

CBSR Presiding Officer Instructions

We will have two POs per room. One of you will take the first half of the round, the other takes the 2nd. The tabroom staff will notify both POs of who is 1st and 2nd, the maximum length of the round, and the time for switching POs. Both POs will introduce themselves and have a few brief announcements to make at the beginning of the round. When you are not presiding, keep your mic and camera off, but continue to be monitoring the round.

You will be made co-hosts so you will have the ability to admit people if they need to re-enter, and will be able lower the electronic hands of the competitors. Have all the competitors check mics and cameras before the round starts. All competitors and judges should have cameras on at all times. You and the competitors should use "Gallery View", judges may want to use "speaker view". Zoom settings should be set to always display participant names on their video.

PO #2 will go 1st for the introductory things: You should be able to accomplish all this in about 2 minutes.

1. Have all competitors turn on cameras and do a mic check.
2. Confirm that everyone has their name properly displayed in this format:

<i>Competitors:</i>	Sen. Last Name, First Name (example: Sen. Padilla, Xavier)
<i>Presiding Officers:</i>	P.O. Last Name, First Name (example: PO. Harris, Kamala)
<i>Judges:</i>	Judge Last Name (example: Judge Roberts)
3. Confirm that everyone, competitors and judges, who is supposed to be in the round is there. If is ok to start on time even if you are missing people, but teammates of the missing person should be asked to notify the coach ASAP. Don't start until you have all the judges.
4. You will then address the chamber for the purposes of making the following announcements:
 - Introduce yourself briefly. Tell them you will be the PO for the second half of the round.
 - Announce which bill is being debated.
 - Explain the following protocols for computer use and technical difficulties:
 - "All competitors must keep their cameras on."
 - "Stay muted until recognized to speak, or to make a privileged motion."
 - "You may not access information on the internet or communicate with anyone in-person or electronically during the round."
 - "You may not use private chat in zoom." "You may use chat to make the PO aware of any technical issues, but not issues related to the debate or the rules"
 - "If competitor experiences a technical problem that makes it unable for the room to hear them for more than a few seconds I will stop time and inform the competitor. If the problem cannot be solved immediately the competitor may attempt to re-join the zoom meeting, and I will recognize another speaker. The competitor may rejoin and continue with any remaining time they have to speak at the first convenient time."
 - "If a judge gets disconnected from Zoom we will stop time to allow them to rejoin. If the PO gets disconnected the other PO can take over until the PO logs back in."

PO #1 will then:

1. Introduce yourself as the first PO of the round.
2. Announce the current time and declare that "The round starts now".
3. Announce the switch time, and the maximum time for the round.
4. Make the following announcements about the rules.
 - "Indicate that you wish to be recognized, and vote with the electronic hand-raise. All senators please raise your hand now to confirm you are able to do this." *Have everyone raise their hand to confirm they know how, and you try and put the hands down to practice. Help them if needed.*
 - "You may only make motions from the CHSSA approved list. Any other motions are out of order."
 - "The first affirmative speaker will get two minutes of indirect questioning, all subsequent speakers will get one minute of indirect questioning One question per person, no follow-up questions." (In round 3 it will be 2 min indirect, followed by 1 minute direct).
5. Start the round:
 - "A person from the school sponsoring the bill has privilege of for delivering the first affirmative speech. Is there a representative from [whatever school sponsored, if applicable] who wishes to be recognized for the first affirmative speech?"
 - "Do we have any motions on the floor?" "Second?"

Instructions for Presiding Officers

- **Be fair.** Be in charge.
- Your job is to **move the round along quickly** and get as many people to speak or ask questions as possible. Do not waste time or permit other to waste time. Give time signals. Remind people to keep questions short. Efficiency is the mark of a good Presiding Officer.
- You must **alternate between affirmative and negative speakers**. It is a CHSSA rule.
- There may be time for a few people to speak twice, but if that happen it may mean that there will not be enough time for everyone to speak once. **Encourage people to speak**, remind them it is a timed event and they could get locked out. Some people may not get to speak on their favorite side; all should be prepared for both sides.
- **Recognize people to speak quickly.** Recency is the only rule for recognizing people. If more than one person wants to speak, the person who spoke least recently must get the floor. After that, **priority should be based on attempts to speak**. If everyone is tied, just pick someone.
- **Questions should go to the person who has asked the least number of questions.** Keep track to make sure you are being fair in the distribution of questions.
- **Do not suspend the rules.** A motion to suspend the rules is out of order.
- A motion to divide the house is ONLY permitted to confirm a voice vote. No voice votes will happen in zoom, so, **no motions to divide the house**.
- **Competitors may not address the chamber or the judges other than to make a motion, make a speech, or ask a question.** They may make a “point of order” to question an action of the PO. You should listen, check to see if they have a valid point, make a ruling. You are still the boss.
- **Be a bit flexible on time**, especially on the questions. Recognize that alternating among the questioners and the speaker goes a bit slower in Zoom and there is the possibility of an unheard question. If it is reasonable that a person didn’t hear due to a technical issue then allow the question to be asked again. Allow people a few seconds to finish an answer when time expires.
- **You may not take a recess.**
- **Do not attempt to correct or assist the other PO**, which can be seen as undermining the other PO. When you are not presiding, you should be silent.
- **Don’t stop early if anyone who has not spoken wishes to speak.** You may not allow a motion to adjourn if anyone who wishes to speak has not yet spoken, unless the maximum time for the round has been reached. If a person is recognized to speak prior to the stop round time they must be allowed to speak and be questioned.