



# WASHINGTON STATE YOUTH & GOVERNMENT

## Secretary of State

Candidates for Secretary of State must be enrolled in the 11<sup>th</sup> grade, or equivalent. They must have at least one year's prior experience in the YMCA Youth Legislature. They must complete and file electronically a Candidate Statement for use in the Voter's Pamphlet and a black and white or color photograph of the candidate suitable for use in the Bill Book and Voter's Pamphlet (photo must also be electronic). Candidates must also file a campaign budget report to the Director of Elections in accordance with the campaign rules. The Secretary of State will be elected during the session. The Secretary of State will serve throughout the year and preside at the next session.

The Secretary of State **MUST** attend leadership training as scheduled in the Program Calendar. All delegates interested in running for Secretary of State are encouraged to apply to be part of the Washington Delegation to the Conference on National Affairs.

The **Secretary of State** has the following responsibilities:

1. Prepare original docket for the chambers immediately following Rules Committee meeting.
2. Maintain custody of all legislation passed by the chambers.
3. Certify time of final passage on official copy of legislation and time of delivery of each bill to the Governor's desk.
4. Prepare flash calendars following each session of the Senate and House.
5. Receive an official record of the session proceedings from the Secretary of the Senate and Chief Clerk of the House.
6. Receive official copies of all legislation considered by the Governor, following the closing joint session.
7. Transmit two full sets of all flash calendars and the record of proceedings, including the Governor's action, to the State Director.
8. Attend any meetings convened by the Governor for major office holders.

9. Vice-Chair the Fair Elections Commission which enacts and publishes the rules for campaigning for major office.
10. Supervise the election of major officers for the following year.
11. Serve as a voting member of the YMCA Youth Legislature Program Committee. This requires attendance at all Program Committee Meetings.
12. Attend the Proclamation Signing, Leadership Training and Y-Advocacy Day events, as well as the Youth Legislative session in its entirety.

