

B12: COMPOSITION OF THE DEBATES SELECTION COMMITTEE

The following order priority shall be used to determine the composition of the Selection Committee as defined in Rule 28(b):

- (a)
 - (i) The elected member of Standing Committee shall be the elected member of Standing Committee who first qualifies under the criteria defined in section (c) below.
 - (ii) If no elected member of Standing Committee qualifies under the criteria defined in section (c) below the President shall appoint an elected member of Standing Committee to serve on the Committee.
- (b) The President, provided that the President has participated in an external Debating Tournament or won an Internal Union Tournament.
- (c) Other members to a total of seven, or eight if the President does not qualify under section (b) above, dependent on the following criteria in order of preference:
 - 1) Winning the World Universities' Debating Championships for the Oxford Union
 - 2) Reaching the Grand Final of the World Universities' Debating Championships for the Oxford Union
 - 3) Reaching the semi-finals of the World Universities' Debating Championships for the Oxford Union or winning the European Universities' Debating Championships for the Oxford Union
 - 4) Reaching the finals of the European Universities' Debating Championships for the Oxford Union
 - 5) Reaching the quarter-finals of the World Universities' Debating Championships for the Oxford Union or the semi-finals of the European Universities' Debating Championships for the Oxford Union
 - 6) Winning a Class A IV for the Oxford Union or winning the World Universities' Debating Championships for another institution
 - 7) Breaking at the World Universities' Debating Championships for the Oxford Union or reaching the Grand Final of the World Universities' Debating Championships for another institution
 - 8) Breaking at the European Universities' Debating Championships for the Oxford Union, reaching the final of a Class A IV for the Oxford Union, reaching the semi-finals of the World Universities' Debating Championships for another institution or winning the European Universities' Debating Championships for another institution
 - 9) Winning a Class B IV for the Oxford Union, reaching the semi-finals of a Class A IV for the Oxford Union or reaching the finals of the European Universities' Debating Championships for another institution
 - 10) Reaching the final of a Class B IV for the Oxford Union, reaching the quarter-finals of the World Universities' Debating Championships for another institution or the semi-finals of the European Universities' Debating Championships for another institution
 - 11) Reaching the semi-final of a Class B IV for the Oxford Union or winning a Class A IV for another institution
 - 12) Winning a Class C IV for the Oxford Union or breaking at the World Universities' Debating Championships for another institution
 - 13) Reaching the final of a Class C IV for the Oxford Union, breaking at the European Universities' Debating Championships for another institution, or reaching the final of a Class A IV for another institution
 - 14) Competing or Judging for the Oxford Union at the World Universities' Debating Championships, winning a Class B IV for another institution or reaching the semi-finals of a Class A IV for another institution
 - 15) Competing or Judging for the Oxford Union at the European Universities' Debating Championships or reaching the final of a Class B IV for another institution
 - 16) Winning an Internal debating competition at the Oxford Union or reaching the semi-final of a Class B IV for another institution
 - 17) Reaching the final of an Internal debating competition at the Oxford Union or winning a Class C IV for another institution
 - 18) Reaching the semi-final of a Class C IV for the Oxford Union or reaching the final of a Class C IV for another institution
 - 19) Reaching the semi-final of an Internal debating competition at the Oxford Union or competing or judging for another institution at the World Universities' Debating Championships
 - 20) Competing or Judging for another institution at the European Universities' Debating Championships
- (d) Class A, B and C IVs are defined as follows:

- (i) An IV is a university-level debating tournament, be it purely Inter-Varsity or 'Open' in composition, within the British Isles or abroad. As such, the Australasian Debating Championships, NorthAms, South African Nationals or any other regional competitions will be assessed as IVs.
- (ii) The system for classifying IVs will use speakers who have been a member of the top 32 teams at Worlds or finished in the top 64 speaker positions at Worlds or who have been a member of the top 16 teams at Euros or finished in the top 32 speaker positions at Euros, over the course of the last four World and last four European Championships. These speakers will be denoted as 'Break Speakers'.
- (iii) Each competition shall receive a numerical value using the following formula: Number of 'Break Speakers' on the tab + (0.5 x number of non-dummy teams on the tab) = Preliminary Value. For competitions where the CA is a 'Break Speaker', this preliminary value will be their 'Formula Value'. For competitions where the CA is not a 'Break Speaker', the competition's 'Formula Value' will be (0.75 x preliminary value)
- (iv) Only 'Break Speakers' attaining their qualification prior to a competition taking place count in the classification formula.
- (v) DSC will maintain a database able to calculate the 'Formula Value' of any competition, but any union member may challenge the status of an IV and if they can provide evidence that the calculation has been performed incorrectly then the IV's status will be corrected accordingly.
- (vi) A class A IV is an IV as defined in (d.i) that scores a 'Formula Value' of 41.0 or more. A class B IV is an IV as defined in (d.i) that scores a 'Formula Value' of less than 41.0 but more than 20.0. A class C IV is an IV as defined in (d.i) that scores a 'Formula Value' of 20.0 or less.
- (vii) If insufficient data is available to rank an IV using the procedure outlined above, DSC shall use the last available ranking for that competition. Should there be no previous ranking for that competition, DSC shall follow the formula outlined above using as much information as is available to them.
- (e) If applicants are tied based on the criteria laid out in section (c) they shall be differentiated according to the following criteria with all three factors taken into consideration but in order priority:
- 1) The number of times they have achieved the highest of the above criteria
 - 2) The ranking of their next highest achievement based on the criteria above
 - 3) Their relative positions on the speaker tab at the competition at which they fulfilled their highest criteria on rankings above
- (f) No competitions or tournaments attended on an individual basis – i.e. not representing a debating society – nor any tournaments attended for another institution whilst a student at Oxford University shall count in section (c)
- (g) For the purpose of section (c), an institution is defined as an educational institution where the member is enrolled on a full-time basis as a student.
- (h) Notwithstanding any of the above, no member may sit on the Debates Selection Committee unless they have accumulated, during their time in Oxford, eight points where:
- (i) Helping at or adjudicating an individual round of any Oxford Union tournament, including the Oxford IV, the Oxford Schools Competition regional rounds and Finals Day, the ICYD regional round and Finals Day, and all internal competitions and tournaments shall be worth one point.
 - (ii) Accepting crash accommodation during the IV shall be worth one point
 - (iii) Coaching a workshop for the Oxford Union shall be worth one point
 - (iv) Travelling more than six miles from Carfax to help or adjudicate at any Oxford Union tournament shall be worth one point
- (i) Regardless of whether a member meets the above criteria, DSC may decide not to appoint a member to the committee if it deems that member to be unsuitable to take a place on the committee. DSC may register such a corporate objection if three-quarters of the committee vote to do so. Such a decision may only be upheld once Standing Committee passes a motion in support of the corporate objection. Such a vote shall take place using a secret ballot, and if such a corporate

objection is registered, a written justification of the decision shall be delivered to the President and posted on the notice-board. This clause shall not apply to the President's appointment under B12(b)

B13: OPERATION OF THE DEBATES SELECTION COMMITTEE

1) Applicability

- a. The following rules apply to tournaments in which the participants are wholly or partially funded by the Oxford Union.
- b. These guidelines do not apply to the World Championships or European Championships.

2) Novice Speakers

- a. A novice is a speaker who has not done any of the following:
 - i. Competed at a World Universities Debating Championships representing any university
 - ii. Competed at an Australasians' Universities Debating Championships representing any university
 - iii. Competed at a European Universities' Debating Championship or equivalent regional tournament representing any university
 - iv. Competed in more than four IVs or Open competitions representing any university
 - v. Broken at any IV or Open competition representing any university
- b. Other speakers are deemed experienced

3) Duties of the Selection Committee

- a. All tournaments in a term are to be advertised, where possible, to Union Debaters during 0th week.
- b. DSC should call for nominations and, if practicable, advertise the number of funded novice and experienced places at least ten days before the IV. The closing date for applications should be clearly stated.
- c. It shall be the role of the DSC Chairman, or whoever he nominates, to keep an up to date record of all applications and selections as well as whether members are designated as 'novice' or 'experienced' debaters. This shall be known as the 'DSC record.'
 - i. This record shall be placed on the DSC notice board and kept up to date for members to view.
 - ii. Members shall be able to challenge the DSC record by writing to the Chair of DSC, who should notify the entire committee of any such request by the next meeting.
 - iii. DSC shall decide by majority vote whether to uphold challenges and amend the DSC record.
- d. DSC shall conduct selections at least 5 days in advance of any IV, unless this is impracticable. After the close of nominations DSC shall use the process detailed below to select speakers in the following order:
 - i. All applicants shall be checked against the 'DSC Record' and classified as 'novice' or 'experienced'
 - ii. All applicants shall be checked against the 'DSC Record' to ascertain whether they have fulfilled their 'helper quota' as laid down in rule 4c. Any speakers that have not fulfilled their obligations under this rule may only be considered for a position as a 'helper'
 1. Rule 3.d.ii may be suspended in exceptional circumstances with the majority support of DSC but only if the fact that 3.d.ii has been suspended is publicised to all those who applied for the IV concerned.
 - iii. All applicants shall be checked against the 'DSC Record' to ascertain whether they comply with rule 4b concerning the maximum number of tournaments to be attended in any academic year.
 - iv. DSC shall calculate the minimum number of novice speakers it should select using the novice quota as laid out in rule 4f.
 - v. Experienced speakers shall be selected based on the following criteria with all three taken into consideration, but in the following order priority:
 1. merit (as evidenced by debating achievements)
 2. involvement in union debating activities
 3. spreading opportunities to as many people as possible

- vi. Novice speakers shall be selected on the following criteria with all three taken into consideration, but in the following order priority:
 - 1. involvement in union debating activities
 - 2. spreading opportunities to as many people as possible
 - 3. merit (as evidenced debating achievements)
- vii. Judges shall be selected on the following criteria, which should be considered with equal weighting:
 - 1. spreading opportunities to as many people as possible
 - 2. involvement in union debating activities
 - 3. merit (as evidenced debating achievements)
- e. DSC should inform applicants of selections within twenty-four hours of the selections being made.
- f. Any applicant may request a written explanation of a selection decision by writing to the Chair of DSC. The entire committee should be notified of any such request by the next meeting. The Chair of DSC, or whomever they nominate, shall reply to any such request before the competition concerned occurs, or within two weeks of the receipt of the request by the Chair, whichever is the sooner.

4) Selection rules

- a. For the purpose of the rules below, attendance at a tournament refers to being formally registered as either an adjudicator or debater for the Oxford Union. A tournament does not count towards a person's total number of tournaments attended if the person was neither receiving any funding or contribution from the Oxford Union for the tournament, nor using the words 'Oxford Union' as part of their team name.
- b. Any member can be selected for up to six tournaments in an academic year. Once six tournaments have been attended, a member may only be selected for another tournament if there are insufficient applications to fill the advertised positions.
 - i. For the purpose of rule 4b, multiple tournaments which take place on one trip (for example to Durham and Newcastle on successive days) shall be counted as one tournament.
 - ii. If there is confusion over whether multiple tournaments count as one trip, a majority vote by DSC shall decide the matter.
- c. In each academic year, experienced speakers must attend one tournament as a helper for every two tournaments they attend as a non-helper. A member's helping record shall not be carried over from one academic year to the next. Helper is defined as attending a tournament as either:
 - i. the partner of a novice speaker if DSC decides that doing so would help the novice speaker
 - ii. an adjudicator
- d. Tournaments attended as 'helpers' count towards a person's total subject to 4b.
- e. For experienced speakers only, attending a tournament as an adjudicator shall only define a member as being a Helper once in any academic year.
- f. At tournaments where four or more Union members are sent, at least one quarter of debaters and one quarter of the total number of members sent to the tournament (debaters and adjudicators) are to be novices. The quota is rounded up such that 1-2=0, 3-4=1, 5-8=2, 9-12=3.
 - i. Rule 4e shall not apply to tournaments outside the British Isles.
 - ii. In the event that insufficient novices apply to fill the quota, DSC may fill the vacant places with experienced speakers.
- g. No member can attend more than two Irish IVs in one academic year.
- h. DSC may decline to select any member if that member has failed to fulfil their obligations to the committee in terms of contributing to Union debating in return for their place on a Worlds, Euros or Development Squad or by virtue of being a member of DSC.

5) Membership

- a) DSC shall consist of eight members and a non-voting delegate from the Standing Committee. Vacancies should be filled within two full weeks of academic term unless no suitably qualified candidates emerge.
- b) If DSC decides to fill a vacancy the Chair shall advertise the vacancy to Members of the Oxford Union Society using the Debate Announce Mail-list and invite applications at least five days before the meeting to determine how the vacancy is filled. Applicants should be selected based on the criteria detailed in Schedule B13.
- c) On accepting an invitation to join the committee, members must agree to contribute whatever time the committee deems to be reasonably sufficient to support debating with the Oxford Union.
- d) Members may resign from the committee at any time either by writing to the Chair (e-mail correspondence shall be considered sufficient) or in person at a meeting of DSC.

6) Roles of DSC members

- a) DSC shall consist of a Chairman, Treasurer and Secretary as well as five other members. The responsibilities of the Chairman, Treasurer and Secretary are detailed below, and the remaining five members will be allocated portfolios by the Chairman as he deems necessary.
- b) It is the role of the Chairman to:
 - i. ensure that a meeting of DSC is called every week, that the meeting is advertised on the main Union notice-board and that all DSC members, including the Standing Committee Delegate are emailed at least 48 hours before the meeting to notify them of the time and place where it is to be held
 - ii. chair all such meetings of DSC and ensure that orderly conduct is maintained
 - iii. liaise with the Oxford Union staff, Standing Committee and President on behalf of DSC
 - iv. oversee all the DSC portfolios to ensure that the duties assigned to other DSC members are being discharged appropriately
 - v. fully brief his or her successor as to the current state of debating at the Oxford Union and to provide information on all ongoing projects or activities in order to allow his or her successor to assume the role successfully
- c) It is the role of the Treasurer to:
 - i. ensure that a budget is presented to Standing Committee each year in Trinity term for the coming academic year and that adequate accounts are kept to ensure that spending remains reasonable
 - ii. monitor spending and advise DSC as to whether planned expenditure, including for entry to Intervarsity competitions, is affordable
 - iii. ensure that cheques are raised to pay registration fees to all competitions entered by the Oxford Union
 - iv. oversee the accounts maintained by individual departments, such as the Oxford Schools' Competition, ICYD and the Oxford IV, highlighting any concerns to DSC
- d) It is the role of the Secretary to ensure that:
 - i. minutes are taken of all DSC meetings
 - ii. such minutes are distributed via email to all DSC members within 48 hours of the meeting closing
 - iii. such minutes are posted on the DSC internet group within 48 hours of the meeting closing
 - iv. inform ordinary members of the opportunities available to them using the Debate Announce mailing list
 - v. an archive of all material DSC deems to be useful is maintained and made available to other DSC members upon request

7) Appointment of the chairman

- a) The Standing Committee Delegate shall organise the electoral process.
- b) The outgoing Chairman will not be considered to have formally resigned from his position until the moment of the election of his or her successor. The outgoing Chairman should indicate his or her intention to resign from the position of Chairman in writing (e-mail correspondence shall be considered sufficient) to all committee members as well as to the President of the Oxford Union.

- c) At the next available opportunity in a meeting of DSC, the Standing Committee Delegate shall call for nominations for the position of Chairman. If there is only one candidate he or she shall be elected automatically. If there are two or more candidates, the Standing Committee Delegate shall call for a brief hustings.
- d) Hustings shall comprise of each candidate giving a brief speech of no more than two minutes outlining why they feel they would be suited to the position. The order of speaking shall be decided by lots. All committee members (including the outgoing Chairman) may ask questions of the candidates. Each question must be posed to all the candidates. The order in which the candidates answer shall be rotated for each question with the starting order being one clockwise rotation from the order decided for the opening speeches. Once there are no more questions or after 20 minutes, whichever is the sooner, the Standing Committee Delegate shall call a vote. Each committee member (including the candidates) shall write their preferred candidate on a piece of paper and hand it to the Standing Committee Delegate who shall count the ballots in a corner of the room. The Standing Committee Delegate shall announce the elected candidate and the number of votes they received.
- e) The outgoing chairman shall only have a vote if they are continuing to sit as an Ordinary Member of DSC.
- f) In the case of a tied result, the following procedure shall be employed, with each progression only occurring if the previous stage was incapable of determining a winner:
 - i. Hustings should be opened for an additional ten minutes and a second closed vote taken
 - ii. The candidate with the least votes (if there are more than two) should be eliminated and all members should recast their votes
 - iii. The candidate who is at that point ranked highest on the DSC appointment criteria detailed in schedule B13 should be selected
- g) The candidates are entitled to a recount of the ballots. Only one recount shall be allowed and all the candidates are to observe the Standing Committee Delegate recounting if one is called.
- h) The Chairman must resign from his position within one year of being elected. However he may then offer himself as a candidate for election to the position of Chair at that point.

8) Meetings of DSC

- a) DSC shall meet at least six times every term.
- b) A minimum of five committee members must be present for quorum.
- c) If the Chair is not present, the most senior member by time served on the committee shall take the chair for that meeting.
- d) An extraordinary meeting of DSC may be called with 24 hours notice by the Chairman, or by three other DSC members.
- e) Decisions of DSC shall be made by a majority vote of the committee members, excluding the Standing Committee representative. In the case of a tied result, the Chair shall have the casting vote.
- f) Full agendas must be distributed by email to all DSC members at least twelve hours in advance of every meeting. No matters may be discussed or raised unless they are on the published agenda or are raised under 'Any other business.'
- g) Any proposed change to the Standing Orders must be made in writing and circulated to all members of DSC at least 24 hours in advance of the meeting where it is raised.
- h) Full internal minutes must be taken at every meeting of DSC.
 - i. These internal minutes are in addition to the official minutes taken by the Standing Committee delegate for the Union's records.
 - ii. These minutes must include:
 - 1. The location, opening and closing times of the meeting
 - 2. Those present

3. Main points of discussion at the meeting
 4. The motions, their proposers, and the results of votes, if any; including who voted for and against.
 5. A note of any motions to be voted on at future meetings.
- iii. All in camera discussions are to be fully minuted.
 - iv. These minutes must be then circulated to the members of DSC within 48 hours and should be approved as the first order of business at the following meeting.
 - v. Minutes should be archived formally on approval and these archives should be maintained by the Secretary as a permanent record for all current members of DSC.

9) Censuring

- a) DSC may pass a motion of censure against a committee member with a two thirds majority of the entire committee. If a motion of censure is passed, the chairman of DSC should write to the President to inform him or her of the reasons for the censure.
- b) All meetings should be conducted in an orderly manner. No member may speak unless invited to do so by the Chairman, and any member found to be out of order may be asked to leave the meeting by the Chairman. Members may be found out of order if they:
 - i. are verbally abusive or insulting to any other member
 - ii. repeatedly interrupt other members
 - iii. repeatedly speak when not invited to do so by the Chairman
- c) Any member who misses three non-emergency committee meetings in any one term shall be deemed to have resigned from the committee