

CALIFORNIA GIRLS STATE ELECTIONS PROCEDURE

I. Voting

A. Voter Registration

At the first city meeting, each citizen registers to vote and designates her political party membership within her city using her legal name. Her legal name will be the only name she uses to complete election documents. Failure to use your legal name and/or signature will result in the disqualification of the name entered on any election document. Each girl has read the party statements and has chosen to be either a member of the Tory or Whig party. All campaign activities must be conducted at Girls State in accordance with the requirements set forth herein. Failure to comply with the rules will result in disqualification of the candidate.

B. Polling Place

Your Polling Place will be a designated area within your Girls State city, determined by your City Counselors.

C. Ballot Casting

For every election, except otherwise stated, the City Election Commissioner will conduct electronic voting at the Polling Place. All election procedures will be explained by the City Counselors.

To vote, each citizen shall access the Polling Place during its time of operation and complete the ballot explained beforehand. Notes and other materials may be brought into the Polling Place, but campaign materials and talking are prohibited within the Polling Place.

II. Running for an Elected Office

You may hold only **one** elected office at Girls State and as many appointed offices as you can responsibly handle. Once elected you may not resign. However, you may resign an appointed office, after checking with the counselor and securing a replacement.

Political Party Leaders and Chairwomen of the Campaign and Platform Committees are considered elected offices at Girls State. In real life they are appointed.

To hold an elected office, you must be elected by ballot during the appropriate election period. However, to appear on the ballot, you must be deemed a qualified candidate(see below). If you are not a qualified candidate, you may only be voted for pursuant to the write-in procedures below.

A. Qualified Candidate

You will be deemed a qualified candidate for appearance on the ballot:

- ★ If you have not worn, carried, or displayed any article from home for the express purpose of distinguishing yourself as a candidate for office.
- ★ If the name of office is designated on the Notice of Election Form #1.
- ★ If you meet the deadlines. (See daily schedule.)
- ★ If you sign your name in the presence of a Notary Public, clerk, or one of her deputies during the assigned time.
- ★ If the form is correct in every detail—including spelling, date, county in which you are filing, your name, party affiliation, and residence (Girls State city name only).
- ★ If you have the required number of signatures. The Verification Deputy Affidavit is not to be filled out until all signatures are obtained.
- ★ If you have used only campaign supplies (Butcher paper only for signs) that are available from Girls State. You may use your own masking tape and marking pens.
- ★ If you sign your name on nomination papers exactly as you registered to vote.

- ★ If the Verification Deputy resides in the county in which you are filing.
- ★ If signers of nomination papers reside in the same county as the Verification Deputy. (e.g., A petition filed in Stanford must be signed by Stanford County residents only).
- ★ If you file in at least two counties when running for state office (your own and at least one other county). You may file in all four counties, as long as your total number of signatures is not more than 20 or less than 15.

When you find errors on your forms, you may only correct them in the presence of a City Counselor (Notary) on the city level or a County Counselor on the county and state levels.

B. Write-in Candidates

If you are not a qualified candidate due to disqualification or if you simply want to write-in as a candidate for an election, you may file with the appropriate official to declare your intent to hold the elected office if voted by majority vote.

City Level—File with Acting City Clerk prior to speeches at City Meeting.

County Level—File with Acting County Clerk prior to speeches at County Meeting.

State Level—File with Acting Secretary of State immediately following announcement of qualified candidates. This applies only to Primary elections. There are no write in candidates allowed after the initial primary elections.

If you are a write-in candidate, you may campaign **by word of mouth and poster only. You may not give a speech with the qualified candidates.** However, during speeches, the write-in candidates will stand when they hear their name announced. They may only state their ballot name and the position they are running for at the designated time.

D. Campaign Materials

You may only use butcher paper purchased from the Girls State Campaign Table for your campaign materials, in addition to any markers, pens, crayons, colored-pencils, and tape available to you in your city. These materials may be held up during a Candidate's speech by a supporter, so long as the materials or campaigning is within the guidelines as described below. The supporter holding up the sign may not distract from the candidate's speech and may only hold up the sign off-stage.

MATERIALS ALLOWED AT EACH LEVEL

City - None needed

County - Maximum 4 Pieces(rolls) of butcher paper

State - Maximum 5 Pieces(rolls) of butcher paper

E. Campaigning and Speeches

You cannot begin campaigning until you have been officially announced as a qualified candidate. Campaigning consists of any discussion of your qualifications for an available elected office, use of Campaign Materials (as discussed in Section D), and any declaration of your candidacy for an available elected office by statement or speech. Speeches for qualified candidates are limited in time.

For **elected City Offices**, the time allotted for speeches will consist of introductions of all qualified candidates and 30-second speeches for qualified candidates for the following offices: **Council (5)**, **Clerk**, and **Treasurer**. Write-in candidates will have an opportunity to state their ballot name and office after the qualified candidates have spoken. These offices will be elected by hand vote.

For the **Special Primary for Senate and Assembly** level, the time allotted for speeches will consist of introductions of all candidates and 30-second speeches for qualified candidates for the

Senate and Assembly positions before their own party within their city. Write-in candidates will have an opportunity to state their ballot name and office after the qualified candidates have spoken. These candidates will be selected by hand vote.

For the **Special General Election for Senate and Assembly** level, the time allotted for speeches will consist of introductions of qualified candidates and 1-minute speeches for qualified candidates before the whole city. These candidates will be elected by ballot.

For **elected Party positions**: Each city will select a Party Leader candidate. The 4 City Party Leader candidates will each give a 1-minute speech in front of their party at the designated County meeting. Citizens will select one Party Leader candidate by a hand vote at that County meeting. The 4 County Party Leader candidates will each give a 2-minute speech in front of their party members at the first party meeting. The Whig and Tory Party Leaders will be elected by hand vote at their designated meeting.

At the **County** level, the time allotted for speeches will consist of introductions and 30-second speeches for qualified candidates at the County Meeting for the following offices:

<u>Supervisor (5)</u>	<u>Public Defender</u>	<u>Superior Court Judge</u>
<u>Clerk</u>	<u>Sheriff/Coroner</u>	<u>Assessor</u>
<u>Treasurer/Tax/Collector</u>	<u>District Attorney</u>	
<u>Superintendent of Schools</u>	<u>Recorder/Auditor</u>	

Write-in candidates will have an opportunity to state their ballot name and office after the qualified candidates have spoken. These candidates will be elected by ballot.

For the **Primary Partisan State Offices** level, before her own party, the time allotted for speeches will consist of introductions and speeches within the given time frame:

<u>Governor</u> (2-min)	<u>Lieutenant Governor</u> (1-min)
<u>Treasurer</u> (30-sec)	<u>Secretary of State</u> (30-sec)
<u>Attorney General</u> (30-sec)	<u>Controller</u> (30-sec)

Write-in candidates will have an opportunity to state their ballot name and office after the qualified candidates have spoken. These candidates will be elected by ballot at the same time as the Primary election for Non-Partisan State Offices.

For the **Primary Non-Partisan State Offices**, the time allotted for speeches will consist of introductions and 30-second speeches for all qualified candidates of the **Supreme Court** and **Superintendent of Public Instruction** before both parties at the General Session. Write-in candidates will have an opportunity to state their ballot name and office after the qualified candidates have spoken. These candidates will be elected by ballot at the same time as the Primary election for Partisan State Officials.

For the **General Election of State Offices**, introductions of qualified candidates and speeches will be made before the entire Girls State for the following offices within the following allotted time. Each candidate must also answer a spontaneous question.

<u>Governor</u> (5-min)	<u>Controller</u> (1-min)	<u>Secretary of State</u> (1-min)
<u>Lieutenant Governor</u> (2-min)	<u>Attorney General</u> (1-min)	<u>Treasurer</u> (1-min)
<u>Superintendent of Public Instruction (2)</u> (1-min)	<u>Justice of the Supreme Court (9)</u> (1-min)	

Additionally, the candidates for Governor, Lieutenant Governor, Superintendent of Public Instruction, and Attorney General will participate in a **Whistle Stop Tour** by traveling to each County area with the candidate from the other party where they will answer spontaneous questions from the audience. Each candidate will respond to the same question and will alternate answering first.

ELECTED OFFICES

You may be elected to only **one** of the following offices:
Descriptions available in Glossary.

Level	Office	Number of Positions
City (7 per city)	Council ¹	5
	Clerk	1
	Treasurer	1
County (19 per county)	Supervisor ²	One Per City (elected @ city)
	Supervisor (Member at Large)	1
	Clerk	1
	Recorder/Auditor	1
	Treasurer/Tax Collector	1
	Assessor	1
	Superior Court Judge ⁶	1
	District Attorney ⁶	1
	Sheriff/Coroner ⁶	1
	Board of Education	One Per City (elected @ city)
	Superintendent of Schools ⁵	1
Public Defender ⁶	1	
Party (3 per party)	Party Leader	1
	Platform Committee Chairwoman	1
	Campaign Committee Chairwoman	1
State (64)	Governor	1
	Lieutenant Governor	1
	Attorney General ⁵	1
	Secretary of State	1
	Treasurer	1
	Controller	1
	Superintendent of Public Instruction	1
	Justice of the Supreme Court ⁵	7
	Senator ³	16 (elected @ city)
	Assemblywoman ³	32 (elected @ city)
	Legislative Aide Chief Clerk (Senate) ⁴	1
Legislative Aide Chief Clerk (Assembly) ⁴	1	

¹ One member of the City Council will serve as Mayor.

² One member of the Board of Supervisors will serve as Chairwoman.

³ Senators and Assemblywomen are elected as representatives of their district. At Girls State your district is your city. It is a state office, but you represent your city. There is a special election to select these individuals.

⁴ Even though appointed, the Legislative Aide Chief Clerk position requires such a high volume of work they are considered to hold an elected office.

⁵ These officers will serve in the State Moot Court.

⁶ These officers will serve in the County Mock Trial.

APPOINTED POSITIONS

You may hold as many appointed positions as you can responsibly handle!
 Please check the schedule and verify that your commitments do not conflict, if you accept an appointment, you must be at all required meetings.
 Descriptions available in Glossary.

City	Judge Editor Recreation Commissioner Chief of Police Fire Chief Bulletin Board Chair Postmaster Sanitation Commissioner (Additional appointments may be available based upon the current year's schedule and your city's needs)
County	Jury Commissioner Parks and Recreation Commission (7) Housing Authority (7) Health and Welfare Board (7) Highway Commission (5) Animal Control Board (5) Disaster and Civil Defense Commission (5)
State	Executive Secretary to the Governor Assistant Executive Secretary to the Governor Legislative Secretary State Police Press Corps Appointments Secretary Cabinet Secretary Education Secretary Legal Affairs Secretary Assistant for Community Relations Secretary for Program Development Assistant for Intergovernmental Affairs Assistant for Research Office of Emergency Service Homeland Security Advisor (Additional appointments available, appointed by Governor. See "Governor's Appointments")
Legislative Aides	Pages (6) Clerks (6) Lobbyist (4) Analysts (4)

GOVERNOR'S APPOINTMENTS

The following are a list of departments, agencies, boards and commissions to be filled:

Agricultural Labor Relations Board	Dept of Mental Health
Air Resources Board	Dept of Motor Vehicles
Arts Council	Dept of Parks and Recreation
Board of Forestry	Dept of Pesticide Regulation
California Conservation Corps	Dept of Social Services
California Exposition and State Fair Board	Dept of State Banking
California Office of Tourism	Dept of Transportation
California State University Board	Dept of Water Resources
California Tahoe Conservancy	Energy Commission
Colorado River Board of California	Fair Employment and Housing Commission
Commission on Teacher Credentialing	Fair Political Practices Commission
Commission on the Status of Women	Franchise Tax Board
Dept of Alcohol and Drug Programs	Lottery Commission
Dept of Alcoholic Beverage Control	Medical Board of California
Dept of Conservation	Native American Heritage Commission
Dept of Consumer Affairs	Office of Traffic Safety
Dept of Corrections	Public Utilities Commission
Dept of Fair Employment and Housing	State Board of Education
Dept of Fish and Game	Student Aid Commission
Dept of Food and Agriculture	University of California Board
Dept of Forestry and Fire Protection	Water Resource Control Board
Dept of Health Service	Wildlife Conservation Board
Dept of Highway Patrol	World Trade Commission
Dept of Homeland Security	Youth Authority
Dept of Housing and Community Development	Youthful Offender Parole Board

CALIFORNIA GIRLS STATE
DECLARATION OF CANDIDACY FOR CITY OFFICE

CITY _____

I, _____, having been a resident of the City of _____ for the
necessary time, do hereby declare myself a candidate for the nomination to the office of
_____, to be voted for at the regular municipal election to
be held on the ____ day of June, 20___. If nominated, I will accept the nomination and not withdraw.
If qualified, I would like my name to appear on the ballot as follows.

(please print)

APPOINTMENT OF VERIFICATION DEPUTY

I, the undersigned, a candidate for the office of _____, do hereby appoint
the following voter of the City of _____, as a verification deputy to obtain
signatures in that city to a nomination paper placing me in nomination as a candidate for said office.

(Printed Name of Verification Deputy)

(City of Verification Deputy)

Subscribed and sworn to before me

this ___ day of June, 20__.

(Signature of Candidate)

(Notary Public)

(City of Candidate)

OFFICE USE ONLY:

Filing fee paid _____
(Initials) (Date)

Filed in the office of the City Clerk of the City of _____ this ___ day of June, 20__.

(Acting City Clerk)

CALIFORNIA GIRLS STATE
CITY NOMINATION PAPER

I, the undersigned, a voter in the City of _____, do hereby nominate _____, who resides in the City of _____ as a candidate for the office of _____, to be voted for at the city election to be held on the ___ day of June, 20__ and I hereby assert as follows: My knowledge of said candidate is sufficient to warrant my urging her election to said office, and in my opinion she is fully qualified mentally, morally, and physically for the office and should be elected to fill it. I am not at this time a signer of any other nomination paper of any other candidate for the above-named office, or in case there are several places to be filled, I have not signed more nomination papers than there are places to filled. My residence and party affiliation are correctly set forth after my signature here to:

- ❖ This nomination paper must be signed by at least five (5) but no more than seven (7) citizens of the same city where the candidates resides. City and county offices are non-partisan.

NAME	CITY	NAME	CITY
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

VERIFICATION DEPUTY’S AFFIDAVIT

I, _____, have been appointed a verification deputy to secure signatures and sponsors in the City of _____, to the nomination papers of _____ as a candidate for the office of _____, do solemnly swear that all signatures on this section of the nomination paper were made in my presence and that, to the best of my knowledge and belief, each signature is the genuine signature of the person whose name it purports to be.

Subscribed and sworn to before me
this ___ day of June, 20__.

(Notary Public)

(Signature of Verification Deputy)

(City of Verification Deputy)

The total number of sponsor’s signatures is _____. Examined and certified by me this _____ day of June, 20__.

(Acting City Clerk)

CALIFORNIA GIRLS STATE POLITICAL PARTY PHILOSOPHY STATEMENTS

Preface

At California Girls State it is important to realize and remember that the emphasis of this program is to teach and implement the process of the political party system.

When you reach the age of 18, you obtain the privilege and right to register to vote. At this time, you decide with which party you will register. At Girls State, once registered with a party, you will then have the opportunity to work with other party members to create a party platform.

Whig Party

This party believes **the government that governs the least governs the best**. The party believes government should be an invisible hand that guides the economy and puts the least constraints on citizens and free enterprise. **The private sector should be encouraged to provide services and goods to the masses**. Production and services are seen to create profit within society. This party is opposed to earning revenue through increased taxes. Government should not be very involved in the private lives of citizens.

Tory Party

This party is very supportive of government regulation of the economy and increased government provision of social services. This party believes **the government must take a more active role in providing service to the masses instead of relying heavily on the private sector for services**. This party believes that government should assume more responsibility for creating jobs and providing social services which will insure equity

Law and Policy

When formulating the party platform, Girls State citizens will establish planks, or policies endorsed by their political party. A political party endorses policies because it does not have legal authority to enact the law. They hope that government will embrace their party's policies.

A **policy** is a broad statement of intent, an objective that a political party or government seeks to implement. A **law** is the specific and enforceable implementation of policy goals by government.

For example, the state issue of water scarcity may be met with a political party's policy to encourage private entities to develop irrigation and strengthen the water market. Lawmakers could carry out this policy by creating laws that provide tax incentives to private entities and individuals who engineer water irrigation technologies.

City Procedure at California Girls State

At Girls State we are organized into **general law cities**. Each city elects five members to the City Council who then select one of their members to be Mayor. A Clerk and a Treasurer are also elected.

In order to get the process started smoothly, the City Counselor selects an acting City Clerk, acting City Treasurer, and an acting Mayor from among the first arrivals. They are each given a folder with instructions to help them do their job. The acting City Clerk should obtain all election forms and supplies from the Girls State Chief Counselor's office. **All city forms are printed on GREEN paper.** Instructions and other valuable information may be in different colors!

At the third city meeting, the acting City Clerk should fill out and post on the bulletin board a **Notice of Election (#1)**. At the appropriate time she will issue to each candidate a **Declaration of Candidacy (#3)**. The candidate will appoint a verification deputy which is part of form **(#3)**. At the city level only, the candidate may be her own verification deputy.

The **Declaration of Candidacy** is to be filled out and signed by the candidate. The verification deputy will get the required number of signatures for the candidate on the **Nomination Paper (#4)**. She will affirm that those signatures are correct by filling out the **Verification Deputy's Affidavit (#5)**.

Each form needs to be filled out individually and notarized in numerical order.

At Girls State, on the city level, a minimum of five (5) and a maximum of seven (7) valid signatures are required for each candidate. A voter may sign as many nomination papers as there are positions to be filed for that office. Therefore, a voter may sign five times for City Council, once for Clerk, and once for Treasurer. When the time limit has been reached (see daily schedule) for circulation of the nominating papers, the acting City Clerk with her deputies closes her office and verifies the signatures by checking the roster. She then prepares and posts a List of Candidates, **City Nominees for Public Office (#6)** who have qualified for the elective offices.

IMMEDIATELY AFTER THE VERIFICATION a copy is delivered to the Chief Counselor's office.

The **Election Commissioner** is responsible for setting up the polling place and monitoring the election process to make sure each girl has voted according to the law.

After election results are received, the City Clerk will prepare a **Certificate of Election (#10)** for each successful candidate and administers the Oath of Office at the next city meeting. Any time an appointed office is given, the Clerk gives each appointed official a City **Certificate of Appointment (#8)**.

The city organization is the first opportunity a citizen has to participate in government at a level which is probably the most useful to her in later life. Since it continues to operate throughout the session, it is strongly recommended that each Girls State Citizen actively participate in her city to enable her to become better known to her fellow citizens.

It must be remembered that this is an elective form of government and only the elected city council votes on issues.

County Procedure at California Girls State

At Girls State, we are organized into **charter counties**. Each county will have a 5-person Board of Supervisors. Four members are elected at the city level, one from each city, and one (member-at-large) will be elected at the county level. Amongst themselves, they will select one of their members to be the Chairman. A county Clerk, Recorder/Auditor, Treasurer/Tax Collector, Assessor, Superior Court Judge, District Attorney, Sheriff/Coroner, Superintendent of Schools, and Public Defender are also elected.

In order to get the process started smoothly, the County Manager selects an acting County Clerk and acting Chairmen of the Board of Supervisors. They are each given a folder with instructions to help them do their job. The acting County Clerk will get election forms from the Chief Counselor's office. **All county forms are on YELLOW paper**. At Girls State, the City Clerks are automatically appointed to serve as Deputy County Clerks to help with county and state elections.

When necessary, the acting County Clerk should fill out and post on the bulletin board a **Notice of Election (#1)**. At the appropriate time she will issue to each candidate a **Declaration of Candidacy (#3)**. The candidate will appoint a verification deputy which is part of form **(#3)**.

The **Declaration of Candidacy** is to be filled out and signed by the candidate. The verification deputy will get the required number of signatures for the candidate on the **Nomination Paper (#4)**. She will affirm that those signatures are correct by filling out the **Verification Deputy's Affidavit (#5)**. The candidate will return the forms to the acting county clerk.

Each form needs to be filled out individually and notarized in numerical order.

At Girls State, on the county level, a minimum of ten (10) and a maximum of fifteen (15) valid signatures are required for each candidate. A voter may sign as many nomination papers as there are positions to be filed for that office. Therefore, a voter may sign five times for a county Supervisor and Board of Education, and once for all other county elected positions.

When the time limit has been reached (see daily schedule) for circulation of the nominating papers, the acting County Clerk with her deputies (elected City Clerks) closes her office and verifies the signatures by checking the rosters. She then prepares and posts eight (8) List of Candidates, **County Nominees for Public Office (#6)** who have qualified for the elective offices. 2 will be posted in each city. **IMMEDIATELY AFTER THE VERIFICATION** a copy is delivered to the Chief Counselor's office.

For county elections, each city will vote in their proper polling place. After the election, the Election Commissioner and Postmaster will report to the Chief Counselor to check in. Once election results are announced, the County Clerk will prepare a **Certificate of Election (#10)** for each successful candidate and administers the Oath of Office at the next county meeting.

The county organization is the second opportunity a citizen has to participate in government at a level which is probably the most useful to her in later life. Many of the elected county officials are the main participants in the county Mock Trial and some also participate in the state Moot Court. It is strongly recommended for individuals that wish to run for state elections to get to know citizens from other cities to run for a state office.

Special Districts at California Girls State

At Girls State, we will organize a unified school district in each county. Each city will elect a **member to represent them on the County Board of Education**. Each county will elect a **Superintendent of Schools** at the county election; and that county board and superintendent will establish general policies to establish the kind of school district that it wants. For example, the Board of Education addresses issues such as: the location of school, the establishment of magnet schools, the grade level configuration, disciplinary policies, parent involvement, curriculum, and the maintenance of facilities. At CA Girls State, the School Board utilizes its imagination to develop their ideal school district.

State Procedure at California Girls State

At Girls State, all constitutional offices are elected, including Superintendent of Public Instruction and Justices of the Supreme Court.

There are two kinds of state offices: partisan and non-partisan offices. **Partisan offices** refer to those offices in which you must receive a nomination from your political party at the primary election in order to appear on the general election ballot. They are Governor, Lieutenant Governor, Secretary of State, Attorney General, Treasurer, Controller, Assembly Member and Senator. **Non-partisan offices** are those offices in which there is no party affiliation. They are Superintendent of Public Instruction and Supreme Court Justices. The purpose of the primary election for non-partisan offices at Girls State is to narrow the field for the general election. Citizens may sign nomination papers for partisan offices only for candidates who are members of their same political party. Citizens of both parties may sign petitions for non-partisan offices.

The office of **Assemblywoman** and **Senator** are partisan state offices and are elected by districts. In Girl State, each city is a district where two Assembly Members and one Senator are elected from each city. There is a special primary and general election for these offices so that the legislature can get organized and functioning before the other state officials are elected. A candidate for Assembly Member or Senator must get all of her required signatures from her own city. The candidate may be her own verification deputy at this level. A minimum of 3 and a maximum of 5 sponsor signatures are required for state Senate and Assembly petitions.

At Girls State, an Acting Secretary of State is appointed by the Chief Counselor. She posts a **Notice of Primary Election (#1)** around the filing area. All state forms which apply to both parties or non partisan offices are **WHITE**. Forms for the Tory party are on **PINK** paper and forms for the Whig party are on **BLUE** paper.

Girls seeking a state office will secure and complete a **Declaration of Candidacy (#3)**, **Nomination Certificate (#4)** and **Verification Deputy's Affidavit (#5)**.

Candidates are required to file in at least two counties, one of which must be their own county. She must select a verification deputy from each county in which she files. The verification deputy must reside in the county in which the nomination papers are circulated and filed. The candidate must have a minimum of 15 and no more than 20 total sponsor signatures from all of the counties in which she files.

The Deputy County Clerks will check the petitions, post the list of candidates, **State Nominees for Public Office (#6)**, and send a copy to the Chief Counselor. After the primary election, the election officials of each precinct will send their results to the County Clerk who will compile the results for the county and send them to the acting Secretary of State who will prepare the ballot for the general election, if needed. The candidate with the highest vote for each political party for each office wins the nomination for that office.

For the non-partisan office of **Superintendent of Public Instruction**, the two candidates with the highest number of votes in the primary election will appear on the general election ballot. The nine **Justices of the Supreme Court** who receive the most votes on the primary election will also be placed on the general election ballot. Seven will be elected in the general election, but the two unelected candidates will still participate in the moot court as Clerks.

Prior to the general election, candidates for offices which formulate policy (Governor, Lieutenant Governor, Attorney General, and Superintendent of Public Instruction) will participate in a **whistle stop tour** visiting by rotation the four counties and answering questions from the citizens of each county.

After the acting Secretary of State receives the general election results from the County Clerks she will certify the election results. The duly elected state officials will be sworn in at a public Inaugural Ceremony. After the Inaugural, they will carry out the duties of their office as much as the remaining time at Girls State permits.

Judicial Procedure at California Girls State

At CA Girls State, there will be a **mock Superior Court trial** in each county on the last day of the session. Appropriate county officials and the city Judge from each city will be the major participants in this trial. The mock trial participants include: the city Judges (as witnesses), the Superior Court Judge (county Judge), the District Attorney, the Public Defender, the Sheriff/Coroner, the Jury Commissioner, the Court Reporter (County Clerk), and those citizens selected for jury duty. Citizens will have an opportunity to sit on the jury if their name is selected by the county Jury Commissioner.

There will also be a **Supreme Court style Moot Court** on during the session, whereby the Supreme Court Justices hear arguments by the Attorney General and her Deputy, and the county Superintendents of Schools in a First Amendment case.

General Legislative Information at California Girls State

Composition

The Girls State Legislature is bicameral (two houses) and is composed of the Senate and the Assembly.

The **Senate** has 16 Senators—one from each of the Girls State cities. The Presiding Officer of the Senate is the Lieutenant Governor, called the *President of the Senate*, when performing these duties. Elected by the Senators at the first meeting of the Senate is a President Pro Tempore, generally referred to as the Pro Tem, who presides over the Senate until the Lieutenant Governor takes office.

The **Assembly** has 32 Assemblywomen—two from each city. The Presiding Officer of the

Assembly is the *Speaker of the House*, elected by the Assemblywomen at their first meeting.

A **Majority Floor Leader** is elected at the first meeting by the majority party of each House. The Majority Leader is responsible for presiding over any meeting in the absence of the Presiding Officer.

The minority party of each House elects a **Minority Whip**. The Minority Whip is the leader of the minority party in the House and is responsible for assuring party unity when an issue that was addressed in the party platform is being discussed.

Appointed Officers and Personnel

Appointment of officers and personnel are necessary for the smooth functioning of the Legislature. These appointments are made by the counselors assigned to the Legislature, before the first meeting, so that they may be ready to be on duty before business starts. These appointees are to be Girls State citizens who are not elected members of the Legislature.

- Clerk (3 per House)
- Recorder (1 per House)
- Page (4 or more per House)
- Lobbyists
- Analysts

Legislative Lobbyist

Any Girls State citizen who is not a Legislator can be a legislative lobbyist. These people address committees when they are meeting in order to give information or state opinions concerning proposals before that committee. Certification by the third clerk of that House is necessary before these people are allowed to speak in the committee meeting.

Political Party Procedure at California Girls State

At Girls State, each citizen chooses to join a party: Whigs or Tories. Since city and county offices are non-partisan, political parties are not organized until it is time to hold elections for state offices.

Each city will select one representative from each party to be a member of the **Campaign Committee**, and another for the **Platform Committee**. They will also select one representative from each party to be a candidate for **Party Leader**. The total members of the political party will select their **Party Chairman** from that group of candidates. Once elected, the party leader will conduct the party meetings and coordinate all party activities.

The Platform Committee (16 members) will select a chairman and formulate a platform. The campaign committee (16 members) will also select a chairman and will conduct the campaign. Party counselors will give more information on the responsibilities of these two committees at scheduled meetings.

A meeting will be held to give the party members an opportunity to discuss the party platform and decide what parts of the platform to adopt. A meeting will also be held before the primary election to give the candidates an opportunity to present themselves to the total group. Before the general election the candidates from each party will give speeches to the total citizenry of California Girls State.

How to Join:

The American Legion Auxiliary

Mission Statement

In the spirit of Service, Not Self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.



You are eligible if you're a: granddaughter, daughter, sister, or direct/ adopted female descendant of a man and/or woman who served in the Armed Forces of the United States during any of the following periods. You are eligible if your family member either died in the line of duty during that time of service or received an Honorable Discharge and died after their time of service.

You are also eligible to join the American Legion Auxiliary if you're a: granddaughter, daughter, sister, or direct/ adopted female descendant of someone who is a member of the American Legion.

Gulf War/War on Terrorism	Aug. 2, 1990 to date of cessation
Panama	Dec. 20, 1989 - Jan. 31, 1990
Lebanon and Grenada	Aug. 24, 1982 - Jul. 31, 1984
Vietnam War	Feb. 28, 1961 - May 7, 1975
Korean War	June 25, 1950 - Jan. 31, 1955
WWII	Dec. 7, 1941 - Dec. 31, 1946
WWI	Apr. 6, 1917 - Nov. 11, 1918

There are American Legion Auxiliary Units throughout California, to find one near you and to join, visit:

<https://www.alaforveterans.org>

The Girls State Alumnae Foundation

The primary purpose of the California GSAF is to support, connect, and empower California Girls State Alumnae and to support and promote The American Legion Auxiliary's California Girls State program.



As a Girls State Citizen, you are automatically eligible to join the GSAF.

The Girls State Alumnae Foundation connects throughout the year via Facebook, Twitter and more. Like us on Facebook! and visit www.cagsaf.org for other Social Media links and information on how to stay connected and support future California Girls State Delegates.

Glossary

GENERAL TERMS

Partisan - Separated by party, during a partisan election you may only vote within your registered party.

Non - Partisan - No party affiliation.

Tory - Political party that believes the government must take a more active role in providing service to the masses instead of relying heavily on the private sector for services.

Whig - Political party that believes the government that governs least governs best, and that the private sector should be encouraged to provide services and goods to the masses.

Qualified Candidate - A candidate for an elected position AFTER they have: met deadlines and properly completed official paperwork and not campaigned before being deemed a qualified candidate. Once qualified candidates are announced they can begin campaigning.

Campaigning - Any discussion of your qualifications for an available elected position, using campaign materials to attain votes, or any declaration of your candidacy for an available elected office.

Notary - A person authorized to perform legal formalities such as signing and certifying contracts. At Girls State, the counselors act as Notaries.

Primary Election - (1) A preliminary election to appoint delegates from a specific party for a general election. A partisan election.

- (2) A preliminary election to narrow down the field of nominees prior to the general election. Non-partisan election.

General Election - A regular election of candidates for office. At the state level, the candidates will give speeches and answer a spontaneous question.

Elected Position - A position someone holds after being elected by the general public. To become elected, you must properly fill out paperwork in a timely manner, be considered a qualified candidate and then fulfill any necessary functions (speeches, campaigning, whistle stop) prior to the election. At Girls State, you may only hold one elected position.

Appointed Position - A position someone requests to have and is approved by the necessary people. At Girls State, you may hold as many appointed positions as you can responsibly handle.

Polling Place - The official area within your city where all voting will take place.

Quorum - the minimum number of members of a group that must be present at any of its meetings to make the proceedings of that meeting valid.

Legal Name - The name you use when you register to vote. Your legal name must be used to sign any official documents at Girls State, including nomination papers.

Policy - A broad statement of intent, an objective that a political party (or government) seeks to implement.

Law - The specific and enforceable implementation of policy goals by government.

CITY POSITIONS

City Council - Facilitates city meetings and makes any decisions regarding the city, including city appointments, and should be focused on efficient management of the city. Each member of City Council will be the 'project head' for one portion of the city expo and create a work group within the city. - One member is selected as mayor

Clerk - Responsible for taking minutes during city meetings, handling any city paperwork, and will assist in the county and state elections.

Treasurer - Assists with creating the city budget and manages any monetary issues in the city. May be asked to help with budget issues at the County level.

Judge - Acts in the County Mock Trial as a witness.

Editor - Works on the Girls State newspaper throughout the week, can create blog posts, city notes to pass out, etc. One paper is produced at the end of Girls State.

Election Commissioner - Monitors election process and makes sure each citizen has voted according to the law.

Postmaster - Mail Clerk - responsible for checking the mailbox in headquarters after meals, before city meetings, etc.

Town Crier - Responsible for waking up city in the morning and assembling the city before leaving for meals or meetings.

Recreation Commissioner - Meets with Recreation Counselor and other commissioners to help create and facilitate activities for recreation time.

City Expo Liaison - Point person to coordinate City Expo Exhibit, and ensure all necessary projects are complete and ready to present. Can be a member of City Council but not necessary.

COUNTY POSITIONS

Board of Supervisors - (4 elected at the cities, 1 member-at-large elected at the county)
One member will be selected as Chairman. Responsible for running and maintaining order in county meetings. They work together to create and enact county ordinances. Appoint county commissioners, run whistle stop tour, adopt a county budget, and collaborate with the County Superintendent of Schools and Board of Education.

Clerk - Responsible for taking minutes at county meetings and handling any county paperwork. Serves as Clerk for the Superior Court, accepts applications for appointments, works with city clerks, and also assists in the circulating and filing of paperwork during the State election

Sheriff/Coroner - Acts as Bailiff during county mock trial and is responsible for enforcing county ordinances

Superintendent of Schools - Submits a budget for the county schools to the Auditor, makes recommendations on policies to the Board of Education, and acts as a Secretary for the Board of Education. The Superintendent also participates in the Board of Education Appeal Hearing

Public Defender - Acts as the Defense Attorney in the County Mock Trial.

Board of Education - (4 members, elected at the cities) Establishes some general policies affecting schools in the county, and approve the budget submitted by the county Superintendent of Schools. The Board of Education will consider a charter school appeal during the county meeting.

Recorder/Auditor - Helps to prepare a budget from the requests of public officials, audits the treasurer when necessary, times various commission reports at county meetings and acts as timekeeper for speeches.

Superior Court Judge - Presides over the county Mock Trial.

Assessor - Assesses the property (rooms) of county residents (real or imaginary) and prepares a report of property assessments for the Treasurer/Tax Collector.

District Attorney - Serves as the Prosecuting Attorney at the county Mock Trial.

Treasurer/Tax Collector - Collects any taxes as set by the state, keeps county financial records

Public Defender - Acts as the Defense Attorney in the county Mock Trial.

STATE POSITIONS

Governor - The Chief Executive Officer of the State. Has an influence in all aspects of state government, and is the face of the state. The Governor makes all necessary appointments and has the final approval or veto in regards to legislation passed by the Senate and Assembly.

Lieutenant Governor - The presiding officer of the Senate and acts as ex-officio member of many different governing boards. The Lieutenant Governor will fill in for the Governor in the event that they can not fulfill their duties.

Attorney General - Chief law enforcement officer of the state, aiding and supervising county District Attorneys and Sheriffs. The Attorney General is also the legal advisor to the Governor, and will serve in the State Moot Court.

Secretary of State - Chief clerk of the state. The Secretary is keeper of records for the state. The Secretary is also the the chief elections official and is responsible for all elections throughout the state. She will assist the Governor in selecting members of various state boards and commissions.

Treasurer - The chief custodian of the state's treasury and the state's head banker. The Treasurer receives and deposits money, manages investments, and keeps track of budget surpluses and deficits. At Girls State, works with the Controller to develop the state budget.

Controller - The Chief Financial Officer of the state. The controller is responsible for investigating dollars spent by the state, and administers the state payroll system. At Girls State, works with the Treasurer to develop the state budget.

Superintendent of Public Instruction - Directs the Department of Education, executing policies set by the state Board of Education. The Superintendent of Public Instruction coordinates efforts to secure legislation beneficial to the school system. She will be responsible for developing the state education plan.

Justice of the Supreme Court - Reviews all decisions and orders for extraordinary relief (cases in which a judgement of death has been pronounced by the trial). Also has a

role in selected decisions and orders that enable the Supreme Court to decide important legal questions and to maintain uniformity in the law. They will serve in the State Moot Court.

PARTY POSITIONS

Party Leader - Responsible for leading all party meetings, providing party guidance to potential state candidates and facilitating thoughtful discussion within the party. This person is the face of their party.

Platform Committee Member - Each city appoints someone to be a member of the Platform Committee for each party. At Girls State, the Platform Committee is responsible for creating the platform, the document which states the party's position on key topics (education, job creating, immigration, support for the arts, etc.). One member from each party's committee will be selected as Platform Committee Chairperson, this is considered an elected position.

Campaign Committee Member - Each city appoints someone to be a member of the Campaign Committee for each party. At Girls State, the Campaign Committee is responsible for energizing their party, developing party badges and backing the nominees running for office from their party. One member from each party's committee will be selected as Campaign Committee Chairperson, this is considered an elected position.

LEGISLATIVE POSITIONS

Senator (1 per city) - Take legislation to the Senate and file it with the clerk in hopes of getting it passed on the floor. Participate in committee meetings, debate and voting on all legislation. State position, elected at the city level.

Assemblywoman (2 per city) - Take legislation to the Assembly and file it with the clerk in hopes of getting it passed on the floor. Participate in committee meetings, debate and voting on all legislation. State position, elected at the city level.

Clerks - Act as secretaries within the Senate and Assembly. There are 3 clerks per house, one in each house will be selected as Chief Clerk. Chief Clerk is considered an elected position. Perform duties such as logging bills, recording action taken on the floor, preparing certificates and taking roll.

President Pro Tempore - Elected from members of the Senate, oversees Senate activity until the Lieutenant Governor is elected. Acts as an unbiased facilitator during the Senate Bill process.

Speaker of the House - Elected from members of the Assembly, oversees all activity within the Assembly. Acts as an unbiased facilitator during the Assembly Bill process.

Lobbyist - Citizen not in the Legislature but wishing to follow specific proposals into committee and testify in favor or in opposition of them.

Analyst - A policy expert that can speak during committee in the Senate/Assembly. They will be able to research topics and give background information when needed.

Pages - Act as messengers between and within the Senate and Assembly. Very active.

Recording Secretary - Takes copious minutes during all Senate and Assembly sessions.

Also acts as timer.