

English-Speaking Union Schools Mace

Guidelines for Chairpersons and Timekeepers

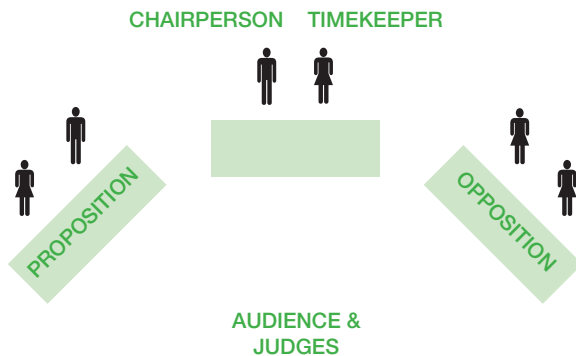
The Chairperson and Timekeeper are very important in each debate as they help to make sure that everything goes smoothly, according to the rules of the competition.

Both the Chairperson and the Timekeeper have specially prepared flowcharts to refer to during each debate. If you read the following instructions and keep to the flowchart you can't go too far wrong.

There will be several debates during the evening: you may be chairing or timekeeping for just one, or for all three. Whichever is the case, we hope you enjoy it!

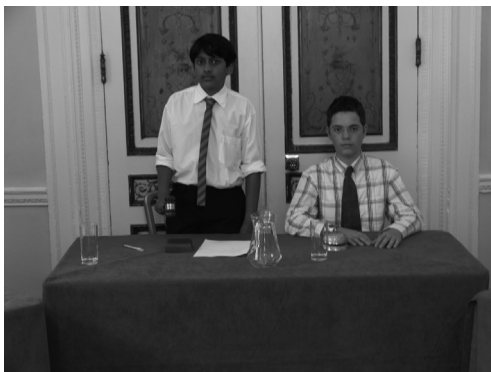
Getting set up

The Chairperson's first job is to make sure that the speakers are set up ready to speak. They should sit in the following positions, with the first speaker on each side closest to the Chairperson's table:



Make sure they are settled comfortably and have water to drink. Write down their names on your flowchart and check tricky pronunciations.

Starting the debate



Your teacher will probably start off by welcoming the guests from the other schools.

Next you have to start the debate. If you have a gavel (wooden hammer) then you can bang that to get the audience's attention. The traditional words to say next are "I call this House to order". Then:

- Say what the 'motion' (topic) for debate is
- Introduce the speakers for the proposition and opposition by naming their schools and saying who will be speaking first, second and in summary.
- Briefly set out the format of the debate, perhaps by using the following words:

Standing Orders in brief

This evening's debate will consist of six speeches.

The four main speeches will each be 7 minutes long. The first and last minutes of main speeches will be 'protected time' during which no Points of Information may be offered. After the first minute you will hear this sound [*Timekeeper makes sound they will use to signal*]. That means that speakers from the other side may stand to offer Points of Information. They must wait for their point to be accepted by the person speaking before continuing and, if declined, must sit down again straight away. At the start of the last minute you will hear this sound [*Timekeeper gives signal again*]. That means no more Points of Information may be offered. At 7 minutes you will hear a double signal [*Timekeeper gives double signal*], after which point the speaker must conclude as soon as possible.

After the four main speeches you, the audience, can make brief comments in the floor debate.

There will then be two four-minute summary speeches, first from the opposition and then from the proposition. No Points of Information may be offered during the summary speeches.

A vote will be held on the motion at the end of the evening, after the judges have retired.

- Then call on the first speaker:



You should pause after each speech and check for a nod from the judges that they are ready to go on.

After that, simply follow the flowchart and call on each speaker to give their speech in turn.

The floor debate

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The floor debate

Following the second opposition speech, there is a floor debate. Ask the audience members to raise their hands if they have a point they want to make.

- 'Points from the floor' may be phrased as statements or questions, but will not be answered directly by the teams, who must stay quiet during the floor debate; they have an opportunity to refer to audience points in their summary speeches.
- Ask people to stand up and state their name and school when they make floor points.
- Make sure floor speeches are not too long and that as many people as wish to get to have their say. Don't ask someone to speak twice unless there have been fewer than three contributions.
- You, your Timekeeper, adjudicators and teachers from the same school as one of the teams in the debate are not allowed to speak.

Use your own judgement on how long the floor debate should go on for. 5 to 10 minutes is a good length.

The audience vote

The vote doesn't take place at the end of the debate, or it might influence the judges. All votes happen after the judges retire at the end of the evening.

Keeping order

The Chair must keep order during the debate. All the 'Standing Orders' (rules) are printed on the back of the Order Paper (also on page 47 of the handbook). You should read these before chairing the debate.

However, in brief, the Chairperson is allowed to intervene if any of the speakers or members of the audience are being rude, abusive or going against one of the rules of the debate. For example, you might have to intervene if speakers:

- Go over their time limit by more than 25 seconds
- Talk back after making a Point of Information
- Are 'barracking' by standing up to offer a ridiculous number of Points of Information

On very rare occasions someone may offer a 'Point of Order' if they think someone else is breaking the Standing Orders. The Timekeeper should immediately stop the clock and you can give a ruling as to whether anyone has been acting against the rules. If you are in doubt, ask one of the judges to help you.

Thanking the speakers

Normally speakers are pretty well behaved. So thank them when the debate ends! Then hand over to the next Chair, or carry on if you are chairing all evening.

Timekeepers

Timing the speeches

The Timekeeper needs to time each speech with a stopwatch and knock clearly (or ring a bell) to give time signals to the speakers to help them during their speech. There is a special flowchart to help you carry out this role.

The times when you should knock or ring are as follows (they are also all given on your flowchart):

Main speeches (7 minutes)

- One signal after 1 minute
- One signal after 6 minutes
- Double signal at 7 minutes
- Double again at 7 minutes 15 seconds
- Keep signalling after 7 and a half minutes

Summary speeches (4 minutes)

- One signal after 3 minutes
- Double signal at 4 minutes
- Double again after 4 minutes 15 seconds
- Keep signalling after 4 and a half minutes

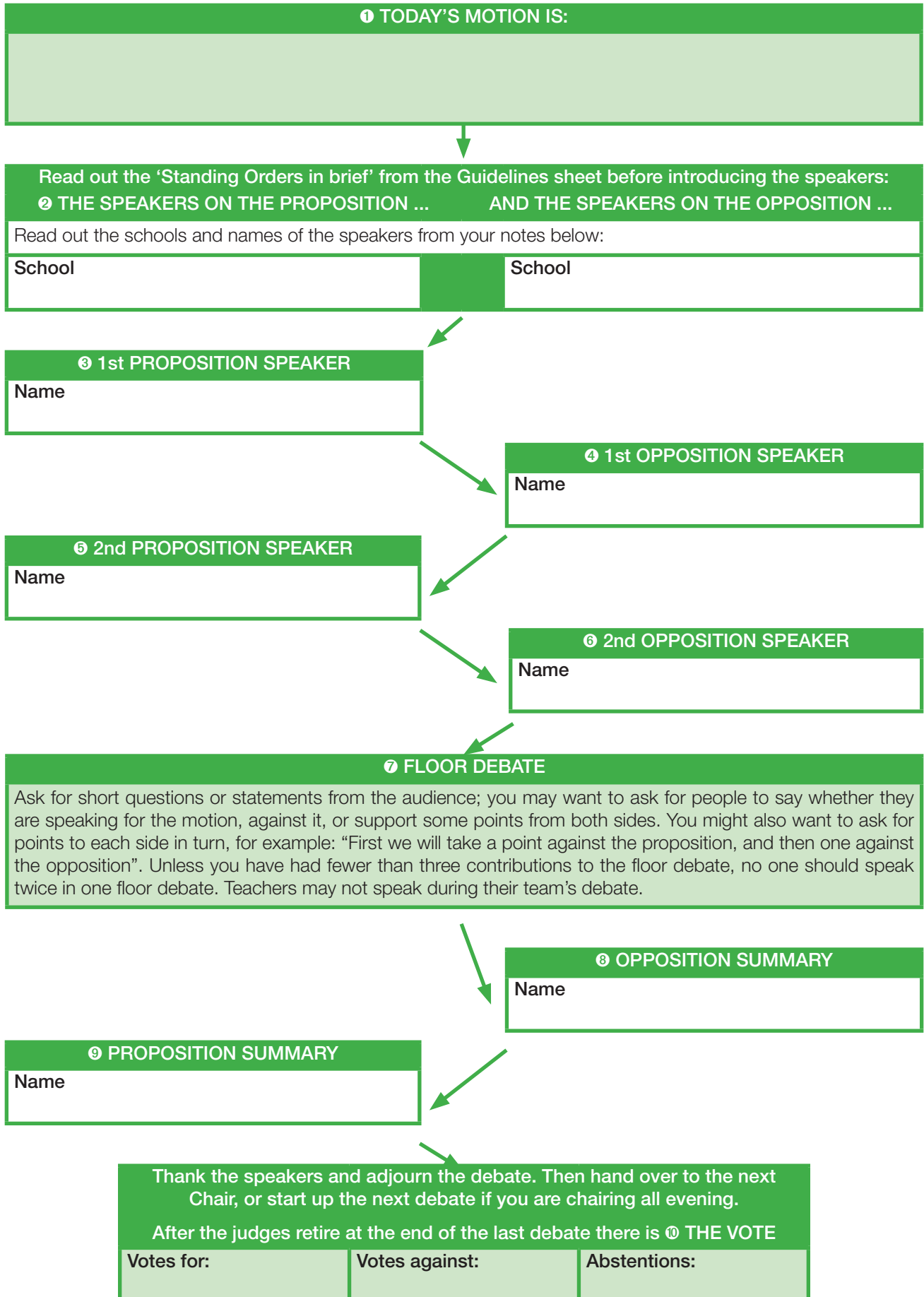
Keep your stopwatch running throughout each speech (you should only stop it for a Point of Order – *not* Points of Information – or an intervention from the Chairperson).

You should write down the full time each speaker spoke for at the end of each speech. At the end of each debate you should hand your sheet to the judges.



Guidelines for Chairpersons and Timekeepers

Chairperson's flowchart for running a debate



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Timekeeper's lowchart for timing a debate

Your job is to assist the speakers, the Chairperson and the judges by keeping track of the timings for each debate. During each of the speeches you need to give signals. These mark when other speakers can start offering Points of Information, when they must stop offering them, and when the speaker should stop speaking. You might have a special hammer (called a 'gavel') to knock with, or a bell to ring. If not, then use anything that makes a clear sound!

Copy the name of each speaker from the Order Paper into the 'Name' boxes and, after each speech, write the total time for their speech in the 'Timing' box. At the end of the debate, but before the vote, give the sheet with the timings on it to the judges. You can also help the Chairperson by acting as 'Teller' and counting the votes at the end of the debate.

① FIRST PROPOSITION SPEAKER	
When to knock/ring bell <ul style="list-style-type: none">• Once at 1:00• Once at 6:00• Twice at 7:00• Again if still speaking at 7:15	Name
	Timing <input type="text"/> minutes <input type="text"/> <input type="text"/> seconds

② FIRST OPPOSITION SPEAKER	
When to knock/ring bell <ul style="list-style-type: none">• Once at 1:00• Once at 6:00• Twice at 7:00• Again if still speaking at 7:15	Name
	Timing <input type="text"/> minutes <input type="text"/> <input type="text"/> seconds

③ SECOND PROPOSITION SPEAKER	
When to knock/ring bell <ul style="list-style-type: none">• Once at 1:00• Once at 6:00• Twice at 7:00• Again if still speaking at 7:15	Name
	Timing <input type="text"/> minutes <input type="text"/> <input type="text"/> seconds

④ SECOND OPPOSITION SPEAKER	
When to knock/ring bell <ul style="list-style-type: none">• Once at 1:00• Once at 6:00• Twice at 7:00• Again if still speaking at 7:15	Name
	Timing <input type="text"/> minutes <input type="text"/> <input type="text"/> seconds

⑤ OPPOSITION SUMMARY SPEAKER	
When to knock/ring bell <ul style="list-style-type: none">• Once at 3:00• Once at 4:00• Again if still speaking at 4:15	Name
	Timing <input type="text"/> minutes <input type="text"/> <input type="text"/> seconds

⑥ PROPOSITION SUMMARY SPEAKER	
When to knock/ring bell <ul style="list-style-type: none">• Once at 3:00• Once at 4:00• Again if still speaking at 4:15	Name
	Timing <input type="text"/> minutes <input type="text"/> <input type="text"/> seconds