



Clerk Duties 2022

Key Duties:

- Assist the parliamentarian
- Facilitate between tournament officials and the chamber
- Promote safety protocols within the chamber

*Note: These items will be in your assigned chamber:

- Parliamentarian Notebook
- Student Placards
- Sanitizing wipes, gloves, extra PPE, if needed

Beginning the session

1. Call the Chamber to Order.
2. Take roll and confirm the seating chart.
Each student should be seated where he/she is assigned. *there may be 2 versions of the chart: one showing from the front of the room and the other from the back of the room. (mirror image)
3. Distribute the appropriate placard to each student.
Report any errors to the Clerk Coordinator.
4. Read safety protocols aloud in the chamber.
5. Introduce the parliamentarian and the two scorers to the chamber.
6. Assist the Parliamentarian with auditions and elections for Presiding officer.
Parliamentarian has details of how to audition PO candidates.

With the election, assist the parliamentarian in counting 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.

7. Disinfect the gavel and stopwatch when exchanged from 1 Presiding Officer to the next.

8. Position yourself near the door of the chamber so you can keep the noise level down in the hall and prevent any spectators from entering the chamber.
9. When students re-enter the chamber from a group break or an individual restroom break, remind them to use hand sanitizer. As per UT campus policy, wearing masks are “strongly recommended”, even while speaking.

Ending the First Session

Announce to Contestants.

1. **Announce the room will want to take their belongings with them.**
2. Inform them to keep their name placards but be sure they bring them back for Session II this afternoon. This is important!
3. Ask students when they leave the chamber to immediately exit the building for lunch. Dismiss them separately row by row to promote social distancing.

Announce to Scorers:

- Remind the scorers to consider the presiding officers in their rankings *if* the PO deserves to be ranked.

Confirm all Scorers have submitted their electronic ballots in SpeechWire.

1. The parliamentarian does not rank until the end of the day, following Session II, so do not request their ballot submission during session I.
2. **Request that the Scorers and Parliamentarian remain in the chamber until you have cleared them through the Tab Room.**
3. **Text Clerk Coordinator Kristi Hodgkiss when both scorers have confirmed they have submitted their ballots . Include Conference and room # in the text.**
4. **Wait for Kristi to text an “All-Clear” before scorers and parli are released to leave.**

Ending the Second Session

Parliamentarian will conduct the voting for the best presiding officer. (in the Super Congress final session, Day 2 only) **Be available to assist, if requested.**

Assist the parliamentarian in counting 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.

Do **NOT** announce the name of the winner. **Parliamentarian** should fill out and be responsible for turning in the Outstanding Presiding Officer result form located in their notebook to the **Tab Room**.

Collect the Contestants' name placards. VERY IMPORTANT!

1. These will be needed for Super Congress on Day 2. ***Insert them into the Parliamentary notebook and leave in the chamber on Day 1.***
Later, following verification, students not advancing can retrieve their placard as a state meet keepsake if they wish. Advancing students will receive their placard in the chamber prior to the beginning of Super Congress finals on Day 2.
2. Dismiss students separately row by row to promote social distancing.

Confirm the Scorer's electronic ballots have been submitted through SpeechWire.

Confirm the Parliamentarian's electronic ballot has been submitted through SpeechWire.

The parliamentarian should rank all contestants regardless of whether the contestant participated actively in the chamber or not.

1. Request that the Scorers and Parliamentarian remain in the chamber until you have cleared them.
2. Text Clerk Coordinator Kristi Hodgkiss when all 3 officials in the chamber have confirmed they have submitted their ballots . Include Conference and room # in the text.
3. Wait for Kristi to text an "All-Clear" before scorers and parli are released to leave.

Retrieve the Presiding Officer **gavel**, if they did not use their own gavel.

Make certain the **stopwatch** is disinfected and has been re-inserted into the Parli notebook.

Day 1: Leave the Parliamentarian **notebook, gavel, stopwatch and sanitizing items/unused gloves/extra PPE in the chamber** at the end of the day. A UIL staff member will pick them up.

Day 2: At the Capitol, bring the Parliamentarian **notebook gavel, stopwatch and sanitizing items/unused gloves/extra PPE to the Tab Room.**

NOTE: Follow the chain of command.

- If there is a question about an issue, address it first with the Parliamentarian in the chamber.
- If it remains unresolved, text Clerk Coordinator Kristi Hodgkiss and she will forward it to the State Clerk and UIL State Director.

Cell Phone #: Kristi Hodgkiss

903-243-3602