of the dorm or any other building on the Bolger campus. When in doubt, always check with your counselor.

**All materials must be removed following the election.** What goes up must come down!

You are not permitted to post or distribute any previously prepared materials. No pictures, gum, handouts, etc.

### **ALA Girls Nation Social Media for Campaigning**

1. ALA Girls Nation will establish a site. No campaigning is allowed on any social media sites. **Senators who are found posting on social media will be asked to remove the post. Continued violations will lead to a senator forfeiting the opportunity to run for office.**
2. When posting, Senators MUST use the following guidelines:
  - a. At ALA GN, we only use digital campaigning for the offices of President and Vice-President. No other offices shall campaign digitally.

- b. All posts and comments must be positive. There will be no mudslinging or insults while at ALA Girls Nation.
- c. **Do NOT post your first and last name on the site. Instead, use your community as your last name (Carrie Alexandria or Jane Chevy Chase).**
- d. **Do NOT post your phone numbers or other means of contact like social media handles** (fellow senators will meet you during meals and break times).

All posts are monitored by staff and will go through a vetting process prior to being visible on the site.

Once you arrive at ALA GN, you will receive the information for the campaign site and a QR Code to scan.

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