



## Parliamentarian Duties STATE 2024

### BEGINNING THE SESSION

1. All items needed for the day will be in the notebook for the chamber, including all forms, the stopwatch and the gavel. You will find this already in your room or brought to you by the Clerk.

The Chamber Clerk will call the Chamber to order, take roll and confirm the seating chart with you and the scorers. Clerk will then seat the chamber accordingly and give each legislator a placard. Afterwards, Clerk will formally introduce you and the scorers to the chamber.

2. Then, the first order of business is for you to:
  - a. Review the session time schedule
  - b. Conduct Presiding Officer auditions. The chamber clerk can assist you.

#### **Auditions for Presiding Officer:**

*Note: Students aspiring to run for PO had to declare their intent prior to State. The names of these students are in your notebook.*

(Remind judges/scorers that they are **not** to score the auditions for presiding officer candidates but that they **are** to score the speeches that are given during the auditioning periods).

- c. The envelope labeled “*Presiding Officer Auditions*” contains slips of paper with numbers for each PO candidate. The candidates will draw for order (the candidate who draws the #1 will audition first; the contestant who draws the # 2 will audition second, and so on. The auditioning period will last for a MAXIMUM of one hour. If there are 3 nominees, each nominee will audition for 20 minutes; if there are 4 nominees, each nominee will audition for 15 minutes, etc.).
  - d. Remind each candidate before the auditioning period begins that all nominees should maintain an accurate precedence/recency chart. It is not the obligation of one candidate to share his/her chart for later auditions.
  - e. The first nominee should set the rules of the day.
  - f. Carefully time the length of each nominee’s audition. It is critical that each nominee serve the same length of time. At the end of the nominee’s auditioning period, say **“Representative \_\_\_\_\_, your auditioning period has come to an end. Representative \_\_\_\_\_, please take the chair.”**
3. Election of the Presiding Officer
    - a. After the last nominee has auditioned, ask all nominees to come to the front of the room. In the order they auditioned, give each nominee 30 seconds to re-introduce him/herself and give a brief campaign speech.
    - b. Conduct the vote. Give each member of the chamber (including the candidates) a stack of voting slips. Clerk can assist you.

Say: **“Please vote for the PO nominee of your choice by writing ONE name on a slip of paper and giving it to me. If you write more than one name, if the name is illegible, or if you write a name of someone other than a nominee, your vote will be invalid.”**

- c. With the Clerk’s assistance, count the votes.

Note: **There must be a majority vote** for one candidate in order for the vote to be final. 15 people = 8 votes needed to win. 20 people = 11 votes needed to win. If no candidate receives a majority, drop the nominee with the lowest number of votes and repeat the process. If the votes received by the bottom two do not equal the number of votes of the next highest, drop both of the bottom two nominees and vote again. Repeat until someone gets a majority.

4. Contest Rules establish that the candidate who receives the most votes will have the **choice of serving as presiding officer in the morning session or the afternoon session** and the other candidate will serve as presiding officer in the other session. Only those members elected in a preliminary session may offer their candidacy in the final legislative session. If no preliminary officers advance, open auditions will be conducted.

5. Introduce the PO.

Say: **“Representatives, please welcome to the chair your Presiding Officer, Representative \_\_\_\_\_.”**

6. It is important to note that the student presiding officer will now run the chamber. You only need to step in if the presiding officer is confused or is making a major procedural error. Be firm but fair. You must protect any errors that could harm members of the chamber but if you have a strong PO, your job will be easy. If the PO is less knowledgeable, you will need to be alert to errors of commission or omission. Remember, the presiding officer will be ranked along with the other legislators so his/her showcase of knowledge needs to be evaluated.

7. As parliamentarian, you should keep track of:

- the number of speeches made
- the recency of questions asked
- the precedence of student speakers. (See form in your notebook)

Students that have spoken the least amount of times should receive precedence for speaking in the chamber. For example, if two students want to give a speech and one has spoken twice and the other not at all, the student with no speeches should be recognized to give the speech. Assist the PO when asked to confirm recency for a particular member of the chamber.

When more than one speaker seeks the floor, then, the presiding officer must follow the precedence/recency method:

- (1) First recognize students who have not spoken during the session.
- (2) Next recognize students who have spoken fewer times.
- (3) Then recognize students who have spoken earlier (least recently)

8. Amendments are to be submitted in writing on the form provided.

9. Please help ensure sessions are as close to the schedule as possible. Recesses should be kept as short as possible. Promote safety protocols.

10. Keep track of the gavel and stopwatches.

11. In Session II, introduce the new Presiding Officer. (See instructions from Session I) If there was only one PO that ran in Session I, and no one wishes to run, the PO from the first session may serve again.

12. Note: In Session II, as per contest rules, Precedence & Recency are reset.

13. Subsequent preliminary sessions open with new seating charts. Legislation may not be carried over for debate from one session to the next. The chamber must call for Orders of the Day at the end of the session and vote on the legislation at hand.

14. At the end of second session, it is the parliamentarian's responsibility to complete a ballot, ranking all the representatives in the chamber. Every representative will be ranked. Do not leave anyone out. Submit your e-Ballot through *SpeechWire*.

**Important! Turn in the gavel and notebook with stop watch to the CLERK at the end of the day.**

## ENDING THE SUPER CONGRESS SESSION

**Conduct the voting for best Presiding Officer.** The Clerk may assist you with this.

1. Ask all presiding officers from both morning and afternoon sessions to come to the front of the room with their placards.
2. Ask each Presiding Officer to remind the chamber of their name.
3. Have the Presiding Officers return to their seats.
4. Pass out voting slips. Clerk may assist you

Say: **“Please vote for your choice for top presiding officer by writing the name of the person for whom you wish to vote on a voting slip. You may vote for only one person. If you write more than one name on the slip, if your writing is illegible, or if you write a name of someone who did not serve as presiding officer, your vote will be invalid.”**

5. With the clerk's assistance, count the votes. There must be a majority vote for one candidate in order for the vote to be final. 15 people = 8 votes needed to win. 20 people = 11 votes needed to win. If no candidate receives a majority, drop the nominee with the lowest number of votes and repeat the process. If the votes received by the bottom two do not equal the number of votes of the next highest, drop both of the bottom two nominees and vote again. Repeat until someone gets a majority.
6. **Do NOT announce the name of the winner. Fill out the purple Super Congress Presiding Officer results form located in your notebook and bring it promptly to the Tab Room which is located in UTC 4.132.**

**Important! Turn in the gavel and notebook with stopwatch to the Clerk at the end of the day. Clerk should take it to the Tab Room located in UTC 4.132.**