

# NFCFL Congressional Debate Manual

Updated annually by the NFCFL Executive Committee

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This manual has been prepared for use by the NFCFL at all of its sanctioned events. The guidelines and procedures used herein may differ from those in other leagues and at other tournaments. Guidelines for the NFCFL Grand National Congressional Debate may be found in the NFCFL Congressional Debate Manual.

## I. Legislation

### A.

#### Submission Procedures

1. Schools that enter competitors in the Congressional Debate division of a tournament shall be required to submit at least one (1) piece of previously undebated, appropriately formatted legislation for consideration to the Second Vice President.
  - a. The Second Vice President shall reject legislation that is not formatted correctly.
  - b. If all legislation is rejected then the school's Congressional Debate entries will be dropped from the tournament and fees will be assessed.
2. The maximum number of items that may be submitted by a school shall be equal to the total number of entries it has in Congressional Debate  
(e.g.: a school with three entries must submit at least one bill/resolution, but no more than three). Because no school may enter more than eight (8) competitors in Congressional Debate, the maximum number of items that may be submitted is eight (8).
3. No legislator may serve as the author of more than one (1) bill or resolution.
4. Legislation must be submitted to the Second Vice President or his/her designee. Both the title and the full text of the legislation are due along with a school's regular entry no later than 4pm, 10 days prior to the tournament. (For example, a Saturday tournament would require Wednesday submission the week prior to the tournament, NOT the Wednesday immediately before the tournament.)
  - a. All legislation must follow the NFCFL Templates that are posted on the NFCFL website.
    - a. Failure to use these templates will result in automatic rejection.
    - b. If every piece of legislation submitted by a single school fails to meet the formatting requirement, the school's congressional debate entries will be dropped and fees shall be assessed.
    - c. In case of extenuating circumstance, this rule may be waived by the Second Vice President or his/her designee.
  - b. The Second Vice President or his/her designee shall review all items of legislation that were received prior to the entry deadline.
  - c. Legislation that arrives late or is not formatted in accordance with NFCFL guidelines, or that deals with a topic that is inappropriate for debate will be rejected.
  - d. Coaches from schools with rejected legislation will be notified as to the reason for rejection.
  - e. All other items of legislation will be placed on the "Legislative Calendar" and assigned a number (e.g.: # 101, # 102, # 103, etc.) alphabetically by school name. Numbering shall be used for purposes of identification of the legislation during debate.
  - f. The NFCFL tab staff will submit one or more pieces of legislation

- to the Tier 1 Legislative Calendar for all novice chambers. The Second Vice President will use his or her discretion to either write a piece of legislation or select one from the NSDA website.
5. In the event that the “Legislative Calendar” contains an insufficient number of items, the Second Vice President or his/her designee shall create an “Alternate Legislative Calendar.”
    - a. The “Alternate Legislative Calendar” shall be composed of bill titles that were rejected due to tardiness and/or incorrect formatting, legislation titles from previous tournaments, or titles written by the NFCFL Executive Committee.
    - b. In all cases where an “Alternate Legislative Calendar” is created, debate on the legislation from that calendar shall be “intent only” with no authorship rights.
    - c. Furthermore, the “Alternate Legislative Calendar” may not be debated unless all items on the “Legislative Calendar” have been completed.
  6. Legislation will be emailed to coaches of schools with congress entries no later than 5pm, 7 days prior to the tournament..
    - a. A file with the full text of all legislation will be available for electronic download.
    - b. Each school is responsible for accessing and printing the file for all of its Congress entries.
    - c. NFCFL will, however, provide a legislation packet for all Congress judges.
  7. If there are two (2) or more chambers of Congressional Debate, separate agendas will be created for each chamber. The split agenda will be distributed when the legislation is posted.
  8. No school may submit the same piece of legislation in two (2) consecutive school years.
    - a. The penalty for violating this rule is removal of the legislation from the agenda, but only if the violation is reported by a coach prior to the end of final registration.
    - b. No additional penalty will be assessed; the one bill per school rule will not apply to this circumstance.

## **II. Establishing an Agenda Order**

- A. Once the “Legislative Calendar” has been finalized and published, it shall be used to create the “Legislative Agenda” for each chamber.
  1. Legislators shall have the ability to set the “Legislative Agenda” within tiers. Tiers shall be determined in the following manner by the Second Vice President or his/her designee using the following guidelines:
    - a. The initial agenda shall be organized alphabetically by school name.
    - b. The draw shall be conducted in tiers, so that all schools have the opportunity to present one (1) of their items of legislation to the chamber for debate before any school has had the opportunity to present a subsequent item.
    - c. The agenda shall be tiered in the above manner until all of the legislation has been selected and placed in order. The maximum number of possible tiers in the draw is eight (8).

- B. In the event a tournament requires the use of an “Alternate Legislative Calendar,” informal caucus among the members of the chamber shall create the “Alternate Agenda” from that calendar. It is not necessary to conduct this caucus and set an “Alternate Agenda” unless all items on the “Legislative Agenda” have been completed.
- C. The “Legislative Agenda” shall be released at the beginning of the “Preliminary Business” period.
- D. The agenda that is released will be fixed (the order will not be changed), except under the following circumstances:
  - 1. The chamber may suspend the rules to change the order of the agenda. This action requires the approval of two-thirds (2/3) of the chamber.
  - 2. If the author is not present at the time his/her legislation is called up for debate, it is dropped to the bottom of the tier in which it originated. If it is called up again and the author is still not present, the legislation shall be dropped to the bottom of the next tier of the agenda.
  - 3. If the Presiding Officer is the author of a bill or resolution that is called up for debate while he/she is serving in such capacity, the legislation shall be dropped to the bottom of the tier in which it originated. If it is called up again and the author is still serving in the same capacity, it shall be dropped to the bottom of the next tier of the agenda.

### **III. Tournament Logistics**

- A. Chambers
  - 1. For all tournaments, the threshold for dividing the Congress into two (2) chambers shall be approximately twenty-eight (28) entries. The Second Vice President and his/her designee, who may decide to split or consolidate the chambers notwithstanding the above guideline, shall make this determination.
  - 2. For all Congresses, which are split into two (2) chambers, the Second Vice President or his/her designee shall conduct the distribution of legislators into chambers.
  - 3. This distribution will be included in the legislation packet.
    - a. If a school has one (1) legislator, he/she may be placed in either chamber.
    - b. If a school has two (2) legislators, both may be placed in the same chamber.
    - c. If a school has three (3) legislators, placing two (2) legislators in one chamber and one (1) legislator in the other chamber shall split them.
    - d. If a school has four (4) legislators, placing two (2) legislators in one chamber and two (2) legislators in the other chamber shall split them.
    - e. If a school has five (5) legislators, placing three (3) legislators in one chamber and two (2) legislators in the other chamber shall split them.
    - f. If a school has six (6) legislators, placing three (3) legislators in one chamber and three (3) legislators in the other chamber shall split them.

- g. If a school has seven (7) legislators, placing four (4) legislators in one chamber and three (3) legislators in the other chamber shall split them.
    - h. If a school has eight (8) legislators, placing four (4) legislators in one chamber and four (4) legislators in the other chamber shall split them.
  - 4. When breaking up a delegation for distribution purposes, the Second Vice President or his/her designee shall determine which competitors are assigned to each chamber. Individual coaches may not make this decision and coach requests for specific chamber assignments shall not be entertained.
  - 5. Before a chamber split is made final, the Second Vice President or his/her designee shall ensure that the number of legislation is approximately equal.
  - 6. If there is great disparity between the chambers, changes may be made to the chamber assignments providing that rules a – h above are still followed.
  - 7. Compliance with guidelines a – h shall be viewed as more important than a balance in the number of authors.
  - 8. Authors of similar items of legislation shall be placed in different chambers provided that guidelines a – h above are not violated.
  - 9. Competitors may not switch chambers with other legislators once the Second Vice President or his/her designee has specifically assigned them to a chamber.
  - 10. In the interest of fairness, exceptions to this rule shall not be made.
- B. Legislative Sessions
  - 1. Each tournament shall consist of two (2) sessions of legislative debate. Each session shall be convened for no less than two and one-half (2 ½) hours of actual floor debate. A minimum of five (5) hours of debate is required at each tournament where any chamber contains 15 or more legislators. If no chamber contains more than 14 legislators, a minimum of four (4) hours of debate shall be required.
  - 2. In addition to the actual debate time allotted for each session, fifteen (15) minutes shall be allotted before the start of Session One for “Preliminary Business” activities (e.g.: creation of seating charts, announcement of legislative agenda, election of Presiding Officers, etc.).
  - 3. Ten (10) minutes shall also be allotted at the end of each session for “Orders of the Day” activities (e.g.: Presiding Officer elections).
  - 4. Each session of Congressional Debate shall constitute a single legislative day. Consequently, speaking priority will be reset at the end of each session.
- C. Speeches
  - 1. All speeches given on the main motion (the legislation being considered) and amendments to it shall be a maximum of three (3) minutes in duration.
  - 2. Legislators may speak as often as the Presiding Officer can recognize them.
  - 3. However, only the first five (5) speeches given by a legislator in each session will be scored for the purposes of awarding speaker points for reporting to NFL. Scorers will still evaluate speeches that exceed the five

- (5) scored speech limit, but speaker points for these speeches will not be recorded on tabulation documents.
  - 4. Floor speeches shall count as one (1) speech against a legislator's speaking priority and the scored speech limit. Speeches on procedural matters and qualification speeches for Presiding Officer elections will not count as speeches for the purposes of speaking priority or the scored speech limit.
  - 5. Authorship and sponsorship speeches shall count as one (1) speech against a legislator's speaking priority and the scored speech limit.
- D. Qualification for Grand Finals
- 1. A competitor in Congressional Debate who wishes to count a tournament, as a qualifier to the Grand Finals tournament must give a total number of scored speeches greater than or equal to the "Adjusted Speech Average" for the tournament.
    - a. The "Adjusted Speech Average" is determined by dividing the total number of speeches given during the course of the tournament by the total number of competitors who were present at the beginning of Session I.
    - b. Any resulting decimals shall be rounded **down** to the nearest whole number.
    - c. The Second Vice President or his/her designee shall compute the "Adjusted Speech Average" and, whenever possible, advise competitors of the current and projected "Adjusted Speech Average."
    - d. Novice competitors who speak at least once per session shall be exempt from the "Adjusted Speech Average" requirement.
  - 2. Any competitor in Congressional Debate who is absent from the chamber for more than fifteen (15) consecutive minutes at any time, as determined jointly by the Presiding Officer and Parliamentarian, is ineligible to earn a qualifier to Grand Finals for that tournament.

#### **IV. Presiding Officers**

- A. General Information
  - 1. One (1) Presiding Officer shall be elected for service in each chamber for each session of Congressional Debate, except in the Super Congress at the NFCFL Grand Finals Tournament.
  - 2. Service as Presiding Officer shall count as two (2) speeches (one speech in the Super Congress at the NFCFL Grand Finals Tournament); each Presiding Officer may receive up to twelve (12) points for service in this capacity.
  - 3. The Presiding Officer for Session One shall be elected during the "Preliminary Business" period; for all subsequent sessions, the Presiding Officer shall be elected during the "Orders of the Day" period.
  - 4. No presiding officer shall be removed during the session to which s/he has been elected.
- B. Presiding Officer Elections
  - 1. Nominations for Presiding Officer will be taken from the floor for each session.

2. Each election for Presiding Officer shall be conducted and overseen by the Second Vice President or his/her designee.
3. Once the nomination acceptance process has concluded, each candidate will be allowed thirty (30) seconds to give a speech of qualification, which shall not count as a speech against speaking priority or be evaluated by the Scorers.
4. Once all speeches of qualification have been made, a secret ballot election shall occur.
5. Each legislator shall cast a ballot by voting for one (1) of the candidates or by casting an abstention. The Second Vice President shall tabulate votes or his/her designee (which may include Parliamentarians) only; under no circumstances should a legislator assist with ballot tabulation.
6. A candidate must receive a majority (50% + 1) of the votes cast in order to be declared the winner of the election.
  - a. In the event that no candidate receives a majority of the votes cast on the first ballot, the candidate with the fewest number of votes will be dropped from the list and a run-off election will be held. In the event that two or more individuals are tied for the lowest number of votes and their combined vote total is greater than the next highest candidate's vote total, then a run-off must be conducted between the tied candidates prior to the overall run-off. If two or more individuals are tied for the lowest number of votes and their combined vote total is less than next highest candidate's vote total, they both shall be eliminated. This process will continue until a majority is reached, at which time the winner shall be immediately announced.
  - b. In any election in which the number of ballots received does not match the number of legislators in the room the election shall be invalidated and a new vote will be taken.

C. Responsibilities of the Presiding Officer

1. The P.O. shall maintain an accurate seating chart at all times.
  - a. The P.O. shall call the roll at the start and end of each session to ensure that all members of the chamber are sitting in their correct seats.
  - b. Presiding Officers shall use the seating chart to keep a record of speaking priority.
2. The P.O. shall maintain the clock of the chamber.
  - a. The P.O. is required to time all speeches and questioning periods, and to keep a record of the time elapsed for debate on each item of legislation as well as the time remaining for floor debate in the session.
  - b. The P.O. shall use a gavel or another comparable object to give "time signals" to legislators who are giving a timed speech. Each P.O. may determine the increments in which these signals are given.
3. The P.O. shall maintain the official record of speaking order and priority for the chamber.
  - a. The P.O. shall keep track of the number of speeches given by each legislator and the numerical sequence of the speaking order for the entire legislative day.

- b. The P.O. is required to recognize speakers based on the “recency priority system”.
- c. The P.O.’s chart must be kept accurately and must be up-to-date at all times.
- d. In case of a procedural challenge to the speaking order or priority, the P.O.’s chart shall be superior to the chart of all other legislators in the chamber unless the P.O. defers to the legislator making the challenge, or to the chart kept by the Parliamentarian.
- 4. The P.O. shall maintain a record of the legislative agenda. The P.O. shall record the final votes on all legislation and amendments on this agenda. The P.O. shall keep a record of which pieces of legislation have been debated. The second vice president shall provide P.O.s with a form for recording this information.
- 5. The P.O. shall maintain order in the chamber at all times.
  - a. The P.O. is responsible for ensuring fairness and maintaining order in the session; thus the P.O. shall rule any motion that he/she deems dilatory or specious as “out-of-order.”
  - b. The P.O. shall keep the chamber quiet and free of disturbances while legislators are speaking.

## V. Parliamentary Procedure & Operational Guidelines

### A. Speaker Recognition

- 1. Legislators who wish to make a motion shall wait until speakers have relinquished the floor.
- 2. Between floor speeches, those wishing to submit motions for the chamber’s consideration must rise to seek recognition from the Presiding Officer.
- 3. Legislators who wish to give a speech in affirmation of or opposition to the legislation being debated may not rise to seek recognition to give the speech until the P.O. has entertained the speech and called for speakers.
- 4. Speakers may only be interrupted when another legislator rises to make a motion that, under the **Table of Most Frequently Used Parliamentary Motions** can interrupt a speaker.
- 5. Determination of the order in which legislators shall be recognized to give speeches shall be determined by the “recency priority system.”

### B. Questioning Periods

- 1. The author/sponsor of each item of legislation as well as the first negative speaker are required to answer two (2) minutes of questions immediately following his/her authorship/sponsorship speech.
- 2. For all speeches following the first negative a questioning period of one minute is mandated.
- 3. Protocol
  - a. The questioning period is controlled by the P.O., who shall recognize legislators wishing to ask a question of the speaker.
  - b. The method of recognizing legislators for questions shall be left to the discretion of the Presiding Officer. However, a legislator who has already asked a question during a given questioning period shall not be recognized to ask a second question unless no other legislators are seeking recognition.
  - c. No legislator shall ask two (2) consecutive questions unless no other legislator is seeking recognition.

- d. The P.O. may deem any question or response “out-of-order” for any of the following reasons:
  - i. Attempting to ask a two-part question
  - ii. Making a speech or extensive commentary instead of asking a question
  - iii. Asking an irrelevant question
  - iv. Asking a “friendly question” (at the P.O.’s discretion)
  - v. The speaker responds to a legislator’s question by asking that legislator a question.
- e. Under no circumstances may the chamber use its authority to suspend the rules to completely eliminate all questioning periods.

### C. Voting

- 1. The following methods of voting shall be used by the P.O. to determine the result of a motion or question:
  - a. A voice vote shall be used when voting on motions that only require a simple majority (50% + 1). After the result of the voice vote has been announced, a division of the chamber shall occur if demanded by any one (1) legislator. A division of the chamber shall result in a recorded vote.
  - b. An informal recorded vote shall be used when voting on motions that require a fraction of the chamber to adopt the motion or question. All final votes on passage of legislation and amendments shall also be taken in this manner. These votes are taken by a show of hands or by standing. These votes are “recorded” because a definite count is obtained, but they are considered “informal” because each legislator’s individual vote is not recorded.
  - c. A formal recorded vote shall be used when voting on motions or questions of extreme importance, especially when a close or tie vote is expected. These votes are taken by roll call. Roll-call votes shall be taken only in those cases where 1/5 of the chamber demands it. These votes are “recorded” because a definite count is obtained, and they are regarded as “formal” because each legislator’s individual vote is recorded.
  - d. A secret ballot vote shall be used for tournament-related business, including elections for Presiding Officer.
  - e. For all votes that require a simple majority (50% + 1) to pass, tabulation of the vote is based on the number of legislators who vote “aye” and “nay.” There is no need to ask for or record abstentions. Only those who cast “aye” or “nay” votes are factored into the total.

- f. For all votes which require a fraction of the chamber to pass (e.g.: two-thirds [2/3] required to call the previous question, one-fifth [1/5] required to call a roll-call vote, etc.), or when counting seconds on a motion to amend (one-third [1/3] of chamber must support), the tabulation of the vote is based on the number of legislators who are present in the chamber at the time of the vote. In these cases, the P.O. may either ask for abstentions or require all legislators not voting to officially abstain, or the P.O. may count the number of legislators in the chamber before determining whether the matter passes or fails.
  - g. Final votes on legislation and amendments must be informal recorded votes.
  - h. All votes in tournament-related elections must be secret ballot votes.
  - i. It is recommended, though not required, that any motion to appeal the decision of the P.O. use the formal recorded vote method.
- D. Minimum Cycle Restriction: Once an item of legislation has been called up by the P.O. for consideration by the chamber, it may not be disposed of until the P.O. has given the opportunity for the chamber to hear an authorship speech, a negative speech, and a non-authorial affirmative speech.
- E. Sponsorship Speeches
  - 1. In the event that the author of a bill or resolution is in a different chamber than his/her legislation or has been replaced in that chamber by another student from the same school:
    - a. If other legislators from the author's school are in the chamber one (1) member of the delegation may serve as the sponsor of the legislation, which entitles that legislator to the sponsorship speech and the mandatory two (2) minute questioning period.
    - b. If there are sufficient copies of the legislation available in the chamber, but no one from the author's school is in the chamber, the legislation shall be debated, with the first speech designated as a sponsorship speech open to any member of the chamber based on speaking priority.
    - c. If there are not sufficient copies of the legislation available, the legislation will automatically be debated on intent only, with no sponsorship speech. The first speech will be a non-authorial affirmative speech.
  - 2. Sponsorship speeches may also be used at any tournament which utilizes a Super Session.
  - 3. One (1) member of the chamber chosen on the basis of speaking priority shall sponsor each piece of legislation. As with other sponsorship opportunities, a mandatory two (2) minute questioning period shall be invoked after the speech.
  - 4. A legislator may not yield any of his or her speaking time to another legislator for any reason.

5. A legislator must speak on the side of the legislation for which he/she was recognized. In addition, no legislator may speak on both sides of the same piece of legislation unless it was amended since the legislator's first speech. The Presiding Officer shall deem legislators who violate these regulations "out-of-order". If this occurs, the speech stops immediately and the speaker receives zero (0) speaker points for the speech. The speech still counts against the legislator's speaking priority.

## **VI. Decorum**

- A. Titles for Chambers and Legislators
  1. If Congressional Debate consists of one (1) chamber, it shall be a Senate. Members shall refer to each other as "Senator," and the Presiding Officer shall be referred to as "Mr./Madame President."
  2. If Congressional Debate consists of two (2) chambers, one (1) chamber will be designated the Senate and the other will be designated the House of Representatives. Random draw shall determine which chamber serves as the Senate and which chamber serves as the House of Representatives.
  3. In the House of Representatives, members shall refer to each other as "Representative," and the Presiding Officer shall be referred to as "Mr./Madame Speaker."
- B. All legislators shall act with courtesy and respect towards each other. The Presiding Officer shall have the authority to deem any offensive remark, question, or speech "out-of-order."

## **VII. Breadth & Scope of Manual; Rules Disputes**

- A. The NFCFL maintains a constitution, which establishes general regulations regarding tournament entries, deadlines, etc. In the event that any information contained in this manual conflicts with the NFCFL Constitution, the latter document will supersede this manual.
- B. In the event of a rules dispute involving matters of parliamentary procedure not prescribed by this manual, the NFCFL Executive Committee's interpretation of Robert's Rules of Order shall govern the final ruling. In the event of a rules dispute involving tournament regulations, the NFCFL Executive Committee or their designee shall adjudicate the dispute as provided under the NFCFL Constitution.

### REGULAR SESSION FORMAT

All regular-season, single day tournaments sanctioned by the NFCFL shall use this format. All of the guidelines established in the other parts of the NFCFL Congressional Debate manual shall supplement these procedures.

#### *Schedule*

There shall be two (2) sessions of Congressional Debate. Each session shall consist of at least two and one-half (2 ½) hours of on-floor debate, with an extra thirty (30) minutes allotted for “Preliminary Business” before Session One begins, and with fifteen (15) minutes allotted for the “Orders of the Day” at the end of each session. For regular-season tournaments, the following schedule may be used as a guide; however, the exact schedule may vary at each tournament.

9:30 am Preliminary Business  
9:45 am Session One  
12:15 am Orders of the Day  
12:25 pm Lunch Recess  
1:00 pm Session Two  
3:30 pm Orders of the Day  
3:35 pm Adjournment

Each session shall constitute a single legislative day. Consequently, speaking order and priority will be reset after Session One.

#### *Judges*

Each session of Congressional Debate will be evaluated by two judges. Each judge shall serve as a “Scorer.” For organizational purposes, one of the Scorers will also serve as “Parliamentarian.”

The Parliamentarian shall have the exclusive responsibility of evaluating the performance of the Presiding Officer on the NFCFL “Ballot for Presiding Officers.” The Parliamentarian shall also keep the speaking order of the chamber and may be called upon to make procedural rulings as needed.

As Scorers, both officials shall evaluate each speech that is made from the floor by using an NFCFL “Ballot for Speakers.” Each Scorer must evaluate every speech; **alternate scoring is prohibited**. The Scorers should also pay close attention to non-speech activities (questioning periods, procedural debates, conduct of individual legislators, etc.).

Toward the end of each session, the The Second Vice President or his/her designee shall bring an NFCFL “Rank Form for Congressional Debate Officials” to each Scorer. On this form, each Scorer must **secretly**, and without consultation with the other Scorer, rank the top eight (8) legislators in order of preference, remembering that the Presiding Officer is eligible for selection and that the criteria for selection is **Best Legislator**, not **Best Speaker**. Consequently, Scorers should select legislators who demonstrated outstanding speaking skills while participating in the other processes that occurred in the session. A legislator’s decorum (or lack thereof) may also be

used when selecting “Best Legislators.”

### **GRAND FINALS INFORMATION**

The information provided below applies to the annual tournament (“Grand Finals”) used by the NFCFL to qualify students to the National Congressional Debate. Because the logistics of the Grand Finals tournament are different from regular-season single day tournaments, some of the procedures outlined elsewhere in this manual may be altered, as outlined below.

Because the format and schedule for the Grand Finals tournament depends on the number of entries received, each of the two (2) possible formats is explained in detail on separate pages following this general overview. The NFCFL officers shall announce which of the formats (“A” or “B”) will be used at each year’s Grand Finals tournament immediately following the annual “Script Review” meeting as mandated by the NFCFL Constitution.

#### ***Legislation & Agenda Order***

As with all other tournaments, each school entering competitors in Congressional Debate must submit a minimum of one (1) bill or resolution, but may submit no more items than the number of entries the school has in Congressional Debate.

For the Grand Finals tournament, legislation (the entire bill or resolution) must be submitted as regulated by the NFCFL Constitution. The legislation that is submitted must be in proper format. The Second Vice President or his/her designee shall conduct the legislation evaluation process.

Bills and resolutions that meet the format requirements will be designated by number and placed on the “Legislative Calendar.” Legislation with minor technical flaws will be placed on the “Alternate Legislative Calendar.” Legislation with major technical flaws will be rejected. Rejected items can be resubmitted, but will only be placed on the “Alternate Legislative Calendar.”

The random agenda draw shall be conducted using the “tier” system. A legislation packet with additional information for Grand Finals will be released no later than the Monday prior to the start of the tournament.

#### ***Logistics***

The exact format for the NFCFL Grand Finals tournament shall be based upon the total number of entries received. See the two (2) format options that follow for detailed information regarding each possible format.

Each session of Congressional Debate at the NFCFL Grand Finals tournament shall constitute a single legislative day, with speaking order and priority being reset so that all legislators have zero speeches at the start of each session. Each session will also be divided into two segments (“A” & “B”), with the amount of debate time for each session divided equally between the two (2) segments.

## PRESIDING OFFICERS

For the NFCFL Grand Finals Congress, there shall be two (2) Presiding Officers in each session, with each P.O. serving for one (1) segment. Both Presiding Officers will be elected at the same time (for Session One, the election shall be held during “Preliminary Business;” for Session Two, the election shall be held during the “Orders of the Day” for Session One).

All nominated legislators seeking election in a session will run against each other. The first legislator to receive a majority of the votes cast will be announced as one of the Presiding Officers for the session. The winner shall select the segment he or she wants to serve in.

Before the second Presiding Officer is elected, any nominee may decline to run for the second position. The second legislator to receive a majority of the votes cast shall serve as the Presiding Officer in the other segment of the session.

Each Presiding Officer shall receive a score from 4 - 12 points for service in that capacity. The Presiding Officer will be credited with two (2) speeches for scoring purposes, but with only one speech for purposes of speaking priority (recency) in the second segment (in the case of segment 1 presiding officers). Service as P.O. in one of the segments of a session does NOT prevent that legislator from participating in floor debate during the other segment.

In Grand Finals tournaments that require a “Super Session,” two (2) Presiding Officers will be elected from among the legislators in the chamber, with each Presiding Officer serving for one (1) segment.

### ***Judges***

Each preliminary session will be evaluated by two (2) Scorers and one (1) Parliamentarian. The Scorers shall remain in the chamber for one segment of the session **ONLY**; thus a total of four (4) Scorers will evaluate the chamber in each session. The Parliamentarian shall remain in the chamber for the entire session (both segments).

The Parliamentarian shall be responsible for the evaluation of each Presiding Officer on the NFCFL “Ballot for Presiding Officers.” Additionally, the Parliamentarian shall holistically evaluate the overall performance of each legislator in the chamber. The Parliamentarian should also maintain a list showing the exact speaking order in the session, and the Parliamentarian should be prepared to make rulings as a result of any procedural dispute that arises in the chamber.

The Scorers shall be responsible for the evaluation of all speeches that are given during the segment which they are assigned. Scorers will use the NFCFL “Ballot for Speakers.” Scorers shall also monitor the overall performance of each legislator in the chamber, including participation in the questioning periods, involvement in parliamentary debate, and decorum. The Scorers must also holistically evaluate the performance of each Presiding Officer.

### GRAND FINALS FORMAT “A”

As indicated in the “NFCFL Grand Finals Congressional Debate General Format” section, there are two (2) possible formats for the Grand Finals tournament. One (1) of the formats will be selected based upon the number of Congressional Debate entries received for Grand Finals. The information below applies to **Format A** only.

#### ***General Information***

Format A will be used if fewer than twenty-eight (28) entries are received. Given the small number of entries, there shall be one (1) chamber of Congressional Debate. The Congress shall meet for a total of two (2) sessions, with each session divided into two (2) segments. Four (4) to six (6) hours will be set aside for debate in each session, divided equally between the two segments. No “Super Session” will be held.

#### ***Advancing to Nationals***

At the end of each segment of a session, the Scorers shall complete a “Rank Form.” On this form, each Scorer will (secretly and without consultation with the other Scorer) select the top eight (8) legislators in the session based on overall performance in the segment. Each Scorer will be required to list legislators on the sheet in order of his or her preference (1st Place, 2nd Place, 3rd Place, etc.). At the end of each session, a total of four (4) “Rank Forms” will have been completed by Scorers. Each legislator whose name appears on at least one (1) of the rank forms shall receive “credits,” as shown below. A legislator shall receive credits each time his or her name appears on a rank form.

1st Place Rank: 8 credits  
2nd Place Rank: 7 credits  
3rd Place Rank: 6 credits  
4th Place Rank: 5 credits

5th Place Rank: 4 credits  
6th Place Rank: 3 credits  
7th Place Rank: 2 credits  
8th Place Rank: 1 credit

At the end of the session, the Parliamentarian shall also complete a “Preference Sheet” listing the top eight (8) legislators in the session based upon overall performance in order of his or her preference.

A total of eight (8) legislators will be placed on the slate for qualification to the Grand National Congressional Debate. The top choice of each Parliamentarian will be placed on the slate (2 of 8 slots). The two (2) legislators that earn the most number of credits in each session will also be placed on the slate (4 of 8 slots). The remaining two (2) slots will be filled by the legislators who earned the greatest number of credits from both sessions combined, and who have not yet been nominated (2 of 8 slots). The top six (6) legislators on this slate will qualify to nationals and the next two will serve as the first and second alternates in the order they qualified.

## GRAND FINALS FORMAT “B”

As indicated in the “NFCFL Grand Finals Congressional Debate General Format” section, there are two (2) possible formats for the Grand Finals tournament. One (1) of the formats will be selected based upon the number of Congressional Debate entries received for Grand Finals. The information below applies to **Format B** only.

### ***General Information***

Format B will be used if at least twenty-eight (28) entries are received. Given the large number of entries, there shall be two (2) chambers of Congressional Debate. The bicameral Congress shall meet for a total of two (2) sessions, with each session divided into two (2) segments. Three (3) to five (5) hours will be set aside for debate in each session, divided equally between the two segments. A two (2) hour “Super Session” will be held to determine the qualifiers to the National Congressional Debate.

### ***Advancing to Nationals***

At the end of each segment of a session, the Scorers shall complete a “Rank Form.” On this form, each Scorer will (secretly and without consultation with the other Scorer) select the top six (6) legislators in the session based on overall performance in the segment. In the event there are three (3) preliminary chambers, four (4) legislators shall be selected from each chamber. Each Scorer will be required to list legislators on the sheet in order of his or her preference (1st Place, 2nd Place, 3rd Place, etc.). At the end of each session, a total of four (4) “Rank Forms” will have been completed by Scorers (6, in the event there are 3 preliminary chambers). Each legislator whose name appears on at least one (1) of the rank forms shall receive “credits,” as shown below. A legislator shall receive credits each time his or her name appears on a rank form.

1st Place Rank: 8 credits  
2nd Place Rank: 7 credits  
3rd Place Rank: 6 credits  
4th Place Rank: 5 credits

5th Place Rank: 4 credits  
6th Place Rank: 3 credits  
7th Place Rank: 2 credits  
8th Place Rank: 1 credit

At the end of the session, the Parliamentarian shall also complete a “Preference Sheet” listing the top eight (8) legislators in the session based upon overall performance in order of his or her preference.

A total of six (6) legislators from each chamber will advance to the “Super Session,” with a total of twelve (12) legislators participating in the “Super Session.” The first choice of each Parliamentarian in will advance (2 of 6 slots). The legislator that earns the most number of credits in each session will also advance (2 of 6 slots). The remaining two (2) slots will be filled by the legislators who earned the most number of credits from both sessions combined, and who have not yet advanced (2 of 6 slots).

The Super Session will be divided into two (2) segments (A & B), with an equal amount of time allotted for each segment. The Presiding Officers for the Super Session will be elected at the beginning of the session as described in the “NFCFL Grand Finals Congressional Debate General Tournament Format.”

Each elected P.O. will serve for one (1) of the two (2) segments. The Super Session will be evaluated by three (3) Scorers, with one (1) serving dually as Parliamentarian. At the end of the session, the Scorers will use a "Rank Form" to list their top eight (8) "Best Legislator" selections. Presiding Officer ballots shall be scored as two (2) speeches, but shall be counted as only 1 speech for the purposes of recency in segment two of any session at Grand Finals.

The credit system, as outlined above, (except on an eight credit scale) will be used to compile a slate of eight (8) legislators. The top six (6) legislators will qualify to nationals and the next two will be the first and second alternates in the order that they are ranked.

### **INSTRUCTIONS FOR CONGRESSIONAL DEBATE SCORERS**

Serving as a Scorer at an NFCFL Congressional Debate is not a difficult task if you follow the procedures and guidelines stated below. Always remember that, if you are not absolutely sure that you understand your responsibilities, you should ask an NFCFL Executive Committee member.

If you are called to serve as a Scorer at an NFCFL Congressional Debate, you should make sure that you find out what room the chamber is in and at what time the session is going to begin. You should try to arrive about ten (10) minutes early so that you can familiarize yourself with the room, the seating chart, and the procedures for the tournament.

You should sit facing the front of the room or the area that speakers will be using to present their arguments. You should try to sit as far away from the competitors and other observers as possible. At some tournaments, a Judge's table may be set up for your use.

Make sure that you have been given the NFCFL's "Congressional Debate Ballot for Speakers." You will use this form to formally evaluate every speech that is given in the chamber. Each time a student is recognized for the purpose of making a three (3) minute speech on an item of legislation, you should complete a ballot for him or her. Make sure that you do not confer with any other official about the quality of any speech or legislator before, during, or after the session has ended.

1. Make sure to fill out all identification information on the ballot (e.g.: speaker's name, code, session #, Bill or Resolution #, etc.). Also, make sure to circle the side that the speaker will be speaking on [Affirmative or Negative]). Rank each speaker on a scale from 1 - 6 (1 being lowest; 6 being highest) in each of the five (5) categories on the ballot. You must also provide some written comments in the designated space.
2. At the end of the speech, assign a final score to the speech. This score should be based on the average of the scores you gave in the categories, as well as a reflection of the overall quality of the speech. Your final score must be a whole number between 1 and 6, so round accordingly.
3. For information regarding proper scoring of a speech, please see the "NFCFL Scorer's Rubric."

If you were told that you would be serving dually as a Scorer and a Parliamentarian, you must read the NFCFL "Instructions for Congressional Debate Parliamentarians" because you will need to formally evaluate the Presiding Officer. Otherwise, you are not responsible for formally evaluating the performance of the Presiding Officer. You should, however, take notes on how well the P.O. performs. Remember that the Presiding Officer can be one of your selections as a "Best Legislator."

Your other major responsibility during the session is to note how well each legislator performs throughout the session with respect to participation in questioning periods, level of involvement in parliamentary disputes, interaction with other legislators, decorum, behavior, and attendance. All of these factors should be considered when making selections for “Best Legislator” at the end of your period of service (if this is a regular season tournament, you will serve for one complete session; if this is a Grand Finals tournament, you will serve for one segment, or one half, of one session).

Towards the end of the session, you will be brought a form entitled “NFCFL Rank Form for Congressional Debate Officials.” You will use this form to select the legislators who, in your opinion, were excellent speakers (as defined by the scores you have given on your ballots) and excellent legislators (defined by your assessment of each legislator’s performance in the areas listed above). An NFCFL Executive Committee member will tell you how many legislators you may select (depending on the tournament, you may be asked to name anywhere from one [1] to eight [8] legislators. Do not confer or collaborate with any other official when making your selections.

***Remember that the Presiding Officer is eligible for selection.***

You can determine whether the P.O. should be placed on your rank form by answering the following question: “*Did the P.O.’s performance in the session benefit the chamber at least as much as the performance of the lowest-ranked speaker that I can nominate?*” If your answer is yes, then you should nominate the Presiding Officer.

When completing the rank form, make sure that you list the name and school code of each legislator in order of your preference (1st Place, 2nd Place, etc.). If you list the names at random, your rank form will adversely affect the tournament results because each preference slot is worth more credit than the preference slots below it.

After the session is over, make sure that you have signed all ballots and rank forms. You can return all of your materials to the ballot check-in location, which will vary from tournament to tournament.

## PARLIAMENTARIANS AT REGULAR SEASON TOURNAMENTS

All regular-season single day tournaments combine the position of Scorer and Parliamentarian. If you are told that you will be serving in this dual capacity, read the “NFCFL Instructions for Congressional Debate Scorers” first.

In addition to your regular duties as Scorer, you must formally evaluate the Presiding Officer using the “NFCFL Congressional Debate Ballot for Presiding Officers.”

1. Make sure that you fill out the ballot properly. Provide all information that is specifically requested.
2. Evaluate the Presiding Officer in terms of the four (4) categories provide on the ballot. You should write notes on the ballot as the session progresses, making sure to specifically reference any errors that were made while also providing some positive feedback.
3. At the end of the session, give the P.O. a score from 1 - 3 points in each of the four categories by circling the number of points you think is appropriate. Then, add up all of the points and assign the P.O.’s final score on the “Overall Score” line.
4. Make sure that you sign the bottom of the ballot before you submit it.
5. For information regarding proper scoring of the P.O., please see the “NFCFL Presiding Officer Evaluation Rubric.”

As Parliamentarian, you are also required to keep a record of all speeches given during the session. Start by noting the name of the Presiding Officer and awarding that person the first two (2) speeches of the session (# 1 & # 2). The first speaker that you hear will be recorded as # 3; the second speaker will be recorded as # 4, etc. Your records may be used in the event that a major controversy arises regarding the Presiding Officer’s fairness with respect to recognition of speakers.

As stated above, you may be called upon to make a ruling that will affect the course of debate in the chamber. You should treat this responsibility with complete seriousness. If a dispute arises, you may consult with the Presiding Officer in private. Generally, it is best to allow the P.O. to make the ruling that he or she believes to be correct UNLESS you know that the P.O.’s ruling directly contradicts the provisions of the NFCFL Congressional Debate Manual and/or Robert’s Rules of Order. Remember that, when in doubt, it is always best to consult an NFCFL Executive Committee member.

As the Parliamentarian, it is NOT your right or responsibility to “run” the session. If you have concerns regarding the manner in which the chamber is being operated, you should share them with the P.O. without involving the entire chamber. Unless the P.O. loses total control of the chamber, you should never initiate action in the chamber.

## PARLIAMENTARIANS AT GRAND FINALS

If you are assigned to serve as a Parliamentarian at the NFCFL Grand Finals Congressional Debate, you will be placed in a chamber for one (1) session of floor debate, which may last anywhere from 3 ½ to 6 hours. Unlike regular season tournaments, your role in the chamber will be as Parliamentarian exclusively. You should find out when and where the chamber you have been assigned will convene. It is recommended that you arrive at least ten (10) minutes early so that you can familiarize yourself with all materials.

You should sit in the front of the room as close to the Presiding Officer as possible. Once you have met the first Presiding Officer, make sure that he or she has enough seating charts to give to all of the officials (4 total).

As Parliamentarian, you shall evaluate the Presiding Officers in the session. At NFCFL Grand Finals, the sessions are divided into two (2) segments and each segment has one (1) Presiding Officer. Consequently, you must evaluate a total of two (2) Presiding Officers. You will use the “NFCFL Congressional Debate Ballot for Presiding Officers” to complete the formal evaluation.

1. Make sure that you fill out the ballot properly. Provide all requested information.
2. Evaluate the Presiding Officer. You should write notes on the ballot as the session progresses, making sure to specifically reference any errors that were made while also providing some positive feedback.
3. At the end of the session, give the P.O. a score from 1 - 3 points in each of the four categories by circling the number of points you think is appropriate. Then, add up all of the points and assign the P.O.’s final score on the “Overall Score” line. Make sure that you sign the bottom of the ballot before you submit it. For information regarding proper scoring of the P.O., please see the “NFCFL Presiding Officer Evaluation Rubric.”

As Parliamentarian, you are also required to keep a record of all speeches given during the session. Start by noting the name of the Presiding Officer and awarding that person the first speech of the session (#1). The first speaker that you hear will be recorded as # 2, the second speaker will be recorded as # 3, etc. Your records may be used in the event that a major controversy arises regarding the Presiding Officer’s fairness with respect to recognition of speakers.

As stated above, you may be called upon to make a ruling that will affect the course of debate in the chamber. You should treat this responsibility with complete seriousness. If a dispute arises, you may consult with the Presiding Officer in private. Generally, it is best to allow the P.O. to make the ruling that he or she believes to be correct UNLESS you know that the P.O.’s ruling directly contradicts the provisions of the NFCFL Congressional Debate Manual and/or Robert’s Rules of Order. Remember that, when in doubt, it is always best to consult an NFCFL Executive Committee member.

As the Parliamentarian, it is NOT your right or responsibility to “run” the session. If you have concerns regarding the manner in which the chamber is being operated, you should share them with the P.O. without involving the entire chamber. Unless the P.O. loses total control of the chamber, you should never initiate action in the chamber.

As Parliamentarian, you are not responsible for formal evaluation of speakers. However, you should holistically evaluate the overall performance of each legislator. You may wish to make general comments about each legislator’s speaking quality and contributions to the chamber.

Towards the end of the session, you will be brought a form entitled “NFCFL Rank Form for Congressional Debate Officials.” You will use this form to select the legislators who, in your opinion, were truly outstanding with respect to speeches given, participation in other aspects of the chamber’s business, decorum, and behavior.

An NFCFL league official will tell you how many legislators you may select (depending on the tournament’s format, you may be asked to name anywhere from one [1] to eight [8] legislators). The league official may also give you a “preclusion list” of legislators that you may not nominate. Please double check to make sure that you do not accidentally select one of these legislators, and do not reveal your selections or any of the names on the “preclusion list” to anyone. Do not confer or collaborate with any other official when making your selections. Remember that the Presiding Officer is eligible for selection. You can determine whether the P.O. should be placed on your rank form by answering the following question: *“Did the P.O.’s performance in the session benefit the chamber at least as much as the performance of the lowest-ranked speaker that I can nominate?”* If your answer is yes, then you should nominate the Presiding Officer.

When completing the rank form, make sure that you list the name and school code of each legislator in order of your preference (1st Place, 2nd Place, etc.). If you list the names at random, your rank form will adversely affect the tournament results because each preference slot is worth more credit than the preference slots below it.

After the session is over, make sure that you have signed all ballots and rank forms. Your materials will be collected from you by the Second Vice President or his/her designee.

## CONGRESSIONAL DEBATE SPEAKERS' RUBRIC

	6	5	4	3
Delivery	<ul style="list-style-type: none"> <li>*Outstanding presentation</li> <li>*Few pronunciation errors</li> <li>*Delivery should be strong but varied with respect to volume and emphasis</li> <li>* Speech should be fluid and must be “delivered” (not read)</li> <li>*Eye contact with the chamber</li> <li>*Effective gestures</li> <li>*Appropriate movement</li> </ul>	<ul style="list-style-type: none"> <li>*Presentation is strong, but contains a few mistakes</li> <li>*Problems with pronunciation and enunciation</li> <li>*Vocal delivery is not as strong, but still effective</li> <li>*Speech may be partially read or may not flow well</li> <li>*Eye contact, gestures, and movement present, but not as frequent or effective</li> <li>*Gestures are at awkward times.</li> </ul>	<ul style="list-style-type: none"> <li>*Presentation is satisfactory, but unimpressive</li> <li>*Errors in pronunciation</li> <li>*Delivered in a monotone voice or is read word-for-word from prepared notes</li> <li>*Eye contact is minimal</li> <li>*Gestures are either minimal or ineffective</li> <li>*Movement is awkward and sometimes distracting</li> </ul>	<ul style="list-style-type: none"> <li>*Presentation needs a great deal of improvement</li> <li>*This score MUST be justified with a WRITTEN explanation</li> <li>*Some of the factors could include a very short (less than 1 minute) speech</li> <li>*No display of eye contact, gestures, and movement</li> <li>* Talks so softly that he or she can not be heard by anyone</li> </ul>
Originality of Thought	<ul style="list-style-type: none"> <li>*Effectively combine new arguments not previously discussed with refutation or response to points that were previously discussed.</li> </ul>	<ul style="list-style-type: none"> <li>* Offer new arguments and respond to old ones, but who do so in an unbalanced manner</li> <li>*Refutation and response which will not advance debate.</li> </ul>	<ul style="list-style-type: none"> <li>*Either provide NO new arguments OR who provide NO refutation of previous arguments</li> </ul>	<ul style="list-style-type: none"> <li>*All of the arguments and assertions made by the speaker were already brought forth by previous speakers AND that there was no significant refutation of previous arguments</li> </ul>
Organization	<ul style="list-style-type: none"> <li>*Demonstrate or adhere to a clear structure that is easy to follow</li> <li>*Good transitions and should develop.</li> </ul>	<ul style="list-style-type: none"> <li>*Organization is too loose (weak intro., no transition between points, no conclusion), or to speakers who ramble so far away from their central argument that the structure of the speech is lost.</li> </ul>	<ul style="list-style-type: none"> <li>*Demonstrate almost no structure (no intro. or conc., 1 point or no clear way to determine whether there was more than 1 point, etc.), or to speakers who indicate that they will speak on multiple points but then ramble so far off track that they fail to get to their later points before time expires.</li> </ul>	<ul style="list-style-type: none"> <li>*Completely unable to understandable because it lacked structure entirely, so that the speaker had no central arguments or assertions.</li> </ul>
Evidence	<ul style="list-style-type: none"> <li>*Use of quantitative (public opinion surveys, crime statistics, etc.) and qualitative (expert testimony, editorial writing) support material in a persuasive manner</li> <li>*Evidence should NOT just be read; it should be analyzed and used to draw conclusions.</li> <li>*All evidence should be properly cited.</li> </ul>	<ul style="list-style-type: none"> <li>*Use a lot of evidence that is not very effective or persuasive OR to speakers who use only 1 (one) piece of evidence that is VERY effective and persuasive.</li> </ul>	<ul style="list-style-type: none"> <li>*Automatically be given to speakers who use no quantitative or qualitative evidence.</li> </ul>	<ul style="list-style-type: none"> <li>*Clear that the speaker did not attempt to use logic and reasoning to form arguments that could be supported without evidence.</li> </ul>

### **PRESIDING OFFICERS' RUBERIC**

	3	2	1
Fairness in Recognition of Speakers	<ul style="list-style-type: none"> <li>*Make no more than one (1) speaker recognition error during his/her term of service.</li> <li>*Recognized speakers in a clearly unbiased manner.</li> <li>*Number of speeches given should have been disbursed equally throughout the room (geographically), equally between schools of the same size, and among individuals.</li> </ul>	<ul style="list-style-type: none"> <li>* P.O. make recognition errors that were significant in number and importance.</li> <li>*He or she recognizes speakers in a somewhat biased manner.</li> </ul>	<ul style="list-style-type: none"> <li>*Makes several errors in recognition, at least one of which is significant.</li> <li>*Clearly shown that he or she was recognizing speakers in a completely unfair manner.</li> <li>*Clearly biased in favor of his or her school.</li> </ul>
Knowledge of Parliamentary Procedure	<ul style="list-style-type: none"> <li>*Managed the session with outstanding efficiency</li> <li>*Clearly demonstrated that he or she is well-versed in parliamentary procedure;</li> <li>*Made no errors in determining whether motions pass or fail, and should have had to “look up” rules only in <b>extreme circumstances.</b></li> </ul>	<ul style="list-style-type: none"> <li>*Demonstrates competency in parliamentary procedure but makes mistakes in determining the result of motions, knowing the process for acting on each motion, etc.</li> </ul>	<ul style="list-style-type: none"> <li>*Demonstrate that they have no significant knowledge of parliamentary procedure.</li> <li>*Made several major procedural errors and should have had to consult the Parliamentarian or the rules manual too often.</li> </ul>
Control of the Chamber	<ul style="list-style-type: none"> <li>*Maintain their authority in the chamber at all times</li> <li>*Effectively suppress outbursts in the chamber.</li> </ul>	<ul style="list-style-type: none"> <li>*Presiding Officers who are unable to maintain their authority, as evidenced by frequent outbursts in the chamber.</li> </ul>	<ul style="list-style-type: none"> <li>*Loses control of the chamber to the point that the Parliamentarian is forced to intervene to establish order.</li> </ul>
Delivery/Decorum	<ul style="list-style-type: none"> <li>*Speak loudly and clearly, who establish and maintain their authority, and who conduct themselves in a very professional matter.</li> </ul>	<ul style="list-style-type: none"> <li>*Unable to concisely and clearly make rulings.</li> <li>*Style that results in his or her inability to establish authority and control.</li> <li>*May have also experienced a lack of confidence.</li> </ul>	<ul style="list-style-type: none"> <li>*Acts in a completely unprofessional manner.</li> </ul>

## TABLE OF MOST FREQUENTLY USED PARLIAMENTARY MOTIONS

Adapted for use in NFL Student Congresses

Type	Motion	Purpose	Second Required?	Debat-able?	Amend-able?	Required Vote	May Interrupt a Speaker
<b>Privileged</b>	24. Fix Time for Reassembling	To arrange time of next meeting	Yes	Yes-T	Yes-T	Majority	Yes
	23. Adjourn	To dismiss the meeting	Yes	No	Yes-T	Majority	No
	22. To Recess	To dismiss the meeting for a specific length of time	Yes	Yes	Yes-T	Majority	No
	21. Rise to a Question of Privilege	To make a personal request during debate	No	No	No	Decision of Chair	Yes
	20. Call for the Orders of the Day	To force consideration of a postponed motion	No	No	No	Decision of Chair	Yes
<b>Incidental</b>	19. Appeal a Decision of the Chair	To reverse the decision of the chairman	Yes	No	No	Majority	Yes
	18. Rise to a Point of Order or Parliamentary Procedure	To correct a parliamentary error or ask a question	No	No	No	Decision of Chair	Yes
	17. Division of the Chamber	To verify a voice vote	No	No	No	Decision of Chair	Yes
	16. Object to the Consideration of a Question	To suppress action	No	No	No	2/3	Yes
	15. To Divide a Motion	To consider its parts separately	Yes	No	Yes	Majority	No
	14. Leave to Modify or Withdraw a Motion	To modify or withdraw a motion	No	No	No	Majority	No
<b>Subsidiary</b>	13. To Suspend the Rules	To take action contrary to standing rules	Yes	No	No	2/3	No
	12. To Rescind	To repeal previous action	Yes	Yes	Yes	2/3	No
	11. To Reconsider	To consider a defeated motion again	Yes	Yes	No	Majority	No
	10. To take from the Table	To consider tabled motion	Yes	No	No	Majority	No
	9. To Lay on the Table	To defer action	Yes	No	No	Majority	No
	8. Previous Question	To force an immediate vote	Yes	No	No	2/3	No
	7. To Limit or Extend Debate	To modify freedom of debate	Yes	Yes	Yes-T	2/3	No
	6. To Postpone to a Certain Time	To defer action	Yes	Yes	Yes	Majority	Yes
	5. To Refer to a Committee*	For further study	Yes	Yes	Yes	Majority	Yes
	4. To Amend an Amendment*	To modify an amendment	1/3	Yes	No	Majority	No
3. To Amend*	To modify a motion	1/3	Yes	Yes	Majority	No	
2. To Postpone Indefinitely	To suppress action	Yes	Yes	No	Majority	No	
<b>Main</b>	<b>1. Main Motion</b>	<b>To introduce a business</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Majority</b>	<b>No</b>

\*No. 5 Should Include:  
 1. How Appointed?  
 2. The Number  
 3. Report When?  
 or  
 To What Standing Committee

T-Time

\*Nos. 3 and 4 by:  
 1. Adding (Inserting)  
 2. Striking Out (Deleting)  
 3. Substituting

[See form for amendments on page SCM-19]