

Rules of the American Collegiate Moot Court Association

As Revised in January, 2007

PREAMBLE

The purpose of the American Collegiate Moot Court Association (ACMA) is to educate undergraduate students about the American legal system, American jurisprudence, and the work of American attorneys. Moot Court competition (simulated legal argumentation before hypothetical appellate courts, also known as “mock Supreme Court”) has long been an educational opportunity limited to the law school environment. The goal of the American Collegiate Moot Court Association is to create a system of top-quality undergraduate moot court competitions in America. Achieving this goal requires meeting specific objectives, including the following: a carefully drafted problem with associated authority list, clear, comprehensive, equitable, and uniform rules refined through experience; well-planned, publicized, and directed tournaments; and informed and uniform judging.

ARTICLE 1: DEFINITIONS

1.1.1 Team. A team consists of two undergraduate students, “attorney-contestants,” enrolled in a degree program at an accredited institution of higher education.

1.1.2 Eligibility. Part- or full-time students are eligible to compete in national tournaments for a five-year calendar period commencing at the first entry of the student into any regional or national tournament held by ACMA. Students enrolled in a graduate program of studies, such as a J.D. program, are **not eligible** to compete in ACMA tournaments. Students with a baccalaureate degree who are enrolled in other baccalaureate programs but who are not seeking and have not earned a professional or graduate degree may continue to compete in moot court competitions, if their school permits such competition. The Tournament Director may request proof of “undergraduate status” from contestants, and may determine a team ineligible to compete.

1.1.3 Use of ineligible team members. Any team that knowingly uses an ineligible person as a member will be subject to sanctions under Article 10 below. Challenges based on the ineligibility of an opposing team member must be made to the ACMA Executive Director or Tournament Director before or after a hearing, but not to a Judge and not during a hearing.

1.2.1 Hearing. A hearing consists of forty (40) minutes total of oral argument, including questioning of judges, of both Petitioner and Respondent teams. Each team is permitted a maximum of twenty (20) total minutes.

1.2.2 Time constraints. Each team may divide their time as they wish with the following constraints:

- a) Each individual contestant must present a minimum of seven (7) minutes of oral argument, including questioning.
- b) Petitioners may reserve a maximum of three minutes of “rebuttal” from their twenty minute total.
- c) Only one team member may deliver the rebuttal.

1.3.1 Tournament. A tournament consists of (a) a **minimum** of two “preliminary hearings,” during which teams of contestants argue in behalf of both Petitioner and Respondent, and (b) at least one “Elimination” hearing, which is used to determine the First Place team. The Tournament Director may organize additional “Elimination” hearings, such as “Quarter-finals” and “Semi-finals.”

1.3.2 Types of tournaments. The ACMA recognizes invitational, regional and national tournaments (see Article 4 below).

1.3.3 Accreditation. All tournaments are established and accredited by the Executive

Committee of the ACMA and shall follow the Code of Professional Conduct and Decorum (Article 2) and the Tournament Rules (Article 3).

1.4 Tournament Director. A Tournament Director is any faculty or staff member at an accredited American college or university or attorney who organizes an inter-collegiate undergraduate tournament authorized by the Executive Director for invitational tournaments and by the Executive Committee of the ACMA for the regional and national tournaments.

1.5.1 Coach. A Coach is any faculty, staff member, or attorney who serves as the advisor for the teams from a particular school (defined as a an institution of higher education offering a course of general studies leading to a bachelor's degree). An undergraduate student may not serve as a coach. All materials and correspondence from the ACMA and Tournament Directors shall be sent to the designated Coach only.

1.5.2 Teams without a coach. Teams without a Coach are eligible to compete as long as they meet the requirements of Rule 1.1.2. Teams without a Coach must supply the name and address of only one contact person who will be responsible for receipt of all materials and correspondence with the ACMA and Tournament Directors.

1.5.3 Number of coaches. The teams from each school may have only one officially designated Coach who is responsible for managing all correspondence with the ACMA and Tournament Directors. However, a team may use the coaching services of any number of faculty, staff members and attorneys before or during tournament competitions except during a hearing as specified in Rule 3.11 below.

ARTICLE 2: CODE OF PROFESSIONAL CONDUCT AND DECORUM

2.1 Ideals of the ACMA. The ideals of fair play, civility, and friendship shall guide the conduct of all participants throughout all moot court activities including, but not limited to tournament hearings, breaks between hearings, organizational meetings, and team practices.

2.2 Integrity. Participants shall strive to exemplify the highest ideals of the legal profession, to maintain the highest standards of ethical conduct, and to achieve excellence and integrity.

2.3 Courtesy. Courtesy toward opposing team members, judges, tournament officials, coaches, and one's own team members is expected of all participants.

2.4 Demeaning, harassing, or disruptive behavior. Participants shall not engage in any behavior designed to demean, harass or embarrass any other participant or solely to garner notoriety or publicity for themselves or their school.

2.5 Abiding by the rules. All participants in moot court are expected to abide by the rules as established in this document. Failure to conform to the rules may lead to a loss of points or sanctions under Article 10 below.

ARTICLE 3: TOURNAMENT RULES

3.1 Application of rules. All the rules in this section apply to any tournament sanctioned/accredited by the ACMA.

3.2 Registration required. Teams must register and remit the required registration fees by the dates posted by the Tournament Director in order to be eligible to participate in the tournament.

3.3 Team identification. Each team shall be assigned a team number by the Tournament Director. Teams may not be identified or identify themselves by institutional affiliation.

3.4.1 Timekeeping. Prior to the beginning of each round, each team shall indicate to the bailiff and judges how it wishes to allocate its time (subject to the constraints in Rule 1.2.2 above). If there is no bailiff to monitor time, and there is no other individual in the courtroom whom the judges can appoint as timekeeper, each team shall keep time for the opposing team.

3.4.2 Timekeeping procedures. Timekeepers shall display time cards so that they are visible to the attorney-contestant who is presenting oral argument and to the panel of judges. At the end of the time allocated for each attorney-contestant, the timekeeper shall announce “time” so that the attorney-contestant and judges will know that time has expired.

Comment to Rule 3.4.2. Although Tournament Directors shall attempt to recruit bailiffs for all hearings, there will be hearings in which teams must keep time for their opponents. Coaches are responsible for ensuring that their teams are familiar with the rules regarding allocation of time and experienced in keeping time. The Tournament Director shall provide a watch or timer that allows for accurate timekeeping. Teams should be instructed that intentional inaccurate timekeeping is considered an egregious rule violation that is subject to severe penalties under Article 10 below.

3.5 Use of notes and visual aids. Attorney-contestants may use notes at any time during the hearing. However, no charts, diagrams, or other visual aids shall be used during oral arguments.

3.6 Extension of oral argument. Judges may permit a **brief** extension of oral argument if an attorney-contestant’s time is exhausted while she is answering a judge’s question and she requests such an extension.

3.7 Critique. After hearing arguments of both teams, judges should offer evaluations of performance in a short “feedback” period.

3.8 Competitions are open to the public. All hearings shall be open to the public. However, the judges may clear the courtroom during their deliberations at the end of a hearing.

3.9 No substitutions. A team of the same two attorney-contestants must represent the Petitioner and/or the Respondent for every hearing of the Tournament. Substitutions are not permitted once the Tournament begins. If a team member is unable to complete the competition, that team will forfeit their next round.

3.10 No coaching during hearings. Coaches must not contact or attempt to contact by any means, whether personally or through another person, directly or indirectly, verbally or nonverbally, a member of a team during a hearing.

3.11 Closed problems. The problems presented for the ACMA Tournament are closed problems. Students may discuss cases outside the Table of Authorities **solely to the extent that they are quoted and cited within the official cases.** Judges are to be informed to deduct points as a penalty for use of prohibited materials.

Comment to Rule 3.11. For example, if a case is simply included in a string quotation, that case cannot be discussed unless the student says that this case of X v. Y was cited by the court in [official case within the record] to support its holding. Any detailed discussion of the facts or reasoning of X v. Y would be inappropriate unless those matters specifically appear in the official case.

3.12 Bench briefs. A Bench Brief may be distributed to judges for the purposes of briefing them on the constitutional issues presented in the problem. The contents of the Bench Brief are strictly confidential. Any team that uses material from the Bench Brief in its preparation shall be disqualified.

3.13 Judges’ decisions final. All decisions of the Judges regarding scoring are final subject to the certification of the ballots by the Tournament Director and the National Tournament Committee. In case of an incomplete or unclear judging form, the Tournament director shall have the final determination.

Article 4: TOURNAMENTS

4.1.1 National Tournament. The location of the National Tournament shall be at the campus of the University of Texas at Arlington unless it is determined otherwise by the Executive Committee. The date of the National Tournament shall be established by the Executive Committee of the ACMA.

4.1.2 Bids to the National Tournament. Teams must qualify to compete in the National Tournament by competing for and winning a bid at a Regional Tournament sanctioned by the ACMA.

4.1.3 Number of bids. There will be a total of 64 bids to the National Tournament.

4.1.4 National tournament bid criteria. The top 25% of the teams competing at each of the ACMA sanctioned Regional Tournaments shall receive automatic bids to the National Tournament. The National Tournament Committee shall allocate the remaining bids to the National Tournament.

4.1.5 Limit on teams from a single institution. Only eight teams from a single institution may qualify for competition in the National Tournament.

4.1.6 Receipt and return of tournament bids. Teams that qualify for bids to the National Tournament must download the registration form from the ACMA web site and follow the directions to complete and return the form by the specified deadline. Any team that does not complete and return its registration form by the date specified forfeits its bid.

4.1.7 Additional National Tournament bids. The National Tournament Committee shall be responsible for the reallocation of declined and forfeited bids on the basis of the provisions in Rule 4.1.4 above.

4.1.8 Substitutions. If both members of a team that has received a bid are unable to compete at the National Tournament, the bid is forfeited and will be reallocated by the National Tournament Committee. If one member of a team that has received a bid is unable to compete due to medical or academic reasons, a substitution is allowed subject to the prior approval of the National Tournament Committee. If a substitution is necessary, the team shall retain its seeding.

4.2.1 Regional Tournaments. Regional Tournaments are those qualifying tournaments that are recognized and supported by the Executive Committee of the ACMA. Each year the Executive Committee shall establish a deadline by which all Regional Tournaments are held.

4.2.2 Location and dates. The Executive Committee of the ACMA shall establish the location and dates of Regional Tournaments. The following Regional Tournament locations have been approved by the ACMA:

Eastern Regional at Fitchburg State College
Mid-Atlantic Regional at Regent University Law School
Midwestern Regional at The College of Wooster
Southeastern Regional at Armstrong Atlantic College
Southwestern Regional at Texas Tech University

Upper Midwestern Regional at Hamline College
Western Regional at University of California, Long Beach

4.2.3 Regional authority. ACMA rules are applicable at all designated regional tournaments. Each region shall determine rules regarding its non-ACMA tournaments that are held throughout the year. In the event there are no specific ACMA rules regarding procedural issues or conflicts that arise during the course of the ACMA tournament process, the region, in consultation with the Executive Director and President, retains full authority to make determinations about the proper rule to be applied according to its own rulemaking procedures.

4.2.4 Team limits. A school may register an unlimited number of teams for regional competition. Although schools may enter teams in any Regional Tournament (subject to space limitations to be set by the regional tournament director), no team may be entered in more than one Regional Tournament in a given year. Only eight teams from an institution may qualify for the National Tournament, regardless of in which regions they compete. If more than eight teams from the same school earn bids, the school may determine which eight teams will represent it.

4.2.5 Unaffiliated teams. A team comprised of members of two different schools shall be considered unaffiliated for purposes of team limits and same school restrictions.

4.3 Invitational Tournaments. An Invitational Tournament is an intercollegiate moot competition sponsored by a college or university and recognized by the ACMA. The Executive Director has the authority to recognize new Invitational Tournaments and to appoint their Tournament Directors. Each year, the Executive Director shall issue a report on Invitational Tournaments to the Executive Committee of the ACMA.

4.4. Oral Arguments and Brief Writing

All tournaments must include Oral Arguments. Brief Writing Competitions are optional.

ARTICLE 5: JUDGING CRITERIA

5.1 Scoring system. All tournaments sanctioned by the ACMA shall use the 400-point scoring system outlined on the ACMA Official Ballot (Appendix A).

5.2 Scoring based on presentation. Oral arguments shall be scored on the basis of quality of presentation, not on the merits of the case.

5.3 Scoring standardized to two ballots. Each preliminary hearing will generate a number of wins that corresponds with *TWO* ballots. As currently configured, using a three-round system, the maximum record a team can attain is 6-0, hence 6 wins. The worst record is 0-6, hence 0 wins. Ties will count as .5 ballots. The wins will be tabulated based upon the portion of the ballots that a given team actually receives from the number

of judges assigned to a particular hearing as indicated in the Calculation Sheet (see Appendix D). The total number of wins a team receives will be used to determine which teams qualify for the elimination rounds. In all instances, the numeric score will take priority over any written comments by the judge.

5.4 Brief writing competitions. Brief Writing Competitions shall be scored using the nine (9) criteria summarized on the ACMA Brief Writing Evaluation Form (Appendix B).

ARTICLE 6: TOURNAMENT PAIRINGS

6.1.1 Regional Tournaments: Preliminary rounds. The Regional Tournaments shall consist of at least three preliminary rounds of competition, wherever practicable, in which all teams compete. Each competing team shall represent each side of the case with a coin toss procedure used to determine which team represents Petitioner and Respondent in the third round. If there are four preliminary rounds then each team represents each side twice.

6.1.2 Pairings at Regional Tournaments. Teams shall present Oral Arguments before different Judges in each round, and no two teams shall be paired for more than one hearing during the preliminary rounds.

6.1.3 Same school constraint. Teams shall be randomly paired against other teams except that teams from the same school should not be paired at Regional Tournaments if possible. It is permissible for a team to face a different team or teams from the same school.

6.1.4 Elimination Rounds. Teams shall advance to the elimination rounds based upon the win-loss record from the preliminary hearings. In the event of a tie, the combined point differential from the preliminary rounds shall determine which team advances.

6.1.5 Number of teams that break. Although a minimum of sixteen teams are advanced to the elimination rounds at the national tournament, Regional Tournaments, depending on size, may advance fewer teams at the discretion of the Tournament Director.

6.2.1 The National Tournament: Preliminary rounds. The National Tournament shall consist of at least three preliminary rounds of competition in which all teams compete. Each competing team shall represent each side of the case with a coin toss procedure used to determine which team represents Petitioner and Respondent in the third round. This is only needed if the final round is an odd number. If there are four preliminary rounds then each team represents each side twice.

6.2.2 Pairings at the National Tournament. Teams shall present Oral Arguments before different Judges in each round, and no two teams shall be paired for more than one

hearing during the preliminary rounds.

6.2.3 Pairings in rounds one. In the first round, teams shall be randomly paired against other teams subject to the constraints listed below in 6.2.4 and 6.2.5.

6.2.4 Same school constraint. No team shall face another team from the same school in a preliminary round at the National Tournament.

6.2.5 Top regional teams are power protected. Teams that reached the semi-finals at a Regional Tournament in which sixteen (16) or more teams competed shall not be paired against other power protected teams in the first preliminary round. In Regional Tournaments with fewer than sixteen teams competing, the finalists shall receive power protection at the National Tournament. In Regional Tournaments with fewer than eight teams competing, the champions shall receive power protection at the National Tournament. In the event that one of the top finishers at a Regional Tournament does not compete at the National Tournament, the next highest placed team shall be power protected.

6.2.6 Pairings in round two. Round two pairings shall be power-matched based upon team rank (record and point differential) in round one. Teams shall be paired on a high-high basis: #1 vs. #2, #3 vs. #4, #5 vs. #6 . . . #63 vs. #64, subject to the constraints in 6.2.2 and the same school constraint in 6.2.4. If the above constraints apply, the closest available seed shall be given to each school. In case of a tie, ranking will be determined by coin toss.

6.2.7 Pairings in round three. Round three pairings shall be power-protected based upon team rank (record and point differential) after two rounds. Teams shall be paired on a high-low basis: #1 vs. #64, #2 vs. #63, #3 vs. #62 . . . #32 vs. #33, subject to the constraints in 6.2.2 and the same school constraint in 6.2.4. If the above constraints apply, the closest available seed shall be given to each school.

6.2.8 Elimination Rounds. Teams shall advance to the elimination rounds based upon the win-loss record from the preliminary hearings. In the event of a tie, the combined point differential from the preliminary rounds shall determine which team advances.

6.2.9 Number of teams that break. A minimum of sixteen teams shall advance to the elimination rounds at the National Tournament. All teams that finish with 5.5 wins or greater in the preliminary rounds shall advance. If more than sixteen teams meet this criterion, an additional elimination round shall be added to reduce the field to sixteen. At the discretion of the National Tournament Committee, all teams with 4 wins shall advance up to a maximum of 32 teams.

6.2.10 Brackets. Teams shall be paired according to a “brackets” scheme such that the highest scoring team shall be paired against the lowest scoring team in the eliminations, and so forth.

6.2.11 Breaking brackets. Brackets may be broken to prevent teams from the same school from competing during the elimination rounds subject to the following constraints: a) only four teams from one institution may be “protected” by breaking brackets, and b) there will be no breaking of brackets in the semi-finals of the National Tournament.

6.2.12 Coin toss. Competing Teams shall determine which team represents Petitioner and Respondent using a coin toss procedure.

ARTICLE 7: TOURNAMENT JUDGES AND OFFICIALS

7.1.1 Judges. Judges for tournaments may be recruited by the Tournament Director from local bar associations, institutional moot trial and law school alumni or any other reasonable source. Tournament Directors shall make every effort to recruit at minimum two individuals to act as Judges for each hearing.

7.1.2 Preparation of Judges. The Tournament Director is responsible for instructing Judges regarding the Tournament Rules and the scoring system. The Tournament Director shall provide Judges with copies of the problem and Bench Briefs (if available) in advance of the tournament.

7.1.3 Coaches as Judges. Whenever there are insufficient Judges to provide adequate Judges for a round of competition, the Tournament Director may recruit Coaches to serve as Judges. When Coaches serve as Judges, they may not judge any oral arguments involving their own teams. Coaches who serve as Judges shall set aside any partisan interests and be fair and reasonable in presiding and scoring as Judges.

7.2 Officials. Every tournament shall have a Director. The Director may recruit such other officials as are needed to assist with the smooth operation of the tournament.

7.3 Tabulation of scores. All ACMA sanctioned tournaments shall use the same scoring system. The Tournament Director shall appoint neutral parties to input data into the scoring system.

7.4 Verification of scores. At the conclusion of each preliminary round, a summary of the data inputted as well as the win/loss decision of each round shall be made available to the Coaches for inspection. Coaches shall have the opportunity to match the score sheets against the data input to insure no errors were made prior to the assignment of the next round. Teams without Coaches shall not have access to this material, but they may request that a Coach review their scores for possible errors.

7.5 Announcement of scores. All scores shall be kept confidential. Only the tabulators, Coaches, and the Tournament Director shall have access to ballots. Announcement of scores to student-competitors shall be made only after all ballots have been entered and

verified for accuracy.

7.6 Distribution of score sheets. At the conclusion of the Tournament, the Tournament Director shall provide copies of the score sheets for all the teams from each school to the Coach of that school.

ARTICLE 8: TOURNAMENT FACILITIES

8.1 Facilities. The Tournament Director shall provide facilities that are adequate for the tournament. Each hearing shall be held in a separate room. The tournament host is responsible for providing lecterns or podiums, time cards, and timers or watches for all rooms where hearings are held.

8.2 Handicap accessibility. The Tournament Director shall consider and accommodate the needs of handicapped participants, Judges and spectators to the fullest extent possible. Member institutions sending any students with special needs should notify the Tournament Director as early as possible so that such needs can be accommodated.

ARTICLE 9: VIDEOTAPING

9.1. Videotaping. Hearings may be videotaped. All participants agree to permit videotaping and the dissemination of these videotapes by ACMA when they ask to participate. Videotaping of hearings by participating teams is permitted if:

- (a) the person videotaping the round is affiliated with one of the schools competing in the round,
- (b) the videotaping does not interfere with the conduct of the hearing.

Comment to rule 9.1. Videotaping can serve many educational purposes, and it is encouraged for such purposes. However, videotaping for "scouting" purposes is not permitted by the rule. In addition, no host institution is ever obliged to provide videotaping equipment, a space convenient for videotaping, or even access to an electrical outlet. No one is entitled to videotape, and a tournament should never be slowed down to accommodate videotaping.

9.2. Use of videotapes. ACMA tournament events may be videotaped for promotional purposes or by the media for news purposes. Individual schools may also videotape any hearing in which one of their own teams is participating. Taping of teams in other circumstances is allowed only with their permission. The use of videotapes made during moot court competitions is restricted to the educational use of the institution making the tape. No commercial use is allowed without permission from ACMA and the participants.

ARTICLE 10: RULE VIOLATIONS

10.1.1 Complaints and sanctions. As specified under Rule 3.13, all decisions of the Judges regarding scoring are final. If a team believes that an opposing team has violated the Tournament Rules, such as by utilizing material from cases outside the Table of Authorities, it is the responsibility of that team to bring such a violation to the attention of the Judges during the course of oral argument. The Judges shall deduct points for any rule violation as they deem appropriate.

10.1.2 Egregious violations. A Coach may file a complaint of an egregious violation of the Tournament Rules (defined in 10.1.3, below) with the Tournament Director. The Tournament Director is empowered to meet with the Coaches of the teams involved in the complaint and to seek a mutually satisfactory resolution of the complaint.

10.1.3 Definition of egregious violations. Violations of the rules that are sufficiently egregious to warrant ACMA sanctions include, but are not confined to, the following:

- (a) Coaching during a hearing.
- (b) Physical or verbal abuse of any participant.
- (c) Destroying or defacing an opponent's notes or other property.
- (d) Intentional inaccurate time keeping.
- (e) Using an ineligible person as a team member.

These examples are not intended to provide an exclusive list of egregious violations, but rather are intended to serve as a guide for participants. However, minor, inadvertent or harmless rule infractions shall not be used as a means to gain strategic advantage or to harass an opponent.

10.2.1 Sanctions at ACMA Regional Tournaments. If informal resolution of a claimed rule violation is not possible and the complaint involves egregious conduct, the Regional Tournament Director or a Coach may file a written appeal documenting the violation in question to the Executive Committee of the ACMA. The Executive Committee of the ACMA may, by a majority vote, sanction a team by excluding them from participation in the next National Tournament.

10.2.2 Sanctions at the ACMA national tournament. If informal resolution of a claimed rule violation is not possible and the complaint involves egregious conduct, the National Tournament Director may, in consultation with and the agreement of at least two members of the Executive Committee not involved in the complaint, impose sanctions on the offending team. Sanctions may include, but are not limited to the following: (a) verbal or written warning, (b) loss of points, (c) loss of individual or team awards, (d) re-argument of a particular hearing before a new panel of judges, or (e) exclusion of an individual, team, coach or observer from further attendance at, or participation in, the current tournament. In addition, by a majority vote of the entire Executive Committee of the ACMA, a team may be excluded from future participation in ACMA sanctioned tournaments.

ARTICLE 11: ACMA EXECUTIVE DIRECTOR AND EXECUTIVE COMMITTEE

11.1.1 Executive Committee The ACMA shall be governed by an Executive Committee.

11.1.2. Legislative authority. The Executive Committee has the legislative authority to establish and amend the Rules of the ACMA, including the basic rules of conduct, tournament procedures, scoring system and all other rules and practices.

11.1.3 Amending the rules. Amending the ACMA Rules shall require a two-thirds affirmative vote of the members of the Executive Committee who are present. Voting via the Internet or teleconferencing is permitted.

11.1.4 Quorum. One-half of all the members of the Executive Committee must be present or represented in order for the Committee to conduct official business, and two-thirds of all the members of the Executive Committee must be present or represented in order for the Committee to vote on changes in the Rules of the ACMA.

11.1.5 Tournament dates and locations. The Executive Committee has the authority to establish the date of the National Tournament and the dates and locations of all sanctioned Regional Tournaments.

11.1.6 Executive Committee membership. The Executive Committee has the authority to elect new members of the Executive Committee.

11.1.7. Nomination, election, and removal of members. Executive Committee candidates shall be nominated by the Executive Director on or before September 1st of each year, and the nominations shall be acted on at the annual meeting of the Executive Committee. The Executive Director shall propose the removal of Executive Committee members on or before September 1st of each year, subject to the vote via electronic mail of a majority of the Executive Committee.

11.1.8 Same-school limitations. Colleges and universities may have no more than one voting member on the ACMA Executive Committee. Additional individuals from the same school may serve as nonvoting members, and schools may have two or more persons who share or alternate votes.

11.1.9 Annual meeting. The time and location of the annual meeting shall be established by the Executive Committee. Additional meetings may be called by the Executive Director of the ACMA.

11.2.1 Additional committees. The Executive Committee has the authority to create and appoint subcommittees, including the three permanent subcommittees named below, and

to delegate specific authority or tasks to these subcommittees.

11.2.2 Rules Committee. The Rules Committee shall consist of three members of the Executive Committee who are elected by the full Committee. The Rules Committee shall receive and consider all proposals for changes in the ACMA Rules, shall periodically review the Rules, and shall make recommendations for rule changes at the annual meeting of the Executive Committee.

11.2.3 National Tournament Committee. The National Tournament Committee shall be chaired by the President of the ACMA and shall also include the Executive Director of the ACMA, the Tournament Director of the National Tournament, and two additional members of the Executive Committee who are elected by the Committee. The National Tournament Committee shall administer the selection of teams to compete in the National Tournament as prescribed in Article 4 above.

11.2.4 Case Problem Committee. The Case Problem Committee shall consist of the Executive Director of the ACMA, the President of the ACMA, and at least two additional members of the Executive Committee who are elected by the Committee. The Case Problem Committee shall formulate the case problem for the next year and present it to the Executive Committee no later than May 1 for discussion, revision, and a vote of approval.

11.3.1. Executive Committee member duties and responsibilities. The members of the Executive Committee of the ACMA, who serve without salary or compensation, shall promote and represent the goals and values of the ACMA.

11.3.2 Assistance at tournaments. Members of the Executive Committee are expected to serve as outside observers at tournaments, to assist in the tabulation of scores at tournaments, and to generally assist the Tournament Director with tournament administration.

11.3.3 Promotion of the ACMA. Members of the Executive Committee are expected to organize invitational and Regional Tournaments when possible, to recruit new schools to participate in the Regional and National Tournaments, to mentor new Coaches, and to engage in outreach activities that promote the goals and programs of the ACMA.

11.3.4 Committee responsibilities. Members of the Executive Committee are expected to attend the annual committee meetings and other planning meetings, to serve on elected committees, to put the goals and values of the organization above their partisan team interests, to participate fully and advocate forcefully in committee meetings, and to act as part of a unified organization in implementing the decisions adopted by the Executive Committee.

11.4.1 Executive Director. The Executive Director of the ACMA is appointed, by majority vote, by the Executive Committee of the ACMA.

11.4.2 Duties and responsibilities. The Executive Director shall direct outreach activities that promote the goals and programs of the ACMA, maintain appropriate financial records, regularly report financial summaries to the Executive Committee, issue an annual report on Invitational Tournaments and Regional Tournaments, maintain the historical records of the ACMA, supervise the task of writing a new problem, and call special meetings or conferences of the Executive Committee when necessary. The Executive Director shall serve as a non-voting member of the Executive Committee.

11.5.1 President. The President of the ACAM is elected, for a three-year term, by majority vote of the Executive Committee of the ACMA.

11.5.2 Duties and responsibilities. The President shall coordinate the regional tournaments and ensure that the regional tournaments conform to the rules and procedures of the ACMA, chair the National Tournament committee and supervise the allocation of bids to the National Tournament, collaborate with the National Tournament Director to organize and oversee the National Tournament, release the case problem once it has been approved by the Case Problem Committee and the Executive Committee, maintain and update an Internet site devoted to the ACMA, and call special meetings or conferences of the Executive Committee when necessary. The President shall serve as a voting member of the Executive Committee.

APPENDIX A

ACMA APPROVED JUDGING FORM

ORAL ARGUMENTS

APPENDIX B

ACMA APPROVED JUDGING FORM

BRIEF WRITING

APPENDIX C

PROCEDURAL GUIDELINES

The following procedural appendix is included as an aid in training teams for competition. Thus, most of the following points are recommended rather than required by ACMA rules. However, items in italics are mandatory as they are abstracted from the rules.

1.1 General procedures. As much as possible, moot court should resemble the form and procedures of an appellate court. Attorney-contestants should wear business apparel and always treat the court with respect. Attorney-contestants should avoid being overly aggressive in presenting their arguments and should never exhibit hostile behavior toward the court or to opposing counsel.

1.2 Use of gestures. Attorney-contestants should present their argument from behind the podium or lectern, and should avoid distracting gestures such as waving their arms or pounding the podium.

1.3 Use of notes. Attorney-contestants may use notes at any time during the hearing. However, they are encouraged to give their opening statements without notes and to minimize the use of notes at other times. Attorney-contestants should maintain eye contact with the Judges throughout their oral argument.

2 Opening statement. In their opening statement, attorney-contestants should state “May It Please the Court” and wait for an affirmation from the Court. The first speaker should introduce both him or herself and his or her teammate and should inform the court which question or issue each team member will address. The second speaker should also introduce him or herself to the court. The opening statement of each attorney-contestant typically provides a brief summary of the key points of argument to be presented or provides the court with a clear picture of the case.

3 Statement of the facts of the case. The first speaker for Petitioner should be prepared

to provide a clear, concise statement of the facts. However, the statement of facts should be as short as possible to provide the factual context for discussing the legal and constitutional issues of the case. Sometimes the first speaker for Petitioner will simply ask the court if it wants a summary of the facts before moving to her main arguments. In general, Respondents should not provide a second statement of the facts, but Respondents may want to draw attention to some facts that they believe have been omitted or misrepresented by Petitioner.

4 Presenting arguments. Attorney-contestants should provide a “road map” of their overall argument, and they should start with their strongest points to ensure that they do not run out of time without presenting their strongest points. In general, attorney-contestants should state their conclusions first and then provide the facts and law to support their conclusions. Attorney-contestants should provide case citations to support their arguments, but should avoid lengthy quotations from cases. Time permitting, each speaker should provide a summary of the arguments that integrates their main points into a coherent whole.

5 Conclusion. Attorney-contestants should conclude with a one-sentence request for relief and an "unamplified identification of the ground on which the relief would be based." A “prayer” is not a proper concluding request in the Supreme Court of the United States.

6 Petitioner’s rebuttal. As specified in Rule 1.2.2, *Petitioners may reserve a maximum of three minutes of “rebuttal” from their twenty minute total.* As specified in Rule 3.4.1, Petitioners must make their request to reserve time for a rebuttal *prior to the beginning of each round.* The purpose of a rebuttal is to respond to the Respondent’s arguments, and it is inappropriate to attempt to introduce new arguments during the rebuttal.

7 Questioning by Judges. In a typical hearing, attorney-contestants will not be able to present their arguments without frequent interruption by Judges’ questions. When interrupted by a Judge’s question, an attorney-contestant should stop speaking immediately and focus on understanding and replying to the Judge’s question. When answering a Judge’s question, the attorney-contestant should address the Judge as “Your Honor.” Attorney-contestants should always attempt to provide clear and definite answers that address the Judge’s concerns. Evasive answers tend to engender more pointed questions and to lower the attorney-contestant’s scores. Unwillingness to answer a question will be interpreted as disrespect for the court. Once an attorney-contestant has answered a Judge’s question, she should return to the presentation of her argument.

APPENDIX D

CALCULATION SHEET FOR TABULATING PRELIMINARY ROUNDS AT THE NATIONAL TOURNAMENT

If two judges:

Each judge's decision will count as an independent win, loss or tie based upon the criteria described in Article 5 above and be awarded the corresponding number of ballots.

If three judges:

A team would receive the following range of ballot:

3 wins =	2 ballots	(3-0 decision)
2.5 wins =	1.67 ballots	(2-0-1 decision)
2 wins =	1.34 ballots	(2-1 or 1-0-2 decision)
1.5 wins =	1 ballots	(1-1-1 decision)
1 win =	.67 ballots	(1-2 or 0-1-2 decision)
.5 win =	.33 ballots	(0-2-1)
0 wins =	0 ballots	

If four judges:

4 wins =	2 ballots	(4-0 decision)
3.5 wins =	1.75 ballots	(3-0-1 decision)
3 wins =	1.5 ballots	(3-1 or 2-0-2 decision)
2.5 wins =	1.25 ballots	(2-1-1 or 1-0-3 decision)
2 wins =	1 ballot	(2-2 or 1-1-2 decision)
1.5 wins =	.75 ballots	(1-2-1 or 0-1-3 decision)
1 win =	.5 ballots	(1-3 or 0-2-2 decision)
.5 win =	.25 ballots	(0-3-1 decision)
0 wins =	0 ballots	

If five judges:

5 wins =	2 ballots	(5-0 decision)
4.5 wins =	1.8 ballots	(4-0-1 decision)
4 wins =	1.6 ballots	(4-1 or 3-0-2 decision)
3.5 wins =	1.4 ballots	(3-1-1 or 2-0-3 decision)
3 wins =	1.2 ballots	(3-2, 2-1-2, or 1-0-4 decision)
2.5 wins =	1 ballot	(2-2-1, 1-2-3, or 0-0-5 decision)
2 wins =	.8 ballots	(2-3, 1-2-2, or 0-1-4 decision)
1.5 wins =	.6 ballots	(1-3-1 or 0-2-3 decision)
1 win =	.4 ballots	(1-4 or 0-3-2 decision)
.5 win =	.2 ballots	(0-4-1 decision)
0 wins =	0 ballots	

If seven judges:

7 wins =	2 ballots	(7-0 decision)
6.5 wins =	1.86 ballots	(6-0-1 decision)
6 wins =	1.71 ballots	(6-1 or 5-0-2 decision)
5.5 wins =	1.57 ballots	(5-1-1 or 4-0-3 decision)

5 wins =	1.43 ballots	(5-2, 4-1-2, or 3-0-4 decision)
4.5 wins =	1.29 ballots	(4-2-1, 3-1-3, or 2-0-5 decision)
4 wins =	1.14 ballots	(4-3, 3-2-2, 2-1-4 or 1-0-6 decision)
3.5 wins =	1 ballot	(3-3-1, 2-2-3, 1-1-5 or 0-0-7 decision)
3 wins =	.43 ballots	(3-4, 2-3-2, 1-2-4, or 0-1-6 decision)
2.5 wins =	.36 ballots	(2-4-1, 1-1-5, or 0-2-5 decision)
2 wins =	.29 ballots	(2-5, 1-4-2, or 0-3-4 decision)
1.5 wins =	.21 ballots	(1-5-1 or 0-4-3 decision)
1 win =	.14 ballots	(1-6 or 0-5-2 decision)
.5 win =	.07 ballots	(0-6-1 decision)
0 wins =	0 ballots	