

25TH ANNUAL

BLUE KEY SPEECH & DEBATE TOURNAMENT



Legislative Assembly

Rules, Instructions, and Procedures

NOTE: Inserting line numbers correctly is one of the most important requirements for electronic legislation submission, so we have put these instruction first and in large print. **Legislation without properly inserted line numbers is annoying and will be disqualified upon receipt.**

Instructions on how to add line numbers using Microsoft Word 2003:

1. Open your Microsoft Word document (the required word processor).
2. On the **File** menu, click **Page Setup**, and then click the **Layout** tab.
3. In the **Apply to** box, click **Whole document**.
4. Click **Line Numbers**.
5. Select the **Add line numbering** check box, and then select the **Continuous** option, and click **OK**, and **OK** again.

Microsoft Word 2007:

Click Page Layout Tab > Line Numbers > Continuous

Legislation Formatting Guidelines

The following three pages of this document generally explain how to format, submit, and write a bill or resolution.

- Each participating student may submit one piece of legislation that must be the student's own original work. All legislation must be submitted in full, not just the title. Line numbering must be formatted into the bill, not manually typed into each line (see above for instructions).
- **Each piece of legislation must:** (a) be typed, (b) have text that is one page or less, (c) have a centered title in bold print with all capital letters, (d) have properly formatted line numbers, (e) clearly state who the author is, (f) state the author's school, (g) **follow the setup of the appropriate sample legislation without deviation**
- **All legislation must be in Microsoft Word 2003 or 2007 file format (.doc, or .docx), properly formatted, and properly named. Use one file per piece of legislation.** Each piece of legislation should be in a different word file and attached separately.
- Name each file with your school name, an underscore, the author's last name, an underscore, and the legislation type. **Do not** include any numbers, special characters or spaces, and **DO NOT make up your own way of naming the file.**
 - **Example 1:** UniversityofFlorida_Bruno_Bill.doc
 - **Example 2:** UniversityofFlorida_Bruno_Bill.doc
- **E-mail properly formatted and completed legislation to legislation@bluekeydebate.com by the deadline, October 15, 2007.**
 - A list of bill names will be posted within 24 hours of the submission deadline, and a copy of the legislation packet (with full text of each piece of legislation) should follow within 72 hours. The packet will be updated as frequently as necessary prior to the competition, so be sure to recheck it often.
- **Legislation will be disqualified if:** (a) it does not conform with the requirements of this guide (in either spirit or letter), (b) tournament staff deems the content irrelevant, immature, or offensive, (c) it is improperly submitted, or (d) it is received past the submission deadline.
 - No School will be individually notified if its legislation was disqualified. Schools will not be given the opportunity to correct formatting errors unless approved by the Executive Director; a school's coach may contact the Executive Director for an explanation of why his or her school's legislation was disqualified.

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TITLE OF BILL IN BOLD ON THIS LINE (CENTERED)

Be it enacted by the Blue Key Congress here assembled that:

Section I: Use this section to briefly write what the bill is about.

Section II: Use this to describe the details of this program. It may take as long as you need it to.

a. If you need to add subsections, you may do so as well.

Section III: Here is where you list the funding provisions of the legislation. All legislation must be properly funded.

Section IV: This section details the means of enforcement for the legislation, and names the persons or agencies responsible for making sure the bill goes into effect.

Section V: All laws or portions of laws in conflict with the provisions of this legislation are hereby declared null and void.

Respectfully Submitted,

Student Author
School Name

1 **TITLE OF RESOLUTION IN BOLD ON THIS LINE (CENTERED)**

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3 Whereas, this is where you will list some of the reasons why your resolution
4 needs to be passed; and,

5 Whereas, this is another place where you should include supporting arguments;
6 and,

7 Whereas, include another point about why your resolution is great; and,

8 Whereas, you may include one or two other points as to why your resolution is the
9 best thing to ever come through this legislative body; therefore

10 BE IT RESOLVED by the Blue Key Congress here assembled that whatever you
11 want to resolve is resolved. This is where the main point of your legislation goes.

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Respectfully Submitted,

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Student Author

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School Name