

# GUIDEBOOK

2021

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# South Dakota 4-H Legislature Program Committee



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## **Mission:**

To provide a state level civic and governmental education program allowing participants an opportunity to gain a better understanding of how our state government operates while strengthening youth voice opportunities for the SDSU Extension 4-H Youth Development Program.

## **Objectives:**

- Prepare young people for roles as leaders, mentors, and problem solvers
- Enhance young people's communications, public speaking, and critical thinking skills
- Create a stronger youth voice
- Create more options for younger and older age young people
- Focus on foundational life skills for employability

# How Do I Get Involved?

Many aspects of the South Dakota 4-H Legislature Program will mimic how the legislative branch of South Dakota state government is conducted with 2 roles identified as Candidates/Legislators and Constituents.

## **Participant Roles and Responsibilities:**

### Candidates/Legislators

- Enrolled Senior Age Division 4-H Members
- Interested in Civic Engagement and Leadership project areas

#### *Description:*

4-H members age 14-18 interested in representing their county 4-H members during the South Dakota 4-H Legislature will have the opportunity to run for office, write legislation regarding South Dakota 4-H policies, procedures, programs and initiatives, debate policy, and cast a vote on the actual floor of the South Dakota House of Representatives sitting in the very same seats that our state lawmakers do. These individuals will be expected to dedicate time to learning and understanding the process of how a bill becomes law in South Dakota.

#### *Duties:*

- Collect Petition Signatures
- Conduct campaign
- Write bills
- Represent county 4-H members' perspectives and views
- Advocate for and debate bills
- Offer amendments to proposed bills and vote on potential policy changes.

A maximum of 70 legislators will be elected to represent their communities throughout the mock legislative experience. Each county will elect one representative. Other members will be elected as at large representatives. 4-H members who run for office, but do not win the first election will transition to becoming a constituent. Similar to the experience of our state legislative candidates, sometimes it takes multiple tries before winning an election.

### Constituents:

- All enrolled South Dakota 4-H members

#### *Description:*

Just like real life civics, South Dakota 4-H members will be involved in the process from start to finish. As an enrolled member, you get a say in how your 4-H program is run and who best represents the interests from your county.

#### *Duties:*

- Sign nominating petitions
- Vote for candidate of choice
- Encourage others to vote for candidate of choice by assisting candidate with campaign
- Observe the process
- Lobby Legislators
- Attend the mock legislative session

# Program/Participant Checklist

Candidates/Legislators and constituents can utilize the following checklist to keep track of upcoming action items. Specific details and instructions about most of the action items indicated below can be found in the program timeline to follow or throughout the remainder of the guidebook.

## **Prior to Election:**

- Attend informational webinar (March 21)\*
- Attend Campaign Process Webinar (April 18)\*
- Declare intent to run (due April 20)
- Collect Petition Signatures (due May 14)\*
- Create a 1-minute campaign video (due May 15)
- Create a 1-page campaign rack card (due May 15)
- Attend the Voting Process Webinar (May 23)\*

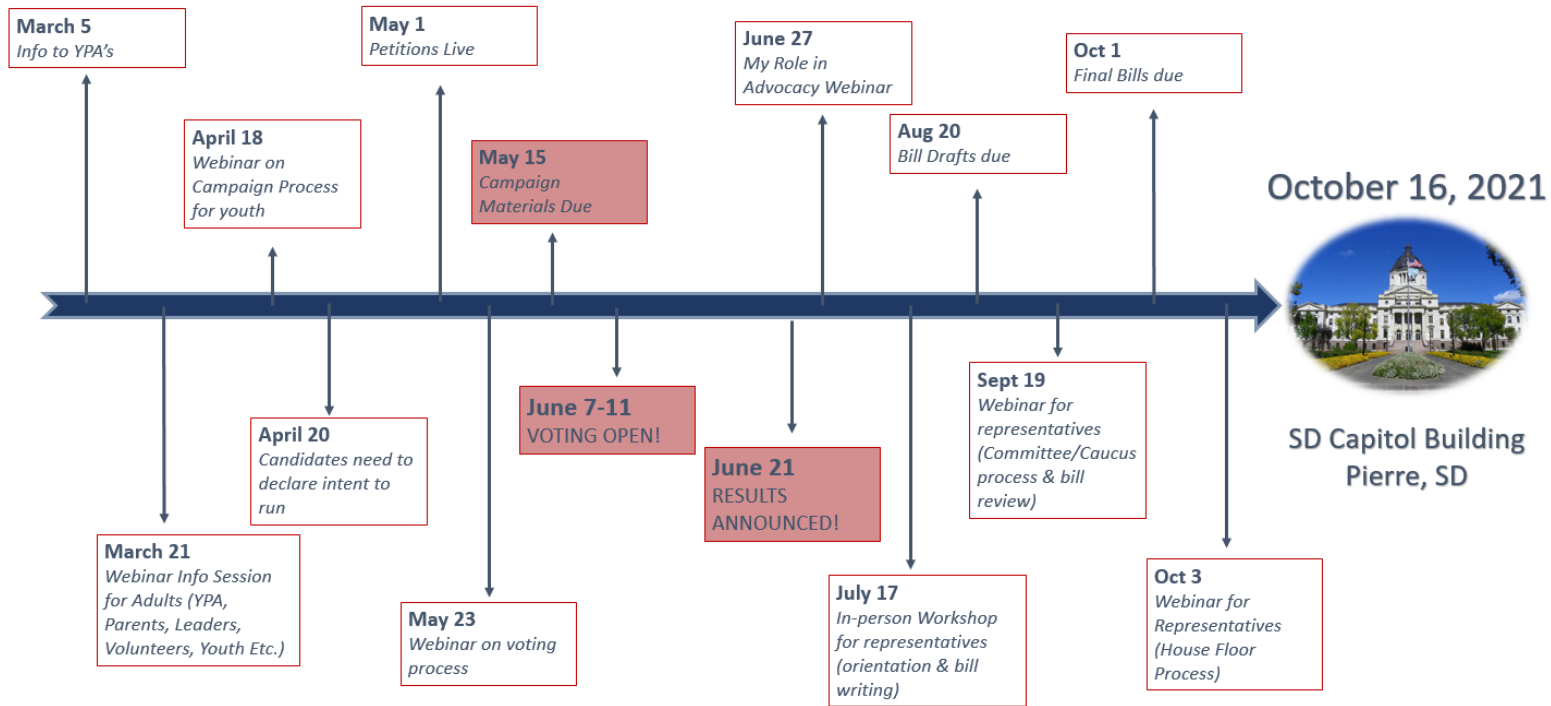
## **Post-Election:**

- Attend My Role in Advocacy Webinar (June 27)\*
- Attend Orientation/Bill Writing In-person Workshop (July 17)\*
- Draft bill ideas. Upload first draft into Traininghouse (due Aug 20)
- Attend Committee/Caucus Webinar (Sept 19)\*
- Upload final draft of bills into Traininghouse (due Oct 1)
- Attend House Floor Process/Event Details Webinar (Oct 3)\*
- Attend South Dakota 4-H Legislature event (Oct 16)\*

*\* indicates optional for all South Dakota 4-H Members*

All 4-H members are expected to maintain respect and dignity throughout the South Dakota 4-H Legislature experience. Participants may disagree at times in regards to a possible policy change, but debate on these topics will be courteous and respectful. No personal attacks will be allowed. Debate on topics should be done in an educational and facts based manner. Constituents are asked to maintain respectful communication when reaching out to their South Dakota 4-H Legislators to advocate for issues and when assisting them with campaigning. Please reference the South Dakota 4-H Member Code of Conduct and The 4-H Dress Code Policy in the Appendix for further behavior expectations.

# Timeline and Process of Events



## Duration:

- The South Dakota 4-H Legislature program is developed to include continuous educational programming and hands-on learning facilitated through a series of webinars and workshop. Therefore, the duration of the programming will be April 18 through October 16, 2021. A program and event timeline with specific details can be viewed on pages 8-9.
- The South Dakota 4-H Legislature event will occur on October 16, 2021.
- Individuals seeking to participate in the South Dakota 4-H Legislature program must be willing and able to actively participate in all components of the program to include the webinars, workshop and event.

## Location:

The South Dakota 4-H Legislature event will utilize the South Dakota Capitol Building in Pierre, SD. Just as the South Dakota State Representatives utilize the House Chamber, the South Dakota 4-H Representatives will be seated and conduct business on the House Chamber floor. Additionally, several conference rooms, and the Capitol Building Rotunda will be utilized for components of the event.

## Cost:

This program is designed to be a minimal cost burden to participants. The only required costs include travel expenses for elected 4-H legislators associated with attending the in-person workshop and mock legislative session in Pierre, SD.



# Descriptive Program Timeline

## Program Timeline:

March 21st, 6:00 pm CT/ 5:00 pm MT: Informational Webinar

- Join the planning committee members for a walk through of the entire South Dakota 4-H Legislature process. A Q & A session will be hosted during this webinar. This meeting is open to anyone interested including participants, 4-H Youth Program Advisors, parents, leaders or volunteers. To access the meeting: <https://sdstate.zoom.us/j/94417381285>

April 18th, 6:00 pm CT/ 5:00 pm MT: Campaign Process Webinar

- This webinar will highlight the process to run for the legislature, both the real-life SD legislature and the mock 4-H legislature! This webinar is open to anyone interested in learning more about the campaign process, but is required for those interested in running. To access the meeting: <https://sdstate.zoom.us/j/94417381285>

April 20th: Declare intent to run

- In order for voting managers to know of a candidates intent to run they must complete a Declaration of Candidacy. South Dakota 4-H Legislature candidates must do the same. Delcare your intent to run at: <https://bit.ly/3buD7j1>

May 1st: Petitions live

- Start collecting those signatures! Each candidate wishing to be on the ballot needs to collect signatures by May 14.

May 15th: Campaign materials **Due** (petition signatures, campaign video, rack card)

- All your campaign materials will be due in the Traininghouse platform. This includes having your petitions completed and uploading your campaign video and completed 1-page Rack Card.

May 23rd, 6:00 pm CT/ 5:00 pm MT: Voting Process Webinar

- Now that we have our candidates, it's time to think about voting! We will cover the importance of voting, the duties of a voting manager, and how candidates "Get Out the Vote" before an election. Our voting process will look different from the traditional experience, but we will share both processes with you. This webinar is important for all 4-H members because everyone will be involved in the voting process. To access the meeting: <https://sdstate.zoom.us/j/94417381285>

June 7-11th: Polls Opens!

- Cast your vote for your favorite candidate! Polls close on June 11 at 6 pm MT / 7 pm CT.

June 21st: Results announced

- Be on the lookout for results! We will be announcing them on June 21st.

June 27th, 6:00 pm CT/ 5:00 pm MT: My Role in Advocacy Webinar

- After the votes have been submitted its time to think about your role as a constituent and how important your engagement is in the legislative process. To access the meeting: <https://sdstate.zoom.us/j/94417381285>



# Program Timeline Continued

July 17th, 10:00 am CT/ 9:00 pm MT: Orientation/Bill Writing in-person Workshop

- After being elected, legislators begin working to draft legislation, or bills. This doesn't have to be a scary process! We will focus on the important parts to include, how to look at all aspects of the decision making process, and what things are important to include in your bill. This workshop is reserved for those elected to serve as 4-H Representatives.

August 20th: Bill Drafts Due

- Rough drafts of your bills will be due in the Traininghouse course. Don't worry, they don't have to be perfect yet. We will perfect them together.

September 19th, 6:00 pm CT/ 5:00 pm MT: Committee/Caucus and Bill Review Webinar

- For this webinar, we will be covering the legislative process as it applies specifically to the committee and caucus meetings. We will discuss the importance of this process for the SD legislature and how we will be utilizing this for our South Dakota 4-H Legislature. This webinar is open to anyone interested in learning more about the legislative procedure, but is required for those elected to represent their counties. To access the meeting: <https://sdstate.zoom.us/j/94417381285>

October 1st: Final Bills Due

- Last call for the final draft of all bills to be uploaded into Traininghouse!

October 3rd, 6:00 pm CT/ 5:00 pm MT: House Floor/Event Webinar

- As the last webinar before the in-person event, we will be going over legislative process as it relates to the general session. We will show you examples of floor debate during the SD legislative session and go over the details of the schedule for the event. This webinar is open to anyone interested in learning more about the legislative process and the schedule of the event, but is required for those elected to represent their counties. To access the meeting: <https://sdstate.zoom.us/j/94417381285>

October 16: Event in Pierre

- The day has finally come for our South Dakota 4-H Legislators to put all their hard work to action and their constituents to see the bills wrote and potentially passed.

## **Event Schedule (Tentative):**

Below is the tentative schedule for the South Dakota 4-H Legislature event on October 16, 2021. While some components of this schedule may change, the start and end time will remain the same as to allow families ample time to plan for travel. All times listed are in Central Time.

9:30 AM - 10:00 PM	Check-in
10:00 - 10:15 PM	Welcome & Orientation
10:20 - 12:00 PM	Committee Work
12:00 - 1:00 PM	Lunch (w/ a guest speaker)
1:00 - 1:30 PM	Caucus
1:30 - 3:30 PM	Floor Session
3:30 - 4:30 PM	Ice Cream Social and Media Opportunity
4:30 PM	Departure

# The Campaign Trail

## Declaration of Candidacy

- The first step in running for an elected office is making an official declaration of candidacy. This notifies the voting managers of an individual's intent to run for office. In the case of the South Dakota 4-H Legislature Program, it will notify the program committee members of a 4-H member's intent to run for the position of 4-H Representative.
- A 4-H member wishing to run for office, must complete the Declaration of Candidacy form by April 20 which can be accessed and completed at: <https://bit.ly/3buD7j1>



## Document Sharing Platform

- In order to properly share campaign material and program documents, the program will utilize the Traininghouse platform. The course can be accessed at: <https://traininghouse.sdstate.edu/>. Follow the help sheet in the appendix for more detailed instructions.
  - o Candidates will upload their campaign material in this course.
  - o Candidate petition links will be made available in this course.
  - o Program specific documents will be accessible from this course.
  - o More details regarding the organization of this course will be provided on the Info Session Webinar and the Campaign Process Webinar.
  - o Constituents will be given access to a public folder to view candidate campaign materials.



## Circulating a Petition

- In order for a candidate to get their name on the ballot, they must circulate a petition to their constituents.
- To begin circulating a petition, a candidate MUST file a Declaration of Candidacy. Instructions on how to do this can be found in the section above titled Declaration of Candidacy.
- Filing a Declaration of Candidacy will prompt a program committee member to generate the candidate a unique petition (via the QuestionPro platform) to be circulated. The unique URL to access this petition will be sent to the email address of the candidate indicated on the Declaration of Candidacy.
- Upon receiving the unique URL to the petition, a candidate may begin circulating their petition in order to obtain the number of required signatures.
- The number of signatures required on a petition will be based off the number of 4-H members in a candidate's county from the 4-H year prior. In order for a candidate to determine how many signatures they must get on their petition, they should refer to the Petition Matrix document in the appendix.
- Petition signatures are due May 14 of the program year.

# The Campaign Trail Continued

## Creating a Rack Card

- 1-pagers or rack cards are used as a tool in campaigning. They provide the constituents details about each candidate, ultimately allowing them to be informed about the individuals on the ballot. Similarly, 1-pagers will be utilized by candidates in the South Dakota 4-H Legislature Program to campaign. See the appendix for guidelines on creating a rack card as well as an example of one.



## Developing a Campaign Video

- Campaign videos are short catchy sound bites that can be used to get the attention and buy-in of constituents. South Dakota 4-H Legislature candidates should prepare a short video (30 seconds to 1 minute in length) that promotes them and is a public service announcement of their intent to run for 4-H legislator. Please find guidelines and best practices for Developing a Campaign Video in the appendix.



## Getting to Know the Candidates

- Constituents/voters play a crucial role in the Legislative process. They are responsible for selecting a candidate that will represent their total membership in values, viewpoints, and interests.
- As a candidate, it is encouraged to share your campaign materials with your fellow county 4-H members.
- Part of engaging in civics involves signing petitions for individuals we feel deserve a chance to be on a ballot. As citizens, this is our opportunity to nominate candidates and allow them to campaign. They then have the opportunity to persuade all of the members of a particular area about why they would be the best choice to represent them in government and be their voice. In government, we sign petitions for various elected decision makers from school board to the United States Senate. We can also sign petitions for policies we think deserve a chance to be voted on by the members of a community or state.
- As a constituent/voter be sure to research the candidates running for office in your county in order to vote for the candidate you feel will represents you and your county best.

## **Ballot and Voting Process**

- Once a candidate has received the required number of signatures on their petition, they will be included on the ballot for the official election of South Dakota 4-H Representatives.
- Voting and the ballot process will be conducted via the QuestionPro platform.
- Polls will open on June 7 and close on June 11. The URL for the ballot will be provided to all candidates and 4-H Professionals prior to the polls opening.
- Candidates should distribute the ballot URL and encourage their fellow 4-H members to vote for them, otherwise known as campaigning. Don't forget to vote for yourself!
- Candidates may utilize their 1-pager and campaign video developed in order to continue campaigning. As a reminder, the candidate with the highest votes from their county will win the election.

## **Voters**

- Candidates receiving enough signatures will be put on the election ballot. Be sure to continue to follow the candidates for your county and cast your vote June 7th-11th using the following link:  
<https://2021sd4-hlegballot.questionpro.com>



## **Election Results**

- Results will be announced on June 21st. The results of the election will be made available and/or publicized in the following locations:
  - o Winning candidates will be notified directly;
  - o A news release will be published on [extension.sdsdstate.edu](http://extension.sdsdstate.edu) and circulated to news publications statewide;
  - o A compiled list will be provided to the county 4-H offices;
  - o And, the results will be shared on all South Dakota 4-H social media platforms.

# South Dakota 4-H Legislative Process

## 4-H Legislators

### *Bill Creation:*

- Have you wondered who made the rules for your favorite 4-H program? Here's your chance to make your voice heard! The members of the SD 4-H Legislature will be writing bills regarding these very policies that will be voted on at the October 16th event! These ideas will be taken into consideration when new rules are put in place for the 2022 4-H year! More details about the bill writing process and how a bill becomes law will be delivered at the in-person workshop on July 17th. Further details will be emailed to 4-H Representatives.

### *Constituent Input:*

- Listening and understanding your 4-H constituents is a key component to your role as a 4-H Representative. Remember you are serving as the voice of your whole county. As constituents read about proposed bills be sure to keep an open mind about both the positive and the negatives of a bill regardless of your personal opinion.

### *Prepare for Session:*

- The time has come to prepare for 4-H Legislative Session. Be sure to review all proposed bills. Even the ones you did not specifically help create.
- Be sure to attend both the Committee/Caucus Process Webinar (<https://sdstate.zoom.us/j/94417381285>) and the House Floor/Event Process (<https://sdstate.zoom.us/j/94417381285>) webinars.

## 4-H Constituents

### *Advocacy/Lobbying:*

- Communication between legislators and their constituents is crucial to crafting and passing bills that are reflective to the needs of your communities and local 4-H programs. As a constituent, your job is to communicate those needs to your elected 4-H Representative, why those needs are important and suggestions on what those changes could look like. More information about how to talk with your SD 4-H Representative and articulate changes you would like to see will be offered at the June 27th My Role in Advocacy webinar. This webinar can be accessed at: <https://sdstate.zoom.us/j/94417381285>

### *Observing the Process:*

- All 4-H members are encouraged to be actively involved in all steps of the learning and legislative process. Educational webinars about voting, bill writing, advocacy, and legislative procedure are opportunities for you as a constituent to learn the ins-and-outs of how state government works! As constituents, we encourage you to also attend the mock legislative session held on October 16th to see your elected 4-H Representatives in action.

# Frequently Asked Question's

**Q:** Is there a cost to participate in this program?

**A:** As indicated on page 7, there is no cost to participate in this program other than the cost associated with traveling to and from the in-person workshop location and Pierre, SD for the event. This may include hotel accommodations.

**Q:** I have a conflict on one of the dates that a webinar is being held, can I still participate?

**A:** Yes, but you will be expected to watch the recording and complete a worksheet to make-up for the interactive education that was missed due to absence.

**Q:** I am 13 years old; can I run to be a South Dakota 4-H Representative?

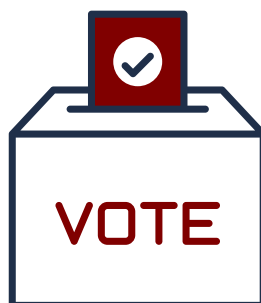
**A:** While the answer is no, there are still ample opportunities for you to participate to get an in-depth understanding of the program so that you are fully prepared to run when you turn 14. See page 5 for more details regarding participant roles.

**Q:** Is there a dress code for the program?

**A:** There is not a specific dress code for the webinars and workshop portions of the program, however we do expect participants to follow the general 4-H dress code policy. This policy can be accessed on page 17. For the day of the event we do expect you to wear the polo and nametag that will be provided along with black or khaki bottoms.

**Q:** I'm a parent of a South Dakota 4-H Representative, will I be able to view the event?

**A:** Family members and peers are welcome to observe the program webinars along with the committee meetings and floor session on the day of the event.





# **Guidebook Appendix**



# South Dakota 4-H Behavioral Expectations and Code of Conduct Policy



The South Dakota 4-H Program expects youth members and participants to behave in an acceptable manner at all events and activities in accordance with the South Dakota 4-H Behavioral Expectations and the Code of Conduct Policy.

## Behavioral Expectations

The South Dakota (SD) 4-H Program is designed to provide youth of all ages with a positive environment in which to learn and grow. It also provides opportunities for children and youth to build positive traits of character. To ensure that all youth have equal access to positive learning environments, SD 4-H members, staff, and volunteers agree to abide by these expectations of behavior:

- I will be trustworthy  
I will be worthy of trust, honor, and confidence. I will be a good role model by doing the right thing at all times. I will be honest in all of my activities. I will be on time for all scheduled events and will attend all of the planned activities. If I am not feeling well or have a schedule conflict, I will inform my chaperone or a person in charge of the event before the activity starts. I will be in the assigned area (club meeting room, building, dorm, etc.) at all times. The SD 4-H Program will not permit dishonesty such as lying or cheating.
- I will be respectful  
I will show respect, courtesy, and consideration to everyone, including myself, other participants, and those in authority. I will act and speak respectfully. I will treat meeting rooms, lodging areas, personal property, and transportation vehicles with respect. I will follow all published dress code guidelines for the event and/or activity. I will respect the personal space and choices of other participants and will not participate in inappropriate displays of affection or physical contact. I will not use vulgar or abusive language, cause physical or emotional harm, or create a feeling of fear amongst other participants.
- I will be responsible  
I will be responsible and accountable for my choices and my actions towards myself and other people. I will follow all rules and guidelines established for the activity or event. I will follow the verbal instructions issued by SDSU Extension staff, chaperones, and/or adult volunteers. I will abide by the established program curfew. I will be responsible for any damage, theft, or misconduct that I am involved in or cause.
- I will be fair  
I will participate in events fairly by following the rules, not taking advantage of others, and not asking for special help or favors.
- I will be caring  
I will be caring in my relationship with others. I will be kind and show compassion for others. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will include all participants in activities and will try to help everyone be involved in the scheduled activities.
- I will be a good citizen  
I will be a contributing and law-abiding citizen. I will be respectful to the environment. I will not use illegal substances such as tobacco, alcohol, or drugs or be involved in the use or possession of weapons or fireworks. If I am found to have any of these items with me or if I have taken any illegal substances, adult staff/volunteers will notify law enforcement. I will ensure the adults and friends that support me behave respectfully at 4-H events.



# South Dakota 4-H Behavioral Expectations and Code of Conduct Policy

## Member Code of Conduct Policy

If I do not abide by the items in the Member Behavior Expectations above, I will experience the following consequences in the order listed:

1. The loss of rights and privileges at the event or activity.
2. Being dismissed from the activity or event with an adult staff member or chaperone/volunteer notifying my parents/guardians and that I must go home at my family's expense before the activity or event ends.
3. The possible forfeiture of future participation in statewide and out-of-state events and activities as well as the forfeiture of future awards and premiums at the County level for a period of time up to one year. If this step is considered necessary, event staff, county staff, state staff will make the decision with input from the parents/guardians of the involved 4-H member(s).



## 4-H Member Dress Code Policy

During the South Dakota 4-H Legislature Program, participants will have many opportunities to network with professionals from across South Dakota. Not only do participants represent themselves, but they are also a reflection of their family, county, state, peers and South Dakota 4-H. Participants should wear clothing and choose grooming styles that is a positive reflection of all youth participants. At the South Dakota 4-H Legislature event, participants will be expected to wear the polo and nametag provided, along with black or khaki bottoms. The information below describes what the South Dakota 4-H Legislature Program Committee considers appropriate and inappropriate in terms of clothing.

### *Dress Code Mandatory Rules*

1. Only shorts, skirts, and dresses of a respectable length; that is, no shorter than finger-tip length.
2. For women, no low-cut shirts without a camisole. No tube tops, cropped shirts, those with spaghetti straps or those that are strapless; tank tops/sleeveless shirts must have shoulder straps of at least two inches.
3. For men and women, no t-shirts with slogans or messages that are offensive or in bad taste (for example, muscle shirts, cutoff shirts and other similar items).
4. No extreme low-rise, cut-off, or skin-tight clothing.
5. No ripped or excessively worn clothing, even if purchased as such.
6. No hats during webinars or during the South Dakota 4-H Legislature event.
7. You must wear a shirt at all times.

# Utilizing Traininghouse

Follow the below steps to assist in navigating the Traininghouse course.



## Create your account:

1. Navigate to [traininghouse.sdstate.edu](https://traininghouse.sdstate.edu).
  - a. If you do not have an SDSU email account:
    - i. Click **Non-SDSU users login here**.
    - ii. Click **Create new account**.
    - iii. Fill out the required fields and select **Create my new account**.
2. An email will be sent to your email address. Check your email to find instructions to complete your new account registration.
  - a. If you do not see the email, check your **Spam** or **Junk** email folder or the **Other** tab of your inbox. You can also search for **traininghouse.sdstate.edu** in the **subject line** for all your mailboxes to find it more easily.
  - b. If you are a non-SDSU user and still do not find the email, try resending the email:
    - i. Click **Non-SDSU users login here**.
    - ii. Type in the username and password you set up and click **Log in**.
    - iii. A message will appear that you need to confirm your account. Click **Resend confirmation** email and search for the email again.
  - c. If you do not receive an email this time, it is likely the email is being blocked by your email system. In this case, contact your email administrator or use a personal email account instead.
  - d. If you forgot your username or password, navigate to [traininghouse.sdstate.edu](https://traininghouse.sdstate.edu). In the upper right corner, click **Log in**. Click **Forgotten your username or password?**. Under **Search by email address**, type in your email address and click **Search**. If you supplied correct information, the system should send an email to you to access your log in information.

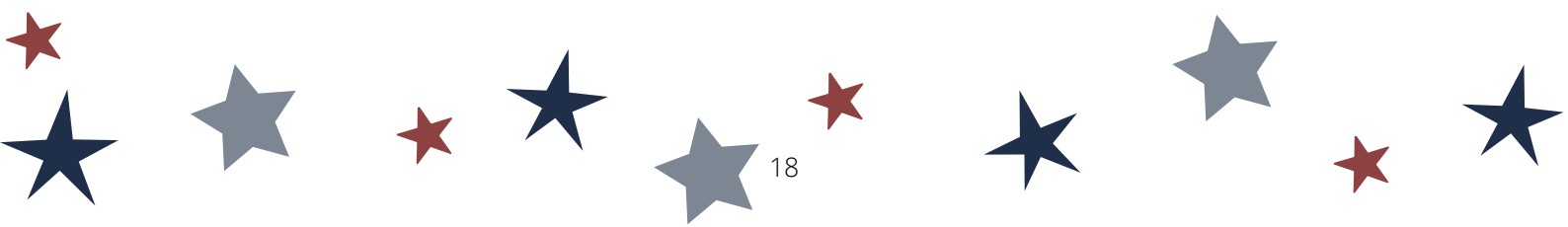
## Register for a course:

1. Navigate to [traininghouse.sdstate.edu](https://traininghouse.sdstate.edu).
2. In the upper right corner, click **Log in**.
3. Log in:
  - a. If you do not have an SDSU email account, type your username and password on the left side and click **Log in**.
4. In the **Search courses** box, type **South Dakota 4-H Legislature** and click **Go**.
5. Click on the course name. If you do not see the course you are looking for, click on **Courses** in the breadcrumb trail at the top of your screen to view a list of all courses.
6. When you are given an enrollment key, enter it in the field provided, and click **Enroll me**.

## Access the course:

1. Navigate to [traininghouse.sdstate.edu](https://traininghouse.sdstate.edu).
2. In the upper right corner, click **Log in**.
  - a. Log in:
    - i. If you do not have an SDSU email account, type your username and password on the left side and click **Log in**.
3. In the left menu click **Dashboard**.
4. Select the course in the **Course Overview** or **Recently accessed courses** area.

*\*More specific Traininghouse help sheets will be made available to participants as needed.*



# Designing a 1-page Rack Card

Use the following suggestions to assist in the development of a 1-page rack card:

1 page document, singled sided, full sheet.

## Items to Include:

- Name
- County
- Years in 4-H
- Picture - Can be just you or you and your favorite 4-H project/experience

## Other suggested items:

- Background in 4-H
- Why you are interested in civic engagement
- Why you want to represent your county
- Why you are a good leader and will be an effective voice for your county in the legislature
- "Policy" ideas and priorities

View the sample 1-page Rack Card below to assist in brainstorming ideas.



## Tommy Green

Candidate for SD 4-H Legislature  
Clover County  
8 Year 4-H Member in the Lords  
and Ladies 4-H Club

*Working for the future of 4-H and  
South Dakota*

Tommy Green grew up in the small town of Clover, in Clover County, South Dakota with his parents and two younger siblings. As a member of the Lords and Ladies 4-H Club, Tommy has been active in several project areas including: leadership skills development, public speaking, wildlife and fisheries, range management, soil and soil conservation, water and water conservation, and planet science, crops, and weeds.

Throughout his 8 years in 4-H, Tommy has served in leadership positions at the local, county, and state levels. As a club officer, member of the county Jr. Leader's Association, and Jr. member of the Environmental Education and Earth Science Project Committee, Tommy gained valuable team-building and experience that would make him the best choice to represent Clover County at the South Dakota 4-H Legislature!

His club leader Helen White said, "Tommy has always been open to teaching the younger member in our club and helping guide them through learning about 4-H. We as a club are so lucky to have him and his experience to help bring our ideas at the county and state groups. He would be the perfect person to represent Clover County!"



- **Build Agricultural Education Partnerships**
- **Soil and Water Conservation Educational Series**
- **Environmental Education and Earth Science Event Scholarship**



As Jr. member of the Environmental Education and Earth Science Project Committee, Tommy is committed to bringing more opportunities to 4-H members interested in this area. He would also like to work on partnership with other agricultural education programs, like FFA, SDSU Extension Field Specialists, Farm Bureau, and Farmers Union to build additional events and learning opportunities that are accessible to youth across the state. Building these partnerships is a great way to bring in more 4-H members and expand the reach and impact of our programs.

Green says, "Thank you for considering me to be your voice at our South Dakota 4-H Legislature. I am incredibly humbled by the possibility of working for you, my fellow Clover County 4-Hers. Through this experience I will keep you in mind first!"

**June 15-19 Vote GREEN for Clover County!!**

# Creating a Campaign Video

For assistance in developing a campaign video, refer to the following suggestions:

## Prepare Talking Points

- What do you want to highlight?
  - Characteristics about yourself
  - Projects you have been involved in
  - Why you want this role
  - Etc.

## Practice

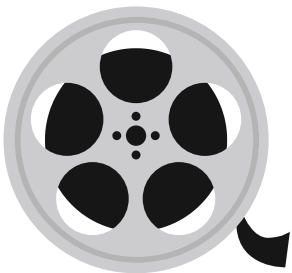
- Read your script
- Have someone proof read your script
- Practice your script aloud to an audience, mirror, or both

## Filming

- Locate a camera and think about proper set-up.
  - Familiarize yourself with your camera functions.
  - Do you have a partner to film for you?
  - If not, locate a tripod.
    - Can be man-made. Use your creativity!
- Consider Video Background
  - Free of disturbances.
  - Reduce noise interruptions.
  - Avoid distracting movements.
- Determine proper attire.
  - Think about the role you are campaigning for and type of dress associated with the position.
- Edit video if desired.
- For additional information on camera set-up and filming, reference the *4-H Filmmaking Lesson* to follow.

## Uploading

- Save file to computer or mobile device
- Upload finished product to Traininghouse in the field provided for your campaign video.







# 4-H Filmmaking

## Introduction to Video

### **What is video?**

Video is the technology that captures moving images electronically. Those moving images are really just a series of still images that change so fast that it looks like the image is moving.

### **How does video work?**

The details are complicated, but in simple terms the lens of the camera focuses an image onto a sensor, and the sensor converts the image into an electronic signal that is stored on tape, disc, harddrive, or memory card.

### **What's the difference between a video and a film?**

Nothing, really - both basically mean "a movie." All movies used to be made on actual film, and many still are. But a movie shot on video is still "a film." Film as a technology is quite different from video - although they both do the same thing: capture moving images.

### **What about sound?**

Video cameras usually record sound along with images. Almost all video cameras have microphones, but even though images and sound are usually recorded to the same tape, disc, or card they are two different types of information - so sometimes it helps to think of them separately. You might record a beautiful visual scene with terrible noise, but you know that you won't use the sound. Or you might record some beautiful sound with your video camera while the lens cap is on because you just want the sound.

### **Ok already, I just want to start making movies!**

Making a finished movie is a lot more than just turning on your camera and shooting. For starters, to start editing your footage into a finished film you need a computer with editing software. Luckily all PC's come with Windows Movie Maker, and all Mac's come with iMovie.

To make a movie, you need a camera (also called a *camcorder*), and a computer to edit the movie.



If you've shot some amazing footage, and have a computer with editing software, you then need to get that footage into your computer, and *imported* into the editing software.

Doing this can sometimes be very complicated because there are many different kinds of computers and many different kinds of cameras - and they don't always work perfectly together.





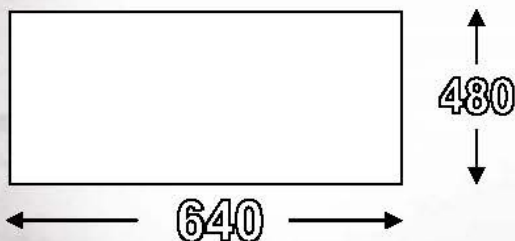
## 4-H Filmmaking

**Computers:** since you will be finishing your film on your computer, it will help to know a little about your computer. Here are the most important things to consider:

- **Mac or PC?** This is important because the type of computer you have will probably determine the editing software you'll be using. PC's have Windows Movie Maker, and Mac's have iMovie, but there are other editing programs that work fine too.
- **Hard Drives:** Video takes up a lot of space on your computer's hard drive. Do you know how many gigabytes (GB's) your computer's hard drive is? Is it big enough? Each hour of video can use up to 12 GB's of hard drive space.
- **Connections:** Does your computer have firewire or USB? Does it have both? What about USB 2.0 or firewire 800? Does it have a memory card reader? What about a headphone microphone connection?

**Cameras:** Just like computers, not all cameras are the same and *not all footage is the same*. It will help to know what kind of footage your camera shoots in order to load it correctly onto your computer and import it into your editor. Here are the most important characteristics that you should know about your footage:

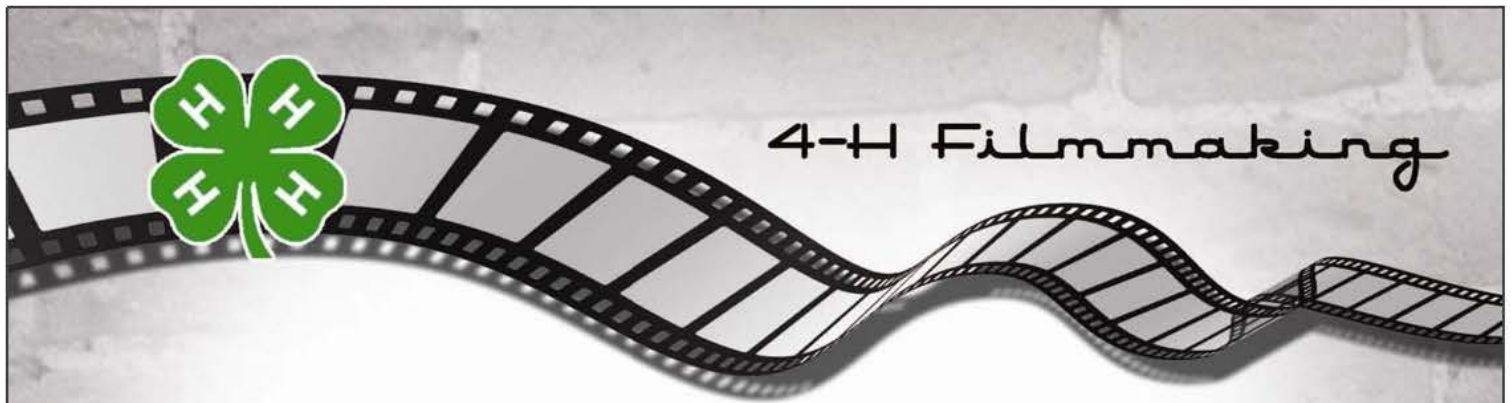
- **Frame rate:** the number of still images (or frames) recorded every second. Usually frame rate is expressed in frames per second (fps) and most video cameras record at 30 fps.
- **Resolution:** each frame/still image is recorded as thousands of tiny picture elements, called pixels. An image's resolution is how many pixels the image has. Resolution is usually expressed by numbers for horizontal and vertical: 640 by 480 means 640 pixels wide, by 480 pixels tall. Multiply the numbers and you get the total number of pixels. In this case  $640 \times 480 = 307,200$ .



Recommended: 640x480 or 720x480 for normal standard definition shooting and editing, and 640x480 or 320x240 for posting to the web.

**Aspect Ratio:** Do you want your images to look like a square? How about more rectangular? How about widescreen? Aspect Ratio is what defines the width and height of your images. The most common aspect ratios are 3:2, 4:3, and 16:9.





## 4-H Filmmaking

**Compression and Format:** There are many different ways that the electronic signals from the camera can actually get recorded. To save space on tapes, discs, or cards camera's usually compress the video to make it smaller. The way a camera compresses the image data and records it is the recording *format*. Camera's usually only record in one or two formats. You may not be able to take something recorded in your camera and play it back in your friend's camera because the formats may be different.

Some common formats are DV, Mpeg 2, and Mpeg 4.

The important thing to remember is that your camera should use a format that your editing software can handle. Cameras usually only shoot in one format. Most editing software can handle many different formats, but they can't always handle everything – so double check! If your editing software cannot accept the format your camera records in you must use special software to convert the footage before you can edit it.

For example, if you have a DVD camcorder that records Mpeg 2, Windows Movie Maker may not be able to read it. In this case you must convert the footage using a program like Any Video Converter (see Any Video Converter instructions).

**Media:** Cameras record onto many different kinds of *media*. Some cameras record to tapes, while others record to harddrives. Some use DVD discs, and some use flash memory cards. DVD's and flash memory cards can usually be read directly by your computer, but with harddrive and tape based cameras the media stays in the camera and you connect the camera to the computer.

**Connections:** Again, make sure you know what type of connection your computer has. Does it have firewire or USB or both? Your camera should have the same type of connection. USB and firewire use two different types of cables, so make sure you have the right cables ready to connect your camera to your computer.

### **Ready, set... edit!**

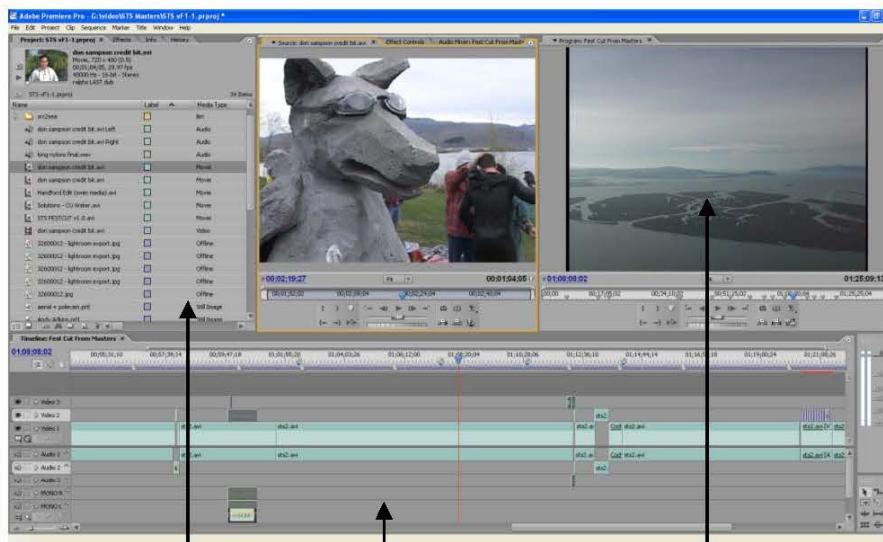
If you've made it through the complicated process of getting your footage from your camera to you computer you are finally ready to edit.

Just like with computers and cameras, there a huge number of editing programs so using them can be complicated. But luckily, most of them share some similarities. Most editors look something like this:





# 4-H Filmmaking



Clip/File & FX Browser

Timeline

Viewer

Most editing programs have three main windows: a timeline (or sequence) window, a clip or file browser window, and a viewer window.

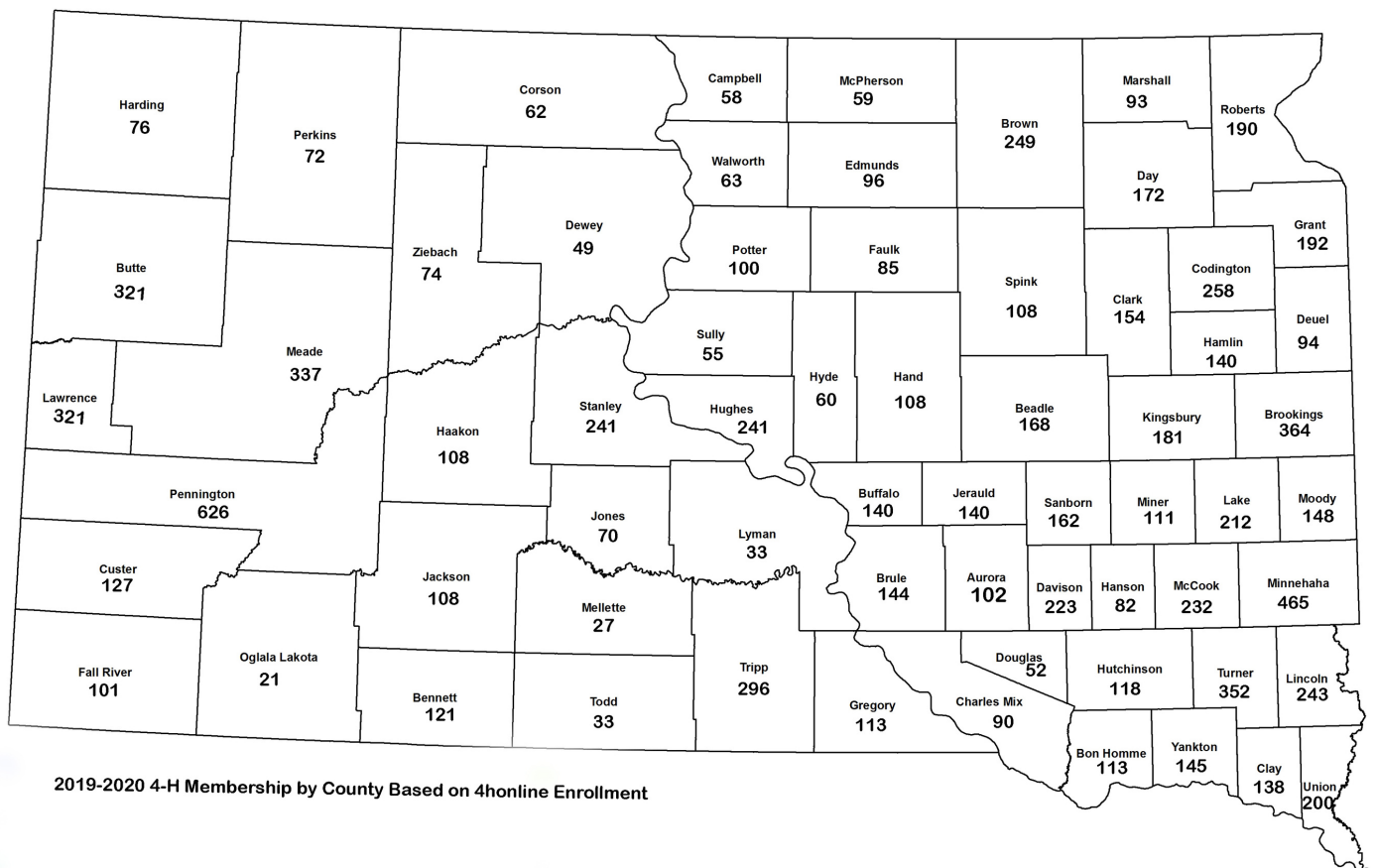
## Coming soon to a theater near you?

Finishing and showing your film involves exporting your edited masterpiece to its own file – possibly in a different *format* than you shot it and edited it in. You may want to show your movie on a normal DVD, but you also may want to post it on the internet. Both of these processes are different and, as with most things in video making, there are lots of ways to do either. It depends a lot on what editing software you have, so search your editing software's help section for phrases like "exporting", "delivering", "finalizing", "DVD", "web", or "internet."



# Petition Matrix

The number of signatures required on a petition is based off the number of 4-H members in a candidate's county from the 4-H year prior. In order for a candidate to determine how many signatures they must get on their petition, please locate your county on the map and note the total 2019-2020 4-H membership enrollment. Then correlate that number to the table below. This table will inform you how many signatures are needed in order to secure a spot on the ballot.



# of 4-H members in previous 4-H year	# of signatures needed on a petition
1 - 49 members	5 signatures
50 - 99 members	10 signatures
100 - 199 members	15 signatures
200 + members	20 signatures

**Tip:** When it comes to asking individuals to sign your petition consider your elevator speech on why you want this position.



# Webinar Layout & Objectives

The following webinars will be offered to provide in-depth education and exploration of subjects specific to the legislative process and the SD 4-H Legislature Program. The Zoom connection details is the same for each of the webinars, simply connect to:

<https://sdstate.zoom.us/j/94417381285>

or Dial-in at +1 669 900 6833 followed by meeting ID: 944 1738 1285

**Info Session:** March 21, 2021 @ 6:00-7:00 PM CT | 5:00-6:00 PM MT

*Goal:* This session is available for any youth, 4-H Youth Program Advisors, parents, leaders or volunteers to find out more information about the program.

- Walk through the guidebook
- Question & Answer Session

**Campaign Process:** April 18, 2021 @ 6:00-7:00 PM CT | 5:00-6:00 PM MT

*Goal:* Inform interested youth about campaigning process for the program.

- Outline the actual process
- How do you decide if you want to run for office?
- How to officially declare intent to run?
- Program petition process - signature collection - how will that work virtually?
- How to create campaigning content? (rack-card and video)
- How to upload content to Traininghouse?

**Voting Process:** May 23, 2021 @ 6:00-7:00 PM CT | 5:00-6:00 PM MT

*Goal:* Inform youth candidates of how the voting process will occur.

- Outline actual process of voting (reality)
  - Get Out The Vote (GOTV)
- How to register to vote?
  - Why is it important to vote?
- Outline program voting process
- Keep campaigning
  - Methods for continued campaigning discussed

**My Role in Advocacy:** June 27, 2021 @ 6:00-7:00 PM CT | 5:00-6:00 PM MT

*Goal:* To educate constituents about their role in advocacy and connecting with legislators.

- What is advocacy?
- The role of a lobbyist
- Organization and citizen lobbyist
- Capitol Lobby Days



# Webinar Layout & Objectives (cont.)

The following webinars will be offered to provide in-depth education and exploration of subjects specific to the legislative process and the SD 4-H Legislature Program. The Zoom connection details is the same for each of the webinars, simply connect to:

<https://sdstate.zoom.us/j/94417381285>

or Dial-in at +1 669 900 6833 followed by meeting ID: 944 1738 1285

**Committee/Caucus Process & Bill Review:** September 19, 2021 @ 6:00-7:00 PM CT | 5:00-6:00 PM MT

*Goal:* Inform participants about what committee meetings and caucus entails. This will be the first review of bills drafted.

- Review of committee process
- Review of Caucus
  - What is it?
- Work time for reviewing bills

**House Floor & Legislative Event Processes:** October 3, 2021 @ 6:00-7:00 PM CT | 5:00-6:00 PM MT

*Goal:* Inform 4-H representatives about the actual day of event process and the house floor processes.

- Explore the actual South Dakota Legislative session
  - View videos of session
- Discuss schedule of events

**All 4-H members, candidates/legislators and constituents, are encouraged to participate in the webinars.**

# Drafting a Bill

Things to consider when drafting legislation:

- What do I want to accomplish?
- Should a particular 4-H program or project area implement my proposal?
- Does my proposal cost money?
  - If so, what is my funding source?

**You can draft your bill on whatever 4-H subject interests you.**

Some sample bill ideas include:

- Rule changes for a 4-H livestock show
- A new 4-H program or project area you would like to see started
- Removing or modifying a 4-H program or project area
- Changing 4-H deadlines, etc.

Feel free to include multiple “Sections” in your bill for organization. For our purposes, there is no need to refer to a section of South Dakota 4-H Policy or rules in the text of your bill like the sample bill does. In fact, sometimes you can't refer to existing law in a bill because there isn't any policy or rule on the topic. If you decide to refer to a section of South Dakota 4-H Policy or rules, you will include the text of the current law, underscoring new material and over-striking portions of the law you will delete as indicated by the footnote. Examples of documents you might reference would be the 2021 SDSU Extension 4-H State Fair Book, South Dakota 4-H Communications Project Guidelines, and the South Dakota 4-H Robotics & Engineering packet, all found on the extension website.

If you are interested in learning more about the rules of legislative drafting, refer to the South Dakota Legislative Drafting Manual which can be found at the following link.

<http://sdlegislature.gov/docs/referencematerials/draftingmanual.pdf>

Access the South Dakota 4-H Legislature *Bill Template* and *Bill Examples* below.



**State of South Dakota**

**First Session**

**SOUTH DAKOTA 4-H LEGISLATURE, 2020**

Introduced by: Representative(s)

\_\_\_\_\_

FOR AN ACT ENTITLED, An Act to \_\_\_\_\_

BE IT ENACTED BY THE LEGISLATURE OF THE SOUTH DAKOTA 4-H PROGRAM:

**Section1.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section2.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section3.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coding: Words in ~~struck through~~ type are deletions from existing law; words underlined are additions.

**Summarize the pros and cons of what this bill would do.**

**Pro:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Con:.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Bill Example

## 2020 South Dakota 4-H Legislature

### HB 1007

*Introduced by Representative(s) Hadley Stiefvater,  
McCook County*

#### **An Act to reestablish the South Dakota 4-H Premier Livestock Exhibitor Program at the South Dakota State Fair 4-H Exhibition**

BE IT ENACTED BY THE 4-H LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

SECTION 1. Reestablish a program for identifying premier state fair exhibitors within the livestock species of beef, sheep, market goat, and swine.

The purpose of the program is to encourage diversity of knowledge and skill of both industry and exhibition areas. Factors used to determine qualifying individuals include:

- a. Exhibition of minimum (1) sheep, goat, beef, or swine animal in the SD 4-H species specific show.
- b. Participation in species specific showmanship contest.
- c. Completion of 50 question quiz with questions relating to breeds, genetics, nutrition, animal husbandry, and other YQCA based topics.
- d. Completion of simplified hands-on skill-a-thon contest during the state fair week. Includes 10 feed sample ID, quality assurance exercise, and advocacy scenario exercise.

Determination of points awarded are as follows: (Total 230 points possible).

- A. Class rank of animal: **20 points**
- B. Showmanship contest: (35 points possible)  
Participation **25 points**, Semi-Finalist **(+5 points)**, Top 10 placing **(+5 points)**
- C. Quiz: **100 points** (2 points per question)
- D. Skill-a-thon contest: **10 points** feed ID, **20 points** quality assurance exercise, **45 points** advocacy scenario exercise.

Award suggestions as follows: (\*Ultimately determined by sponsorship support.)

Recognize top 5 individuals with rosettes. Large awards for top individuals.

- A. **High individual:** Option of personalized belt buckle (approximate retail value of \$130-180) OR embroidered soft shell jacket (approximate retail value \$160-180).
- B. **Second High Individual:** Embroidered weekender bag (\$50-75) OR director's chair-standard size (\$125).

# Resolution Example



## 2020 South Dakota 4-H Legislature

### HR 6001

*Introduced by Representative(s) Teigen Hadrick,  
Faulk County*

#### **A Resolution urging the South Dakota State University Dairy Science Department to name an ice cream commemorating South Dakota 4-H**

WHEREAS, 4-H has taught generations of leadership skills to people and taught the value of being a leader for my club, my community, my country, and my world; and

Whereas, 4-H brings many people together across the nation. Nothing brings youth closer than being part of 4-H. Whether it is showing a goat to making indoor exhibits; and

WHEREAS, 4-H has been encouraging youth and adults to come together for a common cause. Showing South Dakotan citizens what it is like to be a 4-Her and how sense of community can make things happen; and

WHEREAS, the South Dakota 4-H mission is to enable youth to be engaged in partnerships with caring adults, positive learning environments, developing their fullest potential and learning life skills; and

WHEREAS, the motto of 4-H is "To Make The Best Better" and thousands of 4-H members, volunteers, and community partners work for positive community change in all corners of the state of South Dakota;

NOW, THEREFORE, BE IT RESOLVED, by the House of the First 4-H Legislature of the State of South Dakota, that it calls upon the South Dakota State University Dairy Science Department to name an ice cream flavor commemorating the South Dakota 4-H program and to recognize the important role 4-H has played in developing leadership for South Dakota's young people.

BE IT FURTHER RESOLVED, that the staff of South Dakota 4-H Legislature shall transmit a copy of this resolution to the Dairy and Food Science Department Head Joseph Cassady, SDSU Dean College of Agriculture, Food, and Environmental Science John Killefer, and SDSU Extension Director Karla Trautman.



# How a Bill Becomes Law



1

The Bill is drafted by a Senator or Representative.

2

The prime sponsor seeks support for the bill by having colleagues in the House of Representatives and Senate sign their name to the bill.

3

The bill is read in the chamber of origin. House bills are introduced by Representatives and Senate bills are introduced by Senators.

4

The Senate President or the Speaker of the House then assigns the bill to a committee.

5

The committee then hears public testimony. Based on testimony, members of the committee have four options of what to do with a bill:

- Send to floor with "Do Pass" recommendation
- Table the bill
- Defer to the 41st day
- Send to floor without recommendation: This rarely happens. If it does, the full body must vote whether they want to discuss the bill or not.

6

Once a bill reaches the floor, it is debated and voted on. If it passes, the bill is forwarded on to the other body, where it goes through the same committee process. If a bill passes both the House and the Senate, it is sent to the Governor, who has the option to sign or veto bills. If a bill is vetoed it may come back to the legislative bodies, who can override a veto by a 2/3 vote.



# SD Legislative Concepts & Procedures

The South Dakota 4-H Legislature Program is mirrored after the actual South Dakota Legislature - with some modifications. Therefore, it is important to have a base understanding of South Dakota Legislative Concepts and Procedures. Read through the following concepts to gain a better understanding of the South Dakota Legislature.

## South Dakota Government Basics

- Like the Federal Government, South Dakota has three branches of government: Legislative, Executive, Judicial.
- The South Dakota Legislature is bicameral, or composed of two bodies (sometimes called chambers). The two bodies are the Senate and the House of Representatives. 35 members make up the Senate and 70 members make up the House of Representatives.
- Legislators are elected every 2 years by the constituents in the state's 35 districts, one senator and two representatives from each district.
- The South Dakota constitution limits the Legislative Session to 40 days each year, with the final day reserved for Governor vetoes.

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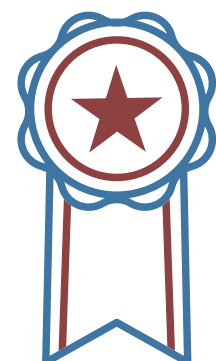
## The House:

- 70 members represent 35 Districts across South Dakota.
- Uses electronic voting system and discussion time is limited.
- Representatives are elected every 2 years in even numbered years.
- 2 members are elected from each district with the exception of Districts 26 & 28 which are split into A & B. One member from A and one member from B are elected.

---

## The Senate:

- 35 Members, one from each of the 35 South Dakota Legislative Districts.
- Uses roll call voting system.
- Senators are elected every 2 years in even numbered years.
- 1 member from each district is elected to serve in the Senate.



# SD Legislative Concepts & Procedures

The South Dakota 4-H Legislature Program is mirrored after the actual South Dakota Legislature - with some modifications. Therefore, it is important to have a base understanding of South Dakota Legislative Concepts and Procedures. Read through the following concepts to gain a better understanding of the South Dakota Legislature.

## Caucus:

Caucus is a meeting of the members of one political party.

- Members from the Democratic and Republican parties meet within their respective parties, and typically within their respective chamber, to discuss bills that will be up for debate on the floor that day. They decide as a party which ones are important to discuss in depth and which ones should be passed with virtually no debate.
- In South Dakota, the Democratic Party holds an open caucus, meaning members of the public can observe legislators discussing the merit of the bills. The Republican Party holds a closed caucus only allowing legislators and their interns to attend.
- Caucus is normally held one-hour prior to the start of session daily.
- Legislators will often decide amongst them who will speak about each bill on the floor.

---

## Committees:

- Sub-units formed within each chamber, which take public testimony and vote on bills with similar subjects
- 14 Standing committees in each chamber
  - Agriculture and Natural Resources, Appropriations, Commerce and Energy, Education, Government Operations and Audit, Health and Human Services, Judiciary, Legislative Procedure, Local Government, Retirement Laws, State Affairs, Taxation, Transportation, and Veterans Affairs.
- In the Senate, most committees consist of 7-9 members and in the House there are 13-15 members. Members are selected by the majority leader, President Pro Tempore, and the minority leader.
- Pro Tempores in each chamber assign bills to committee to hear public testimony. The committee then may make a recommendation on the bill:
  - Do Pass: The committee recommends passage of the original bill.
  - Do Pass as Amended: The committee recommends the bill pass, but in an altered form set by the committee
  - Send to 41st Day: Essentially kills the bill because constitutionally there are only 40 days in the South Dakota Legislative Session.
  - Without Recommendation: The committee cannot come to a consensus or has no feelings on the bill one way or another so they feel the entire legislative body should determine whether it should pass or fail.

# Conducting Official Business

*Similar to South Dakota 4-H club management practices the South Dakota State Legislature utilizes parliamentary procedure to conduct business in session. Here you will find common parli-pro motions.*

---

**What:** Main Motion

**When:** When action needs to be taken on a bill or resolution, a legislator will introduce a motion.

**Why:** For a bill to be discussed and debated on the floor, a motion must be made.

**How:** A legislator will stand and once recognized by the President or Speaker, state "I move..." Motion requires a second and following being seconded will be open for discussion before voting occurs.

*Example:* Senator stands - "Mr. President"  
President - "Senator"  
Senator - "I move that Senate Bill 158 do pass"

**What:** Amendment

**When:** When a legislator would like to amend a current bill up for debate in committee or floor.

**Why:** An amendment changes the current verbiage of a bill. Can be used to change what the bill does, add clearer language, or slightly alter a bill.

**How:** An amendment is easiest to write down and present to the President or Speakers desk, but may also be done verbally. A legislator will need to be recognized by the President or Speaker, state "At this time I wish to move an amendment." Then legislator must make a motion to amend, and be seconded for open discussion and voting.

*Example:* Senator stands - "Mr. President"  
President - "Senator"  
Senator - "At this time I would like to move an amendment..."

**What:** Recess

**When:** When a legislator feels like there needs to be a break in discussion in committee or on the floor.

**Why:** Allows for legislators to gather further research or caucus more about an issue.

**How:** A legislator must be recognized by the speaker. The legislator states interest in calling a recess with specific time frame. There must be a second and he must be supported by a majority of verbal vote.

*Example:* Senator stands - "Mr. President"  
President - "Senator"  
Senator - "At this time I would like to move a to recess for (specific time frame)"

# Conducting Official Business

**What:** Point of Information

**When:** Anytime during committee or session that a legislator has a question about "procedure"

**Why:** For a legislator to ask a question of the speaker.

**How:** Senator must be recognized by the speaker and then state "Point of information" before proceeding with question.

*Example:* Senator stands - "Mr. President, Point of information "  
President - "Senator, State your point" or "proceed."

**What:** Point of Order

**When:** Immediately following an infraction in rules.

**Why:** An infraction in rules or improper decorum while speaking has occurred.

**How:** Legislator stands without recognition and says "Point of Order"

*Example:* Senator - "Point of Order"  
President - "State your point"  
Senator then states the rule they believe is not being followed.

**What:** Division of House

**When:** Any legislator may call division of the house following a voice vote Why: If unsure of the results of the voice vote

**How:** After a voice vote, any legislator may call out "Division"

*Example:* Senator stands - "Division"  
President will then ask secretary to take a roll call vote

**What:** Roll Call Vote

**When:** A legislator may request roll call when they would like a count on a motion on the floor or in committee that would normally be a voice vote. Must be requested before the vote is taken.

**Why:** The legislator requests to call roll call.

**How:** A legislator calls "Roll Call" anytime before a voice vote is taken in committee or on the floor. He must be supported by 1/6th of members present.

*Example:* Senator: "Roll Call"  
President: "Roll call has been requested, is he supported?"  
Legislators who support the senator's request would stand. If support is achieved, roll call would be taken and if not the vote would proceed as a voice vote.

# Conducting Official Business

**What:** Reconsideration

**When:** A motion has failed and a legislator would like it to be heard again

**Why:** A motion, which, when passed by the house, allows another vote annulling or reaffirming an action previously taken.

**How:** A legislator must be recognized by the Speaker or President and then state motion to reconsider.

*Example:* Senator: "I move to reconsider SB 123"

**What:** Substitute Motion

**When:** Proceeded a motion that is already on the floor. A legislator may introduce a substitute motion. Typically only happens in Committee Meetings.

**Why:** To replace the current motion on the floor with a different motion for action on a bill.

**How:** Senator must be recognized by the chair, the senator states their motion

*Example:* Senator: "Mr. Chair, I move a substitute motion to..."

**What:** Call the Previous Question

**When:** To call a motion on the table for final vote.

**Why:** Debate has been exhausted or is no longer productive on the current motion.

**How:** The legislator, typically the majority leader, must be recognized by the President or Speaker and state that he calls the previous question. This is a non-debatable motion but requires a majority vote.

*Example:* Senator: "Mr. President, I respectfully call the previous question."

## What a Motion Needs for Passage:

- **Adjournment:** Majority of members present
- **Amendment:** Majority of members elect
- **Changing Order of Business:** Majority of members present
- **Conference Committee Report Adoption:** Same as passage of the bill
- **Emergency Measure:** 2/3 of members elect
- **General Appropriations Bill:** Majority of Members elect
- **Previous Question Motion:** Majority of Members present
- **Recess:** Majority of Members elect
- **Reconsideration:** Majority of members consent. 2nd time requires unanimous consent.
- **Resolution:** Majority of members elect
- **Roll Call:** 1/6th of members present
- **Rules Adoption:** Majority of members elect
- **Smoke-Out:** 1/3 of members elect
- **To Table/Take off the Table:** 2/3 members elect
- **Tax increase/New Tax:** 2/3 members elect
- **Override Veto:** 2/3 members elect
- **Withdraw a Motion:** unanimous consent of Members Present

# Legislative Terms

**Act** - A bill passed by the Legislature

**Action** - disposition of any question before the Legislature.

**Adoption** - approval or acceptance; usually applied to amendments or resolutions.

**Appropriation** - money set apart for formal action for a specific use.

**Bicamel** - a legislature consisting of two chambers

**Bill** - a proposed law introduced during a session for consideration by the legislature

**Body of the Bill** - the body of the bill is the text or lawmaking part of the bill.

**Casting vote** - the deciding vote the Lieutenant Governor, as the President of the Senate, may cast in case of a tie vote in that chamber.

**Commemoration** - an expression of the Legislature recognizing service or achievements of national or statewide importance or sorrow over death or loss.

**Concurrence** - practice whereby one house agrees with an action taken by the other house.

**Consent Calendar** - schedule of bill which there is general agreement that opposition is not anticipated.

**Co-sponsors** - the sponsors of a bill other than the prime sponsor.

**Enacting Clause** - that portion of a bill indicating that all following material is to become law.

**Floor** - a traditional description of the interior of either house; "floor action" describes the consideration of measures by the entire membership of the respective chamber.

**Hoghouse** - a procedure occasionally used in the Legislature whereby a committee or a member of the floor will move to strike everything after the enacting clause of a bill and insert in lieu thereof the substance of an entirely new bill

**Interim** - the interval between regular sessions of the Legislature.

**Introduce** - present a bill to either the Senate or House of Representatives for consideration.

# Legislative Terms

**Lobbyist** - an individual engaged to present and promote the views of a group, organization, or industry on measures under consideration by legislators.

**Majority Leader** - the leader of the caucus of the majority party

**Majority Party** - The political party in each house that has the most members.

**President Pro Tempore** - the senator elected to preside of the Senate in absence of the President

**Minority Leader** - the leader of the caucus of the minority party

**Minority Party** - the political party in each house that has fewer members than the majority part.

**Passage** - favorable action on a measure before the legislature.

**President of the Senate** - the residing officer in the Senate. Held by the Lieutenant Governor.

**Referendum** - the method by which a measure adopted by the legislature may be submitted to the electorate for popular vote.

**Sergeants-at-Arms** - officers of the House and the Senate charged with maintaining order and carrying out the directives of the presiding officers or the members

**Session** - period during which the Legislature meets

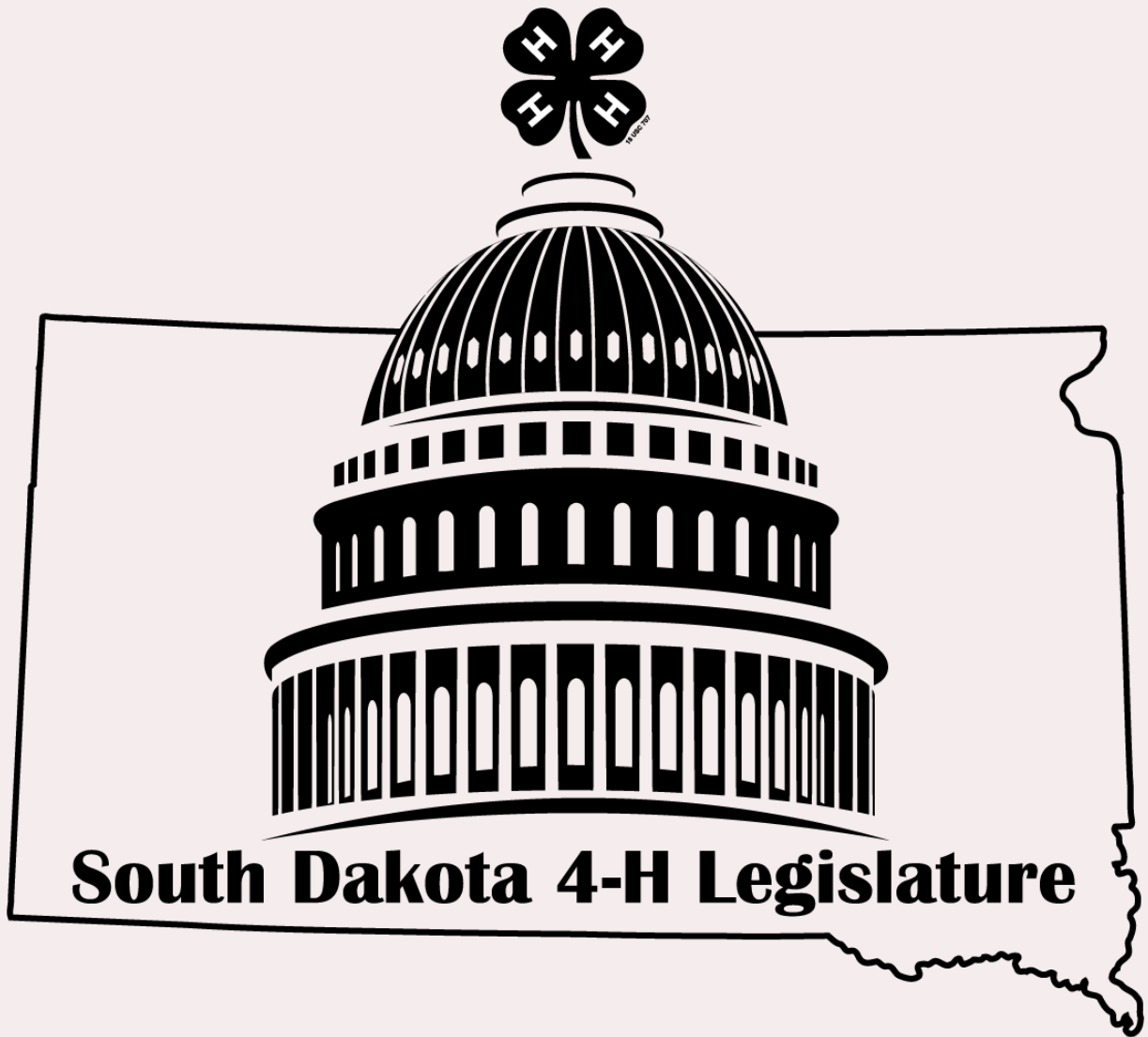
**Smoke Out** - invoking joint rule 7-7 whereby one-third of the members of a house can require a committee a deliver a bill to the full body by the next legislative day.

**Speaker** - presiding officer of the House of Representatives, elected by the members at the beginning of each session.

**Speaker Pro Tempore** - the member of the House of Representatives elected to preside over the House in the absence of the speaker.

**Special Sessions** - sessions held between the regular sessions.

**Veto** - formal disapproval of a measure by the Governor.



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