



# CHSSA 2018-19

## Rules and Regulations

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## ARTICLE I: Finances

### Section 1. Assessments and Fees

A. School Assessments: All member schools shall pay a one hundred dollar yearly assessment regardless of school population.

1. Assessment forms are available on the CHSSA website (cahssa.org). Each school shall mail its assessment amount along with two copies of the assessment form properly filled out to the appropriate Area Chairperson whose address shall be found at the bottom of the form.
2. All checks should be made payable to CHSSA. No personal checks shall be accepted. Only school checks, money orders, or cashier's checks shall be accepted.
3. December 1 of each year shall be the deadline for payment. A late fee of \$20.00 shall be assessed for payment after December 1.
4. The Area Chairperson shall record the payment and forward the check and a copy of the assessment form to the CHSSA Treasurer. No school shall be officially a member of CHSSA until the Treasurer records the proper assessment and form.
5. Membership privileges include representation by elected members of the CHSSA council and status as a CHSSA member school in good standing.

B. State Tournament Fees: All fee amounts will be set by the Executive Council. Contestant schools in the CHSSA State Tournament shall pay fees as outlined below:

1. An entry fee per person per event.
2. A School Fee per school
3. Checks for entry fees shall be made payable to CHSSA and sent to the appropriate Area Chairperson with entry forms. No personal checks shall be accepted. Only official school checks, money orders, or cashier's checks shall be acceptable.
4. Judging Deposit:
  - a. Each school entered in the State Tournament shall be required to include a \$100.00 refundable judging deposit with and in addition to entry fee payment. Schools that fail to fulfill judging obligations will be fined \$100 per missed round.
  - b. Failure to fulfill the school's assigned judging obligation shall result in forfeiture of the \$100.00 deposit.
  - c. Schools that fulfill their judging obligations have the option of receiving a refund of the \$100 deposit or having it applied to the CHSSA assessment fee for the following year.

C. Delinquent Payments

1. Schools whose fees and/or assessed penalties for the current or previous year have not been paid by the established deadline will be considered delinquent.



Delinquent schools lose their status as "schools in good standing" and their students are ineligible for competition in state qualifying tournaments.

2. CHSSA yearly assessment, including all delinquent fees, must be paid on or before two weeks prior to the first state qualifying contest that the school enters.
3. Those schools that compete in the State Tournament and are discovered delinquent in payment of their assessments may not participate in the State Tournament the following year unless their delinquent payments are paid from the year of the infraction plus a \$50 fine. Both the delinquent payment and the fine must be paid no less than 90 days prior to the State Tournament.
4. Area Chairpersons and CHSSA State Tournament director shall enforce the above.

D. Associate Memberships and Fees. An individual, business, or corporation or any institution (other than a secondary school) that does not sponsor a high school speech program may obtain an associate membership. The associate member CHSSA shall pay \$20.00 dues per year. (September - August) CHSSA services, including curriculum materials and publications shall be available to all associate members in good standing.

1. Explanation of application and dues for associate membership may be obtained by contacting the CHSSA organization [see website].
2. Associate membership application and checks shall be sent directly to the CHSSA Treasurer. No personal checks shall be accepted. Only official school or business checks, money orders, or cashier's checks shall be acceptable.
3. The Treasurer shall record the payment and notify the President, Vice President Activities and the appropriate Area Chairperson.
4. Associate membership fees do not count toward Area totals for allocation of State Tournament qualifiers. Associate members are not eligible for participation in state qualifying or State Tournaments.

## **Section 2. Financial Management**

A. All fees shall be received by the Area Chairperson and promptly delivered to the CHSSA Treasurer.

B. All CHSSA funds shall be held, disbursed, and accounted for by the CHSSA Treasurer.

1. Funds shall be disbursed according to the CSSC approved yearly budget.
2. At the direction of the President, emergency or unexpected expense disbursements may be made subject to CSSC approval at the next regular meeting of the CSSC.
3. The Treasurer shall receive budget requests until the Fall CSSC meeting



and shall submit a budget for CSSC approval at the Fall meeting.

- C. All CHSSA funds shall be used for the statewide activities of CHSSA, including publications, the State Tournament, and operating expenses.
  
- D. Authorized travel on CHSSA business at the direction of the President or with approval of the CSSC that would be otherwise uncompensated, shall be compensated as follows:
  - 1. Travel by private auto shall be compensated at the rate of 50 cents per mile.
  - 2. Travel by public transportation shall be compensated by the actual fare.
  - 3. Other necessary expenditures such as hotel and meal cost shall be compensated.
  
- E. The expenses of office incurred by the President, Vice President-Activities, Vice President-Curriculum, Director-Public Relations, Editor, Treasurer, Secretary, Historian, Legal Counsel, Area Chairpersons, and Area Curriculum Representatives shall be reimbursed by the Treasurer from the general funds. These expenses include travel, lodging, meals, postage, telephone calls, printing and other incidental costs resulting from the conduct of official CHSSA business. Receipts for all expenses must be submitted to the Treasurer prior to reimbursement.
  
- F. The expenses of the Representatives-at-Large shall be paid by the Leagues of the Areas they represent. Each League shall be assessed a proportionate amount to cover the expenses. These expenses include travel, postage, telephone calls, printing, and other incidental costs resulting from the conduct of official CHSSA business.



## 2016-2017 CHSSA BY-LAWS

## ELECTIONS/MEETINGS

### ARTICLE II: Elections/Meetings

**Section 1** The President, the Vice President Activities, and the Vice President Curriculum shall be elected from among and by the members of the California State Speech Council at the annual CSSC meeting held at the spring meeting after the State Tournament. Candidates must declare their candidacy no less than three weeks prior to the state tournament in the current competitive year. If there are multiple candidates, each will provide to the President a statement of no more than more than 200 words and a photo for publication on the CHSSA website. Candidates may be elected for more than one term. Only those people who declare by the deadline may be elected at the spring meeting. The term of office shall be one year: July 1 to June 30 of the following year. A candidate may serve multiple sequential terms.

**Section 2** The League President shall be elected to the CSSC by the member schools of the League.

**Section 3** Individuals wishing to run for Area Chairperson, other than the incumbent, must declare their candidacy to the election official appointed by the CHSSA President by March 1 and provide a statement of no more than 200 words and a photo for publication. Those declaring their candidacy must be affiliated with a school from within that Area. The election official for the Area will send out the declaration(s) and picture(s) along with a ballot to each member school by email by March 15. The member schools of each Area will then popularly elect Area Chairpersons by returning completed ballots electronically or in hard copy to the election official for the Area no later than May 1. The election official will record which schools submitted a ballot, then produce a set of ballots with school and personal identifying information removed. At the Spring CHSSA meeting, the Area Chairs from the other three Areas will each, independently, count the ballots and confirm the results. When all results match, they will be given to the CHSSA president who will send results of the election to each Area following the meeting.

**Section 4** Incumbent elected CSSC officers, including President, Vice President Activities, Vice President Curriculum, and Area Chairs, not seeking reelection must declare this intent at the Winter Meeting, or no later than January 15 of their term.

### **Section 5**

**A. Meetings-Quorum:** For the purpose of conducting meetings and any and all business, a quorum must be present. A quorum is three-fourths of the total voting membership on council [ref. *CHSSA Constitution*, Article IV]. The presence of a quorum shall be established at the roll call and shall be sufficient for the continuance of the meeting and conduct of business until the meeting is adjourned. Should the number of members present at the meeting fall below the quorum, the meeting may continue with the approval of a majority vote of the members present, but business may no longer be conducted until a quorum is re-established.



**B. Meetings – Rules:** In the absence of any stipulation in these By-Laws or in common practice as agreed by consensus of the members present, the most recent version of Robert’s Rules of Order shall provide the parliamentary authority for conduct of meetings and business of the CSSC.

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## ARTICLE III: Duties

### Section 1. President

- A. The President shall preside at all meetings of the CHSSA and the CSSC. If the President is unable to attend a meeting, a member of the Executive council may be designated as a substitute for that meeting.
- B. The President or designee shall represent the CHSSA in all professional relationships, including, but not limited to, those with member and non-member schools, the California Department of Education, the National Federation of High Schools, the National Speech and Debate Association (NSDA), post-secondary institutions, and civic organizations and shall report on official actions, correspondence, and activities conducted for the CHSSA at the CSSC meetings.
- C. The President shall appoint the Coordinator of Public Relations, Secretary, Editor, Treasurer, and Historian.
- D. The President calls for meetings of the CSSC and establishes the agenda for the meetings according to the needs of the CSSC, the carry-over business from previous meetings, and the Constitution and By-Laws of the CHSSA. Dates of meetings shall be set at the spring meeting for the following competitive year.
- E. The President shall receive and review the minutes of each meeting of the CSSC and have them posted to the CHSSA website within two weeks following the meeting.
- F. The President shall be responsible for monitoring and recording all CHSSA By-Law changes and making and distributing the complete revised version by October 1 of each competitive year.
- G. The President shall be responsible for monitoring the process for and recording and distribution of any changes to the CHSSA Constitution.
- H. The President shall maintain a complete record of correspondence conducted on behalf of the CHSSA, all minutes from the CSSC meetings, and a copy of an updated Constitution and By-Laws.
- I. The President will monitor content posted on the CHSSA Website, assigning at his/her discretion necessary editorial duties and passwords to all appropriate executive officers.
- J. The President shall establish a means to evaluate the progress annually of the CHSSA organization toward the goals established by the CSSC, including a State Tournament evaluation. A report on the evaluations of the State Tournament shall be presented at the first CSSC meeting following the State Tournament each year.
- K. The President shall serve on the following committees: 1) State Tournament Committee; 2) Grievance Committee; 3) Protest Committee; 4) NFHS-Debate Wording Committee (or shall designate a Representative)
- L. The President or designee shall conduct the official distribution and collection of ballots for the voting process for the national debate topic selection process.
- M. The President shall conduct a general, non-legislative meeting for all CHSSA member coaches at the State Tournament. [This session shall be for information and opinion-gathering, not legislation.] The meeting should be conducted at a time during the State Tournament when a majority of coaches can be in attendance.
- N. The President shall complete any other tasks or duties of a special nature as directed by the CSSC.



## **Section 2. Vice President Activities**

- A. The Vice President Activities shall serve as coordinator of forensic activities whose primary responsibility shall be the conduct and operation of the State Tournament through the following:
  - 1. acting as the official CHSSA contact with the host school and the Area Chairperson who is in contact with the host school for all tournament arrangements.
  - 2. establishing the official time schedule for the State Tournament in conjunction with the host school and the State Tournament Committee.
  - 3. arranging the acquisition and delivery of all tournament equipment, supplies, and materials, including all awards for the State Tournament.
  - 4. appointing all personnel required for operation of the State Tournament.
  - 5. accepting entries from the Area Chairpersons.
  - 6. assigning code designations to Areas, if computer registration is unavailable.
  - 7. overseeing the operation of the State Tournament as prescribed by the By-Laws.
  - 8. distributing the results of the State Tournament to participating schools.
- B. The Vice President Activities shall conduct a meeting for all League presidents during CSSC meetings.
- C. The Vice President Activities shall serve on and collaborate with the State Tournament Committee.
- D. The Vice President Activities shall assume the tasks of the President when so directed either by the President or by a three-fourths vote of the CSSC.
- E. The Vice President Activities shall report to the CHSSA president on official actions, correspondence, and activities conducted for the CHSSA.
- F. The Vice President Activities shall complete other tasks or duties of a special nature as directed by either the President or the CSSC.

## **Section 3. Vice President Curriculum**

- A. The Vice President Curriculum shall serve as coordinator of curricular activities. The primary responsibility shall be to produce and distribute materials of usefulness to classroom teachers as well as extra or co-curricular coaches through the following:
  - 1. seeking, developing, and producing new materials for distribution.
  - 2. maintaining a supply of CHSSA produced curriculum materials.
  - 3. distributing materials to schools directly, through curriculum representatives, or through the CHSSA website.
- B. The Vice President Curriculum shall conduct meetings for Curriculum Representatives during CSSC meetings. At these meetings materials shall be distributed, assignments shall be made for the development of new materials, and discussion shall be held on improving speech communication curriculum in California.
- C. The Vice President Curriculum shall serve on the Curriculum Committee and the State Tournament Committee.
- D. If the Vice President Activities is unable to do so, the Vice President Curriculum shall assume the tasks of the President when so directed by the President.





- E. The Vice President Curriculum shall report at the CSSC meetings on official actions, correspondence, and curricular activities conducted for the CHSSA.
- F. The Vice President Curriculum shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.

#### **Section 4. Coordinator of Public Relations**

- A. The Coordinator of Public Relations shall, at the discretion of the President and by the President's direction, organize and direct the following:
  - 1. acquisition of sponsors for the CHSSA organization and for the State Tournament
  - 2. communication with appropriate agencies to promote speech and debate as part of secondary school curriculum
  - 3. communication with appropriate news media regarding the conduct and achievements of the CHSSA, including the State Tournament.
  - 4. coordination of all publicity and appropriate public relations for CHSSA and the State Tournament.
- B. The Coordinator of Public Relations shall attend all meetings of the CSSC and, at the CSSC meetings, report on official actions, correspondence, and public relations activities conducted for the CHSSA.
- C. The Coordinator of Public Relations shall assist in providing material for the CHSSA website.
- D. The Coordinator of Public Relations shall complete other tasks or duties of a special nature as directed by the President.

#### **Section 5. Area Chairs**

- A. The primary responsibility of the Area Chair shall be to administer the business of the CHSSA in the Area in which the Area Chair is elected. These duties include
  - 1. certifying official League state qualifying tournament results.
  - 2. appointing Area Curriculum Representatives and Area Representatives at Large in consultation with the League Presidents within the Area
  - 3. collecting, recording, and forwarding to the Treasurer all assessment receipts from the schools in the Area, maintaining records of all assessments received for use during the allocation of qualifiers.
  - 4. posting a regularly updated list of paid schools on the CHSSA website or on a separate website accessible to all Area members
  - 5. collecting and forwarding to the Treasurer all entry fees and judging fees for the State Tournament, including a list of coaches who have paid judging fees.
  - 6. setting the date, time, and place of League run-off State Qualifying tournaments
  - 7. monitoring all entry forms and materials for the Area, checking all materials for compliance with CHSSA rules, and submitting those materials to the Vice President Activities at the State Tournament.
  - 8. conducting registration at the State Tournament for schools from the Area.
  - 9. meeting with the Executive Council, all Area Chairpersons and the tournament director during the Spring meeting of the CSSC to distribute qualifiers to the



Areas; and meeting with League Presidents of the Area during the Spring meeting of the CSSC to monitor the distribution of qualifiers within the Area.

10. meeting with the Executive Council at all CSSC meetings.

B. The Area Chairperson shall attend all CSSC meetings and shall maintain and publicize as follows:

1. current rosters of paid member schools
2. the status of the Area.
3. report on potential sites for State Tournaments within the Area, as required:

C. The Area Chairperson hosting the State Tournament may act as a liaison to the host school for the Vice President Activities. Additional duties for the Area Chairperson shall include provision of hotel contacts, recruitment of local judges, arrangement of hospitality, etc. These tasks may be delegated to the League nearest the host site.

D. The Area Chairperson shall conduct meetings of the members of the CSSC from the Area at CSSC meetings, including League Presidents, Representatives at Large, and Curriculum Representatives.

E. The Area Chairperson shall serve on the State Tournament Committee and the Protest/Grievance Committee

F. The Area Chairperson shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.

## **Section 6. Editor**

A. The primary responsibility of the Editor shall be to regularly update, and maintain the CHSSA website (chssa.org) and social media sites (i.e. Facebook and Twitter) by posting relevant news, information, or other materials as deemed appropriate. The Editor will work alongside the multiple state committees (i.e. PR, State, Curriculum, Debate, etc.) to post new information and resources as they are developed.

B. The secondary responsibility of the Editor shall be to create and publish the State Speech Bulletin electronically and/or in hard copy.

C. The State Speech Bulletin, and CHSSA website, shall take no editorial position without prior approval of the CSSC, although opinions may be expressed by members in articles or letters to the Editor. The Editor shall supervise the content which may include, but is not limited to: 1. results of the State Tournament and bibliographies of speeches and selections and/or sample copies of speeches from State Tournament events; 2. reports and articles of interest, including curricular material.

D. The Editor shall distribute by electronically posting and/or e-mailing the California Speech Bulletin as follows:

1. Fall edition: distributed to all member schools in good standing, plus former member schools and other academic institutions determined by the Editor. The Editor, Treasurer, and President should maintain copies of the master mailing list and update the list periodically.
2. Winter/spring edition: distributed only to current member schools based upon the official lists provided by the Area Chairpersons at the winter CSSC meeting. The winter/spring edition should be published electronically and/or emailed prior to the end of March.

E. The Editor shall see to all aspects of publication of the State Speech Bulletin including

1. seeking suitable materials for publication
2. typing and layout of materials
3. distribution of the publication

F. The Editor may solicit for advertising in the State Speech Bulletin, and on the CHSSA website. Fees for



advertising shall be established by the Executive Council. All revenue from the State Speech Bulletin, and CHSSA website, shall be submitted to the Treasurer and shall be first utilized for the publication costs of the State Speech Bulletin, and maintenance costs of the CHSSA website, with excess revenue used for general expenses of the CHSSA.

- G. The Editor shall attend all meetings of the CSSC.
- H. The Editor shall provide the President and Treasurer with an accurate accounting of revenue and publication expenses each year, if any.
- I. The Editor shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.
- J. The Editor shall provide the President and Treasurer with an accurate accounting of revenue and publication expenses each year, if any.
- K. The Editor shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.

## **Section 7. Secretary**

- A. The primary duty of the Secretary shall be to record the minutes of the meetings of the CSSC, including the following:
  - 1. Sending a draft of the minutes to the CHSSA president within one week following the meeting.
    - a. These minutes shall include summaries of all discussions, including those which precede votes on motions and by-law revisions.
    - b. For each proposed by-law revision, these minutes shall also include the actual revised text of the affected by-law(s). This revised by-law text shall be provided for each proposed revision, regardless of the Council's disposition (pass, fail, remand) on said revision.
  - 2. maintaining a file of the minutes of all past CSSC meetings, which file shall be submitted to the President at the conclusion of the Secretary's term of service.
  - 3. calling roll at CSSC meetings and recording all official proxy members in attendance.
  - 4. providing a roster of CSSC members, which roster should include both home and school mailing addresses (both postal and electronic mail when applicable), fax numbers, and telephone numbers. This roster shall be sent to members as soon as possible following each meeting.
  - 5. providing extra copies of the minutes of the preceding meeting for CSSC members.
- B. The Secretary shall attend all meetings of the CSSC.
- C. The Secretary shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.

## **Section 8. Treasurer**

- A. The primary duty of the Treasurer shall be to administer funds of the CHSSA according to the organization's status as a non-profit (401C), the CHSSA Constitution and By-Laws and/or by direction of the CSSC, including the following:
  - 1. collecting all assessments from member schools as reported and delivered by the Area Chairpersons, maintaining accurate records of payments of assessments by League and by Area.
  - 2. forwarding to all Area Chairs an updated list of schools that have paid CHSSA dues for that year and the amounts each school has paid.



3. collecting and recording any associate memberships.
  4. collecting all State Tournament fees as reported and delivered by the Area Chairpersons.
  5. maintaining accurate records of all CHSSA income and expenses.
  6. maintaining all CHSSA bank accounts.
  7. paying all CHSSA expenses and maintaining all receipts on file.
  8. maintaining and filing all tax returns, forms, and account records required by state and federal governments.
  9. presenting the CSSC with financial statements and budget reports at all meetings; presenting a budget for adoption at the fall meeting.
  10. providing the official assessment accounting at the spring meeting of the CSSC for use in the allocation of qualifiers.
  11. submitting all records and accounts to the President at the conclusion of the Treasurer's term of office.
- B. The Treasurer shall attend all meetings of the CSSC.
- C. The Treasurer shall complete other tasks or duties of a special nature as directed either by the President or by the CSSC.
- D. The Treasurer and the Vice President Public Relations shall be responsible for booking accommodations for all CHSSA functions, including CSSC meetings and the State Tournament. In case a CHSSA function or CSSC meeting is canceled, the organization (CHSSA) rather than the individuals who contracted for facilities shall be responsible for any financial demands made by the contracted facility. CHSSA shall not be responsible for payment of any charges resulting from untimely cancellations by any individual, school or group that has made reservations for contracted hotels or facilities.

## **Section 9. Historian**

- A. The Historian shall serve as archivist for the CHSSA. The primary responsibility shall be the collection and preservation of all records, files and correspondence that reflect and detail the operations of the CHSSA.
- B. The Historian shall organize and direct the acquisition of oral histories or other interviews with members of the Hall of Fame, or any persons to be identified by the Historian, as they pertain to the CHSSA, its mission and activities.
- C. The Historian shall attend all meetings of the CSSC and report on official actions, correspondence, and activities conducted for CHSSA.
- D. The Historian shall assist the Coordinator of Public Relations with materials for the CHSSA website.
- E. The Historian shall complete other tasks or duties of a special nature as directed by the President.

## **Section 10. Legal Counsel**

- A. The Executive Council shall choose and retain appropriate legal counsel as needed. By request of the CHSSA president or designee, the Legal Counsel shall attend meetings of the Executive Council, the CSSC and the CHSSA as needed.
- B. At Legal Counsel's discretion for remuneration, agreed upon with Executive Council, the Legal Counsel shall provide advice, legal service and representation as requested by the Executive Council.



## **Section 11. League President**

- A. The primary responsibility of the League President shall be to collaborate with League members to determine their concerns and attend all meetings of the CSSC to represent those League interests in CSSC legislative deliberation and decision-making. The League President is then responsible for reporting the proceedings of the CSSC meetings to the League.
- B. The League President must be a member of a standing committee and attend all committee meetings.
- C. The League President must attend meetings held for League Presidents by the Vice President Activities at each CSSC meeting.
- D. At the fall meeting of the CSSC, the League President will provide the Vice President Activities and Area Chairs, a roster of all League member schools and a schedule of League state qualifying tournaments.
- E. The League President should ensure that all schools in the League properly complete CHSSA assessment forms and pay CHSSA assessments by the established deadline.
- F. At the spring meeting of the CSSC, the League President must meet with the Area Chairperson to verify and allocate the state qualifiers for the following year to all Leagues within the Area.
- G. The League President is responsible for ensuring that the schools and students in all state qualifying tournaments have met CHSSA criteria for legitimate participation and that all state qualifying tournaments in the League are run in accordance with the CHSSA Constitution and By-Laws.
- H. The League President is responsible for ensuring that all manuscripts, scripts, and other materials required for state qualifying tournaments are in compliance with CHSSA By-Laws.
- I. The League President is responsible for participating in any transfer request that involves his/her league.
- J. The League President shall complete other tasks or duties of a special nature as directed by the CSSC.

## **Section 12. Curriculum Representative**

- A. The primary duty of the Curriculum Representative is to assist with the development and distribution of curriculum materials, and to provide schools in the Area with information regarding the availability of curriculum materials provided by CHSSA.
- B. The Curriculum Representatives must attend all meetings of the Curriculum Committee.
- C. The Curriculum Representative shall assist the Vice President Curriculum in providing professional services assigned to the curriculum development of the CHSSA, including but not limited to workshops and conferences.
- D. The Curriculum Representative should provide the Editor with materials for publication in the State Speech Bulletin and/or should, with the CHSSA President's approval, post free materials on the website.
- E. The Curriculum Representative shall complete other tasks or duties of a special nature as directed by the CSSC.



## **Section 13. Representative at Large**

- A. The primary duty of the Representative at Large shall be to provide schools and school personnel in his/her Area with information to encourage them to join CHSSA.
- B. The Representative at Large must collaborate with League members in the Area to represent the interests of the Area in the legislative functions of the CSSC.
- C. The Representative at Large must attend all CSSC meetings.
- D. The Representative at Large must serve on a standing committee.
- E. The Representative at Large shall complete other tasks or duties of a special nature as directed by the CSSC.



## ARTICLE IV: COMMITTEES

### Section I. Standing Committees

The standing committees shall report to the CSSC at the regular council meetings. Motions to revise the Bylaws in regard to rules for competition must be submitted first to the appropriate Standing Committee before consideration by the CSSC. The individual(s) submitting the rules change may attend the meeting of the appropriate Standing Committee. The Standing Committee shall make a majority report and, if needed, a minority report to the CSSC regarding the proposal for change. The President, at his/her discretion, may remand to a Standing Committee any matter brought before the CSSC as a motion of New Business, provided that the matter be substantially within the purview of the Standing Committee, to be reported the Standing Committee with recommendation at the next meeting of the CSSC following, at which meeting the matter may be considered. In no instance, save by 3/4 affirmative vote of the entire CSSC, may such a matter so remanded be considered prior to the report of the Standing Committee. The President, in consideration of the committee, shall appoint the chairs of the standing committees. The following standing committees have been established for the CSSC: Curriculum Committee, Congress Committee, Debate Committee, Individual Events Committee, and Public Relations Committee.

- A. All CSSC members are required to be members of one of the standing committees.
  - 1. CSSC members shall meet with and participate in the activities of a committee of their choice, so long as each Area is represented. In the event that an Area is unrepresented on any standing committee, the Area Chair will assign a representative from that Area to fill the vacancy.
  - 2. The Vice President-Curriculum and the Curriculum Representatives must be members of the Curriculum Committee.
  - 3. The Debate Committee shall include the representative to the NFHS Debate Wording Committee.
  - 4. Time shall be provided for these standing committees to meet prior to the CSSC meeting. This time block shall be reserved for the standing committees and not conflict with other meetings.
  - 5. The **Executive Committee** is an exception to the members' choice of committee. Only CHSSA officers, elected and appointed, may be members of the Executive Committee, including the President, Vice President Activities, Vice President Curriculum, Coordinator of Public Relations, Secretary, Editor, Treasurer, Historian and Area Chairs, and the chairs of the standing committees. This Executive Council will meet regularly prior to every CSSC meeting. The meeting time shall not conflict with other committee meeting times.
- B. The functions and duties of the standing committees shall be as listed herein, as directed by the CHSSA President, or by the expressed will of the CSSC.
  - 1. The **Curriculum Committee** shall formulate, produce, and disseminate curricular



- materials of use and interest to the CHSSA membership.
- a. The Curriculum Committee shall advance the academic recognition of speech and debate by high schools and institutions of higher learning.
  - b. The Curriculum Committee shall produce, update, and distribute to CHSSA members curricular documents and other useful information.
  - c. The Curriculum Committee shall undertake such other activities as directed.
2. The **Congress Committee** shall formulate rules and procedures to facilitate the Congress event.
- a. The Congress Committee shall receive and select the necessary number of bills and resolutions to be used at the State Tournament from the bills and resolutions submitted by the leagues.
  - b. The Congress Committee shall be responsible for writing and distributing the yearly Congress Handbook.
  - c. The Congress committee shall undertake such other activities as directed.
3. The **Debate Committee** shall formulate rules and procedures to facilitate all forms of debate: Policy, Lincoln-Douglas, Parliamentary, and Public Forum.
- a. The chair of the Debate Committee shall be designated as the member of the NFHS Debate Wording Committee from California.
  - b. The Debate Committee shall undertake such other activities as directed.
4. The **Public Relations Committee** shall formulate and implement a strategy to increase the public awareness of competitive and curricular speech and debate in California.
- a. The Public Relations Committee shall be responsible for the production and distribution of the State Tournament Program.
  - b. The Public Relations Committee shall develop and disseminate materials, examples, or kits to assist CHSSA members in generating positive publicity for their programs.
  - c. The Publicity Committee shall undertake such other activities as directed.
5. The **Individual Events Committee** shall suggest rules and procedures to facilitate individual events competition.

## **Section 2. Ad Hoc Committees**

Ad hoc committees may be instituted by the will of the CSSC or appointed by the President.

- A. Ad hoc committees shall have a specific mandate from the council and an explicit function.
- B. The President shall appoint the members of any ad hoc committee during the council meeting where and when that committee is established.
  1. As far as possible, each of the four Areas should be represented on each ad hoc committee.
  2. The maker of the motion establishing an ad hoc committee shall be designated as chair of that committee.





- C. Ad hoc committees shall meet at a time prior to the CSSC meeting. This time shall not conflict with the meeting of any standing committee.
- D. Ad hoc committees shall report progress at CSSC meetings.
- E. All ad hoc committees shall expire at the meeting one year after that committee is established. An ad hoc committee expiring under this sunset rule may be continued for one more year by the express will of the CSSC during which time the specific committee mandate or task must be achieved or abandoned.

### **Section 3. Special Standing Committees**

Special standing committees are those committees that are established in the CHSSA By-Laws or the CHSSA Constitution. These committees, except where noted, do not have regular meetings. They meet as needed to resolve issues as presented. Meetings by telephone or computer may be substituted due to factors of immediacy or distance. (Cf. Constitution, Article VI; By-Laws Articles III, IV, V, and VII).

- A. **Protest Committee** (cf. Constitution Article VI, Section 2; By-Laws Articles I, XIV, and XV) consisting of the President and the four Area Chairs, whose authority shall be the following:
  - 1. to investigate allegations of violation of the Constitution and By-Laws or other unethical conduct, with power to reprimand or censure a member school and/or its coach of record.
  - 2. to hear all protests and grievances at the State Tournament, with power to disqualify a contestant.
- B. **State Tournament Committee**, consisting of all members of the Executive Council and chaired by the Vice President Activities.
- C. **League Establishment/League Transfer Committee**, consisting of all League Presidents and chaired by the CHSSA President.



## ARTICLE V: Leagues

### Section 1. League Boundaries

#### A. Area One

1. Schools in the following group of counties shall be eligible for membership in the **Coast Forensic League (CFL)**:

Monterey	Santa Clara	San Mateo
San Benito	Santa Cruz	

2. Schools in the following group of counties shall be eligible for membership in the **Golden Gate Speech Association (GGSA)**:

Alameda	Marin	Siskiyou (W of Yreka)
Contra Costa	Mendocino	Solano (SW of Hwy 12)
Del Norte	Napa	Sonoma
Humboldt	San Francisco	Trinity
Lake		

#### B. Area Two

1. Schools in the following group of counties shall be eligible for membership in the **Capitol Valley Forensic League (CVFL)**:

Butte	Lassen	Plumas	Siskiyou (E. of Yreka)
Colusa	Modoc	Sacramento	Sutter
El Dorado	Nevada	Shasta	Tehama
Glenn	Placer	Sierra	Yolo

2. Schools in the following group of counties shall be eligible for membership in the **Yosemite Forensic League (YFL)**:

Alpine	Mariposa	Solano (NE of Hwy 12)
Amador	Merced	Stanislaus
Calaveras	San Joaquin	Tuolumne

3. Schools in the following group of counties shall be eligible for membership in the **Southern Valley Forensic League (SVFL)**:

Fresno	Kern	Madera
Inyo	Kings	Tulare

#### C. Area Three



1. Schools in the following geographic areas counties shall be eligible for membership in the **Tri-County Forensic League (TCFL)**:

San Luis Obispo	Ventura
Santa Barbara	those parts of Los Angeles County outside of CBSR, WBFL and SCDL.

2. Schools in the following geographic areas shall be eligible for membership in the **Southern California Debate League (SCDL)**:

- Western boundary: Los Angeles River to Interstate 5, north to the northern city limit of Glendale, across to the southern boundary of Angeles National Forest
- Eastern boundary: West boundaries of the Pomona and Bonita School Districts
- Southern boundary: Los Angeles County line

3. Schools in the following geographic areas shall be eligible for membership in the **Western Bay Forensic League (WBFL)**:

- Western boundary: Hwy 27 north to Mulholland Drive;
- Northern boundary: Mulholland Drive to Barham, then Barham to the southern border of the city of Burbank; then to Interstate 5;
- Eastern boundary: contiguous with Southern California Debate League western boundary.

#### D. Area Four

1. Schools in Orange County shall be eligible for membership in the **Orange County Speech League (OCSL)**.
2. Schools shall be eligible for membership in the **Citrus Belt Speech Region (CBSR)** if they are in Riverside County, San Bernardino County, or those areas of Los Angeles County within the physical boundaries of the Bonita, Claremont, and Pomona School Districts.
3. Schools in the following group of counties shall be eligible for membership in the **San Diego Imperial Valley Speech League (SDIVSL)**: Imperial, San Diego.

- E. For geographic convenience and only with approval of both the Area Chairpersons involved, a school located near an Area border may be transferred from one Area to another at the request of the school.

- F. League transfers: If a school within the geographical area of a recognized league desires to affiliate with and/or participate in the activities of another league, the request must be submitted in writing to the presidents of the two leagues. State assessments shall count for the league to which the school transfers. To apply for a transfer, a school must be current in its payment of dues to its home league and to CHSSA. A two-thirds affirmative vote of the member schools of each league is required to allow this transfer. This decision must be declared no later than December 15. If the applying school or any league presidents involved in the transfer wish to appeal the



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decision, s/he may submit the appeal in writing to the CHSSA President and the Area Chairpersons no later than January 1 of the current competitive year. The decision of the CHSSA President and the four Area Chairpersons shall be final. The Area Chairperson shall report any and all League transfers at the Winter Meeting of the CSSC or no later than January 15 of the current competitive year.



## ARTICLE VI: Hall of Fame

**Section 1.** History: A Hall of Fame shall be instituted for the CHSSA speech coaches beginning with the 1986-1987 school year. The selection process for the first Hall of Fame members follows: The first presentation shall be to "founding parent" coaches of CHSSA. A list of potential names was generated at the spring 1986 CSSC meeting. Voting on each of these names took place at the fall 1986 CSSC meeting following a brief oral presentation concerning the merits of the Nominee. To be selected to the Hall of Fame, a coach nominated must have received 60% of the "yes" votes cast on a secret ballot.

**Section 2.** The selection process for subsequent years shall be as follows:

- A. Any retired or active coach who has given a minimum of 15 years of service to speech in high school in California is eligible for nomination.
- B. Nominations must be submitted in writing to the President of the CHSSA by November 1 of each year. Nominations may be mailed or delivered personally to the President. Nominations must be submitted on the appropriate form.
- C. Any League may make nominations, provided that no more than one nominee per League is submitted in any year. Nominations must be signed by four coaches from different schools in the League.
- D. At the Winter Meeting of the Executive Council, or no later than January 15, qualifications of nominees shall be verified.
- E. Voting Procedure.
  1. At the Winter Meeting, or no later than January 15, the CSSC shall vote by secret ballot on the slate of nominees.
  2. Immediately following the Winter Meeting, or no later than January 15, non-council Hall of Fame members will be sent final ballots which must be returned with their votes to the Historian by February 15.
  3. Each League president will be sent two ballots to be returned with the League's votes to the Historian by February 15.
  4. Council members, Leagues, and Hall of Fame members not on the current council may vote for zero to two candidates on the ballot. (Each League may vote for zero to two candidates on each of its two ballots.) All official ballots shall list the nominees in alphabetical order and provide a space to vote for "none of the above" and a space to indicate "abstention" which shall not be included in the total count of votes.
  5. The Historian will report to the CHSSA president who shall notify candidates of results by March 1.
  6. Elections to the Hall of Fame shall require a 60% vote for a nominee. Should a nominee fail to achieve a 60% vote, but receives a minimum of a 40% vote, that nominee shall be retained on the ballot for the following year.
- F. An appropriate award shall be presented by the President of the CHSSA or by an individual appointed by the President. Notification of election to the Hall of Fame shall be sent to the



nominee, and to the nominee's school and school board, if applicable. In addition, a plaque shall be sent to the recipient's school recognizing the coach so honored. The plaque shall be sent with a letter from the CHSSA President noting it as a reminder of what the Speech Coach has achieved and the recognition he/she has earned as well as providing remembrance for visiting alumni. If the coach has served at multiple schools, s/he will have the opportunity to select the school to which the plaque should be sent.

- G. Presentation of the award may be made at the State Tournament awards assembly or at any other appropriate occasion as determined by the Executive Committee of the CSSC.
- I. An article regarding the recipient(s) shall appear in the State Speech Tournament program and or CHSSA Bulletin.
- J. The names of the recipients, the school of the recipient, and the year of induction shall be posted on the CHSSA website and may appear in the appendices of these By-Laws.

**Section 4.** Information on the following form shall be used for nomination:



## HALL OF FAME NOMINATION

**Mail this form as hard copy to CHSSA President. [Contact President if you need mailing info.] Form and additional materials must be received no later than November 1 of this year for consideration in the current year.**

Nominating League: \_\_\_\_\_ Date \_\_\_\_\_

The League nominates \_\_\_\_\_ of \_\_\_\_\_ High School.

1. Length of service to high school speech: \_\_\_\_\_ years from \_\_\_\_\_ to \_\_\_\_\_ Nominating coaches representing **four different schools** in the League (head coach preferred):

	PRINT NAME	NAME OF SCHOOL	SIGNATURE
1 .			
2 .			
3 .			
4 .			

In addition to this form, the nominee must send a written statement of no more than 200 words describing the nominee's attributes and achievements, explaining to those who may not know the person why he/she should be in the CHSSA Hall of Fame. A photo must also be included on the statement. For voting purposes, persons meeting the requirements for nomination will have the description and photo published and distributed to the CSSC and, should the nominee be inducted, the description and photo will be posted on the CHSSA website and published in the CHSSA State Speech Tournament program.

The nominee's signature below approves the use of his/her information and picture as described above:

Name of Nominee (Please print)	Name of School (if applicable)	SIGNATURE

Current contact information of nominee:

Name of current school, if applicable:

Home Address:

Best contact Email:

Best contact Phone:

**COMPLETE NOMINATION MATERIALS MUST BE RECEIVED BY THE PRESIDENT NO LATER THAN NOVEMBER 1**



## **ARTICLE VII: The State Tournament - Qualification and Eligibility**

**Section 1. Date:** The date of the State Tournament shall be determined by the CSSC at the preceding spring meeting. The preferred date for the State Tournament will always be the last full weekend of April or the weekend preceding the last full weekend of April.

**Section 2: Competitive Year:** The CHSSA competitive year is defined as the year beginning the day following the state tournament in a given year to the final day of the next state tournament; thus, a competitive year covers the time from one state tournament to the next.

**Section 3. Place:** Any college campus or suitable location determined by the CSSC.

- A. A site for the State Tournament should be submitted two years in advance by the Area responsible for hosting the tournament. The last date for this to transpire would be the Spring CSSC meeting two years prior to the date of the Tournament.
  
- B. If a site is unavailable or a cancellation occurs with the Area, the President of CHSSA or the Vice President Activities shall assume the task of locating a site. This may be at any suitable location within the State of California. A site should be submitted at the CSSC meeting following the announcement of an Area's inability to find a location or following a cancellation.

### **Section 4. Accommodations Policy for Individuals with Disabilities**

- A. Competitors requiring special accommodations must submit such requests in writing to the Vice President of Activities no later than the State entry deadline.
  1. The competitor's school shall be financially responsible for any costs incurred by CHSSA in meeting the needs of the student(s) or adult(s) representing said school.

### **Section 5. Distribution of Entrants in Events**

- A. Distribution of individual events entries: There shall be fifty-six entrants in each individual event held at the State Tournament. Eight of these entrants shall come from each of the four Areas.
  1. At the Spring Meeting of the CSSC every year, the Area Chairpersons in committee shall recommend to the CHSSA President an allocation of the remaining seventeen entrants in each individual event using the following formula (Only those assessments received and recorded by the treasurer by March 31 of that school year shall be counted toward an area and leagues assessment totals):
    - a. The sum total of CHSSA assessments collected by CHSSA for the current year and the two immediately prior years shall be determined from records kept by the Treasurer and Area Chairpersons.
    - b. The sum total of CHSSA assessments collected within each Area for the current year and the two immediately prior years shall be determined.
    - c. The Area total for each three-year period shall be divided by the grand total of all assessments for the three-year period. This shall yield a percentage total which shall be multiplied by seventeen, which total shall be added to the eight allocated to an Area to determine the total Area allotment. Area totals must be rounded up or down so that the total of all qualifiers allocated equals 49. (e.g.: percentage total = 0.25;  $0.25 \times 17 = 4.25$ ;  $4.25 + 8 = 12.25$ ;  $12.25 - 12.0$  qualifiers)





- d. The final numbers may appear something like the following:
    - Area 1 = 12.2 qualifiers
    - Area 2 = 11.6 qualifiers
    - Area 3 = 13.3 qualifiers
    - Area 4 = 11.9 qualifiers
  - e. A grid is laid out with each Area followed by twelve squares, the twelve squares representing one individual event of the twelve offered at the State Tournament. To accommodate the fractions of whole numbers, the Areas draw in turn making sure that no column added to more than 49 vertically. Each column is labeled A, B, C etc., and the letters are drawn to distribute the qualifiers. Then the letters are drawn naming at random all twelve individual events. The names of the individual events take the place of the A, B, C etc. at the top of the column.
2. In the absence of a unanimous recommendation in "1" above, the President shall make the final decision as to the allocation of remaining entrants to each Area.
  3. A written summary of the decision and the reasons for it shall be sent to each CSSC member within two weeks after the meeting.
  4. Bonus entries: A bonus of seven entries per existing individual event will be added (one panel), using the following formula (Appendix G: worksheet):
    - a. Based on the previous three years' State Tournaments and total league entries, the number of sweepstakes points earned shall be divided by the total number of allocated league entries.
    - b. This number is to be used to rank the leagues in order.
  5. To be eligible to receive additional entry(ies) to an event at the State Individual Events Tournament, a League must average .5 sweepstakes points over the previous three (3) years in that particular individual event, or .75 over in Duo Interpretation.
  6. The seven (7) bonus entries shall be distributed to each eligible League, in rank order. Any remaining entry/entries shall be distributed to the Leagues with the greatest average wins per entry, in rank order. In the event of a tie, the tie will be broken in the same manner based on the previous four (4) years, five (5) years, etc. until the tie is broken.
- B. Distribution of Student Congress entries: There shall be ninety entrants in Congress plus twelve presiding officer entrants. Twenty-one entrants in Congress shall be allotted to each Area. Each League will be allotted one presiding officer entrant. A bonus of six entries for Student Congress will be added (one per House) using the following formula:
1. Based on the previous three years' State Tournaments and total league entries, the number of sweepstakes points earned shall be divided by the total number of allocated league entries.
  2. This number is to be used to rank the leagues in order.
  3. The top seven leagues shall each receive one bonus entry.
- C. Distribution of Policy, Public Forum, Parliamentary Debate, and Lincoln-Douglas Debate entries: There shall be sixty- four entries in Policy Debate, Public Forum, Parliamentary Debate, and Lincoln-Douglas debate. Each Area shall receive fourteen entries in each of these four forms of debate. In addition to these fifty-six entries, an additional eight bonus entries shall be distributed using the following formula:



1. To be eligible to receive additional entry(ies) to the State Debate Tournament, a League must average two (2) wins per allocated entry or better.
  2. The eight floating entries shall be distributed:
    - a. One to each eligible League.
    - b. Any remaining entry(ies) shall be distributed to the Leagues with the greatest average wins per entry.
  3. Tie-breaker: In the event of ties between Leagues, the tie shall be broken on the basis of greater average wins per entry in the four previous State Tournaments. If a tie still exists, the tie shall be broken on the basis of average wins per entry five years prior, six years prior, etc.
- D. Legislative intent regarding "allocated entries": For the purposes of the bonus entries, any averages will be calculated using the number of entries originally assigned to a league for that year, NOT the number of entries which actually compete at the State Tournament. This provision is designed to encourage leagues to fill all of their slots to the State Tournament by making it more difficult for leagues to receive bonus entries if they don't use all of their allocated entries.
- E. Distribution of entrants within each Area.
1. At the spring meeting of the CSSC every year the Area Chairpersons shall recommend to the President the allocation of qualifiers to the recognized leagues within each Area. Distribution within Areas may follow any guidelines including:
    - a. Geographical distances;
    - b. Population;
    - c. Continued educational development;
    - d. Potential growth;
    - e. Overall participation in forensic competition;
    - f. Sustained forensic competitive activity;
    - g. Financial assessments paid to CHSSA using the same process as described in "A" above.
  2. In the absence of unanimous recommendation of the entrants within an Area, the CHSSA President shall make the final decision as to the allocation of entrants to the recognized leagues within an Area.
  3. Each recognized League within an Area shall be allocated a minimum of one entrant in each State Tournament, provided the League meets the requirements of qualification retention in Section 4 below.
  4. A League may not relinquish all its qualifiers without a release signed by all League members.
  5. In the event that a League cannot fill its allocated slots or because slots become available for any reason including penalties, insufficient alternates to fill all available slots as they become available, or other reasons, those slots shall be re- distributed to other Leagues within the Area. If there is only one other League in the Area, the slots will be allocated to the remaining League. If there are three or more Leagues in the Area, the



first slot will be allocated to the League with the most entrants at their state qualifier tournament in that event. Additional slots will alternate, with the 2<sup>nd</sup> slot going to the League with the 2<sup>nd</sup> most entrants at their state qualifier tournament. If more than 2 slots are available, the additional slots will alternate between the remaining Leagues.

In the event of a tie, ties will be broken based on the procedures for allocating bonuses.

Example: If Leagues A, B and C are in an area, and League A gives up 3 slots in Impromptu due to insufficient entry. 2 impromptu slots will be given to the League with more entrants in their state qualifying tournament. One impromptu slot will be given to the remaining League.

League Presidents will be required to report an accurate count of entries in each event based on the number of competitors that completed round 1 when they submit their qualifying entries and alternates.

If a League misrepresents the number of participants, the matter will be referred to the executive committee, which may censure the offending League by stripping the League of as many qualification slots in that event for the upcoming year as they deem appropriate.

- F. No motion to increase the number of entrants in the State Tournament in a particular event will be considered unless accompanied by answers to the following questions: 1. Revisions to the schedule necessary to facilitate extra entries.  
2. How many more rooms will be needed? How will we provide those?  
3. How many more judges will be needed? How will we provide those?  
4. Additional logistical components required by addition.  
5. Rationale for addition of this event or increase in entry numbers?

## **Section 6. State Qualification Tournaments**

- A. Students shall be qualified to the State Tournament by participation in state qualification tournaments sponsored and managed by the recognized Leagues.
- B. League presidents by the January CHSSA meeting will have on file with the Vice- President Activities their league's procedures for administering their state qualifier(s). These procedures should include at minimum provisions for entry, paneling, tabulation and protest. In the event of a protest, the league will be held to these guidelines by the Protest Committee. In the event of a protest for which the submitted procedures do not apply, the Protest Committee will use the CHSSA By- Laws, to the extent possible, to rule on the protest. It will be the League president's affirmative duty to distribute copies of league procedures and CHSSA By-Laws to all member schools. In the event that a League chooses not to submit State qualification procedures, qualification tournaments shall be run according to the State Tournament rules as closely as possible.
1. Single judges may be used in preliminary rounds if an insufficient number of judges is available.
  2. At least three judges shall be used in semi-final and final rounds of qualification tournaments.



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3. At least two preliminary rounds shall precede the final round in any event.
  4. Fee schedules to cover the costs of tournaments and League expenses may be set by the sponsoring League.
  5. Suitable awards may be presented by the League.
  6. Rules for all events shall be the State Tournament rules as set by these Bylaws.
  7. The method of tabulation of event results shall be as close as possible to the method outlined for the State Tournament.
  8. Leagues may appeal 1-7 above to the CHSSA President.
- C. Scripts for all prepared individual events with appropriate cover sheets shall be sent to the League president by electronic submission, certified mail or hand-delivered at least three weeks prior to any state qualification tournament. The League President shall notify a coach of any rule violations no later than one week prior to the tournament. Any corrections necessary for a script to be legal for State Tournament competition must be delivered to and approved by the League President prior to the first round of the State Qualification Tournament in order for the student to compete.
- D. Qualification retention: The standard minimum requirement for retention of state qualification from a state qualification tournament shall be the following:
1. Eight schools competing in the state qualification tournament as a whole.
  2. If a League cannot fill the number of qualifiers they have been awarded, or if a League loses a qualifier in an event due to an assessed penalty, then those unfilled slots will be given to other leagues within their Area as per rotation set up in Article VII, Section 5, Paragraph D2.
    - a. The League shall hold the tournament or event(s) to determine the qualifiers for that League. For example, if League X should have three qualifiers in oratory and there were fewer than five schools entered in oratory, League X would hold the event at the state qualification tournament to determine its top three contestants.
    - b. Immediately following the tournament the League president shall notify the Area Chairperson of the events in which there were too few schools entered.
    - c. The Area Chairperson shall immediately contact the president of a designated League that a run-off for qualifiers is necessary in the event(s).
    - d. A run-off for qualifiers shall be held between the League with too few schools entered and a designated League as indicated below:  
  
AREA I GGSA > CFL > GGSA  
AREA II CVFL > YFL > SoVFL > CVFL AREA III TVFL >  
SCDL > WBFL > TVFL AREA IV CBSR > OCSL > SDIVSL  
> CBSR
  - e. The run-off for qualifiers shall be held between the two Leagues, each having an equal number of entries in the event(s). The date, time, and place shall be arranged by the Area Chair. The League with too few schools entered shall send to the run-off students who would have qualified for the State Tournament. The designated League shall send an equal number of contestants in the event(s) to the run-off. The contestants from the designated League shall be the alternates already chosen for the event by that League.
  - f. The winners, equal to the number of qualifiers the League with too few schools entered would have received, shall qualify in the event(s). The Area Chairperson shall be



notified of the winners via telephone. The Area Chairperson shall insure that the two League presidents are aware of the results.

- g. If the run-off must be held after April 1, the winners shall be eligible to participate in the State Tournament.
- h. Should an alternate from the designated League become eligible for the State Tournament from his original League and has also qualified through the run off, that alternate shall represent his original designated League, drop his/her qualification position from the run-off, and the first alternate from the run-off would become a qualifier for the State Tournament.

E. School Eligibility: All CHSSA member schools in good standing that have students qualified and who are members in good standing of recognized Leagues may be entered in the state qualification and State Tournament. Each school participating in a state qualification tournament must be guaranteed at least one entry in each event.

1. No school shall be admitted to a state qualification tournament unless the school's CHSSA assessments are postmarked on or before two weeks prior to said state qualification contest. A league found to have allowed a non-CHSSA paid school to enter a qualifying tournament will be fined \$100 per event in which the school competed. The delinquent school's dues plus the late fee (as in Article 1. Sec 1, a.3), and assessed fines must be paid before any [of the delinquent school's] league schools are allowed to pass final registration at the State Tournament.
2. The sponsoring League may set reasonable deadlines for submitting entries and entry materials to facilitate setting panels, rounds, judges and physical facilities.
3. The sponsoring Leagues may set reasonable deadlines for payment of tournament fees.

F. Student Eligibility.

1. A student must physically reside in the state of California.
2. A student fulfills residence eligibility requirements provided that s/he resides within the recognized school attendance area of his/her parents' or legal guardians' residence and s/he:
  - a. Enters the ninth grade of any CHSSA school from the eighth grade of an elementary or junior high, or
  - b. Enters the tenth grade of any CHSSA school from the ninth grade of a junior high school, or
  - c. Enters a CHSSA school as a legally sponsored foreign exchange student.
3. A student who first enters the ninth grade of any school following the student's completion of the eighth grade in any school may be eligible for competition during a maximum period of time that may not in any way exceed eight semesters of attendance at that school or any other school.
4. A contestant must be a bona fide student at the school s/he represents at the state qualification tournament. Bona fide student means the student has not graduated and is enrolled in and passing at least four classes at the school s/he represents.
5. No student or team shall be allowed to pass final registration at a state qualification tournament or the State Tournament unless accompanied for the duration of the tournament by a certified staff member from the school or an adult sponsor designated in writing by the school principal.
6. Transfer students: For the purposes of interscholastic speech competition, eligibility of a student who transfers from one school to another shall be determined as follows:



- a. for students who have not participated in interscholastic speech competition, a student transferring from School A to School B becomes eligible immediately.
  - b. for students who have participated in interscholastic speech competition:
    - 1). A student who transfers from School A to School B as a result of change of residence by his/her parents or guardians shall be become eligible immediately.
    - 2). A student who transfers from School A to School B without a change of residence on the part of parents or guardians from the attendance area of School A shall become eligible at School B after one year.
      - 1) Exception: School district mandated transfer.
      - 2) Exception: Approved transfers from School A within the same school district.
    - 3). In addition to legitimate transfers as listed in this Article VII, Paragraph L, during grades 9 through 12, a student may transfer only once from one school or other school to another without affecting his/her eligibility, unless material inducement such as scholarships have been offered to the student who is currently competing in interscholastic speech activities. In such a case, the student shall be ineligible for an academic year.
  7. The preceding rules regarding residence and transfer eligibility for participation in interscholastic speech activity shall be in force at all interscholastic League and/or CHSSA related activities held during a school year.
  8. Any student who competes for a college or community college is not eligible for high school competition. Students from different schools are not allowed to compete as a team at any state qualifying tournament or the State Tournament.
  9. The CHSSA President shall disqualify any school or student who violates the eligibility standards or residency requirements.
- G. School and Student Intent to Compete: No student or team shall be entered in a state qualification tournament unless the intention of the student(s) and coach is to compete for state qualification in the event entered. No student or team shall be entered in the State Tournament unless the intention of the student(s) and the coach is to compete for the state championship in all rounds of the event(s) entered. Violations of this demonstration of commitment to compete shall result in disqualification.
- H. Double qualification.
1. No student may enter an event in a state qualification tournament in which s/he has previously qualified for the State Tournament during that school year.
  2. If the student has won the right to be an alternate at a state qualification tournament and at a later state qualification tournament wins the right to state competition in that same event, s/he loses the original status as an alternate.
  3. No student may participate in more than one individual event at the State Tournament. Should an individual qualify in more than one event, s/he must choose which qualification s/he shall retain and so inform the League president within three days after the qualification tournament.
  4. No student may participate in more than one debate event at the State Tournament. Should a student qualify in more than one debate event, s/he must choose which qualification s/he shall retain and so inform the League president within three days after the qualification tournament.
  5. A student may compete in one individual event and one type of debate at the State Tournament with the following exception: A student may not compete in both enter in



both Parliamentary Debate and Extemporaneous speaking at the State Tournament. Should a student qualify in both Parliamentary debate and Extemporaneous speaking, s/he must choose which qualification s/he shall retain and so inform the league President within three days after the qualification tournament.

6. Students in Congress at the State Tournament may not compete in any other event.
7. If an Area Chairperson is not notified of a student's choice of individual events, the Area Chairperson shall select the event for the student and notify the League president of the decision.

## I. Certification of qualification tournaments and contestants.

1. The League president shall certify and forward complete results including copies of all prepared speeches that qualified for the State Tournament to the Area Chairperson. The League president shall also forward complete copies of tabulation cum sheets of qualification tournaments and a list of participating schools. The Area Chairperson shall certify the results of the qualification tournament, determining that the qualification tournament was conducted properly and appropriately in compliance with CHSSA rules and regulations. This certification, with all requisite information as determined by the Vice President Activities, shall be delivered to the Vice President Activities by the date and on the appropriate forms designated by the Vice-President Activities.
2. If a qualified student cannot attend the State Tournament, the Area Chairperson must be notified no later than 8:00 pm on the Wednesday prior to the State Tournament so that the proper alternate may be substituted. At no time should a coach notify an alternate; that is the Area Chairperson's duty. An alternate must be from the same Area as the contestant being replaced, first choice going to the alternate in the event from the League from which the contestant was dropped. Notification of non-participation must be provided on the appropriate form determined by the Vice-President Activities. Notification of non-participation may be provided at the State Tournament "on site" registration; however, no alternate shall be added at the State Tournament. All alternates must be determined and notified no later than 11:00 pm the day prior to the State Tournament.
3. If time permits the rerunning of a qualification tournament or any part of that tournament, the Area Chairperson may refuse to certify a tournament or parts thereof in cases of gross infractions of CHSSA rules. If time does not permit the rerunning of the tournament, the Area Chairperson may bring the matter to the next CSSC meeting for whatever action the CSSC deems necessary for the following year.
4. If the Area Chairperson refuses to certify the tournament as outlined in 3. above, the League president may appeal to the CHSSA President who may uphold or deny the appeal.
5. Entrants from a League that has not met financial responsibilities to the CSSC shall not be certified until those responsibilities are paid in full.

## **Section 7. Registration for the State Tournament**

- A. The Vice President of Activities will by the preceding January meeting designate the due date for all State Tournament registration information to be delivered to the Area Chairperson or the Vice President of Activities. Such date shall be approximately four weeks before the start of the State Championships.



- B. The president of each League shall forward to the appropriate Area Chairperson by electronic mail or certified mail postmarked no later than the designated due date each of the following:
1. A list of all qualifiers and alternates in each event as shown on the spreadsheet distributed by the VP Activities.
  2. League approved copies of all advocacy, expository, oratory, and prose/poetry, scripts for the qualifying contestants and alternates along with approved copies of all photocopy materials for dramatic interpretation, humorous interpretation, oratorical interpretation, Thematic Interpretation/Program Oral Interpretation, and duo interpretation for the qualification contestants and alternates shall be sent by electronic submission, conventional mail or delivered in person.
  3. Tournament record and tabulation sheets for each event at the state qualification tournaments.
- C. The coach of each contestant qualified for the State Tournament shall send notification of participation with delivery confirmation by the designated due date. Notification of participation includes completed entry forms and a check or online payment for entry/judging fees. The judging fee shall be \$100.00. Checks must be school checks, money orders, or cashier's checks. Entry fees for contestants dropped from the State Tournament less than two weeks before the State Tournament will not be refunded. Schools with more than six entries must provide a qualified judge for each additional six entries or fraction thereof (e.g.: 7-12 entries = 1 additional judge; 13-18 entries = 2 additional judges). The \$100 judging deposit per school shall be refunded only when all school judges have satisfactorily and substantially completed their judging assignments.
- D. Failure to meet state entry deadlines (online or postmark) will result in a \$150 fine for the offending school per deadline. Sending in partial online entry or mailing partial entry forms or payments may be fined up to \$150. In addition, failure to send notification of entry as required on or before the designated due dates (online or postmark) shall result in disqualification of the entrants. The area chairperson shall then be authorized to substitute alternates. Both the coach of the disqualified entrant(s) and the alternate(s) shall be notified by telephone and email immediately. In extenuating circumstances, penalties may be appealed in writing to the state tournament committee within 72 hours of notification of fine.
- E. Any correction of entry fees, forms and/or scripts requested by the Area Chairperson shall be made within 72 hours by the coach and sent to the Area Chairperson with delivery confirmation. If a student is found to have qualified with an illegal script, the school will be given 5 days to submit a new (legal) script to the area chair. The Chairperson shall notify the coach via the email address provided on the state tournament entry form. It will be the coach's affirmative duty to check said email address for requested corrections and provide the corrections within the 72 hour (or 5 day) deadlines. Failure to meet the deadlines will result in the entry being declared ineligible and the appropriate alternate being moved into their spot.
- F. A contestant is permitted to revise a script or change a selection after a state qualification tournament. However, any revision of an original script or selection or change of selection must be approved by the League president with a new cover sheet properly filled out and in the hands of the Area Chairperson two weeks prior to the State Tournament. Updating of





original scripts to reflect current historical facts may be submitted to the Area Chair up to and including the time of registration.

## **Section 8. Student Conduct at State Qualification Tournaments and the State Tournament.**

- A. Any complaints, challenges, or questions about tournament rules or operation must be directed through the school-designated adult representative.
- B. Students must not disturb other contestants by:
  - 1. Entering or leaving a room during a performance;
  - 2. Any act of disturbance in or around a contest room.
- C. If a student who has placed in a final round is found to have violated the rules of the event, that student may be disqualified during or after state qualification tournaments or the State Tournament:
  - 1. The request for disqualification can be made by the adult representative of record of any member school. It must be made in writing. The procedure must follow the format outlined in Article VI, Section 2 of the Constitution of the CHSSA.
  - 2. In the event of disqualification:
    - a. The student must relinquish the trophy.
    - b. Other students placing below the disqualified student shall move up one rank.
- D. In the event a student, team, or school is disqualified after final registration at the State Tournament, a letter explaining the reason(s) shall be sent by the State Tournament committee to the principal of the school involved, with copies to the coach of the school and president of the League of which the school is a member.
- E. Students must be in appropriate tournament dress in order to receive awards on stage. Appropriate dress shall be determined by the Vice-President Activities or designee.



## **ARTICLE VIII: The State Tournament--Events**

### **Section 1. Competitive year/Events offered**

#### **A. Competitive Year.**

1. The competitive year is defined as that period of time from the end of the State Tournament to the end of the State Tournament the following year. The competitive year is also used to define the limitations on when a speech or selection was written or utilized in competition. Speeches or selections used in a scholastic year of competition must not have been used in competition prior to the previous year's State Tournament.

#### **B. Determination of Events Offered.** The CSSC shall determine one year in advance the events that shall be offered at the State Tournament from among the following:

##### **a. Debate Events**

- Lincoln Douglas debate
- Parliamentary debate
- Policy debate
- Public Forum

##### **b. Student Congress**

##### **c. Spontaneous Speaking**

- International Extemporaneous
- National Extemporaneous
- Impromptu Speaking

##### **d. Original Composition**

- Expository Speaking
- Original Advocacy
- Original Oratory
- Original Prose/Poetry

##### **e. Interpretation Of Literature**

- Dramatic Interpretation
- Humorous Interpretation
- Oratorical Interpretation
- Thematic Interpretation/Program Oral Interpretation
- Duo Interpretation

### **Section 2: Identification of Entrant**

#### **A. Code symbols:** Entries for the State Tournament shall be assigned a code composed of the symbols indicated below:

1. Area designation: Each Area shall be identified through the use of different colored contestant cards (e.g., Area 1 = Yellow; Area 2 = Blue, Area 3 = Green; Area 4 = Pink).
2. Each League in each Area shall be assigned a code letter by the Vice President-Activities or the Area Chairperson of the League's Area. No two Leagues should have the same code letter (e.g., Coast Forensic League = R).



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3. Each school shall be assigned a code letter by the Area Chairperson; e.g., Bakersfield HS = A. Thus, each contestant in each event from Bakersfield HS would have a contestant card of the appropriate color with code letters designating the League and school.
4. Each entry for the State Tournament shall be assigned an event number by the Vice President-Activities, and subsequently assigned to the qualifiers within each Area by the Area Chairperson. No two contestants shall have the same number. Numbers assigned to events inclusively are:

a. Debate Events

Policy debate =	1-64
Lincoln Douglas debate =	1201-1264
Parliamentary debate =	1401-1464
Public Forum Debate =	1501-1564

b. Student Congress =.....2001-2090

c. Spontaneous Speaking

International Extemporaneous =	101-156
National Extemporaneous =	201-256
Impromptu Speaking =	801-856

d. Original Composition

Expository Speaking =	301-356
Original Advocacy =	401-456
Original Oratory =	901-956
Original Prose/Poetry =	1001-1056

e. Interpretation Of Literature

Dramatic Interpretation =	501-556
Humorous Interpretation =	601-656
Oratorical Interpretation =	1101-1156
Thematic Interpretation/Program Oral Interpretation =	701-756
Duo Interpretation =	1301-1356



## ARTICLE IX: The State Tournament—Individual Event Rules

### **Section 1. Spontaneous Events: National Extemporaneous. International Extemporaneous. Impromptu**

#### **A. General Rules for all Spontaneous Events**

1. Preparation: As soon as a topic is chosen and through the time that the speech is given, the speaker will prepare a speech without consulting any person and without reference to notes prepared prior to the draw. The speaker may ask clarifying procedural questions of tournament officials.
2. Time: Each contestant shall be given time signals for at least the final two minutes, one minute, and half a minute of the contestant's speech. If these minimal times signals are not provided, then the contestant may not be penalized for going over the time limit. If these minimal time signals have been provided and the contestant exceeds the time limit by more than 15 seconds, the speaker will be penalized by a lowering of one rank by tab room officials.
3. Delivery: No notes are allowed during the presentation of the speech.
4. The performance must begin and end from the center stage area. Contestants must remain in the staging area throughout the performance.
5. Costumes or physically held props (the use of something extraneous to the body) are prohibited. Although gestures or pantomime may be used, they should be used with restraint.
6. Violations of general and/or specific rules, except as noted, shall result in the contestant being ranked no higher than seventh (7th) place in the round(s) in which the violation occurs or being disqualified.

#### **B. Specific Rules for each Spontaneous Event**

##### **1. Extemporaneous**

- a. Broadly newsworthy topics shall be drawn from publications dated January 1 through one week prior to the State Tournament. A minimum of eleven topics will be written for each round of each extemporaneous speaking event. The topics for each round will be in a distinct topic area not to be used in any other round for the duration of the tournament. The topic areas by round will be determined by the Individual Events Committee and announced at the January meeting.
- b. Drawing: Each contestant shall draw three topics for each round. Each shall be called to draw by speaking order and panel. The contestant must promptly choose one topic of the three drawn and return the other two topics. Each contestant shall draw topics thirty minutes prior to his/her scheduled speaking time.
- c. Preparation: Students may consult published or electronic sources, books, magazines, newspapers and journals or articles therefrom, provided that:
  - 1) they must be originals, printouts, or copies of the originals;
  - 2) the original article, print, or copy is intact and uncut;
  - 3) there is no added written material or that original print or copy other than citation information.
  - 4) topical index, if present, is not annotated.

No other material shall be allowed in the Extemp prep room other than stated above. Extemp speeches, handbooks, briefs and outlines shall be barred from the Extemp prep room. Underlining or highlighting in materials shall be allowed, but must be done in only one color on



each article or copy. Bolding, italicizing, or any other manipulation of the original text of sources (other than highlighting or underlining as stipulated) is prohibited. The preparation room shall be proctored at all times to enforce these rules. Extemp materials shall not be searched at any time, including prep time, unless directed by the Tournament Director or designee. If a contestant leaves the prep room prior to the appointed time when s/he shall have been dismissed by the proctor, s/he shall receive a rank of 7th, and other contestants in the panel shall move up one rank, if previously ranked below the contestant who violated this rule.

- d. Use of computers: Extemporaneous Speaking contestant may use electronic retrieval devices to store and retrieve their subject files. Students can retrieve extemporaneous files to read, but cannot write speeches or organize their thoughts on the computers. Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. Secondary devices such as flash drives or external hard drives are allowed as well. Cell phones or smart phones are prohibited. (Students may not share electronic devices with one another.)
  - 1) Extemporaneous Speaking contestants shall not access the Internet. All wireless capability must be disabled.
  - 2) Power plugs or outlets may not be used in the prep room at any time. All computers used in the prep room must be battery operated at all times.
- e. The State Tournament Director will designate a time and place for all Extemp competitors and their coaches to check in Extemp materials. At the time of check-in, coaches and students will sign a certification that their Extemp materials are in accordance with the above criteria. Students who are found after check-in to be in violation will risk disqualification.
- f. Contestants shall not speak more than seven minutes. There is no minimum time.
- g. Cross Examination in Finals: For the final round, each speaker shall be assigned a position in the speaking order. Drawing shall take place at twelve-minute intervals. Thirty minutes after speaker one has drawn, the last speaker shall enter the contest room. First speaker shall deliver a speech and the last speaker will listen and take notes. At the conclusion of the first speaker's speech, the last speaker will cross-examine the first speaker for two minutes. The questioner controls the time and may interrupt a lengthy reply. Upon the conclusion of the cross-examination of the first speaker, last speaker shall return to the prep room and the first speaker shall stay to listen to and question the first speaker. Second speaker shall question speaker three, etc. Questioners may take notes during the speaker's speech, but may not use them in questioning.

## 2. Impromptu

- a. Topics: Topics will be selected from any source, including concrete nouns, quotations, general topics of current interest, single abstract nouns, famous people, famous historic events, and brief thought-provoking questions. At least three of the five topic areas at the state championship will change every year. Topic areas will not be announced prior to the state championship.
- b. Drawing: Each contestant shall draw three topics from a judge in the round and immediately select one.
- c. Preparation: No more than two minutes shall be allowed the speaker prior to the speech. Timing begins the moment the selection of the topic has been made. No sources may be consulted during the preparation time.
- d. Notes: The speaker may make notes during the two-minute preparation, however as stipulated, note are not allowed during the presentation of the speech.
- e. Time: Contestants shall not speak more than five minutes. There is no minimum time.
- f. The contestant must remain in the room until all speakers in the panel have spoken.



## **Section 2. Original Competition Events: Expository. Original Advocacy. Original Oratory. Original Prose Poetry**

### **A. General Rules for all Original Composition Events**

1. Topics: All speeches entered must be the original work of the contestant.
  - a. Speakers using subjects that they used in competition in previous years shall be disqualified.
  - b. Contestants are prohibited from using the same subject in other original events in the same or subsequent years.
2. Time: Speeches shall be no longer than ten minutes; there is no minimum time. If this time limit is exceeded by more than 30 seconds, the speaker will be penalized by a lowering of one rank by tab room officials.
3. Delivery: With the exception of Expository, no notes, visual or audio aids, or manuscripts shall be permitted during delivery. Speeches must be delivered from memory.
4. Quoted Words: No more than 150 words of the speech may be direct quotations from another source. In addition to the submitted manuscript citation requirement, quoted words exceeding a threshold of 50 from a single source must be identified and cited in the delivery of the speech. This requirement for spoken attribution of substantially quoted sources applies to all of the original events including Original Prose and Poetry.
5. Manuscript Requirements: A double-spaced typewritten copy of the speech with all quotations underlined must be submitted to the League President prior to the State Qualifying Tournament. The manuscript must follow the MLA style guidelines for internal citations and must include a "works-cited" page. If no outside sources are used, the student will sign the disclaimer on the CHSSA cover sheet. The number of quoted words (including a, an, the) must be specified on the CHSSA cover sheet.
6. Verification of Manuscripts: League Presidents shall forward to the Area Chairperson all qualified manuscripts with appropriate signatures on the attached cover sheets. The coach, contestant, parent/guardian, and a school administrator must sign the CHSSA cover sheet and attach it to all manuscripts submitted for qualification for the State Tournament.
7. The performance must begin and end from the center stage area. Contestants must remain in the staging area throughout the performance.
8. Violations of general and/or specific rules, except as noted, shall result in the contestant being ranked no higher than seventh (7th) place in the round(s) in which the violation occurs, or being disqualified.

### **B. Specific Rules for each Original Composition Event:**

#### **1. Expository:**

- a. Topics: Any appropriate subject may be used, but the primary purpose of the speech shall be to describe, clarify, explain, and/or define an object, idea, concept, or process. Topics/subjects fabricated by the speaker may not be used. This is a speech to inform. Not a performance, and the emphasis should be placed on the oral presentation rather than on audio or visual aids used in support of the informative goal of the speech.
- b. Aids: The speech may be delivered from memory, notes, or manuscript. Visual and audio aids may be used during the presentation of the speech. No live animals or other persons may be used as visual aids or to help set up and/or present the speech. No costumes shall be worn by



the contestant. Items of dress necessary to the presentation of the speech may be put on during the speech. These must be considered aids and may not be part of the speaker's beginning and ending attire. Any alteration to the student's physical appearance must be substantially restored to its original state by the end of the performance. Students may not use any prop that would be considered contraband.

- c. Time: The ten-minute time limit shall include time to set up and remove aids. Speakers are allowed to pre-set aids/easels along room perimeter prior to the beginning of the round. Time spent pre-setting aids is not timed. If the first speaker chooses to pre-set aids, that pre-set must also be along the room perimeter. Set-up for first speaker may NOT be in the central staging area. Time begins once the aids are set down in the central staging area. Time ends when the last aid or easel is removed from the central staging area. This includes the last speaker in the panel.

## **2. Original Advocacy:**

- a. Topics: any appropriate subject may be used, but topics shall be limited to subjects concerning public policy issues of a tangible nature for which the contestant must advocate a specific legislative and/or regulatory governmental action or remedy. All legislative solutions must identify the specific agent of action. Any non-factual reference, including a personal one must be so identified.
- b. Manuscript: The specific legislative and/or regulatory governmental action or remedy must be highlighted.

## **3. Original Oratory:**

- a. Topics: Any appropriate subject may be used, but the primary purpose of an oration is to persuade, motivate, and/or inspire. Any non-factual reference, including a personal one, must be so identified.

## **4. Original Prose/Poetry:**

- a. Topics: Any appropriate subject may be used, but the primary purpose of the event is to demonstrate the creativity of the contestant. The presentation may consist of prose or poetry or a combination. The tone may dramatic, humorous, or a combination. More than one written selection may be presented within the allotted time. The entire presentation may or may not be based on a thematic concept.

## **Section 3. Interpretation of Literature Events: Dramatic and Humorous, Duo, Oratorical, and Thematic.**

### **A. General Rules for all Interpretation of Literature Events:**

#### **1. Selections**

- a. With the exception of Thematic Interpretation/Program Oral Interpretation, a selection is any quotation from a work of no less than 150 words or a complete work of fewer than 150 words.
- b. No contestant may use the same literary work that s/he used in previous competitive years. Contestants are further prohibited from using the same literary works in other interpretation events in the same or subsequent years.
- c. Violation of this rule [Sec. 3. A(b)] shall result in disqualification from the tournament.
- d. No selection shall be the contestant's original work; the contestant shall suggest the thoughts, emotions, the ideas and purposes of the author.
- e. Every contestant must use published materials. "Published" as used in these rules means materials commercially printed, published, readily available, and nationally distributed by



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December 31 of that competitive school year. The only exception to this rule shall be Oratorical Interpretation (OI). Speeches used as scripts in OI may be delivered and published after December 31 of the competitive year, but must meet all other publication guidelines. Selections available only on nationally distributed phonograph, compact disc, audio or video tape recordings, shall be permitted only if the material used is printed on the jacket or box of the recording or on a printed insert with the recording. Only the original printed source or a photocopy of the original printed source shall be considered adequate proof of publication.

- f. Electronically-sourced literary works, such as text published in online literary journals and magazines\*, PDFs and e-reader content, are permitted as long as;
- 1) they are commercially and readily available;
  - 2) they are nationally distributed and accessible;
  - 3) the text has not been electronically altered or manipulated;
  - 4) the submitted manuscript follows the preparation requirements for all interpretation events, including highlighting, legibility, added-words restrictions, etc.
  - 5) the submitter is deemed to have assured, through the act of submission, that the reproduction and use of the piece in a High School Speech and Debate Competition has not been done in violation of any applicable copyright laws, any laws relating to Digital Rights Management, including, but not limited to the Digital Rights Millennium Copyright Act, or any other law that might raise a question as to the legality of reproducing a work or reciting that work in competition.

Each submitter of a script further acknowledges as a condition to submission of the script that s/he will assume sole responsibility for any violation of law that may occur by reason of the reproduction, submission, or recitation of any piece and will hold CHSSA harmless regarding same. CHSSA is not in a position to determine the legality of reproduction and recitation of any script, does not condone any violation of law in reproduction, submission, or recitation of scripts, and relies on the deemed assurances of the submitter as set forth herein in approving any script relative to CHSSA script format rules and allowing such a script to be used in any competition. In the event any third party claims the reproduction, performance, or recitation of the script to be in violation of any law, the submitter must either resolve the issue with the third party to its satisfaction, with written proof of same to CHSSA, or must withdraw the script and replace it with another. Proof of rules compliance should accompany the electronically-sourced script in one or more of the following forms:

- a) Title, Author, Table of Contents, Copyright page(s) and ISBN # if available (preferred)
  - b) A receipt of purchase (if a copyright page does not exist, identical to the allowances made for texts from Script City, Book City, Hollywood Collectibles, etc.)
  - c) A paper print-out of the website page from which the text was obtained, i.e. the company order page showing the option to purchase the text electronically
  - d) A photograph or screenshot of any of the above
- 6) Restrictions on e-sources: Online-sourced text must originate from a verifiable website that can be accessed universally by any user. The website and/or the electronic version of the digital text must be available for comparison with the printed script if challenged.

\*An example of an acceptable online literary magazine is *The Adirondack Review* ([www.theadirondackreview.com](http://www.theadirondackreview.com)) which describes itself as “an independent online quarterly magazine of literature and the arts dedicated to publishing poetry, fiction, artwork and photography.” While it does encourage submissions, it posts its editorial guidelines for





publication which makes this website an Acceptable source.

Unacceptable online sources include, but are not limited to:

- Personal websites (social network profiles, blogs, etc.)
  - Publish It websites (those with one-click uploads or those which accept and post submissions without an editorial selection process)
  - Unmarked or casual websites where individuals can easily post compositions
- g. With the exception of Thematic Interpretation/Program Oral Interpretation, contestants may not combine two or more pieces of literature. A piece of literature shall be defined as one piece of writing which was written with the intent to be published as one work. This will not include pieces such as “collected works” of an author or group of authors; collections of newspaper articles or cartoons published as one book, but will include pieces such as *A Light in the Attic* which was written with the intent of being published as one work.
- h. A maximum of 150 words may be added to the selection to provide introductory and transitional materials insofar as those added materials do not change the author’s intent. In Thematic Interpretation/Program Oral Interpretation, titles and authors are not counted against the 150 word limit.
- i. If material from other published works is specifically referenced within the literature selected for interpretation, the words must be counted as part of the 150 added word limit and be inserted where spoken, underlined and properly cited according to MLA guidelines.

## 2. Delivery:

- a. Costumes or props (the use of something extraneous to the body) are prohibited. Although gestures or pantomime may be used, they should be used with restraint.
- b. With the exception of Thematic Interpretation/Program Oral Interpretation, the interpretation must be delivered from memory; no notes, prompting, or scripts shall be permitted.
- c. Contestants must adhere to the material as submitted when performing during all contest rounds. **LINES INTENTIONALLY OMITTED FROM THE SCRIPT BUT ADDED TO THE PERFORMANCE WILL LEAD TO DISQUALIFICATION.**
- d. The performance must begin and end from the center stage area. Contestants must remain in the staging area throughout the performance.

## 3. Time:

- a. Presentations shall be no longer than ten minutes; there is no minimum time. If this time limit is exceeded by more than 30 seconds, the speaker will be penalized by a lowering of one rank by tab room officials.
- b. For each final round, a tournament official or designee shall serve as the official timer, and will have the discretion of waiving time violations for contestants exceeding the time limit due to audience reactions. This may be extended to the semi-final round at the discretion of the Tournament Director or designee.

4. Identification of the Selection: The title of the selection and name of the author must be given by the contestant when the selection is introduced. (For Oratorical Interpretation, see specific rules). Failure of a contestant to introduce the selection as prescribed shall result in being penalized not more than one rank by tab room officials.

## 5. Manuscript Requirements:

- a. Photocopies of the interpretation selections including title pages (and table of contents if



from an anthology) and the publisher page must be submitted with each contestant's entry to the State Qualifying Tournament (for Oratorical Interpretations sourced from the internet, see event specific rules). Scripts provided by Script City, Book City of Burbank, and Hollywood Collectibles or similar script publisher need not have a publisher page, but must provide proof of being commercially printed, published, readily available, and nationally distributed. An example of such proof may be in the form of a receipt for purchase which shows above criteria have been met.

- b. For all interpretive events, the pages used and ONLY the pages used in the interpretation must be copied in their entirety. The portion(s) of the author's work being used in the interpretation must be highlighted. Words not used in the cutting should NOT be highlighted but must not be obscured so as to be illegible.
  - c. All added words including introductory, transitional, and updating material shall be typewritten or printed neatly and inserted into the selection and underlined. The placement of added words must be clearly indicated. Unpublished material used for introductions and transitions of interpretations must be the original work of the contestant. Published and/or quoted material used for introductions and transitions of interpretations must be properly cited according to MLA guidelines. Transitions and other added material must not change the author's intent.
  - d. League Presidents shall forward to the Area Chairperson proper photocopies of all contestant interpretations that have qualified for the State Tournament. The coach, contestant, parent/guardian, and a school administrator must sign the CHSSA cover sheet and attach it to all scripts submitted for qualification for the State Tournament.
6. Violations of general and/or specific rules, except as noted, shall result in the contestant being ranked no higher than seventh (7th) place in the round(s) in which the violation occurs, or being disqualified.
7. In Thematic Interpretation/Program Oral Interpretation and Oratorical Interpretation, all electronically sourced material must come from websites on the NSDA approved script list.

## **B. Specific Rules for Interpretation of Literature Events:**

### **1. Dramatic/Humorous Interpretation:**

- a. Single or multiple character selections may be used.

### **2. Duo Interpretation:**

- a. Duo partners may not make eye contact with one another during the interpretation. In the event of eye contact, the duo will be penalized by no more than one rank by tab room officials. Eye contact during the introduction is optional, but allowed.
- b. The partners may react to each other's verbal and/or non-verbal expressions, but they may not touch each other. If physical contact is noted as a violation, the duo will be dropped one rank. If the physical contact is determined to be intentional, the duo will be given last place in the round. These penalties will be assessed by tournament officials. Physical contact between the partners during the introduction is optional.
- c. Each of the two performers may play one or more characters so long as performance responsibility in the cutting remains as balanced as possible. If the selection is prose or poetry and contains narration, either or both of the performers may present the narration. Introductory and/or transitional material may be presented by either or both contestants.
- d. The material may be humorous or dramatic, or combine both tones depending on the selected work.



### **3. Oratorical Interpretation:**

- a. The selection must be from a published speech which shall have been delivered as a public address by a real person; however, speeches given by high school or college students in competition shall not be permitted. Public address is defined as a formal spoken communication, a formal speech, a formal oral communication to an audience. Synonyms include “declamation,” “lecture,” “oration,” and “speech.” While orations take many forms, a public address is distinct from a stand-up comedy performance, a poetry “slam”, or storytelling.
- b. Source of the selection: in addition to print sources, the Internet may be used.
- c. Manuscript Requirements: The Internet may be used with the following stipulations: that the manuscript be printed directly from the screen; a copy of the search engine page is permissible and all other pages which indicate table of contents and/or other information from the website shall be included in the manuscript. The material may not be sourced from a social networking website, personal website, or similar website. The transcript must be an official transcript. Transcripts may only be printed from websites on the National Speech and Debate Association Approved Website List. Online transcripts must meet all other event requirements.
- d. Identification of the Selection: The author, title (if given), occasion, place and date of the original delivery of the speech shall be given by the contestant when the selection is introduced. Failure of a contestant to introduce the selection as prescribed shall result in being penalized by the lowering of not more than one rank by tab room officials.

### **4. Thematic Interpretation/Program Oral Interpretation:**

- a. Delivery: Using a handheld manuscript, the contestant is to present a program of interpretation that combines original composition with oral interpretation using a minimum of two literary selections illustrating a theme/thematic statement of his/her choice. No contestant may use the same theme that s/he used in previous competitive years. Speakers using a theme that they used in competition in previous years shall be disqualified.
  - 1) Each program is to contain two or more separate selections or cuttings from different works. At least two pieces of literature that represent at least two separate genres must be used. Competitors are encouraged to devote approximately equal times to each of the genres used in the program. This distinction pertains to these two or three genres as a whole, not types of literature within a genre (such as fiction/nonfiction). Prose expresses thought through language recorded in sentences and paragraphs: fiction (short stories, novels) and non-fiction (articles, essays, journals, biographies). Poetry is writing which expresses ideas, experience, or emotion through the creative arrangement of words according to their sound, their rhythm, their meaning. Poetry may rely on verse and stanza form. All selections must be verbally identified by title and author. Anthologies may be considered multiple sources.
  - 2) The contestant may deliver the program solely from memory or by referencing the manuscript, but must address the manuscript.



- 3) The intact manuscript may be used by the contestant as a prop so long as it remains in the contestant's control at all times. Other than the manuscript, no costumes or props are permitted. The contestant's handheld manuscript must contain only text from the selections and original materials and shall contain nothing else, including, but not limited to, any materials that would be intended for use as a visual aid.
- 4) All literature performed must meet the publication rules of the interpretation events. All online material and/or sites will be listed on the NSDA approved script list. Approved material and/or sites will be listed on the NSDA website. Song lyrics may be used if the performer has an original, hard copy of the lyrics such as sheet music or a CD jacket. Lyrics may only be used from online sources that appear on the NSDA approved websites list.

#### **Section 4. Certification of Materials**

- A. All material used in original composition or oral interpretation of literature and submitted for state qualification tournaments and the State Tournament must have a CHSSA coversheet attached to each manuscript.
- B. CHSSA coversheets for each contest event in original composition or oral interpretation on literature must be used and must include all required information for each manuscript and all required signatures. Scripts that do not comply with the rules in these by-laws shall be returned for correction. Failure to have properly prepared materials may result in disqualification from state qualification tournaments and/or the State Tournament. Cover sheets must be dated.
- C. If a student competes at the State Tournament with an illegal script (an illegal script is one which does not substantially meet the CHSSA State Tournament manuscript requirements), the League that student represents shall lose a qualifier in that event for the following competitive year. Discovery must take place prior to the semi-final round of the tournament. Established protest procedures must be followed. Access to the scripts shall be at the discretion of the Area Chairs. The VP of Activities shall retain all scripts at the end of the tournament.



## ARTICLE X: The State Tournament -- Individual Event Tabulation

### Section 1. Rounds and Panels

- A. There shall be eight sections or panels with three preliminary rounds for each individual event.
  - 1. Round one shall be drawn the day of the tournament.
  - 2. Round two and all succeeding rounds must be drawn after the results are recorded from the previous round.
  - 3. Contestants shall be changed from one panel to another to avoid paneling together the following in the precedence listed:
    - a. Contestants from the same school.
    - b. Contestants with the best ranks from the preceding round(s).
    - c. Contestants from the same League.
    - d. Contestants who have competed against each other in preceding rounds.
- B. Speaking order: Preliminary Rounds
  - 1. In preliminary rounds, speaking order should be varied. Each contestant should get an upper, middle, and lower speaking position.
    - a. Contestants from the same school should not have the same speaking position in various panels in the same event.
    - b. Contestants from the same League should not have the same speaking position in various panels of the same event.
    - c. Contestants from the same Area should not have the same speaking position in various panels of the same event.
- C. Speaking order: Semi-Final Round
  - 1. In the semi-final round, speaking position shall be determined by the cumulative total of previous positions, except when a contestant has not spoken in an upper, middle or lower position, in which case the contestant will be placed in the position missed.
    - a. Low cumulative scores speak last.
    - b. High cumulative scores speak first.
    - c. In the event of ties, blind draw shall be used to determine speaking position.
- D. Speaking order: Final Round
  - 1. In the final round, speaking position shall be determined by:
    - a. Whenever possible, avoidance of speaking in the same position a second time;
    - b. Using a blind draw.
- E. Postings
  - 1. As soon as the panels are set, a posting sheet shall be prepared in triplicate. The panels shall be designated "a", "b", etc. and the contestants' code designations shall be listed in each panel in proper speaking order.
  - 2. One copy of the posting sheet shall be given to the Tabulation Chairperson for posting for contestants; one shall be given to the Judge Assignment Committee; and one shall remain at the Tabulation Table.
- F. Ballots:
  - 1. Three copies of ballots for each panel shall be prepared. Contestants shall be listed on the ballot in the same order as the postings, eliminating the League and school code letters.
  - 2. The ballots shall be placed in envelopes marked with the event and room number and given to



the Tabulation Chair who shall give them to the Judge Assignment Committee.

## **Section 2. Tabulation of Results**

### **A. Score Sheets**

1. While the round is in progress, a scoring sheet for each panel (different scoring sheets are used for semi-final and finals rounds) shall be prepared, listing the code numbers for speaking order.
2. When ballots come in, individual judges' decisions shall be recorded in the space provided, then the total of the three judges' decisions shall be computed and a rank given to each contestant, low cumulative score ranking first. Another person should check these results. The score sheet shall then be stapled to the ballots.
3. If a contestant speaks in a room in which s/he is not scheduled, that contestant's scores shall not count, and other scores shall be adjusted as if the 'extra' contestant never spoke in that round. That contestant shall be ranked last in the room in which he was originally scheduled to speak.
4. If a contestant does not speak in the room in which he is scheduled, The tab room shall immediately attempt to contact the coach of the absent contestant. If it is discovered that the student spoke in the wrong room due to the error of a tournament official, the Tournament Director or his/her designee, in consultation with the appropriate tab room pit boss, has the authority to order additional adjustments to scores as warranted.

### **B. Contestant Cards**

1. While the round is in progress, the panel number and speaking order shall be recorded on the contestant cards.
2. From the score sheets at the conclusion of the round, the individual judges' decisions and the computed rank shall be placed in the space provided.
3. After the second round a running cumulative rank total shall be kept in the space provided.

### **C. Tally Sheets**

1. The individual judges' decisions and the computed round rank for each contestant shall be recorded on the master tally sheet.
2. A copy of these sheets shall be posted after round three and again after the semi-final round.

### **D. Computing rankings**

1. Whenever a judge has marked a contestant lower than fifth, such a rank shall be changed to fifth before tabulation begins. This adjustment shall not be made when tabulating ranks for the final round. However, after a sixth or seventh has been tabulated as a fifth and a tie occurs between contestants for a rank, the sixth and seventh shall be used to determine judges' preference.
2. In preliminary rounds, when ballots are returned to tab, if two or more judges indicate the same violation for a contestant, the tab room shall follow this procedure:
  - a. The panel shall be tabbed to determine the ranking of all contestants in the round.
  - b. After determining the contestant ranks, the contestant with a violation (two or more judges have indicated the violation) shall have his/her round rank lowered according to By-Law rules. This penalty shall be verified by an IE Pit Boss and the Tournament Director.
  - c. No other contestant in the round shall have his/her rank changed. For example, if the contestant with a violation placed SECOND in the round, his/her rank shall be changed to THIRD (if the violation calls for a lowering of one rank). The contestant who placed third originally shall keep the third ranking he/she earned; thus, there would be two third places in the panel.



3. In semifinal and final rounds, if any judge/judges indicates/indicate a violation for a contestant, the tab room shall follow this procedure:
  - a. The contestant with the violation shall have his/her rank lowered per the CHSSA By- Laws on the ballot of each judge who has indicated a violation. No other contestant's ranking by that judge shall be affected.
  - b. After adjusting the rank(s) for any violation(s) on the ballot(s) of the judge(s), the results of the round shall be recorded and computed.
  - c. During tabulation of individual events, if there are violations noted, with the exception of time violations, a good faith effort will be made by the pit boss and tournament director to contact the coach of record prior to the next round of that event or prior to the awards in the case of the final round.

### **Section 3. Tie Breaking in a Preliminary Round**

- A. Two-way ties shall be broken in preliminary rounds by the preferential system. In the following example, Speaker A is preferred by two of the three judges.

Speaker	Judge 1	Judge 2	Judge 3	Cum
A	1	3	2	6
B	2	1	3	6

Speaker	Judge 1	Judge 2	Judge 3	Cum	Place
A	1	2	3	6	2
B	2	3	1	6	2
C	3	1	2	6	2

- B. Three- and four-way ties shall not be broken in any panel. Each contestant involved in a three- or four-way tie shall be awarded the better middle position for which the speakers are tied. For other contestants in the panel, the next position after the tie ranking shall be eliminated.

### **Section 4. Semi-Finalist Selection**

- A. On a low cumulative basis, considering the ranks in preliminary rounds and not individual judges' ballots, the semi-finalists shall be composed of the top eighteen contestants divided into three panels of six each.
- B. If ties in cumulative scores bring the total to over eighteen, the following shall be considered in order of precedence listed to arrive at the eighteen contestants.
  1. Greatest number of firsts, seconds, etc., in round ranks.
  2. All individual judges' decisions on a low cumulative basis.



3. Greatest number of individual judges' firsts, seconds, etc. in all preliminary rounds.
4. If speakers are still tied and have met in a preliminary round, the tie shall be resolved based on the better rank in that round.
5. If ties cannot be resolved by the above methods, those tied shall advance to the semi-final round.

## **Section 5. Finalist Selection**

- A. The final round shall be composed of the top seven contestants selected on a low cumulative basis, adding in the round rankings from the preliminary rounds to the total of all individual judges' decisions in the semifinal round.
- B. If ties bring the number to over seven, the following shall be considered in order of precedence to resolve ties;
  1. Rank in semi-final round only, speakers tied need not have been in the same panel.
  2. Judges' preference in the semi-final round, both speakers in the same panel.
  3. Greatest number of firsts, seconds, etc. in the semi-final round.
  4. Greatest number of firsts, seconds, etc. in round ranks of all rounds including the semi-final round.
  5. All individual judges' decisions from all rounds on a low cumulative basis.
  6. Greater number of firsts, seconds, etc. awarded by individual judges in all rounds.
  7. If speakers are still tied and have met in a previous preliminary round, resolve the tied based on the better rank in that round.

## **Section 6. Final Score**

- A. The winner in each event shall be determined on the basis of low total cumulative score, counting the rankings of the three preliminary rounds, and each judge's decision equally in the semi-final and final rounds. In final rounds only, judge rankings of 6 and 7 shall be counted as 6 and 7, respectively.
- B. If ties exist, the following shall be considered in order of precedence listed to resolve ties:
  1. Rank in final round only.
  2. Judges' preference in final round only.
  3. Greatest number of firsts, seconds, etc. in final round only.
  4. Greatest number of firsts, seconds, etc. in round rankings for all rounds.
  5. Greatest number of firsts, seconds, etc. from all judges in all rounds.
- C. If ties still exist, duplicate awards shall be given to the tied contestants.

## **Section 7. Errors**

- A. Individual judge's ballots without signatures shall be made accessible to coaches after round two and each succeeding round through the final round. The purpose of the posting is to allow coaches to check for errors in recording results.
- B. The results of preliminary and semi-final rounds shall be posted in an area designated only for coaches. The purpose of the posting is to allow coaches to check for errors in tabulation.
- C. Any error shall be immediately reported by the coach of the contestant(s) concerned to the appropriate Area Chairperson or persons designated to receive such reports. Such notification must be made prior to the start of the subsequent round of the event in order that any errors may be rectified prior to the continuation of the tournament.
- D. Inadvertent clerical errors in tabulation shall not void the contest. If errors occur and can be





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corrected before the next round begins, this correction shall be made. If the correction or inadvertent clerical error would force a re-running of any round or rounds, the correction shall not be made. In cases of unforeseen, uncorrectable errors, the President, Vice President Activities and/or appropriate Area Chair shall be authorized to make an appropriate apology.

- E. A round shall not be rerun due to timing errors that occur during the rounds.



## **ARTICLE XI: The State Tournament ---- Debate Rules**

### **Section 1. Rules for All Forms of Debate**

#### **A. Resolutions**

##### **1. Policy Debate**

The policy debate resolution shall be the national high school debate resolution.

##### **2. Lincoln-Douglas Debate**

The National Forensic League (NFL) Lincoln-Douglas topic for September-October shall be used for the Fall California topic; the Lincoln-Douglas resolution for March/April shall be used as the second California Lincoln-Douglas resolution from February 1. The topic used at the CHSSA State Tournament will be the NFL March/April resolution.

##### **3. Parliamentary Debate**

Resolutions are issued at the beginning of the twenty-minute preparation period of the round.

###### **a. Resolutions for each shall rotate through the following types:**

- Value: Both sides push for their value in the topic as superior to the other team's value.
- Policy: Proposition shows there is a problem and offers a solution (plan) to the problem. Both sides debate the appropriateness and/or merits of the problem and solution asserted by the Proposition.
- Fact: Both teams debate the circumstances under which the topic would be called a true statement.

- ###### **b. The topics for each round will be in a distinct topic area not to be used in any other round for the duration of the tournament. The topic areas and resolution type by round will be determined by the Debate Committee and communicated to the tournament director at the January meeting. Only topic areas will be announced at the January meeting. At least five resolutions based on each topic area will be written by the tournament director or designee and vetted by at least three members of the debate committee prior to the start of the state tournament. These individuals shall be selected by the Debate Committee Chair from members of the Debate Committee that do not have any Parliamentary Debate teams entered at the State Tournament, using any criteria the Debate Committee Chair deems appropriate. If there are not at least three eligible members of the Debate Committee based on the foregoing, then the Debate Committee Chair may make up the shortfall by selecting a non-Debate Committee Member familiar with debate that has no Parliamentary Debate entries at the State Tournament.**



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Three final resolutions will be selected for each topic area and placed into a sealed envelope by round to be used in a blind draw for topic selection each round.

#### 4. Public Forum Debate

Resolutions will correspond to those published by the NFL.

#### B. Debate Both Sides of Resolution as Assigned

Over the course of the tournament, each team or individual in Policy Debate, Parliamentary Debate, Public Forum, and Lincoln-Douglas Debate may be assigned to uphold either side of the resolution in any given round.

#### C. Number of Participants.

In Policy, Parliamentary, and Public Forum Debate teams consist of two members only. The two members of a team who qualify to the State Tournament from a league state qualification tournament must debate as a team in the State Tournament. In Lincoln-Douglas Debate only one person debates each side of the resolution. In all forms of debate, including Public Forum, the affirmative/proposition side will always begin the debate. In Public Forum the negative side will always conclude the debate. In all other forms of debate the affirmative or proposition side will always conclude the debate.

#### D. Length and Order of Speeches in Each form of Debate.

A speaker's time begins as to any given speech when they begin to speak. All speaking, including "thank yous," is timed in line with the appropriate speech, with the exception of off-time roadmaps, given prior to the start time for a speech, under the condition of the following circumstances:

1. The roadmap is not to be argumentative in nature;
2. The roadmap does not exceed 15 seconds in length

#### 1. Policy Debate

1 <sup>st</sup> Affirmative Constructive	8 minutes
Cross-Examination of 1 <sup>st</sup> Affirmative	3 minutes
1 <sup>st</sup> Negative Constructive	8 minutes
Cross-Examination of 1 <sup>st</sup> Negative	3 minutes
2 <sup>nd</sup> Affirmative Constructive	8 minutes
Cross-Examination of 2 <sup>nd</sup> Affirmative	3 minutes
2 <sup>nd</sup> Negative Constructive	8 minutes
Cross-Examination of 2 <sup>nd</sup> Negative	3 minutes
1 <sup>st</sup> Negative Rebuttal	5 minutes
1 <sup>st</sup> Affirmative Rebuttal	5 minutes
2 <sup>nd</sup> Negative Rebuttal	5 minutes
2 <sup>nd</sup> Affirmative Rebuttal	5 minutes



## 2. Lincoln-Douglas Debate

Affirmative Constructive	6 minutes
Cross-Examination	3 minutes
Negative Constructive	7 minutes
Cross-Examination	3 minutes
Affirmative Rebuttal	4 minutes
Negative Rebuttal	6 minutes
Affirmative Rebuttal	3 minutes

## 3. Parliamentary Debate

1 <sup>st</sup> Proposition	7 minutes
1 <sup>st</sup> Opposition	8 minutes
2 <sup>nd</sup> Proposition	8 minutes
2 <sup>nd</sup> Opposition	8 minutes
Opposition Rebuttal	4 minutes
Proposition Rebuttal	5 minutes

## 4. Public Forum

1st Affirmative Speaker	4 minutes
1st Negative Speaker	4 minutes
Crossfire between First Speakers	3 minutes
2nd Affirmative Speaker	4 minutes
2nd Negative Speaker	4 minutes
Crossfire between Second Speakers	3 minutes
Summary (First Affirmative Speaker)	2 minutes
Summary (First Negative Speaker)	2 minutes
Grand Crossfire (All speakers)	3 minutes
Final Focus (Second Affirmative Speaker)	2 minute
Final Focus (Second Negative Speaker)	2 minute

### E. Constructive vs. Rebuttal Speeches. *[existing language in Public Forum rules only]*

1. Constructive Speeches: All arguments a team intends to present during the debate may be presented in the following speeches:
  - a. Policy Debate, Parliamentary Debate and Public Forum Debate: First Four



Speeches.

b. Lincoln---Douglas Debate: First two speeches

## 2. Rebuttal Speeches:

- a. A team's formal response to opponent arguments from constructive speeches or an extension of their own arguments; the synthesis of a side's argument.
- b. No new arguments may be introduced in rebuttals. However, new analyses of prior arguments are allowed in rebuttals.
- c. In Public Forum the first rebuttal speeches are known as "Summary" speeches and the last rebuttal speeches are known as "Final Focus" speeches.

## F. Preparation Time Allotted

### 1. Policy Debate

No more than eight minutes of total preparation time shall be allowed each team during the debate.

### 2. Lincoln Douglas

No more than four (4) minutes of total preparation time shall be allowed each debater during the debate.

### 3. Parliamentary Debate

- a. No preparation time is permitted during the debate presentation period before the judge(s).
- b. Twenty minutes of preparation time is allotted to be used before the debaters report to the judge(s). During the presentation period the next speaker must get up to speak within 20 seconds following the preceding speech.

### 4. Public Forum Debate.

No more than two minutes of total preparation time shall be allowed to each side during the debate.

## G. Use of Preparation Time.

### 1. Policy Debate, Lincoln---Douglas Debate, and Public Forum Debate.

- a. Each team/individual may allocate this time as they/she/he see(s) fit during the round, utilizing time prior to speeches for their side.
- b. Speakers may not use preparation time to make prefacing remarks to their speeches.
- c. No team may forfeit cross-examination time to gain additional preparation time. Preparation time begins for a team as soon as the previous speaker has finished with a speech or cross-examination.

### 2. Parliamentary Debate.

- a. During preparation time, Parli teams will report to designated Prep areas and remain there until dismissed to go to their rounds. In the preparation room, a topic shall be presented to the teams simultaneously. The teams have 20 minutes of preparation time from the announcement of the topic to prepare for each debate.



- b. Students may consult their partner, and no one else, dictionaries, reference materials, and prepared notes during the preparation period. Each Parliamentary debate contestant may make use of an electronic retrieval device to store and to retrieve subject files. Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. Secondary devices such as flash drives or external hard drives are allowed as well. Cell phones or smart phones are prohibited except as timing devices during the round. Power plugs or outlets may not be used in the prep room at any time. All computers used in the prep room must be battery operated at all times. Contestants shall not access the Internet or use it to communicate. All wireless capability must be turned off. Penalty for violation of this rule shall be automatic forfeiture of the round by the offending team.
- c. At the end of 20 minutes of preparation time, debaters shall be released to go directly to their assigned rooms. In transit to the assigned rooms, no communication by any means should occur with anyone other than a student's partner or tournament officials. The First Proposition speech should promptly begin after the debaters and judges are all present in the competition room.

## H. Examination of Opponents.

### 1. Policy Debate and Lincoln----Douglas Debate.

- a. In Policy Debate, both members of a debate team must participate as a questioner and respondent during cross-examination, but only one member of each team may do so within a given cross-examination period.
- b. In both Policy and Lincoln-Douglas Debate
  - 1) The questions must be directed to the speaker who has just completed his/her constructive speech and must be answered by that speaker alone.
  - 2) Questions must pertain only to materials and arguments offered by the opposition.
  - 3) The respondent may decline to answer only if a valid reason is given for doing so.
  - 4) The questioner controls the time and may interrupt a lengthy reply. Any form of time-wasting is considered unethical.
  - 5) Cross-examination time may not be yielded for the purpose of gaining additional preparation time.

### 2. Parliamentary Debate: Points of Information

To make a point of information, a member of the opposing team rises for recognition by the speaker. The speaker then has the discretion to accept or refuse the point. If the point is accepted, the opposing team member directs a statement or question to the speaker. The speaker is technically yielding time from his/her own speech for the point of information and the time for the point is deducted from the speaker holding the floor.

- a. Points of Information are only allowed in the first four (4) speeches of the debate.



- b. Points of Information must be concise statements or questions lasting no more than fifteen seconds.
  - c. Debaters may or may not take points of information at their discretion. The speaker accepts a single point; the opposing speaker is not allowed to make following questions or arguments unless again recognized by the speaker holding the floor.
  - d. The opening and closing minute of each speech are “protected;” i.e., no Points of Information are allowed. Points may be made after the first minute and before the last minute of each speech. The judge should tap the desktop to indicate that one minute has elapsed and points of information may commence. The judge should then tap the desktop when one minute remains in each speech to indicate that no more points may be attempted.
  - e. Both members of a debate team must participate as a questioner and respondent during cross-examination, but only one member of each team may do so within a given cross-examination period. Oral prompting by a participant of either the questioner or the respondent is discouraged, and may be considered by the judge as a factor in deciding the debate.
3. Public Forum: Cross-Fire.
- a. In cross-fire, the team who finished speaking receives the first question.
  - b. In the first two cross-fires, both participating debaters may ask and answer questions of the other. Only the speakers indicated above may participate.
  - c. Grand Cross-fire: All four debaters may participate. All may ask and answer questions.
- I. Validity of Evidence in All Forms of Debate
1. Definition of Terms:
    - a. Evidence is quoted information read in the round and must be identified by source.
    - b. Distortion of evidence exists when the evidence itself contains added or deleted words that do not clarify, but, in fact, change the position of the author with respect to the issues in question.
  2. Evidence Rules Specific to Parliamentary Debate

The intent of Parliamentary Debate is to encourage extemporaneous or impromptu argumentation. Reference to “outside materials” should be limited; instead, students should rely on general knowledge, common sense, and application of logic and analysis. Nevertheless, the use of “outside materials” is allowed within the following parameters:

    - a. No published materials or materials prepared prior to preparation time may be brought into the debate round for the debater’s use or reference. The debaters shall be allowed to bring to the round only the notes they have made on



colored paper provided during the preparation period as referenced in subparagraph 3 below, and nothing else.

- b. Debaters are not permitted to read published materials in the speeches of the debate to support their argument claims from anything other than their handwritten notes prepared during preparation time. Those notes may contain specific factual information (such as statistics) and/or hand transcribed quotations from published materials so long as full quotations are included in the notes as opposed to ellipsed versions of quotes (ellipses occur after the first word of the quotation and before the final word). Full citation to the referenced information or quotation must be included. The citation must include the name of the author, the source title, and the date. The opposing debaters may ask to see the debaters' notes containing any cited material as part of a Point of Information and the team reading the cited materials must show the handwritten notes, with citation, upon such request.
  - c. During the debate, students may consult only notes prepared during the preparation period on the colored paper provided in the prep room for each round.
  - d. Debaters may take and use notes during the debate only on the colored paper provided in the prep room for each round.
3. Responsibility for Evidence.
- Debaters are responsible for the validity of all evidence read in the debate. In all rounds of debate, all debaters shall have available, if challenged by the opponent during any round, complete citations for each piece of evidence introduced including the name of the author, qualifications, complete source title, complete date and page number. Lack of a full citation shall void any effect of that piece of evidence in the round. Either no internal ellipsis (ellipses occur after the first word of the quotation and before the final word) may be used in evidence cited on a card (this must be the case in Parliamentary Debate because no outside materials other than notes on provided colored paper may be brought into the round), or ellipses must be shown on document, if the original source or a photocopy is present. In Policy Debate, Lincoln-Douglas Debate, and Public Forum Debate the evidence may be read in ellipsed form, but the entirety of the evidence must be available in one of the two ways cited. Personal letters, electronic messages, telegrams, and the like are not admissible as evidence.
4. Evidence challenges – all forms of Debate.
- a. The burden of proof rests with the individual that challenges the validity of any evidence.
  - b. The individual/team challenging evidence must indicate prior to the conclusion of the round that a challenge will be made and indicate the specific evidence to be challenged.
  - c. The round will be completed and the judge(s) will withhold decisions, returning





ballots to the tournament tabulation room. Decisions will be rendered on the ballots only after the protest has been resolved by tournament officials. The judges may be asked if the evidence in question was or would have been significant in their decision.

- d. The evidence challenge must be made within thirty minutes of the conclusion of the round by the adult sponsor or designated representative of the individual/team who initiated the challenge.
- e. The challenging individual/team must be able to provide proof of the charge, within a reasonable time as set by tournament officials, through the use of either original copies of photocopies of the source in question or be able to demonstrate that there is reasonable cause to believe the evidence is nonexistent through the use of photocopies of books in print, periodical guides or other types of bibliographical resources.
- f. The tournament committee will adjourn to a private area with the two individuals and examine the charges and evidence along with materials presented by the challenging individual. Adult coaches or sponsors may be present during the examination.
- g. Individuals utilizing "handbook" evidence rarely have available the facilities to check all sources found in those handbooks. Handbook evidence proven inaccurate will be disallowed in the round, and judges instructed to not consider the evidence in rendering a decision.
- h. Evidence proven to be falsified or distorted from the original source will be grounds for awarding the challenging individual/team a win and disqualifying from the tournament the individual/team found guilty of using falsified or distorted evidence.
- i. If the evidence challenge is not upheld, the judges will be asked to render a decision and turn in their ballots after they have been informed that the evidence in question was not found to be falsified or inaccurately presented.
- j. The tournament committee has one-half hour to hear arguments and examine evidence and must render a decision within fifteen minutes of the conclusion of the presentations. The round following the contested round may not begin until the dispute is resolved.

## J. Evidence Exchange/Note-Taking.

1. Judges may not request nor be given any evidence or written material from teams/individuals except when the evidence is challenged as illegal by the opposing team/individual during the round. The evidence in question should be collected by the judge and delivered to the Tournament Committee.
2. In Policy Debate, Lincoln-Douglas Debate, and Public Forum Debate, teams or individuals may request evidence from opponents during cross-examination/cross-fire or preparation only. The specific evidence cited must be provided. The requesting team must have access to the evidence during their subsequent speech, but must return it at the conclusion of that speech if requested. In Parliamentary Debate, the opposing debaters may ask to see the



debaters' notes containing any cited material as part of a Point of Information and the team reading the cited materials must show the handwritten notes, with citation, upon such request.

## K. Computers and Electronic Devices.

1. Computers are allowed in Policy Debate, Public Forum Debate, Lincoln-Douglas Debate and Congress subject to the rules set forth herein. Computers are allowed in Parliamentary Debate only during preparation time.
2. For all debate events, a computer is defined as a laptop, netbook, iPad, or other portable electronic retrieval equipment. Devices such as flash drives or external hard drives are not considered computers for the purposes of these debate rules.
3. In all debate events, cellular phones/smart phones may be used during the round for the exclusive purpose of functioning as a timer (device must be put into airplane mode, and be incapable of receiving or sending correspondence). Penalty for violation of this rule shall be automatic forfeiture of the round by the offending side. Students must make all cell phones used as timers available for inspection by judges and/or tournament officials upon request. A cell phone/smartphone used as a timer shall not be counted as one of the computers/electronic retrieval devices allowed in a specific debate event.
4. In Lincoln-Douglas, Policy, and Public Forum Debate, debaters shall not have access to or activate any other electronic devices during the round, other than those specified in paragraphs 2 and 3 of this Section K. Debaters shall be permitted to access the internet for the sole purpose of file sharing with their opponent(s) and/or partner. File sharing may be done through email chains, file sharing services like Dropbox or Google Drive, or any other method. Any of these must be agreed upon by all competitors in a given debate, prior to the start of that debate. Any other use of the internet, whether for other communication, searching, etc. is fully forbidden in-line with paragraph M below. Evidence acquired from the use of the Internet during the round, other than permitted above, is invalid. Therefore, the debater(s) shall not explicitly encourage or invite judges to acquire evidence from the Internet.
5. The allowances and restrictions on the use of computers and electronic devices are as follows:
  - a. In Policy Debate, three computers per team, one printer per team, and one electronic timing device per debater are allowed. The debaters shall not have access to or activate any other electronic device during the round.
  - b. In Lincoln-Douglas Debate, two computers per debater, one printer per team, and one electronic timing device per debater are allowed. The debaters shall not have access to or activate any other electronic device



during the round.

- c. In Public Forum, three computers per team, one printer per team, and one electronic timing device per debater are allowed. The debaters shall not have access to or activate any other electronic device during the round.
- d. In Congress, one computer or electronic retrieval device per debater. Congressional debaters shall not have access to or activate any other electronic device during the round. See Article XII, Section 18 for more specific information on the use of computers in congress.
- e. In Parliamentary Debate, no computer use is allowed during the round. Computer use is permitted only during the preparation period. During both the preparation period and the competition period, debaters shall not have access to or activate any other electronic device during the round, with the sole exception that each debater may have one electronic timing device.

- 6. In Policy Debate and Lincoln-Douglas Debate the debaters are permitted to provide to a judge in digital format (e.g., CD, USB drive, flash drive) prior to the beginning of the round, for the sole purpose of, and as the most efficient way to demonstrate that questioned evidence was not acquired during the round via the Internet. Competitors are strongly encouraged to follow this practice.

#### L. Definition of Round.

For the purposes of the rules listed in this Article, a round shall begin in Policy Debate, Lincoln-Douglas Debate, and Public Forum Debate when the first speaker in the debate begins his/her speech, and shall end when the last speaker in the debate ends his/her speech. In Parliamentary Debate a round shall begin when the resolution for the round is released and the round ends when the last speaker in the debate ends his/her speech.

#### M. Restriction of Communications.

During a round, a debater shall not communicate through any method with anyone other than that debater's partner (if applicable), the opposing debater(s) and the judge(s). Oral prompting, except time signals, by the speaker's partner while the debater has the floor, is discouraged though not prohibited and may be penalized by some judges. Debaters may, however, refer to their notes and materials and may consult with their teammate while they do not have the floor.

### **Section 2. Unique Rules as to Lincoln-Douglas Debate, Parliamentary Debate, and Public Forum Debate.**

#### A. Lincoln-Douglas Debate : Value Debate – No Plan Permitted.

No plan may be presented by either debater in the round. A plan is defined as a formalized, comprehensive proposal for implementation.



## B. Parliamentary Debate

### 1. General rules:

- a. Rebuttals must be given by the first speaker for each side
- b. Heckling is not allowed.

### 2. Rules specific to Points of Order:

- a. A point of order is a serious charge and should not be raised for minor violations, nor may it be used as a tactic to disrupt the opponent's speech, and these expectations should be noted in the judging instructions.
- b. Points of order are allowed on a limited basis. Points of Order may be raised in only the two final speeches of the debate: the Opposition Rebuttal and the Proposition Rebuttal. A point of order is allowed only to claim that the opposing team has introduced a new argument in rebuttal.
- c. Points of Order may be made at any moment of a rebuttal; in other words, there is no protected time.
- d. To make a point of order, a member of the opposing team rises and states "point of order." The debater must then provide any rationale in no more than 15 seconds.
- e. The opposing team may respond to the points of order as they choose but their response comes out of their allotted speech time.
- f. Timing for Points of Order
  - 1) Once a Point of Order is raised, time should be immediately stopped.
  - 2) The debater that raised the Point of Order must make a concise statement, lasting no more than fifteen seconds that clearly identifies the new argument or offense alleged to have been committed by the speaker.
  - 3) The speaker will then be granted the opportunity to respond to the Point of Order with a statement, lasting no more than fifteen seconds, that either directly responds to the offense brought up in the Point of Order, or accepts the Point of Order. No other arguments may be brought up while time is stopped due to a Point of Order.
  - 4) Once the speaker has responded to the Point of Order, time officially restarts.
- g. The judge simply observes the point/s of order. The judge/s may take the point of order into account in their deliberations as they choose and no new arguments in rebuttals are allowed; both of these points shall be noted in the judging instructions.

## C. Public Forum Debate.

### 1. No Plans/Counterplans.

- a. In Public Forum debate a plan is defined as a formalized, comprehensive proposal for implementation. Neither the affirmative or negative side is permitted to offer a plan or counterplan; rather they should offer reasoning to support a position of advocacy. Debaters may offer generalized, practical solutions.



2. On both sides, the Summary (First Rebuttal) is given by the first constructive speaker and the Final Focus (Second Rebuttal) is given by the second constructive speaker.
3. Cross-Examination Rules
  - a. The format is intended to be question and answer and comments by debaters are restricted to advancing questions or answering an opponent's question. Students should conduct themselves in a civil and professional manner during the cross-fire - - cross-fire is intended to help clarify the debate for the judge and is not intended to be a verbal brawl.

### **Section 3. Penalties for Violating Debate By-Laws in All Debate Events.**

Debaters may not make an agreement among themselves or with the judges to modify the above rules in any round. Judges should not direct students to deviate from these rules or encourage students to violate them. In ruling on protests for violation of debate rules set forth in this Article, the Protest Committee shall consider the total facts and circumstances associated with the violation including whether it

- was intentional or unintentional,
- was unethical and/or dishonest,
- would be considered abusive
- was intended to obtain an unfair advantage in the debate
- violates the purpose behind a rule in addition to its express language, and the degree of prejudice resulting to the opponent from the violation.

Unless another penalty is included in any specific rule, the Protest Committee is empowered to impose any of the following penalties or take any of the following actions:

- 1) warning and/or reprimand, including a statement of clear consequences for a repeated violation.
- 2) require the round be repeated under terms considered fair and just by the Committee
- 3) impose a loss on the debater(s) in violation
- 4) disqualification



## ARTICLE XII: The State Tournament -- Debate Tabulation

### Section 1. Drawing of Byes

- A. If the tournament is paired according to the procedures outlined in this Article, no byes should be necessary. If some unforeseen circumstance occurs (i.e. fewer than 64 teams/individuals competing in Round 1, a team dropping from the tournament due to illness, the awarding of double wins as a result of a protest, etc.), it may be necessary to draw byes in preliminary rounds. If this is the case, byes should be drawn from the lowest ranked bracket that has an odd number of entries, so as to best maintain the integrity of each bracket through the tournament. If a bye is necessary in round one, it should be drawn at random.

### Section 2. Preliminary and elimination rounds

- A. Rounds 1-4 - Preliminary rounds: All teams or individuals shall debate in rounds one, two, three, and four.
- B. At the conclusion of round four all teams or individuals shall be ranked according to the following criteria, and the top sixteen teams/individuals shall continue to octo-finals.

1	Number of ballots won
2	Number of debates won (both judges, not a split decision)
3	Number of ballots won by all four Opponents faced
4	Number of ballots won by Opponents who split with them
5	Number of ballots won by Opponents who defeated them

- C. Octo-finals, quarterfinals, semifinals, finals - Single elimination: Beginning in the octofinal round, elimination is automatic for losing teams or individuals, regardless of prior won-loss record.

### Section 3. Pairing debates.

- A. Teams or individuals in round one shall be matched by chance with teams or individuals from an Area other than their own.
- B. After round one and prior to octofinal rounds, shall be matched against opponents with the same record of ballots won.
- C. If pools of students with the same record have an odd number of teams/individuals, an entrant shall be drawn up from the lower pool to be paired with a member of the higher pool. The entrant to be pulled up shall be randomly chosen from those who (1) need to compete on the side less represented in the higher pool, and (2) have not lost while debating on that side. If no entrant fulfills the second condition, the draw shall be made from those who fulfill the first condition.
- D. Sides: On a table place at the left after round one the tabulation cards of the teams or individuals which have had more negative debates and therefore should debate affirmative the next round. Place these cards face down. On the right place the cards of those who have had more affirmative debates and therefore should debate negative the next round. Hold back the cards of any teams or individuals that have had an equal number of affirmative and negative sides, using a normal rotation. If the piles of affirmative and negative cards are not equal and it is necessary to draw cards

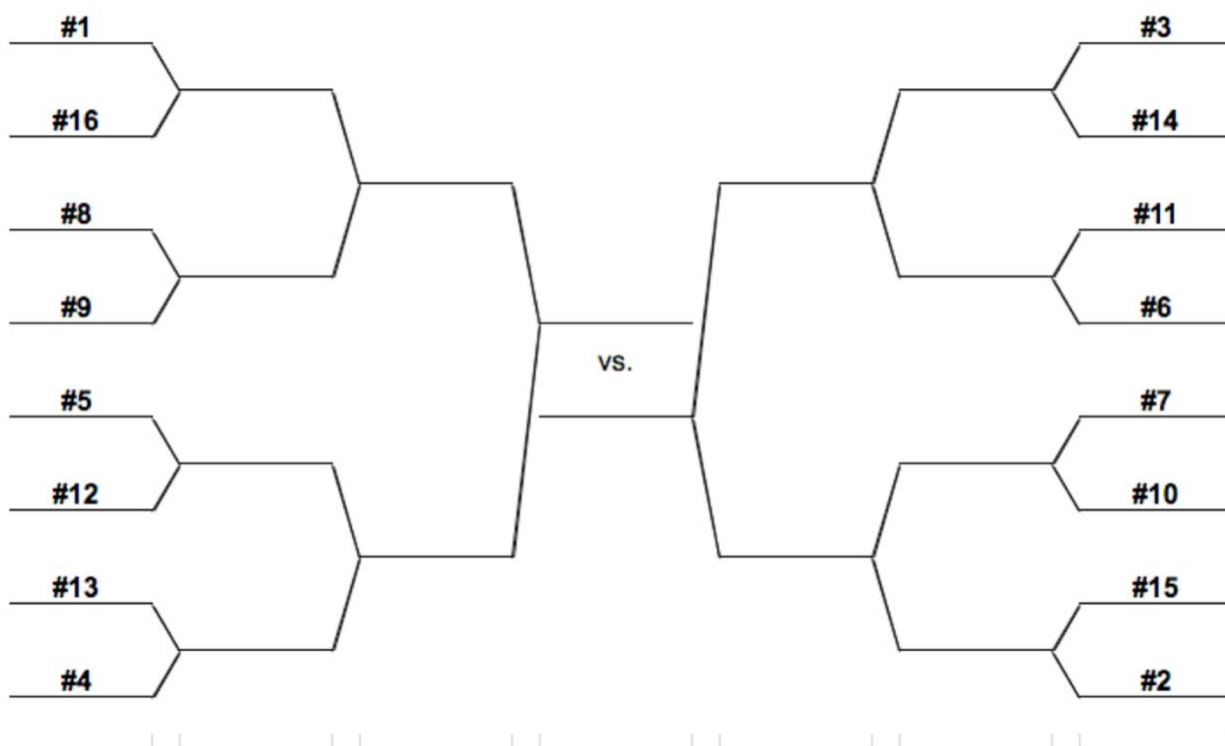


- to uphold a given side of the question twice, draw first from the cards which have won on that side in the preceding round to even the piles. To draw, turn the cards of the eligible competitors face down and let someone pull the necessary number of cards.
- E. Precedence in Pairing. In odd-numbered rounds, competitors should be distributed Affirmative or Negative randomly. Competitors pulled across in any even-numbered round according to the process below should be balanced Aff or Neg in the following round. The following procedure applies for even-numbered rounds: Leaving the affirmative cards on the left, shuffle them and place them face up in vertical rows. Shuffle the negative cards and turn face up one at a time in sequence opposite the affirmative cards, being sure to match undefeated against undefeated prior to quarter-final rounds. Do this matching one at a time noting the following priorities and shift the pairings to avoid:
1. The meeting of teams or individuals from:
    - a. The same schools prior to the final round.
    - b. The meeting of teams or individuals that met previously in the tournament.
    - c. The meeting of two schools from the same league.
    - d. The meeting of teams or individuals with a school that met previously in the tournament;
    - e. The meeting of two teams or individuals from the same Area.
  2. Each priority stands until all possibilities for it have been exhausted and the next priority is applied.
  3. A master pairing-sheet should be kept that includes school code/team numbers in order to cross check for pairing conflicts.
- F. The sides for quarterfinals on shall be determined by a coin toss immediately preceding the round when both teams or individuals and judges are present unless the teams or individuals have previously met. Rounds must begin no more than five minutes after the coin-toss-decision on sides.
- G. In quarter/semi-final rounds:
1. Before the fifth round (octo-finals) all teams/individuals shall be ranked based on:
    - a. Number of ballots won
    - b. Number of debates won (both judges, not a split decision)
    - c. Number of ballots won by all four opponents faced
    - d. Number of ballots won by opponents who splits with them
    - e. Number of ballots won by opponents who defeated them
  2. The top-ranked team/individual will receive a #1 seed. The next fifteen teams/individual will receive the seed respective to their ranking (#2 for second-highest rank, #3 for third, etc.) down to #16. Teams ranked lower than 16th shall not continue in the tournament.
  3. The sixteen seeded teams shall be placed in a bracket, in which #1 meets #16, #2 meets #15, etc. See Appendix AA. Placement in the bracket shall not be adjusted for any conflicts (prior opponents, same school conflicts, etc.)
  4. Losers of any single-elimination round are eliminated from the tournament. Winners of each round advance along their branch of the bracket. Results of any elimination round shall not cause a team to jump to a different branch of the bracket.



5. The sides from octo-finals on shall be determined by a coin toss immediately preceding the round when both teams or individuals and judges are present (unless the teams or individuals have met previously in the Tournament).
6. In the semifinal round, the highest remaining seed will debate the lowest remaining seed. The other two seeds debate in the other semifinal round. If this results in a pairing wherein a contestant is scheduled to debate an opponent from the same school, the lower seeds should swap opponents. If this adjustment yields a new, similar conflict, then the original pairings will be used for the semifinals.
7. If the two teams/individuals in the finals are from the same school, the coach may decide if the teams/individuals will debate each other. If they do not debate, the coach shall decide the winner.

## APPENDIX AA



**Section 4. Judges:** There shall be two judges in each of the four preliminary rounds. In the octofinal and quarterfinal rounds there shall be three judges. In the semifinal and final round, there shall be five judges.

**Section 5. Posting of eliminated teams/individuals:** Lists of eliminated teams/individuals (with two or more losses) shall be posted beginning after round three and before round four. Thereafter, list of eliminated teams/individuals shall be posted before the next round begins.





## **Section 6. Ballot Review**

Ballots for all debate events shall be made available for coach review during round three and at the conclusion of each round thereafter. Only coaches may review the ballots. No ballots or ballot comments may be copied or removed from the review room. The purpose of review is to determine errors in recording results. If ballots are made available in electronic form, a review area with computers should be made available for coaches, since some coaches may not have accessible technology.

**Section 7. Reporting of Errors:** Any error should be immediately reported by the coach of the team or individual concerned to the appropriate Area Chairperson or persons officially designated to receive such reports. Such notification shall be done prior to the start of the subsequent round of debate in order to rectify errors.

## **Section 8. Tabulation Errors**

- A. Inadvertent clerical errors in tabulation shall not void the contest. If errors occur and can be corrected, this correction shall be made.
1. If a decision is found to be misrecorded, each team/individual remaining in the tournament shall have its won-loss record restored to the correct record. From that point on, each team/individual remaining in the tournament shall be paired according to its corrected record.
  2. If correcting a team's/individual's record would cause it to receive a second loss, that team/individual shall immediately be considered to be eliminated from the tournament. From the moment of the discovery of the error, this team/individual cannot eliminate another team/individual from the tournament. However, any teams/individuals wrongfully eliminated prior to the discovery of the tabulation error shall remain eliminated from the tournament.
    - a. If a round is taking place involving a team/individual with a corrected record of two losses, the tab room shall record the result of that round as a win for the opposing team/individual. This correction shall be made even if the round is completed, up until the time of the posting of the drops subsequent to that round.
    - b. If the drops have already been posted for the round involving the team/individual with a corrected record of two losses, and that team/individual won their round, eliminating another team/individual, but the pairings for the next round have not been posted, every effort shall be made to find the wrongfully eliminated team/ individual and restore them to the tournament. If they cannot be found, the team/individual with a corrected record of two losses shall still be eliminated from the tournament.
    - c. Under no circumstances shall a wrongfully eliminated team/individual be restored to the tournament after the round subsequent to their wrongful elimination has begun (e.g., a team may not "skip" a round and be returned to the tournament field.
  3. Other than in the specific situation outlined in (2) above, wins and losses accumulated by teams/individuals with misreported records, as well as wins and losses accumulated by the opponents of teams/individuals with misreported records, shall stand as corrected recorded. While a mismatch of teams/individuals based on corrected records is an unfortunate circumstance, the decisions made by the judges in these rounds shall not be altered.



- B. If the correction or inadvertent clerical error would force a re-running of any round or rounds, the correction shall not be made. In cases of unforeseen, uncorrectable errors, the President, Vice President Activities and/or appropriate Area Chair shall be authorized to make an appropriate apology.

**Section 9. Cumulative Sheet:** The cumulative sheet for debate must include a column that specifies the League of the debater(s).



## **ARTICLE XIII: State Tournament – Congress - Rules and Tabulation**

### **Section 1. Description**

A State Congress shall be a regular contest of the CHSSA State Tournament. Said Congress shall have six preliminary houses of 15 members each. The members shall include 21 Congresspersons from each of the four Areas plus bonus entries as allocated according to Article VII, Section 3, plus Presiding Officer contestants from each Area (cf. #3 below, Presiding Officers). All Congress contestants must follow the rules specified in the CHSSA Constitution, By-Laws, and Congress Handbook. Failure to do so may result in disqualification. No visual aids or props may be used during any round of Student Congress for purposes of information or speaker identification. Computers or tablets are allowed in congress sessions provided that the internet is disabled. See Section 18 for complete rules regarding the use of electronic devices in Congress.

### **Section 2. Qualifiers**

All delegates to the Congress must have qualified for such a position at an earlier League qualifying Congress within each Area. Those qualifying Congresses shall be run according to the rules of the State Congress as far as possible.

### **Section 3. Presiding Officers**

Each League shall assign one presiding officer to the State Congress. There shall be a total of 12 presiding officers.

- A. One presiding officer shall be selected from each of the state qualifying Congresses of the eleven Leagues. The twelfth presiding officer shall be chosen as follows: Based on the previous three years' State Tournaments and total league entries, the number of sweepstakes points earned shall be divided by the total number of allocated league entries. The league with the most points will be entitled to send a second presiding officer to the State Tournament. Presiding officers shall compete only as presiding officers. Delegates to the State Congress shall be selected by a panel of adult judges without Congress contestant input. Those state qualifying League contests in which no presiding officer candidate is selected for the State Congress shall treat all participants as potential state qualifying delegates to the State Congress.
- B. Each presiding officer elected to the State Congress shall, as much as is possible within an Area, come from different Leagues within an Area.
- C. Presiding officer contestants shall be eligible for awards for presiding officer but cannot be eligible for "best speaker-delegate" awards.

### **Section 4. Submission of Bills/Resolutions:**

- A. Bills and resolutions shall come from six topic areas chosen by the fall CSSC meeting of the Congress Committee.



- B. Each League may submit resolutions or bills.
- C. All bills and resolutions shall be typed in proper form on one side of 8.5 by 11 paper shall be submitted to the chair of the State Congress Committee by November 15. The League submitting the bill/resolution shall indicate its name on the resolution
- D. The Congress Director shall meet with the Congress Committee at the winter CSSC meeting. The Congress Committee will write/design all legislation for the State Tournament or select from any bills submitted with right to modify or revise submitted material. The Congress Committee shall select seven (7) bills/resolutions to be distributed to the coaches of qualified delegates. The Congress Director shall prepare the Student Congress Handbook inclusive of the seven (7) selected bills/resolutions and have it made available to students thirty (30) days prior to the first day of the state tournament
- E. The Congress Committee shall designate the bill/resolution(s) for each session, and they shall be announced prior to the start of the tournament.

## **Section 5. Paneling of Congressional Contestants**

- A. There shall be three preliminary legislative sessions of ninety minutes each. Each chamber shall be randomly pre-matched and then balanced to avoid to the extent possible contestants same school, the same League and the same Area.
- B. Students will stay in the same chamber for all three preliminary rounds.
- C. Placement of students on the seating chart shall be adjusted each session to avoid contestants placed in the same seat and row.
- D. Contestants shall be changed from one panel to another to avoid paneling together in the precedence listed:
  - 1. Contestants from the same school
  - 2. Contestants with the best ranks from the preceding round(s).
  - 3. Contestants from the same League.
  - 4. Contestants who have competed against each other in preceding rounds.
  - 5. Contestants from the same Area (balanced as much as possible)
  - 6. Contestants placed in the same seat and row.

## **Section 6. Semi-Final Unicameral Session**

- A. Twenty-eight members shall be selected for semi-final competition based on low cumulative ranks in the three preliminary sessions. Ties shall be resolved with the following criteria:
  - 1. Greatest number of firsts, seconds, etc., of round ranks in the preliminary rounds.
  - 2. Greatest number of firsts, seconds, etc., of round ranks on all judge ballots in the preliminary rounds



3. Judge preference if met in previous round.
  4. If ties cannot be resolved by the above method, those tied shall advance to the semi-final round.
- B. Two houses, designated A and B shall have fourteen members each.
- C. Each chamber shall discuss and act on the bill/resolution assigned to the semi- final session.
- D. The semi-final sessions shall consist of ninety (90) minutes each.

## **Section 7. Final Bicameral Session**

- A. There shall be two final sessions of Congress. Fourteen congresspersons shall be chosen on a low cumulative score basis using all semi-finalist judge ballots added to the preliminary cumulative rank totals, with ties resolved using the following criteria.
1. Lowest total cum in the semi-final round only, speakers tied need not be in the same panel.
  2. Judge’s preference in the semi-final round, if both speakers were in the same panel
  3. Greatest number of firsts, seconds, etc., in round rank in the semi-final round
  4. Greatest number of firsts, seconds, etc., in round ranks of all rounds including the semi-final round.
  5. All individual judges’ decisions from all rounds on a low cumulative basis.
  6. Greatest number firsts, seconds, etc. awarded by individual judges in all rounds.
  7. Judge’s preference, if contestants have met previously.
- B. Each final session shall have 90 minutes of debate time [see Section 7]. The first session shall close, followed by a ten-minute recess. The recess will be followed by the opening of a second session of the final round.
- C. Each session shall discuss and act on one bill/resolution assigned to the final sessions by the Congress Com mi t t e e.
- D. Each semi-final session shall select one presiding officer by popular vote to preside over one-half each of the final sessions.
- E. Contestants in the final sessions shall be assigned seats by the Congress Committee.

## **Section 8: Official Scoring**

- A. For each preliminary session, there shall be three official scorers in each chamber. The three judges’ scores shall be added together for each contestant. Any contestant not ranked 1-9 shall receive a score of 10. The “cum” (sum of the three judges’ scores) will then be used to determine a contestant’s rank within the session relative to other contestants within that session. For tabbing purposes, round ranks shall not exceed a rank of 10. Ties shall be broken in the following manner:
1. Two-way ties shall be broken by judge preference, using all judge actual scores through the rank of 15.



2. Three and four- way ties shall not be broken in any panel. Each contestant involved in a three or four - way tie shall be awarded the better middle position for which the speakers are tied. F or other contestants in the panel, the next position after the tie ranking shall be eliminated.
- B. There shall be five official scorers in each semi-final session and five different official scorers serving in each of the final sessions.
- C. For tabulation purposes, any contestant not ranked 1st through 9<sup>th</sup> shall receive a score of 10.
- D. Each scorer shall choose 1<sup>st</sup> through 14<sup>th</sup> best speaker for each semi- final session and for the final session. For tabulation purposes, any contestant not ranked 1st through 9th shall receive a score of 10.
- E. Each scorer shall be provided a copy of the assigned legislation, a seating chart of contestants, and an official ballot.

## **Section 9. Final Score**

- A. First through fourteenth best speakers shall be computed on a low cumulative score basis using the total ranks from the four preliminary rounds added to the total of all scorers' ballots in the semifinal and final sessions.
- B. Ties shall be resolved by the following criteria:
  1. Lowest total cum in the final round only.
  2. Judge's preference in the final round.
  3. Greatest number of firsts, seconds, etc., in round ranks in the final round.
  4. Greatest number of firsts, seconds, etc., in round r anks of all rounds including the semi-final round.
  5. All individual judge's decisions from all rounds on a low cumulative basis.
  6. Greatest number firsts, seconds, etc. awarded by individual judges in all rounds.
  7. Judge's preference, if contestants have met previously.

## **Section 10. Presiding Officer Competition**

- A. The presiding officer competition shall consist of a total of 12 presiding officers with one presiding officer representing each league. In every round, each presiding officer will serve half of the session. The presiding officer with the greatest combined total of judge and student votes shall be awarded a Win in the round and the opposing presiding officer a Loss. Ties shall be broken by the greatest number of judge ballots. In the case of a no-show presiding officer, the remaining presiding officer in the round shall be awarded a bye similar to debate and this bye would count as a win. PO votes for the bye round shall be averaged from the other two preliminary rounds to determine total number of PO votes.  
Byes shall be drawn randomly from presiding officers who have not received a bye yet in the tournament unless the PO pairings were made before the discovery of the no-show presiding officer.
- B. Presiding officers will alternate from first position to second position in



preliminary and final rounds to the extent possible. In the semi-final round, positions shall be determined by coin toss.

- C. The assignment of the presiding officers for the first preliminary round shall be random.
- D. Presiding officers from the same school shall not meet in preliminary rounds. Otherwise, presiding officers shall be power matched against each other on a high/low pairing based on ballot count. In the case of an odd number of presiding officers in a bracket, a pairing shall be made by randomly pulling up through a blind draw a presiding officer from one bracket lower to randomly face one of the presiding officers blindly drawn in the higher bracket.
- E. The four presiding officers shall be selected for the semi-final round based on the following criteria:
  - 1. The four presiding officers with the most “wins” will advance to the semifinal round.
  - 2. Ties shall be broken in the following precedence:
    - a. Head-to-head competition.
    - b. Total number of student ballots.
    - c. Greatest number of judge ballots.
    - d. Special election by all semi-finalists
- F. The presiding officers for the semi-final round shall be paired on a high-low basis using the following criteria:
  - 1. Greatest number of wins.
  - 2. Head-to-head competition.
  - 3. Total number of student ballots.
- G. The winner of each semi-final chamber, determined by the greatest number of student and judge ballots will serve in the final round. Ties shall be broken by judges' preference.
- H. The presiding officer champion is determined by the greatest number of both student and judge ballots in the final round.
- I. Ties in the final round shall be broken in the following precedence:
  - 1. Greatest number of judge votes in the final round
  - 2. Greatest number of students votes in the final round
  - 3. Greatest number of wins
  - 4. Greatest number of judge votes in all rounds
  - 5. Greatest number of student votes in all rounds
  - 6. Head-to-head competition if contestants met in previous round
  - 7. Strength of opposition based on total number of student and judge ballots throughout the tournament
  - 8. In the case of an unbreakable tie, co-champions will be awarded

## **Section 11. Recognition of Delegates**

Delegates shall be recognized on a priority system. Each delegate shall receive the following



number of priority cards to be used in numerical order:

9. Five cards in preliminary sessions.
10. Two cards in the semi-final session.
11. Three cards in final session. A delegate who has exhausted his/her supply of numbered cards may be recognized to speak if those holding cards choose not to be recognized. The procedure shall begin anew at the beginning of the semifinal session and at the beginning of the final sessions.

Only official CHSSA priority cards are to be used. Any delegate who attempts to speak by use of a counterfeit, imitation, simulated, or otherwise unofficial priority card will be disqualified from the State Tournament. Furthermore, the Presiding Officer who recognizes the speaker using a counterfeit, imitation, simulated or otherwise unofficial priority card will also be disqualified from the State Tournament. Delegates who lose or misplace their official priority cards must immediately appeal, in person, to the Congress Committee. Upon investigation and at the Congress Committee's discretion, the Congress Committee may replace some or all of the missing priority cards.

### **Section 12. Cross-Examination**

Speakers for and against a bill/resolution are limited to three minutes plus one minute of cross-examination. Questioners shall be recognized at the discretion of the presiding officer. Questioners are limited to one question per recognition. Speakers shall not be interrupted during the three-minute speaking period.

### **Section 13. Punctuality**

Any delegate who is ten minutes or more late for a session shall not be seated except by permission of the Congress Director or designee.

### **Section 14. Resolutions and Amendments**

No bills or resolutions are in order other than those provided by the Congress Committee. Amendments which do not alter the intent of the bill/resolution are in order, if germane and submitted in writing in double-spaced, typed form to the Congress Committee for approval of form and specific applicable content. This Committee approval may be sought at any time prior to the session in which the amendment will be used. Upon approval, the written amendment must be submitted to the Presiding Officer before gaining the floor. Those speaking on an amendment must surrender a priority card. No amendments to the amendment shall be in order.

### **Section 15. Adjournments and Recesses**

All sessions are scheduled for 90 minutes. Time begins when the first competitor speaks. A speech and cross-examination may extend beyond 90 minutes provided that the speaker was recognized within the 90-minute time limit. Sessions cannot end early if someone still wishes to speak.





A session may end before the 90-minute time limit provided that no speakers wish to speak. A session can end with an affirmative speech. Motions to adjourn before 80 minutes of speaking time have elapsed are not permitted. Motions to adjourn or recess are not in order unless called for by the agenda.

### **Section 16. Rules of Procedure**

Participants in the State Congress shall not be permitted to suspend the above stated rules. A motion to impeach the presiding officer is out of order.

### **Section 17. Evidence**

All evidence used is subject to verification. Honesty and integrity are of utmost importance in legislative debate. Falsification or deliberate misuse of evidence may result in the legislator being suspended by tournament officials.

### **Section 18. The Use of Electronic Devices.**

Electronic retrieval devices to store and to retrieve subject files are allowed to be used during congress sessions subject to the rules below and those in ARTICLE XI, Section 1. Paragraph K of the State Tournament Debate Rules. Electronic retrieval devices are defined as laptop computers, netbooks, iPads, or other portable electronic retrieval equipment. Secondary devices such as flash drives or external hard drives are allowed as well. Cell phones or smart phones are prohibited except as timing devices during the round by the presiding officer. Power plugs or outlets may not be used in the round at any time. All computers used in the session must be battery operated at all times. Contestants shall not access the Internet or use it to communicate. All wireless capability must be turned off. Penalty for violation of this rule shall be automatic forfeiture of the round by the offending speaker and/or disqualification from the tournament.



## **ARTICLE XIV: The State Tournament -- Administration**

### **Section 1. General Administration**

A. The Vice President Activities, in consultation with members of the State Tournament Committee, shall be responsible for the administration, organization and supervision of the State Tournament.

The Vice President Activities shall recommend to the President and Executive Council for their approval and acceptance all contracts, memoranda of understanding, and other agreements related to the operation of the State Tournament, including but not limited to the following:

1. host site for the State Tournament
2. supplier of trophies and awards
3. official vendor(s)

The Vice President Activities shall have the authority, in consultation with the President and other members of the State Tournament Committee, and for the good order of the State Tournament, to suspend, alter or otherwise institute temporarily operational procedures of the State Tournament, including but not limited to the following:

1. determination of qualifications, selection, assignment, and number of judges
2. schedule
3. Awards Ceremony

This authority shall not extend to any rules or regulations regarding event competition or eligibility to compete.

B. The Area Chairpersons of the four qualifying Areas shall:

1. Certify contestants for the State Tournament for their Areas.
2. Collect copies of orations, expositives, advocacies, original prose/poetry, interpretation scripts and entry fees for their Areas. All scripts and manuscripts shall be turned over to the Vice President-Activities at the beginning of the Tournament. All entry fees shall be turned over to the Treasurer.
3. Assign judging rounds to all coaches or approved substitutes of schools entered in the State Tournament. Exempt from judging assignments are coaches from an Area who are assigned to the work of the State Tournament.

C. The Vice President-Activities shall be responsible for the pre-tournament preparations, including time schedules, forms, supplies, and necessary equipment.

1. The Vice President-Activities may appoint the Area Chairperson of the host Area to act as a liaison to the host site.
2. The Vice President-Activities, with the approval of the CHSSA President, shall appoint CSSC members and other responsible coaches to handle tournament operations such as sweepstakes tally, event drawing, debate pairing, preparation of impromptu and extemporaneous topics, extemporaneous supervision, judging assignment, congress direction, and other necessary duties at the State Tournament.
3. The Vice President – Activities shall prepare all required documents for the State Tournament.

### **Section 2. Judging**

A. In all individual events three judges shall be used in each section or panel of preliminary and



semi-final rounds. Five judges shall be used in the final rounds. No judge should score the same individual event twice during the preliminary and double-elimination rounds. A judge may score a previously scored debate team or Lincoln-Douglas entry one additional time in quarterfinals or beyond.

1. A stopwatch will be issued to each judging panel. The judges will be instructed to show that the time is cleared prior to each speech. At the conclusion of each speech, the judge will announce the speaker's time. At that time, the stopwatch will be shown to the other judges, if requested. Each judge will record the speaker's time on his/her ballot.
- B. In Team Debate, Lincoln-Douglas Debate, Parliamentary Debate and Public Forum Debate two judges shall be used in each of the four preliminary rounds. In the octofinal and quarterfinal rounds, three judges shall be used. In the semi-final and final rounds, five judges shall be used. No judge should score the same debate team or Lincoln-Douglas debater twice during the preliminary and double-elimination rounds. A judge may score a previously scored debate team or Lincoln-Douglas entry one additional time in quarterfinals or beyond.
- C. In Congress, three judges shall be used in each house of preliminary competition and three judges shall be used in both semi final sessions, and seven judges shall be used in final round. No judge should score congress twice during the tournament.
- D. Judging requirements for schools:  
Those coaches involved in the operation of the State Tournament shall be credited the equivalent of 8 rounds of judging. The tournament director at his/her discretion may choose to award more rounds of credit to individuals who serve larger roles in the operation of the tournament. Each coach not involved in the operation of the State Tournament will be required to judge a minimum of eight rounds and may be required to judge more in the event of severe judge shortages. Coaches NOT from the host area with more than five entries will be required to judge a minimum of six additional rounds or be required to provide additional qualified judges according to the following schedule:
- Entry exceeds 5 = 1 additional judge for eight rounds.
  - Entry exceeds 10 = 2 additional judges for eight rounds each
  - Entry exceeds 15 = 3 additional judges for eight rounds each.
  - Entry exceeds 20 = 4 additional judges for eight rounds each.
  - Entry exceeds 25 = 5 additional judges for eight rounds each
  - Entry exceeds 30 = 6 additional judges for eight rounds each
  - Entry exceeds 35 = 7 additional judges for eight rounds each
  - Entry exceeds 40 = 8 additional judges for eight rounds each
1. All school judges must be available to judge for the first six (6) rounds of the tournament.
  2. Schools in the host Area will be required to provide 1 judge for every 3 entries.
  3. Schools with more than two (2) Policy Debate entries shall be required to provide one judge for each additional policy debate entry. Judges covering policy debate entries will likely be asked to judge, at a minimum, the first four (4) rounds of policy debate and should have the experience necessary to be comfortable doing so.
  4. Substitute judges for coaches or additional judges must be approved by the Area Chairperson at the time of pre-registration, not at the tournament site registration. A coach who will be represented by a substitute judge or who provides additional judges must provide written



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information for the Area Chairperson regarding the judging experience of each judge. Coaches



who are representing more than one school must fulfill the judging

requirement of each school. Schools that fail to fulfill judging obligations will be fined up to \$100 per missed round. In addition, egregious violations will result in the school losing up to 5 sweepstakes points per missed round. The State Tournament Director, in communication with the Protest Committee, will assess penalties. A list of judges (and the schools they represent) who missed rounds shall be posted in the judges' room at the conclusion of each round.

5. In all rounds of all events, each panel of judges shall be mixed in judging experience and demographics to the degree logically feasible, at the discretion of the Tournament Director.
  6. Each league president shall send a list of potential semi and final judges to the Area Chairperson by April 1. The list should indicate the events each coach would be best qualified to judge.
  7. No coach shall be exempt from judging finals except: the tournament director, the CHSSA president, the four Area Chairpersons, and any other tournament official specifically released from judging by the Tournament Director.
- E. Qualified judges from local college and the local community shall be encouraged to participate in judging the State Tournament. Use of first year or sophomore college students as judges is to be discouraged in preliminary rounds and is prohibited in semifinal and final rounds. Those individuals responsible for supplying college and community judges should be encouraged to recruit special judges for semifinals and finals.

### **Section 3. Awards**

A. Grand Sweepstakes: Sweepstakes awards will be presented to the 20 schools gathering the highest number of points on the basis of the point system outlined below:

B. Sweepstakes points:

1. Finalists in individual/duo events contests will be awarded sweepstakes points as follows:

Ranking	Points for Speech Events
First	9
Second	7
Third	6
Fourth	5
All Other Contestants in Final Rounds	4
Non-Advancing Semi-Finalists	2

2. Policy Debate/Lincoln-Douglas Debate/Parliamentary Debate/Public Forum Debate ties for position will be broken by:
- a. previous meeting
  - b. greater number of win ballots

Ranking/Round Reached	Points for Debate Events (Policy, Parliamentary, Public Forum, LD)
First	12
Second	10
Non-Advancing Semi-Finalists (Top 4)	7
Non-Advancing Quarter-Finalists (Top 8)	5
Non-Advancing Octo-Finalists (Top 16)	3



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3. Congress: The seven best speaker awards (1st-7th) shall be computed as individual events for sweepstakes. All speakers in the final session not ranked 1st-7th will be awarded two points each. All semi-finalists shall be awarded one point each. The outstanding presiding officer shall be awarded six points, the superior presiding officer four points, and the semi-final presiding officers who did not advance to finals, two points each.

Ranking	Points for Congress Events
First	9
Second	7
Third	6
Fourth	5
Fifth, Sixth, Seventh	4
All Other Contestants in Final Rounds	2
Non-Advancing Semi-Finalists	1

Ranking	Points for Presiding Officer
Outstanding	6
Superior	4
Non-Advancing Semi-Finalists	2

4. Ties for sweepstakes positions shall be resolved by the greater number of 1sts, 2nds, 3rds in events per school tied.

C. Individual Awards: The President of CHSSA or an officer designated by the President shall be responsible for ordering the awards and for having certificates printed for all contestants in the State Tournament. The basis for awards is outlined below:

1. Certificates: All participants in contest events in the State Tournament will be given appropriate certificates.
2. Awards of descending size shall be awarded to all finalists and semifinalists in all events except Congress [See C3, below] and to all debaters competing in and after Round 5 of their event.
3. Congress awards: First through seventh speakers shall receive awards identical to finals awards for individual events. The seven non-placing finalists shall receive suitably-sized awards. The 14 semi-finalists and two presiding officers who did not advance to the finals shall receive semi-finalist awards identical to the individual event semi-finalists.
4. Awards ceremony: All recipients of awards are expected to appear in proper attire and exhibit appropriate demeanor to receive their awards.
5. The coach of the first-place winner in each individual event, Team Debate, Lincoln-Douglas Debate and Congress shall be awarded an appropriate plaque. The coach of the school receiving the first-place sweepstakes award shall receive an appropriate plaque.
6. Depending on the availability of adequate financial resources each contestant who places first in a State Tournament event other than Congress [See C3, above] shall be awarded an honorarium in an amount established each year by the CSSC at their winter meeting, but not to exceed \$500.

D. Plaques: Every school shall be presented with an appropriate plaque at Registration indicating its participation in the CHSSA State Championships.



## **Section 4 Supervision of Contestants:**

- A. All contestants must be supervised by an adult who is present at the Tournament at all times. If the adult is not the coach of the school involved, the adult in charge of student contestants must have a letter of authorization from the school of the contestants.
- B. Any complaints or protests made to the Protest Committee must be registered by the coach or designated adult sponsor of the school involved in filing the protest or complaint. In no case shall a parent, contestant, or member of the contestant's family register a protest or complaint.

**Section 5. Late Registration:** Late registration at the Tournament site will result in an automatic loss in debate, an automatic last place in an individual event, or an automatic tenth place in Congress in the first rounds or sessions of the Tournament.

## **Section 6. Tabulation Rooms.**

- A. The Tournament tabulation rooms are closed to all people not assigned to the operation of the Tournament.
- B. An information/help desk shall be maintained at the tournament site for the duration of the Tournament. Coaches and/or contestants should direct questions, inquiries, and/or concerns to this desk. When deemed necessary, those in charge of the information/help desk will forward questions, inquiries, and/or concerns to the appropriate tabulation room pit boss(es) and/or Tournament Director for resolution.

## **Section 7. Audio/Video Recording Prohibited**

Unauthorized video and/or audiotaping of any panel of events is prohibited. Authorization shall be secured in writing from the Vice President-Activities. Judges shall be given both oral and written instructions that video and/or audio recording of rounds is prohibited without the expressed written consent of the Tournament Director.

## **Section 8. State Tournament Protest Committee.**

- A. The Protest Committee shall be comprised of the four Area Chairs, and shall be chaired by the President of CHSSA. In the absence of the President from the State Tournament, the Vice President Activities shall chair the committee.
- B. The President shall establish a Help desk to receive any protests at the State Tournament.
- C. A quorum of the Protest Committee shall consist of three members not including the Chair, however, every reasonable effort shall be made to have all four Area Chairs present before the protest is heard.
- D. The jurisdiction of the Protest Committee shall extend to any allegation of misconduct or violation of the By Laws during the State Tournament. The decision of the Protest Committee shall be final.
- E. For protests filed during the State Tournament, investigations and deliberations of the Protest Committee shall follow this prescribed procedure:
  1. The protest form must be completed and presented to the Help desk or to a tournament official by a member school coach of record or designee. The person submitting the protest must remain available until the Protest Committee convenes.
  2. The protest must be presented in writing, using an appropriate form designated by the President. This form must include the following information:
    - a. name and mailing address of the complainant
    - b. school address and principal of the complainant
    - c. alleged violation with specific reference to the By-Laws; or alleged unethical conduct



- d. explanation of the effect of the alleged violation or misconduct on the round
- e. requested remedy
- 3. The protest must be submitted prior to the next round of the event protested.
- 4. The President shall convene the Protest Committee immediately, and a reasonable attempt shall be made to notify all member schools involved in the protest. The Protest Committee has fifteen minutes to convene after the President has called for a quorum.
- 5. The President or Vice President Activities shall notify the appropriate Tabulation Room immediately of the protest, requesting that the next round be delayed until a decision is reached by the Committee.
- 6. The Protest Committee shall meet privately with the person submitting the protest, and with any other persons involved, but with the exclusion of extraneous persons. A student must be represented by his/her coach, and may be accompanied by an adult of his/her choosing. However, only the coach of record (or designee) and the student may speak before the Protest Committee.
- 7. A statement of the allegation shall be presented to all parties concerned, who may present any information and arguments that may be germane to the issue. All parties need not be present at the same time. At the discretion of the Protest Committee, judges or other witnesses may be questioned. The Protest Committee has thirty minutes to hear presentations by all parties concerned, and must render a decision within fifteen minutes of the conclusion of the presentations. The time limit may vary depending on the number of protests under consideration simultaneously.
- 8. The Protest Committee shall meet privately for deliberation. The President shall facilitate the discussion from a neutral point of view. A vote shall be taken and recorded. A majority vote of those present and voting shall determine the decision of the Committee, with the President voting only in case of a tie. All concerned parties shall be informed of the decision immediately.
- 9. The decision and rationale of the committee shall be
  - a. presented orally or in writing to the affected parties
  - b. posted in general terms as to the violation, but with no names,
  - c. and reported to the CSSC at its meeting following the State Tournament.
- F. Challenges in debate shall follow procedures for that debate event outlined in Article XI.
- G. Any protests must be submitted by the coach of record (or designee) of the school involved in the protest. In no case shall a parent, contestant, or member of the contestant's family register a protest. In no case shall an observer or judge register a protest.
- H. Consequences for violation of rules as stipulated in the By-Laws shall be considered a maximum penalty, and may be modified at the discretion of the Protest Committee. In the absence of any such stipulation in the By-Laws, the Protest Committee has the authority to impose an appropriate consequence for a violation of rules. If a student who has placed in a final round is found to have violated the rules, that student may be disqualified. If disqualified, the student must relinquish the trophy, and other students placing below the disqualified student shall move up one rank.
- I. The consequence for unethical conduct shall extend neither to reduction of round scores nor to disqualification from the State Tournament.
- J. Decisions of the Protest Committee may be communicated to the principal of the school against whom the decision is reached, the coach of record, and the League President.





## Grievance Procedures

### ARTICLE XV: Grievance Procedure

**Section 1.** The following steps shall be used in any complaint or grievance other than at the State Tournament. Each League shall notify its members of the name, office, address, and telephone number of the responsible person to whom complaints shall be addressed. All complaints and responses shall be in writing.

- A. The complainant must present in written form, within five working days, the complaint to the League President. The complainant must indicate the section(s) of the Constitution or By-laws allegedly violated.
- B. The League President has five working days in which to investigate and determine whether or not the indicated section(s) of the Constitution or By-laws was violated and respond.
- C. If not satisfied, the complainant may appeal within five working days to the Area Chairperson.
- D. The Area Chairperson will then investigate and review whether the Constitution and By-laws were violated. Response by the Area Chairperson must be given within five working days.
- E. If the complainant is not satisfied, an appeal may be made in writing within five working days to the CHSSA President. The President shall forward in writing all relevant documents including a copy of the original complaint to the members of the Grievance Committee (stipulated in Article VI, Section 2 of the Constitution and Article IV of the Bylaws). Committee members shall investigate and determine whether the Constitution and By-laws were violated. Committee members shall respond to the President with their individual decisions in writing within ten working days except as in "G" below.
- F. If the complainant is not satisfied with the decision of the Grievance Committee, an appeal may be made to the CSSC five working days prior to the next regularly scheduled meeting. The complainant shall become an item of new business on the agenda. The CHSSA President shall notify the complainant of the CSSC's decision within five working days.
- G. All protests arising within 20 days prior to the State Tournament must be resolved within 72 hours at each level.
- H. It shall be the affirmative duty of the President, Area Chairs, Grievance Committee, and CSSC at each level of appeal to contact all involved parties to acquire relevant information before rendering a decision.
- I. It shall be the affirmative duty of the President, Area Chairs, Grievance Committee, and CSSC at each level of appeal to review and enforce the By-laws AS WRITTEN. The Grievance Committee does not have the right or authority to write or change the By-laws or the Constitution, but simply to enforce them to the best of their ability.



## Initiative and Referendum

### ARTICLE XVI: Initiative and Referendum Process

**Section 1.** Any coach of a member school of the CHSSA may request a change in the CHSSA Constitution or By-Laws through a petition and referendum process.

**Section 2.** The coach shall submit a copy of the proposed change and/or addition to the CHSSA President prior to the time the initiative petition is circulated for signatures.

**Section 3.** Within 60 days of the time the proposal was submitted to the President, the initiating coach must submit a petition or letters signed by 20% of the coaches of CHSSA member schools supporting the proposal.

**Section 4.** The President or designee shall verify the signatures and membership of those signing the petition/letters. If the petition/letters verified represent 20% or more of the total CHSSA member schools, the President or designee must within thirty days mail a ballot with the proposed changes and/or additions to the coaches of all member schools of the CHSSA.

**Section 5.** The ballot shall contain the wording of the proposed change and a reference to the section of the Constitution or By-Laws which would be changed or added to. The ballot shall also contain a maximum 250 word statement representing the reasons and rationale for and a similar statement against the change. The original initiator or a person designated by the initiator shall write the statement for the proposal; the President of CHSSA or a person designated by the President shall write the statement against the proposal. The deadline for returning ballots shall be on the ballot.

**Section 6.** The coaches of the member schools shall have fifteen days to vote, all returned ballots postmarked on or before the fifteenth day. If a majority of coaches voting favor the proposed changes and/or additions, the changes and/or additions shall immediately become a part of the Constitution and By-Laws. Votes shall be tabulated by the four Area Chairpersons at the time of the next scheduled meeting of the CSSC. The President shall announce the results of the voting, and the results shall become a part of the official Minutes of that meeting and posted on the CHSSA website. The initiator of the petition may be present for the tabulation of the votes.



## **ARTICLE XVII: Amendments to Bylaws**

**Section 1.** Changes in these By-Laws shall be in effect when approved by a majority vote of the CSSC members at the September meeting. Changes made at the September meeting will be effective October 1. The Bylaws may be amended at subsequent meetings in the same season, but no changes will take effect until the next season. A copy of the change indicating exact wording and location of the change shall be delivered to the Secretary before the proposal is brought before the council.