

Procedure for Chamber's in Student Congress (Based of NFL quidelines)

PRESIDING OFFICER

- a. The person says, "Who would like to sponsor the first item of legislation." When they recognize the speakers they **MUST SAY**, "**The Chair recognizes...**"
- b. When speaker is done say the amount of time the speech was
- c. Anyone who wants to ask **questions MUST stand up** and then be called on.
- d. **PO says those who wish to speak MUST RISE**
- e. When you call on the last person seeking recognition to speak on a bill/resolution, say,"
SINCE THIS IS THE LAST SENATOR/RESPRESENTATIVE 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.

1. Seating Chart

- a. Students must sit next to the person on the seating chart
- b. Students if at all possible should not be sitting next to someone else from their school

2. Roll Call

The Parliamentarian must take it before the meet can begin

3. Amendments

- a. Must be in writing and state exactly the words to be added or written
- b. Person must gain the floor in the usual manner.
- c. Amendments must go to the Presiding Office and parliamentarian first.
- d. Once the person has been recognized they say, "I move to amend the motion by..." Then word your amendment. One third must second the amendment before discussing it.
- e. The amendment **CAN NOT** change the intent of the bill.

4. Voting on bills/resolutions

- a. On the final vote on a bill or amendment to a bill, and in all cases where other than a majority is required for passage a **STANDING VOTE IS REQUIRED**
- b. Absentee and/or abstention cannot count in determining the results of a vote.

5. Asking questions or offering a motion

To offer a motion or participate in the debate the person needs to **RISE IMMEDIATELY** at the conclusion of the preceding speaker's remarks and at the same time say: **MR. /MS. PRESIDENT (OR SPEAKER).**" If the presiding officer recognizes you, then proceed to make your motion or ask your question.

6. Speech Times

- a. A speaker's time allotment for each presentation shall be a maximum of four minutes, three minutes for speaking and a maximum of one minute for cross examination by other delegates. **Cross Examination should be a factor in the scoring of a presentation** (this come directly from the NFL manual page SCM-6)
- b. Authorship speeches shall be a maximum of five minutes, three minutes for speaking and a maximum of two minutes for cross examination by other delegates. **Authorship speeches can only be given by a representative of the school submitting the legislation.** If no representative from the school submitting the legislation is in the chamber, no authorship speech is given.

(the above section comes directly from the NFL manual page SCM-6)

7. Scoring Speeches

- a. At the end of the meet the judges will rank the top two (one being the best) without consulting with anyone and then hand them in to the moderator.
- b. Moderator will take those names along with their score sheets add them up and then present to the judges a list of no more than seven names that the judges will then rank in order (1 being the best).

8. Parliamentary

- a. Accurate records need to be kept as to time in and out of session. **ANY BREAKS** must be recorded as time away from debating. **STUDENTS MUST DEBATE FOR FIVE HOURS.**
- b. At the end of the meet, I need to have in writing the results of voting for each bill/resolution