



Golden Gate Speech Association

The GGSA serves the following counties: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, San Francisco, Siskiyou (west of Yreka), Solano (sw of Hwy 12), Sonoma, and Trinity.

www.GGSA.org

Presiding Officer CHEAT SHEET

"Recency" Priority System

1st priority – fewest speeches

2nd priority – speaker who gave a speech least recently

3rd priority – random selection

1. Attend the PO meeting. You will find the room listed in tournaments.classrooms.cloud.
2. Enter your competition room as soon as you are finished with the PO meeting. A coach will be coming into your room to assign you Host. It may take a bit of time. In the meantime...
3. Introduce yourself to the competitors and start getting the chamber organized"
 - a. Everyone should be in the Zoom app with full access to Zoom features, including "gallery view."
 - b. Take roll and make sure you note any missing competitors.
 - c. You may need to fill out names on your recency chart. Make sure names are sorted alphabetically on the recency chart by last name.
 - d. Make sure everyone is following the naming protocol and have them rename themselves as needed.
 - e. Have everyone test their video and microphone and make any adjustments needed before the start time of the round.
4. When the judges arrive, introduce yourself to the judges. Let them know if there are any issues in the round--tech problems, missing students, etc.
5. Keep the voting table below in view as needed. It might be easier to print it and keep it handy in front of your computer. Encourage the chamber to keep a t-chart of aff and neg speakers.
6. Review the following congress rules and procedures:
 - a. **Speeches are 3 minutes in length.** Speakers must stop after 3 minutes have elapsed
 - i. You will be giving time signals. Remind speakers to pin you to the screen before they start speaking so they can see the time signals.
 - b. **Recency:** remind competitors about how recency will work and noting that speakers tied with 0 speeches will be chosen randomly.
 - i. It is recommended to use an online randomizer for fairness if possible.
 - c. **Use Raise Hand** icon under the participants tab for all recognition including:
 - i. motions, seconds, questions, speeches, voting, etc.
 - ii. Remind students to lower hand as soon as a competitor is recognized--you might want to have them practice one to make sure they get it.
 - d. **Cross-examination** is 2 minutes open to everyone after the first

affirmative/sponsorship speech and 1 minute for all speeches thereafter.

- i. **Senate will use Direct Cross** for all questioning periods after the first aff speech. Give a time signal of one finger for 10 secs left in Direct Cross.
 - ii. **House will continue the old style of indirect cross** with one question per speaker and no back and forth.
- e. **TECH TIME:** If a speaker cannot be heard for at least 10 secs, the PO should move on to the next speaker while the previous one fixes their problem.

7. **Use the CHAT** for the following business in Congress:

- a. Personal privilege, amendments, any problems a competitor may be facing
 - i. Report to tab any inappropriate use of chat

OPENING CONGRESS

8. "Is there a motion on the floor?" (Opening Congress requires a second and a majority vote.)
9. "As presiding officer in the round, I will be timing all speeches and questioning periods. Please pin me to your screen so you can follow time signals"
10. Show time signals.
11. "Is there a reader for this Bill/Resolution?"
12. "Are there any motions on the floor before we begin debate on this piece of legislation?" (A motion to divide the house is at the discretion of the chair.)
13. "We are now in line for our first affirmative speaker."
14. Announce the start time, stop time, and PO switch time (if applicable) for that round and write it down on a piece of paper.

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

HELPFUL PHRASES:

- "This session will come to order."
- "Who would like to speak affirmative on the first item of legislation?"
- "The chair recognizes..."
- "Time of that speech was __ minutes and __ seconds. Questioners, please rise."
- "The questioning period has concluded, and the speaker may be seated."
- "Those wishing to speak in opposition, please rise."
- "Since this is the last sen/rep who wishes to speak on this issue, if no one objects following this speech, we will move to the immediate previous question."