

## **NPDA Constitution**

### **Article I: The Organization**

This organization shall be known as the National Parliamentary Debate Association (NPDA).

### **Article II: Purpose of the Association**

*Section 1.* The purpose of the National Parliamentary Debate Association is to provide collegiate and other student debaters with opportunities to debate various topics using the parliamentary format. The Association will promote competitive practices which ensure the long-term growth and survival of intercollegiate, academic, and public debate by promoting a form of limited preparation debate which combines an emphasis on both content and delivery and which remains consistent with international styles of parliamentary debate.

*Section 2.* Each year the Association will provide sweepstakes trophies and other awards to recognize outstanding participants in the intercollegiate series of debate tournaments authorized by the Association.

### **Article III: Membership in the Association**

*Section 1.* Institutional membership in the National Parliamentary Debate Association is open to any college, university, community college, secondary school, or other academic institution that, acting through its Director of Forensics, association President, or other appropriate authority wishes to join.

*Section 2.* Individual membership is designed to allow individuals without an institutional affiliation the opportunity to be a part of the organization. Individual membership is open to any interested person, without regard to sex, race, creed, age, or other consideration, who is willing to support the goals of the organization.

*Section 3.* Although encouraged to do so, members of the Association are not required to host or participate in Association tournaments.

*Section 4.* The annual membership fee shall be determined by the first Business Meeting of the Association.

*Section 5.* The period of membership covered by an annual dues payment shall be September 1 through August 31.

### **Article IV: Officers and Elections**

*Section 1.* The officers of this Association shall be a President, an Executive Secretary, a Treasurer, and a National Student (intercollegiate level) Representative. These officers shall be elected on staggered, two-year terms with the offices of President and Treasurer running concurrently. If warranted regional members may be appointed to the Executive council. These officers shall constitute the Executive Council. Officers can be removed for mis-, mal-, or nonfeasance by petition of 2/3 of the membership of the organization or by a 2/3 vote of members present at any business meeting.

*Section 2.* Nominations for offices shall be submitted to the Executive Council for presentation at the first of the two Business meetings of the Association,

at which time additional nominations for any office may be submitted by any members present.

## **Article V: Officers and Their Duties**

*Section 1.* The Executive Council shall lead the Association between Business Meetings; shall provide interpretation of any article of the Constitution or its By-Laws; shall serve as a nominating committee as specified in Article IV, Section 2; shall, by majority vote, approve the applications to host NPDA approved tournaments; shall perform the functions outlined for them in the By-Laws and shall be consulted when any action not clearly specified in this Constitution or in the By-Laws is to be taken.

*Section 2.* The President's duties are:

- a. To chair the annual Business Meeting of the Association;
- b. To be responsible for upholding this Constitution and its By-Laws and all other decisions of the annual Business meetings of the association;
- c. To chair and be a voting member of the Executive Council;
- d. To serve as representative of the Association to other organizational meetings (if unable to attend, the Executive Secretary or the Treasurer, in that order, shall fulfill that obligation, or if neither of them can attend, then the President shall appoint a member of the association as a representative);
- e. To appoint from time to time, such committees as deemed suitable or as requested by the annual Business Meetings;
- f. To fill, by appointment, such vacancies as occur among officers and members of the Executive Council that are occasioned by death, resignation or other reason, such appointment to be for the unexpired term of the individual who has been replaced.

*Section 3.* The Executive Secretary's duties are:

- a. To conduct elections for officers of the Association and on such other matters as the Executive Council may direct;
- b. To prepare, and give, a report on National Parliamentary Debate Association Membership to the second Business Meeting of the society each year;
- c. To maintain official records of the current standings of schools in National Parliamentary Debate Association sweepstakes competition and periodically to communicate this information to the membership of the Association.
- d. To correspond, in the name of the Association, with prospective tournament hosts and/or members of the Association.
- e. To record and disseminate to the membership the minutes of the Business Meetings;
- f. To serve as a voting member of the Association;
- g. To establish an agenda for the Business Meetings of the Association with the assistance of the President;
- h. To maintain an updated version of the Constitution and By-Laws and to disseminate these to the membership periodically.

*Section 4.* The Treasurer's duties are:

- a. To receive all membership dues and other payments to the Association, and to pay all expenses of the Association that are authorized by the Executive Council;
- b. To prepare and give an accounting of the financial state of the Association to the second Business Meeting of the Society each year;
- c. To accept membership applications to the Association.

*Section 5.* The National Student Representative's duties are:

- a. To interface with students competing on the NPDA intercollegiate level and to bring their concerns to the attention of the officers of the organization.
- b. To represent NPDA at annual meetings of other parliamentary debate organizations (national and international) which are solely student run, and to serve on such committees as he or she shall be elected or appointed to.
  1. Funding for the student representative's travel to such meetings will normally be in conjunction with the student's travel to compete at the championship competitions held at the same time. Such costs will normally be covered by the institution which the student attends.
  2. The student representative may petition the Executive Council for travel funding for the purposes of attending these meetings. The Executive Council has the option of approving funding for all or part of this travel, but is not obligated to do so.
- c. To prepare and give a report concerning his or her area of responsibility for presentation at the Business Meetings.
- d. To serve as a voting member of the Executive Council.

#### **Article VI: Annual Business Meetings of the Association**

*Section 1.* The annual Business Meetings of the National Parliamentary Debate Association constitute the governing body of the National Parliamentary Debate Association at the times they are meeting, and are the only bodies that can institute changes in the Constitution or its By-Laws. Between Business Meetings, actions of the Executive Council will have the force of By-Laws. These decisions must be reported to the next Business Meeting and are automatically placed on the agenda as indicated in Article VIII, Section 2.

*Section 2.* Business Meetings shall be held annually at the National Tournament/Convention or at a time and place agreed to by the Executive Council. At least sixty days notice will be given before the meeting.

*Section 3.* Each member institution may be represented by one voting representative (who need not be the Director of Forensics but may be a substitute from the same school or a proxy given to the representative of another school) at a Business meeting. No member institution represented at a Business Meeting may vote more than 10 proxies in addition to its own vote. At least 5% of member institutions must be personally represented

(proxies do not suffice for this purpose) for the meeting to conduct any business other than hearing reports and discussing them.

*Section 4.* If sufficiently attended, as defined in the preceding section, the Business Meetings may adopt new By-Laws or change existing ones by majority vote of schools present (personally or by proxy). It may propose constitutional changes by a two-thirds vote of the schools represented (personally or by proxy).

*Section 5.* The presiding officer of a Business Meeting will be entitled to vote as the representative of his or her institution.

*Section 6.* Any vote that results in a tie will be considered to have failed.

#### **Article VII: Sweepstakes Awards.**

*Section 1.* One aspect of the work of the National Parliamentary Debate Association will be the conferring of sweepstakes awards on schools that have participated in the National Parliamentary Debate Association Tournaments during the year.

*Section 2.* Points will be accumulated for sweepstakes according to the following formula:

- a. One point for each debate win (including a win for a bye and a win for a forfeit) by a team in up to 6 preliminary rounds of a National Parliamentary Debate Association approved division of a tournament and two points for a win by a team in an elimination round.
- b. Each of the two teams for which a school receives credit toward sweepstakes at a National Parliamentary Debate Tournament will receive at least one point toward Association sweepstakes, even if they win no debates at all.

*Section 3.* Final sweepstakes awards will be based on the total points accumulated at the 4 NPDA-approved sweepstakes tournaments at which each school has gained the most points during the competitive year.

*Section 4.* In case of ties in the standing, these will be resolved by tie-breaker points based on places won at the tournaments at which the school has won the most points, at the rate of five points for a first place, three points for a second place, and one point for a third place (or a tie for third).

*Section 5.* Where students from two different schools combine to form a National Parliamentary Debate Association team at a tournament, the total points earned such a split team will be divided between their two schools.

*Section 6.* Should a school enter more than two teams in a National Parliamentary Debate Association tournament, then the rounds of only the two best teams in National Parliamentary Debate Association Competition in the tournament will be counted toward sweepstakes.

*Section 7.* Should two teams from the same school reach a final round in a National Parliamentary Debate Association division of a tournament, their school will receive two points for winning the round, even if the debate was not held. The same rule shall hold true whenever two teams from the same

school meet in elimination rounds (or preliminary rounds), even if no actual debate occurs.

- Section 8.* Teams from a host school may enter competition in their own tournament. Wins by those teams will count toward NPDA sweepstakes and those teams may also compete for whatever trophies are awarded in that tournament.
- Section 9.* At tournaments in which teams in elimination rounds are given byes a team receiving a bye shall be awarded the win.
- Section 10.* To be counted for sweepstakes points, the National Parliamentary Debate Association division of a tournament must contain at least six teams from a minimum of three schools.
- Section 11.* At the end of the first semester and at the end of the National Parliamentary Debate Association season, the Executive Secretary will calculate the sweepstakes ranks based on the performance of each school's top two teams at the four NPDA-approved tournaments at which each school gained the most points. At the end of the season, overall sweepstakes trophies for first through tenth places will be presented.
- Section 12.* Any errors or omissions in the National Parliamentary Debate Association reports of tournament results and sweepstakes point totals must be brought to the attention of the Executive Secretary no later than fourteen days prior to the commencement of the final tournament of the season. Any mistakes made on tournaments held within two weeks of the final tournament must be corrected during the first day of the final tournament.
- Section 13.* Tournaments may advertise as many elimination rounds as is desired, but only elimination rounds meeting the following specifications will be counted toward National Parliamentary Debate Association Sweepstakes:  
For semi-finals, there must be a field of 8 teams in the division;  
For quarter-finals, there must be a field of 15 teams in the division;  
For octa-finals, there must be a field of 29 teams in the division;  
For double octa-finals, there must be a field of 58 teams in the division;  
For double-double-octafinals, there must be a field of 115 teams in the division.
- Section 14.* A team must be present and debate in more than half the rounds as a team to count for the purposes of determining the number of teams in a division as part of the determination of the appropriate number of elimination rounds that earn National Parliamentary Debate Association points.

### **Article VIII: Amendments to the Constitution and By-Laws**

- Section 1.* Amendments to the Constitution
- a. An amendment to the Constitution may be initiated by any member school;
  - b. Amendments to the Constitution must be submitted to the Executive Secretary thirty days prior to a Business Meeting to be considered at that meeting. The Executive Secretary will communicate proposed

amendments to the membership no later than fifteen days prior to the Business Meeting;

- c. A two-thirds vote of the schools represented at the Business Meeting will be necessary for a proposed constitutional amendment to be sent to the membership;
  - d. Within 10 days following the Business Meeting, the Executive Secretary will distribute by mail a ballot containing all proposed constitutional amendments. Balloting on these will cease at midnight thirty days after the date of the Business Meeting;
  - e. A two-thirds vote of the schools voting by mail on the proposed amendment will be necessary for its enactment.
- Section 2. Amendments to the By-Laws
- a. An amendment to the By-Laws may be initiated by any member school;
  - b. Amendments to the By-Laws must be submitted to the Executive Secretary no later than 30 days prior to a Business Meeting to be considered at that meeting. The Executive Secretary will communicate proposed amendments to the membership no later than fifteen days prior to the Business Meeting;
  - c. A majority of the schools represented and voting at the Business Meeting will be necessary for enactment of the amendments to the By-Laws.
- Section 3. Further Amendment Procedures for the Constitution and By-Laws
- a. An amendment may be proposed by two-thirds of the Executive Council or by a petition of 5% of the current National Parliamentary Debate Association membership to the National Parliamentary Debate Association Executive Secretary and the National Parliamentary Debate Association President;
  - b. The proposed amendment shall be distributed to the membership. Members shall have 45 days to send comments on the proposed amendment to the Executive Secretary.
  - c. Within sixty-five days of the publication of the proposed amendment, the Executive Secretary shall mail a ballot to the membership containing a copy of the proposed amendment, along with a statement of the arguments for and against the amendment. The author of the amendment shall have the opportunity to include a statement of reasons for the amendment. The President may designate an individual to outline potential objections to the amendment. Both of these individuals shall have access to the comments received by the Executive Secretary. Ballots shall be due no later than three weeks after the mailing.
  - d. A three-fourths vote of all members voting will be required to enact an amendment initiated under this section.
  - e. A majority of the Executive Council may vote to exclude the time period from June 1 to September 1 from the time period in items b. and c. of this section.

## **Article IX: Tournament Procedures and Administration**

*Section 1.* Local rules for National Parliamentary Debate Association tournaments are left strictly to individual tournament directors who may determine the forensic level of the National Parliamentary Debate Association division(s) and may allow as many teams per school to enter their National Parliamentary Debate Association divisions as they wish. The tournament is obligated to use the appropriate National Parliamentary Debate Association format.

*Section 2.* At tournaments offering individual vents and multiple forms of debate, it is recommended that parliamentary debate be scheduled so as not to conflict with individual events.

*Section 3.* Tournament directors are responsible for choosing a suitable mix of topics which gives all teams an equitable chance for success:

- a. Topics can be policy based similar to topics chosen for extemporaneous speaking or philosophical in nature, similar to topics chosen for impromptu speaking.
- b. Topics should be written to challenge students to use their creative and critical thinking skills, forcing them to draw upon their educational and research backgrounds. During switch sides preliminary rounds, if at all possible, policy based questions should be given in back-to-back rounds to give all teams the opportunity to debate policy or the government side on the government side of the motion.

*Section 4.* Since parliamentary debate is an extemporaneous activity, no prepared materials or resources for the debater's use in the round may be brought into the debating chambers.

*Section 5.* The composition of the judging pool is critical to training students to speak before audiences. Therefore:

- a. Although flexibility is left with the tournament director, the recommended guidelines for the composition of the judging pool shall include the use of non-student lay judges, and forensics faculty or such personnel.
- b. In order to provide a fair and educational tournament, judge assignment insofar as possible should be random from a pool that excludes judges from the same school as the debaters and judges who, according to the perceptions of debaters, judges, or tournament director, have a conflict of interest.

*Section 6.* Except for the period between the announcement of the topic and the beginning of the debate, there will be no preparation time.

*Section 7.* In order to give all participants equal information, tournament invitations should include clear definitions of events and divisions, clear explanations of matching and judge assignment systems, clear explanations of criteria for advancement to elimination rounds and for awards, clear announcements of fees and schedules, and a clear statement of tournament rules.

*Section 8.* In order to provide a fair and educational tournament, administrators matching debate rounds should attempt to allow students an equal number of rounds of each side of the resolution and should maximize insofar as possible the range of opponents encountered by each team.

*Section 9.* In order to maximize the educational function of all tournaments, administrators should make results and ballots available to all participants as soon as possible after the end of competition.

## **By-Laws**

### **I. Membership Dues:**

Annual dues in the National Parliamentary Debate Association for the year September 1 and to August 31 will be \$30 for regular membership, \$20 for affiliate membership (affiliate membership applies to schools that did not enter teams in National Parliamentary Debate Association competition during the preceding year), and \$10 for individual membership.

**II. The National Parliamentary Debate Association Season:** The National Parliamentary Debate Association season begins September 1 and ends May 15.

**III. Executive Secretary's Office:** The Office of the Executive Secretary shall receive an annual budget to defray the telephone and mailing expenses connected with doing National Parliamentary Debate Association business.

**IV: Direction of the National Parliamentary Debate Association National Tournament/Convention.** The National Parliamentary Debate Association shall be responsible for holding a National Parliamentary Debate Tournament/Convention in March or April of each year. These tournaments should have 8 preliminary rounds and offer elimination rounds for all teams with 5-3 record or better up to a maximum of 64 teams.

- a. Member schools may bid to host the National Tournament. The Executive Council of the National Parliamentary Debate Association shall receive bids for the following year at its National Tournament/Convention and shall award the tournament on the basis of bids received. The tournaments should rotate geographically.
- b. The National Parliamentary Debate Association organization shall be responsible for such tournament operation as invitations, awards, schematics, etc.
- c. The tournament should be scheduled to avoid conflicting with significant religious holidays, such as Easter and Passover.
- d. In accepting bids from tournament hosts, the National Parliamentary Debate Association Executive Committee shall obtain appropriate assurances from prospective hosts that religious observances for interested parties can be secured at or near the host site. Religious observance may include a place of worship and special dietary requirements.

**V: Tournament Conflicts:** Members of the Executive Council should coordinate the scheduling of National Parliamentary Debate Association tournaments in their respective regions to avoid conflicts among those tournaments insofar as possible.

**VI: Code of Ethics:** The National Parliamentary Debate Association, as an organization and as a body of forensic educators, endorses the Preface of the AFA Code of Forensic

Program and Forensic Tournament Standards for Colleges and Universities and endorses those parts of the AFA Code applicable to the National Parliamentary Debate Association organization: Competitor standards, Competitor practices (excluding the individual events section), and Tournament practices (excluding the individual events section).

VII: Institutional Agreement: Institutional members of the National Parliamentary Debate Association, agree, by joining the Association and paying the membership fee, to follow the Constitution and By-Laws of the National Parliamentary Debate Association in their participation in National Parliamentary Debate Association sanctioned activities.

VIII: Criteria for sanctioning NPDA tournaments: Tournaments meeting the following general criteria will be designated as counting for sweepstakes points:

1. Unless hosted by a national or regional organization, the host of an NPDA sanctioned tournament must be a member of NPDA;
2. Unless hosted by a national or regional organization whose rules specify invitation of members only, the tournament shall be open to all members of NPDA and must be included in the NPDA calendar. The NPDA calendar will be prepared no later than June 1 by the Executive Secretary based on applications submitted from tournament hosts. The Executive Secretary may prepare addenda to the NPDA calendar later in the debate season.
3. Unless the tournament director applies for and is granted an exception, the tournament must follow NPDA Tournament Procedures and Administration (see Article IX NPDA Constitution) and NPDA guidelines.
4. The tournament must be attended by at least six teams from a minimum of three NPDA member schools.
5. Copies of the results of the tournament must be sent in a timely manner to the person designated to count sweepstakes points. Unless precluded by the date of the tournament, all results to be counted for sweepstakes must be in the hands of the person designated to count sweepstakes points no later than ten days prior to the beginning of the NPDA championship tournament.

IX: Student Eligibility Standards:

A. Participation in NPDA is open to undergraduate students pursuing course work at an accredited college or university. Except in special circumstances, a student must be enrolled for at least six hours or the equivalent of two regular classes and should be making progress toward the completion of a degree in his or her chosen field.

B. Generally, students who possess a baccalaureate degree are not eligible for participation in NPDA. A student is considered as possessing a baccalaureate degree upon his or her completion of requirements toward that degree and/or having been approved for graduation by his or her respective school. While mid-year graduates and graduate students may possess a baccalaureate degree, they may be granted consideration for limited competition.

1. Mid-year graduates may compete at the NPDA national tournament in the Spring after their graduation at the discretion of the program's Director

of Forensics, but may not participate in invitational tournaments leading up to the national tournament during the term following their graduation. In other words, those who graduate in December may compete during the fall and may attend nationals, but may not compete at invitational tournaments during the Spring.

2. In unusual cases, graduate students who possess a baccalaureate degree may petition for one "tournament year" of eligibility. A "tournament year" shall include any year in which the student attends any national speech and/or debate tournament.

a. Graduate students making such a request must have no previous experience in intercollegiate speech and/or debate activities of any kind, and must require involvement in competitive speech and debate for a specific type of degree, certification, or other professional requirement.

b. Coaches who have a student deserving of consideration must submit a request in writing to the NPDA President prior to entering the student in competition. The request should explain the student's specific degree-related need, certify that the student has no previous experience or provide a detailed description of the student's previous experience, and outline the student's prior academic associations including other schools he/she attended and degree(s) earned. The President, in concert with other NPDA Officers, will consider each request and issue the "tournament year" of eligibility in writing if satisfied that the request is appropriate.

c. The granting of one national tournament year of NPDA eligibility shall not interfere with the eligibility requirements of other national organizations and/or individual tournament directors.

C. No person shall be allowed to participate in more than four NPDA nationals as a contestant.

1. Undergraduate students are limited to no more than eight semesters of eligibility.

a. A semester is considered "used" when a student competes in three or more tournaments during the semester.

b. The number of semesters in which a student competes is superseded by the number of national tournament years in which the student competes. In other words, a student competing in no more than one or two tournaments during a semester retains eligibility for that semester, providing that he or she does not attend a national tournament during the course of that year. Once a national tournament is attended, that year is "used" regardless of the total number of tournaments in which the student has competed that year.

2. Contestants are limited to four national tournament years.

- a. A national tournament year is one in which a student competes in a national tournament sponsored by any national forensic organization including but not limited to: AFA-NIET, NFA-IE Nationals, Novice IE Nationals, NDT, CEDA, NEDA, Phi Rho Pi, Delta Sigma Rho – Tau Kappa Alpha, Pi Kappa Delta, Interstate Oratory, APDA, and any other nationally recognized organizations and tournaments that may be added to this list.
- b. The number of national tournament years in which a student has competed supersedes the number of semesters in which he or she has competed. Thus, if a student does not compete in the Fall or attends only a limited number of tournaments, he or she has still used up their tournament year of eligibility if he or she attends any national tournament in the Spring.
- c. The intent of this standard is to exclude students from competing in national tournaments for more than four years. During their four national tournament years, students may attend as many national tournaments as they wish or as their program's budget allows, but they may not compete in four AFA-NIET nationals or four CEDA nationals, for example, and then move on to compete in four NPDA nationals over the course of several years.

D. Protests related to eligibility should be directed to the President and Officers of the NPDA. The President and Officers will contact the coach(es) of the student(s) in question.

- 1. The responsibility for demonstrating eligibility falls upon the student's program. The NPDA Officers may require written documentation delineating the student's competitive experiences as well as written statements from past coaches in order to certify that a student is eligible to compete.
- 2. Coaches are encouraged to keep written records of national tournaments their students attend. Furthermore, coaches may want to obtain a letter from the former coach of any transfer student to ensure that there are records of the student's attendance at previous national tournaments.

E. These eligibility standards pertain only to the National Parliamentary Debate Association and shall not interfere with the eligibility requirements of other national organizations and/or the requirements set forth by individual tournament directors.

#### X. Novice Awards:

A. For purposes of the NPDA Championship Tournament, a novice shall be defined as an undergraduate student who is in his or her first year of participation in intercollegiate competitive debate and meets the criteria below:

- 1. Students with previous competitive experience in high school or intercollegiate debate formats would be ineligible for novice status.
  - a. High school debate formats include, but are not limited to, Cross Examination (CX) Debate and Lincoln-Douglas (LD) Debate.

- b. Intercollegiate debate formats include, but are not limited to, Parliamentary Debate (such as NPDA, APDA, CSUID), CEDA/NDT, NFA-LD, NEDA and ADA.
  - 2. Each novice student is eligible for novice standing for no more than one NPDA Championship tournament.
- B. Coaches may identify students who qualify for novice status and should be tracked for novice awards.
  - 1. The coach should identify novice competitors and novice two-person teams at the time the entry is submitted to the tournament director.
  - 2. The coach should identify any and all debaters who qualifies for novice status on the entry since each novice debater will be in contention for novice speaker awards.
  - 3. The coach should identify each two-person team that qualifies for novice status. In order for a two-person team to qualify for novice status, both members of the pairing must be novice competitors.
- C. The tab room staff at each NPDA Championship Tournament will track the performance of novice competitors and novice two-person teams for the purpose of awards for novice debaters.
  - 1. Certificates, plaques, or other appropriate awards should be given to the top five novice speakers.
    - a. The speakers should simply be identified from the overall rankings for speaker awards, so it is conceivable that a novice could receive a regular open division speaker award as well as a novice speaker award.
    - b. Novice speaker awards will be announced at the normally scheduled awards ceremony and/or banquet.
  - 2. Certificates, plaques, or other appropriate awards should be given to the top three novice two-person teams.
    - a. Both members of the two-person team must be novice competitors in order to receive a novice team award.
    - b. The teams should simply be ranked from the overall rankings for team awards, consequently, if more than one novice team advances to elimination rounds, the awards for top novice teams would be held until those teams are eliminated from competition.
  - 3. To ensure the privacy of novice status teams or debaters, the novice status of any two-person team or individual competitor will be only known to the tab room staff, tournament director, and other relevant parties associated with tournament administration.
    - a. Tab room staff and others who may be aware of a team or debater's status will maintain confidentiality with regard to a team or debater's status until awards are announced.
    - b. The novice status of any two-person team or debater may be included with post-tournament materials such as lists of awards and results.

4. Novice competitors and novice teams will be treated no differently than other teams or competitors for purposes of team and season sweepstakes awards at the NPDA Championship Tournament.

## Bylaw XI: Sexual Harassment Policy: A Policy on Sexual Harassment

### I. Introduction

Preamble: The National Parliamentary Debate Association maintains that parliamentary debate should be a contest of knowledge, wit and argumentation conducted in a setting of civility and mutual respect. The organization maintains that all eligible members should have access to debate activities without regard to race, creed, age, sex, national origin, sexual or affectional preference, or non-disqualifying handicap. These principles should guide the behavior and conduct of all members and participants of the organization. While the policy at hand is directed at sexual harassment particularly, the principles herein shall be considered a model for dealing with all forms of harassment.

The National Parliamentary Debate Association designed this policy in an attempt to eliminate specific behaviors and situations which may arise while participating in the activity and to provide a forum for resolution of conflicts. The organization does not assume that this policy or any other will eliminate all discomfort or intimidation that arises when ideas are in conflict or positions taken are uncomfortable to one or more participants nor does the organization assume the responsibility of dictating good taste or social posture. The National Parliamentary Debate Association assumes these to be part of the learning and educational process and encourages the open discussion of these concerns as a means to educate.

#### Section A. Debate, Free Expression and Harassment

Academic debate provides a forum for the expression, criticism and discussion (and for the tolerance) of a wide range of opinions. Participants are encouraged to develop skills in reasoned and supported argument while avoiding the pitfalls of faulty argument. Academic debate does not provide a license for demeaning actions and it does not tolerate sexual harassment. Any participant who suffers discrimination or harassment as part of the activity is denied the guarantee of an equal opportunity to work, learn and grow in the arena of academic debate and may be harmed in mind, body and performance.

#### Section B. Sexual Harassment

Sexual harassment is a form of discrimination and consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, that has the effect of denying or limiting one's right to participate in the activity, or creates a hostile, intimidating or offensive environment that places the victim in an untenable situation and/or diminishes the victim's opportunity to participate fairly. Sexual conduct can become discriminatory and harassing when the nature of the interaction is unwelcome, or when a pattern of behavior that is offensive to a "reasonable woman" (or man, as the case may be) exists. These definitions,

which comply with EEOC and other legal definitions, rely strongly on the perceptions of the complainant and it is important to recognize that differences in social position between the complainant and the accused can compound the degree of threat or potential harm perceived in a situation.

#### Section C. False Accusations

Deliberate false accusations will not be tolerated.

## II. Options in dealing with harassment

### A. General principles in all situations

1. Keep a written record of the event, who was involved, witnesses, and attempts at resolution. Keep this record private or between persons directly involved in the resolution.
2. Do not take the matter to the general public through listservs or general discussion until the matter has been dealt with through formal or informal intervention.

### B. Informal intervention: Direct, private resolution

1. If the harassed believes it is possible to resolve the situation one-on-one, participants are encouraged to do so. This approach may clarify situations in which there are misperceptions and can serve to educate and prevent rather than penalize.
  - a. Indicate to the "harasser" that the comment or activity is unwanted and ask that it not be repeated. If the "problem" ceases, consider the incident resolved.
  - b. Write a letter or note to the harasser clearly describing behaviors or statements which are seen as harassing or discriminatory. Indicate what actions need to stop and why. Keep a copy. If the "problem" ceases, consider the matter resolved.
2. If one-on-one resolution is not possible or feasible, consider the involvement of one other person to serve as a mediator.
  - a. If the event occurs in the context of debate, raise a point of personal privilege and ask the judge to rule on the issue. After the round, ask that the judge and the participants discuss the nature of the complaint and how to prevent situations like this in the future.
  - b. Ask another person (a coach, a friend, a trusted colleague, the judge in the round, or a resource team member described below) to accompany you to talk with the person and to help mediate a conflict resolution session. Talk through differences in perception and ideology.

### C. Formal intervention

1. In the event that informal intervention is not feasible, the following procedures should be followed.
2. Structure and membership of the formal intervention system
  - a. The President of the National Parliamentary Debate Association will appoint a Sexual Harassment Officer (SHO), who will chair the Committee on Discrimination and Sexual Harassment (CDSH). The CDSH will consist of no fewer than five active NPDA members including at least two students. The CDSH will be provided with adequate and appropriate training about what constitutes harassment, the policy and implementation of said policy.
  - b. The President of the National Parliamentary Debate Association will also name five people nationwide to serve on a resource team. These persons will be notified of the policy and serve as advocates for complainants and those they accuse although they will not be directly involved in collecting evidence or ruling on a case.
  - c. The names of the SHO, CDSH, and resource team member widely published: listed in newsletters, included in the national tournament invitation, and shared on the listserv.
  - d. The SHO, CDSH and resource team members shall be available to consult with complainants and accused within the procedure as outlined in this procedure.
  - e. The CDSH shall facilitate and review an educational program annually, informing members of the NPDA debate community about the definitions and interpretations of discrimination and sexual harassment and about procedures for initiating complaints. The CDSH shall also serve as a resource to coaches and students who wish to conduct intrasquad harassment education.
3. Procedures in Cases of Discrimination or Sexual Harassment
  - a. Complaints may be brought by any member of the NPDA community. Complaints will not be pursued when more than one year has elapsed following the alleged incident.
  - b. At any point during the proceedings any of the parties involved may choose to be accompanied by an adviser or a member of the resource team. All parties are free to consult with an attorney, if they choose to do so, but the investigation and hearing procedure is not a legal proceeding and attorneys may not be present or participate.
  - c. At all times throughout the procedures outlined below, confidentiality will be preserved carefully whenever appropriate.

d. All written records pertaining to case shall be kept permanently in a confidential file held by the NPDA president and not released unless required by law.

e. Procedures:

1. The complainant submits a detailed complaint, in writing, to the SHO.
2. Once the complaint has been filed and accepted by the SHO, the complainant shall be considered solely as a witness in an investigation by the CDSH.
3. At such time as the complaint is filed, both the accused and the complainant shall be notified of the complaint's acceptance and given the names of the resource team members. Either party may elect to contact a resource team member for clarification of proceedings, to discuss concerns prior to contact with the SHO or the CDSH, or to seek further information. The resource team member(s) should keep all discussions confidential and should not be considered a witness in the case. The resource team members are to serve as advocates and to provide a support system throughout the proceedings only.
4. As expeditiously as possible, the SHO and CDSH (or appropriate replacements) will investigate, meet with all parties involved and ensure that the accused has an opportunity to see and respond to all statements made against him or her.

f. If the CDSH finds that no discrimination or harassment has taken place, the matter will stop at this point and the immediate parties shall receive notification that the case will go no further. Copies of this report and other relevant information will be kept on file permanently in the office of the NPDA president.

g. If the CDSH is convinced that discrimination or harassment has occurred, they will prepare a complete report including their findings, the statements of the accused party as well as the other witnesses and their conclusions about the nature and seriousness of the event that has taken place.

h. This report shall be submitted to the President, who shall review the evidence and, if necessary, request additional information.

i. In consultation with the CDSH, the President shall determine an appropriate sanction. Depending on the severity of the event, this sanction may include any of the following (this should not be viewed as an exhaustive listing of all possible sanctions, just the most likely): oral reprimands; written reprimands to be sent to directors of forensics and/or Deans of Faculty or Students and/or College or University Presidents; removal from future participation at the National Tournament (either competing or judging); removal of NPDA points; or suspension of membership in NPDA.

#### 4. Appeals Procedures:

- a. If the individual(s) found guilty of discrimination or harassment wishes to appeal the President's decision, he/she or they may request that a hearing be held to review the decision. Ordinarily, such an appeal will be possible only if the individual(s) involved can present new evidence not previously considered or evidence of procedural violations during the formal procedures.
- b. The Appeals Board will consist of those members of the Executive Committee, not previously involved in the formal hearing and not having conflicts of interest. Replacements may need to be appointed to produce a committee of at least five members.
- c. The Appeals Board shall review the written evidence in the case, consider new evidence provided to them, interview witnesses as they deem necessary and shall consider the proposed disciplinary action in relation to the evidence provided.
- d. The findings and recommendations from the Appeals Board are considered final.
- e. All reports are to be filed permanently with the Executive Secretary.

#### 5. Protection of Participant's Rights

- a. Attempts at retaliation, slander or abuse on the part of either parties during or after resolution will be subject to the most strenuous penalties of the policy.
- b. During intervention proceedings or resolution, participants may negotiate with the president of NPDA (and through him/her with tournament directors), limited or no contact agreements. The organization recognizes that there are certain limitations to these agreements, given the nature of out-rounds, et al in the tournament setting. Nonetheless, until resolution is achieved, attempts to preserve no contact agreements.
- c. All participants will be asked to keep the proceedings confidential during intervention and after resolution.

### III. Epilogue:

This document draws heavily from the structure and procedures of the CEDA harassment policy. Thanks to the authors of that policy for their exhaustive work.

Resources used in preparing the CEDA document include: *Sexual Harassment in Higher Education: Concepts and Issues*, NEA, 1992; *Sexual Harassment: It's Not Academic*, Dept. of Education, 1984; *Sexual Harassment*, Cornell University, 1990; Statement on Discrimination and Academic Freedom, Carleton College, 1990; and Whitman College Staff Handbook, 1992.

Additional Sources used in preparing this document include:

*Honor One Another: A program to prevent sexual harassment and abuse*, Concordia University Press, 1994; "Assessing Sexual Harassment: A strategy for changing the Climate in higher education," *NASPA Journal*, 1994.

## Bylaw XII. Tournament Operating Procedures (Amended, March 1999)

This document is designed to standardize the operating procedures for the annual NPDA Championship Tournament. All issues not specifically addressed in this document shall be resolved as they arise by convening the Executive Committee.

For clarity, two-person teams competing in the tournament are referred to as "teams," the colleges and universities they represent are referred to as "schools."

### A. Tournament Staff

1. The President of the Association, or a person designated by the President, shall be the tournament director. The tournament director shall be responsible for all aspects of the tournament. Expenses of the tournament staff shall be borne by proceeds from the tournament. Members of the tournament staff shall not be counted as judges from entering schools although they may be used as judges in the elimination rounds.
2. The tournament director shall appoint the staff necessary to administer the tournament. The staff shall consist of an administrative staff and a tabulation staff.
  - a. The administrative staff shall consist of the Treasurer, the Executive Secretary and other persons as deemed necessary by the President. The administrative staff shall be responsible for registration, calculation of sweepstakes awards, and other duties assigned by the tournament director.
  - b. The tabulation staff shall, to the extent possible, consist of persons not currently associated with schools entered in the tournament. The tabulation staff shall be responsible for pairings, judging assignments, and results.
  - c. The tabulation staff shall be divided into two groups. Following each debate, each group, working independently, shall enter results of the debates and determine a rank-order of teams. The rank-orderings produced by each group will be compared in order to check for errors in the recording of results. Pairings and judging assignments shall not be released until the two sets of rank-orderings are in agreement.

### B. Entries

1. On or about December 1 prior to the tournament, the tournament director shall send a tournament invitation to all member schools. The tournament invitation shall announce a deadline for entry that is approximately six weeks prior to the Championship Tournament. The tournament invitation will include a maximum number of teams that each school is allowed to nominate.
2. All schools shall be permitted to nominate no more than the maximum number of teams allowed for each school. The Tournament Director shall note the order in which the nominations are received. A complete nomination must consist of the number of teams, the number of judges, the names of teams and judges (although names may be changed prior to the tournament), and a deposit to be applied to entry fees. Deposits will be returned only in the events that changes are made prior to the entry deadline or if the tournament is unable to accommodate all of the nominations. Otherwise, deposits are nonrefundable.
3. On the date of the deadline for entry, the Tournament Director shall compare the number of teams nominated for the tournament with the maximum number of teams which can be accommodated by the host school. If the number of nominations is equal to or fewer than the maximum number of teams which can be accommodated, the Tournament Director shall enter those teams in the tournament.
4. At the deadline, if the number of teams nominated exceeds the maximum number of teams that can be accommodated, the Tournament Director shall enter the first team from each school, then the second, and so on. Once it is impossible to complete a movement through the list and accommodate at the tournament site, the total number of applicants for slots in the tournament, the tournament director will return to the top of the list and count the number of teams at this point. The director will then subtract that number from the total number of slots possible for the tournament. That number of teams will then be selected randomly from a pool consisting of one team from each school still applying for slots. After this process, the Tournament Director will notify all schools of the final number of teams they will be allowed to enter in the tournament and will return deposits for all teams which cannot be accommodated in the tournament. The Tournament Director will then continue the process, to rank the unentered teams in priority for a waiting list.
5. At the deadline, if the maximum number of teams which can be accommodated is not exceeded, the Tournament Director may accept additional teams which may be charged an additional fee for late entry.

### C. Debater Eligibility

1. All entering schools must be members of the NPDA.

2. Eligibility to participate in the tournament is defined by NPDA by-laws, section 9. Each nomination must include a statement by the registrar (or other appropriate university official) testifying that the debaters are enrolled in the institution as prescribed in section 9 of the NPDA by-laws.

3. Ordinarily a team will consist of two persons from the same school. Hybrid teams (with one member from each of two different schools) are also permitted; although, no school is permitted to have more than one debater participating as a member of a hybrid team. Hybrid teams will be entered as if they are a separate school. Thus, a hybrid team is eligible to meet teams from the schools of which its membership is composed. The performance of hybrid teams will not be included in the calculation of sweepstakes awards.

#### D. Debates

1. There shall be eight (8) preliminary rounds and no more than six (6) single elimination rounds of debate.

2. To the extent possible, all preliminary rounds should be paired to give each team an equal number of rounds on both sides of the motion.

3. Following the preliminary rounds, an appropriate number of single-elimination rounds will be held until one team is deemed the champion.

4. Both members of each team must participate in each debate. If one or both members of a team fails to show up for a scheduled debate round, the team will be considered to have forfeited the round.

#### E. Topics and Topic Announcement

1. The Topic Selection Committee appointed by the Tournament Director shall convene two days prior to the first debate of the Championship Tournament. This committee shall, at the direction and with the assistance of the Tournament Director, select fourteen motions to be debated at the tournament.

2. A different topic will be announced by the Tournament Director prior to each debate.

3. Debates shall begin a specified number of minutes after the announcement of the topic. That specified time shall be fifteen minutes plus the amount of time needed to walk to the furthest building in which debates are being held.

#### F. Scheduling of the Debates.

1. Geographic Diversity. Upon entry, each team will be given a designation to correspond with its geography. This designation will correspond with the recognized AFA Districts.

2. Randomly paired debates. The first two debates shall be paired randomly except that care shall be taken to ensure that teams from the same geographic regions do not meet.

3. Power-matching

a. Rounds 3-8 will be power matched based on each team's cumulative record through the previous round.

b. All power matched rounds shall be conducted using standard high-low within bracket procedures.

c. If a record bracket contains an uneven number of teams, the bracket shall be evened by "pulling leftovers down." The uneven bottom of the upper bracket is moved to the top of the next lower bracket. Care should be taken to avoid second "pulldowns."

d. For the purpose of power-matching rounds 3, 4, & 5, team order shall be determined by the following criteria:

- 1) Number of wins
- 2) Total speaker points
- 3) Adjusted speaker points (adjusted by dropping the high and the low score.)
- 4) Opposition Wins: the strength of that team's competition as defined by the number of wins earned by that team's opposition.
- 5) Double-adjusted points: (adjusted by dropping the two high and the two low scores.)
- 6) Total ranks with high ranks being considered lowest.
- 7) Judge variance: The average number of points that each judge gave that team relative to the number of points the judge gave to all other teams the judge was assigned.
- 8) Random.

e. For the purpose of power matching rounds 6, 7, & 8, team order shall be determined by the following criteria:

- 1) Number of wins
- 2) Adjusted speaker points (adjusted by dropping the high and the low score.)
- 3) Total speaker points
- 4) Opposition Wins: the strength of that team's competition as defined by the number of wins earned by that team's opposition.

- 5) Double-adjusted points: (adjusted by dropping the two high and the two low scores.)
- 6) Total ranks with high ranks being considered lowest.
- 7) Judge variance: The average number of points that each judge gave that team relative to the number of points the judge gave to all other teams the judge was assigned.
- 8) Random.

#### 4. Scheduling elimination rounds

- a. All teams with winning records (5-3 or better) to a maximum of sixty four teams will advance to the single-elimination rounds.
- b. If more teams have winning records than can be accommodated with a standard elimination round, a partial elimination round will be held to determine seedings for the subsequent elimination round.
- c. Those teams with the lower records will debate in the partial elimination round for seedings in the subsequent elimination rounds. Those teams with better records will receive an automatic bye into the next elimination round.
- d. In elimination rounds, brackets will not be broken to prevent two teams from the same school from debating. In the case where two teams from the same school meet in an elimination round, a representative from the school will determine if the teams will debate or which of the two teams will advance.
- e. Sides in the elimination rounds will be reversed if the teams have met in the preliminary rounds. If the teams have not met before, sides will be determined randomly.

#### G. Judge Assignment

1. Each preliminary round should be adjudicated by one judge. Each elimination round prior to the quarter final round will be adjudicated by no fewer than three judges. The quarter final and semi finals will be adjudicated by no fewer than five judges. The final round will be adjudicated by no fewer than seven judges. At the discretion of the tournament director, each team in the final debate may be allowed to remove one or more judges from a tentative panel. In this case, the Tournament Director has the right to name one or more judges who cannot be removed by either team.
2. Each team will be allowed to strike a limited number of judges from the pool. This number will be determined in advance by the tournament director. These

strikes will take effect as soon as possible after they are received by the tabulation staff.

3. No team will be judged by someone associated with either member of the team or the team's school for the past four years. All teams and judges registered for the tournament should note such conflicts on their entry.

4. Insofar as is possible, teams should not be heard by judges from their own geographic district unless both teams are from the same geographic district.

5. Except for the above specifications, all judging assignments will be made at random.

#### H. Enforcement of Tournament Rules

1. Enforcement of Section 4 of the NPDA Tournament Rules (section entitled during the debate") shall be the province of the judge (or in the case of multiple judge panels, of the Speaker of the House).

2. In addition to enforcing Section 4 of the NPDA Tournament Rules, the judge or in the case of multiple judge panels, the Speaker of the House) shall be responsible for declaring a forfeiture to a team not showing for a debate. After the expiration of the allotted time between announcement of the topic and the beginning of the debate, a judge may give up to a maximum of 5 minutes grace before declaring the debate a forfeit.

3. Enforcement of all other sections of the NPDA Tournament Rules shall be the province of the Tournament Director in consultation with the Executive Committee.

#### I. Awards

1. Each debater advancing to elimination rounds will receive an award. Each member of the team will receive an award appropriate to their placing in the tournament (Quarterfinalist, Semifinalist, etc.).

2. The top twenty (20) speakers at the tournament will receive an award as determined by the points assigned to them in the preliminary rounds. Speaker order shall be determined by the following criteria:

- a. Adjusted points: Team points after dropping high and low scores.
- b. Total points: Total team points.
- c. Double-adjusted points; Team points after dropping the two highest and lowest scores.
- d. Ranks: The cumulative total of speaker ranks for a team.

- e. Judge variance: The average number of points greater or fewer that each judge gave that team relative to all other teams to which the judge assigned points.
- f. Number of wins: The team's record based on the cumulative results of the immediately previous rounds.
- g. Opposition Wins: The strength of that team's competition as defined by the number of wins earned by that team's opposition.
- h. Random: The tie shall be broken by random means.

3. All teams on which both members are novice (in their first year of debate competition with a year of competition being defined as two tournaments in each of two semesters) will be eligible for the Top Novice Team award. The top three (3) novice teams will receive awards. The top novice teams are also eligible for regular team awards.

4. All novice debaters (those debaters in their first year of debate competition being defined as two tournaments in each of two semesters) will be eligible for the Top Novice Speaker award, regardless of the status of the person with whom they debate. The top five (5) novice speakers will be recognized. The top novice speakers are also eligible for regular speaker awards.

#### 5. Tournament Sweepstakes

##### a. Championship Tournament Sweepstakes

- 1) All schools participating in the tournament will be eligible to receive a Championship Tournament Sweepstakes Award.
- 2) The top twenty (20) schools competing will receive Championship Tournament Sweepstakes Awards.
- 3) Ordinarily, the records of the four (4) teams from each school with the highest number of preliminary round wins will count toward the determination of sweepstakes awards. However, in the event that all schools wishing to enter four (4) teams at the national tournament cannot be accommodated, the maximum number of teams that count for tournament sweepstakes will be set at the number of teams that every school was allowed to enter.
- 4) The order of Championship Tournament Sweepstakes Awards will be determined using the following criteria, listed in order of importance:
  - a) The greatest cumulative number of preliminary round wins of up to four (4) teams.
  - b) The greatest number of teams advancing to the first elimination round.
  - c) The greatest number of teams advancing to the second elimination round.
  - d) The greatest number of teams advancing to the third elimination round.

- e) The greatest number of teams advancing to the fourth elimination round.
- f) The greatest number of teams advancing to the fifth elimination round.
- g) The greatest number of teams advancing to the sixth elimination round.
- h) If all of the schools involved in a tie have at least four (4) teams whose records are used in calculating sweepstakes awards, then the greatest cumulative number of preliminary round wins for those teams after each school's best and worst teams' preliminary round records are thrown out ("adjusted").
- i) The lowest cumulative speaker award placings for the school's four (4) highest placing individual speakers.
- j) If the schools involved in a tie are indistinguishable based on all of the above criteria, then an "unbreakable tie" will be declared.

b. Two-Year College Tournament Sweepstakes

- 1) Those schools designated as two-year colleges that participate in the championship tournament will be eligible to receive a Two-Year College Championship Tournament Sweepstakes Award.
- 2) The top five (5) two-year colleges competing will receive Two-Year College Championship Tournament Sweepstakes Awards.
- 3) Ordinarily, the records of the four (4) teams from each school with the highest number of preliminary round wins will count toward the determination of sweepstakes awards. However, in the event that all schools wishing to enter four (4) teams at the national tournament cannot be accommodated, the maximum number of teams that count for tournament sweepstakes will be set at the number of teams that every school was allowed to enter.
- 4) The order of Two-Year College Championship Tournament Sweepstakes Awards will be determined using the following criteria, listed in order of importance:
  - a) The greatest cumulative number of preliminary round wins of up to four (4) teams.
  - b) The greatest number of teams advancing to the first elimination round.
  - c) The greatest number of teams advancing to the second elimination round.
  - d) The greatest number of teams advancing to the third elimination round.
  - e) The greatest number of teams advancing to the fourth elimination round.
  - f) The greatest number of teams advancing to the fifth elimination round.

- g) The greatest number of teams advancing to the sixth elimination round.
- h) If all of the schools involved in a tie have at least four (4) teams whose records are used in calculating sweepstakes awards, then the greatest cumulative number of preliminary round wins for those teams after each school's best and worst teams' preliminary round records are thrown out ("adjusted").
- i) The lowest cumulative speaker award placings for the school's four (4) highest placing individual speakers.
- j) If the schools involved in a tie are indistinguishable based on all of the above criteria, then an "unbreakable tie" will be declared.

## 6. Season Sweepstakes

- a. Both Overall Season Sweepstakes and Two-Year College Season Sweepstakes will be determined by the criteria outlined in the NPDA Constitution. Article VII.
- b. The top twenty (20) schools shall receive awards in the Season Sweepstakes competition.
- c. The top five (5) two-year colleges shall receive awards in the Two-Year College Season Sweepstakes competition.

## Bylaw XIII: Tournament Rules NPDA Tournament Rules

The purpose of these rules is to define some goals and procedures of the debates so that, to the extent possible, everyone will enter the debates with a shared set of expectations. These rules are designed to apply to the goals and procedures of debate rather than the substance. They are framed in ways that attempt to allow many degrees of freedom in regard to debaters' creativity.

These Rules apply to the NPDA Championship Tournament. They also shall be considered to apply to any NPDA sanctioned tournament unless the director of that tournament publishes changes or alterations to these Rules in the tournament invitation.

Sanctions for violation of Section 4 of Rules of Debating and Judging (rules that apply during the debate) shall be province of the judge.

Charges of violations of any rules other than those in Section 4, including violations of rules before and after the debate, should be taken to the Tournament Director. In the case of serious violations of these Rules other than those in Section 4, the Tournament Director if supported by a 2/3 vote of the Tournament Committee may impose a penalties

ranging from reprimand, to changing of a decision or speaker points, to withdrawal of a team or judge from the tournament.

## RULES OF DEBATING AND JUDGING

### 1. Resolutions

1A. A different resolution for each round will be presented to the debaters at a specified time prior to the beginning of each debate. The specified time will be determined by adding fifteen minutes to the amount of time needed to walk to the most distant building in which debates are to occur.

1B. The topic of each round will be about current affairs or philosophy. The resolutions will be general enough that a well-educated college student can debate them. They may be phrased in literal or metaphorical language.

### 2. Objective of the debate

The proposition team must affirm the resolution by presenting and defending a sufficient case for that resolution. The opposition team must oppose the resolution and/or the proposition team's case. If, at the end of the debate, the judge believes that the proposition team has supported and successfully defended the resolution, they will be declared the winner; otherwise the opposition will be declared the winner.

### 3. Before the debate

The proposition team, if they wish, may use the room assigned for debate for their preparation. If the proposition team uses the debating room for preparation, both the judge and the opposition must vacate the room until the time for the debate to begin.

### 4. During the debate

4A. Any published information (dictionaries, magazines, etc) which may have been consulted before the debate cannot be brought into the debating chambers for use during the debate. Except for notes made during preparation time, no published materials, prepared arguments, or resources for the debater's use in the debate may be brought into the debating chambers.

4B. Debaters may refer to any information which is within the realm of knowledge of liberally educated and informed citizens. If they believe some cited information to be too specific, debaters may request that their opponent explain specific information with which they are unfamiliar. In the event further explanation of specific information is requested, the debater should provide details sufficient to allow the debater to understand the connection between the information and the claim. Judges will disallow specific

information only in the event that no reasonable person could have access to the information: e.g., information that is from the debater's personal family history.

#### 4C. Format of the debate

First Proposition Constructive 7 minutes  
First Opposition Constructive 8 minutes  
Second Proposition Constructive 8 minutes  
Second Opposition Constructive 8 minutes  
Opposition Rebuttal 4 minutes  
Proposition Rebuttal 5 minutes

#### 4D. Constructive and Rebuttal Speeches

Introduction of new arguments is appropriate during all constructive speeches. However, debaters may not introduce new arguments in rebuttal speeches except that the proposition rebuttalist may introduce new arguments in his or her rebuttal to refute arguments that were first raised in the Second Opposition Constructive. New examples, analysis, analogies, etc. which support previously introduced arguments are permitted in rebuttal speeches.

#### 4E. Points of Information

A debater may request a point of information--either verbally or by rising--at any time after the first minute and before the last minute of any constructive speech. The debater holding the floor has the discretion to accept or refuse points of information. If accepted, the debater requesting the point of information has a maximum of fifteen seconds to make a statement or ask a question. The speaking time of the debater with the floor continues during the point of information.

#### 4F. Points of Order

Points of order can be raised for no reason other than those specified in these Rules of Debating and Judging. If at any time during the debate, a debater believes that his or her opponent has violated one of these Rules of Debating and Judging, he or she may address the Speaker of the House with a point of order. Once recognized by the Speaker of the House, the debater must state, but may not argue for, the point of order. At the discretion of the Speaker of the House, the accused may briefly respond to the point of order. The Speaker of the House will then rule immediately on the point of order in one of three ways: point well taken, point not well taken, or point taken under consideration. The time used to state and address a point of order will not be deducted from the speaking time of the debater with the floor. A point of order is a serious charge and should not be raised for minor violations.

#### 4G. Points of Personal Privilege

At any time during the debate, a debater may rise to a point of personal privilege when he or she believes that an opponent has personally insulted one of the debaters, has made an offensive or tasteless comment, or has grievously misconstrued another's words or arguments. The Speaker will then rule on whether or not the comments were acceptable. The time used to state and address a point of personal privilege will not be deducted from the speaking time of the debater with the floor. Like a point of order, a point of personal privilege is a serious charge and should not be raised for minor transgressions.

Debaters may be penalized for raising spurious points of personal privilege.

#### 5. After the debate

5A. After the final rebuttal, the Speaker of the House will dismiss the teams, complete the ballot and return it to the tournament director. The judges should not give oral comments before the ballot is completed and returned to the tournament director.

5B. After returning the ballot, the judge may, at his or her discretion, give brief constructive comments to the debaters. Judges should refrain from announcing the decision. After these comments, debaters and coaches will refrain from seeking further information about the debate from the judge.

5C. Debaters or coaches will refrain from requesting that judges reveal decisions. Debaters or coaches who harass judges for information may be withdrawn from the tournament on a two-thirds vote of the Tournament Committee.

### XIII. Duties and Responsibilities associated with running the NPDA National Championship Tournament

A. Host Financial Responsibilities: In general, the host is responsible for any finances not listed below in "NPDA Financial Responsibilities."

1. Facilities: Tournament Host is responsible for providing the following facilities and assuming any fees associated with them, such as facility rental fees or clean up fees, etc.:
  - A. Debating rooms, ideally at least 100 rooms.
  - B. At least one large assembly hall, sufficient to seat all participants including debaters, coaches critics, and special guests.
  - C. At least 4 tournament management rooms, to include
    1. Two tabulation rooms, preferably adjacent, for mirror tabulation.
    2. One ballot stuffing room
    3. One NPDA administrative room for year end administrative work.
  - D. Participant gathering area, central location for participants to gather between rounds, and from which announcements can be made and postings provided and/or topics announced.

- E. Ballot pick up and drop off area, preferably adjacent to participant area and not too far from tabulation rooms.
  - F. Host should make arrangements for all audiovisual needs, such as sound projection.
2. Tournament Hotel: Host will work with president to locate the most appropriate hotel to serve NPDA needs taking into consideration hotel size and social amenities, proximity to campus and other area attractions and dining opportunities, affordability of rooms, and willingness of hotel to work with NPDA on minimizing hotel facility expenses. If it helps to negotiate a more affordable room/night rental rate, president can require attending schools to stay at the tournament hotel as a condition of participation into the tournament. Any gratis or complimentary rooms go against the NPDA hotel room needs.
3. Meal Arrangements: Host is responsible for the following meal arrangements:
- A. President's Banquet - The main tournament banquet shall be billed to participants as a separate banquet fee, or as part of a meal package. The host shall make catering arrangements for the meal.
  - B. The host shall also make arrangements for an evening reception in coordination with the president. Up to \$1,000 of the expenses for that reception will be reimbursed by NPDA for this President's Reception. Any additional expenses are the responsibility of the host.
  - C. Host is encouraged to provide other social opportunities for the gathering of debaters, coaches and critics throughout the tournament, but will be responsible for paying for them.
  - D. If on-campus, or campus bordering, eating-places are not available for quick meals for breakfast or lunches, host shall also be responsible for arranging for meal packages to be purchased at the time of entering the tournament.
4. Entry Commitments: The host is responsible for meeting its own entry fees and judging commitments. Like any other school, the host must either provide judges to cover its commitment or pay judging fees.
5. Participation Gifts: It is recommended that some type of host gift memorializing the tournament, such as a tournament mug, glass and/or something more creative be provided for each participant. However, the host is entirely responsible for any gifts they wish to present to the competitors, officers, or tab room staff.
6. Administrative Expenses: Host will be responsible for typical administrative expenses such as paper supplies, copying, pens and pencils, poster boards for directional signs, etc. . . .
7. Local Judging Pool: Host will work with president to provide sufficient local qualified judges to meet tournament needs. These hired judges will be fairly

compensated by NPDA as detailed below.

8. Student Help: Host will work with president to provide sufficient student workers to help as ballot stuffers, runners, directional assistants, etc. . .
9. Sales Items: Host will be entitled to offer for sale select tournament promotional items, such as T-shirts, caps, and/or sippers; or snacks and refreshments . . . . Host is entirely responsible for financing these items and may keep any revenue generated from their sale to help offset other tournament expenses. Items should be cleared through president to assure they are appropriate.
10. Shuttle Services: The host will pay for whatever shuttle services are provided.
11. Video Production: Host will be responsible for Video Taping the Final Round of Debate, with a two camera set up and good sound quality. Host should attempt, if facilities are available on campus, to produce and edit a good quality videotape. NPDA will be responsible for duplication and distribution of that tape. If host school lacks the facilities and expertise to edit the tape, NPDA will assist in its production.

B. NPDA Financial Responsibilities: The below expenses are anticipated in running most tournaments. It is a partial, but not exhaustive list of all possible tournament expenses. Should other tournament-related expenses arise which are not itemized in this document, the president is authorized to pay for those as well on behalf of NPDA.

1. Topic Committee expenses:
  - A. Members of the topic committee are reimbursed for one night's lodging at the hotel and other expenses incurred because of participation in the topic committee.
  - B. Meals will be provided to members of the topic committee during the day spent on the topics. These meals will ordinarily be paid from the NPDA President's funds but may also be paid by the NPDA Treasurer.
2. Administrative staff expenses
  - A. Travel, lodging, and meals for officers, the AFA president and other members of the administrative staff shall be assumed by the NPDA. Officers will not count toward their school's judging commitment.
  - B. During the tournament, the NPDA treasurer will provide the NPDA President with a sum of money, which the President will use to pay ordinary expenses during the tournament. These expenses include but are not limited to meals for tab room, topic committee, meetings of officers, etc.
  - C. The NPDA will provide a rental van for the NPDA treasurer for the purpose of transporting members of the administrative staff.
  - D. The NPDA will provide operating expenses for the administrative staff including assistance with computing, office supplies, and other operating expenses deemed appropriate.

3. Tabulation committee expenses
  - A. Travel, lodging, and meals for the tabulation committee will be assumed by the NPDA.
  - B. The NPDA will provide a rental van for the NPDA President for the purpose of transporting members of the tabulation committee.
  - C. The NPDA will provide operating expenses for the tabulation staff including office supplies, ballots, copying, and other operating expenses deemed appropriate.
4. Direct tournament expenses:
  - A. The NPDA shall provide for the cost of a banquet and other meals for contestants at the tournament.
  - B. The NPDA shall provide for the cost of a Presidential reception for tournament participants.
  - C. The NPDA shall provide for the cost of trophies and other awards
  - D. The NPDA shall provide for the cost of preparing and mailing or faxing invitations, confirmations, and other materials related to the NPDA tournament.
5. Hired Judges:
  - A. Imported Judges: The president will approve a specified number of Imported Hired Judges each year (as opposed to Local Hired Judges provided by the host). Each of the officers may offer up to two judges for possible approval by the president. In addition, the president will select additional judges as needed.
    - 1) An imported hired judge has roundtrip transportation paid by NPDA.
    - 2) An imported hired judge has motel expenses paid by NPDA, but must stay in rooms with other hired judges if NPDA pays.
    - 3) An imported hired judge pays his/her own food expense and other expenses at the tournament except that NPDA will purchase whatever meals participants are required to eat on campus, including the banquet, meal packages, etc. . . .
  - B. Host School Arranged Hired Judges: The tournament host will provide the number of qualified judges requested by the president.
    - 1) NPDA will pay these judges for their service to the tournament an amount to be determined by the president in accordance with normal judge hiring practices.
    - 2) Hired judges shall be provided with the same meals mentioned above for imported judge, but shall be responsible for all their other meals.
    - 3) Local hired judges will be responsible for providing their own housing, or try to make arrangements with tournament host for local rooming if they do not live close enough to commute.

6. Tournament Publications:
- A. Judging Philosophy Books: The tournament host shall be responsible for preparing a judging philosophy book that contains the judging philosophy book from all judges and making them available to each two person team debating unless the required judging philosophies covering that team have not been provided in a timely manner.
    - 1) NPDA will reimburse host up to \$700.00 for the production and distribution of these books.
    - 2) Host will also be responsible, with the assistance of the president, for obtaining the judging philosophies from committed, imported hired, and local hired judges.
  - C. Registration Books: The tournament host shall be responsible for compiling and copying a registration book that will provide participants with helpful information about the tournament, the campus and the surrounding area.
    - 1) Contents should contain, but not be limited to, welcome letters from NPDA president and host, and various campus, local, state or national dignitaries; a list of tournament participants, a campus map highlighting tournament locations, a tournament schedule, historical notes on past participants and noteworthy accomplishments, guides to local restaurants and attractions with directions, and other helpful information.
    - 2) Funding for this book is the responsibility of the host but may come from advertisements from local businesses, campus or alumni groups, etc. . . . Additional revenue received beyond actual expenses may go to host to offset other expenses assumed by host. Discretion should be used in accepting advertisements, and where questionable should be submitted for approval by president. The purpose is not to overly commercialize this important event, but to help offset legitimate expenses with tasteful ads.