

The  
**AMERICAN LEGION  
COLORADO BOYS STATE**

**A WEEK THAT WILL SHAPE A LIFETIME**



**2024 Delegate Manual**

Name: \_\_\_\_\_

City: \_\_\_\_\_

---



## Table of Contents

1	Colorado Boys State Laws	8
2	Student Rooms & Things to Bring	10
3	Colorado, The Centennial State	12
4	Flag Ceremony	13
5	The American Way of Life	14
6	Important Understandings	15
7	Organizational Structure of Colorado Boys State	16
8	What is Colorado Boys State?	17
9	History of American Legion Boys State	18
10	Tips on how to get the most out of Boys State	19
11	Elected and Appointed Offices of Colorado Boys State	20
12	Room Assignments, Facilities, and Graduation	30
13	Basic Pattern for an Effective Meeting and Legislative Sessions	31
14	Parliamentary Procedure	33
15	The Judiciary	44
16	Sponsoring Post	45

---



## THE AMERICAN LEGION

*Veterans Strengthening America*

OFFICE OF THE NATIONAL COMMANDER

PO BOX 1055, INDIANAPOLIS, IN, 46206-1055 • WWW.LEGION.ORG • P: (317) 630-1200 • F: (317) 630-1223

Dear American Legion Boys State Citizen,

Congratulations and welcome to American Legion Boys State! American Legion Boys State is among the most highly respected and selective educational programs of government instruction for U.S. high school students. I am confident that you will not be disappointed with your decision to participate in this outstanding citizenship education experience. It will influence life decisions in ways that you may not fully realize until years later.

As one of thousands of young men from throughout the nation selected to participate in American Legion Boys State each year, you will experience government in a practical sense. American Legion Boys State is a leadership action program; one that teaches government and its structure. It proves that government is just what you make it. You will find Boys State to be challenging and sometimes demanding, however, I'm certain you will undoubtedly also find it enjoyable and educational.

If this government "... of the people, by the people, and for the people" is to remain strong, it requires the involvement of its citizens. The onus of preparing for that responsibility now rests squarely upon your shoulders and those of future generations. Since 1935 American Legion Boys State has been prominent in producing young men who, just like you, stepped up to become ready for accepting that responsibility. It is possible that a future mayor, governor, congressman, or even president, may be among those in your class of American Legion Boys State citizens. I make this statement because this program has historically been the springboard for many careers in local, state and federal public service. Regardless of the future career path you follow – politics, education, business, medicine, information technology or so forth - you will develop lasting bonds of friendship with fellow Boys State citizens that will extend well after the formal program has ended.

I wish to again extend my best wishes for an interest-provoking, exciting and very fulfilling 2024 American Legion Boys State experience.

DANIEL J. SEEHAFFER  
National Commander

## A Message from the Colorado Boys State Chairman



Hello Boys State Delegates,

It is my privilege to welcome you to our 2024 American Legion Colorado Boys State. You are on the precipice of a week filled with learning, making new friends, and believe it or not; fun. In addition to working with other high school junior young men from across the state, you will also be working side by side with some of the finest former Boys Staters and Legionnaires in the Country.

All our senior Staff members are members of The American Legion family, and are practiced at team building as well as the logistics of managing our Boys State program. They all worked extremely hard and have voluntarily dedicated hundreds of hours to assemble this very special educational program guaranteed to ensure you receive the most from your experience this week. Many American Legion Posts across the State, private organizations and citizens have donated funds that allow this program to happen. You can show your appreciation to these wonderful Americans by applying yourself this week. If you do, our program will positively change your lives forever. That is not an assumption; it is the testimony of thousands who have come before you.

You will meet and live with boys from all over the State of Colorado as you interactively learn in a great civics atmosphere at Northeastern Junior College. Please respect all who live with, and support you this week, and observe all the rules while at the College.

Now to borrow a familiar phrase many of you have heard before, **“ensure your tray tables are in their locked and upright position and your seatbelts securely fastened”** as we take-off for our destination to Boys State 2024! Let’s make this the absolute best Boys State year in our history.

For God and Country,

**JAY BOWEN**

Chairman

American Legion Colorado Boys State

---

## A Message from the Colorado Boys State Director



Welcome to American Legion Colorado Boys State!

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

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

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

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

The American Legion is proud to offer you this opportunity to learn first-hand how our democratic form of government works. Enjoy this once in a lifetime experience, and remember the more you put into this program, the more you will gain.

Good Luck.

**NORM STEEN**

Director

American Legion Colorado Boys State

## A Message from the Colorado Boys State President



Dear Boys State Citizen:

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

You have been selected to participate because you have demonstrated leadership qualities that this program will expand and enhance.

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

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

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

Many former Boys State Citizens have gone on to greater heights in the political, military and public world. Some have become Governors, Senators, Congressmen, and Local Government Officials. This week not only will become a permanent part of your school record but it will benefit you in any endeavor you may pursue.

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

**MAX GROSS**

President

American Legion Colorado Boys State

---

# 1 COLORADO BOYS STATE LAWS

---

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

## MISDEMEANORS

### Violations

1. Late for scheduled meetings or functions
2. Excessive or abusive profanity
3. Smoking in other than designated smoking areas
4. Littering
5. Improper use of elevators
6. Horseplay in the hallways resulting in injury and/or damaged property
7. Off floor after 10:00 pm
8. Failure to show proper respect to:
  - a. Citizens
  - b. Counselors
  - c. Staff
  - d. College Staff, Students, and Visitors
9. Other violations:
  - a. As agreed to in city meetings
  - b. As announced by the Director

### Enforcement

To be carried out by the Counselors, Advisors, Colorado Boys State Staff, and City Police Chief or County Sheriff.

## SERIOUS CRIMES

### Violations

1. Absent during bed check
2. Destruction of Colorado Boys State or College property (including defacing flags/signs)
3. Absence from Colorado Boys State without proper authority or permission
4. Disorderly conduct:
  - a. Physical violence
  - b. Exhibition or use of any obscene, vulgar, or licentious books, pictures, signs, or paintings of any character, whatsoever.
  - c. Physical or sexual abuse or harassment of any person in any form.
5. Failure to show proper respect for the national colors.
6. Possession of:
  - a. Harmful, dangerous, or illegal items or substances
  - b. Weapons of any type (knives with a blade length of 3" or more are considered weapons)
  - c. Fireworks
  - d. Beer, wine, liquor, tobacco products, or marijuana



- e. Any item considered dangerous by the Director
- 7. Use of automobile during the week without permission
- 8. Gambling, using legal tender
- 9. Defacing or modifying Colorado Boys State T-Shirt
- 10. **Any misuse or abuse of fire equipment**, including fire hoses, fire extinguishers, fire alarms, fire detectors and/or yelling "Fire".

### **Enforcement**

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

### **Punishment**

The Review Board will hear the facts in the case and will determine the accuser's innocence or guilt and punishment. The accused may call such witnesses as required for his reasonable defense. Punishments awarded by the Director may include but are not limited to the following:

- 1. Dismissal from Colorado Boys State
- 2. Removal from elected or appointed office
- 3. Restriction of recreation time
- 4. Public service projects

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

---

## 2 STUDENT ROOMS & THINGS TO BRING

---

### Entering a Student Room

1. The Northeastern Junior College reserves the right to enter student rooms for the purpose of inspecting the premises when an authorized agent of the College has reasonable belief that:
  - a. An occupant of the room may be physically harmed or endangered.
  - b. Damage is being done to College property.
  - c. Housekeeping, maintenance, and/or repair is necessary.
  - d. Other reasons under permissible under College guidelines
2. College staff and authorized personnel may enter a room to be certain occupants have left when a fire alarm has sounded.

### Use of Student Rooms

A student room is intended for use as a place to study, sleep, quietly relax or get together with a few friends. The residents of the room are responsible for the behavior of their guests, regardless of whether or not residents are present in their room. Students may not use their residence hall rooms, post office boxes, or telephone numbers for commercial or business purposes. All rooms are shared spaces between occupants. Please be sure to respect the interests of all roommates.

### Room Furniture

Beds are provided by the College. You are not permitted to bring your own beds or disassemble and/or remove those provided. Furniture provided within each room may not be removed from that room. You will need to provide your own XL Twin bedding materials including sheets, pillow, blanket, and your own towels and wash cloths.

### College and Housing Regulations

- All residence halls are designated non-smoking facilities, and smoking is prohibited.
- All alcohol, drugs and drug paraphernalia are prohibited.
- Possession and/or use of firecrackers, explosives, flammable materials or incendiary devices are prohibited.
- Possession and/or use of firearms or other weapons (including but not limited to knives, martial arts devices and BB guns) is prohibited.
- All persons must evacuate College facilities, including residence halls, if there is a fire alarm.
- All open flames (i.e. candles or incense) or use of an open coil appliance is prohibited.
- No person may start or maintain any type of campfire on College property.
- Tampering with or removal of or misuse of fire extinguishers, fire evacuation instructions, fire alarms, smoke detectors, sprinklers or any fire safety equipment is prohibited and may result in additional fees or fines.
- Tampering with, propping open or misuse of housing building security doors is prohibited.
- Tampering with elevators or climbing on roofs or scaling or rappelling is prohibited.
- Throwing items from windows, balconies or bridges is prohibited. In addition, removal of screens or using windows as a means of entry or exit is prohibited.

- Animals of any kind, other than service animals to assist a person with a disability, are prohibited in College facilities. Prior notice of participants with service animals is required.
- Concession sales are not permitted in the residence halls or on adjacent ground. Vending machines are not to be disconnected or vandalized.
- The College is not responsible for loss or damage from any cause to the personal property of participants.
- Lost room keys and key card can result in a \$25.00 fee EACH to replace that key and/or key card.

### **Things to Bring to American Legion Colorado Boys State**

The College and the American Legion Colorado Boys State does provide some of the necessities and facilities for the week. Below is a short list of things to remember to pack from home before coming to Boys State.

- Personal toiletries – soap, shampoo, shaving supplies, toothbrush/paste, deodorant, etc.
- XL Twin (39" x 80") Bedding materials, pillow, and towels
- Basic School Supplies (pen/pencil, paper, notebook)
- Cell phone and laptop/tablet are permitted
- Classroom materials if desired (civics books, constitution, Robert's Rules of Order)
- Water bottle
- Comfortable walking shoes and comfortable clothes
- Light jacket
- Athletic clothes
- Small Backpack (if desired)
- Dress coat/tie/slacks or suit for graduation ceremony

*More information can be found on page 30.*

---

### 3 COLORADO, THE CENTENNIAL STATE

---

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

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

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

#### REPRESENTATIONS

##### LETTER "C"

Capital for Colorado  
Centennial State  
Columbine State

##### GOLD

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

##### RED

Color "Colorado" in Spanish

##### WHITE

Greatest Silver State  
Eternal Mountain Snow

##### YALE BLUE

All the Year-Blue Sky  
One Columbine color

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

**MOTTO**--Nil Sine Numine: Nothing without Providence. Adopted in 1861.

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

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

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

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

## 4 FLAG CEREMONY

---

In the morning and evening, citizens will assemble as directed by Boys State City in two lines. During the ceremony, remove caps, stand erect with empty hands at your side in a military style position. The Color Guard will advance the colors. Citizens will hand salute at the command of the Boys State color guard commander. At the conclusion of the morning flag ceremony, all citizens will follow the flags to the meeting room to begin the daily activities. In the evening, after the colors are retired, citizens will be directly dismissed to next event.

### **SALUTE**

**Morning**, citizen's salute from the moment the flag is presented when the Boys State color guard commander announces "Hand Salute" and conclude with "Ready Two".

**Evening**, start the salute from the moment the flag starts to be lowered on the pole until both clasps are in the hands of the color bearers. Color Guard Commander will use same commands.

**Citizens stand at attention facing the flag until directed.  
All citizens salute by placing their right hand over their heart.**

**SALUTE TO THE FLAG** (From Flag Etiquette, the American Legion)

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

### **SALUTE TO NATIONAL ANTHEM**

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

If any citizen attending American Legion Colorado Boys State plays a musical instrument, please bring it if interested in participating in the flag ceremonies.

---

## 5 THE AMERICAN WAY OF LIFE

---

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

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

### CONSTITUTIONAL GOVERNMENT DESIGNED TO SERVE THE PEOPLE

To Maintain the American Way of Life and Pass It Intact to **Succeeding** Generations is the Responsibility of Every True American.

**RESPONSIBLE CITIZENSHIP IS THE FOUNDATION OF THE REPUBLIC.**

## 6 IMPORTANT UNDERSTANDINGS

---

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

## 7 ORGANIZATIONAL STRUCTURE OF COLORADO BOYS STATE

---

20-25 Citizens to One City      Two Party System - Federalist and Nationalist  
Three Cities to One County      Two Counties to One State

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

<b>7:00 to 7:50 am</b>	Breakfast (eat with your City & County)
<b>8:15 am</b>	Flag ceremony
<b>8:30 to 11:45 am</b>	General session and daily business
<b>12:00 to 1:15 pm</b>	Lunch (eat with your City & County)
<b>1:30 to 4:45 pm</b>	General session and Boys State Operations
<b>5:00 to 6:00 pm</b>	Dinner (eat with your City & County)
<b>6:15 pm</b>	Flag retreat ceremony
<b>6:30 to 8:00 pm</b>	Recreational Period – Organized sports and talent show practice
<b>8:15 to 9:45 pm</b>	Full Boys State Operations
<b>10:00 to 11:00 pm</b>	Nightly City Meetings in dorms. <b>NO ONE IS TO BE OFF THEIR FLOOR AFTER 10:00 PM</b>
<b>11:00 pm</b>	Lights out

### GENERAL OUTLINE FOR THE WEEK

**SUNDAY**      Get acquainted and learn the names of the Citizens in your city. Nominate City and County officials, and State Senators and Representatives. Hold Caucuses. Assignment by party affiliation.

**MONDAY**      Campaigning and City and County General Elections. Hold State Party Conventions

**TUESDAY**      State primary elections, and town hall meetings for party nominees.

**WEDNESDAY**      Election and appointment of State Offices. State operations fully open. Begin legislation and inter-level problem solving.

**THURSDAY**      State operations fully open to include the Senate, the House, and the Appellate Court.

**FRIDAY**      The Senate and House conduct their final sessions. Finish the remaining bills and resolutions. The Boys State Graduation Ceremony happens in the evening and early release. Additional information can be found on page 30

**SATURDAY**      Surrender the housekeeping equipment assigned to you at the time you checked in. Be sure that your counselor has cleared you to leave by signing your receipt after you have turned in equipment.



## **8 WHAT IS COLORADO BOYS STATE?**

---

### **OBJECTIVES OF THE PROGRAM**

Boys State is a plan for teaching the fundamental aspects of citizenship. It is a program of education sponsored by the American Legion, Department of Colorado. Its purpose is to teach our youth constructive attitudes toward the American form of government. Boys State attempts to show that a democracy needs an intelligent citizenry and a clean, honest, and impartial administration responsive to the will of the people.

The objective of Colorado Boys State is to "educate our youth in the duties, privileges, rights, and responsibilities of American citizenship." It is wholly a plan for training in the practical aspects of state government. It is functional in that applications of the principles of democratic government are made in every way possible. The constitution and statutes of Colorado and the United States are the patterns from which the fundamental law of Colorado Boys State has been developed and to be followed. Boys State should be thought of as being the 51st state with a constitution, statutes, and ordinances already constructed and established by Colorado and amended by Boys State citizens.

### **LEARN BY DOING**

Citizens of American Legion Colorado Boys State not only will be required to review knowledge already acquired concerning the political machinery of a state, but also will find themselves performing exactly the same functions as real office holders in the everyday world.

In Boys State, citizens organize their own city, county, and state governments. We choose their own officials in accordance with regular election procedures. We learn the duties of the various city, county, and state officers, and they introduce and debate their own bills in a legislature. Justice is administered by their own law enforcement agencies and State Supreme Court. In Boys State, the young citizen has the opportunity to learn for himself that his government is just what he makes it.

The entire program is non-partisan. Problems will be considered without reference to any existing political party and will be free from propaganda. The sole purpose is to enable the citizen to grasp the meaning of some of the responsibilities that he will be called upon to assume when he becomes an adult. It should be distinctly understood that the selection and assignment of the citizens to parties is in no way connected with existing political parties in Colorado. The political parties in American Legion Colorado Boys State are called Nationalists and Federalists. They are purely mythical and the parties in Boys State will adopt none of the principles typifying any existing parties.

---

## 9 HISTORY OF AMERICAN LEGION BOYS STATE

---

The youth movement in the United States known as Boys State was originated by the Illinois Department of The American Legion in 1934. The plan was adopted by the national organization in 1935, and by the Department of Colorado in 1949. Boys State programs now exist in 49 states. Hawaii does not operate their own program but do send delegates to other states.

American Legion Colorado Boys State dates back to 1949, and has been held each year since then. Through the years, the program grew in popularity. In 2019, American Legion Colorado Boys State had upwards of 200 young men and was hosted at the University of Colorado-Colorado Springs.

### BOYS NATION

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

The citizens of Boys Nation conduct a program patterned along the lines of our federal governmental system. All expenses incident to Boys Nation are borne by The American Legion. The Colorado Boys State Program Citizens select our Boys Nation delegates through popular vote.

### THE PLEDGE SPEAKS (Red Skelton)

**I** - me, an individual, a committee of one.

**PLEDGE** - dedicate all my worldly goods to give without self-pity.

**ALLEGIANCE** - my love and my devotion.

**TO THE FLAG** - our standard, Old Glory, a symbol of freedom.

**OF THE UNITED** - that means that we have all come together.

**STATES** - individual communities that have united into 50 great states.

**OF AMERICA,** - a state in which sovereign power is invested in.

**AND TO THE REPUBLIC** - representatives chosen by the people to govern.

**FOR WHICH IT STANDS,**

**ONE NATION UNDER GOD** - meaning, so blessed by God.

**INDIVISIBLE** -, which is freedom and right of power to live one's own life without threat or fear of some sort of retaliation.

**WITH LIBERTY AND JUSTICE** - the principle or quality of dealing fairly with others.

**FOR ALL** - it is as much your country as it is mine.

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

---

**Get With It Early** – Boys State officially opens at 1:00 pm Sunday, and by Wednesday afternoon, a governor, lieutenant governor, and two senators are elected, and a functional government is fully established. Elected US senators will represent Colorado Boys State at Boys Nation. Be prepared to hit the ground running.

- After the general session at 6:00 pm closes, each citizen will begin establishing a functional government at the local level. Then citizens get opportunities to being the political process with nominating and electing city and county officials. If you are planning to become a candidate, this is your time!
- Each city divides into their two parties to begin the nomination process for City elected positions
- When the city discusses the daily issues, let them hear from you. **Express your ideas.** Monday morning, your city will have elected a mayor, a city council, a city treasurer, and a multitude of County government positions, as well as state representatives and senators. Be ready to go when you arrive.

**Things are Going to Happen Fast** - You can rest after you get home from Boys State. All citizens are going to help establish a functioning government and your part of it will be a direct result of what you reach for and can get help to achieve.

- If you seek an office and do not attain it, you'll have the ability seek the next office. If you're not elected to a position, you will have a role within the City or County and State Governments. Everyone will have a job; there is no unemployment at Boys State. Everybody wants to be elected to the office of governor or senator, but all cannot achieve these offices.
- If you don't succeed in obtaining an office, then join a campaign and stay active. Become a campaign manager, sign maker, intercity liaison, speechwriter, nominator, etc. There are plenty of positions that you can fill and remain workings of the government. Support your candidate and have him appoint you to a position within his cabinet. Don't stand back and let the others do it, or the week will be gone, and you will have missed out the opportunities and enjoyment provided by Colorado Boys State.
- Draft bills and present them to the legislature to become an effective legislator.

**Give It Your Very Best** - Each citizen was selected to participate in Boys State because you were considered to be the best in your area. So were your fellow citizens. The only citizens who will not make any mistakes are those who do nothing, and they're making the biggest mistake of all. Let your imagination soar, let your talents get full exercise, let this week be the best effort of your lifetime.

**Work With Other Citizens** - Boys State is not a "one man against the world" operation. At the end of Boys State, you can say, "I ran for.... I presented a bill to the.... I caused the party platform to.... I nominated.... I was the party chairman.... and you will also be able to say, "I took part in a wonderful experience."

**Punctuality, Enthusiasm, Willingness** - To be a part of a great adventure, this will make this a valuable part of the rest of your life. Live it to the fullest. Start at the beginning and work hard during the entire week.

---

# 11 ELECTED AND APPOINTED OFFICES OF COLORADO BOYS STATE

---

The best way to get involved and make this into an exciting week is to **participate**. The election process is important in establishing many offices, but there are many appointed positions that ensure that Colorado Boys State runs smoothly. This section outlines all of the possible positions at the City, County, and State level; based upon the Boys State population, some positions will not be filled. It is important to note that you can only be nominated for one City or County position, and you may only appear on the ballot once, with very few exceptions.

**Colorado Boys State Media Team:** A group of five to six (5-6) Boys State Citizens will be selected to form the Colorado Boys State Media Team. Guided by a counselor/advisor, the team will be responsible for publishing daily videos and pictures highlighting Colorado Boys State that will be shared via Facebook, YouTube, Twitter, Instagram, Snapchat, the Colorado Boys State website, and other media outlets. Additionally, the team will work to develop the Colorado Boys State News Paper.

Media team members should have experience or demonstrated talent in journalism, photography, and social media. Citizens selected to this team will gain valuable experience in writing stories, work as photographers, and interviewing fellow Boys State Citizens and guest speakers. Those interested should bring an example of their works.

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

**Election Commissioners:** Collects Voter Registration and City Party Caucus Nominees Forms and turns them in at their 8:30 PM meeting Sunday. This commission shall receive and maintain voter registrations, oversees, and run all elections for Boys State. The commission is responsible for creating and enforcing the rules for all campaigning. No person on this commission may run for an elected office, and this is a part time position. All Election Commissioners will be appointed to a City or County position and will have the opportunity to serve in the House of Representatives unless appointed to a Secretary of State Level office.

**Mayor:** Serves as the chief executive of the City and oversees all departments and branches. He attends all City Council meetings, and if not, he should have a representative present. He reviews all City Ordinances, Resolutions, and Proclamations, and holds the power to veto legislation that seems unfit. Once elected, the Mayor appoints the following officials, subject to the approval of City Council: Director of Community Planning and Development, City Engineer, City Clerk, Director of Public Safety, Director of Public Works and Utilities, , and Director of Transportation. Additionally, the Mayor may pardon anyone convicted of violating any City Ordinances.

**City Council:** The five councilmen elected constitute the City Council. Within the group, a City Council President and a City Council President Pro Tempore are elected, with the President leading the body, and the President Pro Tempore serves as his backup. City Council acts as the legislative unit for the city must work together to pass City Ordinances, Resolutions, and Proclamations. In addition to producing legislation, Council must hear reports of activities from the Mayor and all other elected and appointed officers. After establishing the Councils leadership, the first order of business is to approve the Mayor's recommendations for appointed offices and pass the operating budget. As the Mayor holds veto power, City Council has the ability to override a veto with 2/3 vote.

**City Treasurer and Auditor:** The City Treasurer is responsible for all tax billing, the collection, safeguarding, and disbursement of all city funds. The Treasurer works closely with the Mayor, Council, and Auditor to ensure the best possible services to the City's citizens. The City Treasurer should also provide regular reports to the Mayor and City Council on matters relating to municipal finance. They also have oversight on the collection of user fees, property tax, sales tax, and other user fees such as licensing and permit fees.

Through performance audits, financial audits, and special investigations, the City Auditor provides essential information to assist the City Council in its decision-making process. The City Auditor also provides valuable information to the City management and general public. The auditor is responsible for at least an annual audit of the City's financial operations, books, and records to assure that the City's financial transactions, accounts, and records are maintained in accordance with the requirements of the City Charter, state, and federal laws. The Auditor and Treasurer must work with each department to establish the City's operational budget.

**Police and Fire Chief:** The Police and Fire Chief is the top officer in the police and fire departments chain of command. The Chief is charged with the oversight of the department's operations and budgeting, oversight of officers, enforcement of all laws (and violations of City legislation) within the City, and reports any Boys State infractions to City Advisors and Counselors. Additionally, as he is tasked with carrying out the daily tasks of running a fire station. He must also ensure the upkeep and updating of all police and fire equipment and provide updates to City Council. If needed and upon request, he will support neighboring jurisdictions and the County Sheriff. He serves as the Chief Emergency Management Official during a response event. In addition, he is responsible for administrative, budget, and personnel issues, research safety and regulations, and provides support to other local fire stations.

**Director of Parks and Recreation:** The Parks and Recreation Director is responsible for managing city run programs that offers sports, classes, and community events. He is also in charge of managing the budget, resources, and staff of the department. The Parks and Recreation Director must be able to identify property that could be developed into a Park; formulating summer youth programs, and be knowledgeable about the different services offered. In addition to his civic duties, he must work with the other Parks and Recreation Directors to review daily recreation activities and make a plan for the next day.

**City Clerk:** Serves as the City's Chief Public Information Officer and Clerk to the Mayor and City Council. Supports the City through the release of public information and answers all public inquires or directs them to the appropriate City department. The City Clerk also serves as a community liaison for City-sponsored events and activities by issuing media releases to promote special events. Duties also include providing administrative and clerical support for the Mayor's office, City Council, and other executive positions. This position is charged with ensuring that all city records are up to date. The clerk keeps a record of the proceedings of all City Council meetings and keeps a record of all approved ordinances and resolutions and reports presented to Council for consideration, and is responsible for the production and distribution of dockets and supporting materials for Council meetings. He is appointed by the Mayor. **The City Clerk also serves as a member of the Media Team.**

**Director of Community Planning and Development:** The Director of Community Planning and Development is an appointed position, with the appointment by the Mayor and approved by the City Council. The duties include working closely with public, private, and nonprofit partners, City Council, and the Mayor to identify infrastructure and City investment priorities. The Director of Community

---

Planning and Development must work with citizens on setting zoning and regulatory standards, landmark preservation, and future development.

**City Engineer:** The City Engineer is an appointed position, with the appointment by the Mayor and approved by the City Council. The duties include supervising and coordinating construction projects from an engineering standpoint, support city planning efforts, floodplain, and flood control management, and serve as the City's lead engineer. The City Engineer develops budgets for engineer services, provides recommendations to Council on City funding projects, oversees the preparation of plans for Public Works projects, and responsible for all city maps.

**Director of Public Safety:** The Director of Public Safety is an appointed position, with the appointment by the Mayor and approved by the City Council. The Director of Public Safety serves as the Deputy Mayor, with the President of Council third in line. The Director of Public Safety is responsible for directing a variety of administrative processes that allow the City to operate. It is his job to implement and oversee the policies crafted by City Council with respect to Public Safety.

**Director of Public Works and Utilities:** The Director of Director of Public Works and Utilities is an appointed position, with the appointment by the Mayor and approved by the City Council. The duties include managing all facets of operations, budget, and personnel within the Public Works Department, develops, implements, and monitors all projects within public essential facilities (wastewater, storm water, electric, and gas). He must develop and plan for improvements for City streets and public infrastructure, sign off on all public works projects, and maintains city owned property.

**Director of Transportation:** The Director of Transportation is an appointed position, with the appointment by the Mayor and approved by the City Council. The duties include managing all facets of transportation in the city, including the airport, highways, local roads, public transportation, and rail. The Director of Transportation must manage all operational aspects of ongoing projects, keeping facilities updated, and promoting the City's transportation vision.

**Director of Cultural Services and Tourism:** The Director of Cultural Services and Tourism Department is an appointed position, with appointment by the Mayor and approved by the City Council. The duties include performing executive work developing, planning, organizing, and overseeing tourism marketing programs, develops and administers marketing strategy and programs, conducts market research, promotes city tourism assets, programs, events, and resources. Works with outside special interest groups to bring conferences to the City and coordinates all local museum and cultural site activities and management.

**Director of Innovation and Sustainability:** The Director of Innovation and Sustainability is an appointed position by the Mayor and approved by the City Council. The duties include supporting all City departments ensuring that all plans, projects, and spending are sustainable in nature, both financially and environmentally. Additionally, he must be able to support all sections of the City government on developing innovative solutions.

**City School Superintendent:** The School Superintendent is an appointed position by the Mayor and approved by the City Council. The Superintendent shall be the Chief Executive Officer of the City's school district. He is responsible for the effective operations of the district, general administration of all instructional, business, or other operations of the district. He is responsible for advising and making recommendations to the Board of Education.

**Director of Urban Renewal and Entertainment:** The Director of Urban Renewal and Entertainment is an appointed position by the Mayor and Approved by the City Council. The duties include supporting all efforts in revitalization of the City with support from other City Departments. Other roles include serving as the Director of the City's entertainment board.

## **FUNCTIONS AND DUTIES OF COUNTY OFFICIALS**

**County Commissioner:** The County Commissioners act as the executive and legislative branches of the County government, and within the body, a President is selected. Commissioner's duties include the consideration of legislation and ordinances dealing with the Counties issues, and to act as a judge on zoning and taxation matters. If there is ever a vacancy in the County government, it is their job to appoint an official. Additionally, other appointments include County Manager, Director of Transportation, Director of Public Works, Director of Engineering, Director of Health, Director of Parks and Recreation, and Director of Economic Development.

**Assessor and Surveyor:** The County Assessor assigns value to all real and personal property within the County for tax purposes, and maintains, keeps, and gathers all property records. The County Surveyor is responsible for reviewing plats deposited by private surveyors and maintaining them on file. The surveyor also investigates boundary disputes and road rights-of-way and is responsible for surveying county-owned properties when a need arises.

**Clerk and Recorder:** The Clerk and Recorder is responsible for recording deeds, registering automobiles, issuing marriage licenses, registering voters, administering elections, and maintaining records for the Board. The Clerk and Recorder's Office is made up of several divisions, which includes Motor Vehicle, Elections, Recording, Liquor Licensing, and Clerk to the Board. Additionally, the Clerk and Recorder serves as the County's Public Information Officer. Where the PIO supports the County through the release of public information and answers all public inquiries or directs them to the appropriate County department. The County PIO also serves as a community liaison for County-sponsored events and activities by issuing media releases to promote special events.

**Coroner:** The County Coroner acts as the primary Medicolegal Death Investigator and is the Counties certified examiner for all death investigations. He has received specialized death investigation training, toxic chemical training, and HAZMAT training. Additionally, the County Coroner is responsible for the transportation of deceased persons, death notifications, support the City and County Directors of Health on all issues pertaining to communicable disease, and remain up to date with the requirements of the Chemical Stockpile Emergency Preparedness and Planning Program and the Chemical depot.

**Sheriff:** The Sheriff supervises a force of deputies, justice employees, and other criminal justice services. He must enforce the law on a County level, support its incorporated jurisdictions upon request, oversee the distribution of funds within the department, review protocol, perform training, and act as the County Jail warden. The Sheriff is also the County's primary Emergency Manager. Additionally, the Sheriff serves as the County's Director of Criminal Justice Services. The missions of the Criminal Justice Services Department are to offer high-level planning and administrative services in the area of community corrections, alternatives to incarcerations, and jail overcrowding relief in order to ensure the safety of the County's citizens. Services include monitoring private corrections programs, the staffing of community corrections screening and advisory committees, staffing the juvenile facilities, and coordinating criminal justice activities.

---

**Treasurer:** The County Treasurer is responsible for all tax billing, the collection, safeguarding, and disbursement of all County funds. The Treasurer works closely with the County Commissioners, County and County Manager to ensure the best possible services to the County's citizens. The County Treasurer should also provide regular reports to the Board of County Commissioners on matters relating to municipal finance. They also have oversight on the collection of user fees, property tax, sales tax, and other user fees such as licensing and permit fees.

**County Manager:** The County Manager is an appointed position, with the appointment made by the Board of County Commissioners. The County Manager is responsible for the administration of all County operations placed in his charge by the Administrative Code and other County Ordinances, and resolutions. The County Manager directs the County's organizational, operational, management, budget and administrative operations, and activities as well as providing oversight for all Division Heads in the County. The position plans, directs, and controls the operations and activities of all County employees who report through to this position.

**Director of Transportation:** The County Director of Transportation is an appointed position, with the appointment made by the Board of County Commissioners. The duties include managing all facets of transportation in the County, including the airport, highways, local roads, public transportation, and rail. The Director of Transportation must manage all operational aspects of ongoing projects, keeping facilities updated, and promoting the County's transportation vision.

**Director of Public Works:** The County Director of Public Works is an appointed position, with the appointment made by the Board of County Commissioners. The duties include managing all facets of operations, budget, and personnel within the Public Works Department, develops, implements, and monitors all projects within public essential facilities (wastewater, storm water, electric, and gas). He must develop and plan for improvements for County streets and public infrastructure, sign off on all public works projects, and maintain city own property. Additionally, he serves as the County's zoning officer.

**Director of Engineering:** The County Director of Engineering is an appointed position, with the appointment made by the Board of County Commissioners. The Director of County Engineering duties include supervising and coordinating construction projects from an engineering standpoint, support county planning efforts, floodplain, and flood control management, and serve as the County's lead engineer. The County Engineer develops budgets for engineer services, provides recommendations to County Commissioners on funding projects, oversees the preparation of plans for Public Works projects, and responsible for all County maps.

**Director of Health:** The County Director of Health is an appointed position, with the appointment made by the Board of County Commissioners. His primary responsibility is to prevent disease and injury, promote positive health outcomes, and provide critical services to improve the health status of the community.

**Director of Parks and Recreation:** The County Director of Parks and Recreation is an appointed position, with the appointment made by the Board of County Commissioners. The Director of the Parks and Recreation Department is responsible for providing all residents and visitors with quality recreational opportunities that promote a healthy lifestyle and strengthen the county through diverse physical, education, and cultural programming. The Department should also enhance the County's environment



by acquiring, developing, and maintaining County parks, gardens, golf courses, trails, museums, cultural events, sports facilities, and open space areas.

**Director of Economic Development:** The County Director of Economic Development is an appointed position, with the appointment made by the Board of County Commissioners. The Director of the County Economic Development Department is dedicated to helping local business succeed. The department is responsible for finding resources to ensure the County becomes more productive and profitable, navigate the permitting process, find financing, and support all local business within the County. The Economic Development Department supports regional planning and sustained economic growth through the support of local zoning ordinances, building permits for unincorporated areas, and green initiatives.

**Public Information Officer:** The County Public Information Officer is an appointed position, with appointment made by the Board of County Commissioners. The PIO supports the County through the release of public information and answers all public inquiries or directs them to the appropriate County department. The County Public Information Officer also serves as a community liaison for County-sponsored events and activities by issuing media releases to promote special events. The PIO working the Boys State media to release public information.

**Director of Sustainability:** The Director of Sustainability is an appointed position, with the appointment made by the Board of County Commissioners. The duties include supporting all County departments ensuring that all plans, projects, and spending are sustainable in nature, both financially and environmentally. Additionally, he must be able to support all sections of the County government on developing innovative solutions.

## **FUNCTIONS AND DUTIES OF CONVENTION LEADERSHIP AND STATE OFFICIALS**

**State Party Chairman:** There is one State Party Chairman for each party, and once elected his primary duty is to preside over the State Party Convention, direct platform discussions, and supervise the nomination process. Additionally, State Party Chairmen comprise the leadership in the legislature, where the Nationalist Party Chairman acts as the President of the Senate, and the Federalist Party Chairman acts as the Speaker of the House of Representatives. To be considered for this office, one must pass the parliamentary procedure exam. Please use the following website as a study guide for the parliamentary procedure exam: <http://www.rulesonline.com/index.html>.

**State Party Secretary:** There is one State Party Secretary for each party, and once elected his primary duty is to assist the State Party Chairman and Parliamentarian in keeping order during the State Party Convention. He is also charged with keeping a list of all nominees and names of the nominator, collects all petitions, assembles a list of the party platform proposals submitted for considerations, records all convention minutes, and may interrupt progress to make sure the platform proposal is properly recorded and understood.

**State Party Parliamentarian:** There is one State Party Parliamentarian for each party, and his primary duty is to assist the Chairman and Secretary in maintaining order during the convention, maintains adherence to Robert's Rules of Order, and rules on all procedural questions. To be considered for this office, one must pass the parliamentary procedure exam. Please use the following website as a study guide for the parliamentary procedure exam: <http://www.rulesonline.com/index.html>.

---

**Governor:** The Governor is the head of the executive branch of Colorado's state government and the commander-in-chief of the state's military forces. The Governor has the duty to enforce state laws, and the power to either approve or veto bills passed by the Colorado General Assembly, to convene the legislature, and to grant pardons, except in the cases of treason or impeachment. Additionally, the Governor is charged with appointing the following offices: Supreme Court-7 (must pass Bar exam); Executive Director of Agriculture-1; Executive Director of Corrections-1; Executive Director of Education-1; Executive Director of Human Services-1; Executive Director of Labor & Employment-1; Executive Director of Local Affairs-1; Executive Director of Military & Veterans Affairs-1; Executive Director of Natural Resources-1; Executive Director of Public Health & Environment-1; Executive Director of Public Safety-1; Executive Director of Regulatory Agencies-1; Executive Director of Transportation-1; Governors Chief of Staff-1.

**Lieutenant Governor:** The Lieutenant Governor is the second highest ranking member of the executive branch of the Colorado state government. The LT Governor acts as Governor in his absence and succeeds to the governorship in case of vacancy.

**United States Senator:** The two United States Senators from Colorado Boys States are the delegates to American Legion Boys Nation. They represent Colorado Boys State and the views of their constituents.

**Secretary of State:** The Secretary of State serves as the chief executive of an office that oversees and administers many laws including Colorado's business and commercial statutes for profit and nonprofit corporations, limited liability companies, partnerships, trade names, secured transactions under the Uniform Commercial Code and miscellaneous liens, Colorado Election Code, Voter Registration Law, Campaign Finance Laws, Lobbyist Regulation, Colorado Charitable Solicitations Act, Bingo and Raffles Laws, and Notaries Public Laws. Additionally, the Secretary of State build a staff as he needs based off needs and budget requirements. All members of the Secretary of State's staff must come from the Election Commission.

**State Treasurer:** The State Treasurer is responsible for managing the Colorado State Treasury and the Colorado Department of the Treasury. The Colorado State Treasury currently manages a pool of investments worth about \$6,000,000,000. The duties of the Colorado State Treasurer's office include, investing Colorado's tax dollars, overseeing the unclaimed property division, which distributes property back to its lawful owners, and serving on the board of our Public Employee Retirement Association (PERA). A Treasurer should ensure a fiscally responsible and effective state government whose priorities are to safely and prudently invest Colorado's tax dollars, reform Colorado's PERA, and bring a higher level of accountability and transparency to government.

**Attorney General:** The Colorado Attorney General is the chief legal officer and the head of the Colorado Department of Law. As the chief legal officer, the Attorney General has the authority to issue formal opinions to state agencies, act as a public advocate, and represent the state and state agencies before the state and federal courts, handle criminal appears and serious statewide criminal prosecutions, institute civil suits on behalf of the state, represent the public's interest in charitable trust and solicitations, and operate victim compensation programs. The Attorney General may appoint up to two staffers who have passed the Colorado Bar Exam. To be considered for this office, one must pass the Bar exam. Please use the following websites as a study guide for the Colorado Boys State Bar Exam: <http://constitutioncenter.org/media/files/constitution.pdf>

**Executive Director of Agriculture:** The Executive Director of Agriculture is a position appointed by the Governor. The mission of the Department of Agriculture is to strengthen and advance Colorado agriculture; promote a safe, high quality, and sustainable food supply; and protect consumers, the environment, and natural resources. Agriculture is a key driver of the state's economy, and recognized for its safe, affordable, and abundant supply of high-quality food and agricultural products. The Department of Agriculture is also responsible for the Colorado State Fair.

**Executive Director of Corrections:** The Executive Director of Correction is a position appointed by the Governor. The mission of the Colorado Department of Corrections (CDOC) is "To protect the citizens of Colorado by holding offenders accountable and engaging them in opportunities to make positive behavioral changes and become law abiding, productive citizens" and our vision..."Building a safer Colorado for today and tomorrow"

**Executive Director of Education:** The Executive Director of Education is a position appointed by the Governor. The Department of Education provides leadership, resources, support, and accountability to the State's 178 school districts and almost 900,000 public school students. As the administrative arm of the State Board of Education, this department is responsible for implementing state and federal education laws, disbursing state and federal funds, holding schools and districts accountable for performance, and educator licensing. The duties include managing the Colorado Department of Education and ensuring that all students are prepared for success in society, work, and life by providing excellent leadership, service, and support to schools, districts, and communities across the state.

**Executive Director of Human Services:** The Executive Director of Human Services is a position appointed by the Governor. Colorado has a state-supervised and county-administered human services system. Under this system, county departments (County Health Director) are the main provider of direct services to Colorado families, children, and adults. The mission of the Department of Human Services is to design and deliver high quality human services and healthcare that improves the independence and well-being of the people of Colorado.

**Executive Director of Labor & Employment:** The Executive Director of Labor & Employment is a position appointed by the Governor. The Department of Labor & Employment provides information and tools that allow Colorado business and workers remain competitive. This department is responsible for promoting and protecting the integrity and vitality of Colorado's employment environment, to connect jobs with job seekers, provide accurate pictures of the economy, to enforce fair labor practices, and safe working conditions

**Executive Director of Local Affairs:** The Executive Director of Local Affairs is a position appointed by the Governor. The Department of Local Affairs works in partnership with local governments and communities statewide to provide funding for projects and disaster recovery. DOLA administers state and federal funding to private housing developers, housing authorities, and local governments to increase inventory of affordable housing. The vision of the Department of Local Affairs is responsible for strengthening Colorado's local communities and building capacity by providing strategic training, research, technical assistance, and funding to localities.

**Executive Director of Military & Veterans Affairs:** The Executive Director of Military and Veterans Affairs is a position appointed by the Governor. The duties include managing the Colorado Department of Military and Veterans Affairs, and supervise both the Colorado National Guard, and non-military state

---

safety agencies. Additionally, the department supports the Civil Air Patrol and Division of Veterans Affairs.

**Executive Director of Natural Resources:** The Executive Director of Natural Resources is a position appointed by the Governor. The duties include managing the Colorado Department of Natural Resources, and are responsible for the development, protection, and enhancement of Colorado's natural resources for the use and enjoyment of residents and visitors. DNR oversees the development of oil and gas, the mining of resources, and enforcement of water resources rules and regulations.

**Executive Director of Public Health & Environment:** The Executive Director of Public Health & Environment is a position appointed by the Governor. The Department of Public Health and Environment is charged with protecting and preserving the health and environment for the people of Colorado. The department will continue to work closely with our local public health and environmental health partners to make Colorado the healthiest place to live, and a place that offers its residents and visitors the highest quality environment. The department will serve as the recognized leader that sets the agenda for public health and environmental quality in the state.

**Executive Director of Public Safety:** The Executive Director of Public Safety is a position appointed by the Governor. The duties include managing the Colorado Department of Public Safety, and he is responsible for supporting statewide law enforcement, the Colorado State Patrol, Colorado Bureau of Investigation, Division of Fire Prevention and Control, and Division of Homeland Security and Emergency Management.

**Executive Director of Regulatory Agencies:** The Executive Director of Regulatory Agencies is a position appointed by the Governor. The Department of Regulatory Agencies office combines the administrative, operational, and performance function of its agencies. DORA is dedicated to preserving the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado. Consumer protection is DORA's mission. This agency includes nine separate divisions and includes over 40 boards, commissions, and advisory committees.

**Executive Director of Transportation:** The Executive Director of Transportation is a position appointed by the Governor. The duties include managing the Colorado Department of Transportation and ensure that all bridges and roads are safe. The Department is also responsible for major highway projects.

**Governors Chief of Staff:** The Governor's Chief of Staff is a position appointed by the governor. The Chief of Staff is the coordinator of the support staff and serves as an advisor to the Governor. In general, the Chief of Staff provides a buffer between the chief executive and that executive's direct reporting team. The chief of staff generally works behind the scenes to solve problems, mediate disputes, and deal with issues before they are brought to the Governor.

**Boys State Appellate Court:** The Boys State Appellate Court is the state's intermediate appellate court. The Court consists of three Judges. The mission of the Court of Appeals is to provide the citizens of Boys State with clear, impartial, and timely resolutions of appealed orders and judgments as provided by law. Please use the following websites as a study guide for the Colorado Boys State Bar Exam:  
<http://constitutioncenter.org/media/files/constitution.pdf>

**Appellate Court Clerk:** Appellate Court Clerks are appointed by the collective group of Appellate Court Judges. Their role entails serving as the Court's law clerk and court clerk duties. The clerks are responsible for maintaining the dockets and records of the court. Additionally, the clerks must help to research all cases to help prepare the Justices for Oral Arguments, Research and Assist in the Drafting of Judicial Opinions. Please use the following websites as a study guide for the Colorado Boys State Bar Exam: <http://constitutioncenter.org/media/files/constitution.pdf>

**Lawyer:** All citizens who have passed the Bar Exam, but have not received an appointment to a State-Level office. Please use the following websites as a study guide for the Colorado Boys State Bar Exam: <http://constitutioncenter.org/media/files/constitution.pdf>

**House of Representatives:** The House of Representatives is the lower chamber of the General Assembly, the state legislature of Boys State. Alongside the Boys State Senate, it forms the legislative branch of the Boys State government and works alongside the **governor of Boys State** to create laws and establish a state budget. Legislative authority and responsibilities of the Boys State House of Representatives include passing bills on public policy matters, setting levels for state spending, raising and lowering taxes, and voting to uphold or override gubernatorial vetoes.

**Senate:** The Senate is the upper chamber of the General Assembly, the state legislature of Boys State.. Alongside the Boys State House of Representatives, it forms the legislative branch of the Boys State government and works alongside the governor of Boys State to create laws and establish a state budget. Legislative authority and responsibilities of the Boys State Senate include passing bills on public policy matters, setting levels for state spending, raising and lowering taxes, and voting to uphold or override gubernatorial vetoes.

**Calendar Committee:** Duties of the Calendar Committees include reviewing all bills submitted and determining the order that each bill is presented to their respective chambers. It may be necessary to lobby these committeemen if you want to get your bill presented before the Senate or House for debate. This is a part time position.

**Committee Assignments in Senate and House:** Committees of Record. Each Chamber of the Boys State Legislature will have the following committees:

1. Agriculture, Energy, and Natural Resources (AENR)
  2. Business, Labor, and Commerce (BLC)
  3. Finance and Appropriations (FA)
  4. Health, Human Services, and Education (HHSE)
  5. Transportation, Housing, and Local Government (THLG)
  6. State, Judicial, Veterans, and Military affairs (SJVM)
-

## 12 ROOM ASSIGNMENTS, FACILITIES, AND GRADUATION

---

At the time of registration, you will be assigned to rooms with your designated city and will be issued the following equipment: two American Legion Boys State T-Shirts, a room key and a key card. Keep your room key /swipe card on a lanyard furnished by the Boys State Staff. Loss of these keys will result in a **\$25 fee EACH**, so don't lose it.

### LAUNDRY FACILITIES

Laundry facilities will be made available for washing T-shirts and towels. Need laundry detergent? Just ask, we will have some.

### GRADUATION CEREMONY ATTENDANCE BY PARENTS

Parents are welcome and encouraged to attend the Colorado American Legion Boys State Graduation Ceremony. The assembly begins at 6:00 pm Friday evening in the College Grand Ballroom. Tickets **are not** required for admittance. ***Dress will be coat and tie with slacks, or a suit for all citizens.***

# 13 BASIC PATTERN FOR AN EFFECTIVE MEETING AND LEGISLATIVE SESSIONS

---

## LEGISLATIVE SESSION

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

American Legion Colorado Boys States maintains effective meetings and order through Parliamentary Procedure and follows Robert's Rules of Order. More information can be found here:

- <http://www.rulesonline.com/>

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

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

### STEPS IN HANDLING A MOTION (rules for Boys State)

1. A member rises and addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states his name, Boys State City, and his motion.
4. Without rising, another member seconds the motion.
5. Presiding officer repeats the motion to the assembly.
6. Members may discuss or debate the motion if motion is debatable.
7. Presiding officer takes the vote.
8. Presiding officer announces the result and the effect of the motion.

### TYPES OF MOTIONS (Examples of motions are listed below)

**MAIN MOTION** – a formal proposal by a member, in a meeting, that the assembly takes a certain action and introduces a new subject to the assembly.

**SUBSIDIARY MOTIONS** – a class of secondary motions that assist the assembly in treating or disposing of a main motion. They are always applied to another motion while it is pending to aid in treating or disposing of it.

---

**PRIVILEGED MOTIONS** – a class of motions that relate to special matters of immediate and overriding importance which, without debate, are allowed to interrupt the consideration of anything else.

**INCIDENTAL MOTIONS** – a motion that arises out of another motion that is or has just been pending and must be disposed of before the original pending motion is acted upon.

**BRING BACK MOTIONS** – colloquial for the group of motions in the class of motions that bring a question or motion again before the assembly.

**PRECEDENCE OF MOTIONS** – Priority or rank of motions; the rules whereby secondary motions take precedence and may be made while a main motion or secondary motions of lower rank are pending. There are 13 Ranking Motions with the Main Motion having the lowest rank and it does not take precedence over anything. Each of the remaining 12 motions has its proper position in the order, taking precedence over the motions that rank below it and yielding to those that rank above. Incidental motions may take precedence over all of these.

**RANKING MOTIONS**

PRIVILEGED MOTIONS	Purpose of motion	I	S	D	A	M	R
FIX THE TIME TO WHICH TO ADJOURN	To set the time and place to continue the meeting		S		A	M	R
ADJOURN	To close the meeting		S			M	
RECESS	To provide for a short intermission within a meeting		S		A	M	
RAISE A QUESTION OF PRIVILEGE	To obtain action immediately in an urgent situation	I				C	
CALL FOR THE ORDERS OF THE DAY	To require the assembly to conform to the order of business	I				C	

SUBSIDIARY MOTIONS	Purpose of motion	I	S	D	A	M	R
LAY ON THE TABLE	To lay the pending motion aside temporarily		S			M	
PREVIOUS QUESTION	To stop debate and vote		S			2/3	R
LIMIT OR EXTEND LIMITS OF DEBATE	To modify the number of speeches or time for debate		S		A	2/3	R
POSTPONE TO A CERTAIN TIME	The defer action on a motion to a definite time		S	D	A	M	R
COMMIT OR REFER (TO A COMMITTEE)	To have a committee investigate a motion before voting on it		S	D	A	M	R
AMEND	To modify or change the motion		S	D	A	M	R
POSTPONE INDEFINITELY	To kill the main motion		S	D		M	Ra

MAIN MOTION	To introduce a new subject to the assembly		S	D	A	M	R

MOTIONS THAT BRING A QUESTION BACK	Purpose of motion	I	S	D	A	M	R
TAKE FROM THE TABLE	To make a motion pending that was laid on the table		S			M	
RESCIND/AMEND SOMETHING PREVIOUSLY ADOPTED	To repeal or change a motion previously adopted		S	D	A	2/3	Rn
RECONSIDER	To consider again the vote on an adopted or rejected motion		S	D		M	



DISCHARGE A COMMITTEE	To discharge a committee from further consideration		S	D		M	Rn
-----------------------	---	--	---	---	--	---	----

INCIDENTAL MOTIONS	Purpose of motion	I	S	D	A	M	R
POINT OF ORDER	To enforce the rules	I				C	
APPEAL FROM THE DECISION OF THE CHAIR	To reverse the decision of the chair	I	S	D		M	R
SUSPEND THE RULES	To allow action prohibited by the rules (but not the bylaws)		S			2/3	
OBJECTION TO THE CONSIDERATION OF A QUESTION	Enables assembly to avoid a particular main motion before debate starts	I				2/3	Rn
DIVISION OF A QUESTION	Allows assembly to divide a divisible question		S		A	M	
CONSIDERATION BY PARAGRAPH OR SERIATIM	Allows assembly to debate long motions or resolutions line by line		S		A	M	
DIVISION OF THE ASSEMBLY	Demands a vote by method other than voice by one member	I					
MOTIONS RELATING TO METHODS OF VOTING AND THE POLLS	Decides on how to obtain a vote other than by voice before a vote is taken		S		A	M 2/3 for polls	
MOTIONS RELATING TO NOMINATIONS	Determines method of making nominations		S		A	M	R
REQUEST TO BE EXCUSED FROM A DUTY	Allows a member to decline a duty			D	A	M	Rn
REQUESTS AND INQUIRIES	Allows a member to obtain information or make a request **	I*				C	

I = interrupt      S = second      D = debatable      M = majority vote      2/3 = 2/3 vote      C = chair rules  
R = reconsider      Ra = reconsider affirmative vote only      Rn = reconsider negative vote only

\*May interrupt if requires immediate action

\*\*a. Parliamentary Inquiry, b. Point of Information, c. For Permission (or leave) to Withdraw or Modify Motion, d. To read papers, and e. For any other Privilege

## 14 PARLIAMENTARY PROCEDURE

A firm knowledge and understanding of Parliamentary Procedures is critical to your success in this program and throughout your life when attending formal meetings. Study pages 29-38 BEFORE the week at Boys State to have the verbal tools required to achieve your objectives during our meetings.

**ADDRESSING THE CHAIR:** Mr. Chairman, Mr. President, Mr. Moderator.

**ANNOUNCING THE VOTE:** Affirmative votes announced first, negative second.

**BALLOTS:** Slips of paper for voting.

**CARRIED:** Same as passed or adopted when referring to motion outcome.

**CAUCUS:** Private session in advance of a scheduled meeting.

**CHAIR, CHAIRMAN:** The presiding member. To chair - to preside over.

**CHAIRMAN PRO TEM:** For the time being. Also addressed as Mr. Chairman.

**COMMIT:** Refer to a committee.

**CONVENE:** Open a session.

**CUM DIE:** With day (set for next meeting).

**DILATORY:** Slow down.

**EX OFFICIO:** From office, by right of office.

**EXPUNGE:** Remove from records.

**GERMANE:** Closely related.

**HOLDING THE FLOOR:** Recognized by Chair and thus entitled to speak.

**IMMEDIATELY PENDING QUESTION:** Next one to be acted on, last proposed.

**IN ORDER:** Correct according to parliamentary procedure.

**MAJORITY:** More than half of those voting.

**MINUTES:** Written record of business transacted.

**MOTION:** A proposal to do something.

**MOVE:** To propose, "I move..."

**NOMINATE:** To propose a name for office.

**OBTAINING THE FLOOR:** Securing permission to speak.

**OLD BUSINESS:** Unfinished business of the last meeting.

**ORDERS OF THE DAY:** The agenda for a meeting.

**OUTRANK:** Take precedence over.

**PARLIAMENTARIAN:** Parliamentary adviser to presiding officer.

**PENDING QUESTION:** An un-disposed motion.

**PLURALITY:** Not a majority, but more votes than any other single candidate.

**POINT OF INFORMATION:** Request for information concerning a motion.

**PRECEDENCE:** Rank, coming first or ahead of.

**PREVIOUS QUESTION:** Immediate vote requested without further discussion.

**QUORUM:** Number of members required to be present to conduct business.

**RECOGNIZE:** Nodding to or calling name of member by chairman.

**RESOLUTION:** Motion beginning with, resolved...

**RESTRICTED DEBATE:** Argument limited strictly to motion pending.

**SECOND:** Indicate support of motion by saying, "I second the motion."

**SERIATIM:** Considering a motion part-by-part, section-by-section, etc.

**SINE DIE:** Without day (to meet again).

**SLATE:** List of candidates.

**VIVA VOCE:** By voice (vote).

**YIELD:** Give way to (another motion or speaker).

## **FUNDAMENTAL PRINCIPLES OF PARLIAMENTARY PROCEDURE**

1. Rules exist to promote cooperation and harmony.
2. The vote of the majority decides.
3. All members have equal rights, privileges, and obligations.
4. The minority has rights that must be protected.

5. Full and free discussion of all propositions is a right.
6. Simplest and most direct procedure should be used.
7. Logical precedence governs introduction and disposition of motions.
8. One question at a time is the necessary order of business.
9. Members have a right to know what their votes mean.
10. The membership may delegate power but must retain responsibility.
11. Rules must be administered impartially.

## **TRANSACTION OF BUSINESS**

### **INTRODUCTION OF MOTION**

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

### **RIGHT TO THE FLOOR**

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

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

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

## **DISCUSSION**

---

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

## **AMENDMENTS**

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

- g. To postpone indefinitely.
- h. To reconsider.
- i. To rescind.
- j. To take from the table.
- k. All incidental motions.

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

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

### **QUORUM**

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

### **ADJOURNMENT**

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

### **MOTIONS FOR SPECIAL PURPOSES**

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

---

special reason or a particular purpose. If a member of a group has something in mind he would like to do, he may proceed as shown below.

### THE PURPOSE - THE MOTION

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

## **ELECTIONS**

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

## **NOMINATIONS AND VOTING**

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

## **BETTER MEETINGS**

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

## **PRESIDING OFFICERS**

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

Lead firmly, courteously, impartially.

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

Help a member state his motions clearly. Restate the motion yourself if it is confusing. If a member says, "I move that all dog owners be required to have muzzles on them whenever they appear in the streets," and after a second is heard the chairman might say, "It has been moved and seconded that all dogs be required to wear muzzles whenever they're allowed to run loose. Does that express your idea, Mr. Thomas?" Keep the meeting moving steadily ahead. Hold members to time limits - "Pardon me,

---

Mr. Fuller, your time is up. Mr. Jones, you may have the floor." Keep members on the subject - "The question is shall we publish a magazine. Please speak only on this point." State motions and take votes promptly - "If no further discussion, those in favor say aye."

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

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

## **MEMBERS**

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

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

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

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

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

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

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

Offer leadership, even though you hold no office. In every organization there are important leaders without title. Mr. Everett's judgment is always sought. He leads in decision-making. Mrs. Harrison is



usually the first to speak up when volunteers are called for. She leads the volunteers. Mr. Hughes smooths ruffled feelings and explains misunderstandings. He leads intact.

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

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

## **COMMITTEES**

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

## **CHARACTERISTICS OF A COMMITTEE MEETING**

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

## **THE COMMITTEE REPORT**

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

## **COMMITTEE CHAIRMEN**

1. Call the meeting to order.
  2. Start discussion with a few comments on the nature of the committee's problem.
  3. Keep on the track. Avoid small talk. Follow the agenda.
  4. Do not talk too much; draw out the quiet members.
-

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

#### **ESSENTIALS OF MINUTES**

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

## 15 THE JUDICIARY

---

Argument shall consist of 3 to 5 cases, created by the Boys State Senior Leadership. Only citizens who have passed the Boys State Bar Exam will be permitted to act as attorneys. All cases will be argued before the 3 Judge panel of the Boys State Appellate Court.

In Criminal cases, the Attorney General's Office will represent the State, and volunteer teams of private attorneys will represent the Defendant. In Civil cases, teams of private attorneys will represent Plaintiff and Defendant. Teams shall consist of 3 to 5 attorneys.

Each case will consist of a fact pattern, applicable statutes, and 5 major questions to be argued by the teams. Each major question may include one or more sub-questions. Each attorney shall argue at least one major question. Only one attorney may argue on a given question. Teams **shall not concede** any of the major questions. When forming teams, team leaders should also have team alternates to account for the possibility that a team member may receive another position in Boys State which they will be unable to leave to participate in argument. Preparation for argument may be done with other delegates outside the named team members.

Packets containing the cases shall be distributed at the first Bar Association Meeting. Fact patterns should be viewed as fully complete. Any questions or concerns about perceived missing facts should be brought to the attention of Senior Advisor Andrew Hall, no later than 24 hours before the scheduled time for argument of the case. If a modification needs to be made to a case, all parties will be notified by Senior Advisor Hall.

Each team shall be given 7 minutes to argue each major question. Time left over at the end of an argument may be reserved for rebuttal **on that question only**. The appellant (the party who appealed) shall go first on each question, followed by the Appellee (the party opposing the appeal), leading to the following format:

- Appellant's Primary Argument
- Appellee's Primary Argument/ First Rebuttal
- Appellant's Rebuttal
- Appellee's Second Rebuttal

Extensions of time on the argument of any given major question may be granted by the Clerk of the Court (Senior Advisor Hall), but only in extreme circumstances.

Any member of the Court may interrupt the argument, at any time, to ask questions of the attorney then speaking. The attorney shall focus on answering the question being asked before returning to his prepared argument. Attorneys shall not direct questions towards the Court. Attorneys may consult with other members of their team to answer the question of the court, but time shall continue to run.

Source material for arguments shall consist of ONLY the United States Constitution, as amended, Sections I and II of the Colorado State Constitution, as amended, and any applicable statutes given for the case at hand. Common Law principles and real-world case law DO NOT apply. Arguments shall focus on interpretation of the plain language of the source materials. Attorneys are, nevertheless, encouraged to research the existing case law on the presented major questions, and argue why existing real-world principles SHOULD apply to this situation, as if that principle were created by that attorney. This means to explain both (1) why the principle is appropriate under the source documents, and (2)

---

why it applies in this case. **Arguments under Amendment IX of the United States Constitution are specifically barred from this event.**

Following the completion of a major question, the members of the court shall consult, privately, and vote to determine which team won that question, based on quality of logic, argumentation, and presentation. The team which wins the most major questions, shall win the round, and will be recognized at the next General Assembly.

**DEFINITIONS that shall apply to ALL cases:**

**18-1-501(3)** - "Criminal negligence." A person acts with criminal negligence when, through a gross deviation from the standard of care that a reasonable person would exercise, he fails to perceive a substantial and unjustifiable risk that a result will occur or that a circumstance exists.

**18-1-501(5) - "Intentionally" or "with intent."** All offenses defined in this code in which the mental culpability requirement is expressed as "intentionally" or "with intent" are declared to be specific intent offenses. A person acts "intentionally" or "with intent" when his conscious objective is to cause the specific result proscribed by the statute defining the offense. It is immaterial to the issue of specific intent whether or not the result actually occurred.

**18-1-501(6) - "Knowingly" or "willfully."** All offenses defined in this code in which the mental culpability requirement is expressed as "knowingly" or "willfully" are declared to be general intent crimes. A person acts "knowingly" or "willfully" with respect to conduct or to a circumstance described by a statute defining an offense when he is aware that his conduct is of such nature or that such circumstance exists. A person acts "knowingly" or "willfully", with respect to a result of his conduct, when he is aware that his conduct is practically certain to cause the result.

**18-1-501(7) - "Omission"** means a failure to perform an act as to which a duty of performance is imposed by law.

**18-1-501(8) - "Recklessly."** A person acts recklessly when he consciously disregards a substantial and unjustifiable risk that a result will occur or that a circumstance exists.

**18-1-501(9) - "Voluntary act"** means an act performed consciously because of effort or determination and includes the possession of property if the actor was aware of his physical possession or control thereof for a sufficient period to have been able to terminate it.

**18-1-502 – Requirements for criminal liability in general and for offenses of strict liability and of mental culpability.** The minimum requirement for criminal liability is the performance by a person of conduct which includes a voluntary act or the omission to perform an act which he is physically capable of performing. If that conduct is all that is required for commission of a particular offense, or if an offense or some material element thereof does not require a culpable mental state on the part of the actor, the offense is one of "strict liability". If a culpable mental state on the part of the actor is required with respect to any material element of an offense, the offense is one of "mental culpability".

***Any references in the cases to the 51st State Constitution are referring to the text of the Colorado Constitution.***

## 16 SPONSORING POST

---

Each citizen is expected to make a report to the sponsoring American Legion and/or financial contributors after the session. We ask each American Legion Post to contribute \$200 per citizen sponsored. No Citizen should be required or requested to front any costs associated with the program.

### ITEMS THAT MIGHT BE INCLUDED:

1. Emphasize the government program:
  - a. Offices for which you ran, and duties performed
  - b. Activities you participated in at Boys State
  - c. Sponsored Senate or House bills
  - d. How bills are prepared and enacted into law
2. Speakers: note contributions made and outstanding points of interest
3. What you liked best about the program:
  - a. Flag ceremonies
  - b. Talent show
  - c. Good times and friendships made
  - d. Personal enjoyment
  - e. What you learned
  - f.
4. Counselors: all members of the American Legion and/or past Boys State citizens. They all serve without pay.
5. Why they should continue their support of the American Legion Boys State Program

**BE ENTHUSIASTIC BUT HONEST IN YOUR OPINIONS**

---

**The following pages are  
AMERICAN LEGION COLORADO  
BOYS STATE SPONSORS**



*SPECIAL THANKS TO OUR GENEROUS PATRON*



DANIELS FUND





## American Legion Posts and Districts Contributing to Colorado Boys State

Denver Post 1  
Pueblo Post 2  
Ft. Collins Post 4  
Colorado Springs Post 5  
Boulder Post 10  
Loveland Post 15  
Ft. Morgan Post 19  
Post 20  
Eaton Post 26  
Post 27

Fountain Post 38  
Gunnison Post 54  
Buena Vista Post 55  
Broomfield post 58  
Meeker Post 74  
Holyoke Post 90  
Yuma Post 96  
Eagle Post 78  
Littleton Post 103  
Windsor Post 109  
Post 111  
Estes Park Post 119  
Byers Post 160  
Silver cliff Post 170  
Cripple Creek Post 171

Lakewood Post 178  
Lakewood Post 203  
Aurora Post 206  
Pueblo Post 207  
Colorado Springs Post 209  
Monument Post 911  
Castle Rock Post 1187  
Highlands Ranch Post 1260  
Parker Post 1864  
Woodland Park Post 1980  
Evergreen Post 2001  
Peyton Post 2008  
Westminster Post 1111  
SAL Squadron 1  
SAL Squadron 209

## Individual Contributors to Colorado Boys State

Edward Zorn – Ft Morgan  
Norm Steen – Woodland Park  
Kurt Skinner – Colorado Springs  
John W. Bowen – Colorado Springs  
Max Gross – Colorado Springs  
Doug Millison – Colorado Springs

**Terry Roth | TRmarketing**  
IDEAS – SOLUTIONS – RESULTS  
303-946-5771  
[terry@trmarketingco.com](mailto:terry@trmarketingco.com)  
[www.trmarketingco.com](http://www.trmarketingco.com)





**A Week That Will Shape A Lifetime**

**American Legion  
Colorado Boys State**

<http://colegionboysstate.org/>

---