

NATIONAL
CATHOLIC
FORENSIC
LEAGUE

STUDENT CONGRESS
MANUAL

1996 EDITION

Oath of Office

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

FOREWORD

Of all the areas of forensics, student congress is one of the most fascinating. It combines aspects from both debate and speech competition in a unique blend. At the NCFL Grand National Student Congress, you will be placed in a legislative Chamber with students from many parts of the nation. To be successful, it is important to learn to work with these people in order to pass key legislation and to obtain support for your maneuvers. To participate to the fullest in this exciting event, you should familiarize yourself thoroughly with the procedures outlined in this manual.

I. TO THE STUDENT CONGRESSPERSON

For the NCFL Grand National Tournament, bills and resolutions (B/R) are placed in the packet by the NCFL Clerk of Congress. The Clerk of Congress attempts to select B/R that encourage educational debate on a wide range of subjects. All dioceses entering students are encouraged to submit B/R.

It is possible for a Chamber at the Grand National Student Congress to suspend its rules to permit a student to introduce a bill not included in the NCFL Congress packet. This suspension of the rules requires a 2/3 vote OF THE ENTIRE CHAMBER, NOT JUST THOSE VOTING AYE / NAY. A student cannot guarantee the Chamber will vote to suspend the rules because the other students have prepared to speak on the B/R in the NCFL packet.

A Bill is an enumeration of specific provisions which, if enacted, will have the force of law. A resolution is simply a generalized statement expressing a conviction. A resolution will generally cause debate on the broad principles of the concept; a bill is more apt to spur debate on the merits of the specific processes it contains. Although they are not necessary, a resolution may contain "Whereas" clauses while a bill may not. Since Constitutional Amendments are actually suggestions that the states ratify some provision, they are resolutions.

Whether you wrote a B/R or not, be sure to spend some time prior to the NCFL Grand National Student Congress reviewing the B/R which were sent to you in advance. Use an almanac, magazines and books to look up facts and figures. Documentation is frequently more impressive than sheer personal opinion. Nothing looks worse than failing to know what you are talking about!

II. BASIC RULES OF PARLIAMENTARY PROCEDURE

This is a summary of the ordinary rules. For more detail and to handle situations not covered here, please consult Robert's Rules of Order, Newly Revised. The last page of this manual includes a Table of Frequently Used Parliamentary Motions.

1. The NCFL Grand National Congress will use committees (see Section III) in order to set the order of the B/R. Once the order of the B/R is set, it requires suspension of the rules to change order.
2. Each B/R will be listed in the NCFL packet as being sponsored by a diocese. The diocesan representative of the B/R shall be recognized to open debate, but thereafter, he/she shall take his/her chance with the rest of the members for further speaking opportunity. He/she does not have any other special powers or rights. He/she does not have the right to summarize the debate.
3. Members shall claim the floor in debate only if they wish to oppose the views of the preceding speaker, so that debate will alternate between pro and con speakers. If no one wishes to oppose the preceding speaker, the presiding officer may recognize a speaker upholding the same side. All speeches will be three minutes in length (Maximum time).
4. Amendments must be in writing and state exactly the words to be added or stricken and may be considered only upon a second (by show of hands) of 1/3 of the members PRESENT. Negative 1/3 seconds are never to be taken. The procedure to be used is the following: 1) The amendment is to be written out on the NCFL Amendment form and passed to the Parliamentarian, 2) The Presiding Officer will read the amendment and will determine if it is germane, 3) The Presiding Officer will pause for motions after each speech, 4) When an Amendment is proposed, the Parliamentarian will read the amendment, 5) The Presiding Officer will ask for a 1/3 second of the MEMBERS PRESENT. If the amendment does not receive the 1/3 second, debate continues with the next appropriate speech. If the amendment receives the 1/3 second, the Presiding Officer shall ask for an authorship speech ON the amendment. Preference for the amendment's authorship speech shall be based upon the number of speeches given (regular speaking precedence). The person who wrote that amendment DOES NOT AUTOMATICALLY have the right of authorship. Once the Chamber seconds (1/3 second) the amendment, it becomes the property of the Chamber. Once the first proponenty speech is given, NO AUTOMATIC QUESTIONING PERIOD FOLLOW; a con speech ON THE AMENDMENT will be in order. Debate will then alternate pro and con ON THE AMENDMENT until the amendment is disposed of in the proper manner. Please note: Any speech on the main motion is OUT OF ORDER if it does not pertain to the amendment while the amendment is on the floor.

5. There is a right way and a wrong way to speak in legislative session. By studying the Table of Motions and Robert's Rules of Order, Newly Revised, and learning to use these motions in correct language, you will be taking a step forward in your effort to be a good congressperson and contribute to a fine NCFL Grand National Congress.
6. When referring to another participant, use the following form: "Representative (Senator)" or "The Representative (Senator) from".
7. The correct way to obtain the floor to offer a motion or participate in the debate is: immediately at the conclusion of the preceding speaker's remarks, stand and say "Mr. President" or "Mr. Speaker". When offering a motion, you may also say motion. If the Presiding Officer recognizes you, then proceed to make your motion or discuss the pending legislation. If another member is recognized, then take your seat until he/she relinquishes the floor.
8. When many members wish to speak, the Presiding Officer will choose those who have spoken least. Members may speak more than once on the same question. Presiding Officers should carefully record the number of times each student has spoken and use this as a guide in picking speakers. At the start of each preliminary session, all students shall start with a clean slate (ZERO SPEECHES).
9. Members may not yield any portion of their speaking time to another member except to answer a question. However, only a question may be asked. After authorship speeches on main motions ONLY, author must field all questions asked during a mandatory two-minute questioning period. After all other speeches, the speaker may decline to answer questions. The Presiding Officer may NEVER yield his/her position to anyone and may not enter debate on any main motion or amendment.
10. Under no circumstances are you permitted to argue with the Presiding Officer or the Parliamentarian. You only have one recourse if you feel the Presiding Officer has made a serious error, but before using it, remember that the purpose of Student Congress is to debate legislation and not show off your knowledge of procedure. If you believe a serious error has occurred, stand up and say: "I rise to appoint of parliamentary procedure." The Presiding Officer will say: "State your point." State what you feel has been done wrong and sit down. The Presiding Officer may confer with the Parliamentarian before answering. If you still feel the Presiding Officer is wrong, you can rise and say: "I appeal the decision of the Chair." The motion requires a second. There is no debate, but the person making the motion may, in a few sentences, state why he/she feel the decision should be overruled. The Presiding Officer may also state, in a few sentences, why he/she feels the decision should stand. The Presiding Officer then takes the vote as follows: "Those voting to sustain the Presiding Officer . . . Those voting to Overrule the Presiding Officer." Once the vote has been taken and the results announced, the decision is irrevocable and no further discussion is permitted in this matter.
11. On Student Congress rules, your Parliamentarian is the final authority and he/she should correct any serious deviations from the rules. Decisions of the Parliamentarians on procedure will not be altered by the Tab Room.

12. Do not overwork the motion for the Previous Question. As long as anyone has something to say, give them a chance to say it. There is no limit on the length of debate required on any piece of legislation. When no one wishes to speak, the vote should be taken. Remember that calling out "Question" merely indicates that a person is ready to vote and IS NOT a motion to call Previous Question. The motion of Previous Question requires a 2/3 vote OF THE MEMBERS PRESENT IN CHAMBER. For example, if there are 21 people present, 14 is the minimum needed to invoke the Previous Question. This rule differs from Robert's Rules of Order, Newly Revised. This an NCFL Grand National Student Congress Rule.

13. Decisions on B/R shall be taken by standing vote unless a role call is demanded by 1/5 of the members.

14. A division of the Chamber may be demanded by any two members (***motion and second***) on any question on which a voice vote has been taken. The call for a division of the Chamber must be made before another motion has been placed before the Assembly.

15. A motion to suspend the rules of the Chamber must be passed by a 2/3 vote OF THE MEMBERS PRESENT. This procedure is needed when groups wish to consider a B/R which is not on the official agenda or when altering the order of business. A motion to suspend the rules may not be used to alter any NCFL National Student Congress Rules or Regulations.

16. Congresspersons are reminded that the speeches they give are of primary importance in influencing the nomination process. Use of motions in a proper and timely manner helps further debate and are an influence in the nominating process.

III. PROCEDURES DURING COMMITTEE SESSIONS

1. Students will choose which of the three standing committees (Foreign Affairs, Domestic Affairs, Economic Affairs) they wish to serve upon.
2. Each committee shall only deal with those B/R assigned to its jurisdiction by the Presiding Officer with the advice and consent of the Chamber.
3. The Rules Committee for each Chamber shall be comprised of the chairperson of each standing committee and any returning NCFL Congresspersons. The Rules Committee will set the order of consideration of the B/R.
4. The first order of committee business is the election of a chairperson. The function of the committees is the selection of an order of B/R which the members feel will afford interesting and profitable debate by the Congress. Whether B/R should be passed by the Congress is NOT for the Committee to decide. Any discussion of the merits of the B/R is, at this time, irrelevant and should be at once ruled out of order by the Chairperson. Thus, a controversial bill is frequently better than a bill which might receive unanimous support. The task of the committees is simply to select the best proposals with the most interesting debate and should confine itself strictly to this task.
5. The Committees may amend or rewrite freely any of the B/R submitted to it or may combine provisions of several B/R into a new one drafted by the Committee, provided that they do not change the original intent.
6. Committees proceed informally as group discussion. The Chairperson may enter into the deliberations and should guide the discussions along constructively. Members may speak without obtaining formal recognition, provided they do not interrupt another speaker. No one should be permitted to monopolize the time. Committee meetings ARE NOT SCORED.
7. Formal motions are not used except to achieve definite actions such as accepting a specific amendment or recommending a certain B/R as the Committee's choice. The Committee must complete its work on time. If necessary, the Chairperson may appoint subcommittees to put into proper phrasing the ideas approved by the Committee.
8. At the time scheduled for the Rules Committee to meet, the Chairperson should appoint a Temporary Chair and leave to join the Rules Committee. Rules will arrange the B/R as they see fit, as suggested by the three standing Committees. The Rules Committee *must* rotate B/R from the three Committees. The Rules Committee **MUST** complete its work on time, otherwise the Parliamentarian will step in and mandate an agenda.
9. Should it become necessary for the Committees to reconvene later during the Congress, this can be set at a mutually convenient time, but should not overlap the time scheduled for debating.

IV. INSTRUCTIONS FOR PRESIDING OFFICERS

1. At the start of each session, the Parliamentarian shall take nominations from the floor for Presiding Officer. No student may nominate himself/herself. Short speeches of introduction and qualifications may be given by each candidate. The Parliamentarian will then conduct elections to determine the Presiding Officer for that session (See Section VIII). Once elected, the Presiding Officer MAY NOT relinquish the Chair during the session to enter into debate. A Presiding Officer may only serve in one Session.
2. Each session the Presiding Officer is scored BY THE PARLIAMENTARIAN on a thirty point ballot. That score is similar to a speech score. The Presiding Officer may become a nominee for the session he/she presides over.
3. As each speaker gives a speech, be sure to mark an " X " next to his/her name on the seating chart and note the time he/she spoke. Do check with the Parliamentarian at the end of each hour to be sure your " X "s and time spoken agree.
4. Time each speech. When 2-1/2 minutes have elapsed, gavel once. When 3 minutes have elapsed, gavel twice. At 3-1/2 minutes, gavel down the speaker and ask the speaker to relinquish the floor.
5. When many speakers wish to speak, choose those who have spoken the least. To check this, refer to the " X "s you have made on the chart. When you must choose between two people with the same number of speeches, it is wise for you to pick the speaker who has spoken least recently.
6. A member may speak more than once on the same question but may not speak more than that unless no other speaker wishes to speak. The Presiding Officer may refuse to recognize a speaker if the P.O. feels that the speaker is trying to monopolize debate. This decision is appealable.
7. If someone wishes to make a motion or a speech, they should seek recognition after the previous speaker has relinquished the floor.
8. The Presiding Officer is strictly charged with the responsibility to keep debate moving. You will be held responsible for seeing that no one monopolizes speaking time by making frequent speeches. You will also be held responsible for failing to rule dilatory tactics out of order.
9. The Presiding Officer will be expected to rule all interruptions of speakers, even for questions, out of order. Members may rise for questions only after the speaker has finished his/her speech. Speakers that gave authorship speeches must remain standing for two minutes of questions. Only authorship speeches on main motions carry this two minute questioning period. All other speakers may answer questions if time permits in their speech time. Suspension of the rules to add on questioning periods are allowable but should be considered carefully by the

Chamber. Each suspension of the rules for questions takes away from debate time. Only authors are required to answer questions. All other speakers may decline. It is permissible to rise to a Point of Procedure in the middle of speech, provided the point is of such a nature that delay until the end of the speech would be inappropriate, such as an Affirmative Speech in the time assigned for a Negative Speech, or a speaker speaking to a main motion while an amendment is on the floor.

10. Use of the motion for the Previous Question should be discouraged as long as members have something new to contribute to discussion. When the motion is made and seconded, take a standing vote. Remember -- a 2/3 vote OF MEMBERS PRESENT is required for passage. When no one wishes to speak, the vote on the B/R may be taken directly without moving and passing the Previous Question.

11. While it is sometimes customary for a questioner to initially ask " Will the speaker yield to a question ? ", it is not necessary to require each questioner to repeat that phrase. If the speaker has initially signaled his/her intention to field questions, it is sufficient that the questioner be recognized by the Chair. Authors MUST answer questions for the duration of their automatic two-minute questioning period.

12. A member may not yield any portion of his/her speaking time to another speaker except for a question. In this case, only a question may be asked. No statement or exposition is allowed. The Presiding Officer should suppress statements immediately, but politely.

13. Although it would be nice to close each session with a vote on the motion at hand, this is not necessary. Do not force a vote if there has been insufficient debate and discussion. There is no limit on the length of debate required on any piece of legislation.

14. When taking votes, do so quickly and with precision: " The Question is(State the Motion). Those in favor please raise you hands Those opposed by the same sign" Then announce the votes and which side won. Voice votes may be taken EXCEPT on final votes on B/R and amendments and on all motions that require a vote other than a majority. Such votes as these must be taken by STANDING VOTE.

15. The Presiding Officer may NEVER enter into debate but should be above it.

16. Questions of Procedure not covered by these rules shall be ruled by Robert's Rules Of Order, Newly Revised.

V. SEMI-FINALS AND GRAND FINAL SESSION

1. There will be 8 preliminary Chambers (1-2-3, etc.). They will hold three preliminary sessions. Session 1 from 7:30 a.m. - 11:00 a.m. Session 2 from 12:00 p.m. - 3:00 p.m. Session 3 from 4:00 p.m. - 7:00 p.m. Six Congresspersons will come out of each Chamber (two per session) and advance to the Semi-Finals on Sunday. The Clerk of Congress will distribute the 48 qualifiers into three Chambers of 16 each. Qualifiers will be posted at the same time as other events on Saturday night.
2. There will be 3 Semi-Final Chambers (I, II, III) with 16 congresspersons in each Chamber. The Semi-Finals will be held on Sunday from 8:00 a.m. - 11:30 a.m. The two Scorers and the Parliamentarian in each Chamber will each rank all 16 speakers. The ranks will be totaled and the lowest 6 totals will advance to the Grand Final. The other two to advance are voted on by the Chamber (10 left) by preferential balloting. Eight will advance to the Grand Final from each Chamber to equal 24 in the Grand Final Session. These students will compete for the honor of being elected the NCFL Grand National Congress Champions.
3. The NCFL Clerk of Congress (and/or some other adult/coach) shall serve as the Presiding Officer for the Grand Final Session.
4. There will be 2 Scorers and one Parliamentarian for the entire Grand Final Session. The final will take place on Sunday from 1:00 p.m. - 5:00 p.m.
5. Nominations shall be done as outlined in Sec. VI#7. Final selection of the rank order of the winners (the eight Grand Session Finalists) will be done by rank order preferential ballot.
6. All rules of procedures outlined in this NCFL manual will be followed.
7. A different set of legislation will be used during the semifinals and the Grand Finals. The agenda will be set by the NCFL Clerk of Congress. The Grand Final Congresspersons are free to suspend the rules and change the agenda if they so desire.

VI. INSTRUCTIONS FOR SCORERS

1. Scoring in student congress is similar to judging debate in the sense that you take notes. Speakers will usually alternate from pro to con and questions may be asked. In scoring speeches, however, you need not decide the issue and it is not considered necessary for a speaker to refute point by point the positions of the opposition. Rate each speech on its own merit, using the categories on the ballot.
2. FEEL FREE AND ENCOURAGED TO MAKE COMMENTS ON THE BALLOTS.
3. A sample ballot is included in the Appendix.
4. Since the purpose of Parliamentary debate is to reach consensus, and (to that end) advance debate, clarify issues and work towards compromise solutions, it is not necessary for a speaker to use all of his/her available time. Under certain circumstances, a one minute speech may well be more appropriate than a three minute speech.
5. DO NOT evaluate speakers on their use of Parliamentary Procedure in scoring their speeches. If a student is out of order, the Presiding Officer and/or the Parliamentarian will correct the problem. THE SCORER SHOULD NOT TAKE A ROLE IN PARLIAMENTARY PROCEDURES.
6. Do not give speakers low points solely because they raise controversial issues or points you believe to be false. The speaker is entitled to his/her position and should be scored upon how well he/she communicates his/her position and supports it.
7. Nominations of Outstanding Speakers - Preliminary Sessions: Towards the end of each session, each Scorer (2 per Chamber) will nominate and rank (IN SECRET) 3 persons, who, in the Scorer's opinion, did a truly outstanding job during the session. The Scorer MAY NOT nominate someone from their own school but MAY nominate someone from their diocese. The Parliamentarian will nominate and rank five students. [Scorer should, without consultation, rank the top three congresspersons. The Parliamentarian will rank the top five. The Parliamentarian will collect the nomination forms. Any student appearing as 1st or 2nd on all three nomination forms will be a Semi-Finalist. In the event of two students being in the top 2 on all three forms, the student with the best judges' preference will be in the Semi-Final. If a Semi-Finalist is obtained through the Scorer/Parliamentarian nominations, the Chamber will then vote on the remaining names. (All nominations will appear on the preferential ballot.) If no one appears in top 2 on all three forms, the 3 nominations from each Scorer plus the number needed from the Parliamentarian to bring the number from five to eight will be placed in nomination for the students to elect two to Semi-Finals.] All students, including the Presiding Officer, are eligible to be nominated. The Chamber will then vote for the nominees by secret ballot. See Section VIII # 2 for voting procedures.

Grand Final Sessions: The Scorers will each nominate three persons and the Parliamentarian will nominate at least two persons (or enough to bring the total of nominees to eight) at the end of the Grand Final Session. Preferential balloting will be used to determine the final eight winners. Preferential balloting will be done by the rank ordering of the eight nominees on one ballot. The Parliamentarian will also vote by ballot and that ballot will be used to break any ties that may occur.
8. There will be two Scorers and one Parliamentarian in each Chamber during the preliminary sessions. The Scorers and Parliamentarian will rotate among the Chambers. The same pool of Parliamentarians will be utilized for all three preliminary sessions.

VII. INSTRUCTIONS FOR PARLIAMENTARIANS

1. The primary duty of the Parliamentarian is to be available to settle problems that might arise relating to Procedure. As long as things run smoothly, you should stay in the background. Even on minor Parliamentary errors, you should sit back and let the Chamber have an opportunity to recognize the error and resolve it themselves. You may wish to point out the error briefly at the start of the next session. **THE PHILOSOPHY OUGHT TO BE TO LET THE CHAMBER SOLVE ITS OWN DIFFICULTIES.** Only when a major problem of error has been made should you step in and correct matters. In particular, if the assembly bogs down, you should step in and point out ways out of the parliamentary quagmire. You **MAY** quietly counsel the Presiding Officer on his/her discretionary power to rule dilatory motions out of order and to watch out for speakers that may try to monopolize time.
2. At the start of the Congress, you should preside initially, take roll call (reporting **ANY ABSENT OR TARDY** members to the Tab Room), and split the Chambers into committees. You should be available as a Resource Person during the Committee meetings. You will establish a seating chart for each Session and assure that student seating is varied. {The Clerk may provide seating charts.}
3. You will be asked to evaluate each Presiding Officer on the basis of his/her work for each session he/she presides over. The ballot is in the Appendix.
4. Although you do not score either committee meetings or sessions or the students' use/abuse of procedure and their skill in maneuvering, you can and should take their overall performance in these areas as a factor when making nominations.
5. During the Congress, please function as the Clerk or Secretary by reading out loud all B/R and amendments that come before the Chamber. The Parliamentarian's copy of the B/R will be the Official Copy of the B/R for that Chamber.
6. The Parliamentarian should keep a very careful record of all speeches per session and should double check with the Presiding Officer.

VIII. ELECTION PROCEDURES - PRESIDING OFFICER AND OUTSTANDING MEMBERS

1. Elections for presiding officer shall be done by secret ballot. On a small piece of paper, each student will vote for only one of the nominees. A majority vote will elect the presiding officer for that session. The balloting continues until a majority is reached. The person receiving the lowest total of votes is eliminated and if the bottom two students' vote total is less than the third (from the bottom) student's votes, then the bottom two students are both eliminated.

2. In each preliminary session Scorers should, without consultation, rank the top three congresspersons. The Parliamentarian will rank the top five. The Parliamentarian will collect the nomination forms. Any student appearing as 1st or 2nd on all three nomination forms will be a Semi-Finalist. In the event of two students being in the top 2 on all three forms, the student with the best judges' preference will be in the Semi-Final. The 3 nominations from each Scorer, plus number needed from Parliamentarian to bring the number to eight will be placed in nomination for the students to elect to the Semi-Finals. This procedure is used to determine the two Semi-Finalists per Chamber per session. The congresspersons will vote from the slate (1 or 2 candidates) by numbering their preference on a ballot - #1 for first choice, etc. These ballots will be brought to the Clerk by the Parliamentarian. The Committee will then use preferential voting procedure to determine the 2 congresspersons who will advance to the Semi-Final Session. At no point will the Chambers be notified as to who has qualified. In Sessions II & III, the Scorers and Parliamentarians will be notified of who has already qualified so that they can nominate 8 other people. [These names must be kept confidential.] Again, if the officials agree on one person, the Chamber, using preferential voting, votes for one more from the slate of 8. The Chamber votes on 2 if the officials do not agree on 1. The Parliamentarian brings the ballots to the Clerk and Committee who then determine the person(s) who advance. The Parliamentarian reminds them to be at the posting in order to find out whether they advanced to the Semi-Final Sessions on Sunday. Chamber assignments will be posted at the Semi-Final site on Sunday morning.

3. The NCFL Congress Officials and Parliamentarians will assist in counting ballots. In the Semi-Final Session, the two Scorers and the Parliamentarian should each, without consultation rank all 16 speakers. The scores will be totaled by the Committee and the six with the lowest totals will be Grand Finalists. In case of a tie, judges' preference will be used. The other two to advance are voted on by the Chamber by preferential ballot. Eight speakers advance from each Semi-Final Chamber to equal 24 at the Grand Final Session.

4. In the Grand Final Session, balloting will be done by secret preferential (rank- order) ballot.

IX. CLERK OF CONGRESS:

1. The Clerk of the Congress shall be appointed annually to manage and direct the operation of the Student Congress by the NCFL Executive Council. The Council may designate additional assistants for the Clerk.

2. A Diocese may submit one or two B/R for the preliminary sessions and an additional one identified as a submission for the Semi-Finals or the Grand Final Session. **Bills/Resolutions must be submitted to the designated official of Congress and postmarked no later than April 1st or faxed by April 1st. They are to be in the proper form (see Manual) to be considered for debate.** The "designated official" will confer with the Clerk and other assigned assistants to the Congress on making the final decisions on which B/R to use for the preliminary sessions, the Semi-Finals and the Grand Final Session.

The accepted Bills/Resolutions (no more than one per Diocese) will be numbered. These will be used in the Preliminary Sessions. There will not be authorship speeches in the Semi-Finals and the Grand Final. All acceptable B/R will be mailed to the Diocesan Moderators by April 15th for local duplication and distribution.

B/R that are not in proper form, that are duplications of other topics, or that are late, may be rejected.

3. The entries will be assigned to Chambers according to the following guidelines:

a. Congresspersons from a Diocese shall be equally distributed to the preliminary Chambers.

b. If a Diocese makes a substitution, the new congressperson will replace the original entry in said Chamber.

c. The Parliamentarians will be assigned to Chambers that do not have an entry from their Diocese. The Scorers will be assigned so that they are not in a Chamber with congresspersons from their school.

d. The same B/R will be given to each Chamber for the preliminary sessions

APPENDIX

Sample P.O. Critique Form

Sample Scorer's Critique Form

Sample Format for Bill

Sample Bill

Sample Format for Resolution

Sample Resolution

Sample NCFL Amendment Form

N C F L

NATIONAL CATHOLIC FORENSIC LEAGUE -- STUDENT CONGRESS BALLOT FOR PRESIDING OFFICERS

PRESIDING OFFICER: _____ **JUDGE:** _____

DIRECTIONS: Rate the presiding officer 1 - 6 in each category. Feel encouraged to comment on the back side of this ballot. In scoring, use whole numbers only -- no decimals.

--KNOWLEDGE OF USUAL PARLIAMENTARY
PROCEDURE _____

--CLARITY IN EXPLAINING RULINGS & PROCEDURES
..... _____

--CONTROL OF HOUSE including willingness to rule
dilatory motions out of order _____

--FAIRNESS IN ORDER OF RECOGNITION AND
RULINGS _____

--OVERALL IMPACT & IMPRESSION
..... _____

PO

TOTAL _____

**N.C.F.L.
STUDENT CONGRESS BALLOT FOR SPEAKERS**

SPEAKER: _____ **JUDGE:** _____ **TIME OF DAY:** _____

DIRECTIONS: Rank each *speech 1-6 in* each category. Use one ballot for each speech. Feel encouraged to comment on the back of this ballot.. In scoring, use whole numbers only --- no decimals. 6 is the highest (best) rank.

- DELIVERY
seriousness of purpose, style, poise, coherency _____

-ORIGINALITY OF THOUGHT
Does the speech advance debate? or merely rehash old points?. _____

-ORGANIZATION AND UNITY OF SPEECH
Does it ramble? Does it develop?..... _____

-EVIDENCE AND LOGIC BASIS FOR STATEMENTS
breadth of knowledge on subject..... _____

-OVERALL IMPACT AND IMPRESSION
..... _____

TOTAL _____

Standard Format for a Bill

- 1 Article I: State the new policy to be adopted in a brief
2 declarative sentence, or in as few sentences as
3 possible.
- 4 Article II: Define any ambiguous terms inherent in Article I.
- 5 Article III: Indicate the implementation date.
- 6 Article IV: Name the government agency that will oversee the
7 enforcement of the bill along with the specific
8 enforcement mechanism.
- 9 Article V: State that all other laws that are in conflict with this
10 new policy shall hereby be declared null and void.

Respectfully Submitted,

Anchorage Diocese

[sample on back of this page]

A Bill to License Walk-In Medical Clinics

1 Article I: All private and public walk-in medical clinics shall
2 be subject to licensing by the federal government.

3 Article II: This federal licensing shall limit their medical
4 services to nonemergency or non-life-threatening
5 procedures.

6 Article III: This bill shall take effect immediately upon
7 passage.

8 Article IV: The Department of Health and Human Services
9 will oversee this licensing. Failure to comply will
10 result in the loss of the license to operate.

11 Article V: All laws in conflict with this bill will hereby be
12 declared null and void.

Respectfully Submitted,

Anchorage Diocese

[proper format on reverse side]

Standard Format for a Resolution

1 Whereas: State the current problem (this needs to be accomplished
2 in one brief sentence); and

3 Whereas: Describe the scope of the problem cited in the first
4 whereas clause (this clause needs to flow logically from
5 from the first); and

6 Whereas: Explain the impact of or the harms perpetuated by the
7 current problem (once again, the clause needs to flow in
8 a logical sequence).

9 Therefore, be it resolved by this Student Congress here assembled
10 that: state your recommendation for dealing with the
11 problem (the resolution should be a clear call for action).

Respectfully submitted,

Anchorage Diocese

[sample on back of this page]

*note: The number of whereas clauses will vary depending on the number of concerns that need to be addressed to bring about a resolution of the problem.

**A Resolution to Reorganize the Federal Emergency Management Agency
(FEMA)**

1 Whereas: The Federal Emergency Management Agency is not
2 responding to recent natural-disaster victims in an
3 efficient and expedient manner; and

4 Whereas: This lack of efficiency and expediency has left
5 thousands of individuals without an adequate supply
6 of food, clothing, and shelter; and

7 Whereas: This lack of supplies has fueled a public outcry
8 for change.

9 Therefore: be it resolved by this Student Congress here assembled
10 that FEMA be reorganized to better meet the needs of
11 natural-disaster victims.

Respectfully Submitted,

Anchorage Diocese

[proper format on reverse side]

AMENDMENT

AUTHOR: _____

BILL/RESOLUTION NUMBER: _____

DIOCESE: _____

LINES AFFECTED: _____

SECONDED: (1/3 required) _____

CHAIRPERSON NOTES:

AMENDMENT WORDING:
