

## **Integrity Matters**

### **ROLE OF THE TIMEKEEPER**

The timekeeper keeps the time in a debate. This means that he or she times how long each speaker speaks and rings a bell or presses a buzzer to indicate that certain amounts of time have passed. The bell/buzzer, a stopwatch, and pen and timekeeping form will be provided to the Timekeeper.

Time is usually expressed in minutes, from X to Y. To ensure fairness in a debate, each speaker is given a maximum time that he or she is allowed to speak for. For example: "The speaking times for tonight's debate will be 7 to 8 minutes."

At the start of the debate the Moderator will call upon the Timekeeper to demonstrate the bell/buzzer. Your signals should be loud enough to be heard by everyone, but not disturbingly loud.

The Timekeeper is required to keep a record of how long each speaker talks for, and provide it to the adjudicators when they retire after the debating round is complete. If a speaker goes on for longer than 15 seconds after their final bell, penalties are incurred.

The clock should only be stopped if there is an intervention by the Chairman. Do not stop the clock for Points of Information or laughter.

#### **Signals should be made as follows:**

- **Prior to the each debate**
  1. One bell 1 minute before the Debate begins
  2. A double bell to signal the commencement of the Debate
- **For the Main Speeches**, i.e. the First Proposition, First Opposition, (each is allocated 8 minutes):
  1. One bell after 1 minute. This indicates that Points of Interest may be made.
  2. One signal after 7 minutes. This indicates an end to Points of Interest.
  3. A double bell after 8 minutes
  4. Continuous bells after 8 minutes and 15 seconds
- **For the Main Speeches**, i.e. Second Proposition and Second Opposition Speeches (each is allocated 7 minutes):
  5. One bell after 1 minute. This indicates that Points of Interest may be made.
  6. One signal after 6 minutes. This indicates an end to Points of Interest.
  7. A double bell after 7 minutes
  8. Continuous bells after 7 minutes and 15 seconds

- **For the Summary Speeches**, i.e. the Opposition summary speech and the Proposition summary speech (each allocated 3 minutes):
  1. One bell after 2 minutes
  2. Double bell after 3 minutes
  3. Keep ringing the bell after 3 minutes and 15 seconds.

EXAMPLE OF THE TIMEKEEPER'S FORM

**NIGHT ONE, PRELIMINARY A**

**ROUND 1**

*"Be it resolved that Trinidad and Tobago should have one national holiday to celebrate the unity of all our people as opposed to continuing in the way that presently exists."*

**Arthur Lok Jack Graduate School of Business** (Affirmative) vs  
**University of the Southern Caribbean** (Negative)

Timekeeper's record of speaking times, to be provided to the Chief Adjudicator at end of Third Negative Speaker's Speech.

1st Aff: ----- mins ----- secs

2nd Aff: ----- mins ----- secs

3rd Aff: ----- mins ----- secs

1st Neg: ----- mins ----- secs

2nd Neg: ----- mins ----- secs

3rd Neg: ----- mins ----- secs