



# GENERAL HANDBOOK

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# TISL

Tennessee Intercollegiate  
State Legislature

## GENERAL HANDBOOK 2024

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## EXECUTIVE COUNCIL

**Governor**  
**Lt. Governor**  
**Speaker of the House**  
**Speaker Pro Tem of the Senate Speaker Pro  
Tem of the House Secretary of State**  
**State Treasurer**  
**Chief Justice**  
**Attorney General Communications Director**  
**Lobbying Director**

**Aiden Graybeal**, East Tennessee State University  
**Braxton Westbrook**, Tennessee Tech  
**Kyah Powers**, East Tennessee State University  
**Macy Tidmore**, Rhodes College  
**Susanne Cooper**, University of  
Tennessee at Chattanooga **Paige  
Foster**, University of Memphis  
**Milind Chaturvedi**, East  
Tennessee State University  
**Jackson Clemons**, Belmont University  
**Matthew Sutphin**, East Tennessee  
State University **Braden Simmons**,  
Belmont University **Dustin Kidd**,  
East Tennessee State University

## BASICS

The 55th General Assembly convenes at Noon (Central Standard Time), Thursday, Nov. 21<sup>st</sup>, in the House of Representatives chamber of the Tennessee State Capitol and adjourns at about 1 p.m. on Sunday.

A full schedule is available on our website.

Not-for-profit colleges based in Tennessee are eligible

to participate in TISL if they meet *one* of these <sup>criteria:</sup>  
Accredited by the Southern Association of

Colleges & Schools

- b. Offer a bachelor's degree
- c. Offer an associate's degree

Delegates have the opportunity to learn about and simulate the roles of legislators, judges, lawyers, lobbyists and the media. They also represent the viewpoint of Tennessee college students on contemporary issues.

### Universal Deadline

Thursday, **November 7nd, 2024** is the universal dead-line:

- Bill filing deadline (midnight). File bills through the online Control Panel under Legislation.
- AMC3 brief deadline (midnight); details in the AMC3 Handbook or at [www.TISLonline.org/amc3](http://www.TISLonline.org/amc3).
- The House of Representatives is initially apportioned on the basis of which colleges have registered by this date. The more registrants you have, the more seats you may earn.
- Hotel reservations should be completed by this date, or you will not be able to use TISL's special hotel rate.

### Schedule

The official schedule of the General Assembly is on the TISL web site.

### Registration

Registration has two primary components:

1. Every delegate should register online before the General Assembly.

The Online  
Can Be Found  
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Payment of fees. Your delegation may access a Budget Worksheet and print an invoice via your online control panel.

These steps may occur in any order. For example, delegates may register online before the college submits payment. Please perform each step as soon as possible, but the sequence doesn't matter.

### Visitors

Non-delegates are welcome to attend the General Assembly while the Capitol and Legislative Plaza are open to the public during normal business hours on Thursday and Friday.

On Friday evening and on the weekend, state facilities are closed except for TISL. Non-student visitors who wish to attend during these times should register

online. "Visitor" is a registration option and is free. Applications to attend as a Visitor will be con-

sidered individually. Family members and college officials are particularly welcome.

### Fees

In previous years, TISL assessed an institutional fee to each college based on enrollment. However, to promote attendance regardless of enrollment and instead on interest and participation, we have moved to a flat fee of \$150 per delegate. Additionally, there was a separate AMC3 program fee which has been lifted.

Your Total Fees=Number of delegates x \$150

A Budget Worksheet and self-invoicing are available through the online Control Panel.

**Mail check** to TISL, P.O. Box 23213, Nashville 37202.

### Attire

Delegates wear appropriate business attire for official functions, including all functions on state property. Gentlemen wear a coat and tie. Ladies wear professional slacks or appropriate-length dresses or skirts. Comfortable shoes are strongly recommended.

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## Lodging

The Hampton Inn Capitol View in downtown Nashville is the official hotel for the General Assembly.

**Reserve early!** A *limited* number of rooms is available at TISL's very favorable rate. This special rate expires on the Universal Deadline.

Make reservations via a link on the TISL site; credit card required. Bring a sales tax exemption from your college to avoid sales tax (about 10 percent).

Parking is located at the hotel.

### **Hampton Inn Capitol View**

530 11th Ave N, Nashville, TN

## Meals

Three meals are included in the General Assembly Fee. Delegates are on their own for other meals. Should a delegate have special dietary restrictions that TISL must accommodate for the provided meals, please email the State Office. Many restaurants are near the hotel and the Capitol.

Included:

- Thursday Night Reception at the Tri-Star Social (heavy hors d'oeuvres)
- Friday Night Dinner
- Saturday Lunch

## YOUR DELEGATION

Your delegation should select a Head Delegate and designate him/her in your online Control Panel.

Your delegation should participate in all of TISL's four programs:

- Legislative
- Judicial (AMC3)
- Lobbying
- Media

In general, a given student will participate in one or two. Lobbyists may *not* double as legislators, and it's difficult to combine Legislative and AMC3 except as a lawyer and alternate legislator.

## Legislation & Brief

Every Senator and Representative, including alternates, may *sponsor* an unlimited number of bills and is expected to *write* at least one, typically two pages or less.

## TENNESSEE INTERCOLLEGIATE STATE LEGISLATURE

Each bill must have at least one Senate sponsor and one House sponsor, who may be from different colleges.

Instead of writing a bill, every AMC3 team submits a brief for one of the parties to the case.

**Deadline for filing legislation and briefs is two weeks before the General Assembly. See "Universal Deadline" above.**

### Legislative

One legislative delegate will be your Senator and will serve only in the Senate. You may also have an Alternate Senator. Your House delegation isn't limited, but your seats in the House will be.



The House is apportioned by enrollment with one to nine seats per school. Initial apportionment will be released in early November.

The speakers of each house appoint a Chief Clerk and two Assistant Clerks.

The Legislative Council appoints a chair, vice chair and secretary for each committee. Legislative delegates may apply through their online control panel. Experience isn't required.

Every legislative delegate serves on a standing committee that discusses and improves bills headed to the Senate and House.

### Judicial/AMC3

The Appellate Moot Court Collegiate Challenge is a competition among legal teams to argue a case before the Tennessee Intercollegiate Supreme Court.

Teams include two to five members; the case is available online at [www.TISLonline.org/amc3](http://www.TISLonline.org/amc3). Not for law students.

### Lobbying

Student lobbyists work together to pass and defeat legislation based on their lobbying firm's mission.

Students especially interested in persuasion and legislative strategy should consider lobbying.

### TISL Media

TISL Media's mission is to accurately and efficiently promote, inform, and spread the news of TISL with integrity, trustworthiness, and an independent voice.

Students in TISL Media work together to achieve that mission by producing a printed newsletter called *TISL Times*, publishing online broadcast videos, and utilizing various social media sites.

#### Facebook

Tennessee Intercollegiate State Legislature (TISL)

**Twitter** @TISLtweets

**Instagram** @TISLonline

### Web Sites

#### TISL

Tennessee Intercollegiate State Legislature

[www.TISLonline.org](http://www.TISLonline.org)

TISL Media

[www.TISLmedia.tisonline.org](http://www.TISLmedia.tisonline.org)

## IN SESSION

### First Aid

The Secretary of State's office in the Legislative Lounge has basic first-aid supplies such as bandages and pain relievers.

### Lost & Found

Lost and found articles are handled by the Secretary of State's office in the Legislative Lounge.

### Caucuses

Delegates may organize caucuses of like-minded delegates to discuss matters of mutual interest and to formulate strategy.

Caucuses are self-created and self-perpetuating organizations. They are not an official part of TISL, and TISL isn't responsible for their actions or their welfare.

Caucuses may announce meetings in the Senate and House of Representatives with the regular announcement form available from the Chief Clerk. They may also request announcements by TISL Media.

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### Remedies For Errors

The TISL Constitution and the TISL Legal Code offer delegates a means to petition the Tennessee Intercollegiate Supreme Court to determine whether an error occurred and to apply for a remedy.

The Court typically requires the petitioner to have a clear and direct link to the case (standing) and a grievance that can be remedied by the Court. The Court doesn't accept cases involving legislative process (parliamentary procedure, for example) or personal disputes between delegates.

More information and the form for filing a petition are available in the AMC3 Handbook or through the Clerk & Marshall.

### TISL Store

The TISL Store sells a variety of TISL-branded merchandise online and at TISL events. Items currently for sale include lapel pins, executive ballpoint pens, insulated coffee mugs and more — all with the TISL Seal or Logo.

Look for the TISL Store at events such as workshops or the General Assembly or order online at [www.TISLonline.org/shop](http://www.TISLonline.org/shop).

All proceeds benefit TISL and help expand programs. Cash, checks, and credit cards are accepted.

### Supreme Court Nominating Commission

The Supreme Court Nominating Commission receives and screens applications to serve on the Tennessee Intercollegiate Supreme Court.

The application period opens during the fall semester, and applications are typically due in late October for a one-year term that begins each November.

Members of the Commission are appointed by the Speaker of the Senate and the Speaker of the House of Representatives. Delegates who wish to serve on next year's Nominating Commission should contact the newly elected speakers at the end of the General Assembly.

### Chamber Protocol

The desks in the Senate and House of Representatives are the personal space of individual legislators. Please don't open drawers or meddle with the contents. Please give them the same respect you expect for yourself.

### Food & Beverage

In the Capitol, food and beverages are allowed *only* in non-carpeted areas. This means no food and beverage in the Senate, the House of Representatives, the Old Supreme Court Chamber or in the Legislative Lounge. This is very important and will be strictly enforced.

With that in mind, coin-operated vending machines are on the ground floor of the Capitol with various snacks and beverages.

### Tape

Tape leaves residue on woodwork and limestone that permanently disfigures the Capitol. Please don't tape anything to walls or doors.

## IMPORTANT POLICIES

The Board of Directors of the Tennessee Intercollegiate State Legislature Foundation has adopted policies on two important topics: alcoholic beverages and sexual harassment.

Allegations that these policies have been violated will be reviewed pursuant to Board policy.



# TENNESSEE INTERCOLLEGIATE STATE LEGISLATURE

## Alcoholic Beverages

**The legal drinking age is 21.** It is illegal for anyone less than 21 years old to possess alcoholic beverages, and it is illegal for anyone over 21 to provide alcoholic beverages to minors. Every delegate is required to agree to TISL's alcohol policy upon registration.

Regardless of age, delegates may not purchase alcohol at the hotel.

TISL will cooperate fully with the prosecution of delegates who violate the law and may notify college administrators of improper behavior.

## Sexual Harassment

The Tennessee Intercollegiate State Legislature Foundation is committed to providing participants in its programs with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of another person.

**Sexual Harassment Defined:** The definition of sexual harassment varies greatly. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment there are two types of sexual harassment:

1. Quid pro quo—submission to or rejection of such conduct by an individual that is used as a basis for official decisions affecting such individual and
2. Hostile environment—unwelcome sexual conduct that unreasonably interferes with an individual's participation in TISL or creates an intimidating, hostile, or offensive environment.

Sexual harassment may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a basis for how an individual is treated in official matters; (2) submission to or rejection of said conduct is used as a basis for decisions affecting the individual in official matters; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual's performance.

**Policy statement:** Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action, which may include banishment from TISL events, removal from TISL office, or other appropriate action, depending upon the nature of the harassment.

Infractions might be reported to a student's or adviser's college.

Directors, student officers, advisers and non-traditional students are asked to be especially sensitive to the fact that they can be perceived as holding a position of authority or dominance over others and that authority carries with it responsibility to be mindful of situations in which they are dealing with others in private, one-on-one associations both on and off-campus.

Malicious and false allegations of sexual harassment are as serious as sexual harassment itself and, likewise, will not be tolerated.

Any allegation of sexual harassment will be treated seriously, confidentially, and respectfully.

A person who believes this policy has been violated should promptly notify one of these representatives.

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# You Can Help To Lead TISL

The student Executive Council manages TISL through the year and prepares for the next General Assembly. Serving as an officer can be rewarding and can expand your TISL experience.

Every TISL delegate is eligible to run for office.



Officers are ambassadors for TISL, which means they frequently visit other campuses, university administrators and state officials. The best officers are self-motivated and self-confident as they initiate campus visits and other opportunities to advocate TISL.

Serving on the Executive Council is a year-long commitment. In many respects, the Executive Council's work throughout the year resembles a statewide political campaign with some of the same strategic planning and scheduled execution.

Officers' duties and responsibilities are enumerated in the TISL Constitution. Additionally, the Governor and another officer selected by the Executive Council serve on the TISL Board of Directors.

## Election Timeline

- Friday night — Nominations
- Friday night — Candidates Meeting
- Saturday morning and early afternoon — Speeches by candidates
- Saturday afternoon — Voting and winners announced.
- Sunday closing session — New officers inaugurated

## Duties for All Officers

- Attend the next General Assembly, the Executive Council retreat in January and TISL's Day on the Hill in the spring.
- Communicate frequently and consistently with other officers.
- Participate in all Executive Council meetings, including multiple weekly conference calls.
- Attend approximately three pre-TISL Regional Workshops.
- Help with outreach to individual colleges — participants and non-participants.

## Specific Duties

### Governor

*Elected by Delegates At Large*

Convenes Executive Council meetings and sets the agenda. The Governor leads the Executive Council throughout the year. Serves on the TISL Board of Directors.

### Speaker of the Senate/House

*Elected by the Senate/House respectively*

The speakers' ability to preside over the Senate and House is a major factor in the success of the General Assembly.

Speakers should have parliamentary procedure skills. Each speaker also appoints a Chief Clerk and other chamber officers.

### Speaker Pro Tem of the Senate/House

*Elected by the Senate/House respectively*

The Pro Tems should be skilled in parliamentary procedure and able to substitute for the Speaker.

### Secretary of State

*Elected by a joint session of the Senate/House*

The Secretary of State is the official record keeper for TISL. They prepare minutes of each Executive Council meeting for prompt distribution.

The Secretary of State prepares and distributes legislation at the General Assembly and manages the flow of bills between committees, the Senate and the House.

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### **State Treasurer**

*Elected by a joint session of the Senate/House*

The Treasurer handles finances at TISL events, markets TISL merchandise, manages events like the pizza supper and oversees the awards process.

### **Attorney General**

*Elected by the outgoing Supreme Court*

The Attorney General is the Executive Council's expert about the Constitution and about other laws affecting TISL. The Attorney General represents the Executive Council before the Supreme Court.

### **Chief Justice**

*Elected by the incoming Supreme Court*

The Chief Justice presides over the Tennessee Intercollegiate Supreme Court, which settles TISL legal issues and administers the Appellate Moot Court Collegiate Challenge (AMC3).

The Governor appoints the Court after an open application process.

### **Lobbying Director**

*Elected by the Executive Council*

Oversees the Lobbying program and lobbying firms. Appoints Lobbying CEOs.

### **Communications Director**

*Elected by the Executive Council*

Oversees the Media program and act as the communication liason between the Executive Council and the Media program.

### **Officers' Expenses**

Officers are reimbursed for reasonable out-of-pocket expenses subject to an official expense policy. They are exempt from fees, and their expenses at events are paid by TISL.

### **TSAC Election**

Delegates to the TISL General Assembly vote for nominees to be the student directors of the Tennessee Student Assistance Corporation, a state agency that governs various scholarship programs, including Tennessee Lottery Scholarships.

Serving on the TSAC board is a terrific opportunity to build your resume, expand your network and learn more about how government and higher education policy works.

To qualify as a candidate, apply online through the control panel. Each candidate completes a five-question survey. A voter guide will be distributed to delegates.