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SPEAKER AND GAVEL

PROCEDURES AND RULES FOR THE NATIONAL CONFERENCE OF DELTA SIGMA RHO-TAU KAPPA ALPHA

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SPEAKER and GAVEL

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National Honorary Forensic Society

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PROCEDURES AND RULES FOR THE NATIONAL CONFERENCE OF DELTA SIGMA RHO-TAU KAPPA ALPHA

PROCEDURES

- I. **CONSTITUTIONAL AUTHORITY** (Article II, Section 3 of the DSR-TKA Bylaws) The National Conference Committee will consist of four members appointed by the President for a two-year term. The Committee will be responsible for recommending the time and place of the National Conference to the National Council, will plan and supervise activities of the Conference, and appoint annually a National Tournament Director. The National Tournament Director and the National Student President will serve as ex-officio members without vote on the National Conference Committee for one year.
- II. **POLICY MAKING AND ADMINISTRATION**
The policy making and legislative control of the Conference is vested in the National Conference Committee.
- III. **NATIONAL CONFERENCE COMMITTEE DUTIES**
 1. Periodically ascertain the wishes of the chapters concerning the events and the format of the National Conference.
 2. Assume responsibility for the operation of the National Conference.
 - a. Recommend the conference site, dates and National Tournament Director to the National Council for approval. Normally the conference will be held the fourth weekend in March.
 - b. Determine the events to be held.
 - c. Establish the rules for all events.
 - d. Determine the awards to be given for the various events.
 - e. Establish the schedule of events.
 - f. Set the fees for the Conference.
 - g. Serve as a Board of Review to answer any questions and to settle any problems which may arise within any event. The director of the event involved shall sit as a member of the Board of Review except when he or his college is a party to the question or problem before the Board.
 - h. The National Conference Committee shall appoint faculty to direct the various events. National Conference Committee members may direct events or coordinate the various events, assisting and advising the event directors.

- i. The event director has primary responsibility for the successful conduct of the event. Insofar as possible, the National Conference Committee shall appoint event directors from among the members of the Conference Committee, the host school or a school from that Region.
 - j. The co-director shall assist the director in the planning, preparation, and operation of the event. Duties will be shared with the director as mutually convenient. The co-director should whenever possible be appointed from the host school upon the recommendation of the Tournament Director so as to be familiar with the facilities to be used and to cooperate with the event director to do all possible advance planning and preparation for the event.
 - k. Coordinate the plans of the Conference with the National President.
3. The Chair of the National Conference Committee, or an appointed agent, shall order and obtain the following materials:
 - a. Trophies for all events
 - b. Certificates for all events
 - c. Debate ballots
 - d. Individual events ballots

IV. TOURNAMENT HOST'S DUTIES

1. Subject to the policies established by the National Conference Committee, make all local arrangements necessary and desirable for the Conference. These shall include:
 - a. Arranging housing for the visiting delegations.
 - b. Arranging such luncheons and banquets as are a mandatory part of the Conference; the cost of these shall become a part of the registration fee.
 - c. Arranging for such sightseeing and social activities as are a part of the Conference.
 - d. Arranging to have a sufficient number of suitable rooms available for the various events of the Conference.
 - e. Arranging such local transportation as may be necessary for participants to travel to and from the various events of the Conference.
2. Secure the services of qualified faculty judges to relieve the following of judging duties during the Conference: the National President, the Chair of the National Conference Committee, the Directors of two-person debate, four-person debate, and the Student Congress. Directors of an individual event such as Extemporaneous Speaking will normally be relieved of judging assignments for only the first day of the tournament and during the events themselves. If other events are added to the Conference or substituted for some of these events, the National Conference Committee shall determine if and to what extent judges may be provided for the directors of such events.
3. Have typists, typewriters, and duplicating machines available as needed, together with duplicating materials, paper, and other supplies including ballots and sets of time cards.

4. Mail copies of the rules, the schedule, registration forms, announcements about fees and housing, and other general information to all chapters of DSR-TKA by early January.
5. Have a photographer at the final session of the Conference to take pictures of all trophy and certificate winners. These pictures shall be sent to the Editor of *Speaker and Gavel* as soon as possible.
6. Be responsible for collecting all fees due to the Conference and for paying all bills incurred for the Conference. The sources of Conference revenues are (a) fees paid by participating delegations—the main source of revenue; (b) such funds, if any, as the host college shall provide to partially defray the operating expenses of the Conference, the amount of these funds to be determined by the Conference Director and the National Conference Committee Chair as far in advance of the Conference as possible; and (c) such funds as are provided from time to time by the National Council. The Tournament Director and the National Conference Committee shall conduct the Conference within the limits of the sources of revenue herein specified. Should there be surplus income, the surplus shall be deposited in the National Treasury as a reserve restricted for future use of the National Conference Committee. Within thirty days following the Conference the Tournament Director shall send a financial statement of the Conference to the National President, the National Treasurer, and all members of the National Conference Committee.
7. Be responsible for distributing ballots and results to all participating colleges.

V. PROCEDURES FOR DIRECTORS OF EVENTS

1. The director and co-director of an event are responsible for the conduct and success of the event within the rules established by the National Conference Committee. Directors shall:
 - a. Draft the schematic for the event. This schematic should provide the maximum possibility of competition with people from different regions, with different competitors and competitors not from the school, and for evaluation by different judges.
 - b. Arrange in consultation with the Tournament Director for the duplication and distribution of schematics announcing speaking and judging assignments as early in the conference as is appropriate.
 - c. Distribute ballots and time cards to judges and devise a system for the immediate return of ballots. If chair-timekeepers are available, they should be informed of their responsibilities by the event directors and be responsible for the delivery and return of ballots.
 - d. Examine each ballot immediately upon conclusion of the round to determine that all ballots have been returned and correctly filled out. Should any ballot be incomplete, or contain any apparent error, the director shall immediately search out the judge and ensure that necessary corrections or addi-

- tions are made. Under no circumstances shall an event director alter or mark ballots.
- e. Tabulate results of the event and determine the finalists and winners according to the procedures set forth in the rules for the event.
 - f. Be responsible for ensuring that all ballots are properly distributed to schools in accordance with the procedures established by the Tournament Director.
 - g. Duplicate the results of the event for distribution at the final session of the Conference to all schools attending and for publication in the *Speaker and Gavel*.
 - h. Sit as a member of the Board of Review as provided in Section III, 2, g. The event director shall normally serve; if disqualified the co-director shall serve. If both are disqualified the Board shall proceed without them.
 - i. Announce the results of the event at the final session of the Conference.
2. Special Responsibilities of Event Directors.
 - a. Extempore Speaking: Prior to the Conference, prepare forty or more topics chosen from major current events of the six months immediately preceding the Conference. At the Conference, conduct the drawing of topics by contestants.
 - b. Student Congress: Prepare the entry form in consultation with the Tournament Director. The entry form shall indicate the topic selected for the Student Congress, the sub-areas for committee assignments, and call for party affiliation and preference for committee assignment of the delegates. The director shall coordinate information received on the entry forms with the Tournament Director in advance of the Conference.
 - c. Contemporary Issues Debate: The director shall be responsible for conducting the procedures for selection of the topic so that the topic may be announced six weeks in advance of the Conference.
 3. Should additional events be included in the Conference, the National Conference Committee shall provide appropriate procedures for the events.

RULES

I. DEBATE

A. GENERAL RULES

1. A team more than 15 minutes late for any round shall forfeit that round. Their scheduled opponent shall be credited with a win for that round and with the average rank and points earned in their other rounds.
2. If a judge is more than 15 minutes late in meeting his assignment, his affirmative team shall forfeit the round. Their opponent shall be credited with a win as per 1 above.
3. A 10-minute preparation rule between speeches shall be strictly enforced.
4. AFA "Form E" ballots shall be used for all debates.

5. Judges may give a critique after each debate but shall not announce a decision.
6. Local judges may be hired, when available.

B. TWO-PERSON DEBATE

1. The national intercollegiate debate proposition shall be used.
2. Each chapter may enter a maximum of four teams who shall be prepared to debate on both sides of the proposition.
3. There shall be eight preliminary rounds of debate for all teams entered in this event. The sixteen teams with the best records shall be chosen to enter the octafinal rounds. This shall be followed by quarterfinal rounds, semifinal, and a final round to determine a champion.
4. Debates shall be cross-examination type.
5. As a condition of entering a team in this event, the judge undertakes to be available for judging assignments through the quarterfinal rounds; judges whose teams enter the octafinal round undertake to be available for judging assignments through the final round.
6. The top ten speakers shall be recognized and DSR-TKA speaker awards shall be given to the five highest ranking debaters on the basis of their achievement in the preliminary rounds of debate: (a) highest total points, (b) lowest total rank, (c) highest total points in the middle six debates (i.e., the debate with the highest number of points and the debate with the lowest number of points shall be disregarded in this procedure), (d) the highest median points for eight rounds. These steps shall be followed only so far as necessary to break a tie. If any tie cannot be broken by the procedure provided here, the problem shall be referred to the Board of Review.
7. Trophies shall be awarded to all teams reaching the octafinals. The winner shall also be awarded possession for one year of the rotating trophy. The Director shall determine the sixteen teams to enter the octafinals. The following method shall be used to break ties: (a) the highest number of wins, (b) the highest total points (c) the lowest total rank, (d) the highest total points of the middle six debates (i.e., the debate with the highest number of points and the debate with the lowest number of points shall be disregarded in this procedure), (e) the highest median number of points for eight rounds. The brackets for the octafinals shall be as follows: 1 vs. 16; 2 vs. 15; 3 vs. 14; 4 vs. 13; 5 vs. 12; 6 vs. 11; 7 vs. 10; and 8 vs. 9. The brackets for the quarterfinals shall be as follows: the winner of 1-16 vs. 6-11; of 8-9 vs. 4-13; of 3-14 vs. 5-12; and of 7-10 vs. 2-15. The brackets for the semifinals shall be as follows: the winner of 1-16-6-11 vs. 8-9-4-13; of 3-14-5-12 vs. 7-10-2-15. The winners of the semifinals shall meet in the final round. Sides in each debate in the elimination rounds shall be determined as follows: if the teams have met previously, they shall reverse sides; otherwise, they shall toss a coin and the winner shall have the choice of sides. The tournament will not "break brackets" for the elimination rounds.

C. CONTEMPORARY ISSUES FOUR-PERSON DEBATE

1. The proposition shall be devised by the participants. The Tournament Director shall mail with the tournament announcement a special form for chapters to indicate an interest in Contemporary Issues Debate including a call for proposed topics for debate. The event director shall submit a list of proposed topics to all chapters interested in Contemporary Issues Debate with chapters ranking their top three choices. The topic selected will be announced to the interested schools not less than six weeks before the start of the Conference.
2. Each chapter may enter one or two affirmative and one or two negative teams in the event or pair with another chapter to develop one or two units.
3. After the first three rounds, all participants will attend a meeting to consider amending the proposition. This meeting shall be conducted as a parliamentary debate. Any changes will govern the last five rounds of debate.
4. There shall be eight rounds of debate for all teams entered. As a condition for entering the event, the judge must be available for all eight rounds for each unit.
5. The four highest ranking affirmative and negative speakers shall be announced and DSR-TKA speaker awards shall be given to the two highest ranking affirmative debaters and to the two highest ranking negative debaters on the basis of their achievements in the eight rounds of debate. Trophies shall be awarded to the 1st, 2nd, and 3rd ranking affirmative and negative teams. The 1st place unit shall receive a permanent award and be awarded possession for one year of the rotating trophy. Award recipients will be determined as per the procedures in B.6 above for individuals and B.7 above except by units rather than teams.

II. INDIVIDUAL EVENTS

A. GENERAL RULES

1. Each chapter may enter from one to four student speakers in each individual event. Men and women shall compete in the same division.
2. Each contestant shall participate in three preliminary rounds of speaking. The final round shall consist of eight speakers chosen from Rounds I, II, and III on the following basis: (a) high total number of superior ratings, (b) low total rank (if ratings are tied), (c) high total percentage points (if ranks are tied).
3. Each chapter in an event must provide a qualified critic judge who, as a condition of entering his students, undertakes to be available for judging assignments for all rounds. NOTE: Judges may be assigned to any one of the individual events at the discretion of the directors of these events. Judges may judge in events in which they have not entered students or may judge in different events in different rounds.
4. In all rounds the order of speaking shall be determined by random assignment made by the event director.

5. A chapter must provide a judge for each entry of 1 to 4 students in individual events.
6. At least two judges shall be used in each section.
7. Any speaker more than fifteen minutes late in meeting a speaking assignment shall forfeit that round and be assigned zero rating, rank and points.
8. If a judge is more than fifteen minutes late in meeting a judging assignment, one of his contestants shall forfeit that round and be assigned zero rating, rank and points. This forfeit shall automatically apply to the contestant whose last name comes first alphabetically.
9. In each round each judge will rank the first four speakers 1, 2, 3 and 4. All the remaining speakers shall be assigned a rank of 5. The judge shall rate each speaker as superior, excellent, good, or fair. These ratings shall be given a numerical value on the following scale: superior 90 or higher; excellent 85-89; good 80-84; and fair 75-79. (See Appendix A.)
10. The speakers in the final round shall receive plaques.

B. EXTEMPORANEOUS SPEAKING

1. Speakers shall draw their topics in the order listed on the schedule prepared by the director thirty minutes before their speaking time. Each speaker shall draw three topics, select one, and return the other two. The topic should be handed to the chairtimekeeper or to one of the judges who shall announce it before the speaker begins.
2. The speech must be not less than four nor more than seven minutes in length. A speaker in violation of this rule may not be awarded first place nor receive a superior rating in that round.
3. The speech may be delivered with or without notes.
4. Topics shall be chosen from major current events of the six months immediately preceding the Conference. They shall be significant subjects meriting serious consideration; facetious subjects shall not be used.

C. PERSUASIVE SPEAKING

1. Each speaker shall deliver a speech on a subject of his choosing. The speech must be original and the speaker's own composition. The speech must be persuasive in nature.
2. The speech must be not less than seven nor more than ten minutes in length. A speaker in violation of this rule may not be awarded first place nor receive a superior rating in that round.
3. The speech must be delivered without notes.

D. INTERPRETATION

1. Each contestant shall prepare a recital-program built around a single unifying theme and include the work of at least two authors.
2. The program must be not less than seven nor more than ten minutes in length. An interpreter in violation of this rule may not be awarded first place nor receive a superior rating in that round.
3. Use of manuscript is required.

APPENDIX A

DSR-TKA INDIVIDUAL EVENTS BALLOT

Event _____ Round _____ Room _____

Directions to judges: Please *rate* all the speakers as Superior, Excellent, Good, or Fair. These ratings should be assigned a numerical value on the following scale: Superior 90 or above; Excellent 85 to 89; Good 80 to 84; Fair 75 to 79. Record these numbers in the column headed *Points*. Please *rank* all speakers in order of quality: 1 for first, 2 for second, 3 for third, 4 for fourth. Rank all the remaining speakers 5.

Contestant	College	Topic or Title	Rating	Rank	Points
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Judge: _____

College: _____

RULES OF THE NATIONAL STUDENT CONGRESS OF DELTA SIGMA RHO-TAU KAPPA ALPHA

As revised for the National Conference Committee of Delta Sigma Rho-Tau Kappa Alpha by Kenneth E. Andersen and Robert O. Weiss.

PURPOSES

1. To provide broad, intensive, and realistic educational opportunities for college speakers.
2. To increase opportunities for comprehensive investigation of and action on significant contemporary problems.
3. To promote the use of logical reasoning based upon the best available evidence in dealing with these problems.
4. To stimulate the participants to honest, original, creative effort.
5. To provide specific opportunities in the arts of public speaking, persuasion, discussion, and parliamentary debate.
6. To promote realistic understanding of the operation of legislative procedures in a democracy.
7. To employ the competition inherent in a free society to motivate students to their best efforts in attaining these objectives.

I. NAME

The name of this organization shall be THE NATIONAL STUDENT CONGRESS OF DELTA SIGMA RHO-TAU KAPPA ALPHA.

II. POWERS AND DUTIES OF FACULTY SPONSORS

1. This organization shall be sponsored by the National Society of Delta Sigma Rho-Tau Kappa Alpha.
2. Prior to each meeting of the Student Congress, the National Conference Committee of Delta Sigma Rho-Tau Kappa Alpha shall appoint the Congress Director(s).
3. The National Conference Committee shall have the following powers and responsibilities:
 - a. To discharge or delegate to the Congress Director all other duties hereinafter specified.
 - b. To revise these rules where necessary and desirable.
 - c. To select problem(s) of significant contemporary interest which shall be studied and acted upon by the delegates attending the Student Congress; and to notify all member colleges of the problem(s) at least two months prior to the Congress.
 - d. To appoint one or more Faculty Members as Parliamentarian(s).
 - e. To develop and publish the calendar for the Student Congress.

III. GENERAL STRUCTURE

1. The official business of the Student Congress shall be:
 - a. Caucuses
 - b. Main Committee Meetings
 - c. Joint Conference Committee Meetings
 - d. Legislative Assemblies
2. The order, number, times and places of events shall be determined by the Congress Director.

IV. REGISTRATION

1. The Congress Director shall publish the closing date for advance registration and may require use of such registration forms as he shall determine. The advance registration shall include the names of all student delegates, their party affiliation (see Article V, Section 1) and subtopic preference for committee membership (see Article VII, Section 1 and 2), and names of all nominees for Speaker of the Assembly, Clerk of the Assembly, Party Floor Leader, Party Whip, and Temporary Chair of the Main Committees. Candidates for these positions must be certified by their faculty sponsors as qualified to discharge the duties of the office.
2. Only students whose registration is confirmed during the final registration may take part in any of the activities of the Congress except by special permission of the Congress Director.

V. CAUCUSES

1. At the time of advance registration, each delegate shall register as a member of one of the following parties:
 - a. Conservative
 - b. Liberal
2. At the time designated in the Calendar, each of the parties shall hold a Caucus for the purpose of selecting party candidates for Speaker and Clerk of the Assembly, and electing a Party Floor Leader and a Party Whip.
3. Each Caucus shall be convened by a Chair Pro Tem who shall preside over the Caucus until the candidate for Speaker of the Assembly has been selected. The Pro Tem officers shall be appointed by the Congress Director.
4. The Caucus shall proceed in accordance with the following rules:
 - a. Nominations for office shall be made from the floor, but in no case shall there be more than a total of four candidates for any one office. In all cases nominations shall be closed automatically after the nomination of a fourth candidate for any office.
 - b. Delegates placing names in nomination shall be allowed not more than five minutes to describe the qualifications of their candidates. Nominations may be seconded and seconding speeches given but these must be within the five minute allocation.
 - c. When all nominations for Speaker of the Assembly have been heard, each candidate shall be allotted five minutes in which to state his or her views on the matters to be considered by the Congress and on the office for which nominated.
 - d. When all candidates have spoken, the vote shall be taken by roll call of the individual delegations.
 - e. If no candidate receives a majority on the first vote, the two candidates receiving the greatest number of votes shall be voted upon again in a second roll call vote.
 - f. The Chair Pro Tem shall act as timekeeper for the above speeches and shall conduct the roll call vote(s).
 - g. When selected, the candidate for Speaker shall immediately assume the chair as presiding officer of the Caucus.
5. The candidate for Clerk shall be elected following the same procedures, except that nomination speeches will be limited to three minutes and

there shall be no campaign speeches by the nominees. When selected, the candidate for Clerk shall immediately assume the duties of Clerk of the Caucus.

6. The Party Floor Leader shall be elected following the procedure as described in Section 4. It shall be the duty of the Party Floor Leader to coordinate the efforts of the party in securing passage of the bills endorsed by party members.
7. The Party Whip shall be elected following the same procedure as described in Section 4. The Party Whip shall assist the Party Floor Leader.

VI. OPENING ASSEMBLY

1. The Opening Assembly shall be called to order by the Temporary Chair, the Congress Director.
2. The Temporary Clerk, the Congress Co-Director, shall call the roll.
3. The Temporary Chair shall preside during the election of the Speaker of the Student Congress. The election shall proceed in accordance with the following rules:
 - a. Delegates nominating the candidates of the respective parties for Speaker shall be allowed not more than six minutes to describe the qualifications of their candidates.
 - b. Nominations may be made from the floor under the following conditions: A nominating petition signed by not less than twenty-five per cent of the properly registered delegates who have not signed nomination papers for more than one candidate must be filed with the Temporary Clerk. If the Temporary Clerk determines that the nomination petition is in order, the candidate may be placed in nomination as provided in Article VII, Section 3a and c.
 - c. After the nominating speeches for Speaker have been made the candidates shall each be allowed three minutes to state their views on the matters to be considered by the Congress and on the office of speaker.
 - d. When the candidates have spoken, the vote shall be by roll call of colleges.
 - e. The candidate receiving the majority of votes shall be declared elected.
 - f. If no candidate receives a majority on the first vote, the two receiving the greatest number of votes shall be voted upon again in a second roll call.
 - g. The Temporary Clerk shall act as timekeeper for the above speeches and shall conduct the roll call vote(s) to determine the winning candidate.
4. The newly elected Speaker shall preside during the election of the Clerk. The rules of this election shall be the same as those for election of the Speaker, except that nominating speeches shall be limited to three minutes and the candidates shall not speak.
5. The Congress Director shall announce the assignment of delegates to their proper committees.
6. The only other business which shall be in order at the Opening Assembly shall be announcements by the Congress Director.

VII. MAIN COMMITTEE MEETINGS

1. At the time of advance registration for the Congress, the delegates may indicate preference on subtopics for committee memberships.

2. The Congress Director shall divide the delegates into as many Main Committees as may seem appropriate to the number of delegates registered in the Congress.
 - a. In assigning delegates to the Main Committees, the principle of proportional distribution according to Advance Party Registrations will be followed.
 - b. No more than one delegate from the same college will be assigned to the same committee. Not more than two delegates from the same school will be assigned to the same subtopic.
 - c. In order to provide a workable distribution of membership on the several committees, the Congress Director shall have full and final authority to select delegates by lot to be placed wherever necessary.
3. Each Committee shall be called to order by a Temporary Chair appointed by the Congress Director. Each Temporary Chair shall be responsible for securing from the Congress Director copies of the Advance Bills assigned to that Committee.
4. The Temporary Chair shall preside during the election of the Chair. A Secretary shall be elected for the Committee.
5. It shall be the essential purpose of each Committee to discuss the problem to which the Committee has been assigned and to develop legislative solutions to the problem stated in the form of a Bill which shall represent the consensus of the Committee.
6. As the construction of a well-conceived Bill is to be the basis of the work of the Committee, the order of business shall be:
 - a. The definition and delimitation of the problem to which the Committee has been assigned.
 - b. The analysis of the problem. This shall include consideration of the causes of the problem and the establishment of criteria to evaluate proposed solutions.
 - c. The consideration of proposed solutions. The Committee shall determine whether the Advance Bills shall be used as a basis for their deliberations or whether the Committee shall construct new Bills.
7. As soon as the essential content of a Bill has been decided upon, which must not be later than thirty minutes prior to the adjournment of the last meeting of the Committee, the Chair shall conduct the election of three members whose duty it shall be to give the Bills final form and phrasing and to represent the Main Committee at the meeting of the Joint Conference Committee. At least one of the three so elected shall be other than a member of the majority party of the Assembly and of the Committee.
8. While at all times delegates shall adhere to the highest standards of Parliamentary debate, the size of the Committee admits of greater informality than is possible on the floor of the Assembly; members shall be permitted to speak as often as they wish, subject to recognition by the Chair and to such limitations as may be decided upon by the Committee itself. The use of more formal Parliamentary procedures and voting should be as infrequent as possible in the committees.
9. If for any reason a minority of the Committee finds that it cannot support the Bills approved by the majority of the Committee, it may draft Minority Bills and elect a single representative whose duty it shall be to represent the Minority at meetings of the Joint Conference Committee.

VIII. JOINT CONFERENCE COMMITTEES

1. At the time designated in the Calendar, the Joint Conference Committees shall convene. The number of such Joint Conference Committees shall be determined by the Congress Director, taking into account (a) the number and nature of the public problems considered by the Congress and (b) the number of delegates working in Main Committees. The election of members of the Joint Conference Committees shall be as provided in Article VII, Sections 7 and 9.
2. Each Joint Conference Committee shall be called to order by a Temporary Chair appointed by the Congress Director.
3. The Temporary Chair shall preside during the election of the Chair and Secretary of the Committee.
4. The Secretary shall immediately read or circulate the Majority and Minority Bills submitted by delegates representing the Main Committees. After the Bills have been read, the Chair shall preside over the deliberations to determine whether these Bills shall be used as the basis for Committee action or whether the Committee shall construct new Bills using these Bills as a basis.
5. Any delegate, whether or not a member of a Joint Conference Committee, who dissents from any portion of the Bills may draw an amendment to be proposed from the floor of the General Assembly.
6. Each Joint Conference Committee shall elect one representative to the Steering Committee.

IX. STEERING COMMITTEE

1. There shall be a Steering Committee composed of the Speaker of the Assembly, the Clerk of the Assembly, the Majority Party Floor Leader, the Minority Party Floor Leader, the representatives of the Joint Conference Committees, the Congress Director, and Co-Director. The Congress Director shall chair the committee. This committee shall:
 - a. Determine the agenda for meetings of the General Assembly. The Steering Committee shall have the power to limit the agenda, selecting from the Bills reported from the Joint Conference Committees, so that thorough debate on the measures may occur.
 - b. Make available to all participants copies of Bills prior to the legislative session for which they are calendared.
 - c. Receive and approve for placement on the agenda any resolutions, memorials, communications, or similar matters which individual delegates or Congress Committees wish to bring before the Assembly.
 - d. Designate the order in which Bills shall be presented to the Assembly.
 - e. Fix the total time allowed for debate on each Bill and amendments.
 - f. Formulate and present to the Assembly any resolutions, memorials, or similar matters which it feels should properly come before that body or designate a Special Resolutions Committee to perform this function.
 - g. Meet with the Congress Director subsequent to the adjournment of the Congress or delegate to the Congress Director the function of editing and transmitting any Bills and Resolutions adopted by the Congress to the President of the United States, appropriate commit-

- tees of the Congress of the United States, to the Editor of the *Speaker and Gavel*, to such other organizations and individuals as shall be deemed appropriate, or as specified by action of the Assembly.
- h. All decisions of the Steering Committee regarding the agenda and time limits on debate shall be announced prior to the legislative session to which they apply.
 2. All Committee action shall be subject to appeal to the Assembly.

X. LEGISLATIVE ASSEMBLIES

1. The Speaker shall call the meeting to order; the Clerk shall call the roll and read the Minutes of the preceding Assembly and announcements submitted by the Steering Committee or the Congress Director.
2. The Speaker shall announce the order in which the bills shall be considered and the time for debate on each.
3. Bills and amendments shall be considered in the following manner:
 - a. The Speaker shall announce the time fixed for debate on the Bill.
 - b. The Bill shall be presented by one of its authors who shall move its adoption. Proponents shall be allowed a total of not more than six minutes in which to explain and defend the Bill.
 - c. Henceforth, delegates wishing to debate shall be allowed two minutes each and the Speaker shall alternate recognition of those favoring and opposing the Bill insofar as possible.
 - d. Any delegate desiring to amend the Bill shall present a written copy of the amendment to the Clerk not later than the close of the time allotted to the proponents to explain the Bill. At that time the Speaker shall ask if there are any proposed amendments not on the Clerk's desk. After this time, no more amendments may be received.
 - (1) The Steering Committee or such members of the Steering Committee as have been designated by that Committee shall screen these proposed amendments and impartially consolidate where amendments are similar. The Committee shall determine and the Speaker announce the time to be allocated to each amendment including any amendments to that particular amendment. When the allocated time has expired, the vote must be taken.
 - (2) A maximum of three minutes shall be allowed each proposer of an amendment to read, explain and defend the proposed amendment.
 - (3) Amendments to amendments may be presented from the floor to be followed by immediate presentation in written form to the Clerk.
- f. Throughout the debate upon any given Bill the Speaker shall not recognize any delegate who has previously spoken unless no other delegate is requesting the floor.
- g. The Speaker, or a delegate appointed by the Speaker, shall time the delegates during all debates. No delegate may exceed the time limits without consent of the Assembly by a two-thirds vote.
- h. The motion to refer to committee shall be in order. Motions to refer may include instructions to the committee. Unless the motion specifies the number of members, method of selections, and chair, these matters shall be determined and announced by the Speaker. A mo-

tion to refer an amendment shall take with it the motion to which the amendment applies.

- i. After all debate has been heard, the time limits reached, or the previous question moved and passed, the Bill before the Assembly for adoption shall be voted upon by roll call as provided in Article XIII.

XI. MEMBERSHIP

1. Any chapter of Delta Sigma Rho-Tau Kappa Alpha or any college or university specifically invited to the National Conference is entitled to send delegates to the Student Congress.
2. Delegates must be bone fide undergraduate students of the schools they represent. They need not be members of Delta Sigma Rho-Tau Kappa Alpha.
3. Each participating school shall be entitled to a maximum of four participating delegates at any one time. Any school may send as many students as it wishes, to be designated as alternates or observers. A participating delegate and an alternate may exchange status, it shall be at the discretion of the Faculty Sponsor of the school involved provided written notification of this exchange is submitted to the Congress Director and to the Clerk of the Assembly.

XII. BILLS, AMENDMENTS, RESOLUTIONS

1. Advance Bills may be prepared by delegates before the Congress convenes to be submitted to the appropriate Committees at the time they convene as tentative proposals for the Committee to consider.
2. Delegates desiring to submit Advance Bills shall observe the following procedures:
 - a. Each college may submit one Bill on each of the subtopic areas.
 - b. Any delegate desiring to submit an Advance Bill shall submit ten copies to the Congress Director not less than ten days prior to the Congress.
 - c. Any delegate submitting an Advance Bill may circulate copies of the Bill to chapters of Delta Sigma Rho-Tau Kappa Alpha in advance of the Congress.
3. All Advance Bills must be presented in this form:
 - a. They must be typewritten, duplicated, and double-spaced upon a single sheet of white $8\frac{1}{2} \times 11$ -inch paper.
 - b. The first line shall consist of these words: "Congress Bill Number _____."
 - c. The second line shall give the name of the student introducing the Bill together with the name of the school represented.
 - d. The first line shall state the title of the Bill beginning with the words, "AN ACT to," and continuing with a statement of the purpose of the Bill.
 - e. The text of the Bill proper must begin with the words: "BE IT ENACTED BY THE STUDENT CONGRESS OF DELTA SIGMA RHO-TAU KAPPA ALPHA:" The material following must begin with the word, "That". Each line of the material which follows must be numbered on the left margin of the page, beginning with "1."
 - f. Every section shall be numbered commencing at one. No figures

shall be used in the Bill except for the numbers of sections and lines. No abbreviations shall be used.

- g. The following is an illustration of the prescribed form for drafting bills:

Congress Bill Number _____

by Jane Doe, _____ University

(brief statement of purpose)

AN ACT to _____

BE IT ENACTED BY THE STUDENT CONGRESS OF DELTA
SIGMA RHO-TAU KAPPA ALPHA

1. Section 1. That the
 2. and
 3. Section 2. That
4. Bills prepared by each Main Committee for recommendation to the Joint Conference Committee shall follow the same form as prescribed for Advance Bills with the following exceptions:
- a. They shall not be limited in length.
 - b. The second line shall consist of the words: By (then, insert the name of the committee) followed by the names and schools of the delegates authoring and supporting the Bill.
5. New Bills prepared by each Joint Conference Committee for recommendation to the General Assembly shall follow the same form as prescribed for Committee Bills.
6. The proper form for amendments shall be one of the following:
- a. "I move to amend by striking out the words . . ." or
 - b. "I move to amend by substituting the words . . ." or
 - c. "I move to amend by adding the words . . ." or
7. Bills passed by the General Assembly shall be signed by the Speaker and Clerk, and two copies shall be delivered to the Congress Director.
8. In the event the Assembly fails to pass any Bill properly brought before it, no Bill may be offered to the Assembly. If the Assembly wishes to express itself with regard to matters other than those relating to the official Committee problems but within its proper range of action it may consider such motions as are approved by the Steering Committee in the form of Resolutions.

XIII. VOTING

1. In the Assemblies, the Committees, and the Caucuses each individual delegate is entitled to one vote. Delegates are free to vote as they choose without regard to how other delegates cast their ballots.
2. Roll call votes shall be used in electing officers or in taking final action upon Bills. In the Assembly all roll calls will be by schools and one delegate from each school should respond and report the votes of that delegation.
3. In all meetings of the Congress no delegate shall be privileged to change a vote after the vote has been declared by the presiding officer. Any change of vote prior to that moment shall be reported from the floor by the delegation making the changes.

4. In the event that official responsibilities require that a delegate be absent for a portion of a meeting, he may vote by proxy by submitting his vote to the Clerk or Secretary in written form, but only on the specific motions pending at the time of the delegate's departure. Such proxies shall be void if the motion to which they apply is changed in any manner.
5. Guests and observers shall be seated in an area clearly separated from that of the participating delegates. This makes possible more efficient conduct of business and accurate determination of votes.

XIV. POWERS AND DUTIES OF OFFICERS

1. The Speaker of the Assembly shall call the meeting to order; preserve order and decorum; name the one entitled to the floor; decide all questions of order, subject to appeal to the Assembly; not be required to vote in ordinary legislative proceedings but may; and put questions.
2. The Clerk of the Assembly shall have the care and custody of all papers and records; serve as Clerk of the Steering Committee; arrange in proper order all the business of the Assembly; keep the minutes of the Assembly; conduct voting by roll call, tabulate and announce the results, receive and list in order of receipt amendments to Bills; and deliver two copies of all Bills passed by the Assembly together with copies of the minutes to the Congress Director.
3. The Chair of a Committee shall have responsibilities within the committee parallel to those of the Speaker in the Assembly.
4. The Secretary of a Committee shall have responsibilities within the committee parallel to those of the Clerk in the Assembly.

XVI. MISCELLANEOUS

1. In the Assembly, the unqualified motion to adjourn is a main motion because its effect would be to dissolve the Congress *sine die*.
2. In cases not covered by these Rules, the provisions of the latest edition of Roberts' *Rules of Order* shall apply.
3. Awards to participants shall be made in accordance with the provisions of the National Conference Committee. Awards shall be made by a vote of the delegates in a secret ballot in which each delegate rank orders, "those four delegates who made the greatest contribution to the effectiveness of the Student Congress."
4. The Board of Review of the National Conference of Delta Sigma Rho-Tau Kappa Alpha has full and final authority to answer any questions and to settle any problems which may arise within the Student Congress that cannot be resolved by the Congress Director.

SPEAKER and GAVEL

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