

# Presiding Officer Cheat Sheet

## Common Phrases for a P.O.

1. I call this house to order.
2. Are there any main motions?
3. Is there a second?
4. All those in favor? Opposed?  
Abstaining?
5. The motion passes or fails
6. The bill or resolution passes or fails  
by a vote of...
7. The chair recommends a motion to  
consider item...
8. You may be seated.
9. Judges, that was a speech of \_\_\_  
minutes and \_\_\_ seconds.
10. All questioners please rise.
11. Is there a motion to table?
12. Is there a motion to recess?
13. Is there a motion to adjourn?

## Popular Motions

When They Say...	You say...
I move to open the chamber	<ol style="list-style-type: none"> <li>1. Is there a second?</li> <li>2. All those in favor?</li> <li>3. The motion passes (or fails)</li> <li>4. Is there another motion?</li> </ol>
Call for the orders of the day	<ol style="list-style-type: none"> <li>1. Is there a second?</li> <li>2. All those in favor?</li> <li>3. The motion passes (or fails)</li> <li>4. The chair would remind all participants that the [session] docket includes _____ and you may consider these in any order.</li> <li>5. Is there a proposed order of the docket?               <ol style="list-style-type: none"> <li>a. If there is, let it (them) be heard and then voted on. Repeat the order of the docket that is instated.</li> <li>b. If not, say, "The chair recommends a motion for a 2-minute recess to organize the docket." This allows them to speak freely as they set it and gives them an appropriate amount of time. DO NOT give more than a total of 5 minutes for this activity.</li> <li>c. Once the recess is up, vote on the docket proposed and begin debate.</li> </ol> </li> </ol>
I move to consider item _____; <u>or</u> , I move to begin debate on item _____; <u>or</u> I move to consider the next item on the docket.	<ol style="list-style-type: none"> <li>1. Is there a second?</li> <li>2. All those in favor?</li> <li>3. Is there an authorship speech?</li> <li>4. If not authorship, Is there a sponsorship speech?</li> </ol>
Nothing	<ol style="list-style-type: none"> <li>1. Is there an opposing speech?</li> <li>2. Is there a motion?</li> </ol>

# Presiding Officer Cheat Sheet

	<ol style="list-style-type: none"> <li>3. The chair recommends a motion to             <ol style="list-style-type: none"> <li>a. Consider Previous Question</li> <li>b. Consider the next item</li> <li>c. Recess for 5 minutes (1 time per hour)</li> <li>d. Adjourn (within 5 minutes of the round's end time).</li> </ol> </li> </ol>
I move the previous question	<ol style="list-style-type: none"> <li>1. Is there a 2<sup>nd</sup>?</li> <li>2. All those in Favor?</li> <li>3. The motion passes (or fails) (2/3 majority)</li> <li>4. We are now voting on item ____ All those in favor of this legislation please raise your name card. (count and record)</li> <li>5. All opposed? (count and record)</li> <li>6. Any abstaining? (count and record)</li> <li>7. This item passes (or fails) by a vote of ____ to ____ to ____ (to pass requires simple majority in favor of).</li> </ol>
Point of Order	<ol style="list-style-type: none"> <li>1. Recognize the Speaker and ask What is your question?</li> <li>2. If you know the answer give it, if not say, Does the parliamentarian or judge know the answer to this question?</li> </ol>

## Regulating Cross-Examination

### (The Q & A period after speeches)

1. There is a mandatory questioning period of 1 minute (with a small but important exception) after each speech.
  - a. UIL, NFL, & TFA Exception – The first AFF (Authorship or Sponsorship) and first NEG speeches are CX-ed for 2 minutes each.
  - b. If the speaker does not use all of his/her allotted 3 minutes speaking time, s/he may yield the remaining time to the chair, by saying, “I yield my remaining speaking time to the Chair.”
2. RULES OF CX:
  - a. The chamber may not suspend the rules to lengthen or shorten CX time
  - b. Members may not preface (tell a story, make an analogy, etc.) questions or ask multiple-part or follow-up questions).
  - c. The speaker may request that a question be rephrased or repeated at the discretion of the parliamentarian.
  - d. At TFA State, Some NSDA Districts, and a few invitationals, CX is done by Direct questioning – it is broken up into 30-second intervals and questioners may ask multiple questions during their 30-second opportunity.

# Presiding Officer Cheat Sheet

3. As a speaker is speaking, remember to record them on the Precedence Chart. Then look at the audience.
  - a. You are the official time-keeper for each speaker; indicate time signals in a uniform and easy-to-understand manner
  - b. If anyone is talking to a neighbor, passing notes, or being rude – (wait until the speaker is done and then) say, “Excuse me. Rep. \_\_\_\_\_ you are out of order. Please do not \_\_\_\_\_ while a fellow competitor is speaking. Thank you.” Then proceed with recognizing questioners.
  - c. Instruct members of the chamber to signal their desire to ask questions in one of the following ways:
    - i. All questioners please rise.
    - ii. All questioners please raise your name card.
  - d. Recognize questioners in a fair and equitable manner
    - i. Move around the room.
    - ii. Call on boys and girls
    - iii. Allow people who have not asked many questions precedence
    - iv. Do not give preference to people you know/like/from your school/area
  - e. When time expires say, “Thanks to all of our questioners, cross examination is now over. Do we have an opposing speech?”