



Maryland Student Legislature Protocols and Procedures

Ratified: Annual Session 2002

Amended: Summer Leadership Retreat 2007
All adopted amendments incorporated as of July 14, 2007

I. PREAMBLE AND SCOPE

The following regulations shall be the official Protocols and Procedures of the Maryland Student Legislature and shall govern the operations of the program in accordance with the Articles of Incorporation of the Maryland Student Legislature, Inc., the Corporate Bylaws of the Maryland Student Legislature, Inc., the Statutory Code of the Maryland Student Legislature, Inc., and the Constitution of the Maryland Student Legislature, which sovereign, supersedes these Protocols and Procedures.

II. PROCEDURES

A. The Maryland Student Legislature shall have a set of procedures to be used for all Maryland Student Legislature programmatic operations. The Maryland Student Legislature Procedures are:

1. Annual Delegation Registration and Delegation Fee

This procedure shall govern the creation of new Delegations, annual Delegation responsibilities, Delegation Fee and penalties for not paying the Delegation Fee.

a) Forming a Delegation

Interested students wishing to form a Delegation must complete the following:

- (1) Contact the organization to find information about the next Maryland Student Legislature event.
- (2) Attend a Maryland Student Legislature event (Leadership Training Institute, Interim Assembly, or Annual Session).
- (3) Obtain delegation material from the Secretary of State, to include:
 - (a) Delegation Manuals
 - (b) Information for Newly Forming Delegations
- (4) Hold a meeting of potentially interested members.
- (5) Elect a Delegation Chairperson and Delegation Secretary.
- (6) Adopt a Delegation Constitution.
- (7) Each new member shall fill out Annual Membership Registration Form and turn into Delegation Chairperson.
- (8) Delegation Chairperson shall complete the Annual Delegation Registration Form, and Delegation Membership Roster
- (9) Designate a member of the faculty or staff at the institution to serve as an advisor to the Delegation.
- (10) Begin the process of registering itself as an official club or student organization with their college or university.
- (11) Submit Annual Delegation Registration Form, Delegation Membership Roster, and a copy of the Delegation's Constitution to the Secretary of State no later than October 1st if newly forming delegation attended Annual Session or sixty days from their first Leadership Training Institute or Interim Assembly. Submit the Delegation Fee (section d shall govern Delegation Fees) no later than October 1st.
- (12) Follow procedure "Event Registration and Fee" to register for the next MSL Event.

b) Annual Delegation Responsibilities

Annually each Delegation must complete the following:

- (1) If not already complete, continue the process of registering itself as an official club or student organization with their college or university.
- (2) Elect Delegation Officers for the upcoming year which must include a Delegation Chairperson and Delegation Secretary prior to Closing Ceremonies of Annual Session.
- (3) File at Annual Session with the Secretary of State an Annual Delegation Registration Form with the new officers for the following year.
- (4) Ensure all Delegation Chairpersons attend the Summer Leadership Retreat, and encourage all other delegation officers to attend.
- (5) File an updated Delegation Constitution, updated Annual Delegation Registration Form, and a Delegation Membership Roster to the Secretary of State no later than October 1st. Submit the Delegation Fee (section d shall govern Delegation Fees) no later than October 1st.
- (6) Submit an updated Delegation Membership Roster when appropriate throughout the year to the Secretary of State.
- (7) Pay event fees as outlined in the procedure "Event Registration and Fee."
- (8) Ensure at least one Delegation member attends all MSL events.
- (9) Consider hosting MSL events for the following year.
- (10) Ensure its members consider running for Council of State office.
- (11) Submit nominees for all annual awards according to the procedure "Annual Awards Criteria and Awards Committee."

c) Registration and Fee Notices and Council of State Officer Responsibilities

Secretary of State shall:

- (1) Send notice of all delegation requirements as specified in section b of this procedure to all Delegation Chairpersons of Delegations that were current Delegations as of Annual Session no later than September 1st.
- (2) Send out a reminder to Delegations about the requirements no later than September 24th.
- (3) Collect information that Delegations bring (after the deadline) to the Fall Leadership Training Institute, or notify a Delegation that has not met these requirements at the Fall Leadership Training Institute that this is past due.
- (4) Send a notice to interested members of all newly forming Delegations two weeks after their first event reminding them of the sixty day deadline to complete all materials and to offer assistance on behalf of the Council of State if they need it.
- (5) Collect information that Delegations bring to the Fall Interim Assembly or notify Delegations that have not met these requirements that this is past due, and of the imposed penalties for not submitting by the Spring Leadership Training Institute/Interim Assembly.
- (6) Send out two additional follow-up notices at four weeks and one week before the Spring Leadership Training Institute/Interim Assembly for any Delegations that still have not met the requirements.
- (7) Collect information that Delegations bring to the Spring Leadership Training Institute/Interim Assembly or notify delegations that have not met these requirements that this is past due and of the imposed penalties for not submitting the information at this time.
- (8) Notify the Council of State at the conclusion of the Spring Leadership Training Institute registration of any delegations that have not met their requirements.

Comptroller shall:

- (1) Send out invoices for Delegation Fee (section d shall govern Delegation Fee) using Invoice form to all existing Delegations as of Annual Session no later than September 1st.
- (2) Coordinate with Corporate Treasurer to receive information regarding any payments submitted to the Official Maryland Student Legislature mailing address.
- (3) Update Delegation Ledger form as Delegation Fees (section d shall govern Delegation Fees) are received.
- (4) Send Unpaid Balance Notification form to Delegations who do not submit fee or proof of payment by October 1st.
- (5) At the Fall Leadership Training Institute shall issue receipts using the Receipt form for any Delegation Fees that have been received to date, and give these to corresponding Delegation Chairperson.
- (6) After the Fall Leadership Training Institute shall issue additional receipts using Receipt form as Delegations submit fees that are late.

- (7) At each event, collect any Delegation Fees brought to event and any proof of payment (even if proof of payment is provided, explain to the Delegation Chairperson that the Delegation Fee must be paid in full by the event as prescribed in section d or face penalties as prescribed in that section.) Discuss any outstanding Delegation Fees with any Delegation Chairpersons that have an outstanding Delegation Fee at each event.
 - (8) Send out Unpaid Balance Notification Form which includes Delegation Fees from section d and any unpaid event fees (according to procedure "Event Registration and Fee") one week after an event that this fee is not paid.
 - (9) Notify the Council of State of all Delegations that have received these notifications.
 - (10) Send out a follow-up notice to any Delegations that still have not paid their fees or produced proof of payment ten days after the Unpaid Balance Notification form has been sent out and follow-up after that with a phone call to Delegation Chairpersons.
 - (11) Send a reminder notice to all Delegations at four weeks and one week before the Spring Leadership Training Institute/Interim Assembly for any delegations that still have not paid their Delegation Fee and the penalty for not paying this fee.
 - (12) Notify the Secretary of State the conclusion of the Spring Leadership Training Institute registration of any delegations that have not yet paid their Delegation Fee.
- d) Delegation Fee & Delegation Registration Penalties
- (1) Delegation Fee shall be set through the adoption of the Maryland Student Legislature corporate budget.
 - (2) Delegation Fee payment shall be submitted to the Official Maryland Student Legislature mailing address, no later than October 1st. Proof of payment from the college or university may be substituted for actual payment, so long as the proof of payment is provided no later than October 1st.
 - (3) Delegation Fee may be waived for newly formed Delegations at the discretion of the Governor in consultation with the Chairman of the Board of Directors.
 - (4) The Council of State each year shall set a fee for any late payment of a Delegation Fee in consultation with the Chairman of the Board of Directors.
 - (5) Delegations that do not submit their Annual Delegation Registration Form, Delegation Membership Roster, Delegation Fee and updated Delegation Constitution by the Spring Leadership Training Institute/Interim Assembly shall be:
 - (a) Ineligible to host MSL events in the following year.
 - (b) Ineligible to submit nominations for the William Troy Simmons Award for Distinguished Career of Service or the Thomas V. "Mike" Miller Award for Up and Coming Students.
 - (c) Ineligible for consideration as Best Delegation.
 - (d) Ineligible to offer members from their Delegation as Candidates for Council of State Offices.

2. Event Registration and Event Fee

This procedure shall govern the process by which event registration occurs and the collection of event registration fees for Leadership Training Institutes, Interim Assemblies and Annual Session.

a) Event Registration Timeline

- (1) Before Event
 - (a) Online registration is made available for Delegations to register for the upcoming event.
 - (b) Secretary of State shall notify delegations six weeks prior to upcoming events.
This notice shall include information about the upcoming event including: registration is available online and that Annual Membership Registration Forms are available online and will need to be filled out by members if this is their first event of the year.
 - (c) Every member of the Delegation attending shall notify the Delegation Chairperson that they are interested in attending the upcoming event and should fill out an Annual Membership Registration Form if this is their first event of the year and submit it to their Delegation Chairperson to bring to the event.
 - (d) Delegation Chairpersons shall register all interested members via the online registration form.
 - (e) Secretary of State shall remind Delegation Chairpersons of the deadline one week prior to the registration deadline.
 - (f) Speaker of the Assembly shall follow the procedures "Chamber Assignments" and "Committee Assignments" if an Interim Assembly or Annual Session and then send the Event Attendance Roster to the Secretary of State.
 - (g) Comptroller shall send out invoices for event fees (Section b shall govern Event Fees) using the Invoice form to all delegations as registration information is received.

- (h) Secretary of State shall ensure all registration forms are brought to event: (Annual Delegation Registration Form, Delegation Roster Form, Annual Membership Registration Form, MSL Inc. Associate Member Release Form, and Alumni Association Information Form [Annual Session].)
 - (i) Comptroller shall coordinate with Corporate Treasurer to receive information regarding any payments submitted to the Official Maryland Student Legislature mailing address.
 - (j) Comptroller shall record all payments received and which delegations have not paid before the event on the Event Attendance Ledger form and bring this form to the event.
- (2) Before Registration
- All members of the Council of State should arrive forty-five minutes prior to the start of an event.**
- Secretary of State shall:
- (a) Upon arrival setup registration table.
 - (b) Ensure that all members of the Council of State who are present are registered and have signed the release form prior to the registration of all other members.
- (3) During Registration
- (a) Secretary of State shall:
- i. For current delegations: collect all delegation registration information as prescribed in the procedure “Annual Delegation Registration and Fee” including: updated Annual Delegation Registration Forms, Delegation Rosters, and updated Delegation Constitutions.
 - ii. For newly forming Delegations: provide Delegation information as prescribed in the procedure “Annual Delegation Registration and Fee.”
 - iii. Collect from Delegation Chairpersons all Annual Membership Registration Forms. Any members not having a form completed shall be issued one to complete.
 - iv. Issue a Maryland Student Legislature, Inc. Associate Member Release Form to every member (this includes people in attendance from newly forming delegations that have not yet filed Delegation paperwork.) At Annual Session, provide an Alumni Association Information Form to all non-returning seniors.
 - v. Obtain a **fully completed** Annual Membership Registration Form and MSL, Inc. Associate Member Release Form from **each** member. At Annual Session, obtain a fully completed Alumni Association Information Sheet from **every** non-returning senior.
 - vi. Check off members on the Event Attendance Roster form.
 - vii. Provide event packets, name tags and any additional material to members. (Note: this can only occur after the completion of **all** documents: **no exceptions**).
- (b) Comptroller shall:
- i. Collect from Delegation Chairpersons any Delegation Fees as prescribed in the procedure “Annual Delegation Registration and Fee” that were brought to the event.
 - ii. Update Delegation Ledger form for any fees brought to the event and issue receipts to Delegation Chairpersons using the Receipt form as prescribed in the procedure “Annual Delegation Registration and Fee.”
 - iii. Collect any event fees (section b shall govern Event Fees) from the Delegation Chairperson no later than the conclusion of registration on the first day of the event.
 - iv. Update Event Attendance Ledger form with any event fees that are brought to the event.
 - v. Issue any receipts using Receipt form for Event Fees and give these to corresponding Delegation Chairperson.
- (4) After Initial Registration
- Secretary of State shall:
- (a) Secure all event materials.
 - (b) Ensure that **all** late arriving members have fully completed an Annual Membership Registration Form, Maryland Student Legislature, Inc. Associate Member Release Form, and at Annual Session **every** non-returning senior has fully completed an Alumni Association Information Sheet.
 - (c) Update Event Attendance Roster form as forms are collected from late arriving members.
 - (d) Provide event packets, name tags and any additional material to late arriving members (late arriving members **cannot obtain** any event materials without first completing all required forms).
 - (e) Provide **all** completed Maryland Student Legislature, Inc. Associate Member Release Forms and (if applicable) Alumni Association Information Forms to the Chairman of the Board or their designee upon request. Provide all completed Associate Member Release Forms and (if

applicable) Alumni Association Information Forms to the Chairman of the Board or their designee after the conclusion of the event for any additional members that attend the event.

(f) File all registration forms as appropriate.

(5) After Event

(a) Secretary of State shall:

i. Notify delegations of any missing delegation material as prescribed by the procedure "Annual Delegation Registration and Fee."

(b) Comptroller shall:

i. Deposit all checks and monies collected at the event.

ii. Send out Unpaid Balance Notification form which includes Event Fees from section b and any unpaid event fees (according to procedure "Delegation Registration and Fee") one week after an event that these fees are not paid.

iii. Notify the Council of State of all Delegations that have received these notifications.

iv. Send out a follow-up notice to any Delegations that still have not paid their fees or produced proof of payment ten days after the Unpaid Balance Notification form has been sent out and follow-up after that with a phone call to Delegation Chairpersons.

v. Continue to follow-up with Delegations that are delinquent until Event Fees are paid.

vi. Issue receipts using Receipt form as money is received after an event.

vii. Update Event Attendance Ledger form as money is received after an event.

b) Event Fees

(1) Event Fees shall be set through the adoption of the annual Maryland Student Legislature corporate budget.

(2) Event fees shall be due for all individuals who are registered to attend the event, including those individuals who do not arrive and participate in the event. Delegations shall be responsible for ensuring that Event Fees are provided for all registrants.

(3) Event Fees should be sent to the Official Maryland Student Legislature mailing address. Proof of payment from the college or university may be substituted for actual payment, so long as the proof of payment is provided to the Comptroller no later than the conclusion of registration on the first day of the event.

(4) The Council of State shall set a fee for any late payment of Event Fees in consultation with the Chairman of the Board of Directors.

(5) The Council of State shall set additional fees for individuals who are registered after the registration deadline, including at an event, in consultation with the Chairman of the Board of Directors.

(6) Any late fees will be waived for pending members for Delegations that have not been formed yet. This decision will be made in consultation with the Chairman of the Board of Directors.

3. Reimbursement

This procedure shall govern the process for reimbursements from programmatic members and delegations of the Maryland Student Legislature.

a) Process

(1) Receive approval for purchase from the Comptroller or Governor. Approval may be granted in writing or via email. When the Governor approves a purchase, the Governor shall notify the Comptroller as soon as possible. **Reimbursements will not be granted unless prior approval is given.** The Comptroller should be given at least 24 hours notice in order to grant approval for purchase.

(2) Complete the Reimbursement Form. Be sure to sign the form.

(3) Attach sales receipt or invoice to the Reimbursement Form and return it to the Comptroller. Reimbursements will not be granted unless a receipt or invoice is attached.

(4) After receiving all necessary documents, the Comptroller shall review the Reimbursement Form for accuracy. Upon approval, the Comptroller will sign the form.

(5) Upon approval by the Comptroller, the materials shall be provided to the Governor. Upon review, if accepted the Governor will sign the form.

(6) Upon approval by the Governor, the Comptroller shall issue a check for the amount included on the reimbursement form.

b) Restrictions

(1) Reimbursements will be made only for purchases **explicitly** related to the business of the Maryland Student Legislature and only to those persons with expenses reasonably connected to their official

duties as an elected or appointed officer of the organization, except when reimbursements need to be made to a Delegation for expenses incurred by hosting an official event.

- (2) Reimbursements shall not be made without the approval of the Comptroller and the Governor.
- (3) No reimbursement will be made for sales tax. Individuals should obtain a copy of the Sales and Use Tax Exemption Certificate from the Comptroller.
- (4) No reimbursement will be made for food provided at meetings of the Council of State and State Government.
- (5) No reimbursements will be made for mileage or other costs of travel.

4. Committee Assignments

This procedure shall govern how the Speaker of the Assembly shall assign Chairmen and Vice-Chairmen and the members for all the committees of the Maryland Student Legislature which shall serve in the same capacity for the entire year at the pleasure of the Speaker. The Chairman and Vice-Chairman of each standing committee shall be assigned to different chambers.

- a) Prior to Fall Leadership Training Institute
 - (1) Select returning members that are registered by the registration deadline for the Fall Leadership Training Institute to serve as Chairman and Vice-Chairman of all committees.
- b) During Fall Leadership Training Institute
 - (1) Shall conduct the Committee Leadership Workshop, which shall include a prepared presentation and handouts.
 - (2) Ensure Committee Chairmen and Vice-Chairmen attend Committee Leadership Workshop.
- c) Prior to the Fall Interim Assembly
 - (1) Assign all remaining members that are registered by the registration deadline for the Fall Interim Assembly to a committee.
 - (2) Assign members of the Rules Committee, ensuring each Delegation has one representative.
 - (3) Fill out Committee Roster Form for each committee and send to the Attorney General for creation of committee binders and event packets.
- d) During the Fall Interim Assembly
 - (1) Ensure all Chairmen and Vice-Chairmen are present.
 - (2) Appoint new Chairmen and Vice-Chairmen to replace any who are not in attendance.
 - (3) Assign any late registered members to committees.
- e) Prior to Spring Leadership Training Institute/Interim Assembly
 - (1) Make any desired changes to Committee Chairmen, Vice-Chairmen and committee membership based on members that are registered for the Spring Leadership Training Institute/Interim Assembly.
 - (2) Assign all new members to a committee based on members that are registered for the Spring Leadership Training Institute/Interim Assembly.
 - (3) Ensure each delegation has one representative on the Rules Committee.
 - (4) Fill out Committee Roster Form for each committee and send to the Attorney General for creation of committee binders and event packets.
- f) During the Spring Leadership Training Institute/Interim Assembly
 - (1) Meet with any new Committee Chairmen and Vice-Chairmen and inform them of any information they would have gotten from a Committee Leadership Workshop.
 - (2) Ensure all Chairmen and Vice-Chairmen are present.
 - (3) Appoint new Chairmen and Vice-Chairmen to replace any who are not in attendance.
 - (4) Assign any late registered members to committees.
- g) Prior to Annual Session
 - (1) Make any desired changes to Committee Chairmen, Vice-Chairmen and committee membership based on members that are registered for Annual Session.
 - (2) Assign all new members to a committee based on members that are registered for Annual Session.
 - (3) Ensure each delegation has one representative on the Rules Committee.
 - (4) Fill out Committee Roster Form for each committee and send to the Attorney General for creation of committee binders and event packets.
- h) During Annual Session
 - (1) Ensure all Chairmen and Vice-Chairmen are present.
 - (2) Appoint new Chairmen and Vice-Chairmen to replace any who are not in attendance.
 - (3) Assign any late registered members to committees.

5. Chamber Assignments

This procedure shall govern how members are assigned as members of the House of Delegates or Senate when the General Assembly is meeting as a bicameral body.

- a) Assignment
 - (1) Members shall be assigned to a chamber prior to the first event of the year in which the body will meet in a bicameral session, and continue to serve in that chamber until the adjournment *Sine Die* of the current year.
 - (2) The number of Senators allotted to delegation should equal one Senator for every two Delegates and in order to have two senators the delegation must have six members in attendance; see Maryland Student Legislature Standing Rules of Order.
 - (3) When allotting members to the House and Senate sections b, c & d of this procedure should be taken into account.
- b) Members of the House of Delegates
 - (1) Members of the House of Delegates shall include all members participating in their first Maryland Student Legislature Event.
 - (2) Returning members from the previous year may request to serve in the House of Delegates.
 - (3) The following members are required to be assigned to the House of Delegates, and should **not** count towards their delegation allotment:
 - (a) Speaker of the Assembly
 - (b) Speaker Pro Tempore of the Assembly
 - (c) Secretary of State
- c) Members of the Senate
 - (1) Members of the Senate should be exemplary debaters and have a thorough knowledge of parliamentary procedure.
 - (2) Members of the Senate **should** be returning members from the previous year who are not participating in their first Maryland Student Legislature Event. The following are the **only** exceptions to this rule:
 - (a) Participants from a Delegation created during the current year; or,
 - (b) Participants from a Delegation who do not have enough returning members from the previous legislative year to fill the number of Senate seats allotted to their delegation.
 - (3) The following members are required to be assigned to the Senate, and should **not** count towards their Delegation allotment:
 - (a) Lieutenant Governor
 - (b) President Pro Tempore of the Senate
 - (c) Clerk of the Senate (*as appointed by the Secretary of State*)
- d) Miscellany
 - (1) The following individuals shall not be assigned to a chamber:
 - (a) Governor
 - (b) Attorney General
 - (2) The following individuals may be assigned to either chamber so long as they meet the requirements for assignment to the Senate:
 - (a) Comptroller
 - (b) Governor's Chief of Staff
 - (c) Governor's Public Relations Director
 - (d) State Political Liaison
 - (e) Other members of the Governor's Cabinet
 - (f) Lieutenant Governor's Chief of Staff
 - (g) Annual Session Coordinator
 - (h) Membership Coordinator
 - (i) Assistant Attorneys General (*unless serving as Parliamentarian of the House of Delegates*)
 - (3) The Chairman and Vice-Chairman of each Standing Committee should be assigned to different chambers.

6. Caucuses

This procedure shall govern caucus procedures for the Maryland Student Legislature including election of caucus officers, forming new caucuses and caucus meetings.

- a) Caucus Leadership Elections for Affiliated Caucuses
 - 1) Prior to the close of Annual Session all Standing Caucuses shall meet to select their leadership for the coming year.
 - 2) Members of the caucus shall elect their Caucus Leader and Caucus Whip for the following year.

- 3) Following elections they shall submit an updated Caucus Roster form with the Secretary of State.
- b) Establishing a New Caucus
 - 1) To form a new caucus a minimum of ten members shall hold a meeting for the sole purposes of:
 - (a) Determining the name of the caucus.
 - (b) Establishing what the ideology of the caucus is.
 - (c) Electing the Caucus Leader and Caucus Whip
 - (d) Filling out the Caucus Registration Form
 - 2) They newly forming caucus shall file the Caucus Registration Form with the Attorney General prior to the first session at an Interim Assembly or Annual Session.
 - 3) The Attorney General shall then decide on the certification of the new caucus and inform the Caucus Leader of the status of their registration.
 - 4) If certified by the Attorney General, the new caucus shall be recognized as an official caucus and maintain all rights and privileges accorded to Affiliated Caucuses.
- c) Caucus Meetings and Membership
 - 1) Each Affiliated Caucus shall meet at the Fall Leadership Training Institute to update the Caucus Roster form.
 - 2) This roster shall then be filed with the Secretary of State.
 - 3) Affiliated Caucuses may meet at any Maryland Student Legislature Event (Leadership Training Institute, Interim Assembly and Annual Session) and can discuss legislation and other matters of the caucus in other forums as appropriate.
 - 4) At each Maryland Student Legislature Event (Leadership Training Institute, Interim Assembly and Annual Session) the caucus leadership shall update the Caucus Roster form and file this with the Secretary of State.

7. Council of State Candidacy and Elections

This procedure shall govern how members apply for Council of State positions and shall describe Council of State election procedures.

- a) Before Spring Leadership Training Institute/Interim Assembly
 - (1) Governor shall ensure there is time allotted on the Spring Leadership Training Institute/Interim Assembly Agenda during Closing Ceremonies for candidates who wish to announce their candidacies for Council of State office.
 - (2) Governor shall ensure that the State Government sets the Council of State Election Application Deadline, no less than two weeks prior to Annual Session.
 - (3) Attorney General shall make available descriptions of responsibilities for Council of State officers at the State Government meeting immediately prior to the Spring Leadership Training Institute/Interim Assembly Agenda
- b) During Spring Leadership Training Institute/Interim Assembly
 - (1) Attorney General shall announce the Application Deadline for Council of State candidacy and provide copies of the Application for Council of State Candidacy form.
 - (2) Attorney General shall make available descriptions of responsibilities for Council of State officers available.
 - (3) The Speaker of the Assembly shall recognize individuals for Points of Personal Privilege for the purpose of announcing their candidacies during Closing Ceremonies.
- c) Prior to the Application Deadline

Attorney General shall:

 - (1) Send out a reminder via email regarding the application deadline for Council of State Candidacy four weeks prior to the deadline, reminding where members where they can obtain the form.
 - (2) Review applications as they are received.
 - (3) Ensure candidates meet the qualifications to serve in the office for which they have filed.
 - (a) Candidates for all offices shall be members of registered Delegations according to the procedure “Annual Delegation Registration and Fee” in good standing with the State Government.
 - (b) Candidates for Comptroller, Speaker of the Assembly, Secretary of State, and Lieutenant Governor shall have attended at least one official Maryland Student Legislature Event prior to Annual Session.
 - (4) Candidates for Governor shall have attended at least two official Maryland Student Legislature Events prior to Annual Session, including at least one prior to Annual Session; see the Maryland Student Legislature Constitution.
 - (5) Contact any candidates who do not meet the qualifications to inform them of their status and to provide them with an opportunity to file for an office for which they are qualified.

- d) At the Application Deadline
Attorney General shall:
 - (1) Close application process at the deadline: **No Exceptions.**
 - (2) Review all applications.
 - (3) Ensure candidates meet the qualifications to serve in the office for which they have filed.
 - (4) Certify list of candidates and fill in the Certified Council of State Candidate List form.
- e) Prior to event
 - (1) Attorney General shall inform the Secretary of State of the people that have been certified for each Council of State Office.
 - (2) Secretary of State shall produce and certify ballots using the Council of State Ballots form.
- f) On the First Day of the Event
 - (1) Attorney General shall provide the Certified Council of State Candidate List form which contains the certified candidates to the Presiding Officer of the Joint Session for Council of State Nominations.
 - (2) Attorney General shall ensure the Presiding Officer notes the Certified Council of State Candidates List.
 - (3) Presiding Officer follows the process for candidate nomination from the Constitution and the event protocol “Joint Session for Council of State Election Nominations.”
- g) On the Second Day of the Event
 - (1) Attorney General shall ensure the Presiding Officer seals the chamber for the purpose of elections.
 - (2) The Presiding Officer follows the process from the Constitution and the procedures below according to the event protocol “Joint Session for Council of State Elections” to conduct the elections.
 - (3) Election Clerk and Observer
 - (a) The Secretary of State shall serve as the Election Clerk and the Attorney General shall serve as an Observer if they are not running for a Council of State position.
 - (b) In the event that the Secretary of State is running for a Council of State office the Presiding Officer shall appoint an Election Clerk for the duration of elections.
 - (c) In the event that the Attorney General is running for a Council of State office the presiding officer shall appoint an Observer for the duration of elections.
 - (d) Neither the Election Clerk nor the Observer shall have been an individual who nominated or seconded a candidate for Council of State office.
 - (4) The Election Clerk distributes ballots to Delegation Chairpersons.
 - (5) Delegation Chairpersons shall collect ballots and return them to the Election Clerk.
 - (6) The General Assembly is dismissed by the presiding officer.
 - (7) The ballots are counted using the form Council of State Election Results Tally Sheet and the results are certified. The Presiding Officer, Election Clerk and Observer shall certify the results using the form Council of State Election Certification Sheet.
- h) At the Gala
 - (1) The Presiding Officer presents the election results according to the event protocol “Announcement of Election Winners.”

8. Annual Alumni/Student Debate

This procedure shall govern the Annual Alumni/Student debate held during Annual Session. The event at Annual Session shall additionally follow the event protocol “Annual Alumni/Student Debate.”

- a) Before Annual Session
 - (1) The Governor shall select five members to comprise the Student Team. The Governor may participate if they so choose. The Governor will designate one member of the team to serve as Team Captain.
 - (2) The Chairman of the Board and/or the Alumni Association President shall select five individuals to comprise the Alumni Team. The Chairman of the Board and the Alumni Association President may participate if they so choose. The Alumni Association President shall serve as the Team Captain. If the Alumni Association President declines, the Chairman of the Board shall serve as the Team Captain. If both the Chairman of the Board and the Alumni Association President decline to participate, they shall jointly agree upon a Team Captain.
 - (3) The Governor shall designate the Presiding Officer for the Debate. The Presiding Officer should be selected from the Speaker of the Assembly, Lt. Governor, or Speaker Pro Tempore. The Presiding Officer may not participate on the Student Team.

- (4) The Governor shall designate the Timekeeper for the Debate. The Timekeeper should be the Secretary of State or the Clerk of the Senate. The Timekeeper may not participate on the Student Team.
 - (5) The Attorney General shall prepare three pieces of legislation for consideration during the debate, and bring 12 copies of each. Legislation shall not have been considered during the current legislative year.
- b) At the Beginning of the Debate
- (1) The Governor shall approach the Dias and proceed to explain the purpose of the Alumni/Student Debate and to introduce the Presiding Officer and the Timekeeper.
 - (2) The Presiding Officer shall introduce the Team Captains of the Alumni and Student Teams. The Team Captains will introduce the other members of their team.
 - (3) The Presiding Officer shall announce the legislation selected by the Attorney General. The Captain of the Student Team shall then select the legislation to be debated.
 - (4) The Presiding Officer shall toss a coin, which the Captain of the Student Team shall call in the air. The winner of the coin toss shall select the affirmative or negative side.
 - (5) Teams shall have five minutes to discuss the legislation and prepare strategy for the debate.
- c) During the Debate
- (1) The Maryland Student Legislature Standing Rules of Order shall be used unless otherwise specified in this procedure.
 - (2) Debate shall be limited to 20 minutes equally divided.
 - (3) Team Captains shall be considered the floor leaders for their respective sides.
 - (4) The Presiding Officer shall call the body to order and ask if anybody wishes to yield time.
 - (5) Debate will continue until all time has been exhausted or yielded to the Chair.
- d) After the Debate
- (1) The Presiding Officer will announce the conclusion of debate.
 - (2) The Presiding Officer will ask the audience to state their preference as to who won the debate.
 - (a) The Presiding Officer shall remind the audience to judge the debate solely on the merits of the debate, points argued, and tactics.
 - (3) The Presiding Officer shall ask first for all who believe the Student Team won to rise. The Presiding Officer and Timekeeper shall both judge the count.
 - (4) The Presiding Officer shall then first for all who believe the Alumni Team won to rise. The Presiding Officer and Timekeeper shall both judge the count.
 - (5) After consulting with the Timekeeper, the Presiding Officer shall announce the winning team.
 - (6) After the announcement of the winning team, the Governor shall approach the dais and remind the audience about the next item on the Annual Session Agenda.
9. Annual Awards Criteria and Awards Committee
- This procedure shall govern the Annual Awards Criteria and the procedure for the Awards Committee at Annual Session.

a) Awards

The following annual awards are the only awards to be considered by the awards committee at Annual Session; see the Maryland Student Legislature Statutory Code:

- (1) Most Outstanding Resolution
- (2) Most Outstanding Act
- (3) Most Outstanding Delegate
- (4) Most Outstanding Senator
- (5) Best Orator
- (6) Most Outstanding Delegation
- (7) Thomas V. "Mike" Miller for Up and Coming Members
- (8) William Troy Simmons Award for Distinguished Career of Service

b) Awards Criteria

The following criteria and nominations procedure for the annual awards shall be:

- (1) Outstanding Act or Resolution:
 - (a) The legislation must have been submitted to the Office of the Attorney General on or before the deadline for submittal of legislation at each event during the year.
 - (b) Only Acts may be considered for Most Outstanding Act.
 - (c) Only Joint Resolutions may be considered for Most Outstanding Resolution.

- (d) Simple Resolutions, Simple Amendments and Constitutional Amendments may not be considered for either award.
- (2) Outstanding Delegate or Senator
 - (a) The member must have been in attendance at **all** events (Fall Interim Assembly, Spring Leadership Training Institute/Interim Assembly, and Annual Session.)
 - (b) The member may not have been censured by his or her respective chamber during the legislative year.
 - (c) The member may not have committed a serious breach of conduct, while attending a Maryland Student Legislature Event.
- (3) Best Orator
 - (a) The member may not have been censured by his or her respective chamber during the legislative year.
 - (b) The member may not have committed a serious breach of conduct, while attending a Maryland Student Legislature event.
- (4) Best Delegation
 - (a) The Delegation must be a registered Delegation according to the procedure “Annual Delegation Registration and Fee” in good standing with the State Government according to this procedure including the requirement for payment of the Delegation Fee.
 - (b) The Delegation must have had at least one representative at every statewide event of the Maryland Student Legislature, during the year.
 - (c) The Delegation must have been represented at fifty percent or more of all State Government meetings.
 - (d) The Delegation membership may not have committed a serious breach of conduct, while attending a Maryland Student Legislature event.
- (5) Thomas V. "Mike" Miller Award for Up and Coming New Members
Nominees for this Award:
 - (a) Shall be a member of a registered Delegation according to the procedure “Annual Delegation Registration and Fee” in good standing with the State Government according to this procedure including the requirement for payment of the Delegation Fee.
 - (b) Shall be first or second year members of the Maryland Student Legislature who shall have participated in at least two organizational events; and,
 - (c) Shall not be nominated for the William Troy Simmons Award.
 - (d) An individual nominated to receive the Thomas V. "Mike" Miller Award shall be nominated in writing by the Delegation Chairperson or his/her appointee of the individual’s member institution.
 - (e) The member may not have committed a serious breach of conduct, while attending a Maryland Student Legislature event.
- (6) William Troy Simmons Award for Distinguished Career of Service
As specified in the Maryland Student Legislature, Inc. Statutory Code:
 - (a) The William Troy Simmons Award the award recognizes the outgoing senior who has most distinguished themselves in their career of service to the Maryland Student Legislature.
 - (b) To be nominated for the William Troy Simmons Award, the individual must meet the following criteria:
 - (i) The individual shall have been an active member of the organization in good standing for not fewer than two years;
 - (ii) The individual shall have attended no fewer than two Annual Sessions of the Maryland Student Legislature;
 - (iii) The individual shall be a graduating member of the organization who shall not participate as a regular member of the organization in any programmatic activities following the conclusion of that year’s Annual Session.
 - (c) Nomination Process:
 - (i) An individual nominated to receive the William Troy Simmons Award shall be nominated in writing by the Delegation Chairperson or his/her appointee of the individual’s member institution by fully completing the William Troy Simmons Award Nomination Form approved by the Board of Directors.

- (ii) All nominations shall be received by the Governor at a date prescribed by the Governor, but no later than two weeks prior to the scheduled date of the Board of Directors Annual Meeting.
- (d) Selection of Official Nominees
 - (i) The Governor shall forward nominations to the Chairman of the Board of Directors.
 - (ii) The Chairman of the Board of Directors shall forward to the other members of the Board of Directors a copy of all nominations received prior to the Annual Meeting.
 - (iii) The full Board of Directors shall consider and debate the nominations at its Annual Meeting.
 - (iv) The Board of Directors reserves the right to supplement the list of potential nominees in cases where an insufficient number of nominees has been received, or in extraordinary cases wherein the Board must ensure that the most deserving individuals are nominated for the award.
 - (v) The Board of Directors shall select up to three individuals from the list of nominees to serve as the Official Nominees for the Award.
 - (vi) The Governor shall pass on the list of Official Nominees to the Attorney General.
- c) Awards Committee Makeup
 - (1) The awards committee shall be comprised of four members of the House and three members of the Senate; see the Maryland Student Legislature Constitution.
 - (2) Additionally the Governor's Chief of Staff, Lt Governor, President of the Senate, all Assistant Attorney Generals, Secretary of State, Clerks of either chamber, Speaker Pro Tempore and the Annual Session Coordinator may not serve as members of the committee.
- d) Awards Committee Procedures

The Awards Committee shall begin deliberations on the Friday night of Annual Session after the Joint Session for Council of State Nominations.

The committee shall follow the procedures:

 - (1) All members of the committee shall be informed by the Attorney General of their duties and be provided with copies of this procedure.
 - (2) The committee shall elect a Chairman.
 - (3) All members of the committee shall be provided by the Attorney General with copies of the Annual Awards Committee Deliberation Form, as well as copies of the nomination materials for the Thomas V. "Mike" Miller Award Up and Coming New Members and William Troy Simmons Awards Award for Distinguished Career of Service.
 - (4) The Committee Chairman shall additionally be provided by the Attorney General a copy of the Annual Awards Committee Report Form, copies of current Unpaid Balance Notification Forms, as well as copies of the Event Attendance Roster from the Fall Leadership Training Institute, Fall Interim Assembly, and Spring Leadership Training Institute/Interim Assembly, who shall ensure that all award nominees meet the necessary attendance requirements.
 - (5) Nominate members for every award except the Thomas V. "Mike" Miller Award for Up and Coming New Members and William Troy Simmons Awards Award for Distinguished Career of Service.
 - (6) Read the nominations for the Thomas V. "Mike" Miller Award for Up and Coming New Members and William Troy Simmons Awards Award for Distinguished Career of Service.
 - (7) Hold deliberations, **the content of which shall not be disclosed to anyone**, on the nominations for each award using the Annual Awards Committee Member Deliberation Form.
 - (8) Have each member select their first two choices for each award.
 - (9) Determine the two highest vote getters.
 - (10) Hold deliberations on the two highest vote getters.
 - (11) Have each member select their first choice.
 - (12) Chairman shall complete two copies of the Annual Awards Committee Report Form and deliver one copy to Annual Session Coordinator no later than 4:00 P.M. on the Saturday of Annual Session.
 - (13) Committee shall present results before the body according to the event protocol "Annual Session Closing Ceremonies."

B. Exceptions to the amendment clause in Article V.:

- 1. The procedure for Event Registration and Fee cannot have the requirement for completion of Maryland Student Legislature, Inc. Release Form prior to attending events be amended, suspended, rescinded, annulled or repealed; see the Maryland Student Legislature, Inc. Statutory Code.

2. The procedure for the Annual Alumni/Student Debate cannot be amended, suspended, rescinded, annulled or repealed without approval of the Alumni Association President and the Chairman of the Board of Directors.
3. The procedure for Annual Awards Criteria and Awards Committee cannot have any part of the process or requirements amended, suspended, rescinded, annulled or repealed for the William Troy Simmons Award for Distinguished Career of Service; see the Maryland Student Legislature, Inc. Statutory Code.

III. EVENT PROTOCOLS

- A. The Maryland Student Legislature shall have a set of event protocols for Opening Ceremonies, Event Speakers, and Joint Sessions at Annual Session, Annual Alumni/Student Debate and Closing Ceremonies. These event protocols should be an attached document to this governing document and be entitled the Maryland Student Legislature Event Protocols. These protocols should be reviewed by the Council of State prior to each event (Leadership Training Institute, Interim Assembly or Annual Session). The Maryland Student Legislature Event Protocols should have the following outline:
 1. Fall Leadership Training Institute
 - (1.1) Opening Ceremonies
 - (1.2) Keynote Speaker
 - (1.3) Mock Debate
 - (1.4) Closing Ceremonies
 2. Fall Interim Assembly
 - (2.1) Opening Ceremonies
 - (2.2) Keynote
 - (a) Keynote Speaker
 - (b) Optional Keynote Speaker with Dinner or Luncheon
 - (2.3) Closing Ceremonies
 3. Spring Leadership Training Institute/Interim Assembly
 - (3.1) Opening Ceremonies
 - (3.2) Keynote
 - (a) Keynote Speaker
 - (b) Optional Keynote Speaker with Dinner or Luncheon
 - (3.3) Closing Ceremonies
 4. Annual Session
 - (4.1) Opening Ceremonies
 - (4.2) Joint Session for Council of State Election Nominations
 - (4.3) Joint Session for Annual Remarks
 - (4.4) Annual Alumni/Student Debate
 - (4.5) Joint Session for Guest Speaker
 - (4.6) Joint Session for Council of State Elections
 - (4.7) Announcement of Election Winners
 - (4.8) Closing Ceremonies
- B. Exception to the amendment clause in Article V.: The Maryland Student Legislature Event Protocols entitled Annual Alumni/Student Debate cannot be amended, suspended, rescinded, annulled or repealed without approval of the Alumni Association President and the Chairman of the Board of Directors.

IV. FORMS ROSTER

- A. The Maryland Student Legislature shall have a set of forms to be used for all Maryland Student Legislature programmatic operations. These forms should be an attached document to this governing document and be entitled the Maryland Student Legislature Forms Roster. The Maryland Student Legislature Forms Roster should have the following outline:
 1. Governor
 - (1.1) Governor's Message
 - (1.2) Veto Document
 2. Lt. Governor
 3. Attorney General
 - (3.1) Fall Leadership Training Institute Event Checklist
 - (3.2) Fall Interim Assembly Event Checklist
 - (3.3) Spring Leadership Training Institute / Interim Assembly Event Checklist
 - (3.4) First Reading Legislation
 - (3.5) Legislation Committee Hearing Schedule
 - (3.6) Committee Disposition Report Form

- (3.7) Committee Report Form
- (3.8) Caucus Registration Form
- (3.9) William Troy Simmons Award for Distinguished Career of Service Nomination Form
- (3.10) Annual Awards Committee Member Deliberation Form
- (3.11) Annual Awards Committee Report Form
- (3.12) Application for Council of State Candidacy
- (3.13) Certified Council of State Candidate List
- 4. Secretary of State
 - (4.1) Annual Delegation Registration Form
 - (4.2) Delegation Membership Roster
 - (4.3) Delegation Charter
 - (4.4) Annual Membership Registration Form
 - (4.5) Maryland Student Legislature, Inc. Associate Member Release Form
 - (4.6) Event Attendance Roster
 - (4.7) Honorary Membership Certificate
 - (4.8) Alumni Association Information Form
 - (4.9) Alumni Association Certificate
 - (4.10) Caucus Roster
 - (4.11) Quorum Form
 - (4.12) Time Keeping Report Form
 - (4.13) Amendment Form
 - (4.14) Floor Report Form
 - (4.15) Roll Call Form
 - (4.16) Conference Committee Report Form
 - (4.17) Council of State Ballots
 - (4.18) Council of State Election Results Tally Sheet
 - (4.19) Council of State Election Certification Sheet
 - (4.20) Signing Document
 - (4.21) Legislation Passage Document
 - (4.22) Veto Override Document
- 5. Speaker of the Assembly
 - (5.1) Committee Roster
 - (5.2) Witness Roster
 - (5.3) General Assembly Roster (*if unicameral*)
 - (5.4) Senate Roster
 - (5.5) House of Delegates Roster
- 6. Comptroller
 - (6.1) Invoice
 - (6.2) Delegation Fee Ledger
 - (6.3) Event Attendance Ledger
 - (6.4) Reimbursement Form
 - (6.5) Receipt
 - (6.6) Unpaid Balance Notification

B. Exceptions to the amendment clause in Article V.:

1. The form from the Maryland Student Legislature Forms Roster entitled Maryland Student Legislature, Inc. Associate Member Release Form cannot be suspended, rescinded, annulled or repealed from the Maryland Student Legislature Forms Roster; see the Maryland Student Legislature, Inc. Statutory Code; but can be amended with the approval of the Chairman of the Board of Directors.
2. The form from the Maryland Student Legislature Forms Roster entitled William Troy Simmons Award Nomination form cannot be suspended, rescinded, annulled or repealed from the Maryland Student Legislature Forms Roster; see the Maryland Student Legislature, Inc. Statutory Code; but can be amended with the approval of the Chairman of the Board of Directors.
3. The forms from the Maryland Student Legislature Forms Roster entitled Alumni Information Form and Alumni Association Certificate cannot be amended, suspended, rescinded, annulled or repealed without approval of the Alumni Association President and the Chairman of the Board of Directors.

V. AMENDMENT PROCEDURES

- A. Article II - Procedures can be amended by a majority vote of the State Government unless other specified in Article II.

- B. Article III - Event Protocols and Article IV- Forms Roster can be amended by a majority vote of the Council of State unless otherwise specified in Articles III or IV.
- C. Article IIB, Article IIIB, Article IVB and Article V of the Protocols and Procedures cannot be suspended rescinded, annulled or repealed.