

125/004

EASY SCRIPT FOR POI

Must have:

Pen/pencil

Seating chart- make sure students are sitting at their correct seats

Gavel

Timer

***Introduce yourself to the judge and give him/her your score sheet

Close the door when it's time to start- be confident and take charge

PO- Presiding Officer- controls the debate

Recency- the order in which you will call on people

- "My name is Senator _____ . Before we open debate, I will go over the recency rules. Recency (determining who, among multiple senators, gets to speak)
 - Number of speeches: the senator with the fewest number of speeches gets to speak
 - Number of unsuccessful attempts to speak: if there is a tie, the senator who has attempted to speak, without success, the most times gets to speak.
 - Number of questions: If there is still a tie, the senator who has asked the most questions gets to speak
 - "Geography:" When all else fails, the senator sitting furthest away from the previous speaker gets to speak.

"When you are speaking, I will gavel you once at 2 mins seconds, twice at 2 mins 30 seconds, and three times at 3:00 which means you are out of time."

To Open Debatee:

"Are there any motions on the floor?"

Someone will motion to open bill # _____

"Do I have a second motion?"

Someone will second the motion.

"All those in favor of opening bill # _____, please raise your placards" (count)

"all those apposed, raise your placards"

If is apposed-

"Is there another motion on the floor?"

(you will need a second on that motion, then take a vote again)

After Debate has been open on a bill...

"Does anyone have an affirmative speech for this bill? Does anyone have a speech in negation for this bill?" If there is at least one speech for each side, you can continue debate. If there is not a speech for each side, you will say: **"We will table this bill due to there not being an affirmative and a negation speech for this bill."** Open a new motion.

Continue here if there are both an affirmative and a negation speech:

"Is there anyone wishing to give an authorship speech? (authorship means the person wrote the bill)"

If no authorship speech, you say

"Is there anyone wishing to give a sponsorship speech? (sponsorship means a person from your school wrote the bill)"

If no affirmative sponsorship speech, you say

"Is there anyone wishing to give a speech in the affirmative?"

Choose someone- Note on the name of the speaker on the seating chart so you know how many times a person has given a speech.

Then check names on all additional attempts of trying to speak on your seating chart.

While speech is given- you do this:

gavel 1x at 2mins, 2x at 2:30, and last gavel at 3:00

***1 minute cross examination (questions)-say no to extend questions.

"Are there any speeches on negation for bill # "

Choose someone- Note name of the speaker on the seating chart so you know how many times a person has given a speech.

Then check names on all additional attempts of trying to speak on your seating chart.

While speech is given- you do this:

gavel 1x at 2:30, 2x at 2:45, and last gavel at 3:00

ONLY 2 CYCLES ARE ALLOWED- so 1 Affirmative, 1 Negation, 1 Affirmative, and 2nd Negation unless there is a vote to "suspend the rules" (a vote needed by 2/3 majority).

After 2 cycles, or no more speakers, you need to take a vote.

"Call to previous question (means we will vote now) - we will now take a vote on the bill. All those in favor of this bill, please stand. (count and write down) "You may sit down" All those apposed to this bill, please stand" (count and write down - simple majority wins - announce the results)

"Are there any motions on the floor?"

If the motion is to open a new bill...go back to the beginning of this script. If the motion is to end the session - majority vote wins.

Other terms to know:

Point of Order - a senator may say this if they want to correct the PO

Table the bill - move on to another bill due to lack of speeches

"The Big Four Method" of Learning Parliamentary Procedure

Motion "to move the Previous Question"

Second is required
Motion is not debatable
Motion is not amendable
Requires a two-thirds majority

Motion "to Lay on the Table"

Second is required
Motion is not debatable
Motion is not amendable
Requires a simple majority

Motion "to Suspend the Rules"

Motion for a "Point of Order" or "Point of Parliamentary Procedure"

Second is required
Motion is debatable
Motion is not amendable
Requires a two-thirds majority

Second is not required
Motion is not debatable
Motion is not amendable
Requires the Decision of the Chair

Presiding Officer nuts and bolts. This year, students will be randomly assigned to PO- so EVERYBODY MUST BE KNOWLEDGABLE AND PREPARED! Also, there is no longer a PO award. You will get a feedback sheet, but won't get a ranking. You will be ranked. That is wrong

What every P.O. should be comfortable with

- A. REGENCY- before opening the debate, you should go over regency rules. This is simply the order in which you will call on people.
 1. They are designed to keep the debate as fair and equitable as possible.
 2. Generally speaking, you call on people who haven't spoken yet, and if there are multiple people wishing to speak at one time, the one with more attempts at speaking has preference.
 3. A common misconception is that questions and/or attempts at questions move you up on the "list" of who gets speaking preference- not true! Excessive questions are NOT GOOD, and SHOULD NOT be rewarded. They only slow down the debate, and prevent more people from speaking and earning points on their ballots. They are the third level of recency and rarely determine who gets to speak. I also recommend telling the chamber to write down their questions to make sure they are concise.
 4. You should also mention how you will time/gavel them down when their time is running out. Usually you will gavel once at 2:30, twice at 2:45, and gavel them down at 3:00 + 3/5 seconds (grace period)
- B. OPENING THE DEBATE- debate starts with a motion, you simply ask the assembly if there are any motions on the floor (there will be, then you need a second, then a vote) Ex. "I motion to open discussion on bill #2, a bill to..."
- C. VOTING- Voting on a motion -normal methods:
 1. voice vote- you ask "all those in favor of...say 'aye'" - then count, then ask "all those apposed of... say 'nay'" . If winner isn't clear to you or "division" is called,
 2. rising vote (all those in favor of... please stand, all those apposed, you get the idea)

3. alternative to rising vote is a show of hands vote
4. Very rarely a secret paper ballot is used
5. Always ask for votes for the affirmative first, the negative vote second

D. AUTHORSHIP OR AFFIRMATIVE SPEECHES-Once debate has

been opened on a bill, ask if there is an authorship or affirmative speech, ("is there anyone wishing to give an authorship speech- seeing none, is there anyone wishing to give a speech in the affirmative" there will be) then you choose someone, and note all additional attempts on your seating chart.

1. All speeches, whether aff. or neg. are 3 minutes. In our league cross ex. Time is always 1 minute.

2. As a rule of thumb-ALWAYS RULE EXTENDING CROSS EX.

TIME NON-GERMAIN and mention that you would rather have more time to hear speeches. As stated before, question time should be limited as much as possible so more speeches can be given. You may need to remind the chamber to write their questions down if you start to notice the Q's or the A's are

rambling.

E. NEGATIVE SPEECHES- speeches must alternate from aff. to neg.,

so once the aff. speech and cross ex. is over, you ask "are there any speeches on negation for bill #2..." then you choose someone, and note all additional attempts on your seating chart. Same deal with the speech and cross ex times as above.

F. CYCLES- In our league, the rules state that we allow 2 cycles then

move to the previous question (vote), so unless there is a suspension of the rules (requires a 2/3 majority), you should be conducting a vote on the bill after 2 cycles.

1. If you are noticing that the same arguments are being given on the 2nd cycle, gently remind the group to avoid rehashing old arguments. One of your main jobs as PO is to MOVE THE DEBATE ALONG.

2. The debaters should be prepared to speak on multiple bills on both the aff. and neg. side, so any complaining they do is THEIR PROBLEM, NOT YOURS!!

G. CALL THE PREVIOUS QUESTION- this is a fancy, debate-y way

of saying, "we've heard enough, let's stop arguing and vote on this bill". As stated above, our league rules mandate voting after 2 cycles unless the rules are suspended with a 2/3 majority. When the chamber actually votes on the bill, it requires a simple majority.

- H. MOVE TO OPEN A NEW BILL OR RECESS OR END SESSION-
needs a second, then a majority vote, then move forward with debate or be done.
- I. MISCELLANEOUS- YOU are in charge, so whenever things come up for you to decide on, be fair, firm and CONFIDENT in your responses. Your job is to be fair and equitable, not to be everybody's best friend and keep the debate dragging on just because you know your buddy has a speech to give on a particular bill you've been debating for multiple cycles.

Presiding Officer: Order of Business

The following is offered as a suggestion for the Order of Business at any Congressional Debate:

1. Call to order by the presiding officer
2. Roll call of members and confirmation of seating charts
3. Special announcements and questions
4. Election of presiding officer (if needed)
5. Presiding Officer review of priority and how they will run the round
6. Review and/or set the agenda or order of the legislation if more than one in the session.
7. Draw t-chart on the board and write down affirmative and negative speakers when they speak.
8. You should also write down required vote on the board: 2/3 and majority based on members present
9. Read the bill or resolution to be debated
10. Floor Debate on Bills/Resolutions (write start/end time on the board when this first speaker starts speaking)
11. Selection of outstanding presiding officer(s) and/or legislators
12. Awards, Adjournment

Presiding Officer: Steps for Opening a Session

1. If you give a candidacy speech for election, state that you will be fair and work to make time is best spent giving speeches.
2. After you are elected, say "this session will come to order." State that you will use your best effort to recognize speakers around the chamber in a fair and balanced manner. If time signals have not been explained previously, demonstrate how you will conduct them. Explain procedures clearly ahead of time to save time later. 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 speak affirmative on the first item of legislation?" When you recognize speakers, use the third person: "The chair recognizes..."
4. When a speaker concludes, say "Time of that speech was ___ minutes and ___ seconds. Questioners, please rise." Call on one legislator 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 precedence and equity for all legislators. It is appropriate to first recognize speakers who have the least number of speeches. If tied, choose a speaker who consecutively sought to speak earliest (most standing time). If tied, choose the speaker with the greatest number of questions.
7. When you call on the last person seeking recognition 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 move to the immediate previous question following his/her speech." (That way, a separate vote to call "previous question" is unnecessary).
8. When it is time to debate the next legislation, say "The next item of business is —" (say the legislation's title). Legislation should be considered in the order established on the agenda, unless it is laid on the table. Laying on the table should only be done to allow a legislator time to construct a speech to continue two-sided debate, or introduce new information. It should not be abused to allow another legislator an earlier opportunity to get to a later agenda item. Time and prudence is spent by the entire chamber to set a fair and balanced agenda to give everyone an equal opportunity to debate their own legislation, and attempts to circumvent this should not be allowed.
9. Use of the motion for previous question should be discouraged, particularly when legislators have something new to contribute to discussion.
10. Never end a session early if a student still wishes to speak.

INSTRUCTIONS FOR PRESIDING OFFICERS

1. **Know what makes an effective presiding officer.** An effective presiding officer demonstrates competence and confidence, not arrogance. As the person in charge of business, appropriate, even professional, dress will enhance the presiding officer's credibility. It is also imperative that the Presiding Officer enforce order and decorum in the chamber at all times. Please conduct yourself in a respectful manner at all times.
2. **Know the role of the presiding officer.** The role of the presiding officer is to maximize the number of speeches and questions on the bill/resolution under consideration in this house. The job, then, is to advance the debate. A superior chair does not permit non-germane amendments or unnecessary parliamentary maneuvers. A superior chair grants recognition to all speakers and questioners equitably.
3. **Keep to the time schedule.** Time begins when the first speaker begins a speech. Put the starting time on the board. The session must last according to the scheduled time.
4. **Use and explain the following system of priority in the house.**
First priority goes to the representatives with the fewest speeches.
Second priority goes to the representatives standing the longest.
Last priority goes to representatives who have asked the most questions. (count those that advance the debate.)
 Speeches and questions should be tallied on the seating chart. Accurate records are essential to insure a fair session.
5. **Adhere to the time limits and order of the speeches.** Speeches are an uninterrupted three (3) minutes immediately followed by one (1) minute of cross-examination of the speaker. Debate begins with a speech in the affirmative (in favor of the bill/resolution) followed by a speech in the negative (in opposition to the bill/resolution). The speeches in the session continue to alternate throughout the debate.
6. **Be familiar with the required vote on parliamentary motions.** For example, the vote to move the previous question requires a 2/3 vote while the motion to table requires only a simple majority. [Charts are available from the coach and/or the league officers.]
7. **Know how to handle amendments.** Amendments that do not alter the intent of the legislation under consideration must be submitted in writing to the presiding officer. The presiding officer then decides whether to read the amendment to the house. Wait until two affirmative and two negative speeches have been given prior to introducing any amendment. A 1/3 vote is required to consider an amendment. The author can speak to the amendment. This speech requires a priority card. The house then debates the amendment only. A simple majority will pass the amendment. If the amendment passes, the house resumes debate on the resolution as amended; if the amendment fails, the house resumes debate on the resolution as it was.
8. **Keep track of standing time on a separate sheet of paper.** Ideally you should use a t-chart to keep track of most consecutive attempts to speak or most standing time. List affirmative members standing to speak on the left and negative speakers on the right. Cross off members when you call on them to speak and add tally mark to members you don't call on. This chart allows easy reference when determining standing time.

AFFIRMATIVE

Mary Smith 11
 Terry Jones 111
 Ed Baxtor 1111
 Harry Potter 1111

NEGATIVE

Nancy Johnson 11
 Barry Hill 111
 John McCain 1111
 Louis Chen 1111

Helpful Phrases

The following list includes handy phrases (right) for various situations (left):

Make a motion... "I move that (or to)..."
Leave the room (toilet, etc.)... "Motion! Personal privilege. To leave the room."
Make an amendment (see "Amendments" above)... "Move to amend."
Close debate on the current issue... "I move for the previous question."
Ask about an error... "Motion! Parliamentary inquiry. ..."
Second a motion... "Second!"
Table... "I move to lay the question on the table."

Terminology

Agenda - the order of legislation as suggested by a committee or member, and voted on by the assembly (sometimes called the "calendar")

Amendment - a specific change to an item of legislation, explaining exactly which words it modifies, and not changing the intent of the legislation itself.

Authorship Speech – (used at NFL Nationals and TOC). A constructive speech of up to three (3) minutes given by a member, which introduces an item of legislation for debate by the chamber. It is called a sponsorship speech if given by a student who is not affiliated with the school the legislation originated from.

Bill - type of legislation that describes the details of how a policy would be enacted, if voted into law by the assembly.

Chair - the leader of a legislative assembly who runs its meetings by recognizing members to speak or move. Also called the "presiding officer," or "P.O." Modeled after the Speaker of the House, or the Vice President or President pro tempore of the Senate.

Cross-examination - period where the members of the assembly ask individual questions of the speaker. Multiple-part (or two-part) questions are not allowed (unless the rules are suspended for that instance), because they take time from other members who may wish to question the speaker. For all speeches that follow an authorship, the speaker may speak for a maximum of three (3) minutes, followed by one minute of questions. All affirmative and negative speeches that follow an authorship speech should introduce new ideas (arguments) and respond to previous arguments (refute or rebut).

Divide the House – a motion to verify a voice vote. Also used as a motion to take a straw vote to determine the number of affirmative and negative speakers on a given piece of legislation.

Docket - the complete packet of legislation (as titles or full text) distributed by a tournament.

Floor - when a member has the full attention of the assembly to speak (also refers to the area where the assembly meets, where its members speak, and where it conducts its business). Committee - a small group of members who meet and bring recommendations to the full assembly.

Leading Question: any question that begins with a preface ("according to the NY Times...") or suggests the answer or contains the information the examiner is looking for ("wouldn't you agree that this bill would...")

Legislation - a specific, written proposal (in the form of a "bill" or "resolution") made by a member or committee for assembly to debate.

Open Podium – refers to a situation where there are no more speakers on a side of a bill or resolution and a presiding officer accepts a motion to suspend the rules and skip over the opposing side thus leaving an open podium, so to speak, on one side of the debate.

Priority or Precedence - standard rule in most leagues (including NFL and NCFL), which requires the presiding officer to choose speakers who have spoken least (or not at all).

Priority Card – Numbered cards used to signify how many speeches a student has given. 1 would equal a member's first speech, 2 a member's second speech, etc.

Recency - widely-used system (not a rule NCFL or NFL), where the presiding officer not only employs precedence, but also selects speakers based on who has spoken least recently (or earlier). Before precedence is established (applies to students who have not spoken), the following methods are often used:

Standing Time or "Longest Standing" - notes when students first seek recognition to speak; those who were standing earlier, but were not called on initially will be recognized before students who wait until later in the debate to stand.

Geography - this method is employed to balance recognition of speakers among various spatial zones in the chamber, so students seated in any given area aren't disadvantaged. The chair should ensure that an equal number of affirmative and negative speeches are called from the same zone. Geography is just one approach to recognizing speakers.

Resolution - an expression of conviction, or value belief of an assembly, which may urge, request or suggest further action by another decision-making authority.

Resolution to amend the Constitution – any legislation that would amend the constitution. Constitutional amendments are resolutions because congress can only suggest to the states that the Constitution be amended, but they must, of course, be as specific as a bill.

Shut Out – when a student does not give a speech during a session of congress.

Straw Vote - an unofficial vote taken to obtain an indication of the general trend of opinion on a particular issue.

Yield – an action in which a member is called on to speak but declines recognition thus yielding his time to another member who wishes to speak. Members who yield should lose their standing time.