**Arkansas Communication and Theatre Arts Association**

**2014 ARKANSAS STUDENT CONGRESS ON HUMAN RELATIONS**

**By-laws – Revised September 2015**

**I. NATURE AND PURPOSE**

A. The Congress on Human Relations duplicates as nearly as possible the structure of the United States Congress. This activity provides a unique and invaluable experience for those who wish to understand the legislative process.

B. The specific purpose of the legislative assembly is to furnish both high school and college students with insight into the legislative process and the proper use of parliamentary procedure. This objective is accomplished in two ways:

1. By providing practical legislative speaking experience on bills and resolutions prepared by the delegates, and

2. By stimulating realistic political situations through committee meetings, party caucuses, elections and legislative floor debate.

C. The Student Congress Philosophy is that Congress is designated to facilitate an environment that encourages and rewards delegates and delegations for their excellent speaking ability, knowledge of parliamentary procedure, and ability to work cooperatively for the good of the larger body (Congress as a whole). We welcome all delegations that seek such an environment. **Judges will apply negative sanctions to delegates who do not participate within the spirit of the Congress philosophy.**

**II. STRUCTURE**

A. The Congress shall consist of two legislative bodies:

1. The Student Senate, composed of college and university students

2. The Student House of Representatives (divided into two separate houses, House I and House II), composed of high school students.

B. All legislation will be presented through one of the permanent standing committees:

1. Senate Committees include:

a. Agriculture, Nutrition, and Forestry (AN&F)

b. Banking, Housing, and Urban Affairs (BH&U)

c. Foreign Relations (FR)

d. Health, Education, Labor, and Pensions (HELP)

e. Homeland Security and Governmental Affairs (HS&GA)

f. Finance (F)

2. House of Representatives Committees include:

a. House I

1. Agriculture (AG)

2. Appropriations (A)

3. Financial Services (FS)

4. Education and the Workforce (EW)

5. Foreign Affairs (FA)

6. Natural Resources (NR)

b. House II

1. Homeland Security (HS)

2. Veterans Affairs (VA)

3. Energy and Commerce (E&C)

4. Transportation and Infrastructure (T&I)

5. Ways and Means (W&M)

6. Small Business (SB)

C. Delegates will be arbitrarily and equitably assigned to committees based on the number of delegates participating. Every effort will be made to put primary authors in the same committee as their bill.

D. Delegates will also operate on the basis of political party through their party caucus and a party platform. Each delegate must follow the party affiliation listed by his or her name on the Entry Form.

E. No substitutions of delegates/delegations may be made after Congress begins.

F. All legislators have the following privileges: to hold office; to serve on committees; to discuss any measure in committee or on the floor of the assembly, subject to the rules herein.

G. The ACTAA Student Congress Director and Committee, in consultation with the parliamentarians and Robert’s Rules of Order, 11th Edition when necessary, shall have final authority to make any necessary adjustments, changes, rulings or judgment calls not already explicitly covered in these rules.

**III. ENTRIES AND REPRESENTATION**

A. Any high school in the state of Arkansas may enter as many as six (6) delegates in Student Congress with an ACTAA Sponsor. In addition, each delegation may bring up to two pages.

B. Any junior college, college, or university in the state of Arkansas may enter up to eight (8) delegates with an ACTAA Sponsor. Colleges do not bring pages. Eligibility Clause – Undergraduate students on the college/university level will be able to participate for a total of five (5) years.

C. The entry fee for colleges/universities is $100.00 and a high school delegation is $75.00, regardless of how many delegates are entered.

D. Officer Candidate Limitations:

1. Delegations may field one candidate for each office listed under Section IV, Part B. Delegates who run for an office should have strong command of parliamentary procedure as well as excellent communication skills.

2. Individual delegates shall not run for more than one office from the list in Section IV, Part B.

3. Delegates wishing to run for office must register their candidacy on the registration form (turned in by the deadline date) that is emailed to the Congress Director and Co-Director. A list of candidates will be posted for all to see at registration on Sunday. Candidacy changes can only be made if a delegate running for office is dropped from the delegation and is no longer attending the competition. The substituting delegate may choose to run for the replaced delegate’s position, but he/she does not have to do so. If a delegate must be dropped from your delegation and is running for office, notify the Congress Director and Co-Director of the change and whether or not the new delegate will field that candidate’s office position.

4. During CAUCUS, floor nominations may be made only to fill candidacy positions

(slots) that are vacant. The nominations must come from schools who are not fielding another candidate for the same position in the other Caucus.

**IV. OFFICERS**

A. Those delegates who aspire to the candidacy of a Student Congress Office should prepare themselves for the responsibility. Coaches should be involved in this decision and make every effort to ensure that their candidates are willing, qualified, and ready for the task. Officers must uphold Congress rules, and the nature, purpose, and philosophy of Congress. Judges will evaluate officers negatively if they fail to meet their responsibilities.

B. The following officers will be elected by delegates to the Congress:

1. Republican Party Secretary

2. Democratic Party Secretary

3. Republican Party Leader

4. Democratic Party Leader

5. Speaker of the House (I)

6. Speaker of the House (II)

7. House I Clerk

8. House II Clerk

9. President of the Senate

10. Senate Clerk

C. The Congress Director will appoint a Chairperson and a Clerk for each of the permanent standing committees of the House and the Senate

D. The following personnel will be appointed by the President of the Senate and each Speaker of the House:

1. A Chaplain

2. A Resolutions Committee

3. A Rules Committee

These appointed personnel should refer to the latest edition of Robert’s Rules of Order, Newly Revised 11th Edition, to learn the duties of their position. No delegate(s) will be allowed freedom of the chambers for the duration of the congress. Each delegate must properly gain the floor for a specific purpose. The Congress Director shall appoint the Sergeant-at-Arms for each body.

E. The Senate and each House will be provided with a faculty Parliamentarian.

F. Election of Party Officials

1. Officers of political parties will be elected at the first formal caucus of each party. The Party Leader should be prepared to guide the party through the nomination and election process for their respective Senate, House I, and House II Officers, and any necessary party platform before the first legislative session.

2. Delegates who wish to run for a party official may distribute appropriate campaign materials, such as vita sheets, but all campaign materials must be removed from the meeting rooms by the end of party caucus.

3. Caucus Election Procedures:

a. The Caucus Coordinator shall call the caucus to order and preside until the Party Leader is elected. The Caucus Coordinator will appoint a temporary secretary until a Party Secretary is elected.

b. The election of Party Leader will follow this procedure:

i. Candidates for Party Leader shall be nominated from the floor. A total of 5 minutes is allotted for nominating speeches by one or more speakers for each candidate. Nominating speeches for candidates will be completed before nominees speak.

ii. When all nominations have been made, and the nominating speeches completed, each candidate will be allowed three (3) minutes for a campaign speech.

iii. Voting will then take place by secret ballot, and the Party Leader will be announced and assume office. Party Leaders must lead the Caucus once elected and they do not relinquish their chair for any reason.

iv. Elections will be by secret ballot, unless there is only one candidate, then by voice vote.

c. The Party Leader will conduct the election of the Party Secretary using the following procedure.

i. Party Secretaries are nominated from the floor without nominating speeches.

ii. When all nominations have been made, candidates will present a two (2) minute statement of qualifications.

iii. Voting will be done by secret ballot, and the Party Secretary will be announced and assume office.

d. Party Officials must be elected by a simple majority of those present and voting. If this does not occur on the first ballot, a run-off election must be held.

e. Nomination and election of party candidates for Speaker of House I, Speaker of House II, and President of the Senate, House I Clerk, House II Clerk, and Senate Clerk shall proceed as follows:

i. Party Candidates for Speakers of the Houses and President of the Senate shall be nominated and elected using the procedure for electing a Party Leader.

ii. Party candidates for House I, House II, and Senate Clerks shall be nominated and elected following the procedure for electing Party Secretary.

iii. Please note that Student Congress does not recognize Independent candidates. Delegates may not run for office independently.

G. Election of Officers to House I and House II

1. Officers to House I and House II shall be elected at the Opening Session Monday morning.

2. Candidates may distribute appropriate campaign materials. No materials are to be posted. The candidates must collect leftover campaign literature.

3. The procedure for electing House I and House II Speakers is as follows:

a. At the first assembly of the separate houses, any member of a delegation may, after securing the floor from the temporary presiding officer, make a three (3) minute nominating speech for either candidate.

b. When all nominations and seconds have been made, each candidate from the two parties will be allowed three (3) minutes for a campaign speech. Previously prepared statements of qualifications may be distributed to the delegates at this time, if not done prior.

c. The election will then take place by secret ballot, and the Speaker will be announced and assume office.

4. The procedure for electing House I and House II Clerk is as follows:

a. Candidate for House I and House II Clerk will be nominated from the floor in the first assembly of that house. There will be no nominating speeches.

b. When all nominations have been made and seconded, each candidate may present a two (2) minute statement of qualifications.

c. The election will then take place by secret ballot, and the Clerk will be announced and assume office.

5. Officers of House I and House II must be elected by a simple majority of those present and voting. If this does not occur on the first ballot, a run-off election must be held.

H. Election of Officers of the Senate

1. Nominations, nominating speeches, campaign speeches and elections for the Senate will take place during the Opening Session Monday morning.

2. Candidates may distribute appropriate campaign materials. No materials may be posted. The candidates must collect leftover campaign literature.

3. Rules governing nominating and campaign speeches for Senate President and Senate Clerk are as follows:

a. Each delegation will be allowed two (2) speeches for the Senate Clerk for a maximum total of four (4) speeches per delegation for Opening Session.

For example:

i. If a delegation is not fielding a candidate for a position, then all four of their speeches would be nominating speeches, two for President and two for Clerk.

ii. If a delegation were fielding one candidate for each position (President and Clerk) then they would present a nominating speech and a campaign speech for each position for a total of four speeches.

b. For nominating speeches, delegates can speak for either candidate regardless of what party caucus they were in. This allows delegates to speak and vote for the candidate of their choice.

c. Nominating speeches will be two (2) minutes each in length. Campaign speeches will be three (3 ) minutes each in length.

4. The Senate Coordinator will conduct the nominations and election of the Senate President as follows:

a. Ask for the names of the nominees for Senate President from each party.

b. Ask for each delegation’s nominating speaker(s) for each candidate

c. Note the intentions of each delegation, and check to be certain that no delegation will be making more than two (2) speeches during the election process for Senate President.

d. Begin nominating speeches for each candidate for Senate President. These speeches can be no more than two (2) minutes in length. Nominating speeches for each candidate will end when the last nominating speech that was listed by the Coordinator is finished. Only those speakers declared in ―c) above will be allowed to speak.

e. After the nominating speeches have been completed, the Coordinator will ask for the campaign speeches. These speeches shall be no longer than three (3) minutes in length.

f. After the campaign speeches, elections will be held by secret ballot. Officers of the Senate must be elected by a simple majority of those present and voting. If this does not occur on the first ballot, a run-off election must be held.

g. The new Senate President will take office and begin the process of electing the Senate Clerk.

5. Election of the Senate Clerk will take place exactly as the elections for the Senate President but with the new Senate President presiding.

I. Voting and Campaign Procedures

1. All elections shall be by secret ballot. The Congress Committee will provide ballots.

2. All elections will be made by a simple majority of those present and voting. In the event that no candidate receives a simple majority, a run-off election will be held between the two candidates receiving the greater number of votes.

3. All delegates may campaign for the candidates anytime from the opening of Student Congress (2:00 pm Sunday) until nominating speeches begin. No campaigning is allowed before the official opening of Congress (2:00 pm Sunday). There should be no congress-related contact in any form between schools. Coaches are encouraged make sure that their delegations understand this rule. For example the following practices represent violations of this rule: campaigning or announcing candidacy via social network mediums, emails, faxes, phone calls and/or direct mail; inter-delegation practice caucuses and floor debate sessions; senate delegations mentoring house delegations; and contacting former coaches, committee delegates, or other delegations prior to Congress; Coaches and delegates are encouraged and expected to follow this rule. Violations of campaigning procedures may result in the disqualification of a candidate or an entire delegation.

4. All delegates who wish to run for any office MUST declare their candidacy on their registration form. See Section III. D. 3

**V. COMMITTEES**

A. The Congress Director will appoint a Judge who will serve as parliamentarian for each committee.

B. The Congress Director will appoint a chairperson and Clerk for each committee

C. The purpose of the Committee is to recommend action on each bill assigned to that committee.

D. Committees establish their own agendas.

E. Committees may not suspend the rules. Committee business is to be conducted using parliamentary procedure for small boards as per the latest edition of Robert’s Rules of Order, Newly Revised, 11th Edition.

F. A simple majority of those present and voting shall continue action.

G. Committee members are judged on their use of parliamentary procedure and the quality of their contribution to the committee.

H. The committee chairs shall justly appoint members to make majority and minority report for each bill receiving a “do pass” recommendation.

I. The Author’s Report shall be given by the primary author of each bill in each committee whenever possible. Co-authors should check committee assignments in advance. Co-authors are not to travel out of their committee to duplicate author’s reports, unless prescribed by the Congress Committee.

J. Committee chairs will attach clear copies of any amendments to “do pass” bills.

K. Bill which receives a “do pass” recommendation shall be prioritized to indicate which bill should be considered first, second and third, etc., during house floor debate.

L. Committee chairs must provide the Congress Director a list of “do pass” bills.

M. Pages serve as messengers during committee meetings as needed. Pages may not participate and

 may only pass communication originating from a delegate.

N. Previous question may not be moved in committee.

O. Remember that the goal of the committees is to discuss pros and cons of bills, remedy problems, if possible, through creative problem solving, and not just to fail weak bills out-of-hand. This allows more bills to be debated by the larger bodies during floor debate in the Houses and Senate.

**VI. DUTIES OF PARTY OFFICIALS**

A. The Party Leaders should be prepared to chair the party caucus and to conduct elections.

B. The Party Secretary should be prepared to do the following:

1. Keep minutes during party caucus.

2. Tabulate party caucus elections.

3. Assist the Party Leader during caucus.

4. Type and mail minutes to the Congress Director.

**VII. BILLS AND RESOLUTIONS**

A. No student may submit more than one bill. This includes co-authors. Each bill is encouraged to have co-authors this year. All students from the delegation will take ownership for all bills submitted by their delegation and must be prepared to present the authorship speeches in the committee and during floor debate if an emergency situation arises where the author is unable to attend and participate in Congress Sessions. THERE WILL BE NO leaving one committee to join another to represent the bill during the committee sessions. Once, however, another member of the school assumes authorship rights, they will maintain that right throughout the congress sessions. This means that the original author may not then rejoin the delegation or regain their authorship rights. Coaches, please make sure that co-authors are assigned to the same House.

B. Junior college, college and university delegations may submit no more than **four (4) bills**; high school delegations may submit no more than **three (3) bills**.

C. Bills and resolutions MUST follow the forms used in the “Sample Bill.” Bills not conforming may be excluded from Congress.

D. Bills must be sent to the Congress Director BY THE DEADLINE in order to be included in the Congress Bill Book.

E. The bills and speeches are to be the original work of the student author(s). No teacher, lawyer, legislator, or other professional is to write the bills or speeches for the participants. Coaches are urged to screen for plagiarism. Coaches may edit student bills for grammar and spelling and to assure that the bill is submitted in the correct form.

F. **Delegates are NOT to copy/model current or pending legislation from city, county, state or national governing bodies.**

G. No bills relating to topics from the previous year may be submitted. Please refer to the list enclosed for an overview of last year’s bills. Very similar bills (with slight changes and modifications) will not be accepted. The Congress Committee will meet and rule on any questionable bills, and bills found in violation will be removed from the bill book.

H. Bills are not to be longer than one (1) page, standard size type. This means at least 12-point font. Bills typed in type size smaller than 12 point may be omitted from the bill Book.

I. Bills not conforming to the guidelines, as established above and in “J” below, when submitted by a school will not be considered for “Best Bill,” and may be dropped from congress completely.

J. Absolutely no bill will be added or modified after the mailing deadline, unless due to error of ACTAA Student Congress Committee members.

K. Student research of bills should take place prior to competition. Students are allowed to use PRELOADED research on laptop computers in committee, caucus, and chambers. **Students should never access the Internet during any Congress event**. **Students who do not comply with the no-internet policy will be removed from competition and forfeit all points for the entire Congress.** Coordinators, committee members, and pages will monitor computer use throughout the session. Delegates should not use phones or other electronic devices outside of preloaded laptops in committee, caucus, or chambers. Pages are prohibited from using electronic devices of any kind.

**VIII. THE LEGISLATIVE PROCESS**

A. The Student Congress Committee will assign each delegate’s bill to a permanent standing committee. Every effort is made to place the primary author of that bill in the same committee. Committees may amend bills by a simple majority vote of that committee.

1. Committees may appoint or elect a designated majority reporter after a move for adoption.

2. Committees may appoint or elect a designated minority reporter after a move for adoption.

3. No minority reports will be assigned on bills for which the “do pass” recommendation was unanimous.

4. Bills passed by committee are prioritized and sent to the Congress Director at the adjournment of the committee meeting.

B. The BILL NUMBERS will then be placed in the squirrel cage to determine the agenda order during legislative sessions. A public draw will be conducted to insure the fair consideration of bills (as prioritized) from each committee. At this time the Order of Consideration is established and will not be changed; there will be no suspension of the rules for consideration of a bill outside of the determined Order of Consideration.

C. At the beginning of each individual session, the presiding officer will ask the Clerk to read the short title and any amendments for the first bill on the agenda.

D. The presiding officer will ask for the majority and minority reports to be made on the bill under consideration.

1. Adoption of the bill should take place at the end of the majority report.

2. A designated committee member may present the minority report (if there is one). He/she will be given a maximum of three (3) minutes to give the report

E. The presiding officer will then permit the author of the bill to speak on behalf of the bill for three (3) minutes. The author’s report does not constitute debate. Following the author’s report, five (5) minutes will be designated for a questions/answers period.

F. The presiding officer will open the floor for affirmative debate by giving preference to the co-author to speak first if he/she so desires. If the co-author is not available, preference will be given to a committee member supporting the bill.

1. Delegates will have a maximum of three (3) minutes at any one time on any bill per side.

2. Each speaker will identify himself/herself each time he/she attains the floor by loudly stating his or her last name and delegate number.

3. Un-expired time may be relinquished once within the three-minute periods to an unnamed friendly speaker on the same side. The chair must recognize the friendly speaker.

4. Points of order, inquiry, etc., do not constitute debate, but should be kept to a minimum to avoid becoming dilatory.

5. The presiding officers will follow the procedure of not recognizing delegates for additional speeches until all other delegates who have not spoken, or who have spoken less, and wish to be recognized, are recognized to speak. The presiding officers must observe all rules of impartiality as outlined in Robert’s Rules of Order, Newly Revised 11th Edition. The Clerks are required to keep a record of which delegates have been recognized to speak and to assist the presiding officer in identifying speaker order.

6. In the Senate, the presiding officer will follow Robert’s Rules of Order, Newly Revised 11th Edition to recognize a delegate for debate and must observe all rules of impartiality. The Clerk is required to keep a record of which delegates have been recognized to speak and to assist the presiding officer in identifying speaker order.

7. Robert’s Rules of Order, Newly Revised 11th Edition allows motions—amendments, to commit, the previous question, etc.—at any time during debate including prior to or immediately following the first affirmative.

8. If and when students amend the sections of a bill, since the sections are the enacting clauses, no other amendments to other parts of the bill such as the short title and whereas clauses are necessary. Thus, amending whereas clauses and the short title are not allowed.

G. After discussion and debate, the presiding officer will call for the vote. A simple majority of a house’s membership shall pass any bill, except amendments to the United States Constitution, which requires a ⅔ majority. Refer to the Chart of Motions for debate/discussion/recognition/voting procedure.

H. Any bill that passes one house will be sent to the other house for consideration (House I or II bills are sent to Senate, Senate bills are sent to House I or House II alternately) for debate during sessions IV and V. Such bills must be signed by the Speaker of the House and the House Clerk upon approval of the bill or resolution. The time that the bill was passed must also be included.

1. The presiding officer shall permit the author of the bill to present a three (3) minute author’s report, followed by up to five (5) minutes of question/answer period directed to the author from the floor.

2. Debate then follows the same procedure as noted above in section VIII. E. The guest bill author may not debate the bill on the floor, but may answer questions at the discretion of the presiding officer.

3. If the bill is voted on and passed by a simple majority (⅔ for constitutional amendment), it shall be considered resolved to the Congress.

4. If the bill is amended, it must be returned to the first house for approval of the amendment(s). It is given preference on the agenda and is introduced at the discretion of the presiding office. If approved, it is returned to the second house and resolved on approval.

5. If the first house defeats the amendment(s), the presiding officer shall appoint two members of his/her house and request the presiding officer of the second house to appoint two members of his/her house to serve on a Conference Committee in order to resolve the differences and make recommendations to the presiding officer(s). If this is unsuccessful, the bill dies.

6. A house should consider bills from other houses only during Sessions IV and V. Houses MUST consider all pending bills from the other houses during Session V (House I and II bills to Senate, Senate bills alternately to House I and II). Only after all pending bills from the other houses have been considered may that house return to debate on its own remaining bills. This is to assure that Student Congress does, in fact, pass Laws of Student Congress. Delegates must take this directive into consideration when debating their own bills during Sessions I – IV as to not waste time and have inadequate time to debate their own bills.

I. Debate on any one bill and related amendments shall not last more than ninety (90) minutes from the time the bill is introduced by the Clerk. If the bill is not disposed of by this time, the presiding officer shall call for an immediate vote on that bill. The bill cannot be reconsidered just because discussion time ran out. Houses may not extend debate time; however, they may limit debate to a lesser amount of time with a ⅔ vote.

**IX. SPECIAL RULES OF ORDER**

A. Except by special permission of the assembly in ⅔ vote, all legislation must originate in one of the permanent committees.

B. In each house, a majority of its members shall constitute a quorum.

C. The Order of Business in each house shall be:

1. Invocation

2. Call to Order

3. Reading of the Minutes of the Previous Session by the Clerk.

4. Reading of any Reports or Announcements the presiding officer may desire.

5. Orders of the Day

6. Committee Reports

7. Consideration of Bills

8. Announcements

9. Adjournment

D. The presiding officer or the clerk will require written amendments. The presiding officer may call a brief recess, if it is necessary.

E. If the motion to refer to Special Committee is not specific, the presiding officer may name the committee members.

F. The presiding officer of either house may relinquish the chair to another member for limited periods so as to express his/her opinion as a member of the body. He/she MUST resume the chair after that particular bill has been resolved.

G. Clerks / Secretaries will be recognized for floor debate and may vote.

H. All delegates of the Houses and Senate will have a name placard for which the delegate is responsible. The delegate’s name, school number and delegate’s letter should be typed, printed, or computer generated in large BLOCK LETTERS in black ink on white paper (The committee will be happy to provide copy paper if a delegate has forgotten their placard, no manila folders PLEASE). The placard should be folded at the top, making a two-sided “stand-on-its-own” placard. Each side should measure 4 1/4” tall by 11” long. Uniform size and color is a must for fairness. Delegates not complying with this rule may not be allowed to participate until they have secured an appropriate placard. (See below)

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I. The Rules and Resolutions Committees, appointed by the presiding officer of each house, shall meet at the appointed agenda time. The recommendations of these committees shall be presented to their respective houses at the scheduled Rules and Resolutions Session for majority approval. After the acceptance of these recommendations and resolutions, the chair will present them to Joint Session for approval and pass them along (in writing) to the incoming Congress Director.

J. All parliamentary procedure not covered in the Congress Rules or special announcements by the Congress Committee will be governed by Robert’s Rules of Order, Newly Revised, 11th Edition.

K. Decisions by judges, coordinators, parliamentarians, and the Congress Committee may not be challenged. Trust that the Congress Committee and its designees will make every effort to make the most informed, beneficial and positive decisions based on the Congress Philosophy. These Congress rules will not be suspended or amended during Congress.

L. Student Congress is designed to be an environment that promotes learning and growth, and ultimately, the Committee and its designees are responsible for maintaining the environment. As such, the Committee, Parliamentarians and Coordinators reserve the right to address the body at any time to provide guidance and help ensure that the rules and procedures are being followed properly.

**X. SPONSOR RESPONSIBILITIES**

A. Each high school, junior college, college, and university delegation MUST be accompanied at all times by a faculty sponsor who is also a member of ACTAA.

B. It is the responsibility of the sponsor to register his/her delegation and check to be sure that all information is correct upon arrival and registration on Sunday. Students or delegates will not be allowed to perform this task.

C. The delegation sponsor must remain with the delegation throughout Congress.

D. The sponsor shall be the same person who worked with the squad in preparation for Congress.

E. Co-sponsors and chaperones are welcome. They may be part-time sponsors of the delegation during the Congress with the approval of the Congress Director.

F. The Congress Director will automatically disqualify any delegation that enters itself without a qualified sponsor (see above).

G. Sponsors/coaches are to instruct their delegates to follow the spirit of Robert’s Rules of Order, Newly Revised, 11th Edition, to follow the nature, purpose, and philosophy of ACTAA Student Congress, and abide by the ACTAA Student Congress Bylaws.

H. Sponsors cannot be delegates. Delegates cannot be sponsors.

I. Sponsors shall not communicate on subjects germane to debate with delegates, pages, parliamentarians, judges, or coordinators during the sessions. They may coach between sessions and observe delegate performance when not assigned to judge.

J. Sponsors should observe the STUCO process and if issues arise, the sponsors should first calm students and remain professional. The sponsors (not the delegates) should then request an audience with the STUCO Committee. The Committee may offer immediate ruling or may request conference with the parliamentarian and coordinator. The STUCO Committee will make every effort to address concerns raised in a professional, timely, consistent and objective manner.

K. Sponsors are encouraged to support the efforts of the STUCO Committee: offer encouragement, write suggestions for improvements for next year, maintain a positive attitude in conversations, identify issues that are not visible to the committee, volunteer to help, etc.

**XI. CONGRESS EVALUATION AND AWARDS**

A. In order to obtain the maximum educational value from the Congress, delegates will be evaluated and instructed throughout the Congress.

B. Evaluation will take place in all scheduled formal sessions: Caucuses, Committee Meetings, and House and Senate Legislative Sessions.

C. Superior medallions and Excellent pins will be given in the following areas:

1. Party Caucus

2. Committee Meetings

3. Parliamentary Procedure

4. Floor Debate

D. Special Awards will be given as follows:

1. **Best Delegations House I and House II** Includes scoring from all three days. This is a High School only award that considers the best performance in each house. The total of all points from Committee, Caucus, Opening Session, Floor Debate, Officer Points, Parliamentary Procedure, and Best Bill will be added to determine this award.

a. House I – First, Second, and Third Place

b. House II – First, Second, and Third Place

2. **Best Overall Delegation** Includes scoring from all three days. The total of all points from Committee, Caucus, Opening Session, Floor Debate, Officer Points, Parliamentary Procedure and Best Bill will be added to determine this award.

a. Best Senate Delegations – First, Second, and Third Place (combined total point for all three days)

b. Best Overall House Delegations (House I and II combined) First, Second, and Third Place

3. **Best Overall Floor Delegate** - is awarded by the House and Senate coordinators when exceptional delegates present themselves. Selection is made following the process described below:

a. The congress committee will supply the floor coordinators of each house with a list of approximately 7-10 top scorers. These points will include all floor sessions and parliamentary procedure points. Best Bill points are excluded.

b. Floor coordinators select the most deserving student from the list.

c. Students may be selected to receive this award in more than one year.

d. The Award is an engraved “Best Floor Delegate” plaque or trophy

1. House I Best Floor Delegate

2. House II Best Floor Delegate

3. Senate Best Floor Delegate

4. **Best Delegate of each Delegation**

a. Best Delegate of each delegation– Based on total scoring for all three days (all points received from all three days). Winner receives a medallion.

5. **Highest Scoring Delegate**

a. Highest Scoring Delegate of Student Congress (This will be only one delegate whose score is the overall highest) Based on all points received from all three days. Winner receives a trophy.

6. **Presiding Officers**

a. Democratic Party Leader Receive a Gavel

b. Republican Party Leader Receive a Gavel

c. House I Speaker Receive a Gavel and Block

d. House II Speaker Receive a Gavel and Block

e. Senate President Receive a Gavel and Block

7. **Clerks**

a. House I Receive a trophy

b. House II Receive a trophy

c. Senate Receive a trophy

d. Republican Party Secretary Receive a trophy

e. Democratic Party Secretary Receive a trophy

8. **Best Bills**

a. House I – First, Second, and Third Place Determined by an outside attorney. Award is a trophy.

b. House II – First, Second, and Third Place Determined by an outside attorney. Award is a trophy.

c. Senate – First, Second, and Third Place Determined by an outside attorney. Award is a trophy.

9. **Mary Ingalls Award (Optional in House I and House II each year)** This award is a subjective award that is given by the House parliamentarians. The congress committee will supply the parliamentarians of each house with a list of names from each house that have the top points....approximately 7-10 students. These points should include caucus, committee, floor sessions (all) and par pro points. They should not include Best bill points This list must not include the officers of any house. The parliamentarian is looking for that person who stands out away from the "office" in parliamentary procedure. From that list, the parliamentarian then chooses the student for the award. A student may not receive the Ingalls award more than once. This award is not always given every year.

10. **Marguerite Metcalf Award (Optional in Senate each year)**- This award is a subjective award that is given by the Senate parliamentarian. The congress committee will supply the parliamentarian of the Senate with a list of names from the Senate that have the top points....approximately 7-10 students. These points should include caucus, committee, floor sessions (all) and par pro points. They should not include Best bill points. This list must not include the officers of any house. The parliamentarian is looking for that person who stands out away from the "office" in par pro. From that list, the parliamentarian then chooses the student for the award. A student may not receive the Metcalf award more than once. This award is not always given every year.

11. **Optional Service Pin for Pages** --- Coordinators may choose to recognize Pages’ service.

E. Delegation points are computer tabulated as follows

1. Senate President and House speakers – 5 to 25 pts. from Sessions

2. Clerks of the Senate and Houses – 5 to 25 points from Sessions

3. Party Caucus

a. Party Leaders 1-5 points (given in lieu of floor debate points)

b. Party Secretaries 1-5 points (given in lieu of floor debate points)

c. Caucus Debate 5-4-3-2-1-0

4. Committee Work 5-4-3-2-1-0

(Judges take into account contributions of the Chair and Clerk)

5. Parliamentary Procedure 5-4-3-2-1-0

(Judged by Parliamentarian on a cumulative basis)

6. Floor debate 5-4-3-2-1-0

(Judged each session by floor judge for cumulative award)

7. Officers receive floor debate points during Opening Session, as do other delegates. Opening Session should conclude immediately upon completion of elections.

8. Best Bills

a) House I – First, Second, and Third Place 10, 5, 3 points

b) House II – First, Second, and Third Place 10, 5, 3 points

c) Senate – First, Second, and Third Place 10, 5, 3 points

Judged by an independent party; bills are ranked 1-2-3 in each house and will receive recognition by award.

9. House & Senate bills do not get points for passage. All bills passed by both houses will receive recognition in the Awards Assembly.

F. The scale for rating participation is

1. Superior = 5 points

2. Excellent = 4 points

3. Good = 3 points

4. Fair = 2 points

5. Poor = 1 point

6. Non-participation = 0 points

G. Officers cannot receive more total points than a non-officer floor delegate. This promotes fair scoring and equal motivation among delegates/delegations.

**XII. PAGES**

A. Pages and Observers may not campaign for any candidate.

B. Pages and Head Pages will be assigned a permanent house and duty. No rotation from house to house.

C. Unruly Pages and Observers will be expelled from Congress.

D. Sponsors are responsible for the proper behavior of Pages and Observers.

E. Pages may not participate or aid delegates during committee meetings, caucus, or floor debate.

 Pages may only pass communication originating from a delegate.

**XIII. COACHING LIMITATIONS**

A. Sponsor/coaches are encouraged to work with their delegations between scheduled formal sessions and meetings. They are not allowed to coach delegates during formal sessions or meetings.

**XIV. RECORD KEEPING**

A. Records of action taken at Student Congress shall be made and forwarded to the ACTAA Archivist by the Congress Director.

B. Party Secretaries, House and Senate Clerks shall type the minutes of the overall action of each body and mail them to the Congress Director within two weeks of the end of the Congress Session each year.

C. Copies of bills passed by both Senate and House shall be forwarded to the ACTAA Archivist and the Office of the Governor of the State of Arkansas.