

# MONTHLY MEETING PLANNING

**DATE OF MEETING:** *September/October*

**LOCATION OF MEETING:**

**CIVIC COACH/FACULTY MEMBER SUPERVISING MEETING:**

**MEETING PURPOSE:** Bill Writing Workshop

## **ROLES OF OFFICERS**

- **PRESIDE:** President
- **PROGRAM:** VPO
- **DOCUMENT:**
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## **AGENDA**

Opening Procedure (in President's Handbook) and Adoption of the Agenda  
Announcements and Action Items  
Bill Writing Workshop  
Closing Procedure  
Adjournment

## **PROGRAM:**

Bill Writing Workshop

- Projector should be set with "There Should Be a Law" Game from CCE
  - Walk through game together, led by presiding officer
- Allow students to begin researching topics for their JYA/YA bill
- After 30 minutes, guide students through the parts of a bill on Bill submission site and allow them to begin drafting bills
  - Remind students that they should only submit bills once, so bills should be drafted outside of the submission portal
  - Things to Consider:
    - What are the terms of enactment?
    - What are the terms to be defined?
    - How will this bill be funded?

## **MARKETING PLAN**

### **BEFORE (TO CLUB MEMBERS)**

- Make morning announcement, post on social media
- Add to club calendar
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### **AFTER (TO MEDIA, SOCIAL MEDIA, SCHOOL, ETC.)**

- Post "About My Bill" Breakdowns on social media
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