

## **Topic Selection Report Process September, 2011**

### **Paper Assignment Process**

A straw poll for potential topics shall be conducted at the annual Topic Selection Meeting. Participants will be invited to submit candidate topic areas (not completed resolutions) prior to the commencement of the Sunday business meeting. During the business meeting a straw poll will be conducted, during which all participants may indicate preferences for any topics on the list. Topic authors shall NOT be assigned at this time.

Individuals interested in authoring topic papers shall select topics from the top 33% of the straw poll topics as listed from top preference to bottom preference and shall submit contact information to the NFHS Performing Arts Director. If there are more than 12 volunteers for papers, the Performing Arts Director will prioritize the papers for the highest-ranked 12 papers and designate authors for lower-ranked papers as alternates.

Upon receipt of contact information for paper authors, the NFHS shall supply (1) instructions and deadlines, (2) a memorandum of understanding regarding honoraria and completion dates required for receipt of the honorarium, (3) a sample of a successful topic paper, (4) a copy of essential documents supplied to participants of the Topic Selection Meeting (definitions, procedures, etc.).

### **Paper Production and Review Process**

Paper authors shall meet multiple deadlines in order to be eligible to receive an honorarium from the NFHS.

- January 30 – An outline of the proposed topic paper shall be submitted to NFHS.
- April 30 – A draft of the proposed topic paper shall be submitted to NFHS to be submitted to a reviewer.
- May 1 – The NFHS Speech, Debate, and Theatre Consultant shall distribute draft papers received by April 30 to reviewers.
- May 15 – Reviewers shall complete and return drafts with comments to the NFHS Speech, Debate, and Theatre Consultant for redistribution to authors. It shall be the responsibility of the Consultant to make sure papers are exchanged in a timely manner.
- July 1 – Final drafts of papers must be submitted to the NFHS.
- After July 1 the National Federation can elect to reassign a paper or substitute an alternate.

### **Marshall Subcommittee Process**

Each of four Marshall Subcommittees shall be composed of two Wording Committee members, the authors of papers under review, and several meeting delegates and attendees roughly evenly divided between the four Subcommittees. Delegates shall be divided between Subcommittees with an eye toward providing equal levels of experience in each Subcommittee.

The Subcommittee shall have the responsibility to:

- Identify a single resolution for each paper to put forward to the Wording Committee for further consideration.
- Identify strengths and liabilities of the topic area and recommended resolution wording.
- If appropriate, based on the paper author's recommendation, advance a recommendation to the body that the proposed topic area not receive further consideration.

The Subcommittee shall NOT have the responsibility to:

- Redirect the research efforts of an author/paper onto another topic.

The Wording Committee members present on each Marshall Subcommittee shall report on the work of their Subcommittee to the full body of the Meeting at the designated time.

Should a Marshall Subcommittee offer a recommendation that a paper should receive no further consideration, such a recommendation shall be taken as a motion to the body as a whole. A vote of a simple majority of voting delegates shall be sufficient to eliminate the topic from further consideration.

### **Wording Committee Process**

The Chair of the wording committee shall announce a schedule for the review of topics, establishing times for the review of each topic.

Deliberation on each topic shall be conducted under the rules of parliamentary procedure. It shall be the responsibility of the wording committee chair to enforce these rules and to call upon speakers in the assembly. Formal motions to amend the topic shall only come from members of the Wording Committee and a final vote of committee members shall be taken before topics may be forwarded to the full body of delegates for consideration. A simple majority vote is sufficient to put the topic forward to the whole body.

At the conclusion of the Wording Committee's review of topics, the full body of delegates shall reconvene for a reading of the recommend topics. All conference attendees shall have voting privileges at this meeting. All topics receiving a simple majority of support by the voters present shall remain in consideration.

### **Final Delegate Voting Process to Narrow to Five Topics**

The process continues as it has historically. After a brief time allotted for caucusing, states and designated organizations cast their votes on each of the ballots by submitting them in writing to the Wording Committee Chair. The votes are then tallied by reading each of the ballots separately which are recorded and displayed so that all attendees can see the results.

### **Mentoring Process**

- Create a list of informal mentors who can be available to take questions and provide guidance.
- The Speech, Debate, and Theatre Consultant should provide the reminders on dates.

## **Review Process**

- The NFHS and the Speech, Debate, and Theatre Consultant shall schedule a conference call of the Wording Committee to discuss topic papers prior to the Topic Selection Meeting in August.