



# Seaford High School Model Congress

Seaford, New York  
Mr. Coniglio, Advisor

## *Club Philosophy and Club Objective*

**T**he Seaford High School Model Congress offers each member the exciting opportunity to suggest solutions for local, state, and national public policy issues by authoring bills that, if enacted into law, would make our world a better place in which to live. At weekly meetings, Model Congress members learn the skills of identifying current events issues, putting ideas into writing and presenting concepts in an open forum.

Two important aspects of the club are the use of parliamentary procedure to ensure fairness in debate and the development of public speaking skills. In addition to regular meetings at our school, Model Congress Club members compete for awards at foreign congress with members from other are high schools. The Model Congress Club is a friendly and helpful group of students who share ideas with one another as they prepare for careers, which emphasize cooperation and the art of persuasion.

### **Our main objectives are to:**

- Understand the processes of forming and passing laws
- Learn the role of representatives in congress
- Learn the use of parliamentary procedure and nurture debating ability
- Learn research skills and the process of examining more than one point of view
- Understand our roles as citizens in a representative government
- Develop the skills of communication by speaking and writing
- Develop self-confidence, self-awareness, and leadership skills
- Learn non-violent ways of resolving conflicting views

# What do we do at a “Foreign Congress?”

## SATURDAY (Sample Schedule)

8:30 - 9:30 AM	Breakfast at host school/Check-In
9:30 - 10:00 AM	Opening Ceremony
10:00 - 12:00 PM	Committee Session 1
12:00 - 1:15 PM	Lunch
1:15 - 2:45 PM	Committee Session 2
2:45 - 4:15 PM	Entertainment
4:15 - 6:15 PM	Plenary Session
6:15 - 7:30 PM	Dinner
7:30 - 9:00 PM	Closing Ceremonies

## United Model Congress Member Schools:

**East Meadow High School**

**Lawrence High School**

**Long Beach High School**

**Oceanside High School**

**New Rochelle High School**

**Seaford & Wantagh (Tri-D)**

**Herricks High School**

**Hewlett High School**

**North Bellmore High School**

# **United Model Congress Rules and Regulations**

Schools will be required to abide by all of the following rules in order to host the undersigned delegations at Model Congress weekends.

1. All registration forms given to delegates will be due to their own delegations by a designated date two weeks prior to the Model Congress weekend. These forms will then be due to the host school no later than 12 days prior to the start of the Model Congress. No late forms will be accepted, and organizing committees will be completed within a week. A uniform sheet will then be sent out to each delegation in attendance. This sheet will provide parents with emergency contact numbers and their child's scheduled events throughout the weekend in case they must be reached through the school. After the Wednesday before the start of the Model Congress weekend, no more committee changes will be made except for in emergency circumstances.
2. Every delegation attending must provide the executive boards with contact information for either an advisor or school certified adult in case of an emergency. He/She must be available for contact throughout the weekend.
3. Students may not leave the host school at any point during the event.
4. No student from non-hosting delegations will be allowed to drive to, from, or during the duration of the Model Congress event. Individual host administrations may permit certain seniors from their schools the ability to drive over the course of their own event. They may not drive any other students.
5. Each student will be required to wear school-issued identification throughout the weekend so that recognizing them will be efficient and convenient.
6. All students are expected to adhere to the codes of conduct of their respective schools and the code of conduct for the United Model Congresses. No independent delegate from a school that has not participated in adapting these rules and regulations will be allowed to attend a Model Congress hosted by the undersigned delegations.
7. Every parent/legal guardian of a student attending the Model Congress event must sign a written contract stating that he/she understands and agrees to the rules and regulations set forth by the United Model Congresses.
8. Congresses will begin on Saturday mornings at 8:30 AM and will end no later than 9:00 PM that night.

# Tri-D/Seaford Model Congress

## Executive Board Responsibilities

**General Chair-** Represents Congress well at UMC meetings, sets an example for all delegates and executive board as a leader. The GC is responsible for enforcing the UMC Constitution as well as informing all delegates of its content and consequent penalties if not followed. The GC is responsible for all exec board directives. Her or she calls and schedules emergency meetings for the executive boards. They are responsible for calling the meetings to order in a timely manner and makes weekly announcements at debate meetings. The GC is responsible for assigning and monitoring tasks for the executive board, settling disputes between members and reporting back to advisor with updates on the progress of each executive board member. At foreign congresses, they are responsible for monitoring the completion of executive boards' tasks as well as organizing and leading delegation-based meetings. The GC is the figurehead for the hosting congress, giving final approval to housing changes and the admission of foreign delegates. The GC is ultimately responsible for the unification of all delegates and maintaining ultimate decorum at foreign congresses. The GC is required to attend 100% of foreign congress meetings.

**Associate General Chair-** Is responsible for heading each debate meeting. Therefore, the AGC is required to attend 100% of debate meetings. AGC is responsible for posting each meeting agenda, summarize prior week's minutes/ notes, call the meeting to order, and adjourn meetings. AGC is required to assist the General Chair in recognizing speakers, and is fully responsible for enforcing Robert's Rules of Parliamentary procedure during debate. They are also responsible for the decorum in a debate, and are expected to monitor the progress of the delegation with regards to debate skill improvement. The AGC is responsible for the decorum and behavior of delegates at foreign congress meetings, reporting back to the GC with any issues. AGC is responsible to monitor the behavior and debate of delegates correct any errors with respect to debate and decorum. The AGC is expected to attend 100% of foreign congresses.

**Agenda Chair-** The Agenda chair serves as the bill-writer for each weekly debate meeting. Agenda chair is responsible for maintaining the perfect order and form of all bills. Bills are required to be typed and turned in to the advisor one day prior to the weekly meeting (electronically or in person). A "bill bank" will be established with the advisor to ensure varied debate in the event of their absence. Bills may not be repeated on a week-to-week basis, and bills may not be introduced without prior approval by the advisor. The Agenda chair is responsible to keep records of all bills for future use at the Tri-D hosting weekend. They are also responsible to collect and keep bill packets from committees at each foreign congress for records and future use. The Agenda chair's responsibility is also to monitor the quality of bills debated during weekly debates to ensure integrity and validity of bills. Their primary responsibility during weekly meetings is to teach and reinforce Robert's Rules of Parliamentary Procedure to all delegates and assist the AGC in keeping decorum at the meeting. The Agenda chair may recognize speakers in structured debate in place of the GC.

**Delegate Chair(s)**- The Delegate chair is responsible to monitor and keep records of member delegates and their attendance on a weekly basis. The Delegate chair is responsible for creating an electronic and paper database of all delegates' names & email addresses, as well as the distribution and collection of the attendance sheet at each weekly meeting. Attendance sheets are to be turned in to the advisor and filed after each weekly meeting. Delegate chairs are responsible for the distribution of foreign congress forms to the advisor. After an in-house due date is established with the advisor, the forms will be photocopied and distributed to all delegates. Delegates are required to return forms in a labeled envelope in a timely manner to the Delegate Chair only.

The Delegate chair is responsible for the proper separation and labeling of forms, creating the bus list, and sending the forms to each respective foreign delegation, ensuring a signature as proof of receipt of the forms.

The Delegate chair is responsible for the distribution of the housing list in a timely manner (at least 3 days prior to the start of a foreign congress).

Housing change requests may be made ONLY through the delegate chair and are subject to approval by the advisor. Delegates may not contact foreign delegations on their own, or will face disciplinary action by the executive board if they attempt to do so.

At foreign congresses, the Delegate chair is responsible for ensuring the comfort and safety of each delegate. Housing checks will be performed by the Delegate Chairs present at each meeting. Housing check confirmations and/or issues will be immediately reported to the advisor via phone or text.

Phone checks must be completed at each foreign congress and are not optional.

The Delegate chair is responsible for creating the housing list for Tri-D Model Congress weekend with respect to the regulations and timeline set forth by the UMC Constitution.

The delegate chair must attend 100% of the foreign congress debates. If two Delegate chairs are elected, then each must attend a minimum of one half or 50% of foreign congress debates, or arrange a schedule by which each foreign congress is attended by at least one Delegate chair.

**Finance Chair**- The Finance chair is also known as the "right-hand-man" to the advisor. The primary responsibility of the finance chair is to monitor the club's finances and to keep records of the club's finances: both deposits and expenditures along with the advisor. The Finance chair's signature is required for all fundraising requests and deposits or withdrawals. The Finance chair is responsible for meeting with the advisor privately once a week (outside of regularly scheduled meetings) to perform secretarial or financial duties as requested by the advisor. They are responsible for the reporting of financial status at the exec board meetings, but may not disclose the working balance of the bank account to members of the delegation. The Finance chair is responsible for approval of the budget for the host congress weekend, calculating and estimating the collection of dues from foreign delegates. The finance chair is responsible for organizing any and all fundraising activities and the band showcase. Traditionally, the Finance chair assists the Delegate chairs in the separation and collection of foreign congress forms and dues when necessary. The Finance chair is not required to attend all foreign congress meetings.