



## DELEGATE CHEAT SHEET

### 1. Structure of National Issues Forum

- a. The *National Issues Forum* is a body of Youth in Government delegates who seek to address policy issues of national and international importance. Ideas presented in the National Issues Forum will tackle issues that should be handled at the Federal or international policy level. Delegates write and debate proposals, which are broad ideas for change rather than detail-oriented bills that are debated in the legislature.
- b. The Forum is structure in a 3-tiered system of progressively larger committees:
  - i. *First Committee* – Here all delegates present a proposal and debate all of them
  - ii. *Second Committee*- Here, only proposals that move on are debated, but all delegates have the opportunity to debate them.
  - iii. *General Assembly*- Only the highest-ranked proposals move on to GA, but all delegates have the opportunity to debate them. Proposals are voted on pass/fail.

### 2. Scoring

- a. In 1<sup>st</sup> and 2<sup>nd</sup> committees, proposals are scored via ranking sheets to determine which proposals move forward for debate.
- b. There are 5 categories by which proposals are ranked: national/international relevance, debatability, creativity, feasibility, evidence of research.
- c. In each scoring category, a low score is a good score; a high score is a poor score. Authors may not rank their own proposal; committee chairs & presiding officers may not rank any proposals.
- d. Procedure:
  - i. Chair or clerk will hand out one ballot to each of the members of the committee
  - ii. Ranking should be done **quickly**; delegates total their score at the bottom
  - iii. Chair or clerk will collect ballots to be counted and scored
- e. There will be no ballots in General Assembly—proposals that make it that far will be voted on

### 3. Proposal Hierarchy

- a. All member proposals will be heard in each first committee
  - i. Of those, only 7 proposals will move on from each first committee
- b. 10 proposals will be heard in each second committee
  - i. Of those, only 6 proposals will move on from each second committee
- c. A total of 12 proposals will be heard in General Assembly
  - i. Each of the 12 final proposals will be voted as *adopted* or *not adopted*

### 4. Parliamentary Procedure

- a. Moving your proposal
  - i. When the Chair asks if an author is present, you say "I MOVE MY PROPOSAL"
  - ii. If you do not move your proposal, it cannot yet be debated
  - iii. Before speaking, you must state your last name and delegation
- b. Getting recognized to speak during debate
  - i. Delegates will be called by their last name or delegation who are raising their placards
  - ii. If recognized during Non-Debatable Technical Questions (NDBQs), you must state your name and delegation and then ask your non-debatable question
    1. A non-debatable question seeks to clarify facts about each proposal
    2. You may only ask one NDBQ per recognition during this time

- iii. During CON-PRO debate, you must speak in alignment with the intent during which you are recognized. If the Chair announces a "PRO speech" and you are recognized, you must speak in favor of that proposal. Debate on a proposal must end with a CON-speaker.
- c. Yielding time to summation
- i. Only the proposal author and PRO-speakers may yield to the author's summation
  - ii. The right to yield must be granted by the Chair before the author or pro-speaker begins talking for the first time, or before any other motion during their time: "I RESERVE THE RIGHT TO YIELD ANY REMAINING TIME TO (MY/THE AUTHOR'S) CLOSING SPEECH"
  - iii. The Chair and or Clerk is responsible for recording the yielded time and adding it to the author's summation time allotment

When recognized by the Chair, state your name and delegation. Then, you may conduct **up to two** of the following actions (Note: you may NOT yield time to another delegate *AND* yield to the author's closing statement):

<p><b>Speak</b></p> <p>Make your con or pro argument on the proposal. You do not need to reserve this right once you've been recognized.</p>	<p><b>Ask questions</b></p> <p>"Will the author yield to a question/series of questions?"</p>
<p><b>Yield to another delegate</b></p> <p>"I reserve the right to yield my remaining time to Delegate Smith"</p>	<p><b>Yield to author's closing</b></p> <p>"I reserve the right to yield my remaining time to the author's closing statement."</p>

- d. Proposal vs. Bill
- i. There are NO bills debated in the National Issues Forum, only proposals. Bills are debated in the legislature.
- e. Responding to the officers
- i. Delegates may be called out of order by the Chair for
    - Inappropriate language
    - Not using their placard
    - Failure to follow procedure (not stating name and delegation, debatable NBDQs, speaking con on a pro speech or vice versa)
    - Referring to a delegate (or officer) directly or by name
  - ii. If you are called out of order, take your seat unless the Chair tells you otherwise
- f. Motions in committee
- i. The only motions you may make are:
    1. Motion to recess for \_\_\_\_\_minutes.
    2. Motion to adjourn.
  - ii. If the Chair recognizes you, you may say "I move to \_\_\_\_\_." and another delegate must second your motion for it to be recognized and voted on.
  - iii. Note: delegates may not motion to end debate, due to the con-pro debate cycle.
- iv. Prohibited articles
1. Delegates and Chairs may NOT have in possession during session:
    - a. Gum, food, candy of any kind
    - b. Beverages of any kind
    - c. Prohibited electronic devices