



Clerk Duties

Key Duties:

- Assist the parliamentarian
- Facilitate between tournament officials and the chamber
- Promote safety protocols within the chamber

*Note: These items will be in your assigned chamber:

- Parliamentarian Notebook
- Student Placards
- Sanitizing wipes, gloves, extra PPE, if needed

Beginning the session

1. Call the Chamber to Order.
2. Take roll and confirm the seating chart.
Each student should be seated where he/she is assigned.
3. Distribute the appropriate placard to each student.
Report any errors to the State Clerk in the Tab Room.
4. Introduce the parliamentarian and the two scorers to the chamber.
5. Assist the Parliamentarian with auditions and elections for Presiding officer.
Parliamentarian has details of how to audition Presiding Officer candidates.

With the election, assist the parliamentarian in counting the votes. There must be a majority vote for one candidate in order for the vote to be final. 15 people = 8 votes needed to win. 20 people = 11 votes needed to win. If no candidate receives a majority, drop the nominee with the lowest number of votes and repeat the process. If the votes received by the bottom two do not equal the number of votes of the next highest, drop both of the bottom two nominees and vote again.

Repeat until someone gets a majority.

6. Disinfect the gavel and stopwatch when exchanged from 1 Presiding Officer to the next.

Ending the First Session

Announce to Contestants.

1. Tell them to take their name placards with them to lunch but be sure they bring them back for Session II this afternoon. This is important!

Announce to Scorers:

- Remind the scorers to consider the Presiding Officers in their rankings if the Presiding Officer deserves to be ranked.

Confirm Scorers have submitted their electronic ballots in *SpeechWire*.

1. The Parliamentarian does not rank until the end of the day, following Session II, so do not request their ballot submission during session I.
2. Request that the Scorers and Parliamentarian remain in the chamber until you have cleared them through the Tab Room.
3. Text Clerk Coordinator when both scorers have confirmed they have submitted their ballots. Include Conference and room # in the text.
4. Wait for Clerk Coordinator to text an "All-Clear" before scorers and Parli are released to leave.

Ending the Second Session

Parliamentarian will conduct the voting for the best presiding officer. (in the Super Congress final session only) **Be available to assist, if requested.**

Assist the parliamentarian in counting the votes. There must be a majority vote for one candidate in order for the vote to be final. 15 people = 8 votes needed to win. 20 people = 11 votes needed to win. If no candidate receives a majority, drop the nominee with the lowest number of votes and repeat the process. If the votes received by the bottom two do not equal the number of votes of the next highest, drop both of the bottom two nominees and vote again. Repeat until someone gets a majority.

Do **NOT** announce the name of the winner.

Collect the Contestants' name placards. VERY IMPORTANT!

These will be needed for Super Congress on the second day. ***Insert them into the Parliamentarian notebook and leave in the chamber on Day 1.*** Students not advancing can retrieve their placard for a souvenir following verification, if they wish. Advancing students will pick their placard up at the Capitol prior to the beginning of Super Congress finals.

Confirm the Scorer's ballots have been submitted through *SpeechWire*.

Confirm the Parliamentarian's ballot has been submitted through *SpeechWire*.

The Parliamentarian should rank all contestants regardless of whether the contestant participated actively in the chamber or not.

1. Text Clerk Coordinator when all 3 officials in the chamber have confirmed they have submitted their ballots. Include Conference and room # in the text.
2. Wait for Clerk Coordinator to text an "All-Clear" before scorers and Parli are released to leave.

Retrieve the Presiding Officer **gavel**, if they did not use their own gavel.

Make certain the **stopwatch** is disinfected and has been re-inserted into the Parli notebook.

Bring the Parliamentarian **notebook, gavel, stopwatch and sanitizing items/unused gloves/extra PPE** to the ballot chamber at the end of the day.

NOTE: Follow the chain of command.

- If there is a question about an issue, address it first with the Parliamentarian in the chamber.
- If it remains unresolved, text Clerk Coordinator and they will forward it to the State Clerk and UIL State Director.