**Minutes 13/03/2017**

**Minutes taken by: Sarah McCabe in Sam Marshall’s (Secretary) absence**

Attendance: Mounisha, Henry, Ryan, Georgia, Anneliese, Lachlan and Sarah

Absent: Mathew, Sam

**Red = Motion**

**Blue = Seconder**

**Green = Vote**

**Policy = Purple**

**Meeting Opens 4:31**

**Motion proposed by Anneliese: Vote to waive requirement outlined in s 5 of Constitution. Specifically, the requirement that the executive should receive policy 2 days prior to voting upon said policy.**

**Ryan Seconds**

**Vote: Passed by Henry, Ryan, Mounisha, Georgia, Sarah**

**Motion proposed by Anneliese: Vote to waive requirement in Constitution that states trial policy must be circulated 3 weeks in advance.**

**Ryan Seconds**

**Vote: Passed by Henry, Ryan, Mounisha, Georgia, Sarah**

**Vote: Can Mat vote via email? Is it a valid vote?**

**Ryan**: Constitution gives discretion over what can be waived and what can not. There is no precedent for this exemption or reason to make an exception for Mat’s vote.

**Anneliese**: It is principally consistent to not accept the vote.

**Motion is not furthered**

**Agenda Item: Adjudicator Trials**

**Policy Wording:**

1. **Adjudicator trials for intervarsity tournaments must always be organised. The only circumstance under which adjudicator trials will not take place is if the number of trialling adjudicators is equal to or less than the number of adjudicator spot available.**
2. **Those trialling as an adjudicator for an intervarsity tournament will watch a debate that will take place during Internals after debater trials for that tournament are held, and will judge that debate as though they were judging a debate at the tournament they are trialling for (e.g. 3 v 3 style for “Easters”, 3 v 3 style with ‘Reply’ speeches and ‘British Parliamentary Style’ for “Women’s” or “Worlds.”)**

**For the purposes of this policy, “intervarsity tournament” refers to any of the following tournaments:**

* **The Australian Intervarsity Debating Championships (“Easters”)**
* **The Australasian Intervarsity Debating Championships (“Australs”)**
* **The Australasian Women's Intervarsity Debating Championships ("Women's")**
* **The World Universities Debating Championships (“Worlds”).**

1. **If anyone wishes to trial but is unable to attend the trial debate, they are able to submit a resume detailing their relevant debating and adjudication experience which will be taken into consideration when determining whether they will be placed into the pool of adjudicators to attend.**
2. **The Selector(s) for Adjudicator Trials should be External (ie. not a current MUDS member).**
3. **Following the conclusion of the debate, each trialling adjudicator will fill out a ballot indicating:**

* **Their name and email address (so they can be notified of the trial results).**
* **If trialling for Easters or Australs: Which team they thought won the debate.**
* **If trialling for Women’s or Worlds: The rankings (1st to 4th) they would assign each team in the debate.**
* **The individual speaker scores they would assign the speakers in the debate.**
* **The total team speaker scores they would assign the teams in the debate.**

**This ballot will be submitted to the Selector(s).**

1. **In addition to completing a ballot, each trialling adjudicator will be expected to provide a brief adjudication to the Selector(s) explaining who they thought won the debate and their reasoning as to how and why they came to that decision. Trialling adjudicators may also be asked some questions by the Selector(s), either about the debate or regarding adjudication in general, at the discretion of the Selector(s).**
2. **The order in which trialling adjudicators shall deliver their adjudication to the Selector(s) (as per Section 6 of this Policy) shall be determined inversely to the order in which they submit their ballot to the Selector(s), such that the first trialling adjudicator to submit their ballot to the Selector(s) shall be the last to deliver their adjudication, and the last trialling adjudicator to submit their ballot shall be the first to deliver their adjudication.**
3. **The Selector(s) shall rank all trialling adjudicators based on a consideration of their adjudicating skill (as determined by either their adjudication and ballot or their resume) and shall disclose these rankings to the Externals Officer(s).**

**The Externals Officer(s) will notify all those who trialled of who has qualified for the pool of adjudicators, but will not indicate any rankings when doing so.**

**Ryan**: Selector should remain external. Can we add a sub-clause that in the event we can not achieve this, the executive may approve an internal selector?

**Sarah**: Approximately 90% of the time we find a selector, even if it is last minute.

**Anneliese**: Perhaps if 48 hours before, if nobody has been found, the executive can approve an internal selector.

**Policy Wording:**

**To add to Section 4: (this will be become subsection 4)**

**“In the event that within 48 hours of adjudicator trials an external sector has not been found or is unable to be appointed the external officers at their discretion may chose for an internal selector to be appointed instead.”**

**Motion proposed by Anneliese: Vote to approve adjudicator trial policy for 2017**

**Ryan Seconds**

**Passes Unanimously**

**Motion proposed by Anneliese: Vote to approve the refund policy for 2017**

**Mounisha Seconds**

**Passes Unanimously**

**Motion proposed by Anneliese: Vote to approve Easters trial policy for 2017**

**Policy Wording:**

***Definition Section***

* **‘Easters’ - Australasian Intervarsity Debating Championships**
* **‘Registration Officer’ - as defined by s 3 of MUDS Constitution**
* **‘Novice’ - participant who has debated at less than two ‘Easters’ and has not debated at either the Australasian Debating Championships or the Worlds University Debating Championships.**
* **‘Pro’ - participant who has debated at more than two ‘Easters’ and/or has debated at the Australasian Debating Championships and/or the Worlds University Debating Championships.**

**1) Phase One: Before Trials**

1. **Externals Officers will advertise the trial dates and registration process in accordance with requirements outlined in s 3 of the MUDS Constitution.**
2. **To be eligible for selection in Easters teams, ‘pros’ must submit answers to a Mentor Questionnaire to the Externals Officers, prior to the trial registration deadline (see Appendix A).**

**2) Phase Two: Selection**

1. **Novices will debate together (i.e. with no experienced debaters) in front of a camera. The entirety of each debate will be recorded and the footage will be shown to the two Internal Selectors only.**
2. **Novices will be ranked by performance, but the rankings are to contribute only to the broader picture of that speaker’s abilities and will not be solely determinate of which team they will be placed in or who their teammates will be. Any resumes submitted should be considered secondary to their trial performance.**
3. **‘Pro’ debaters will debate together (ie. with no inexperienced debaters) in front of a camera. The entirety of each debate will be recorded and the footage will be shown to the External Selector only.**
4. **‘Pro’ debaters will be ranked by performance, but the rankings are to contribute only to the broader picture of that speaker’s abilities and will not be solely determinate of which team they will be placed in or who their teammates will be.**
5. **Before each speech, participants should state their full name, pronoun and speaking position.**
6. **The rankings will be provided to the Internal Selectors, who will determine the pool of mentors to debate at Easters based on a consideration of rankings by the External Selector, any submitted resumes and responses to the Mentor Questionnaire. If it is still not possible to distinguish between applicants on these bases then their service to the Society (as outlined in their mentor application) may also be considered.**
7. **The Internal Selectors will be required to meet together to watch the trial footage as a panel, as if it were a live trial. Selectors must not share their opinions on the performances with each other, until all debates have been viewed entirely. Proceeding this, Selectors may view the footage as many times as they would like, when discussing the rankings of the participants. Selectors are required to meet after the trials have concluded (including any ‘catch up’ trials) and at least 48 hours before adjudicator trials commence.**
8. **All trial footage is to be held by the Registration Officer only, who will then distribute to the footage to the Selectors. Internal Selectors are not to view the footage until they are together and have formed the panel.**
9. **Externals Officers must appoint at least one technical supervisor per debate to assist with the logistics and ensure that the cameras are recording sufficiently.** 
   1. **This supervisor must not have a vested interested in the trial process.**
   2. **The technical supervisor must test the visual and audio quality of the recording devices immediately prior to the debate commencing. The technical supervisor will also be responsible for time keeping and chair the debate.**
10. **At least two devices must be used to record each debate (e.g. an iPad and an Android tablet). Both devices must be of sufficient quality.**
11. **Immediately after the Macquarie contingent has been approved by the Executive, the trial footage is to be destroyed.**
12. **All participants (novice or pro) may submit résumés detailing their relevant debating experience to supplement their trial however, this is not a compulsory. All résumés must be submitted prior to the trial registration deadline.**
13. **If any participant (novice or pro) wishes to trial but is unable to attend the trial debate, they are able to trial on an alternative day. This ‘catch up’ trial will also be filmed according to the same requirements as the official trials. Participants should be encouraged to participate in the official trial as opposed to a catch up trial, where possible. Reasons for not being able to attend must be unavoidable and beyond the participant’s control (e.g. unavoidable class or work commitments, emergency situations).**
14. **Where participants are also unable to attend the catch up trial, they may submit a résumé detailing their relevant debating experience which will be given to the relevant Selector at the same time as the trial footage. This trialling mechanism is only to be used if the participants cannot attend either trial dates.**

**3) Phase 3: Selection Process**

1. **The Selection Panel: The Selection Panel will comprise of two Internal Selectors only.**

**The two Internal Selectors cannot be debating at Easters and must put their names forward to the Externals Officers, along with their case for being chosen as an Internal Selector. The two Internal Selectors will be appointed by the Executive Committee.**

**i. In the event that an External Selector cannot be appointed or is unavailable within 48 hours of the trial date, the Externals Team may appoint an Internal Selector. This should only occur as a last precaution.**

1. **|The External Selector will be determined by the Externals Officer(s) or Registration Officer. An Externals Selector cannot be a current MUDS member (ie. current Macquarie University student or staff member) nor someone considered to be a currently active, MUDS member.**
2. **Determining Team Compositions: The Internal Selectors will decide team compositions with regard to the following criteria:**
3. **Development (Note: This is a streamed concept. High-performing debaters are to develop as much as possible and thus would be put in more competitive teams.**

**Less competitive debaters would be put in a team that’s likely to maximise their developmental capacity).**

1. **Leadership (Pro Debaters): the impact that a particular leader is likely to make upon a particular team and the benefit the leader is likely to derive from leading a team.**
2. **Teams will be formed and numbered by random number generator (except for the most competitive team) and released to those who trialled and to the Society, subject to approval by the Executive Committee. The team which the two Internals Selectors believe have the greatest chance of “breaking” (i.e. qualifying for the finals) at Easters shall be Macquarie One.**
3. **The Society shall comply with the following Affirmative Action (AA) Policy:**
   1. **A minimum of one third of debaters attending the tournament and one third of debaters in the top three teams must be non cis-male.**
   2. **Further, a minimum of one third of all members in the contingent (i.e. the total number of debaters and institutional adjudicators) must be non cis-male.**
   3. **Where one third of debaters or of the contingent does not constitute a whole number, the number shall be rounded up to the nearest integer.**
   4. **However, in the event that one third of the contingent is a number less than one, no minimum requirement will apply.**
   5. **The Affirmative Action Policy is subject (but not limited) to the requirements of the Australasian Intervarsity Debating Association (AIDA) Constitution.**

**f) It is recommended that as the successful participants are notified that they have a made a team, that Externals Officers also provide them with a copy the MUDS ‘Refund Policy’ and ask them to agree to the Policy and confirm their intent to attend the Tournament.**

**Appendix A:**

**Mentor Questionnaire**

1. **Introduction: “Mentoring an Easters team requires adaptability, leadership, a willingness to serve others, patience and good communication skills. As a team mentor, you will be expected to invest in the development and growth of the novice participants assigned to your Easters team. This could be providing them with feedback throughout the tournament, creating a matter file or organising practice debates prior to Easters.**

**MUDS emphasises the value of taking your novices to minis after Easters to keep them engaged in the MUDS community and strongly suggest that part of the role of a mentor is doing this to your greatest ability throughout the year as well. Please answer the following questionnaire in detail as your responses here will (pending selection) decide the team into which you are to be placed by the selection panel.”**

1. **Questions:**
2. **What do you think a good Easters mentor looks like? What is the role of a mentor?**
3. **Why are you interested in mentoring a team?**
4. **Why do you meet the requirements for an Easters mentor?**
5. **What strategies would you employ to help novices develop?**
6. **What experience do you have as a debater? Please explain this in regards to your mentoring ability.**
7. **What experience do you have as a coach? Please explain this in regards to your mentoring ability.**
8. **Do you intend to take novices to minis throughout 2017 where possible?**
9. **Please briefly list your service to the Society (e.g. previous mentoring, contribution to MUDS events like Schools Days or O-Week etc).**
10. **Do you have any potential conflicts to declare? The Selection team will keep this confidential and do their best to take it into consideration when determining teams.**
11. **Any additional comments?**

**Anneliese:** The significant change to the policy is in allowing individuals to trial via video. Videos will be destroyed after use. Video trials will only be accepted within a week.

Additionally, people will be given the Refund Policy and must confirm their intention to attend prior to the Easters tournament.

**Georgia:** Need to be specific about how to record this. For example, if that footage is damaged due to external noise. What process is in place to prevent this?

**Henry**: Microphones?

**Lachlan**: Microphones can be difficult/hard to judge in terms of quality.

**Anneliese**: Student Groups has cameras we could use, but have to book them prior.

**Ryan**: Use of tablets potentially?

**Anneliese**: This method also requires manpower e.g. people making sure the recording is working

**Georgia**: Potentially appointing a tech officer to maintain/monitor technology use?

**Anneliese**: The externals officer must appoint a technical supervisor for each room?

**Sarah**: I think the requirement should be proportionate e.g. 1 supervisor per room so the intention of the policy is clear and the needs of the room are met adequately.

**Ryan**: Two recording devices per room? e.g. camera, tablet

**Sarah**: We should test this before the trial date e.g. to make sure the quality is adequate. This we can plan for to eliminate potential problems e.g. audio quality

**Ryan**: We should include a section on how we identify speakers e.g. get someone has to say their name before the debate

**Ryan**: Two sectors are internal. We should all add another clause in this section to account for last minute external drop outs.

**Anneliese**: We’ll add a similar clause to this section.

**Ryan**: And let’s add another clause here reiterating what we said about the refund policy earlier, that it must be read and the participant’s intention to attend confirmed.

**Anneliese**: Agreed

**Ryan**: RE: Accepting people’s resumes, we need specifics about what this includes, in the event they cannot make the trial.

**Anneliese**: We will change the definition to include this

**Ryan**: Additionally, as a selector, should I still prioritise the trial over the CV? i.e. the CV is given less weight

**Anneliese**: Subsection F will be amended.

**Georgia**: Please rectify the definition from “female” to “non-cis male”.

**Anneliese**: Agreed, changed.

**Sarah**: Agreed. This is more consistent with intervarsity debating standards.

**Ryan**: Should all selectors have access to videos, rather than rankings?

**Georgia**: Is the role of the internal selector to make a value call? Or to just make a cohesive team?

**Anneliese**: The latter

**Georgia:** In which case no, the internal selector should not have access to this information, in order to remain in partial.

**Sarah Seconds**

**Passes Unanimously**

**Meeting closes at 5:27**