Thank you for your service as a parliamentarian, and ensuring smooth and civil debate in your chamber.

## Please familiarize yourself with rules and procedures; when in doubt, please ask tournament staff.

- Please start and end the sessions on time. All sessions until Finals are approximately $21 / 2$ hours long. Please do not end early.
- Each session should start with a presiding officer election. There must be an open nomination process every session.
- If you have an issue in round, ask your room's assigned Tab staff for assistance. If they are not in your room, use the "Helpline" form located on the webpage. As a final option, text or call the Congress helpline at (480) 594-2507. This number will reach the Congress tabulation chairs.
- There is no formal committee structure; students informally caucus and nominate an agenda for the entire prelim segment at the beginning of session 1.
- Recency, along with precedence, determines speaker recognition priority once precedence has been established. This resets each of the two preliminary sessions, and the elim session.
- You will be able to log into Tabroom each round, even though you do not have a ballot until the $2^{\text {nd }}$ session and there will be a list to provide to your PO which will help determine initial precedence in both speeches and questions. Should multiple students without established precedence seek recognition, the PO will call upon the person highest on the list. They will use bottom to top for questioning.
- Debate on legislation may not be carried from one session to the next. So, preliminary Session 2 begins with a sponsorship speech on new legislation not previously debated.
- Advancement to elims and final round placement is determined by judge ranking. Scorers evaluate individual speeches; this will determine merit points recorded for the tournament.


## Instructions:

1. Assignments will be sent through Tabroom.com at least 30 minutes prior to the start of the round. For Session 1 and all subsequent rounds, be there 15 minutes before the designated start time. You must press "Accept Ballot" each session to receive the Preset Recency List for that session.
2. If you do not have a specific assignment, wait for at least 15 minutes after the designated start time. All available judges are eligible to be called up for pushed ballots.
3. Tab staff will come around to take attendance and check for any issues.
4. Introduce yourself to the chamber and announce that you are there to help presiding officers facilitate debate, provide advice and adjudicate disputes, if necessary. Otherwise, you remain in the background, but will not hesitate to step forward when required. Remind students that their chief purpose is to debate legislation; no misuse of parliamentary procedure will be tolerated. Procedures and rules established in the Competition Events Guide, and National Tournament Operations Manual must be followed, and the tabulation staff will make any necessary rulings when there are disputes. The parliamentarian may not add guidelines or suggestions not approved by National Speech \& Debate Association rules or the tabulation chairs.
5. Welcome scorers to each session, reminding them to familiarize themselves with rules and procedures, and inviting them to assist you in counting presiding officer ballots.
6. Preliminary Session 1 opening business - follow this order:
a. Administer the Oath of Office (see below)
b. Presiding Officer Election for Session 1:
i. Ask for nominations from the floor (students may self-nominate).
ii. Nominees give candidacy speeches (up to 1-minute each), in order of nomination.
iii. Go to www.strawpoll.com, create a poll with each candidate's name, and share the poll with the chamber through the Zoom chat. Conduct a single-ballot election. When one candidate receives a
majority vote, s/he is declared presiding officer for Session 1, should immediately take office, and offer any opening announcements.
c. Students may have caucused their agenda ahead of time, and/or individual students may nominate an agenda order for consideration. The presiding officer will call for a counted vote; the winning agenda must be adopted by majority vote.
7. Make sure speakers clearly identify themselves. If a competitor or judge does not conform to the naming conventions Rep/Sen <Name> or Judge <code> <name>, remind them to do so. Observers are not permitted and will be removed from the room.
8. Please track speaker recency. Assist the presiding officer when asked to confirm recency for a particular delegate in the chamber.

## Congressional Debate Oath of Office

(to be administered to your chamber during Session 1)
I do solemnly swear
that I will support and defend the Constitution of the United States
against all enemies, foreign and domestic;
that I will bear true faith and allegiance to the Constitution;
that I take this obligation freely,
without any mental reservation or purpose of evasion;
and that I will well and faithfully discharge
the duties of the office
on which I am about to enter, so help me God.

## Conducting Elections for Presiding Officer

When using a single ballot vote (and not the preferential process) to elect presiding officers or to determine advancement, each student in the chamber will vote for one nominee at a time. The parliamentarian often counts single ballots. After each vote conducted, unless one candidate has received a majority of the votes cast, follow this priority:
A. Separate ballots into piles by candidate. Void ballots not containing names of candidates, or containing duplicates.
B. The one candidate receiving the fewest votes shall be dropped.
C. If the combined votes of the two lowest candidates do not equal the votes of the next lowest candidate, both are eliminated.
D. If a tie exists for the lowest candidates and their total votes exceeds those of the candidate above them, have the chamber vote for the tied candidates (called a run-off election). If the chamber is still tied, keep voting. After three votes, ask the candidates to briefly address the chamber with reasons why they should be considered.
E. If after casting five votes, the chamber still cannot break a tie, have the parliamentarian complete a preferential ballot, ranking all candidates nominated at the beginning of the election.
F. A single ballot election can only determine one winner at a time; if subsequent places need to be determined, a new election process must begin, considering the remaining candidates (otherwise their vote for majority is skewed, because of the earlier winners' share in the previous elections).

| Chamber Voting/ | $\begin{array}{r} \text { chamber: } \boldsymbol{Z}_{\text {Senate }} \\ \square_{\text {House }} \end{array}$ | \#: 6 | Session: 2 | Date: June 14, 2010 | Type: $\begin{aligned} & \text { Single Ballot } \\ & \text { der }\end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: | :---: |

Election for: Presiding Officer

9. Preliminary Session 2 and elims open with the election of the next presiding officer in the same manner as above. Legislation may not be carried over for debate from one session to the next. The chamber must call for Orders of the Day at the end of each session and vote on the legislation at-hand.
10. Please help ensure sessions are as close as possible to the schedule in the tournament book. Do not allow more than 20 minutes of recesses, total, during an individual session.
11. We are all influenced by implicit bias, or the stereotypes that unconsciously affect our decisions. When judging, our implicit biases negatively impact traditionally marginalized and disenfranchised students. Before making a decision, please take a moment to reflect on any biases that may impact your decision making.
12. Your Ballot: At the end of session 2 or the end of the elim session, you will complete a ballot, ranking all students in order of preference, weighing the overall impact each individual student had during the session.
a. In addition to speaking or presiding effectively, to what extent did students encourage the legislative problem-solving process in a collaborative manner by asking meaningful questions, useful motions, and showing attentive interest throughout the debate? Could you tell which students actually listened by making specific and accurate references to others' arguments?
b. Ranking presiding officers (POs) amidst speakers is like comparing apples and oranges. Therefore, consider overall performance of POs. To what extent did each PO effectively facilitate debate in an assertive but not aggressive manner? Were motions and votes handled efficiently? Did s/he rely on a number of unnecessary "crutch phrases," or was her/his word economy exquisite? Considering the PO's aggregate performance, how would it compare to a speaker's performance based on your expectations? Let that be your determining factor in how you might rank the PO.
c. Quality is more important than quantity. You may nominate the best legislators even if they didn't give the most speeches.
d. A student must have spoken or presided to be ranked.
13. Your ballot will count as equal weight to the other scorers who ranked students (ranks above 8 are normed to 9 s ), as well as serve as a tie-breaker after all other rank tie-breakers (judge preference, reciprocals, drop high/low, etc.) have been exhausted.

## Congressional Debate Rules

Adapted from the National Tournament Operations Manual. Rules 1 and 2 deal with legislation and session parameters, which are explained earlier.
3. Recognizing Speakers and questioners.
a. When more than one speaker seeks the floor, the presiding officer must follow the precedence/recency method:
i. First recognize students who have not spoken during the session. If multiple students who have not spoken, the provided precedence list will determine who receives the speech/question.
ii. Next recognize students who have spoken fewer times
iii. Then recognize students who spoke earlier (least recently)
b. When a new session begins, precedence/recency will be reset along with the election of a new presiding officer.
c. Scorers will include answers to questions when evaluating speeches. For the National Tournament, a student receives 3-9 points per speech or 3-9 points per complete hour of presiding.
d. A speaker may yield time on the floor during debate (for questions or clarifications) but that speaker will remain in control of his/her three minutes (see \#6 below regarding questioning).
4. Speeches introducing legislation are allotted up to three minutes, followed by two minutes of questioning by other delegates. A student from the school (or at the national level, the District) who wrote the legislation gets the privilege of recognition (called authorship), regardless of precedence; otherwise the presiding officer may recognize a "sponsor" from the chamber, provided this recognition follows the precedence guidelines above. Regardless, this speech of introduction must be followed by two minutes of questions. Should no student seek recognition for the authorship/sponsorship, the chamber will move to lay the legislation on the table until such time that a student is prepared to introduce it.
5. The first negative speech must be followed by two minutes of questions.
6. Following the first two speeches on legislation, the presiding officer will alternately recognize affirmative and negative speakers, who will address the chamber for up to three minutes, followed by one minute of questioning by other delegates. If no one wishes to oppose the preceding speaker, the presiding officer may recognize a speaker upholding the same side. When no one seeks the floor for debate, the presiding officer may ask the chamber if they are "ready for the question," at which point, if there is no objection, voting may commence on the legislation itself. There is no "minimum cycle" rule, however, if debate gets "one-sided," the chamber may decide to move the previous question.
a. In the event a student speaks on the wrong side called for by the presiding officer and the error is not caught, the speaker shall be scored and the speech shall count in precedence, but the speaker must be penalized at least three points for not paying close attention to the flow of debate.
b. In the event a student speaks on an item of legislation not currently being debated, said speech shall count in precedence, but zero points shall be awarded.
7. All questioning this year will use the Direct Examination method. The presiding officer will recognize students for a 30 -second questioning period. Recognition will use a precedence/recency chart separate from Speech precedence/recency. Within the 30 -second questioning period, a student may ask multiple questions. Courtesy and Decorum during questioning may be a factor in ranking. Once 30 seconds have elapsed, the presiding officer will move to the next questioner. Motions to extend questioning time are considered dilatory and will not be entertained.
8. The presiding officer will pause briefly between speeches to recognize any motions from the floor, however, he/she should not call for motions (at the beginning of a session, the presiding officer should remind members to seek his/her attention between speeches).
9. Amendments must be presented to the presiding officer in writing (an official form is available in this manual's appendix), with specific references to lines and clauses that change. This must be done in advance of moving to amend.
a. The parliamentarian will recommend whether the amendment is "germane" - that is, it upholds the original intent of the legislation - otherwise, it is considered "dilatory." The title of the legislation may be changed.
b. A legislator may move to amend between floor speeches. Once that motion is made, the presiding officer will read the proposed amendment aloud and call for a second by one-third of those members present, unless he/she rules it dilatory.
c. Should students wish to speak on the proposed amendment, the presiding officer will recognize them as per the standing precedence in the chamber, and the speech will be counted toward their total, accordingly.
d. Simply proposing an amendment does not guarantee an "author/sponsor" speech, and any speeches on amendments are followed by the normal one minute of questioning.
e. Amendments are considered neutral and do not constitute an affirmative or negative speech on the original legislation.
f. If there are no speakers or the previous question is moved, the chamber may vote on a proposed amendment without debating it.
10. All major voting (such as the main motion/legislation) which a Congressperson's constituents should have a record of, shall be done with a counted vote. Secret balloting is used when voting for presiding officer.
11. Students should ask permission to leave and enter the chamber when it is in session (move a personal privilege). However, do not interrupt a speaker who is addressing the chamber.
12. Ethics and Evidence
a. Conduct
i. A congressperson's conduct shall be above reproach and he/she should never be guilty of intentional harassment. Impeaching and censuring other participants is not allowed.
ii. Participation in this event demands the seriousness of purpose and maturity possessed by real world policymakers. All adult officials, including scorers, will hold each participant to this standard.
iii. Congresspersons should have a cooperative nature and if there is a problem, then the student should take any concerns to an adult official.
iv. Participation in the legislative debate is essential. Extended absence from the chamber during a session will affect a contestant's overall impression and performance. The practice of "open chambers" interferes with the parliamentarian's ability to monitor student participation.
b. Evidence and Use of Electronic Devices
i. Visual aids are permitted in Congressional Debate, provided they do not require electronic retrieval devices in the chamber.
ii. All evidence used is subject to verification - see National Tournament Operations Manual, Debate General Rule 7.a.ii., p. 10. Honesty and integrity are of utmost importance in legislative debate. Falsification or deliberate misuse of evidence may result in the legislator being suspended by tournament officials.
iii. Please see guidelines for use of electronic retrieval devices.
13. Since the rules above ensure fairness for competition, they may not be suspended; the presiding officer should rule such motions out of order; except to extend questioning and allow for open chambers provided the tournament staff permits doing so.

## Debate Evidence Challenge Procdures

### 7.3. Procedures for Raising Evidence Questions During a Congressional Debate Session

The procedures for making an In-round evidence question are as follows:
A. Congressional Debate entries must rise to a point of information after a speech to formally request a copy of the evidence cited, the citation, or the original source of evidence. When requested during the point of information, the presiding officer will instruct the debater being challenged to produce the copy of the evidence, citation, or original source. The debater being challenged must produce the requested materials in a timely fashion. Should a debater feel they are not receiving the information they requested in a timely fashion, they may rise to another point of information for the presiding officer and parliamentarian to address the situation.
B. Debaters who request the information may receive the evidence from the presiding officer within a period of two speeches. The round would not be put on hold for the request to be completed. For example, if a debater rises to a point of order after speech \#4, then by the conclusion of speech \#6, the requested evidence should be presented to the presiding officer.
C. If after reviewing the evidence in question, a debater feels that an evidence violation has occurred, they may submit a formal allegation by completing an evidence challenge form (see Appendix) and, after making a motion to approach the chair, the debater will present the form to the presiding officer and parliamentarian.

### 7.4. Penalties for Resolving Evidence Violations During Congressional Debate

A. All evidence challenges must occur during the session of Congressional Debate where an alleged violation took place, and should happen before a vote on the pending legislation. If the concern arises during the last cycle of speeches, the parliamentarian may grant a challenge after the vote, prior to the first speech on a new piece of legislation.
B. Parliamentarians are responsible for resolving disputes between debaters regarding oral citations (7.1.B.); and written source citations (7.1.C.). When the parliamentarian has such a dispute in the round, the parliamentarian must submit the protest form to the tabulation committee. All protest forms will be submitted to the tabulation committee.

1. The parliamentarian will determine the legitimacy of the challenge, and if the parliamentarian considers the request justified, the debater making the allegation will move a point of order to address the allegation to the chamber.
2. The debater being challenged will be recognized by the presiding officer for a response to the evidence violation.
3. The parliamentarian will evaluate the legitimacy and severity of the charge and make a recommendation to the presiding officer for action. The recommendation may be charged against either student involved in the dispute. Depending upon the severity of the offense, the parliamentarian may opt to censure the debater(s). Refer to section 7.5. for an outline of the severity of offenses and corresponding actions.
4. The presiding officer will announce the parliamentarian's decision and recognize either/both debaters for consequent action.

## Table of Frequently Used Parliamentary Motions

|  |  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |

* No. 5 should include:
${ }^{\circ}$ Nos. 3 and $\mathbf{4}$ by:

1. How appointed? $\quad \mathbf{T}=$ Time
2. The number
3. Adding (inserting)
4. Report when? or to what standing committee
5. Striking (deleting)
6. Substituting

## Presiding

## Order of Procedure

1. If you give a candidacy speech for election, state that you will be fair and work to make sure time is best spent giving speeches.
2. After you are elected, say "this chamber will come to order." State that you will use your best effort to recognize speakers around the chamber in a fair and balanced manner. Describe gavel time signals. Explain procedures clearly: i.e., how you will recognize speakers, etc., that you will not call for motions at any time (speakers should seek your attention when they wish to rise to move something), and that when it is clear that debate has exhausted on a bill/resolution, you will ask the chamber if they are ready for the question, rather than waiting for the previous question (which should be reserved for forcing end to debate that has become one-sided or repetitive in arguments). Always stand when addressing the chamber (to project authority). Use a calm, controlled and caring voice to show a genuine interest in the chamber's business.
3. When you are ready to begin, say "Who would like to sponsor the first legislation?" When you recognize speakers, use the third person: "The chair recognizes..."
4. When a speaker concludes, say "That speech was __minutes and $\qquad$ seconds; questioners, please rise." Call on one legis/ator at a time, until the questioning period is over. You should keep track of questions to allow a fair distribution.
5. You may gesture for questioners to sit down when it is apparent time is running out. Afterwards, say "The questioning period has concluded, and the speaker may be seated."
6. "Those wishing to speak in opposition, please rise." Call on a speaker, using recency and balancing areas of the room as much as possible.
7. "That speech was 2 minutes and 15 seconds; questioners, please rise."
8. When you have called on the last person who wishes to speak on a bill/resolution, say "since this is the last senator/representative who wishes to speak on this issue, if no one objects following his/her speech, we will immediately move the question following his/her speech." (That way, a separate vote to call previous question is unnecessary).
9. When it is time to debate the next legislation, say "The next item of business is -" (say the legislation's title).

## Handling Motions

$>$ At the beginning of the session, remind members to stand and seek recognition when they wish to move. Do not call for motions; rather, pause briefly between speeches.
> Recognizing Members: "The chair recognizes..." or "State your point/question." Say their title (Representative or Senator) and last name.
$>$ Second: (if the chamber is silent) "Is there a second?"
$>$ Stating Motions: "It is moved and seconded that..."

## Taking Votes

> Negative votes and abstentions are only counted for recorded votes (such as the main motion, i.e., legislation); votes taken where a fraction of members are needed are based on those casting a vote each time.
$>$ Voice Vote - "On the motion to [read the motion title] those in favor, say aye. (Pause) Those opposed, say no." If the result is not clear, especially evidenced by particularly loud members, or if a member moves for a Division of the vote, then a standing vote is taken. Do not call for abstentions, since a voice vote is not recorded.
$>$ Rising Vote (You may substitute "raise hands") "Those in favor of the motion to [read the motion title] will rise [or, "stand"]." [Count vote.] "Be seated. Those opposed will rise." [Count vote.] "Be seated." Calling for abstentions is unnecessary, except for the main motion (legislation).
$>$ Voting for individuals (presiding officer, awards) is done by secret ballot.

Announcing the Result: "On the motion to..."
$>$ Voice Vote - "The ayes have it and the motion is adopted [or "carried"]." Or, "The noes have it and the motion is lost." If you are unsure of the prevailing side, announce that you will take a rising vote (before someone asks for a division... to save time).
> Counted Rising Vote or Show of Hands Vote - "With a vote of 51 in the affirmative and 23 in the negative, the affirmative has it [or, "there are two-thirds in the affirmative] and the motion is adopted."
Or, "There are 29 in the affirmative and 33 in the negative. The negative has it and the motion is lost."

## Discipline

> Motion Out of Order or Motion Not in Order "The chair rules that the motion is out of order [or "not in order"] because..."
> Member Out of Order (serious offense) "The member is out of order and will be seated."

## Tracking Speaking Order

Keeping record of who has spoken ensures fairness in speaker recognition, and can be done with a simple table as demonstrated below. When students track recency, documenting the order of speeches also helps with this process. Speaker side is also noted - S (sponsor), N (negative), A (affirmative) - the examples below show where more than one speech on the same side was given.
$>$ In the example to the left, speakers' names are snaked from top to bottom, left to right, and crossed out when a speaker is subsequently recognized (the speech numbers are noted in parentheses). This makes it easier to determine who has spoken least and least recently.
$>$ In the example to the right, an alphabetized list is kept. In both examples, the presiding officer serves for two hours, which counts as two speeches.

|  | 1 |  | 2 |  | 3 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Smith | (PO) | Smith (P) |  | Wilson | (20N) |
| 2 | Lincoln | (1S) | Jones | (7A) | Clinton | (22A) |
| 3 | tones | (2N) | Elinton | (12A) |  |  |
| 4 | Washington | (3A) | Wilson | (14A) |  |  |
| 5 | Roosevelt | (4N) | Nixon | (17N) |  |  |
| 6 | Jackson | (5A) | Carter | (18A) |  |  |
| 7 | Reagan | (6N) | Lincoln | (19N) |  |  |
| 8 | Clinton | (8N) |  |  |  |  |
| 9 | Bush | (9N) |  |  |  |  |
| 10 | Wilson | (10S) |  |  |  |  |
| 11 | Harding | (11N) |  |  |  |  |
| 12 | Kennedy | (13N) |  |  |  |  |
| 13 | Earter | (15N) |  |  |  |  |
| 14 | Nixon | (16A) |  |  |  |  |
| 15 | Ford | (21N) |  |  |  |  |


|  |  | 1 | 2 | 3 |
| :---: | :--- | :---: | :---: | :---: |
| 1 | Bush | 8 N |  |  |
| 2 | Carter | 12 A | 19 A |  |
| 3 | Clinton | 7 A | 16 A | 22 N |
| 4 | Ford | 14 A |  |  |
| 5 | Harding | 10 S |  |  |
| 6 | Jackson | 5 A |  |  |
| 7 | Jones | 2 N | 15 N |  |
| 8 | Kennedy | 11 N |  |  |
| 9 | Lincoln | 1 S | 20 N |  |
| 10 | Nixon | 13 N | 18 A |  |
| 11 | Reagan | 6 N |  |  |
| 12 | Roosevelt | 4 N |  |  |
| 13 | Smith | PO | PO |  |
| 14 | Washington | 3 A |  |  |
| 15 | Wilson | 9 N | 17 N | 21 A |

## Legislators (Members of a Chamber)

* Legislators should not argue with presiding officers who are elected to facilitate debate. Decisions should not be challenged unless they violate the rights of the assembly or its members. For significant errors members should:
- Stand and say "I rise to a point of order." After the presiding officer says "state your point," the member replies by stating what s/he believes has been done wrong, and then sits down. Until the presiding officer who may first confer with the parliamentarian - answers, members should remain respectfully quiet.
- If a member still believes the presiding officer is wrong and the mistake should be corrected, s/he should rise and say "I appeal the decision of the chair." This motion requires a second. There is no discussion, but the legislator moving this may briefly explain why s/he thinks the presiding officer should be overruled. The presiding officer then takes the vote by saying "those voting to sustain the presiding officer..." and "those voting to overrule the presiding officer..." Once the vote has been taken and the results announced, the decision is irrevocable and no further discussion is permitted on the manner.
- Please see item 12, relative to conduct; and item 13, relative to what rules may not be suspended, under "Congressional Debate Rules." On Congressional Debate rules, the parliamentarian is the final authority, and he/she should correct any deviations from the rules, particularly when it affects competitive equity.
* The motion for previous question may not be abused. The reason it requires a two-thirds vote is it limits the free expression rights of legislators in the chamber. While majority rules for actions an assembly takes, the rights of minority to engage their peers in discourse is the very foundation of our democracy. When a legislator moves the previous question immediately after speaking, it sends the message "I gave a speech, and I don't care if others wish to have the same opportunity." Limiting other contestants' opportunities to engage in debate by suspending rules to alter the agenda, or by laying legislation on the table is even worse, and should be discouraged by presiding officers. If debate truly gets one-sided and repetitive, that is the only true purpose of the Previous Question.

