



**CONGRATULATIONS, YOU'RE A  
CABINET MEMBER!**

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# YOUR STEPS AS A CABINET MEMBER

**YOUR MISSION:** To represent the views, policies and proposals of a state department or agency at the Model Assembly, serve as the Governor or Lt. Governor's liaison to the legislature, and monitor the process of bills.

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

The Cabinet represents the backbone of the Executive Branch and allows the Governor and Lt. Governor to govern effectively. They must rely on Cabinet members to help formulate and execute the Governor's policies and proposals. Your whole position revolves around creating a cabinet of informed advisors to the Youth Governor and Lt. Governor, providing expert testimony in legislative committees, identifying needed legislation, and acting accordingly. Youth Cabinet Officials serve as Commissioners or Deputy Commissioners of various State Departments at the direction of the Governor or Lt. Governor. Commissioners and Deputy Commissioners also serve as the Executive Branch liaison to the Legislative Committees in addition to representing the views, positions and projects related to their executive department.

## **THE THINGS YOU WILL DO AS A CABINET MEMBER ARE:**

- ◆ Compose a Department Status Report containing information concerning the Department's current activities, overview of departmental goals and objectives.
- ◆ Meet all deadlines.
- ◆ Be aware of and informed of the responsibilities and duties of the position as Commissioner or Deputy.
- ◆ Advocate legislation which is identified in the best interest of the state (with the Governor or Lt. Governor's approval).
- ◆ Attend your respective Regional Training Session.
- ◆ Adhere to the Code of Conduct.

## NEWS FLASH

If you want even *more* challenge, you can also choose to run for an elected office or appointed position for next year's Model Assembly!

# CABINET 101

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

- ◆ Corrections
- ◆ Education
- ◆ Finance & Commerce
- ◆ Health & Human Services
- ◆ Natural Resources
- ◆ State Planning
- ◆ Transportation
- ◆ At-Large

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

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

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

## **CABINET PROCEDURES**

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

## **CABINET DEPARTMENT DESCRIPTIONS**

### **DEPARTMENT OF CORRECTIONS**

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

#### DEPARTMENT OF EDUCATION

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

#### DEPARTMENT OF FINANCE & COMMERCE

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

#### DEPARTMENT OF HEALTH & HUMAN SERVICES

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

#### DEPARTMENT OF NATURAL RESOURCES

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

#### DEPARTMENT OF STATE PLANNING

The Department of State Planning coordinates the policy of analysis and policy developments process for the executive branch of the state government. The department identifies and analyzes key policy issue and makes recommendations for planning and the Governor's legislative agenda.

#### DEPARTMENT OF TRANSPORTATION

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

#### DEPARTMENT AT-LARGE

The Department At-Large represents the Governor & Lt. Governor with respect to legislation not falling within the jurisdiction of the other departments. Therefore, the department works on a wide variety of matters of importance to the state and to Minnesotans.

## **CABINET STATUS REPORT BACKGROUND INFORMATION**

This document contains materials to help you get a better understanding of the department you represent. These papers will also assist you in preparing your cabinet Department Status Report – this report is meant to give the Youth Governor & Youth Lt. Governor an appreciation for your department and the constituency you represent. Please refer to the sample report and the other materials you received at the Regional Training Session. If you have any questions, please do not hesitate to contact the Youth Governor, Youth Lt. Governor or the Youth in Government State Office.

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

All Status Reports are due to your Delegation Director by the posted deadline! Please be prompt in completing your Status Report so you and the Youth Governor/Lt. Governor can be well-prepared for the Model Assembly. Refer to the attached sample for help.

### **FOR COMMISSIONERS WITH DEPARTMENT ASSIGNMENTS:**

As a Commissioner for your assigned department, you will represent the Governor or Lt. Governor with respect to legislation falling within your department area. You are requested to write a report on your assigned state department. Please refer to the sample report and the other materials you received at the Regional Training Event. If you have any questions, please do not hesitate to contact the Youth Governor or the Youth in Government State Office.

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

Department of Corrections	<a href="http://www.doc.state.mn.us">www.doc.state.mn.us</a>
Department of Education	<a href="http://www.children.state.mn.us">www.children.state.mn.us</a>
Department of Finance & Commerce	<a href="http://www.finance.state.mn.us">www.finance.state.mn.us</a>
Department of Health and Human Services (combining two MN departments for YIG)	
MN Dept. of Health	<a href="http://www.health.state.mn.us">www.health.state.mn.us</a>
MN Dept. of Human Services	<a href="http://www.dhs.state.mn.us">www.dhs.state.mn.us</a>
Department of Natural Resources	<a href="http://www.dnr.state.mn.us">www.dnr.state.mn.us</a>
Department of State Planning	<a href="http://www.mnplan.state.mn.us">www.mnplan.state.mn.us</a>
Department of Transportation	<a href="http://www.dot.state.mn.us">www.dot.state.mn.us</a>

**FOR “AT-LARGE” COMMISSIONERS:**

As a Commissioner At-Large, you will represent the Governor or Lt. Governor with respect to legislation not falling into other, established departments. You are requested to write a report on one of the State Government departments not already covered by your colleagues – some of your options are listed below. Check with the Youth Governor for direction on which departments most need researching. Please refer to the sample report and the other materials you received at the Regional Training Event. If you have any questions, please do not hesitate to contact the Youth Governor or the Youth in Government State Office.

**POTENTIAL DEPARTMENTS  
TO RESEARCH:**

Department of Agriculture  
Department of Human Rights  
Department of Jobs & Training  
Department of Labor and Industry  
Department of Military Affairs  
Department of Revenue  
Department of Trade & Economic Development  
Department of Veterans Affairs

To access the above or any other State Departments, go to “North Star” – the official State of Minnesota Website – [www.state.mn.us](http://www.state.mn.us). Choose the “Government” bar at the top of the page, then choose “State Agencies” at the left side of the page – this will give you access to all state departments and agencies.

# CABINET & COMMITTEES

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

<u>Department</u>	<u>Committees</u>
Corrections	Judiciary (SH/KS) Corrections (SH/KS) Crime Prevention (HH/SS) Criminal Justice (SH/RS)
Department of Education	Education I & II (SH/KS) Education Development I & II (SH/KS) Education Services I & II (HH/SS) Education Finance I & II (SH/RS)
Finance & Commerce	Economic Regulation (SH/KS) Commerce (SH/KS) Consumer Affairs (HH/SS) Economic Development (SH/RS)
Health & Human Services	Health and Family Security (SH/KS) Human & Human Services (SH/KS) Family Services (HH/SS) Social Services (SH/RS)
Natural Resources	Environment (SH/KS) Forests, Wetlands & Wildlife (SH/KS) Ecology (HH/SS) Natural Resources (SH/RS)
State Planning	Government Services (SH/KS) Government Operations (SH/KS) Government Affairs (HH/SS) Government Administration (SH/RS)
Transportation	Transportation (SH/KS) Transit (SH/KS) State Infrastructure (HH/SS) Public Transit (SH/RS)
At-Large	As assigned by Governor & Lt. Governor (For SH/KS, HH/SS, SH/RS)

# MODEL ASSEMBLY

Well, here it is at last. The big finale. The main event. What you've been waiting for this whole time. The YMCA Youth in Government Model Assembly Session. Let's talk about what to expect as a Cabinet Member at this magnificent event. Each Governor and Lt. Governor organizes the Cabinets in a slightly different manner, but some things are constant.

## DAILY MEETINGS

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

## DAILY REPORTS

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

### CABINET DAILY REPORT

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Filed by: \_\_\_\_\_

Title: \_\_\_\_\_

#### COMMITTEE ACTIVITY

Committees: \_\_\_\_\_

Bills Passed:

Bills Defeated:

Comments:

#### CHAMBER ACTION (List bill numbers below)

Bills Passed in Kellogg House/Sanford House/  
Humphrey House/Sibley House (circle one)

Bills Defeated in Kellogg House/Sanford House  
Humphrey House/Sibley House (circle one)

Bills Passed in Wabasha Senate/Knutson Senate/  
Stassen Senate/Ramsey Senate (circle one)

Bills Defeated in Wabasha Senate/Knutson  
Stassen Senate/Ramsey Senate (circle one)

#### COMMISSIONER COMMENTS TO GOVERNOR/LT. GOVERNOR



**LEGISLATIVE OPINION**

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

<b>CABINET LEGISLATIVE OPINION</b>	
Department: _____	Date: _____
Filed by: _____	
<u>ISSUE/TOPIC</u>	
Requested by: _____	
<u>OPINION OF THE CABINET MEMBER</u>	
 <u>ENDORSEMENT</u>	
The Youth Governor or Lt. Governor of the State of Minnesota hereby endorses the above opinion of the member of the Cabinet by which it was written. This endorsement entails the adoption of the opinion above as the position of the Youth Governor or Lt. Governor on the issue/topic listed above.	
Youth Governor or Lt. Governor: _____	

**ADVOCACY**

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

**TRACKING BILLS**

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

## COMMITTEES

All bills begin in committee so you will need to know which bills are priorities for the state, the Governor and the Lieutenant Governor. Along with the author of the legislation, you will have an opportunity to speak on behalf of or against legislation in committee. Each committee will have a chair and vice-chair that will run the show. It's the committee's job to look at all the bills that fall under their subject, debate them, and decide which ones will Pass and be discussed on the House or Senate floor, and which ones will Fail and go to the great hopper in the sky. It is your job to provide testimony and give information as requested.

### Testifying in Committee

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

- ◆ Mr. or Madam Chair and members of the committee.....
- ◆ My name is \_\_\_\_\_
- ◆ I represent \_\_\_\_\_
- ◆ I would like to testify for/in opposition to bill number \_\_\_\_\_
- ◆ The Governor and Lieutenant Governor supports (or opposes) this bill for the following reasons:
  - 1.
  - 2.
  - 3.
- ◆ You might give legislators an example / story of what might happened if this bill passes or fails.
- ◆ Thank you for your time!

## COMMITTEE SCRIPT

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

### MINNESOTA YMCA YOUTH IN GOVERNMENT LEGISLATIVE COMMITTEE PROCEDURES

1. CALL TO ORDER Committee Chair

**“THE COMMITTEE WILL NOW COME TO ORDER.”**

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

3. CHAIR REQUESTS THAT THE CLERK TAKE ROLL Chair & Clerk  
(Clerk must take roll each day to record those members present.  
A motion to suspend with the roll call is not in order.)

**“THE CLERK WILL TAKE THE ROLL.”**

4. CHAIR EXPLAINS COMMITTEE PROCEDURE & POSTS Committee Chair  
THE BILL PRIORITY LIST/SCHEDULE & TIME THAT EACH BILL WILL BE HEARD  
(To inform authors of schedule; Review the rules and the order of business.)

5. PRACTICE BILL IS PRESENTED Committee Chair &  
(A bill not in that committee is presented and used as a warm-up bill.) Assistants

6. REGULAR ORDER OF BUSINESS

7. CONSIDERATION OF BILLS AS PRIORITIZED Committee Chair/  
(Chair announces each as it comes up – recognizes the Committee Clerk  
author for a short presentation – two minutes)  
**“THE NEXT BILL UNDER CONSIDERATION IS \_\_\_\_\_ HOUSE/ \_\_\_\_\_ SENATE  
FILE #\_\_\_\_\_. IS THE AUTHOR PRESENT?”**

8. TESTIMONY Lobbyists, Cabinet,  
the General Public

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

9. DEBATE AND DISCUSSION Committee Members  
(After the testimony has been taken, the floor

is open to the committee to debate and discuss the bill. Questions may be asked of those who testified.)

10. MOTION TO PASS BILL

Committee Members

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

**"I MOVE THAT \_\_\_\_\_ HOUSE/ \_\_\_\_\_ SENATE FILE # \_\_\_\_\_ BE RECOMMENDED TO PASS (AS AMENDED).**

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

**"I MOVE THAT \_\_\_\_\_ HOUSE/ \_\_\_\_\_ SENATE FILE # \_\_\_\_\_ BE RECOMMENDED TO PASS AND BE PLACED ON THE CONSENT CALENDAR."**

11. CHAIR HANDLES MOTION

Committee Chair

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

12. BILL FORWARDED TO SECRETARY OF STATE

Clerk & Chair

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

13. COMMITTEE REPORTS FORWARDED TO SECRETARY OF STATE

Clerk & Chair

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

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

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

*If you really enjoyed getting legislation passed...*

## **You may want to consider being a Lobbyist.**

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

*If you like the debating and public speaking...*

## **You may want to consider being in the Court Program.**

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

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

## **You may want to consider being a Legislator.**

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

*If you loved being a part of the Model Assembly . . .*

## **You may want to become an Elected Officer or Appointed Official**

**YOUTH OFFICERS (grades 9 – 12)** - Officers for the program are elected by participants in each program area at the Model Assembly Session, to take office at the conclusion of the Model Assembly and complete their leadership the following January. Youth Officers preside in the Model Legislatures and Courts and lead all program areas during the Model Session.

**APPOINTED OFFICIALS (grades 9 – 12)** - Shortly after the Model Assembly Session, the newly elected Youth Officers appoint delegates to assist in the leadership of their program area.

Some appointed positions include: Floor Leaders, Committee Chairs, Commissioners, Administrative Assistants, and Presiding Judges/Justices.