

The Leading Edge



Angelo Del Toro

PR/HYLI

PUERTO RICAN/HISPANIC YOUTH LEADERSHIP INSTITUTE

SPECIALTY ROLES TRAINING GUIDE

QUESTAR III

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The Angelo Del Toro PR/HYLI Specialty Role Training Guide

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- This presentation is the first installment of the Angelo Del Toro PR/HYLI Specialty Role Training Guide.
- Each specialty role is explained/outlined for students.
- Students assigned to specialty roles for the Angelo Del Toro PR/HYLI weekend are required to pay close attention to the material presented.

NOTE:

The bullets provide detailed information/expectations for the student(s); and what she/he should do upon arriving to Albany.

SATURDAY GENERAL SESSION SPECIALTY ROLES

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Opening Remarks

Moderator

Closing Remarks

OPENING REMARKS

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Opens the activity - Greets and welcomes Assembly Members and other dignitaries. Welcomes the delegations one by one. Sets the tone of the Institute and charges the group with the enthusiasm language and purpose of an open-minded young leader.

- Student's remarks are prepared/practiced, written, or typed prior to arriving to Albany for the weekend;
- Student's remarks are inspiring - Challenging all students to give their best and commit to being great leaders;
- Student's remarks thank guest speakers, staff, and students for attending; and
- Student(s) checks in with Diana Vazquez or a statewide trainer once arriving to Albany.

MODERATOR

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The presiding spokesperson - Introduces speaker(s) by reading their brief biographies and thanks them for their participation.

- Student(s) in this role are in charge of running the agenda during the Saturday's opening general session;
- Student(s) prepare by studying/reading the biographies of all speakers before traveling to Albany;
- Student(s) reach out to her/his delegation leaders/trainers and/or staff members in Albany for the most updated information (who will be speaking at the Saturday general session; and
- Student(s) checks in with Diana Vazquez or a statewide trainer once arriving to Albany.

CLOSING REMARKS

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Closes the activity for the evening - Thanks all speakers and participants. Outlines the schedule and program for the rest of the evening and for the next day. Also addresses the group with an enthusiastic attitude and may share with them a brief summary of the day.

- Student(s) prepares (written or typed) remarks prior to arriving to Albany for the PR/HYLI weekend;
- Student's remarks thanks guest speakers, staff and students for attending;
- Student's remarks are inspiring - challenge students to give their best and commit to being great leaders; and
- Student(s) checks in with Diana Vazquez or a statewide trainer once arriving to Albany.

SUNDAY MOCK ASSEMBLY SPECIALTY ROLES

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Speaker of the Assembly

Assistant Speaker

Sergeant at Arms

Color Guard

Pledge of Allegiance

National Anthems

Invocation

Governor

Majority Leader

Minority Leader

Majority Whip

Minority Whip

Sponsor(s) of the Bill

Assembly Clerk

SPEAKER OF THE ASSEMBLY

The Speaker of the Assembly presides over the PR/HYLI Mock Assembly. It is the Speaker's responsibility to make sure that the agenda (as laid out by the Majority Leader) is attended to. The Speaker is responsible for maintaining order, keeping time, and ensuring that the opportunities for debate are fairly and impartially distributed.

The student in this role is:

- Well-versed in Robert's Rules of Order (difference between privileged and non-privileged motions);
- Attentive listener and effective public speaker; and
- Able to handle fast-paced, high-pressure situations.

The Speaker makes all the committee assignments and appoints/directs the work of most of the Assembly staff.

SPEAKER OF THE ASSEMBLY

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- Student checks in with the PR/HYLI statewide trainers when she/he arrives to Albany - introduce herself/himself to receive any updates/information;
- Student has all speeches/information prepared prior to arriving in Albany;
- Student introduces herself/himself to all other specialty role leaders during the weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday;
- Student representing the Speaker arrives to the Assembly chamber on Sunday as early as possible; and
- Student works with PR/HYLI statewide trainers and travels to each party caucus, to give a brief speech that welcomes delegates to the Angelo Del Toro PR/HYLI Mock Assembly. She/he encourages them to debate strongly, passionately, and represent the Latina/o community proudly.

ASSISTANT SPEAKERS

The Assistant Speaker takes on the role of the Assistant Speaker, Deputy Speaker and all Assistant and Deputy Speaker Pro Tempore roles of the NYS Assembly. These positions assist the Speaker while they are in session. The Assistant Speaker(s) are the first in line to sit in or replace the speaker in cases that may arise. For PR/HYLI purposes, each Assistant Speaker will represent one of the party caucuses (Democrat and Republican) while sitting next to the Speaker's chair.

The student in this role is:

- Well-versed in Robert's Rules of Order (difference between privileged and non-privileged motions);
- Attentive listener and effective public speaker; and
- Able to handle fast-paced, high-pressure situations.

ASSISTANT SPEAKERS

- Students check in with the PR/HYLI statewide trainers as they arrive to Albany and introduces himself/herself to receiver any updates/information;
- Students introduces herself/himself to all other specialty role leaders during the PR/HYLI weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday;
- Students representing the Assistant Speakers arrive to the Assembly chamber on Sunday as early as possible;
- Students assist the Speaker of the PR/HYLI Mock Assembly in his/her duties/roles;

ASSISTANT SPEAKERS

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- Students work closely with their respective caucus leaders (Majority/Minority Leaders) to ensure that all delegates from their caucus have a chance to speak during the Angelo Del Toro PR/HYLI Mock Assembly;
- Students safeguard that bills are debated with prepared, vigorous, and valid arguments before the Assembly floor; and
- Students manage the phone lines to the Speaker's chair during the debate.

SERGEANT AT ARMS

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The Sergeant-at-Arms is responsible for maintaining the decorum of the Assembly while it is in session, and if necessary, ejecting Assembly members or visitors. The Sergeant-at-Arms is also responsible for announcing the Governor and other dignitaries. The student in this role should be firm, yet amiable and be able to project her/his voice.

- Student checks in with the PR/HYLI statewide trainers when she/he arrives to Albany - introduce herself/himself to receive any updates/information;
- Student is prepared to project his voice at the PR/HYLI Mock Assembly Session/Introductions;
- Student practices speaking firmly into a microphone before attending the PR/HYLI Mock Assembly; and
- Student is active on the assembly floor monitoring conversations and the actions of members to ensure everything runs well.

COLOR GUARD

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The group of persons, as in the armed forces or at military institutions, who carry or escort the flag or colors during parades, services, reviews, etc. All participants who want to volunteer should do so, especially those students with firsthand knowledge of the rituals and procedures due to personal experiences in a ROTC program at their school.

- Students in the color guard check in with the PR/HYLI Statewide Trainers and the color guard organizer at the assembly chamber.

NATIONAL ANTHEMS

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Star Spangled Banner” in honor of the United States and “La Borinqueña” in honor of the Puerto Rican/Hispanic Task Force who laid the foundation for over twenty years of The Angelo Del Toro PR/HYLI.

- Students in the anthems check in with the PR/HYLI statewide trainers and chorus organizers at the assembly chamber.

INVOCATION

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A form of prayer invoking God's presence, especially one said at the beginning of a religious service or public ceremony.

- Student(s) that participate in the invocation check in with the PR/HYLI statewide trainers/organizers when arriving to the assembly chamber.

GOVERNOR

As the chief executive of the State of New York, the Governor's role in the Mock Assembly is to reflect all of the qualities of leadership that this Institute is about. In his/her address to the Assembly, he/she should seek to build bridges, attempting to reflect the concerns of all New Yorkers. However, as chief executive, and member of a political party, it is also expected that the Governor will express his/her point of view on the issues.

The student in this role is:

- Dynamic public speaker, charismatic, able to handle the "spotlight";**
- Knows how to "make an entrance";**
- Responsible of charging the Assembly-by reminding the members of their responsibility of representing the citizenship of the State of New York; and**
- Allowed to express his/her views on the bills that will be on the floor.**

- Student checks in with the PR/HYLI statewide trainers as they arrive to Albany and introduces himself/herself to receive any updates/information;
- Student has speeches/information prepared/practiced prior to arriving in Albany; and
- Students introduce herself/himself to all other specialty role leaders during the PR/HYLI weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday.

NOTE: After delivering her/his speech, the Governor should be prepared to assist the clerks/staff in the front of the Assembly floor.

MAJORITY AND MINORITY LEADERS

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The Majority and Minority Leaders are also responsible for running the Assembly floor. They are the point people for any party concerns that arise during the Mock Assembly session.

As leaders, they can communicate directly with the Speaker, alerting her/him of any issues on the floor. They can also recommend which Assembly Members should be added to the queue. They are responsible for setting the party's position on any particular bill.

MAJORITY LEADER

As leader of the majority political party in the Assembly, it is her/his responsibility to preside over the party caucus prior to the Mock Assembly session. She/he is responsible for setting the party's position on any particular bill. The Majority Leader is responsible for setting the agenda for the session, deciding the order of the bills that will be debated. The Majority Leader is also responsible for introducing any resolutions that must be presented to the Assembly. The student in this role is:

- An effective communicator, able to express her/his ideas clearly;**
- Able to bring about consensus within her/his party;**
- An attentive listener/decisive; and**
- Able to identify the strengths in other party members, in a relatively short amount of time.**

- Student checks in with the PR/HYLI statewide trainers as she/he arrives to Albany and introduces himself/herself to receive any updates/information;
- Student has speeches/information prepared/practiced prior to arriving in Albany;
- Student representing the Majority Leader arrives to the Assembly chamber on Sunday as early as possible; and
- Student introduces herself/himself to all other specialty role leaders during the PR/HYLI weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday.

MINORITY LEADER

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As leader of the minority political party in the Assembly, it is her/his responsibility to preside over the party caucus prior to the Mock Assembly session. The Minority Leader has the right to make the last speech in any debate. The student in this role is:

- An effective communicator, able to express her/his ideas clearly;**
- Able to bring about consensus within her/his party;**
- Be an attentive listener/decisive; and**
- Able to identify the strengths in other party members, in a relatively short amount of time.**

- Student checks in with the PR/HYLI statewide trainers as she/he arrives to Albany and introduces himself/herself to receive any updates/information;
- Student has speeches/information prepared/practiced prior to arriving in Albany;
- Student representing the Minority Leader arrives to the Assembly chamber on Sunday as early as possible; and
- Student introduces herself/himself to all other specialty role leaders during the PR/HYLI weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday.

MAJORITY WHIP

The Majority Whip is responsible for maintaining order, keeping time, and serving as a clerk, during the majority party caucus. The Whip is responsible for “enforcing” and “promoting” the party position on each of the bills. Therefore, the Whip must work closely with her/his respective leader in the caucus and on the Assembly floor. The student in this role is:

- Firm, but not seem bullish; and
- Able to build and work within teams, assisting the leaders in identifying the best Assembly Members who reflect the party position for each bill.

- Student checks in with the PR/HYLI statewide trainers as she/he arrives to Albany and introduces himself/herself to receive any updates/information;
- Student has speeches/information prepared/practiced prior to arriving in Albany;
- Student has a system for tracking potential speakers;
- Student representing the Majority Whip arrives to the Assembly chamber on Sunday as early as possible; and
- Student introduces herself/himself to all other specialty role leaders during the PR/HYLI weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday.

MINORITY WHIP

The Minority Whip is responsible for maintaining order, keeping time, and serving as a clerk, during the minority party caucus. The Whip is responsible for “enforcing” and “promoting” the party position on each of the bills. Therefore, the Whip must work closely with her/his respective leader in the caucus and on the Assembly floor. The student in this role is:

- Firm, but not seem bullish; and
- Able to build and work within teams, assisting the leader in identifying the best Assembly Members who reflect the party position for each bill.

- Student checks in with the PR/HYLI statewide trainers as she/he arrives to Albany and introduces himself/herself to receive any updates/information;
- Student has speeches/information prepared/practiced prior to arriving in Albany;
- Student has a system for tracking potential speakers;
- Student representing the Minority Whip arrives to the Assembly chamber on Sunday as early as possible; and
- Student introduces herself/himself to all other specialty role leaders during the PR/HYLI weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday.

SPONSOR(S) OF THE BILL

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A sponsor is a legislator, who presents a bill or for consideration. The sponsor is always prepared to receive and answer potential questions about their bill.

- Student checks in with the PR/HYLI statewide trainers as she/he arrives to Albany and introduces himself/herself to receive any updates/information;
- Student has arguments/information prepared/practiced prior to arriving in Albany;
- Student introduces herself/himself to all other specialty role leaders during the PR/HYLI weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday.

ASSEMBLY CLERK

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Responsible for routine administrative/legislative support functions. The clerk provides assistance to the members of the Assembly of Delegates; all other related work, as required. The clerk works under the general direction of the Speaker of the Assembly of Delegates, and in accordance with all procedures and instructions. Performs a variety of responsible functions.

- Student checks in with the PR/HYLI statewide trainers as she/he arrives to Albany and introduces himself/herself to receive any updates/information;
- Student has prepared/practiced prior to arriving in Albany;
- Student representing the Assembly Clerk arrives to the Assembly chamber on Sunday as early as possible;

- Student introduces herself/himself to all other specialty role leaders during the PR/HYLI weekend. (Preferably prior to the Angelo Del Toro PR/HYLI Mock Assembly). She/he gets to know them, together they prepare a game plan for running the Angelo Del Toro PR/HYLI Mock Assembly on Sunday;
- Student assists the Assembly leadership (Speaker, Majority Leader, Minority Leader etc.) with operating the Angelo Del Toro Mock Assembly;
- Student takes notes about important arguments or rules on the assembly floor to help the leadership;
- Student operates as messengers and “runners”, delivering messages/information from the Speakers area to individual assembly members and floor leadership; and
- Student works with the Assistant Speaker(s)/ PR/HYLI staff to identify dignitaries and other V.I.P.’s who enter the Assembly chamber so they can be recognized.

SUNDAY STUDENT DELEGATE RECOGNITION DINNER

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Opening Remarks

Moderator

Closing Remarks

OPENING REMARKS

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Opens the activity - Greets and welcomes Assembly Members and other dignitaries. Welcomes the delegations. Congratulates the delegations the success of the Angelo Del Toro Mock Assembly and highlights their reaction/impression of the day. A brief and personal anecdote or connection is always welcomed.

- Student's remarks are prepared/practiced, written, or typed prior to arriving to the PR/HYLI Student Delegate Recognition Dinner;
- Student's remarks thanks the Speaker of the house, guest speakers, staff, and students for attending; and
- Student(s) checks in with Diana Vazquez or a statewide trainer once arriving to the student delegate dinner to ensure the event starts on time.

MODERATOR

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The presiding spokesperson - Introduces speaker(s) by reading their brief biographies and thanks them for their participation. The moderator's tone needs to be one of light humor but a serious intent to move things along.

- Student's remarks are prepared/practiced, written, or typed prior to arriving to the PR/HYLI Student Delegate Recognition Dinner; and
- Student(s) checks in with Diana Vazquez once she/he arrives to the student delegate dinner to ensure the event starts on time.

CLOSING REMARKS

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Closes the activity for the evening - Thanks all speakers and participants. Reflects on the day and weekend as well as sharing her/his reaction or connection to the group. Thanks all the volunteers, trainers, staff, speakers and organizers of the Institute. She/he addresses the group with an enthusiastic attitude and charges them to continue in their journey of personal growth as leaders.

- Student's remarks are prepared/practiced, written, or typed prior to arriving to the PR/HYLI Student Delegate Recognition Dinner; and
- Student(s) checks in with Diana Vazquez once she/he arrives to the student delegate dinner to ensure the event starts on time.

MONDAY WORKSHOPS

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OPENING REMARKS

OPENING REMARKS

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The presiding spokesperson - Introduces speaker(s) by reading their brief biographies and thanks them for their participation.

- Student(s) checks in with Diana Vazquez once she/he arrives to the breakfast on Monday morning to ensure the event starts on time; and
- Student's remarks are prepared/practiced, written, or typed prior to arriving to Albany for the weekend.