

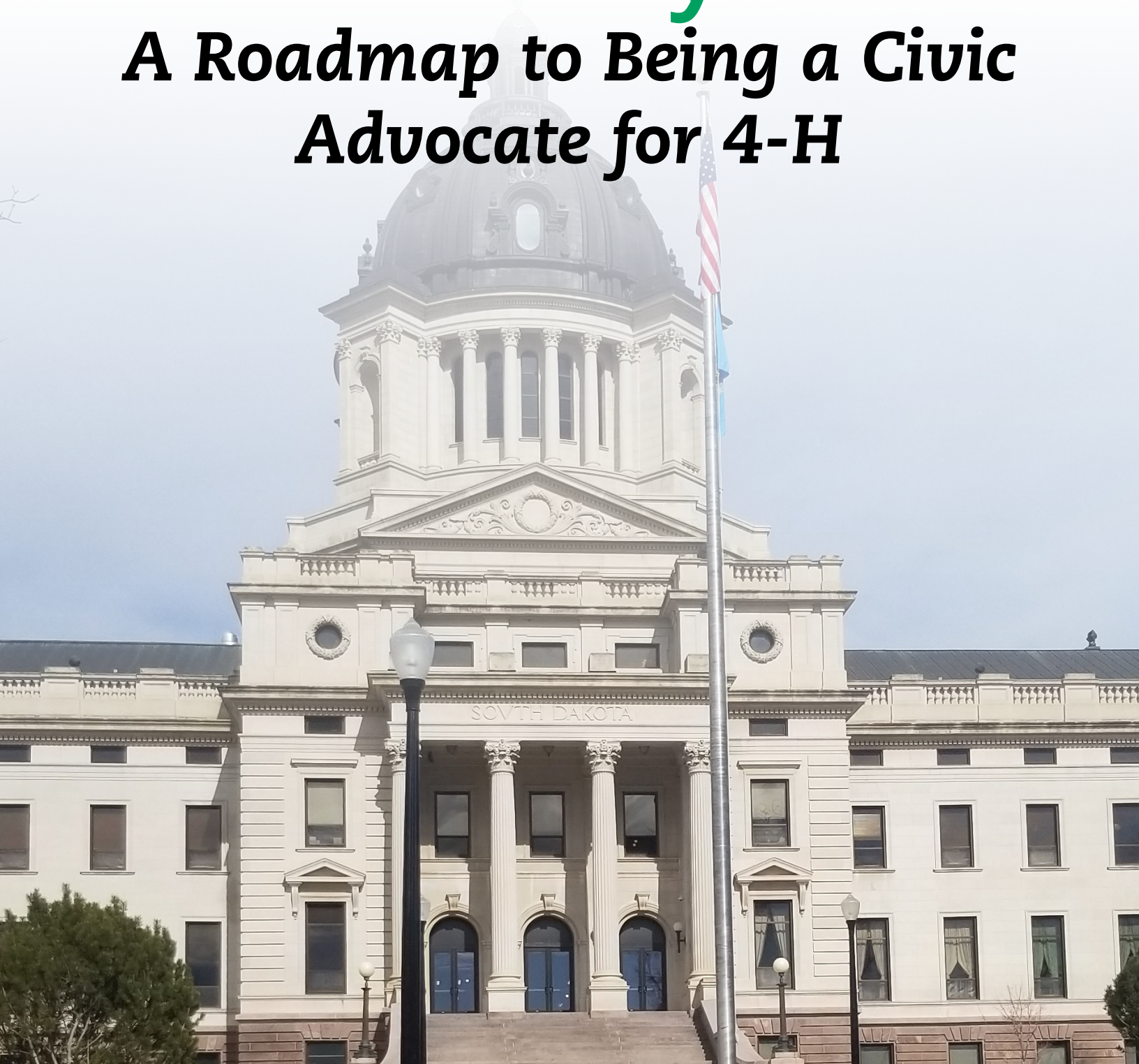


SOUTH DAKOTA STATE  
UNIVERSITY EXTENSION



# 4-H Civocracy Guide

## *A Roadmap to Being a Civic Advocate for 4-H*



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# Your Role as a Civic Advocate

## **Objectives:**

- » Prepare yourself as a leader and problem solver
- » Enhance your communication skills
- » Create a stronger youth voice in our State Legislature
- » Develop foundational life skills for employability

## **Learn:**

As a civic advocate it is important to first and foremost learn about the operation and purpose of the South Dakota State Legislature. This guidebook will highlight several resources to assist in this process.

## **Engage:**

Put your knowledge to action! This is your chance to share your story because your story is worth sharing! You can also use this opportunity to network, develop professional relationships and implement your critical thinking skills. This guidebook will walk you through some best practices when engaging with elected officials.





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# South Dakota Legislative Concepts and Procedures

It is important to have a base understanding of South Dakota Legislative Concepts and Procedures. Read through the following concepts to gain a better understanding of the South Dakota Legislature.

## **South Dakota Government Basics**

- » Like the Federal Government, South Dakota has three branches of government: Legislative, Executive, Judicial.
- » The South Dakota Legislature is bicameral, or composed of two bodies (sometimes called chambers). The two bodies are the Senate and the House of Representatives. Thirty five members make up the Senate and 70 members make up the House of Representatives.
- » Legislators are elected every two years by the constituents in the state's 35 districts, one senator and two representatives from each district.
- » The South Dakota constitution limits the Legislative Session to 40 days each year, with the final day reserved for Governor vetoes.

## **The House:**

- » Seventy members representing 35 Districts across South Dakota. Uses electronic voting system and discussion time is limited.
- » Representatives are elected every two years in even numbered years.
- » Two members are elected from each district with the exception of Districts 26 and 28 which are split into A and B. One member from A and one member from B are elected.

## **The Senate:**

- » Thirty five Members, one from each of the 35 South Dakota Legislative Districts. Uses roll call voting system.
- » Senators are elected every two years in even numbered years. One member from each district is elected to serve in the Senate.

## **Caucus:**

- » Caucus is a meeting of the members of one political party.
- » Members from the Democratic and Republican parties meet within their respective parties, and typically within their respective chamber, to discuss bills that will be up for debate on the floor that day. They decide as a party which ones are important to discuss in depth and which ones should be passed with virtually no debate.
- » In South Dakota, the Democratic Party holds an open caucus, meaning members of the public can observe legislators discussing the merit of the bills. The Republican Party holds a closed caucus only allowing legislators and their interns to attend.
- » Caucus is normally held one-hour prior to the start of session daily.
- » Legislators will often decide amongst them who will speak about each bill on the floor.

## **Committees:**

- » Sub-units formed within each chamber, which take public testimony and vote on bills with similar subjects
- » Fourteen Standing committees in each chamber:
  - Agriculture and Natural Resources, Appropriations, Commerce and Energy, Education, Government Operations and Audit, Health and Human Services, Judiciary, Legislative Procedure, Local Government, Retirement Laws, State Affairs, Taxation, Transportation, and Veterans Affairs.
- » In the Senate, most committees consist of seven to nine members and in the House there are 13-15 members. Members are selected by the majority leader, President Pro Tempore, and the minority leader.
- » Pro Tempores in each chamber assign bills to committee to hear public testimony. The committee then may make a recommendation on the bill:
  - Do Pass: The committee recommends passage of the original bill.
  - Do Pass as Amended: The committee recommends the bill pass, but in an altered form set by the committee
  - Send to 41st Day: Essentially kills the bill because constitutionally there are only 40 days in the South Dakota Legislative Session.
  - Without Recommendation: The committee cannot come to a consensus or has no feelings on the bill one way or another so they feel the entire legislative body should determine whether it should pass or fail.

## **Floor:**

- » If a bill makes it out of committee it is then presented before the entire legislative body. See step 6 in “How a Bill Becomes a Law” for more details.

# Important Dates

The calendar for each legislative session is set by the end of the previous legislature and can range from 36-40 days, 40 days being the maximum allowed by the South Dakota Constitution. Here is a general timeline for when activities happen.



<b>Early Dec.</b>	Governor's Budget Address:
<b>Early Jan.</b>	Session Opens, State of the State
<b>1st Week of Session</b>	State of Judiciary, State of Tribes
<b>Mid- Jan.</b>	4-H Day at the Capitol
<b>Late Jan/ Early Feb.</b>	Last Day for introduction of committee bills and joint resolutions
<b>Early Feb.</b>	Last day for introduction of committee bills and joint resolutions
<b>Mid. Feb.</b>	Last day to pass bill or joint resolutions by the house of origin (Crossover Day)
<b>Mid. Feb.</b>	Last Day for final introduction of final concurrent/House/Senate Resolutions
<b>Early March</b>	Last day for a bill or joint resolution to pass both chambers.
<b>Late March</b>	Reserved for consideration of gubernatorial vetoes. Last day of session.

For specific calendar dates and more information about the South Dakota Legislature visit: [sdlegislature.gov/](http://sdlegislature.gov/)



# How a Bill Becomes Law

1

The bill is drafted by a Senator or Representative.

2

The prime sponsor seeks support for the bill by having colleagues in the House of Representatives and Senate sign their name to the bill.

3

The bill is read in the chamber of origin. House bills are introduced by Representatives and Senate bills are introduced by Senators.

4

The Senate President or the Speaker of the House then assigns the bill to a committee.

5

The committee then hears public testimony. Based on testimony, members of the committee have four options of what to do with a bill:

- » Send to floor with “Do Pass” recommendation
- » Table the bill
- » Defer to the 41st day
- » Send to floor without recommendation: This rarely happens. If it does, the full body must vote whether they want to discuss the bill or not.

6

Once a bill reaches the floor, it is debated and voted on. If it passes, the bill is forwarded on to the other body, where it goes through the same committee process. If a bill passes both the House and the Senate, it is sent to the Governor, who has the option to sign or veto bills. If a bill is vetoed it may come back to the legislative bodies, who can override a veto by a two-thirds vote.

# Conducting Official Business

*Similar to South Dakota 4-H club management practices the South Dakota State Legislature utilizes parliamentary procedure to conduct business in session. Here you will find common parli-pro motions.*

**What:** Main Motion

**When:** When action needs to be taken on a bill or resolution, a legislator will introduce a motion.

**Why:** For a bill to be discussed and debated on the floor, a motion must be made.

**How:** A legislator will stand and once recognized by the President or Speaker, state "I move..." Motion requires a second and following being seconded will be open for discussion before voting occurs.

*Example:* Senator stands - "Mr. President"  
President - "Senator"  
Senator - "I move that Senate Bill 158 do pass"

.....

**What:** Amendment

**When:** When a legislator would like to amend a current bill up for debate in committee or floor.

**Why:** An amendment changes the current verbiage of a bill. Can be used to change what the bill does, add clearer language, or slightly alter a bill.

**How:** An amendment is easiest to write down and present to the President or Speakers desk, but may also be done verbally. A legislator will need to be recognized by the President or Speaker, state "At this time I wish to move an amendment." Then legislator must make a motion to amend, and be seconded for open discussion and voting.

*Example:* Senator stands - "Mr. President"  
President - "Senator"  
Senator - "At this time I would like to move an amendment..."

.....

**What:** Recess

**When:** When a legislator feels like there needs to be a break in discussion in committee or on the floor.

**Why:** Allows for legislators to gather further research or caucus more about an issue.

**How:** A legislator must be recognized by the speaker. The legislator states interest in calling a recess with specific time frame. There must be a second and he must be supported by a majority of verbal vote.

*Example:* Senator stands - "Mr. President"  
President - "Senator"  
Senator - "At this time I would like to move to recess for (specific time frame)"

**What:** Point of Information

**When:** Anytime during committee or session that a legislator has a question about "procedure."

**Why:** For a legislator to ask a question of the speaker.

**How:** Senator must be recognized by the Speaker and then state "Point of information" before proceeding with question.

*Example:* Senator stands - "Mr. President, Point of information."  
President - "Senator, State your point" or "proceed."

.....

**What:** Point of Order

**When:** Immediately following an infraction in rules.

**Why:** An infraction in rules or improper decorum while speaking has occurred.

**How:** Legislator stands without recognition and says "Point of Order"

*Example:* Senator - "Point of Order"  
President - "State your point"  
Senator then states the rule they believe is not being followed.

.....

**What:** Division of House

**When:** Any legislator may call division of the house following a voice vote.

**Why:** If unsure of the results of the voice vote.

**How:** After a voice vote, any legislator may call out "Division."

*Example:* Senator stands - "Division"  
President will then ask secretary to take a roll call vote.

.....

**What:** Roll Call Vote

**When:** A legislator may request roll call when they would like a count on a motion on the floor or in committee that would normally be a voice vote. Must be requested before the vote is taken.

**Why:** The legislator requests to call roll call.

**How:** A legislator calls "Roll Call" anytime before a voice vote is taken in committee or on the floor. He must be supported by one-sixth of members present.

*Example:* Senator: "Roll Call"  
President: "Roll call has been requested, is he supported?"  
Legislators who support the senator's request would stand. If support is achieved, roll call would be taken and if not the vote would proceed as a voice vote.



**What:** Reconsideration

**When:** A motion has failed and a legislator would like it to be heard again.

**Why:** A motion, which, when passed by the house, allows another vote annulling or reaffirming an action previously taken.

**How:** A legislator must be recognized by the Speaker or President and then state motion to reconsider.

*Example:* Senator: "I move to reconsider SB 123."

.....

**What:** Substitute Motion

**When:** Proceeded a motion that is already on the floor. A legislator may introduce a substitute motion. Typically only happens in Committee Meetings.

**Why:** To replace the current motion on the floor with a different motion for action on a bill.

**How:** Senator must be recognized by the chair, the senator states their motion.

*Example:* Senator: "Mr. Chair, I move a substitute motion to..."

.....

**What:** Call the Previous Question

**When:** To call a motion on the table for final vote.

**Why:** Debate has been exhausted or is no longer productive on the current motion.

**How:** The legislator, typically the majority leader, must be recognized by the President or Speaker and state that he calls the previous question. This is a non-debatable motion but requires a majority vote.

*Example:* Senator: "Mr. President, I respectfully call the previous question."

### What a Motion Needs for Passage:

- |  |  |
|--|--|
| » <b>Adjournment:</b> Majority of members present                          | » <b>Reconsideration:</b> Majority of members consent.           |
| » <b>Amendment:</b> Majority of members elect                              | Second time requires unanimous consent.                          |
| » <b>Changing Order of Business:</b> Majority of members present           | » <b>Resolution:</b> Majority of members elect                   |
| » <b>Conference Committee Report Adoption:</b> Same as passage of the bill | » <b>Roll Call:</b> One-sixth of members present                 |
| » <b>Emergency Measure:</b> Two-thirds of members elect                    | » <b>Rules Adoption:</b> Majority of members elect               |
| » <b>General Appropriations Bill:</b> Majority of Members elect            | » <b>Smoke-Out:</b> One-sixth of members elect                   |
| » <b>Previous Question Motion:</b> Majority of Members present             | » <b>To Table/Take off the Table:</b> Two-thirds members elect   |
| » <b>Recess:</b> Majority of Members elect                                 | » <b>Tax increase/New Tax:</b> Two-thirds members elect          |
|  | » <b>Override Veto:</b> Two-thirds members elect                 |
|  | » <b>Withdraw a Motion:</b> unanimous consent of Members Present |

# Legislative Terms

**Act** – a bill passed by the Legislature.

**Action** – disposition of any question before the Legislature.

**Adoption** – approval or acceptance; usually applied to amendments or resolutions.

**Appropriation** – money set apart for formal action for a specific use.

**Bicamel** – a legislature consisting of two chambers.

**Bill** – a proposed law introduced during a session for consideration by the legislature.

**Body of the Bill** – the body of the bill is the text or lawmaking part of the bill.

**Casting vote** – the deciding vote the Lieutenant Governor, as the President of the Senate, may cast in case of a tie vote in that chamber.

**Commemoration** – an expression of the Legislature recognizing service or achievements of national or statewide importance or sorrow over death or loss.

**Concurrence** – practice whereby one house agrees with an action taken by the other house.

**Consent Calendar** – schedule of bill which there is general agreement that apposition is not anticipated.

**Co-sponsors** – the sponsors of a bill other than the prime sponsor.

**Enacting Clause** – that portion of a bill indicating that all following material is to become law.

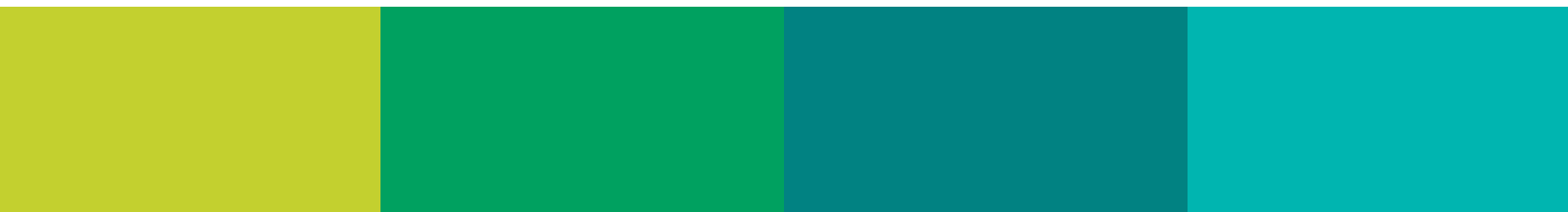
**Floor** – a traditional description of the interior of either house; “floor action” describes the consideration of measures by the entire membership of the respective chamber.

**Hoghouse** – a procedure occasionally used in the Legislature whereby a committee or a member of the floor will move to strike everything after the enacting clause of a bill and ensure in lieu thereof the substance of an entirely new bill.

**Interim** – the interval between regular sessions of the Legislature.

**Introduce** – present a bill to either the Senate or House of Representatives for consideration.

**Lobbyist** – an individual engaged to present and promote the views of a group, organization or industry on measures under consideration by legislators.



**Majority Leader** – the leader of the caucus of the majority party.

**Majority Party** – the political party in each house that has the most members.

**President Pro Tempore** – the senator elected to preside of the Senate in absence of the President.

**Minority Leader** – the leader of the caucus of the minority party.

**Minority Party** – the political party in each house that has fewer members than the majority part.

**Passage** – favorable action on a measure before the legislature.

**President of the Senate** – the residing officer in the Senate. Held by the Lieutenant Governor.

**Referendum** – the method by which a measure adopted by the legislature may be submitted to the electorate for popular vote.

**Sergeants-at-Arms** – officers of the House and the Senate charged with maintaining order and carrying out the directives of the presiding officers or the members.

**Session** – period during which the Legislature meets.

**Smoke Out** – invoking joint rule 7-7 whereby one-third of the members of a house can require a committee to deliver a bill to the full body by the next legislative day.

**Speaker** – presiding officer of the House of Representatives, elected by the members at the beginning of each session.

**Speaker Pro Tempore** – the member of the House of Representatives elected to preside over the House in the absence of the speaker.

**Special Sessions** – sessions held between the regular sessions.

**Veto** – formal disapproval of a measure by the Governor.





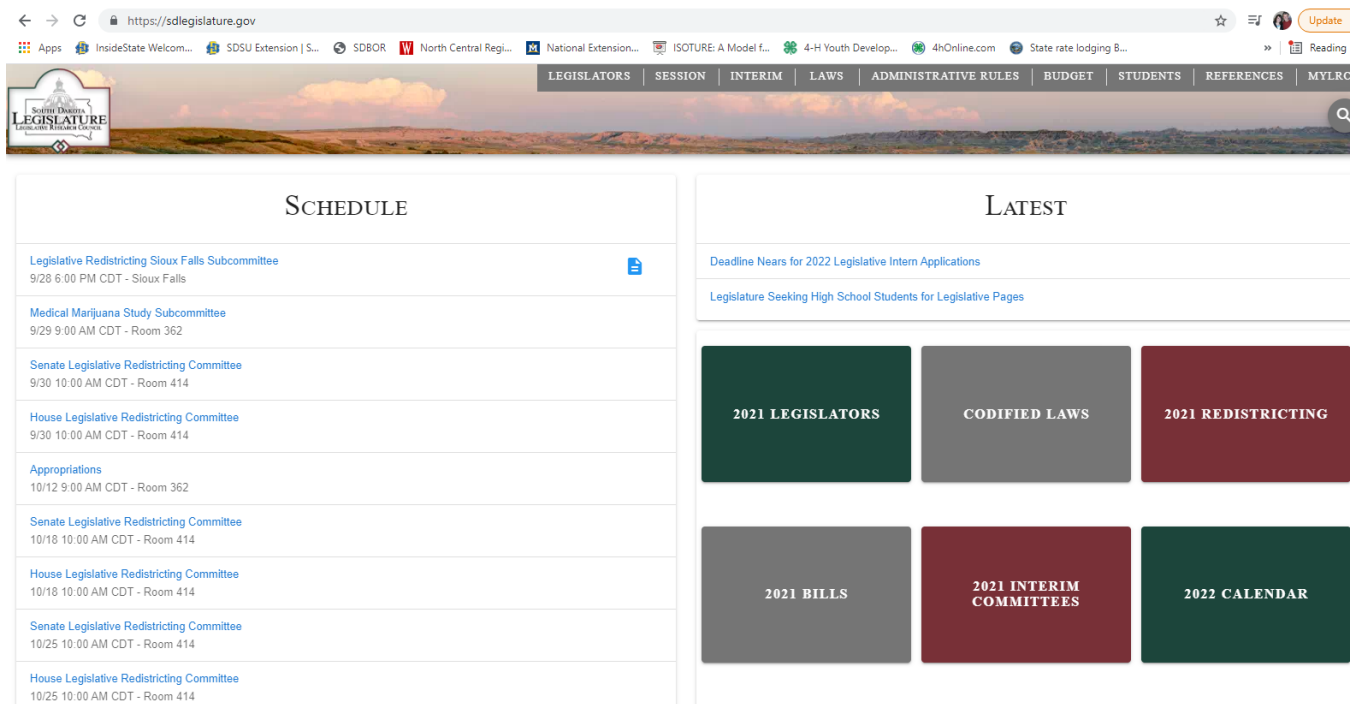
# Your Guide to the Legislative Research Council Website

## [sdlegislature.gov](https://sdlegislature.gov)

The Legislative Research Council (LRC) website contains all the information necessary to contact your South Dakota Legislators and follow-along with the Legislative Session.

Some of the information you will find on the website includes:

- » “Find My Legislator”
- » Proposed Bills
- » Committee Meeting schedule, livestream and recording
- » My LRC+
- » Current SD Codified Laws



LRC Website homepage

The best way to become familiar with the website is to explore.

## Legislator Contact Information:

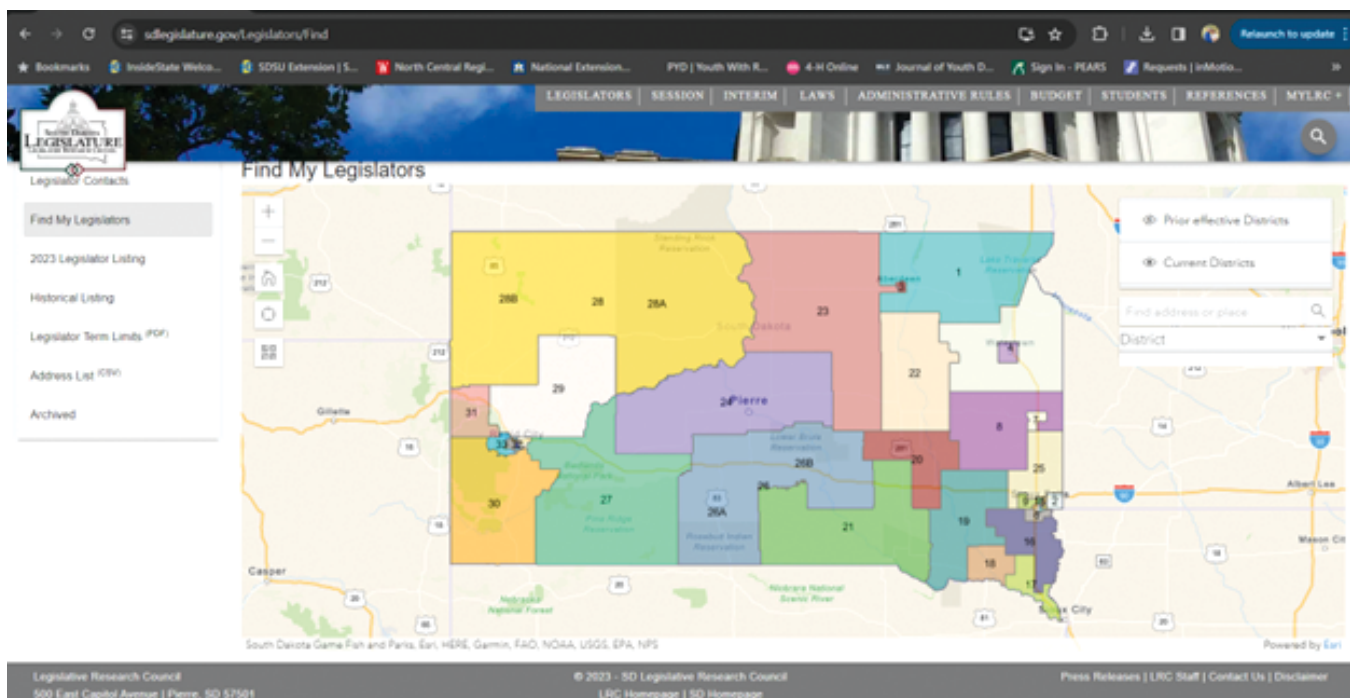
There are several options on how to navigate to contact information for your South Dakota Legislators.

» Option 1: Current Year Legislators

- If you know who your legislators are, you can click on the tile on the homescreen of the LRC Website.
- On the left hand side panel click on Legislator Contacts.
- Legislators are organized alphabetically by last name. Scroll down to your legislator.
- Basic contact information is on this page.
- Click “view profile” to see all their information.

» Option 2: Find My Legislators

- At the top of the home screen, hover over “Legislators” until a drop down menu appears and then click “Find my Legislators.”
- On the next screen, you will then be able to search for who your legislators are by searching by address or your legislative district number. You may also click on the map if you know which district you live in.



- Once you have entered search criteria, your three Legislators will pop up on the screen.
- From there, you can click their names to navigate to their individual profiles.

## Legislator Profiles:

- » These pages will tell you all the contact information on how to reach your elected official. You may also click on:
  - Committees: to learn what committees your legislator is on and when they meet.
  - Bills: to see what bills your legislator has sponsored or co-sponsored.
  - Hearings: to see what bills your legislator is sponsoring have been scheduled for hearing and when they will be heard.

## Codified Laws:

- » To visit this section, click the “Codified Laws” tile on the LRC Homepage.
- » These are laws that have been adopted by the Legislature, signed by the Governor and have gone into effect. You may need to use this section to see referenced sections of law in bills or to look up a topic you are interested in.
- » Laws can be searched by topic or by statute number.

The screenshot shows the North Carolina Legislative Resources Center (LRC) website. The top navigation bar includes links for LEGISLATORS, SESSION, INTERIM, LAWS, ADMINISTRATIVE RULES, BUDGET, STUDENTS, REFERENCES, and MYLRC. The main content area is titled "Codified Laws" and "Effective July 1, 2023." Below this, there is a search bar and a table of contents for the codified laws.

Title ↑	Catchline
1	STATE AFFAIRS AND GOVERNMENT
2	LEGISLATURE AND STATUTES
3	PUBLIC OFFICERS AND EMPLOYEES
4	PUBLIC FISCAL ADMINISTRATION
5	PUBLIC PROPERTY, PURCHASES AND CONTRACTS
6	LOCAL GOVERNMENT GENERALLY
7	COUNTIES
8	TOWNSHIPS
9	MUNICIPAL GOVERNMENT

## Current Proposed Bills:

In order to see what bills have been proposed by legislators during session, follow the below steps:

- » At the top of the home screen, scroll over “Session” and click on the drop-down selection that contains the current year and word “Bills”
- » This screen will take you to a complete list of all proposed bills. You can search by topic, scroll through the entire list or click one on the tiles at the top to take you to a specific chamber’s list of bills.
- » If you know a specific bill number, you can also search by that from the home screen or the screenshot as indicated below.

2021 Bills

All	
House Bill	Senate Bill
House Commemoration	Senate Commemoration
House Concurrent Resolution	Senate Concurrent Resolution
House Joint Resolution	Senate Joint Resolution
House Resolution	Senate Resolution
	Senate Resolution of Disapproval

Filter

Bill	Title
Bill Type: House Bill —	
HB 1001	correct technical errors in statutory cross-references regarding insurance.
HB 1002	revise certain provisions regarding fingerprint-based background checks for the Real Estate Commission and the appraiser certification program.

- » On the bill page, you will find the full text of the bill, any proposed amendments and when hearings are scheduled or were held.

House Bill 1001

[RSS](#) [SHARE](#) [TWEET](#)

**Title:** correct technical errors in statutory cross-references regarding insurance.

**Sponsors:** The Committee on [Commerce and Energy](#) at the request of the Department of Labor and Regulation

**Subjects:** [Executive/Judiciary Request, Insurance, Technical Corrections](#)

Want to add this bill to one of your tracking lists? [Login to MyLRC](#)

Date	Action	Audio	Location
01/12/2021	First read in House and referred to <a href="#">House Commerce and Energy</a> H.J.11	N/A	
01/25/2021	Scheduled for hearing	▼	35:55
01/25/2021	<a href="#">Commerce and Energy</a> Do Pass, Passed, YEAS 13, NAYS 0.	▼	35:55

## My LRC+

My LRC+ is a way for you to get notifications and track specific bills.

- » Start by clicking “My LRC+” at the top right hand corner of the homepage.
- » Create an account by entering your information as requested, select ‘Create Account.’

MyLRC is a great way to stay informed on what's happening in the South Dakota Legislature. You can customize the information you receive based on your personal needs.

### Sign-In

Username

Password

☐ Keep this device signed in

[Forgot User Name or Password?](#)

**Logon**

### Create an Account

Email:

Username

Password

Confirm Password

**Create Account**

- » Once signed-in into your My LRC+ account, you can enter a bill number that you wish to follow and set-up what kind of notifications to receive.
- » As session continues, you will receive notifications on bills you select and will be able to visit this page to see how bills you are interested in or that your Legislator is sponsoring, are progressing through the process. You may also search current codified law within My LRC+ by topic of statute number.

**Session Bills**

Add a new Bill List

Name

**ADD**

☐ Notify me my bill hearing schedule each legislative day

☐ Notify me when a new version of one of my bills is available

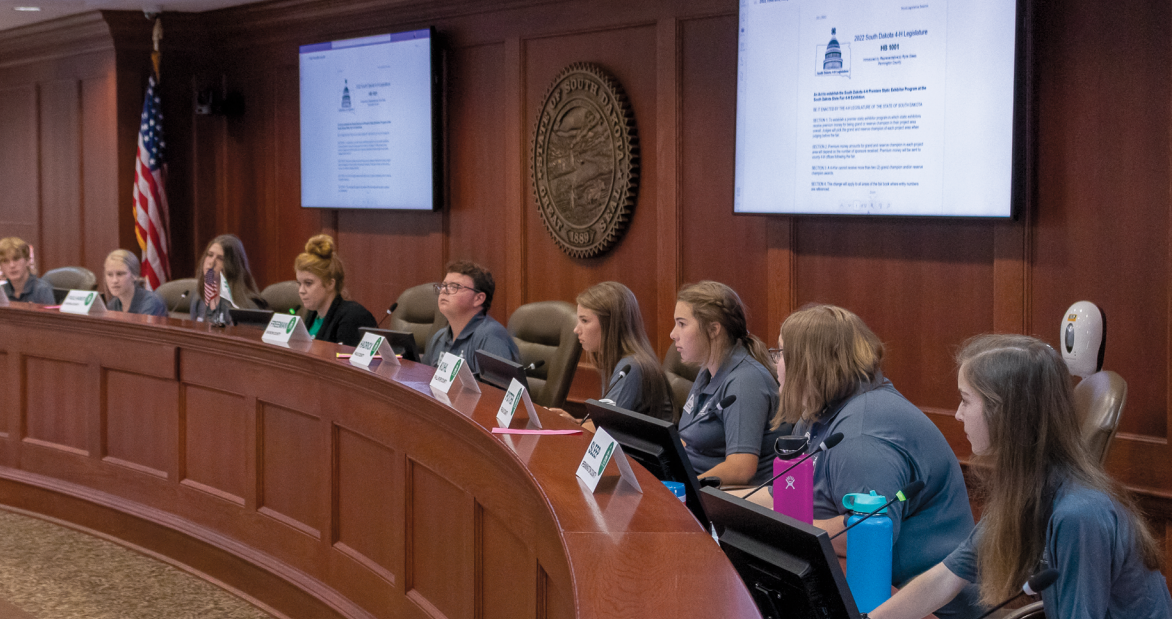
**My Bill Lists**

You currently have no Bill Lists





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# Engagement Opportunities

## Session Viewing:

- » At the Capitol
- » South Dakota Public Broadcasting

## Individual Meetings

- » In Person
- » Zoom or online platform

## Group Meetings:

- » Zoom Meetings or online platform
- » Small Groups
- » Cracker Barrels

## Read Along:

- » Visit the Legislative Research Council Website to follow along.

## Interactive Activities:

- » Visit the I-Civics website ([icivics.org](http://icivics.org))

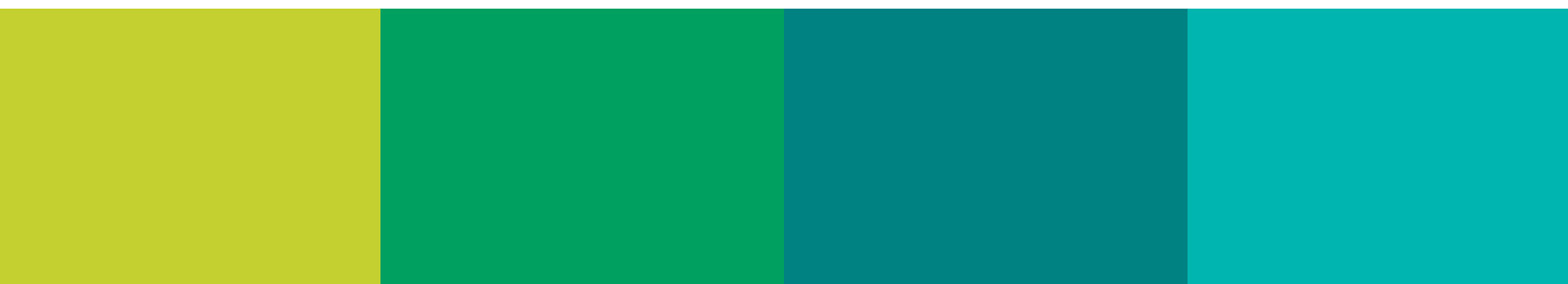
# Viewing Session (Remotely)

## South Dakota Public Broadcasting:

- » We are very fortunate in South Dakota to have a fantastic public broadcasting network that covers every minute of every legislative session! Each day, sessions are livestreamed on YouTube, public television and the Legislative Research Council website (audio only).
- » Option 1: Broadcast daily session on your local SDPB TV station.
- » Option 2: Watch Legislative Session on YouTube, streamed live from the SDPB channel.
  - Visit [youtube.com](https://youtube.com)
  - Search “SDPB”
  - Look for the playlist titled “Statehouse” with the current year.
  - Full videos of session will be available live each day but will also be available immediately following to watch on-demand.

## Legislative Research Council Webpage:

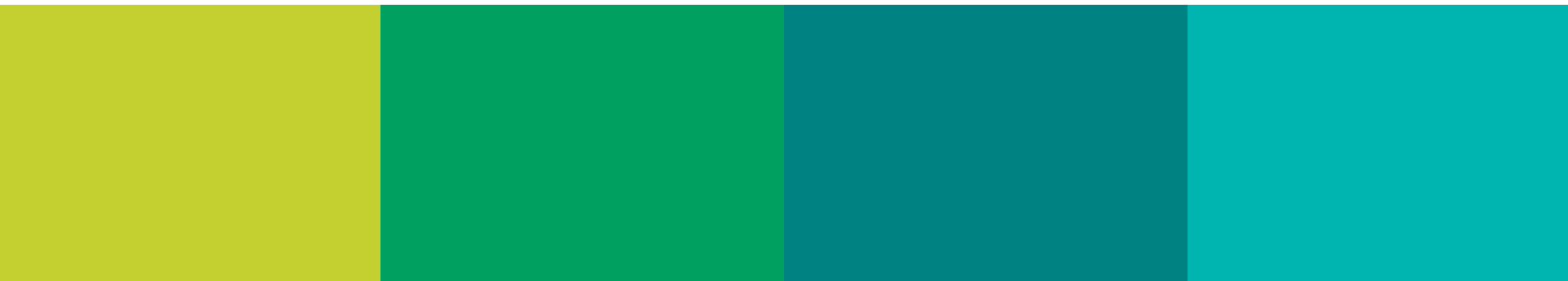
- » Legislative Research Council Webpage offers audio coverage of all committee meetings as well as legislative session.
- » To listen, visit [sdlegislature.gov](https://sdlegislature.gov) and click on the audio link next to the committee you wish to listen to.





# Viewing Session (Live)

- » The South Dakota Legislative Session is free to watch and open to the public. Members of the public can view all aspects from committee meetings to general session and are welcome to visit the capitol building anytime.
- » If you plan to visit the capitol, there are a few things to keep in mind:
  - You will need to pass through security
    - ▶ Everyone entering the building needs to go through a security screening process where they send any bags through an x-ray machine and you walk through a metal detector. This is simple and typically only takes a couple of extra minutes.
  - You can visit with your legislators right on the chamber floor!
    - ▶ Each member of the South Dakota Legislature has a desk in the chamber. For many, this is their only “office” space during session. Constituents are welcome on the floor anytime that the doors are open and if your legislators are at their desk, they expect and usually welcome visitors! The chamber doors will close two hours prior to the start of general session and will remain closed for one hour following session ending.
    - ▶ While the doors are closed, only legislators, interns, pages, staff and law enforcement are allowed in the chamber.



# Organizing Meetings

Meeting with your elected officials may seem like an intimidating thing, but it does not have to be! They are regular people, just like you, that are elected to take your voice to Pierre so they want to hear what you have to say! Here are some tips for helping those meetings go smoothly!

## **Schedule in Advance:**

- » Our legislators have a lot to do in the very short 38 days of session! If you can contact them in advance and schedule a time to talk, you will be more likely to have a meaningful conversation as opposed to catching them in the hallway while they are on their way to another meeting.
- » Keep the meeting short, 15-20 minutes. This gives you adequate time to ask questions and hear from them, but doesn't take up a large amount of time in their busy schedules.
- » Be flexible and understanding if they need to reschedule, especially if your meeting time is during a legislative day in Pierre. When the legislative session is only 38 days, things move very quickly, and a meeting may get scheduled last minute that they must attend. Do not take it personally, but instead work to find an alternative time that works.

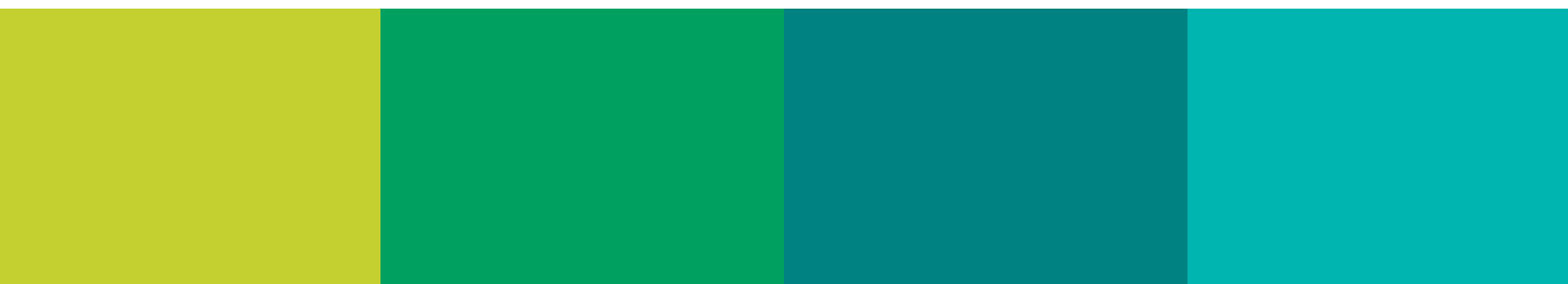
## **Structure the meeting:**

- » You do not need a minute-by-minute schedule of how the meeting will go, but it helps to have a plan on what questions you will ask, what your responses will be and what you want to accomplish.

## **Come Prepared:**

- » Have a list of questions ready to ask. You may not get through your full list and that's ok, but you want to be prepared since this is a meeting you initiated.
- » Do some research on your legislators and what bills they have brought to the legislative session.
- » Share your 4-H story.

## **Zoom:**

- » Start by visiting the LRC website to locate contact information on the elected officials in your district.
  - » Your county office or 4-H advisor can help with setting up a Zoom link. Contact them for assistance and be sure to share the link with your legislator!
- 

## Small Groups:

- » Start by visiting the LRC website to locate contact information on the elected officials in your district.
- » If you are inclined to do so, you can meet in Pierre to talk with your legislators. This is most beneficial in smaller groups which allows it to be a more personal conversation with them.
- » These meetings can be organized on your own or by county offices.

## Attending Cracker Barrels:

- » Cracker Barrels are local, round-table discussions with the elected legislators. They may be held by district or by city depending on geographic location. They are an opportunity for legislators to talk about the work they have been doing and also offer a chance for constituents to ask them questions regarding the bills that have been up or are upcoming.
- » There is not one website that lists all scheduled cracker barrels. The best way to find your local one is to read the newspapers, follow your legislators on social media or search the local community calendar.





# How To Prepare For A Meeting With Your Legislator

**Research your legislator(s). Discover the following:**

- » What committee(s) do they serve on?
- » What bills are they prime or co-sponsors on?
- » Are they serving in a leadership role (i.e. majority leader, Speaker of the House, etc.)?



Brainstorm questions that you wish to ask your Representatives or Senators.

Be aware of how a bill becomes a South Dakota Law.

Familiarize yourself with common terminologies used in the governmental process.

# Dress to Impress

When meeting with elected officials, it's important to remember that you are not only representing yourself, but your family and the organization you are advocating for - in this case that would be 4-H. That is why it's important to dress to impress! Consider the following:

- » Be clean and well groomed.
- » Semi-professional to professional attire is appropriate (i.e. polo shirt, sport coat, blazer, cardigan, slacks, etc.).
- » Make sure your shoes are appropriate for your attire and clean.





# Act the Part

Not only is it important to dress the part when meeting with an elected official, it's also important to act the part! Again, you are representing yourself and others. First impressions are lasting impressions.

Experts say that it takes between five to 15 seconds for someone to gain a first impression of another person. It's crucial to create a great first impression and carry that through your entire interaction. Below are some things to consider:

Be kind, considerate and respectful of the individual(s) you are meeting with. This is not the time to discuss differences, but rather help them learn about your passions and interests.

Cell phones should be turned off or on silent at all times.

If you are in a large group meeting setting, keep the side chatter, giggling and disruptions with those around you to a minimum.

It is never too early to establish yourself as a professional, both in appearance, mannerism and knowledge. Whether you are 8 or 18 years old, you can dress, act and be the part!

# Greeting an Elected Official

Start with  
a firm  
handshake

Combine  
with direct  
eye contact

Address with  
correct title  
(Senator,  
Representative,  
Governor,  
Commissioner,  
Secretary)

Speak  
appropriately  
based on  
environment  
(*increase or decrease  
volume as needed*)

After the  
meeting  
be sure to  
follow-up  
with a note  
of gratitude

# Conversation Prompts

- » South Dakota 4-H is the official Youth Development Program of South Dakota State University.
- » South Dakota 4-H provides youth with competency development in areas of social and life skills, leadership and workforce preparation.
- » Over 42,000 South Dakota youth are involved in the 4-H program.
- » What areas of 4-H do you participate in? What has 4-H taught you?
- » Why do you enjoy being a 4-H member?



# Interactive Activities

## Branches of Power

- » Do you like running things? Do something that no one else can: control all three branches of the U.S. government. Branches of Power gives you the ability to introduce presidential agendas, write legislation, sign or veto bills, and even judge passed laws. That's a lot to juggle, so don't let all the power go to your head!
- » [icivics.org/games/branches-power](https://icivics.org/games/branches-power)

## Sortify: U.S. Citizenship

- » Are you an expert on U.S. citizenship? Put your knowledge to the test with Sortify: U.S. Citizenship, an original BrainPOP game made by BrainPOP with iCivics.
- » [icivics.org/games/sortify](https://icivics.org/games/sortify)

## Law Craft

- » Are you ready to learn how laws are made? In LawCraft, select a district to represent in the House of Representatives. You'll then select an issue that's important to you and the people that live in your district. You'll then take that issue and start crafting your bill as you jump into the law-making process. See if you can make the compromises necessary to get your bill passed by the House and Senate.
- » [icivics.org/games/lawcraft](https://icivics.org/games/lawcraft)

## Cast Your Vote

- » Election Day is coming, are you ready to vote? In Cast Your Vote, discover what it takes to become an informed voter — from knowing where you stand on important issues to uncovering what you need to know about candidates.
- » [icivics.org/games/cast-your-vote](https://icivics.org/games/cast-your-vote)





# Become a State 4-H Ambassador



## Why?

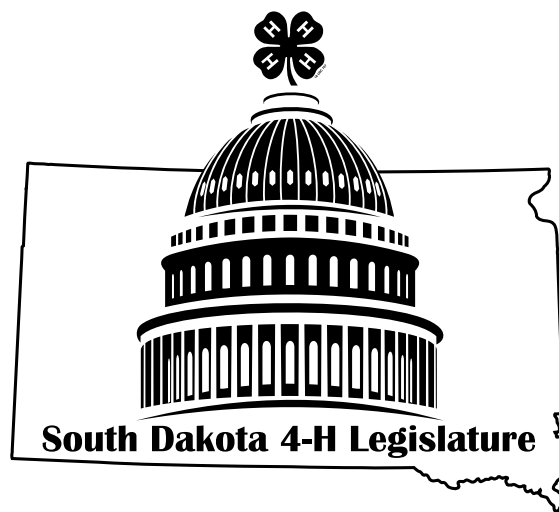
- » To prepare yourself as a leader, mentor and problem solver.
- » To enhance your communication, public speaking and critical thinking skills.
- » To network with industry professionals.

## How?

- » Must be a registered 4-H member in good standing.
- » 4-H age is 14-18 based off the current 4-H year. Complete an application found at [extension.sdstate.edu/south-dakota-4-h-ambassador-program](https://extension.sdstate.edu/south-dakota-4-h-ambassador-program) by Aug. 10.
- » Participate in an interview during State Fair either in-person or virtually.



# Become a South Dakota 4-H Legislator



The South Dakota 4-H Legislature Program provides a state-level civic and governmental education program allowing participants an opportunity to gain a better understanding of how our state government operates while strengthening youth voice opportunities for the SDSU Extension 4-H Youth Development Program.

Interested in learning more about the program or becoming a South Dakota 4-H Legislator? Visit, <https://extension.sdstate.edu/south-dakota-4-h-legislature-program>.





**SOUTH DAKOTA STATE  
UNIVERSITY EXTENSION**



# Share Your Story

We want to know how you  
were a civic advocate!  
Share your story with us  
on social media. Be sure  
to tag our handles.

**#SD4H**

**#4HCIVICADVOCATE**

**#4HCIVOCACY**



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