

PRESIDING OFFICER CHEAT SHEET

1. Attend the PO meeting at 8:30 am.
2. Introduce yourselves to judges and compare seating charts, noting any changes. Politely remind the judges that even though you are presiding, you are also competing as a speaker.
3. Seat all competitors
4. Prep the board with the following information. Be careful not to erase anything written by a teacher, work around it.

Using the table below, write the appropriate voting information on the board:

<u>Total # in chamber</u>	<u>Majority of chamber</u>	<u>1/3 of chamber</u>	<u>2/3 of chamber</u>
10	6	4	7
11	6	4	8
12	7	4	8
13	7	5	9
14	8	5	10
15	8	5	10
16	9	6	11
17	9	6	12
18	10	6	12
19	10	7	13
20	11	7	14
21	11	7	14
22	12	8	15

Recency Priority System

- 1st priority – fewest speeches
- 2nd priority – speaker who gave a speech least recently
- 3rd priority – random selection

5. Write the Aff. and Neg. T-chart.
6. Give a short qualification and rules speech in front of the chamber. Set the agenda, if not already set.
7. “Is there a motion on the floor?” (Opening Congress requires a second and a majority vote.)
8. “Is there someone who wishes to time?”
9. Show time signals.
10. “Is there a reader for this Bill/Resolution?”
11. “Are there any motions on the floor before we begin debate on this piece of legislation?” (A motion to divide the house is at the discretion of the chair.)
12. “We are now in line for our first affirmative speaker.”
13. Write the start time, stop time, and PO switch time (if applicable) for that round on the board.