

CBSR Presiding Officer Procedures

1. Wait for a judge to arrive before entering the room.
2. There will be two POs in each round. The order of presiding will be set by the tabroom staff.
3. Use your seating chart to confirm that competitors are there and seated in the correct spot.
4. It is ok to start on time even if you are missing competitors, but not if you are missing a judge.
5. Announce which bill is being debated.

Both POs should get to introduce themselves and have a role in explaining procedures.

Presiding Officer who will speak 2nd.

6. **Briefly** introduce yourself as the Presiding Officer for the 2nd half of the round. Spell your name for the judges.
7. Make the following announcements about the rules:
 - “Indicate that you wish to be recognized to ask a question, speak, or vote by raising the placard”.
 - “You may only make motions from the CHSSA approved list. Any other motions are out of order”.
 - “We will be using CHSSA rules for this tournament”.
 - “We will use direct questioning. That means each questioner gets 30 seconds of time and may ask follow-up questions. The time belongs to the questioner. It is to be used for asking questions not making arguments. Keep the questions and answers brief so that we may get several questions for Each speaker. The first proposition speaker and first opposition speaker will each get two minutes of questioning divided between two questioners.”
8. Announce the approximate time for the POs to switch.
9. Keep all your own records of speaker order and questions.

Presiding Officer who will speak 1st.

10. Briefly introduce yourself. Spell your name for the judges.
11. Make the following announcements about the rules:
 - “Only CHSSA approved motions are allowed. Any others will be ruled out-of-order.”
 - “There will be no recesses called.”
 - “Speakers must alternate from proposition to opposition.”
12. Announce the round end time and write it on the board if you are able and permitted.
13. Announce the current time and declare that “The round starts now”.
14. [You will need a motion to open debate on the bill] “Do we have any motions on the floor?”
15. “A person from the school sponsoring the bill has privilege of delivering the first proposition speech. Is there a representative from [whatever school sponsored, if applicable] who wishes to be recognized for the authorship speech?” If not ask “Would anyone like to be recognized for a sponsorship speech”?

When the time to switch occurs wait until the end of a cycle. Presiding Officers should switch quickly and smoothly. The recency chart continues. Rules stay the same. The 2nd presider may reintroduce themselves, briefly. The first PO should continue to maintain records of speakers and questions.

BOTH POs MUST KEEP A RECENCY LIST and return them to the tabroom at the end of round 1. The recency lists established from round 1 will carry over to round 2.

General 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 as possible. Get to the questions quickly. Do not waste time or permit others to waste time. Give time signals by hand, ask the room to mirror your signals. Remind people to keep questions short. Efficiency is the mark of a good Presiding Officer.
- Encourage speakers to **alternate between affirmative and negative speakers**. You may allow consecutive speakers on the same side, but this should only happen toward the end of a round.
- There may be time for a few people to speak twice, but if that happens it may mean that there may 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. Don't use quiz questions.
- **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 motions to divide the house** are allowed to try and determine who intends to speak on each side.
- **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** for the questions. Allow people a few seconds to finish an answer when time expires.
- **You may not take a recess.** The only exception is if a judge needs to leave you must stop time.
- **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.