

# **Louisiana Student Congress Handbook**



## **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.**

**2001 Edition**

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# Student Congress Handbook

**Purpose:** With a variety of legislative events, this handbook is meant to inform and clarify the proper LHSSL guidelines for students participating in student congress.

## Preface

There has been some confusion within the LHSSL student congresses. This confusion exists because several extra or co-curricular activities associated with school organizations have developed legislative assemblies with formats similar to but varying from LHSSL guidelines. Students competing in one format will inadvertently carry some portions of the format or procedure to the next type of legislative assembly. Every year many new students enter the LHSSL legislative arena and pick up procedure from older members at their school or from other schools. Any teacher will tell you that it is easier to teach correctly than to re-teach once something has been learned incorrectly.

In addition, much of this confusion exists because many legislative assemblies adhere to *basic* rules with some modifications and most claim Robert's Rules of Order as their basis so students tend to learn one format and use it consistently. Since the formats are somewhat similar, students tend to incorporate other procedures into LHSSL congresses.

Furthermore, there tends to be much confusion in the area of proper parliamentary procedure. Motions tend to be improperly used and unless proper parliamentary procedure is adhered to, students from this state could face embarrassment at national tournaments or fail to advance because of misuse of parliamentary procedure since student congress in many other states is a premier event and many students in those states focus only on student congress as their event. Indeed, in some states student congress is such a popular event that student congress is either the first event held at a tournament OR student congress tournaments are held separately from tournaments that support other speech events/competition.

Consequently, after speaking to several coaches, who are responsible for the entire speech program at their schools who had NO assistant, it was discovered that little time exists to cover the student congress event adequately since other events also demand an extreme amount of time (CX debate, LD debate, original oratory, Declamation, extemporaneous speaking, declamation, oral interp, dramatic interp, humorous interp, duet acting, and duo reading). In addition, speaking from personal experience, as one person who is totally responsible for the entire school speech program (as well as other subject area responsibilities, activities, duties, and the other speech contests that are directed toward the speech teacher), covering all of the speech events adequately seems to be an overwhelming task.

Therefore, this handbook was designed with four objectives in mind. First, the handbook was originally designed in June of 1996 to be used at a workshop that students

attended. Students who attended the workshop left with confidence that they had gained a working knowledge of the LHSSL Student Congress event. This meant that students and coaches would also have access to a handbook that could be used at their respective schools. It was hoped that the handbook would allow teachers to concentrate on other areas of responsibility. Second, the proper form for bills/resolutions was not being adhered to either at LHSSL tournaments, district, or national tournaments. Allowing improper form (structure) for these pieces of legislation to continue would cause even more confusion in the future. Third, after attending this original workshop, the student not only gained a working knowledge of proper LHSSL procedure, decorum/demeanor, and bill/resolution structure, but also had at least one rough draft of legislation which could be refined and submitted in the name of their school and would be able to compete in tournament student congresses with a working knowledge of the event and confidence in their knowledge and ability. Fourth, it provided students with knowledge of parliamentary procedure and proper bill/resolution form to aid students in their endeavors to succeed not only in LHSSL tournaments, but also at district and national tournaments.

Focusing on student congress as a premier event will allow students the opportunity to develop the communication skills necessary to succeed in any endeavor they choose and to explore and discuss areas that will ultimately affect their future and shape the future of our country.

By the end of the original workshop, students:

- 1- were aware of the value, purpose, and function of legislative bodies.
- 2- knew proper LHSSL procedure.
  - A. aware of CFL modifications.
  - B. aware of NFL modifications.
- 3- were able to participate in a LHSSL Student Congress following proper procedure.
- 4- had a knowledge of parliamentary procedure as used within legislative bodies.
- 5- were able to write a bill/resolution in proper form.
- 6- were able to properly amend bills/resolutions.
- 7- had a list of possible topics for future bills/resolutions.
- 8- had a handbook which they can refer to when questions arise.

It is hoped that students and coaches will find this handbook, designed and first used in 1996, a valuable tool today. I personally wish to thank Judy Hadley who proof-read the handbook and offered valuable advice. I also wish to thank Judy for co-sponsoring the first workshop, as well as the subsequent one the following year. Without her advice, expertise, and assistance, those workshops as well as the one scheduled for September 2001 would never have become a reality.

Linda Leonard  
September 2001

# Value of Student Congress

Student Congress provides insight into the process that legislative bodies employ to determine our future when they act on pieces of legislation, which eventually become law in many cases. It also provides invaluable training for the future. It provides experience in dealing with issues that will affect the future of this country and the future of each individual congressperson. This event allows students the opportunity to research, discuss, and debate those items making that student more knowledgeable about major concerns in society -- concerns which legislative bodies have dealt with, or will deal with in the future. Having dealt with those items in the student congress format, the student will be able to discuss those issues with greater knowledge with his/her peers now and in the future.

Besides fostering a depth of knowledge concerning issues that will confront individuals and society, student congress also fosters individual improvement in the forensic arena. Congress requires knowledge of and will aid in the development of extemporaneous speaking, persuasive speaking, cross-examination techniques, parliamentary procedure, and the ability to play politics, as well as foster a development in the critical thinking process. Those skills will translate to success in later life in whatever field the student wishes to pursue.

Indeed, when preparing for congress, students will have to read extensively about issues that are of current concern in society making that student a more knowledgeable and socially intelligent citizen.

## Student Congress Format

Be sure you are registered and are prepared for congress. You should have in your possession a packet of bills/resolutions for that congress -- hopefully before the session begins. Handing out bills just before congress convenes usually results in a sub-standard congress towards the beginning of the tournament season because members have not had the opportunity to prepare since they had no knowledge of the legislation that would be considered. Indeed, new participants during the tournament season are handicapped if they do not have the pieces of legislation prior to congress convening. It is usually the duty of the host school to provide nametags for members of student congress. As soon as you enter the chamber, procure a nametag and place your last name after the code assigned your school for that tournament. Judges track speeches by codes and then last names, so if you enter the information in that order you assist the judge in finding your speaker's ballot more quickly. You should also have in your possession a legal pad (or paper), pens/pencils (more than one-- you don't want a pencil point to break or a pen to run out in the middle of congress -- don't laugh -- it happens!!), and your parliamentary table of most frequently used motions.

After you have entered your name on your placard, find a seat in the chamber. Try to arrive early so that you can find one that you are comfortable with. Sit in the seat and be sure that you can see everyone and everyone can see you -- including the judge!! If there is a

problem with the seating, call attention to it and ask that someone help move more tables so that everyone can easily be seen. (Attention is called to this problem here because sometimes rooms are not set up in time, OR you don't pay attention to those little details, OR the adults in charge are so busy setting up the paperwork necessary that they do not see that potential problem and then someone becomes offended because they weren't called on when they had precedence. If a presiding officer can't see you clearly, he/she may miss your placard. Check for those little details because they are important.)

The parliamentarian is charged with opening the congress. He/she will usually say something like "This 59th Hillside High Student Congress is now called to order. The first item of business is the election of a presiding officer. I will entertain nominations from the floor" He/she will then take the names of those who are placed in nomination. ***A note here - if you wish to run for presiding officer, you should do your campaigning before congress convenes. Have someone who will place your name in nomination and go around introducing yourself to other congress members and let them know you are interested in serving PO. Another note -- don't play politics to the point that the congress has no choice. There should be at least two names placed in nomination so that the body has a choice.*** When there appears that no other names are to be placed in nomination *and* if no one does so, the parliamentarian will then say "I will entertain a motion that nominations be closed." If there are no other nominations, then someone should raise their hand and say... **I move** that nominations be closed. It requires a second and then a voice vote is sufficient.

If there are two or more names in nomination, the parliamentarian may say, "I will entertain a brief (usually 30 seconds) speech from each of the candidates." You should then get up when called by the parliamentarian (usually in alphabetical order or in order nominated) and **briefly** state your qualifications for PO and the reasons you are running, etc. The parliamentarian will usually do this when he/she sees that there are schools that normally don't attend that tournament or that for some reason candidates did not have sufficient time to politic before the convening of congress.

The parliamentarian will then distribute small pieces of paper and you will write down the last name of the person you wish to serve as PO for that session. Those ballots will be collected and at least one other person should assist the parliamentarian in counting the ballots -- a page if one is present or another member of congress. The judge could serve as an official witness. If one person does not have a majority, then there is another ballot, dropping the lowest vote getter until a run-off between two candidates clearly indicates a PO selection. As a student opens each ballot and shows it to the parliamentarian, the parliamentarian should mark a tally sheet. At the end of the ballot tabulation, the parliamentarian should announce... "The presiding officer for this session will be Senator \_\_\_, would you please step forward and assume your duties."

The presiding officer takes possession of the gavel and announces... "The next order of business is to nominate a docket of legislation to be considered" (OK -- you can do this in two ways according to the LHSSL Tournament Manual). The first is to establish a calendar by committee selection. This assumes that congress participants have had possession of the pieces of legislation prior to the convening of congress and that they have been identified as foreign, domestic, and economic pieces of legislation.) The PO will designate areas of the

room for the different committees and direct participants to their chosen committee. If he/she sees that one committee is exceedingly large or that no one is on another committee, the PO should ask for volunteers to serve on those committees. The committee members are charged with two items of business -- first elect a chairman and then to place the pieces of legislation in the order to be presented on the floor. After the committees have completed their business, the chairpersons will decide the order of rotation of legislation. The second method of establishing a calendar is to take a docket from the floor of usually 3 to 4 pieces of legislation and then the entire body will vote on their chosen docket by raising their hands -- eliminating the lowest vote getter until only one docket remains. If there is a tie -- then the PO casts his/her vote.

After the establishment of a calendar, the PO will then place the first piece of rotation legislation or the first piece of docket legislation on the floor by reading it so that all may hear it. He/she then asks, "Is there an author in the house?" If there is then the author stands and begins the authorship speech. Every speech is 3 minutes in length. The remaining time of non-authorship speeches may be yielded to questions. The authorship speech has a mandatory 2-minute questioning period. At that time other members of the chamber may ask pertinent questions of the author of the bill/resolution. The PO should keep debate moving by saying "We are in line for a negative speech...." at that time those who wish to speak against the piece of legislation on the floor should raise their placards to obtain the floor and speak.

The PO must keep precedence on speech order as well as speaking order AND question order. It would be unfair to allow the same members of the chamber to ask all the questions since questions have been the deciding factor in a judge's mind when two members are tied for outstanding speaker. There are several methods of accomplishing this task. The easiest in my estimation is keeping speaking order and speech order on one sheet and question order on the next:

Speaking Order	Question Order
Brown 1	Redden
Simone 2 6 (no one else wished to speak or Rougeau wanted to)	Rougeau 1 1
Turner 3	Hill 1
Rougeau 4	Simone
Richard 5 8	Richard
Simone 6	Louviere
Broussard 7	

This is one method which allows the PO to see which members have spoken and how many times they have spoken

Using this method, you can clearly see that Rougeau has 3 questions and Hill has 2 --everyone else has one

Using charts similar to the ones above allows the PO to keep precedence. If a member of congress raises his/her placard and his/her name is not recorded as having spoken, then he/she has precedence. If two members have spoken twice, then the member with the lowest number has precedence (see chart above -- if both Richard and Simone have their hands up,

then Simone has precedence). If the PO makes a mistake in precedence, another member of congress may bring the error to light. If that does not occur, the parliamentarian's duty not only involves parliamentary procedure but also the duty to see that the PO follows precedence and that no members of the chamber are discriminated against or ignored (either intentionally or unintentionally).

The PO is charged with maintaining order in the congress. He/she must be able to take charge and keep the congress running smoothly and on time. The PO is charged with the responsibility to keep the debate on bills and resolutions moving. He/she must be firm but not dictatorial. He/she must be sure that the rules of parliamentary procedure are adhered to and keep precedence so that all individuals have a fair equal chance at speaking and asking questions.

The parliamentarian is there to assist the PO. Usually, unless there is some huge infraction of rules or procedure, the parliamentarian will usually write a note to let the PO know what to do next time that happens. The PO can at any time turn to the parliamentarian and ask a question to verify his/her knowledge when they are not sure or to seek advice. The parliamentarian is supposed to allow the congress to see and correct their mistakes. If sufficient time elapses and the error is not corrected, then the parliamentarian may elect to bring that situation on the floor so that it does not occur again. Again, as long as debate advances and no ones rights are discriminated against, the parliamentarian should not make the session a class in parliamentary law. If the infraction is minor, then after the session the situation may be discussed so that no member takes misinformation or incorrect procedure into another session. If the infraction occurs repeatedly, then the parliamentarian should correct the error.

If the PO should see that the debate is not advancing then he/she could say "Since there seems to be little advancement in the debate OR since there seems to be no new ideas brought to light, I will entertain a motion for Previous Question." This should *never* be done when a member wishes to speak and he/she has not spoken yet. Use this motion only when the same members wish to speak and they are beating a bush or dead horse. (OK, you just had a break from serious reading -- let's get back to business)

A *short* break should be taken about mid-session. This allows members to stretch, take care of personal needs, and clear the cob-webs out of their heads. The PO should call to attention at this time (without calling names, please) that 3 (or however many) members of the chamber have not spoken yet and remind those individuals that they do have precedence if they have not spoken.

The PO should be conscious of the time at all times. He/she should call to the attention of the chamber when there is about 30 minutes time left to the session. At about 5 minutes to the end of the session, the PO should call a motion to deal with any item of legislation on the floor and then entertain a motion to adjourn.

Usually at season tournaments, the outstanding speaker is chosen by the judge based on what he/she has observed in the congress. That is why questions can be so crucial and why precedence should be kept on questions also. Questions can break ties in a judge's mind. Why suspend the rules to get rid of questions? You could be cutting your own throat.

Only your first five speeches are scored for each session. The PO is scored for each hour he/she serves.

## Parliamentary Procedure

### Origins of Parliamentary Procedure

*Parliamentary Law* was the term given to the rules of procedure and the customs for carrying on business in the English Parliament. It was developed through a continuing process, much like our laws have developed. Without it, there would have been and still would be chaos. These rules were brought to the New World and became the basis by which legislative bodies conducted business. It continued to develop into *general parliamentary law*, or *common parliamentary law*. Today it is adapted to the needs of organizations and assemblies in which it is used. There are discrepancies because these bodies have adapted the rules to fit their particular needs. Indeed, any deliberative assembly can formally adopt written rules of procedure which can either confirm, add to, or deviate from parliamentary law itself. (RR, xxv)

Thomas Jefferson spoke of the “Parliamentary branch of the law.” From the very beginning of this country, it has been assumed that what was established as *parliamentary law* was **law**. It was binding within all assemblies unless those assemblies adopted special rules that varied from the general parliamentary law. (RR, xxvi)

Our present ***Robert’s Rules of Order*** evolved from the efforts of Henry Martyn Robert (1837-1923). He was an engineer in the Army who was also active in civic and church organizations as well as educational work wherever he was stationed. He was asked in 1863 to preside over a meeting and didn’t know how. He was embarrassed but did not decline. He found a small book with some rules recorded. He used these for several years until he presided at a meeting where there was a great deal of confusion. He then went to a bookstore and purchased three books on the subject: *Cushing’s Manual*, *Jefferson’s Manual*, and *Barclay’s Digest of Rules and Practice of the House*. He discovered that there was a great deal of discrepancy among the books as to which motions took precedence and that debate was handled differently in the resources. He decided to write a few rules of order that he hoped would be helpful to organizations that he and his wife belonged. They were well accepted by the organizations, but the pamphlet that he planned was never completed. He decided that the real problem would not be solved if a few societies and organizations had a system of parliamentary law of their own. (RR, xxxv - xxxvi)

Robert became convinced that there was a need for a new parliamentary manual based on the rules and practice of Congress but adapted to the needs of ordinary societies. The manual should give methods of organizing and conducting meetings, duties of officers, names of ordinary motions, and in addition a systematic reference to each motion so that order could be maintained and business could advance without confusion. In addition, he wanted the book to be in a form that could be adopted by any organization or society and not interfere with their right to adopt any special rules they deemed necessary. (RR, xxxviii)

In January 1874 when a severe winter kept him from working he had about three months to work on his book. He failed to secure a publisher and had 4000 copies printed

at his own expense. The printer could only print 16 pages and then had to reuse the type for the next 16 pages so the printing slowly progressed through 1875. His wife convinced him to add information that would be of use to those who had no experience in meetings. He titled this second part "Organization and Conduct of Business." It was simpler than the first part and contained some of the material from part I that he thought would have been useful to the reader. At the end of 1875 the two parts (176 pages) were finally completed and printed under the title *Pocket Manual of Rules of Order for Deliberative Assemblies*.

Robert had to pay for the binding of and distribution of 1000 copies of the book to parliamentarians, legislators, educators, and church leaders in the country. The first edition of the manual was published in 1876 by S.C. Griggs and Company of Chicago and the publisher placed the title *Robert's Rules of Order* on the cover. It sold out in four months and work on the second edition was begun within six weeks of the first publication and completed in the middle of that same year. (RR, xxxviii - xxxix)

Revisions have continued down through time until the present. Revisions came about with the aid of hundreds of letters to Robert requesting assistance with items that came up in meetings for which there was no coverage in the manual printed. (RR, xl)

All cites from Robert's Rules of Order, Newly Revised, 1990 edition, 9th edition, Published by ScottForesman.

### **Principles Underlying Parliamentary Procedure**

The basic principles that form the basis of parliamentary procedure are:

- 1) one question at a time
- 2) majority rule
- 3) protection of minority rights
- 4) equality of rights and responsibilities
  - a) to take an active part in debate
  - b) to cast his/her vote
  - c) to serve as presiding officer when called on to do so
- 5) free debate
  - a) only one person may speak at a time
  - b) alternating for/against (Speech...Exploring Communication by J. Regis O'Conner, pp. 304-305)

### **Purpose of Parliamentary Procedure**

Many see Parliamentary Procedure as a method of controlling a meeting. That is an erroneous assumption. Parliamentary Procedure is a method used to advance meetings with fairness and uniformity of procedure. It also insures that confusion is kept to a minimum. It really is protection for all involved. Without these rules and regulations, little by little someone could control meetings and manipulate the outcome to their advantage without consideration to what the majority wished. Knowledge of Parliamentary Procedure is the best

weapon of protection within a meeting. Of course, there are always some who wish to show off their knowledge. Minor infractions of the procedure do not have to be corrected unless it is a manipulative tool or ploy that could be used to manipulate the proceedings to an individual or group's advantage at the expense of the rights of any of the members present. If an infraction of the rules occurs that does not inhibit the intention of the group or infringe on the rights of individuals, then the best time to deal with that is after the meeting with a copy of *Robert's Rules of Order*. Knowledge of Parliamentary Procedure should never be used as a method of ego building at the expense of another person.

Parliamentary Procedure is a tool, along with an organization or society's rules and regulations, to insure that business can proceed in an orderly fashion with little waste of time. (Leonard's understanding and personal opinion based on extensive reading through the years from a variety of sources.)

### **Use of Parliamentary Procedure in Student Congress**

Parliamentary Procedure in Student Congress is useful only in advancing the items of business before the congress and to provide order for the session. A basic knowledge of Parliamentary Procedure will allow a member of congress to function within that legislative body and insure that business is conducted in an efficient manner. Parliamentary Procedure should not be the main concern of the legislative body. The main intent of congress is to debate items (bills/resolutions). The one thing that Student Congress participants should be concerned about is the number of speeches that will be delivered. If a congressional body bogs down in parliamentary procedure then the individual members will not achieve their desired ratings and items before the congress will not advance. **Under NO circumstances should any member of congress argue with the parliamentarian. His/her ruling is final and cannot be appealed.** Parliamentarians are human. They occasionally make mistakes, but the main concern of student congressional participants should be their rating in that particular congress and ratings are obtained in only one way -- speeches. Many individuals misuse the motion *Previous Question*. It should never be over-used and only used when no one who has not spoken wished to speak or when the same members speak without advancing the debate on the item before the congress. (Leonard's conversations with other parliamentarians and CFL national co-chairmen for Student Congress) A table of most frequently used parliamentary motions for student congress follows with a detailed discussion of each of the motions in order of precedence.



**Table of Most Frequently Used Parliamentary Motions for Student Congress**  
**Adapted for use in LHSSL Student Congresses from the NFL table**

Type Motion Interrupt speaker?	Purpose	Second Required?	Debat- able?	Amend- able?	Required Vote	
<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 Consideration of a Question	To suppress action	No	No	No	<b>2/3</b>	Yes
15. To Divide a Motion	To consider its parts separately	Yes	No	Yes	Majority	No
14. Request to Modify or Withdraw a Motion	To modify or withdraw a motion	No	No	No	Majority	No
13. To Suspend the Rules	To take action contrary to standing rules	Yes	No	No	<b>2/3</b>	No
<b>Subsidiary</b>						
12. To Rescind	To repeal previous action	Yes	Yes	Yes	<b>2/3</b> No	
11. To Reconsider	To consider a defeated motion again	Yes	Yes	No	Majority	No
10. To take from the Table	To consider a 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	<b>2/3</b>	No
7. To Limit or Extend Debate	To modify freedom of debate	Yes	Yes	Yes-T	<b>2/3</b>	No
6. To Postpone to a Certain Time	To defer action	Yes	Yes	Yes	Majority	Yes
5. To Refer to a Committee*	To provide for further study	Yes	Yes	Yes	Majority	Yes
4. To Amend an Amendment*	To modify an amendment	<b>1/3</b>	Yes	No	Majority	No
3. To Amend*	To modify a motion	<b>1/3</b>	Yes	Yes	Majority	No
2. To Postpone Indefinitely	To suppress action	Yes	Yes	No	Majority	No
<b>Main</b>						
1. Main Motion	To introduce business	Yes	Yes	Yes	Majority	No

\* No. 5 Should Include:  
**1. How Appointed?**  
**2. The Number**  
**3. Report When?**

T -- Time

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

**OR To what Standing Committee**

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## Order of Motions (Precedence of Motions)

### Basic Types of Motions

Before examining each specific motion, look at your chart and notice that there are 4 (four) basic types of motions.

- 1- Main motions place items of business before the congress.
- 2- Subsidiary motions assist the congress in treating or disposing of a main motion.
- 3- Incidental motions are related to parliamentary procedure in such a way that they must be dealt with before business can proceed.
- 4- Privileged motions deal with special matters of immediate importance and they do not relate to business under consideration.

*The proper form for any motion is*

*I move to amend*

*I move to divide a motion*

*I move to reconsider*

*I move to take from the table, etc.*

*I move.... I move.... I move Get the picture!*

**Yes, there is much more in Robert's Rules of Order for Parliamentary Procedure; however, for the purposes of student congress the information below is sufficient. Your purpose in congress is not to show off your knowledge of Parliamentary Procedure, but to advance debate and gain those points awarded to speeches. As long as debate advances and the basic rules of Parliamentary Procedure are followed that is enough for Student Congress.**

### Main Motion

#### 1- Main Motion

Purpose -- introduces business -- in congress the main motion is rarely used since the items of business are determined either by rotation or by docket.  
Each item is brought on the floor by the order decided.  
Precedence -- all other motions have precedence over the main motion. In addition, speaking of speaker precedence, this is the only authorship  
speech that is guaranteed -- in which speaker precedence does not play a part.  
Second Required -- Yes  
Debatable -- Yes. You will debate the pieces of legislation -- authorship speech first. If there is no author in the house, then there is no authorship speech. Speech rotation begins with the affirmative.

Debate rotates AFF - NEG.

Amendable -- yes

Required Vote - Majority -- one more than half of the members officially seated.

In this congress format -- the PO will ask for votes FOR - AGAINST - and THOSE ABSTAINING (although you will see disagreement on the vote of abstention in Robert's Rules and others - don't argue -- LHSSL, CFL, and NFL all use abstention votes to check to see that a vote count is accurate. Legislation still passes with a majority vote of the members seated. In other words, a piece of legislation may pass with a vote of 2 - 1 with 15 abstentions.

Interrupt Speaker -- NO -- you cannot interrupt a speaker.

**Example:**

In regular meetings --

Member -- Mr. Chairman, I move that we donate \$50 to the WYN. (Second given)

Chair -- It has been moved and seconded that the club donate \$50 to the WYN.

((In CFL/NFL - President if Senate / Speaker if House)).

In Student Congress --

The order of rotation of bills/resolutions which constitute the main business of the assembly are decided before hand so the PO can simply state... our first item of business is Bill # 101 (or however identified) and read the bill to place it before the congress.

## Subsidiary Motions

### 2- To Postpone Indefinitely

Purpose -- to suppress action -- it kills the main motion (for the rest of the session) and no vote is taken on the piece of legislation. It is used mainly when the body wishes to dispose of a badly chosen main motion that cannot be passed or rejected without undesirable consequences.

Precedence -- only over main motion. It is the lowest ranked subsidiary motion -- all other subsidiary, incidental, and privileged motions have precedence over it. [Can be made only when the main motion is pending. There can be no other motions on the main motion. Motions to *Limit or Extend Debate* and *Previous Question* can be applied to it without affecting the pending motion (main motion). (RR, 123-124)]

Second Required - Yes

Debatable -- Yes -- can apply *Limit or Extend Debate* Motion to it. You can go fully into the merits of the main question.

Amendable -- NO

Required Vote -- Majority -- one more than half of the members seated..

Interrupt Speaker -- NO

**Example:**

I move that the bill be postponed indefinitely.

**3- To Amend**

Purpose -- To modify a motion -- or to change its wording in some way -- see the bottom of your chart -- you **MUST** use the words -- Adding (or inserting), Striking Out (or deleting), or Substituting on a proper form ((see the back of the handbook for the form)). It must be placed on the proper form in proper order before being sent to the PO.

BEFORE - being placed on the floor, the PO must determine if the amendment is in proper form and if it is germane -- it must in some way involve the same question as the motion it seeks to change. The PO must rule that a proposed amendment is NOT germane if it changes the intent of the piece of legislation. He will send a note back on the amendment form stating (NOT GERMANE) or if it is not in proper form (NOT IN PROPER FORM).

In all Student Congresses, an amendment shall be considered neutral in the rotation order of speeches.

Precedence -- takes precedence over motions 1 & 2 only

Speaker Precedence -- the author DOES NOT have precedence unless he/she has speaker precedence in the congress. If the author raises his/her placard and has spoken before and another person who has not spoken raises his/her placard, then the person who has not spoken has precedence even if they are not the author of the amendment.

Second Required -- **1/3** of the members officially seated not necessarily present (you won't find a 1/3 in Robert's Rules -- but this format uses it because it assures that no one abuses this motion and bogs down the business at hand -- it assures that it is at least worthy of consideration by the congress).

Debatable -- Yes -- but debate must be confined to the desirability of the amendment. Debate cannot extend to the merits of the motion to be amended, except when it is necessary to determine if the amendment is advisable. If debate extends to the merits of the motion more than necessary, the PO must warn the speaker that he/she is not adhering to the rules of congress. If the speaker still insists on debating the motion rather than the amendment, then the PO will rule the speaker out of order and ask him/her to be seated.

Amendable -- yes

Required Vote -- Majority

Interrupt Speaker -- NO

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**Note** --its adoption does not mean that the main motion is adopted. Rather, it means that the main motion is still pending as it has been changed by the adoption of the amendment.

**Example:**

In this format fill out the form provided for the amendment -- send it to the PO. After he signals that it has been approved because it is in proper form and germane, raise your placard at an appropriate time and gain recognition and state -- Mr. President, I wish to amend. He will read the amendment as stated on the form and ask for a 1/3 second..

**4- To Amend an amendment**

Purpose -- To modify an amendment -- it can be proposed to change (modify) only a part of the text that was previously adopted by admendment. ((for example, suppose the group discovers that the amendment that proposed new time limits on a newly established department were not sufficient, then someone could amend the amendment to change the time limits only)).

Precedence -- over all numbers lower on the table. (See rotation order above.)

Speaker Precedence -- see # 3 above -- it applies here too.

Second Required -- 1/3 -- see **second required for *To Amend* for an explanation.**

Debatable -- Yes

Amendable -- NO

Required Vote -- Majority

Interrupt Speaker -- NO

**Example:**

**(same as *To Amend* above -- #3)**

**5- To Refer to a Committee**

Purpose -- To provide for further study --the motion must contain how the members will be appointed, the number of members required, and when they should report.

The PO should rule out of order (as dilatory) any motion referred to a committee that is obviously absurd or unreasonable -- for instance, one that because of the time remaining in the session would have the effect of defeating the purpose of the main motion or killing it. There must be enough time for the committee to meet and complete its charge. That will not normally happen in a regular tournament congress -- or not normally at

district or national tournaments either. The committee MUST report to the  
12

entire assembly when it has completed its work.

Precedence -- over all numbers lower on the table

Second Required -- Yes

Debatable -- Yes -- BUT debate must be limited to the desirability of referring the motion to a committee and to the appropriate details of the motion to refer - which committee, how appointed, the number, etc. It **must not** extend to the merits of the main question (or motion).

Amendable -- Yes

Required Vote -- Majority

Interrupt Speaker --Yes

**Example:**

I move that the resolution be referred to a committee of three appointed by the presiding officer and that this committee report to the congress when tomorrow's session convenes.

**6- To Postpone to a Certain Time**

Purpose -- To defer action --it is the method by which a pending motion (question) can be put off (postponed) to a definite day or time. This may be necessary because debate has shown that it should be considered later or because later may be a more convenient time. It cannot be postponed to a certain time and never be addressed again. It must be disposed of in some manner when the certain time arrives.

Precedence -- over all numbered lower on the table

Second Required -- Yes

Debatable -- Yes -- But must not go into merits of the main question (item of business) any more than necessary to enable the congress to decide if the main questions should be postponed and to what time.

Amendable -- Yes -- but only as to what time it will be postponed (RR, 179)

Required Vote -- Majority

Interrupt Speaker -- NO

**Example:**

I move to postpone the question until tomorrow's session.

**7- To Limit or Extend Debate**

Purpose -- To modify the freedom of debate -- by [reducing the number or length

of speeches or by specifying a length of time for debate after which debate shall be closed and the question (main motion) shall be put to a vote.  
(RR, 188)] It can also extend, meaning lengthening the time per speech.

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Precedence -- over all numbered lower on the table.

Second Required -- Yes

Debatable -- Yes

Amendable -- Yes -- Time only

Required Vote -- **2/3 of the members seated** (of entire assembly -- not necessarily present in the room.) Remember abstentions are taken in congress as a method of checking the votes cast. 2/3 of the assembly must vote in favor or it fails. If number voting FOR is not 2/3, it fails. Those outside of the chamber still count in the total vote tally. A 2/3 vote is used when the motion takes away or modifies (limits) our rights of free debate. **The 2/3 vote is a standing vote.**

Interrupt Speaker -- NO

**Example:**

I move that debate on this matter be limited to 30 minutes.

**8- Previous Question**

Purpose -- to force an immediate vote -- to end debate immediately and vote on the motion.

Precedence -- over all debatable motions below as well as above it on the table.

Note -- It should not be overused and should be used only when no one wishes to speak or no new relevant information comes forth. If a member repeatedly uses this motion, the PO shall rule the motion dilatory and warn the Senator/Representative.

Second Required-- Yes

Debatable -- NO

Amendable -- NO

Required Vote -- **2/3 (see #7 above)**

Interrupt Speaker -- NO

**Example:**

I move the previous question.

**9- To Lay on the Table**

Purpose -- to defer action on a pending motion -- to place it on hold with the intention of placing it back on the table. Usually used [when something

else of immediate urgency has arisen (RR, 207)]. A common error is to lay legislation on the table when another chamber sends passed legislation. The piece of legislation currently under consideration should be completed. The item passed by the other chamber has precedence before any other

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The PO must rule *Lay on the Table* [out of order if it seems that the intention is to kill or avoid dealing with the legislation. (RR, 208 & 213)]  
Precedence -- *To Lay on the Table* can be used on a main motion, to amend, and to amend an amendment. All related pieces go to the table together [“so long as the question remains on the table, the decision as to when -- or if -- it will be taken up is left open.” (RR, 210)]

[“Since a motion that has been laid on the table is still *within the control of the assembly...*, no other motion on the same subject is in order that would either conflict with, or present substantially the same question as, the motion that is lying on the table. To consider another motion on the same subject, it is necessary first to take the question from the table and then to move the new proposal as a substitute, or to make whatever other motion is appropriate to the case.” (RR, 212)]

{The question (motion) laid on the table can be taken from the table at the next session if that session is within a quarterly time interval. (RR, 214)]

Second Required -- Yes  
Debatable -- NO  
Amendable -- NO  
Required Vote -- Majority  
Interrupt Speaker -- NO

**Example:**

I move that this resolution be laid on the table.

**10- To Take from the Table**

Purpose -- to consider a tabled motion and amendments that went with it to the table.

Precedence -- cannot be made while another motion is on the floor (pending). [“It takes precedence over a main motion that has been made and has not yet been stated by the” PO (RR, 294)] [“It yields to privileged and incidental motions but not to subsidiary ones.” (RR, 295)]

Second Required -- Yes  
Debatable -- NO  
Amendable -- NO  
Required Vote -- Majority  
Interrupt Speaker -- NO

**Example:**

I move to take from the table the resolution numbered 304 (or identify it by name).

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**11- To Reconsider**

Purpose -- to consider defeated motion again -- [“The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.” (RR, 309)]

Precedence -- [“Can be made only by a member who voted with the prevailing side, (RR, 309) If a member not on the prevailing side sees a need to reconsider, he can obtain the floor and briefly state his reasons for his belief and ask that someone on the prevailing side move for a reconsideration. It cannot go into debate. (RR, 310)]

Second Required -- Yes

Debatable -- Yes

Amendable -- NO

Required Vote -- Majority

Interrupt Speaker -- NO

**Example:**

I move to reconsider the vote on Resolution # 109..

**12- To Rescind**

Purpose -- To repeal previous action taken -- to strike out a bill/resolution previously adopted.

Precedence -- over no motion -- can be used only when no other motion is on the floor.

Second Required -- Yes

Debatable -- Yes

Amendable -- Yes

Required Vote -- **2/3 (see # 7 above)**

Interrupt Speaker -- NO

**Example:**

I move that resolution # 106 be rescinded.

**Incidental Motions**

**13- To Suspend the Rules**

Purpose -- to take action contrary to standing rules.  
Precedence -- can be made when no question is on the floor unless the purpose concerns the question on the floor -- then it has precedence over the

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question.  
Second Required -- Yes  
Debatable -- NO  
Amendable -- NO  
Required Vote -- **2/3 (see #7 above)**  
Interrupt Speaker -- NO

**Example:**

I move to suspend the rules to allow for two negative speeches in this rotation.

**14- Request to modify or withdraw a motion**

Purpose -- to allow a member to modify or withdraw a motion he/she made and is on the floor.

Precedence -- ["can be made at any time before voting on the question has begun, even though the motion has been amended, and even though subsidiary or incidental motions may be pending... Any member can suggest that the maker of a motion ask permission to withdraw it, which the maker can do or decline to do, as he chooses." (RR, 288)]

Second Required -- NO  
Debatable -- NO  
Amendable -- NO  
Required Vote -- Majority  
Interrupt Speaker -- NO

**Example:**

I move to withdraw the motion on....

**15- To Divide a Motion**

Purpose -- to consider its parts separately ["When a motion relating to a single subject contains several parts, each of which is capable to standing as a complete proposition if the others are removed, the parts can be separated to be considered and voted on as if they were distinct questions.

Precedence -- ["Although it is preferable to divide a question when it is first introduced, a motion to divide can be made at any time that the main motion, an amendment which it is proposed to divide or the motion to

*Postpone Indefinitely* is immediately pending -- even after the *Previous Question* has been ordered.” (RR, 268-269)]

Second Required -- Yes

Debatable -- NO

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Amendable -- Yes

Required Vote -- Majority

Interrupt Speaker -- NO

**Example:**

I move to divide the motion so that (state where it should be divided)

**16- Object to Consideration of a Question**

Purpose -- to suppress action [“to enable the assembly to avoid a particular original main motion altogether when it believes it would be strongly undesirable for the motion even to come before the assembly.” (RR, 265)]

Precedence -- over any main motion before any debate has occurred and before any subsidiary motion has been stated by the PO. [“It yields to the motion to *Lay on the Table*, to all privileged motions, and to incidental motions arising out of itself.” (RR, 265)]

Second Required -- NO

Debatable -- NO

Amendable -- NO

Required Vote -- **2/3 (see #7 above)**

Interrupt Speaker -- Yes

**Example:**

I object to consideration of the motion..

**17- Division of the Chamber**

Purpose -- to verify a voice vote -- or when a show of placards is close -- this would require a standing vote.

Precedence -- over any motion on which a vote has been taken and before the PO has stated the next item of business. It yields to no motion.

Second Required -- NO

Debatable -- NO

Amendable -- NO

Required Vote -- Decision of the Chair

Interrupt a Speaker -- Yes

**Example:**

I call for division of the chamber.

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**18 - Rise to a Point of Order or Parliamentary Procedure**

Purpose -- to correct a parliamentary error or ask a question -- used when a member thinks that the rules are being violated.

Precedence -- over all pending motions from which it rises.

Second Required -- NO

Debatable -- NO

Amendable -- NO

Required Vote -- Decision of Chair

Interrupt Speaker -- Yes

**Example:**

I rise to point of order.

Parliamentary Inquiry, Mr. Chairman

**19- Appeal a Decision of the Chair**

Purpose -- to reverse the decision of the chair -- to take the decision from the chair and give it to the chamber for final decision.

Precedence -- over any question pending at the time the chair rules.

[“When the chair rules on a question about which there cannot possibly be two reasonable opinions an appeal would be dilatory and is not allowed.” (RR, 255)]

Second Required -- Yes

Debatable -- NO

Amendable -- NO

Required Vote -- Majority

Interrupt Speaker -- Yes

**Example:**

I appeal the decision of the chair.

**Privileged Motions**

**20- Call for the Orders of the Day**

Purpose -- to force consideration of a postponed motion -- to require congress to take up an item that has come due at that particular time (for example, to bring an item before the congress that was postponed to a certain time).

Precedence -- over all motions except other privileged motions and suspend the

rules.  
Second Required -- NO  
Debatable -- NO  
Amendable -- NO

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Required Vote -- Decision of the Chair  
Interrupt Speaker -- Yes

**Example:**

I call for the Order of the Day.

**21- Rise to a Question of Privilege**

Purpose -- to make a personal request during debate -- it must be urgent and concern the group or an individual member.  
Precedence -- over all motions except those ranked higher on the table.  
Second Required -- NO  
Debatable -- NO  
Amendable -- NO  
Required Vote -- Decision of the Chair  
Interrupt Speaker -- Yes

**Example:**

Member -- Mr. Chairman, I rise to a question of privilege to a matter affecting the congress.

PO -- Senator, state the privilege.

Member -- Mr. Chairman, it's really hot in here. Could the doors be opened?

PO -- Would the page please open the doors.

**OR**

Member -- Mr. Chairman, I rise to a question of personal privilege.

PO -- State your privilege.

Member -- To be excused from the chamber.

PO -- (may simply nod his head in agreement or say "so granted")  
You must wait at the door and wait until no one is speaking to request permission to re-enter the chamber.

**22- To Recess**

Purpose -- to dismiss the meeting for a specific length of time -- to count ballots, informal consultation, or simply to stretch during a long session.  
Precedence -- over all motions below it on the table.  
Second Required -- Yes  
Debatable -- Yes

Amendable -- Yes -- Time only  
Required Vote -- Majority  
Interrupt Speaker -- NO

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**Example:**

I move to recess for 10 minutes.

**23- To Adjourn**

Purpose -- to dismiss the meeting -- to close the meeting immediately. It is used at the end of the session -- not at the end of the day.

Recess is used until the next day.

Adjourn is used at the end of all sessions -- you adjourn the meetings until the next regularly scheduled TC (for example).

Precedence -- over all other motions on the table except to fix the time for reassembling.

Second Required -- Yes

Debatable -- NO

Amendable -- Yes -- Time only

Required Vote -- Majority

Interrupt Speaker -- NO

**Example:**

I move to adjourn.

**24- Fix Time for Reassembling**

Purpose -- to arrange time of the next meeting.

Precedence -- over all other motions on the table.

Second Required -- Yes

Debatable -- Yes -- Time only

Amendable -- Yes -- Time only

Required Vote -- Majority

Interrupt Speaker -- Yes

(Used only when a time for reassembling has not been specified in the motion to adjourn.)

**Example:**

I move to fix the time for reassembling to the next regularly scheduled Louisiana Tournament of Champions.

NFL & NCFL Notes:

CFL is referred to as chambers.

NCFL is referred to as Senate and House.  
Assembly is used in Robert's Rules and sometimes used loosely to refer to the above.

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## Duties & Responsibilities of the Presiding Officer

It is the duty and responsibility of the presiding officer to:

- 1- maintain order in the assembly.
- 2- keep precedence so that members are not discriminated against.
- 3- call on members for speeches and questions according to precedence.
- 4- take an accurate count of all votes and to announce them.
- 5- know and use correct parliamentary procedure as the Louisiana format requires.
- 6- answer appropriate inquires.
- 7- protect against misuse of "Question."
- 8- make necessary rulings.
- 9- consult with the parliamentarian when in doubt about procedure.
- 10- maintain demeanor/decorum fitting that of the position.

## Duties & Responsibilities of Senators/Representatives

It is the duty and responsibility of Senators/Representatives to:

- 1- maintain demeanor/decorum fitting the position.
- 2- deep precedence so that members are not discriminated against.
- 3- know and use correct parliamentary procedure as the Louisiana format requires.
- 4- *rise to a point of personal privilege* when it is necessary to leave the chamber.
- 5- remain standing at the door of the chamber until the speaker has concluded and then ask the chair for *permission to re-enter the chamber*.
- 6- not abuse the use of *Question*.
- 7- not interrupt a speaker when he/she has the floor.
- 8- not play politics to the point that no one will run against someone from their school.
- 9- not run for presiding officer until they understand the format and can keep accurate track of precedence.
- 10- respect each Senator/Representative the way they would want to be respected.

## Duties and Responsibilities of the Parliamentarian

It is the duty and responsibility of the parliamentarian to:

- 1- come prepared with all forms and materials necessary for the session.
- 2- pass out placards and have Senators/Representatives write their code and last name large enough to be seen.
- 3- call the meeting to order.
- 4- conduct the first item of business -- election of a presiding officer.
- 5- turn the gavel over to the elected presiding officer.
- 6- sit near the elbow of the PO and act as a reference or sounding board as the session progresses.
- 7- not interrupt the session unless a gross error has occurred.
- 8- offer assistance to the PO in the forms of notes when you observe he/she needs assistance.
- 9- keep precedence on speeches/questions so that no members of congress are discriminated against.
- 10- maintain demeanor/decorum fitting that of the position.

## Duties & Responsibilities of the judge

It is the duty and responsibility of the judge to:

- 1- listen to every speaker carefully assessing their contribution to the session according to the ballot instructions.
- 2- evaluate the presiding officer each hour that he/she controls the chamber according to the criteria on the ballot.
- 3- ask the parliamentarian for any information he/she might need in order to perform the duties placed upon him/her.
- 4- make positive remarks to the participants before listing or discussing areas for improvement.
- 5- evaluate *each* speech delivered in the session.
- 6- deliver ballots to the parliamentarian at the end of the session.
- 7- not discuss performance with any individual member of congress (he/she may make positive statements to the group at the end of the session, but under NO circumstances should an individual discussion take part concerning individual performance.)

23  
Resolutions

Although there are three basic types of resolutions: simple, joint, and concurrent; this handbook will deal only with the simple resolution since it is the resolution which Student Congresses deal with in the present format.

Simple resolutions are usually generalized statements expressing the belief of the group adopting them, and they do not have the force of law. Constitutional amendments fall into this category since they must be submitted to the states for adoption. Resolutions may be preceded by one or more whereas clauses which state the reasons for their adoption; however, their number should be limited, and they may be omitted altogether.

Sample Resolution

- 1 Whereas, the taking of a human life is considered
- 2 murder, and
- 3 Whereas, a human fetus develops into a human
- 4 being, and
- 5 Whereas, abortion stops the development of a human
- 6 being, and
- 7 Whereas, if we fail to protect human life at every
- 8 stage, we may begin to see life at every stage not
- 9 valued, therefore
- 10 BE IT RESOLVED by the Student Congress assembled
- 11 that anyone who has an abortion or performs an abortion be
- 12 tried by the courts for the crime of murder.

Respectfully Submitted,  
Hillside High School

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Bills

A bill is a list of specific items which if passed will have the force of law. (Bills become law when signed by the President.) Bills must be definite and state exactly what is to be done or not done, by whom, and when. There is always a penalty stipulated or the law does not have force. **There are no “whereas” clauses in a bill.**

Sample Bill

1 Be it enacted by the Student Congress assembled  
2 that  
3 Section 1. The basis for the judgment for Roe vs  
4 Wade will be re-legislated for the national congress  
5 to now create a standard that all abortions shall be  
6 illegal except those that would protect the life of  
7 the mother or in cases of rape or incest.  
8 Section 2. All persons who submit to or perform  
9 an abortion be tried for the crime of murder.  
10 Section 3. Any District Attorney who refuses to try  
11 this crime in a court of law shall be immediately  
12 removed for malfeasance in office.

Respectfully Submitted  
Hillside High School

## Seven Steps to Writing Legislation

In preparing your bill/resolution, the following guidelines **must** be followed:

- 1- The bill/resolution must be typed (note the punctuation required in the samples on the previous page.)
- 2- It must be double-spaced and not longer than one page.
- 3- The first words of a bill are “Be it enacted.”  
Bills contain sections which are defined as follows:
  - Section 1 - mandate
  - Section 2 - administration
  - Section 3 - funding
  - Section 4 - penaltyBills may have fewer sections if any of the above do not apply. They may have more sections if, for instance, there are two mandates, several sources of funding, etc.
- 4- If whereas clauses are used, the first words of a resolution are “BE IT RESOLVED.”
- 5- Each line of a bill/resolution must be numbered.
6. A resolution **MAY** be preceded by one or more “whereas” clauses (note -- they are not mandatory), but bills never have “whereas” clauses.
- 7- A bill must always be written in the imperative mood (stating what is to be done and by whom). In addition, it must include a penalty to have the force of law.

### Hints to be more Competitive

1. Keep an information file (notebook file is fine) on issues of concern so that you have all of the facts at your fingertips. Put your file in alphabetical order according to topic. Highlight the affirmative in one color and the negative in another -- that way you save time when you look for particular information during the congress session.
2. Flow ALL of the speeches -- affirmative on the left & negative on the right -- leave space opposite your flow for your opinions and comments. Use two colors of ink -- one for the flow and the other for your comments.

<p>aff comments here for 1st speech</p> <p>You can write your comments here in different colored ink.</p>	<p>You can write your comments here in different colored ink.</p> <p>neg comments here for 1st neg speech</p>
---	---

3. Keep your flows from one tournament to another. You will find good arguments you can use later in the season and will forget if you throw them away.

# *Appendix*

## *AMENDMENT*

*AUTHOR:* \_\_\_\_\_

*BILL/RESOLUTION TITLE:* \_\_\_\_\_

*LINES AFFECTED* \_\_\_\_\_

*SECONDED: (1/3 REQUIRED)* \_\_\_\_\_

*VOTE:*     *AYE:* \_\_\_\_\_     *AMENDMENT WORDING:* \_\_\_\_\_

*NAY:* \_\_\_\_\_

*ABSTAIN:* \_\_\_\_\_

*CHAIRPERSON NOTES:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Student Congress Ballot for Presiding Officers

**CHAIRPERSON** \_\_\_\_\_ **CODE** \_\_\_\_\_

**SESSION PRESIDING** \_\_\_\_\_ **HOUR PRESIDING** \_\_\_\_\_

Directions: Rate the presiding officer 0 – 6 in each category; use one ballot for each hour presiding. Feel encouraged to comment at the bottom. In scoring, use whole number only – no decimals.

**Knowledge of Usual Parliamentary Procedure** \_\_\_\_\_

**Clarity of Explaining Rulings & Procedure** \_\_\_\_\_

**Control of House**  
(including willingness to rule dilatory motions out of order) \_\_\_\_\_

**Fairness in Order of Recognition and Rulings** \_\_\_\_\_

**Overall Impact & Impressions** \_\_\_\_\_

**Total** \_\_\_\_\_

**COMMENTS:**

**Judge's Signature** \_\_\_\_\_ **Code/School** \_\_\_\_\_

# Student Congress Ballot for Speakers

Speaker \_\_\_\_\_ Code \_\_\_\_\_ Session \_\_\_\_\_

Directions: Rate each speech 0 – 6 in each category. Use one column for each speech. Feel encouraged to comment on the bottom or back of this ballot. In scoring, use whole numbers only – no decimals.

	#1	#2	#3	#4	#5	#6	#7
<b>Delivery</b> Seriousness of purpose, style, poise, coherency							
<b>Originality of Thought</b> Does speech advance or merely rehash old points							
<b>Organization and Unity of Speech</b> Does it ramble, does it develop							
<b>Evidence and Logical Basis For Statements</b> Breadth of knowledge of subject							
<b>Overall Impact &amp; Impressions</b>							
<b>Total Points</b>							

Comments:

Judge's Signature \_\_\_\_\_ Code/School \_\_\_\_\_