

**Baltimore Catholic Forensics League
By-Laws
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In August of 2008, the majority of member school voted to operate the current season under the provisions of the Constitution and By-Laws as they exist now. The document has been updated to include several provisions that were enacted since the last major revision of both documents and reflect the current manner the league is operating. Minor changes in sequence, wording, or omissions will be considered this fall. Any major revisions to either document will use the Approval and Amendment procedure outlined within.

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ADENDUMS VII,

ARTICLE I. Dues & Fee

- Section A. Annual membership dues
 - Annual membership dues shall be charged by the Baltimore Catholic Forensic League to cover the cost of running the league tournaments.
 - Dues for any given year must be paid prior to participation in the second League tournament for that year.
 - Dues are \$200.00 per school and are set at the annual fall coaches meeting.
 - Dues must be paid by each school entering competitors in any BCFL tournament.
 - Notice must be given for proposed dues increases exceeding 15 percent (15%) as per the Constitution.

- Section B. Any student who has won a qualification for participation at the NCFL Grand National Tournament must meet the following deadlines:
 - Two weeks following the Qualifying Championship Tournament, a commitment fee of \$25.00 must be received by the Treasurer of the League.
 - This commitment fee will be used by the BCFL to meet the National Tournament registration fees. The remainder will be refunded to the participants or used as deemed necessary by the member schools.
 - An additional deposit may be mandated by the Executive Committee for transportation to that tournament.
 - Two weeks following the Qualifying Tournament, a letter of intention to participate at the Grand National Tournament must be received by the Director. This letter must be signed by the student, the coach of the student, a parent of the student, and the principal of the member school.
 - If a students who qualify for Nationals in one event and subsequently earns a qualification to Nationals in a second event, the student or representative from the school must be present at the end of the qualifying tournament to declare which event the student will be participating.
 - If a student decides not to participate in the Grand National Tournament after the commitment has been paid, the fee will **not** be refunded.
 - Deadlines set by the NCFL shall supersede the BCFL deadlines.

- Section C. Fees for Qualifying Championship Tournament
 - A registration fee will be paid by each contestant in each event to the Final Qualifying Tournament.
 - Such fees will be used by the League to hire additional judges in order to have multiple panels and to offset the cost of trophies.
 - These fees will be determined by a majority of the executive board members by the 4th tournament of the year.

ARTICLE II. League Tournaments

- Section A.
 - Calendar for the school year
 - A tentative calendar of the League events for the following year will be created by members attending the spring meeting.
 - The final calendar will be voted on during the fall coaches meeting.

- Section B. Preliminary Tournaments
 - The BCFL shall sponsor up to 6 of preliminary tournaments during the school year if adequate facilities are available.
 - The BCFL shall sponsor up to 5 Student Congress competitions during the school year if adequate facilities are available.

- Section C. Qualifying Championship Tournament
 - The BCFL shall sponsor a Qualifying Championship Tournament in all events, at which time the Diocesan qualifiers to the Grand National Tournament of the NCFL will be determined.
 - The date for this tournament will be determined by the deadlines for registration deadlines for the national tournament.

- Section D. League Officers Decisions.
 - Individual decisions of any officer of the League may be appealed immediately by any coach or coaches, or their representatives, on the day of the tournament.
 - Appeals will be heard immediately by the Tournament Director, Diocesan Director, and the Assistant Director of the event. In the event of the absence of an officer, his designee will be involved.
 - In the absence of an officer or his designee, the three highest officers of the League at the tournament will be involved in the decision. Both the person making the appeal and the League officer whose decision is in dispute will present their cases at the same time.
 - The officer whose decision is being contested may not vote on the issue. A two-thirds (2/3) vote of the remaining League officers will decide the issue.

ARTICLE III. Preliminary Tournaments

- Section A. General Rules
 - The League shall sponsor preliminary tournaments each year which will offer Team Debate, Public Forum, CFL recognized Speech events, Student Congress, and Lincoln-Douglas Debate.
 - Team Debate
 - This is a team event with two members from the same school.
 - The yearly topic will be the one selected by the CFL.
 - Public Forum shall provide debate on monthly topics as published by the CFL
 - This is a team event with two members from the same school.

- Speech shall consist of six events which prepare students for events held at the Grand National Tournament: Declamation, Dramatic Performance, Extemporaneous Speaking, Oral Interpretation, Original Oratory, and Duo Interpretation of literature.
 - Student Congress shall provide experience for student legislators, novice student legislators, and presiding officers.
 - Lincoln-Douglas Debate shall provide competition in values debate.
 - This event is a debate between two competitors
 - In a given tournament, double entry will be permitted selected Speech categories, Public Forum, and Lincoln Douglas.
 - Double entry is NOT permitted between Public Forum, Lincoln Douglas and any limited prep event (Extemp).
 - The BCFL, with the approval of a majority of schools attending the fall coaches meeting, may institute Auxiliary events on a one year trial basis.
 - Any auxiliary event may be re approved in subsequent years with a majority of schools attending the fall meeting.
 - A priority for scheduling tournaments will be that venues must be available for all events which lead to qualification to the CFL National tournament.
 - Auxiliary events will be held as venue space permits.
- Judging
 - Schools must provide their required judge quota for all students from that school to be allowed to participate.
 - The BCFL cannot guarantee that paid judges will be available.
 - Any college student who comes to judge for us will be paid \$35.00.
 - League will have to be notified prior to the tournament the names of judges being paid.
 - The League will only pay student judges those names have been turned into the Secretary-Treasurer before the start of the tournament.
 - All Assistant Directors are to use paid judges in all round where ever possible.
 - If a school does not have its quota of judges, that school's students will not be able compete in the tournament if there are a lack of qualified judges in their event.
 - In the event that a judge fails to show up for a round of competition, the school represented by that judge shall be fined thirty dollars (\$30.00).
 - That school will not be allowed to compete in subsequent tournaments until any fines are paid.
 - Any judging fine appeals must be presented to the Tournament Director within forty-eight (48) hours of the conclusion of the tournament.
 - The responsibility for clean-up and proper order of each tournament room rests with the school of the judge in each round of the day.
 - If the housekeeping responsibility is not upheld, the school of the judge involved may be ineligible to participate in the next BCFL Tournament.

- These judging instructions shall be included with each tournament invitation.

Section B. Eligibility

- Schools are eligible to participate in any League tournament once they have paid their annual dues (do by the second tournament of the year).
 - Each school must enter as a separate member.
 - Duly appointed adult school representatives must be present at all times when students are entered in a tournament.
 - Every school must be accompanied by a designate coaching representative who has responsibility for all that school's students.
 - Such representatives may be designated at any of the two League meetings or prior to a tournament only in the event that a change in school staffing necessitates the introduction of a new coach in order for a school to compete, or when a new school joins the League during the competitive year.
 - All representatives of schools participating in the BCFL must have on file with the BCFL Director a letter from a school official (Principal or Director of Extra-Curricular Activities) recognizing their position in order to be considered a listed representative.
 - Coaches or their adult representatives are the only individuals who may register students at any BCFL event.
 - Any contestant who has been registered the day of a tournament and failing to compete in any part of that tournament may be ruled ineligible for the following tournament, in that event, unless notice is given to the respective Assistant Director or his designated representative by the deadline specified for that tournament.
 - The Assistant Director may decline to impose the above sanction if, in his judgment if there was sufficient cause for failure of notification.
 - Only contestants in grades 9, 10, 11 and 12 are eligible to compete in the BCFL.

Section C. Debate Rules and Procedures

- The resolutions for Policy, Public Forum, and Lincoln Douglas Debate shall conform with the resolutions chosen by the NCFL.
- All rules for these events must conform with those published by the NCFL and posted on their web site except as noted below.
- Round Tardiness
 - Debate Competitors will be given a forfeit if both or either speaker is ten (10) minutes late for a round.
 - A forfeit is imposed only by the Tab Room. Under no circumstances may a judge impose a forfeit on his/her own initiative.
 - A forfeit will be imposed if both of the following apply:
 - The ten-minute deadline has passed according to the current time standard in effect as verified by the phone company (cell phone).

- There are no extenuating circumstances applicable, such as delay in publication of schematics, etc.
- Judging/ Coaching
 - A qualified judge must accompany each entry of four debaters/two teams or fraction thereof. The number of entries shall be determined by the total entered in all sections of debate from each school.
 - The coach is responsible for notifying the tab room of any other schools a judges should be blocked from evaluating.
 - Within 10 minutes of the end of a round one copy of the ballot for debate must be returned to the tab room.
 - Judges may continue a written critique but all judges must turn in the remaining copies of all ballots by the deadline for the final round of the day.
 - No disclosure of results is permitted.
- Debate eligibility is as follows:
 - Varsity division – Open to students of all grade levels.
 - Novice division (if available as an auxiliary event)- Restricted to first year debaters who never competed at the varsity level.
 - If a student has qualified for finals in a division of debate, that student may not compete with another student who has not qualified yet.
- Logistics
 - When possible all room and judge assignments must be done by an acceptable tab room software package.
 - Prep time for each event shall conform with CFL guidelines.
 - Should a novice round be run, prep times for team debate will be eight (8) minutes and five (5) minutes for novice LD Debate.
 - Any "set-up" time used to prepare for an actual debate which exceeds the forfeit deadline shall be charged to the offending team's prep time.
 - In the event both teams are not ready to proceed at that point, preparation time will be charged against the last team to notify the judge that they are ready to proceed. In particular, this would apply to a team that is late arriving to the room.
- Round Organization
 - The judge assigned to the round may not be associated with either participating school. It is the coach's responsibility to notifying the Tab Room ahead of time of any conflicts that might exist.
 - The judge has the ultimate responsibility of keeping the round from delaying the running of the over all tournament.
 - The judge has the ultimate responsibility of determining which side is given the victory and assigning speaker points and ranks as necessary.
 - Evidence may not be read by the judge. If a challenge is call for during the round by the opposing team, it is the tab room who shall determine the validity of the challenge.
 - The losing team may have higher speaker points than the winning team but this needs to be noted on the ballot and brought to the attention for Tab staff.

- Judges need to return results to the tab room as soon as possible at the conclusion of the round.
- Registration
 - Schools intending to enter a team or individual debater in a tournament must submit their entry list and judge list to the Tournament Director or his designated representative prior to the deadline set.
 - He/she may grant an exemption from this deadline, but is not required to do so.
 - Schools failing to provide the information specified by the Tournament Director prior to the deadline may not participate in the tournament.
 - Competitors and judges must also be checked in the morning of the tournament by the school's coach or his or her designee once they are all present.
 - All debate teams shall debate at least three rounds during a tournament.
 - Teams not registered as present with their judge(s) but the tournament day deadline must not be included in Round 1.
 - If a team so eliminated from Round 1 chooses, it may participate in the remaining rounds and shall be assigned a loss, with zero speaker points, and seven (8) ranks for Round 1.
- Debate power pair formatting
 - Rounds I and II in all divisions shall be paired at random.
 - No team will meet another team from the same school.
 - In Round II:
 - Side constraints will be observed.
 - No team will meet another team from the same school.
 - No team may meet a team it previously .
 - Round III shall be power-paired based on Rounds I and II:
 - No team will be paired against a team it previously met when possible. If this is not possible, side will be locked so that each competitor will hear a new case.
 - No team will be paired against a team from the same school.
 - Side constraints do not apply to this round.
 - Power-pairing in this round is mandatory for the Varsity division with the exception of teams from the same school and teams that have previously met.
- At the Qualifying Championship Tournament,
 - A team shall meet a team from the same school if power-pairing dictates. The coach of the teams will be told the records of the teams involved.
 - He/she may decide to have the teams debate or He/she may decide which team will win and which team will lose, with both teams receiving an average of their points and ranks based on their other rounds.
 - If the round is run, the coach and two other judges from that school shall make up the judging panel.
 - All rounds with multiple panels should not include more than one judge from any one school.
- Evidence

- Laptop computers may be utilized in Policy Debate rounds but may not have any connection to the Internet.
- During his/her speech, a debater must read at least a partial citation for each piece of evidence. This partial citation must include- the date and either the author or title of the publication.
- If a piece of evidence is challenged, a debater must read a full citation during the next available speech. If a full citation can not be presented, that piece -of evidence must be eliminated from the round and the judge must disregard it in arriving at a decision.
- A judge is prohibited from reading evidence.
- Any claim of falsification must be brought up by the opposing team not the judge.
- Final determination of falsification rests with the tab room.
- If an opponent can document an alleged falsification, the team who used the evidence has one week in which to provide either the original publication or Xerox copy. An opponent can satisfy the requirement for documentation by presenting a Xerox copy of page(s) from Books in Print, Readers' Guide to Periodical Literature, or an appropriate periodical index, the CIS Guide to Congressional Hearings, a note from a reference librarian at either the Library of Congress, a government agency, or a major college library, indicating an attempt has been made to locate a publication or appropriate evidence, acceptable to the Assistant Director for Team Debate that a legitimate attempt has been made to locate the publication.
- Failure to produce the original publication or a Xerox copy will result in a retroactive forfeit of all awards and qualifications for the Qualifying Championship Tournament and the NCFL Grand National Tournament.
- A second violation will bar the debater(s) from participating in the BCFL Qualifying Championship Tournament and the NCFL Grand National Tournament for that year.

Section D. Speech Procedures.

- All rules for these events must conform with those published by the NCFL and posted on their web site except as noted below.
 - NCFL rules and guidelines shall be printed on ballot packets provided by the tab room.
 - Judges meetings are only for last minute announcements and to pass out schematics. They are not raining sessions!
 - There shall be three rounds of all Speech events at all Saturday tournaments.
 - Auxiliary events will be run so long as there is room and judging availability.
 - When possible all room and judge assignments must be done by an acceptable tab room software package.
 - Speaking assignments as printed on schematics may be altered to accommodate double and triple entered students.
 - Speech will be double-flighted to efficiently utilize rooms.

- No judge associated with a school in any capacity who has a competitor in the round may act as a judge for that round.
- Round Tardiness:
 - Students who are multiple entered must report to each room to register their presence for all events they will compete in the (Writing name on board or checking in with judge).
 - They should write (DE) or (TE) next to their code in all rooms to indicate they are in other events. They then can proceed to the first event in which they will compete.
 - A speaker may be given a score of (nine) 9 in a Speech round if he/she has not signed in for to the room and has not reported by the end of the round.
 - If a speaker is missing after a reasonable period of time at the conclusion of the round, the judge shall send to the Tab Room one of the speakers already present for direction on what to do.
 - Scores of (nine) 9 are to be imposed by the Tab Room only. Under no circumstances may a judge impose a forfeit on his/her own discretion.
 - The school coach needs to provide a reason to the tab room for a student's non-performance in a round.
 - The tab room will make final determination of the rank for that student.
 - A judge in Speech may adjust the speaking order to keep the round progressing while waiting for double entry contestants to arrive
 - Students who are multiple entered will be allowed to exit the room before the conclusion of the round so they may get to their next competition room.
 - Multiple entered students must await the conclusion of a performance before entering the room or they may be awarded the lowest rank in the round.
- Judging
 - The judge assigned to the round may not be associated with any participating school in the round.
 - It is the coach's responsibility to notifying the Tab Room ahead of time of any conflicts that might exist.
 - A qualified judge must accompany each entry of five (5) speech competitors or fraction thereof.
 - It is the responsibility of each coach to prepare their judges for all events they might judge before the tournament.
 - The number of entries shall be determined by the sum of all competitors in all speech events from each school.
 - The coach is responsible for notifying the tab room of any other schools a judge should be blocked from evaluating.
 - Speakers who are not accompanied by their school's quota of judges shall not be allowed to participate should this interfere with the running of the tournament.
 - Within 10 minutes of the end of a round, the cover sheet with ranks of speakers for the round must be returned to the tab room.

- Judges may continue a written critique on individual ballots, and all judges must turn in the remaining copies of all ballots by the deadline for the end of final round of the day.
- Speech Eligibility.
 - All rules and guideline for all speech events will follow those posted on the NCFL web site.
 - Guidelines and rules for any auxiliary events offered by the League will be posted on the website at the start of the season.
 - Declamation is open to contestants in grades nine and ten only. All other events are open to all contestants at all grade levels.
 - Tournament day registration times shall be posted on the league website. To be assigned in rounds, coaches must report to the tab room to check in all competitors and judges by the time determined by the tournament
 - Any contestant or judge not present at the conclusion of the designated registration time shall not be included in Round 1.
 - There shall be no more than seven (7) contestants in a room.
 - Pairings shall be random in all rounds and judges assigned via appropriate tab room software when available.
 - No rank lower than the lowest number of entries in a division of an event will be
 - Ranking of the contestants toward the Qualifying tournament at shall be based on the (9) nine lowest total ranks.
 - Judges shall fill out a critique sheet for each contestant and shall not discuss those in either an oral or written manner with the contestants prior to the conclusion of the tournament and the presentation of awards.
 - Judges shall observe the instructions on the ballots provided by the league.
 - Schools intending to enter a tournament must submit their entry list to the Tournament Director for Speech or his/her designated ,representative prior to the set deadline.
 - He/she may grant an exemption from this deadline, but is not required to do so.
 - Schools failing to provide the" information specified by the Assistant Director prior to the deadline may not participate in the tournament.
- Registration
 - Schools intending to enter a speech competitor in a tournament must submit their entry list and judge list to the Tournament Director or his designated representative prior to the deadline set.
 - He/she may grant an exemption from this deadline, but is not required to do so.
 - Schools failing to provide the information specified by the Tournament Director prior to the deadline may not participate in the tournament.
 - Competitors and judges must also be checked in the morning of the tournament by the school's coach or his or her designee once they are all present.
 - All competitors shall participate in at least three rounds during a tournament.

- Competitors not registered as present with their judge(s) by the tournament day deadline must not be included in Round 1.
- If an individual or their judges are not registered by the deadline, they may be assigned ranks of (9) nine for Round 1.
- Section. E. Speech Event Rules
 - All rules and time limits enforced by the BCFL will conform with those adopted by the NCFL.
 - Ballots will those designated by the NCFL Web site.
 - Events which are sanctioned by the NCFL are:
 - Declamation
 - Dramatic Performance
 - Extemporaneous Speaking.
 - Oral Interpretation of Literature.
 - Original Oratory.
 - Duo Interpretation of Literature
 - The BCFL Executive Committee may recommend the addition of auxiliary events (with no qualification to the NCFL National Tournament) and include them for a one year period with an affirmative vote of the majority of school attending the fall meeting.
 - Should room constraints dictate, these events would be eliminated at any regular BCFL tournament.
 - Students who meet the qualification guidelines for auxiliary tournaments will compete at the Qualifying Tournament if they choose and be eligible for awards.
 - Scores from the auxiliary events will not count toward sweepstake points at the Qualifying tournament.
 - In preliminary tournaments, a student who qualifies for the Qualifying Championship Tournament may use the same selection at the next regularly scheduled BCFL Tournament.
 - A student may not use a selection which he/she used in a previous year in the BCFL or face loss of all qualifying ranks up to the point where the infraction is reported.
 - In the event that the NCFL adopts a different set of rules from those of the BCFL By-Laws, the NCFL rules take precedence.

Section F. Student Congress Rules and Procedures

- Rules of order shall apply in the following priority:
 - NCFL Rules of Student Congress.
 - NFL Rules for Student Congress
 - Robert's Rules of Order
 - Ballots will the type designated by the Baltimore Catholic Forensic League.
- Preparation
 - At least ten (10) days prior to the Student Congress, any school planning on attending the next Student Congress must submit at least two bill/resolutions to the Assistant Director for Student Congress

- If there are no bills/resolutions submitted from a particular school, that school may not participate in the next Congress.
- Each school who has submitted a bill/resolution must have one bill published for the docket.
- The Assistant Director of Congress reserves the right to add bill from other sources to be certain there will be a variety of topics for discussion.
- The Assistant Director of Congress will compile a list of Bills and Resolutions based on the number of schools entered in Congress (number of schools participating plus 1) for discussion at the next Congress.
- Bills or Resolutions brought to the Congress session on any other topics require suspension of the rules on the floor of the House to consider. They can then be placed on the docket for the next Congress session.
- All Bills/Resolutions to be considered, must be submitted to the Assistant Director of Student Congress electronically, typed, double spaced, and line numbered.
- The Assistant Director for Student Congress or his designated representative, at least one week prior to the session, will publish the Bills/Resolutions on the League Website.
- He/she may grant exceptions from the deadline, but is not required to do so.
- Schools failing to provide the information as specified by the Assistant Director prior to the deadline may not participate in the Student Congress Session.
- Registration
 - Preregistration will be conducted via email in the manner directed by the Assistant Director for Student Congress or his designated representative, It will include a list of the student's name, school, those who wish to preside, those who are novice speakers (attending their first Congress), and list of judges (1 judge for every 10 Congress competitors).
 - Student Congress is open to all students from schools who have paid dues to the League contestants at all grade levels.
 - On site Registration shall be from 3:15 to 3:30 pm when the Congress is scheduled on the designated day as appears on the BCFL Schedule.
 - All contestants and scorers must be present at the Congress at the designated time for registration.
 - A student who is late for registration or a session will not be permitted to speak on the topic currently under discussion.

SECTION F: Qualifying Tournament:

- Each event at the Qualifying Tournament has a guideline for selecting eligible competitors in the Appendix of this document.
- The Tab Room staff will maintain and update after each tournament, a set of records for each event so that students and coaches can monitor progress toward qualifying for the final tournament.
- Only those events which qualify students for the NCFL National Tournament must be run at the Qualifying Tournament.

- Other auxiliary events may be added to the tournament as space permits but their scores will not count toward team sweepstakes points.
- If a student is unable to attend the Qualifying Tournament, the next highest ranked student will be called up in their place.
- Sweepstakes Points for the Qualifying Tournament
 - Sweepstakes points will only counted for events leading to nation tournament qualification.
 - Point will be assigned as follows
 - 1st place = 6,
 - 2nd place = 5,
 - 3rd place = 4,
 - 4th place =3,
 - 5th place = 2,
 - 6th place = 1
 - All values are doubled for team debate events.
 - Sweepstakes point will be tallied for a Debate Award (Congress, Public Forum, Lincoln Douglas, and Policy Debate)
 - Sweepstakes will be tallied for speech events (Declamation, Original Oratory, Dramatic Performance, Oral Interpretation, Extemporaneous Speaking, and Duo Performance)
 - An over all Sweepstakes award will be given to the school which has the highest combined total in speech and Debate.
- Judging
 - Due to the high judge quota requirements for multiple person panels, the BCFL will attempt to acquire additional qualified judges for this tournament.
 - Schools are still responsible for bringing their judging quota.
 - This quota may be waived or altered if brought to the attention of the Tournament Director and scheduling rounds will result in judges from a school being ineligible to judge.
 - The Tab Room will also provide the Secretary-Treasurer with the name of any school that the League had to provide a judge. That school must reimburse the League for the amount of the judge(s) used prior to the next tournament, or that school will not be permitted to compete
 - Any hired judge for this tournament will be paid \$75.00 if the following guides are met.
 - When an individual for this tournament is to be a hired judge, that individual's name is to be submitted during pre registration
 - The person to be hired must report to the Secretary Treasurer in the tab room before the start of the tournament.
 - A hired judge may not be guaranteed a position judging any one event.
 - It is the responsibility of the appropriate assistant directors to utilize the paid judges to the fullest extent possible.

- Checks will be provided for paid judges who were registered and used in the Tab Room at the conclusion of the last round.
- **Finals Congress**
 - The Assistant Director of Student Congress shall be responsible for the organization of Finals Congress including preparing seating charts, collecting and printing bills, and scheduling Adult Scorers for the session.
 - Students selected will have attended at least two student Congress sessions during the season
 - The only students who are eligible for the office of Presiding Officer are those who have been on record as being a presiding officer during at least one of the congress sessions.
 - The number of legislators selected for finals congress shall be determined by the Assistant Director of Congress together with the Tournament Director.
 - The number of students selected for Finals Congress may not be greater than 24 and will be based upon the total ranks for the best three Congress sessions attended. (Lowest ranks for each session)
 - Students who can be considered for Finals Congress but only attend two Congress sessions will be assigned a rank of (10) ten for the session they did not attend.
 - Monitoring and scoring of the Finals session will include a non-voting adult parliamentarian to assure proper procedures are followed, typically the Assistant Director of Student Congress, and at least three adult scorers, none of whom should be associated with a participating school.
 - The Scorers must rank all participants from 1 to the total number of students present. There may be no ties in ranks.
 - Rank sheets will be confirmed by the Assistant Director of Student Congress before the scorers are dismissed.
 - Finals Congress should be planned to run for 3 hours to allow ample time for debate.

ARTICLE VI. Approval and Amendment

- Copies of the BCFL Constitution and By-Laws shall be posted on the BCFL web site.
- Any change may be brought before the general membership at either the spring or fall meeting.
- Any proposed changes must be published on the BCFL web site and through email at least 15 days prior to the next general meeting.
- Changes will require a 2/3 majority of those member schools present at the meeting.
- No changes which affect the qualification of students may be carried out in mid year.

Appendix

General Rules for BCFL Speech Events

- ◆ Students may complete codes and titles for you at the top of each ballot. Try to start the round by the stated time or as soon as all competitors are accounted for.
- ◆ Some students are competing in more than one event (double entered) so they may just give you their code, leave, then appear between speakers or leave after they are finished their performance. You may allow the speaking order to be altered to accommodate these students.
- ◆ Write comments on the ballot while the student is performing/speaking. Your thoughts will be fresh in your mind and will be more relevant and helpful.
- ◆ A rank of **1** in the round is reserved for the best performer/speaker. Ties of ranks are not permitted. Offer both positive and negative comments for coaches and students on the ballot. If a student receives a rank lower than **3** be sure to give some reasons why they earned that score. This is a teachable moment.
- ◆ Do not give oral critiques or comments to students. Students should never see the ballot. Write all your comments on the ballot so their coach may use them to help the student improve.
- ◆ Rank the students from 1 (highest rank), 2, 3, and so on the cover sheet and return that sheet to the tab room as soon as possible after the last speaker. We need the cover sheet rankings to keep the tournament running smoothly. You may take additional time to write comments on ballots before you turn those into the tab room.
- ◆ Keep time and record it on the individual student's ballot. Extemporaneous Speaking has a **7** minute limit with a 30 second grace period. Extemporaneous speakers rely on time signals from 5 minutes down. All other events run up to **10** minutes with a 30 second grace period. Ask students in the other events if they want time signals. Do not stop presentations but keep time until the speaker is finished.
- ◆ The only penalty for running over the 30 second grace period is that that student may not be given a rank of 1 in the round.
- ◆ It is the judge's responsibility to be certain the room is quiet and orderly during the performances/speeches. Ask that cell phones and other electronic devices be silenced. Persons wishing to enter or leave the room should wait until the end of a performance.
- ◆ **If questions develop or a student does not appear after a reasonable period of time, send one of the students to contact the tab room about the problem. We are here to help you at all times and to make your judging experience a pleasant one.**

**BCFL Formulas
to determine
Qualifying tournament Participants**

- Speech events (Declamation, Drama, Oral Interpretation of Literature, Extemporaneous Speaking, Duo Interpretation of Literature, and Original Oratory)
- Students defined as “qualifying” have competed in at least 9 rounds in one event during the 6 qualifying tournaments.
- Students may qualify for more than one event.
- Students are selected and ranked based upon their best 9 scores though out the 6 qualifying tournaments.
- No students may “break” or be given a fixed seed in the qualifying tournament until the completion of the fourth scheduled tournament.
- The total number of students invited to the national qualifying tournament will be determined according to the following formula.

Number of Qualifying Students	Number of students invited to national qualifying tournament	Tournament arrangements.
Less than 7	All students	1 house 1 round to determine final placement
7 though 16	6	1 house 1 round to determine final placement (Should an unbreakable tie exist between the 6 th and 7 th place students, the top 8 students are invited to the qualifying tournament and the format for 8 students is followed.)
17 through 24	8	2 houses of 4 top 3 in each house advances to final round
25 through 32	12	2 houses of 6 top 3 in each house advance to final round
33 through 48	16	4 houses of 4 Top 3 each house advance to second round Top 3 from second round advance to final rd.
49 through 64	20	4 houses of 5 Top 3 each house advance to second round Top 3 from second round advance to final rd.
Greater than 64	24	4 houses of 6

		Top 3 each house advance to second round Top 3 from second round advance to final rd.

**BCFL Formulas
to determine Policy, Public Forum, and LD
Qualifying Tournament Participants**

1. These guidelines cover debate events (Policy and Lincoln Douglas Debate)
2. Students/teams defined as “qualifying” have competed in at least 9 rounds in one event during the 6 qualifying tournaments.
3. Students are selected and ranked based upon their 9 best rounds though out the 6 qualifying tournaments.
4. No students/teams may “break” or be given a fixed seed in the qualifying tournament until the completion of the fourth scheduled tournament.
5. In Lincoln Douglas Debate, rankings are determined by won-loss record then best total points.
6. In Policy Debate, team rankings are determined by best won-loss record, highest speaker points, then lowest ranks.
7. In policy debate there are other specific considerations,
 - Each team is assigned a code assigned by the tab room which remains unchanged the whole season through the qualifying tournament.
 - These codes are used to maintain season records and determine seeding.
 - At least one team member must be competing under that code during each tournament to add to the cumulative record.
 - Until a team becomes seeded, its student members may be substituted.
 - Once seedings are set, students from the seeded team may not debate with any other team which still might be eligible for the qualifying tournament.
8. The total number of students invited to the national qualifying tournament will be determined according to the following formula.

Number of Qualifying Students/Teams	Number of students/teams invited to national qualifying tournament	Tournament arrangements. Qualifying Tournament seeds and brackets determined and published by tab room at the final qualifying tournament.
Less than 8	Top 6 students/teams	Double elimination tournament to determine the 6 national qualifier students/teams
8 though 20	8	Double elimination tournament to determine the 6 national qualifier students/teams
21 through 32	12	Double elimination tournament to determine the 6 national qualifier students/teams
33 through 44	16	Double elimination tournament to determine the 6 national qualifier students/teams
45 through 56	20	Double elimination tournament to determine the 6 national qualifier

		students/teams
57 through 70	24	Double elimination tournament to determine the 6 national qualifier students/teams
Greater than 71	28	Double elimination tournament to determine the 6 national qualifier students/teams