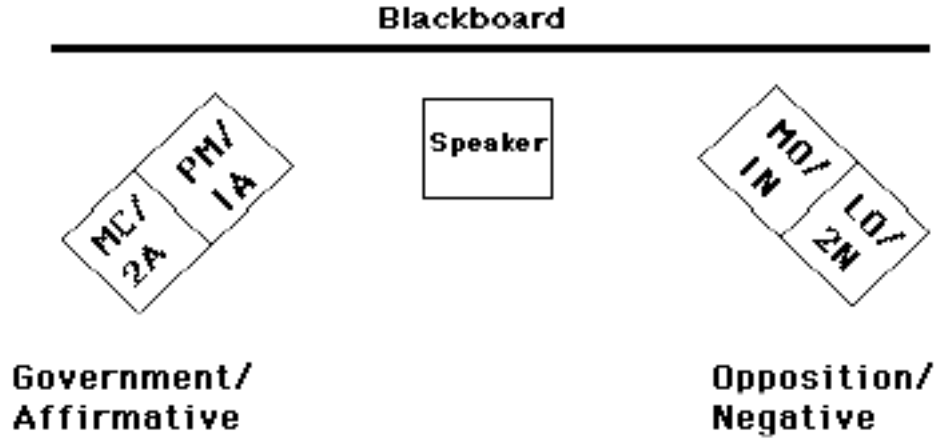


Instructions for Speakers / Timekeepers

Thank you for agreeing to be a Speaker and/or Timekeeper for this debating tournament. Your role in this debate is very important, and it is imperative that you are familiar with all of the material provided to you.

- Make sure that your assigned room is neat, and setup as follows:



- The timekeeper should sit in the middle of the room facing the debaters, in either the first or second row. If there is only one person who will act as both Speaker and Timekeeper, then he/she should sit facing the debaters and the middle table shown in the above diagram will be unoccupied.

- For each round of debate, you will write the resolution in the middle of the board, as well as the titles of all debaters. For “Parliamentary Style Debate”, the teams are referred to as Government and Opposition. For “cross-examination”, the teams are called the Affirmative and the Negative. For National Debate Format or Worlds Style, the teams are “Proposition” and “Opposition”.

- For **Parliamentary debates**, put the following text on the board:
- On the board behind the Government team, write the following:
- On the board behind the Opposition team, write the following:

Government
 Prime Minister: _____
 Second Government: _____

Opposition
 First Opposition: _____
 Leader of the Opposition: _____

- For **cross-examination debates**, put the following text on the board which is appropriate for the language of debate:

On the board behind the Affirmative team, write the following:

Affirmative Team
 1st. Aff. _____
 2nd. Aff. _____

- On the board behind the Negative team, write the following:

Negative Team
 1st. Neg. _____
 2nd. Neg. _____

- For **National Debate Format** put the following text on the board:
- On the board behind the Proposition team, write the following:
- On the board behind the Opposition team, write the following:

Proposition

First Proposition: _____

Second Proposition: _____

Opposition

First Opposition: _____

Second Opposition: _____

- Before each round starts, be sure to briefly review the speaker's script.
- Before the first round, introduce yourself to the judges. Be sure to get their names, and find out how they would like to be referred to. Except in unusual circumstances, you will have the same judges for each round.
- When the debaters are speaking, timekeepers are responsible for signaling the amount of time remaining using the time cards. You will obviously need a digital watch. Note that the debaters are allowed 15 seconds grace during their speeches. In other words, after you hold up the STOP card they are allowed to continue for 15 seconds without penalty. After this grace period, you should simply stand up.
- If Points of Information are allowed, be sure to loudly bang the desk to signal the beginning and end of the time in which POIs are allowed.
- Once everyone is ready, start the debate promptly. The Speaker is responsible for managing the debate.
- You should collect the ballots from the judges before they make comments.
- After each round, be sure to hand the ballots to the proper debate official. Place all ballots in an envelope if provided, seal it, and write on the front the round number, room number, your name and number of judges in the room. You will receive instructions on the morning of the debate about this.

After the Debates:

- Please clean up the room by:
 - erasing the board.
 - putting tables and/or desks back where they belong.

General Comments - Speaker

Always remember that your role is simply to maintain order and enforce the rules, NOT to take an active part in the debate. While you should be completely impartial and intervene only when this is necessary to protect the rights of an individual debater, don't hesitate to step in if the debate is getting out of hand.

If a debater is making it difficult for the judges or the audience to hear what another debater is saying (for instance, by shuffling paper, tapping toes, or whispering loudly), simply say "Order", but only if absolutely necessary.

After the Debate is Underway

1. Follow the Script and try to avoid interruptions. Debating should be continuous as far as possible: if you pause between speeches so judges have additional time to score debaters, pause for the same period each time. Such pauses should not exceed one minute, except for the five minutes between the 2nd negative member's cross-examination by the 1st affirmative and the 1st negative's rebuttal.
2. Do not permit any overtime. When the timekeeper stands up after a debate's period of grace has expired, cut the speaker off immediately--even if in mid-sentence!

In Cross-Examination Style Debates

If an examiner brow-beats a witness, say to him: "Please just ask one question at a time", or "Please give the witness a reasonable opportunity to answer your question".

Do not intervene when an examiner makes a speech or argues with a witness: the judges have been instructed to penalize such misconduct and to ignore the content of any such remarks, so the debater is hurting only himself.

If an examiner asks you to cut a witness short for stalling or answering at unreasonable length and you feel that the request is justified, say to the witness: "You have had ample time to answer that question. Please let the examiner put his next query."

If an examiner tries to prevent a witness from attaching reasonable qualifications to his answer, say to him: "Please give the witness a chance to complete his answer."

If a witness refuses to answer a question or answers it with another question, say to him: "You are required to answer the question." (The only question that a witness may ask is for clarification of an ambiguous or confusing query.)

If a witness gives an irrelevant answer to a question, say to him: "Please provide a direct answer to that question." A witness may answer that he doesn't know the answer to a question posed, though he does so at his peril if the judges believe that he does or should know the answer and the question is relevant.

If one debater belittles another, immediately direct him to refrain from doing so.

Advice to the Speaker in a Parliamentary Debate

When you are asked to rule on a point of order or privilege keep a few things in mind: When in doubt, rule the point not well taken. Remember that points of privilege are personal only; a member may not raise one on behalf of another member. Similarly, the point only protects him from being misquoted; an opponent is free to characterize the effect of his speech as a whole, without offering the member an opportunity to raise a point of privilege.

In Parliamentary Style Debates

"Unparliamentary language" is prohibited; that is, foul, profane or offensive language or words abusing the House, any member thereof, the Queen or any government official. If a debater uses such language, say: "Your remarks are inappropriate. Please apologize."

When a Point of Order or Privilege is raised, you should immediately recognize the objector. If two such Points are raised simultaneously, rule on one first, then consider the other. Generally

speaking, you should not permit any debate on a Point but you may give the criticized debater an opportunity to explain his conduct. Rule immediately whether a Point has been "Well Taken" or "Not well taken"; in the case of doubt, rule against it. Try to discourage frivolous Points such as, "Point of Order, Mr. Speaker. The member is referring to us as 'they'."

If heckling or other conduct is lowering the level of debate, call for "Order in the House". If this doesn't succeed, call the offending side to order. For example, say: "Will the Government please come to order." If the interrupted debater is handling the heckling well, however, you probably should not interfere.

Points of Information

You should not interfere with any point of information that are being offered. The debater will handle them on his/her own. If debaters are constantly interrupting speakers, the judges will penalize them. Do not interrupt at any time.

Generally

It cannot be overemphasized that you should refrain from interfering in a debate any more than is absolutely necessary. The slightest reprimand you give a debater is liable to influence the judges very strongly. Above all, don't be officious or let power go to your head: the best moderator is usually the one least often heard. Remember how frustrating it is to debate when the moderator is weak, and do your best to be fair. Your job is vitally important, but don't let that make you feel too self-important!