

UNIVERSITY OF WASHINGTON
MOOT COURT HONOR BOARD

Bylaws

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PREAMBLE – Governing Philosophy and Terminology

Section 01 – Purpose and Priority. The purpose of Moot Court Honor Board (MCHB) at the University of Washington School of Law is to encourage and assist law students in developing advocacy skills through practice and competition. The priority of the MCHB is to maintain and enhance the reputation and integrity of competitions, and to excel at regional and national moot court competitions.

Section 02 – No Members-Only Programs. The MCHB shall provide no advocacy development programs for the exclusive benefit of MCHB members, and all selection for regional and national competitions will be open to the student bar.

Section 03 – Schematic of Operations. The MCHB empowers the Executive Board and Competition Committees to manage its day-to-day operations. The MCHB elects a President to lead the MCHB and act on behalf of the MCHB when necessary. The President appoints officers to assist in the leadership and management of the Program. The MCHB establishes general policies and oversees the activities of the officers and the committees.

Section 04 – Bylaw versus Rule. The bylaws govern the MCHB and are binding on all MCHB members and persons competing in MCHB-sponsored competitions. The MCHB may adopt or repeal a bylaw only with a 2/3 vote of the members of the MCHB who appear at the meeting. The Executive Board may adopt rules pursuant to the bylaws to the extent that a bylaw provides such authority. Rules have the same binding effect as bylaws, though rules may be adopted, repealed, or modified upon a 2/3 vote of the voting members of the Executive Board.

Section 05 – Terminology. The following definitions shall pertain wherever in the bylaws the terms may be found.

(a) 2L. The term “2L” shall mean a student at the University of Washington Law School who has completed the academic requirements of three quarters or two semesters of enrollment at an ABA-accredited law school and who will not graduate at the end of the current academic year.

(b) Year. The term “year” shall refer to the academic year as opposed to the calendar year, and shall commence on the first day of classes of the Autumn Quarter and end on the last day of classes of the Spring Quarter.

ARTICLE I – ORGANIZATION

Section 11 – Membership.

(a) Number. MCHB membership may vary over the course of a year, but at no time shall there be fewer than 18 members.

(b) Selection. The MCHB shall choose members by competition, cumulative, and special selection.

(1) Competition Selection. Each year the MCHB shall select eighteen new members based on outstanding performance in in-house competitions. The MCHB shall select eight (8) new members from the First Year Competition, two (2) from the 1L Mock Trial Competition, two (2) from the 2L/3L Mock Trial Competition, and two (2) from the Falknor Appellate Advocacy Competition. Competition selection criteria are set out at Rule 101.

(2) Cumulative Selection. After the last in-house competition of the year, the MCHB shall select two (2) new members from the 1L class based on points accumulated for participating in first year in-house, regional, and national moot court competitions. The MCHB shall select four (4) new members from the 2L class based on points accumulated for participation in first- and second-year in-house, regional, and national moot court competitions. Cumulative selection criteria are set out at Rule 102 and the form is attached at Appendix A.

(3) Special Selection. The Executive Board may nominate students who win awards at regional or national competitions for special selection. Nominees must receive the votes of a 2/3 of the full MCHB membership to be invited to join the MCHB. 2L members added by special selection count against the four (4) 2L cumulative selection membership positions. No more than two (2) students can be selected through special selection during the academic year.

(c) Invitations. The President shall make all official invitations to join the MCHB.

(d) Training. A member of the E-Board, appointed by the President, shall train all new MCHB members, providing an explanation of membership requirements, the schedule for the year, and an explanation of Moot Court competitions.

(e) Term of Membership. MCHB members serve from the time they accept a membership invitation, until the last day of classes of the quarter of their graduation, or upon resignation or termination of membership under these bylaws.

Section 12 – Officers.

(a) Number and Composition. The MCHB has eight officers: President, Vice President of

In-House Competitions (VPIC), Vice President of National Competitions (VPNC), Vice President of Development (VPD), Vice President of Resources (VPR), Vice President of Judges (VPJ), Vice President of Finance (VPF), and a 2L Class Representative.

(b) Selection of the President. The President shall be elected at the end of Winter Quarter by a majority of all members not graduating at the end of Spring Quarter of the current year. Procedures for nominating and electing the President are set out at Rule 103(a).

(c) Selection of Vice Presidents. The President-elect shall appoint all Vice Presidents. Procedures for applying for officer positions are set out at Rule 103(b).

(d) Selection of 2L Representative. During or prior to the fifth week of Autumn Quarter, the President shall take nominations and call an election meeting for a 2L Class Representative. 2L MCHB members shall nominate and vote for a 2L Class Representative. Vote shall be by secret ballot. The 2L Representative shall be elected by a majority vote of the 2L MCHB members.

(e) Term of Office.

(1) Term of Office. All officers, except for the 2L Class Representative, begin their term of office during the first week of spring quarter of their 2L year and end their term during the last week of winter quarter of their 3L year.

(2) Removal. The President may be removed from office by a 2/3 vote of the full MCHB membership. The VPR shall preside over the removal vote. Upon the request of the President, Vice Presidents may be removed by a simple majority vote of the full MCHB membership. The 2L Class Representative may be removed by a 2/3 vote of all 2L members. Removed officers retain their membership on the MCHB unless membership is revoked, pursuant to the revocation procedures set out at Section 21(b) and Rule 207.

(f) Vacancies. If the Presidency is vacant, the VPIC becomes acting President. If the vacancy occurs before the start Winter Quarter, the MCHB shall elect a new President within two weeks of the vacancy. The acting President shall select a member of the Executive Board who is not running for President to preside over the vote. If the vacancy occurs on or after January 15, the VPIC completes the year as President. The President fills all other officer vacancies by appointment.

Section 13 – Executive Board. The voting members of the Executive Board shall be the President, the six Vice Presidents and the 2L Class Representative. The President-elect shall also be a non-voting member of the Committee.

Section 14 – Advisors and Consultants. The MCHB uses non-student advisors and consultants to enhance the abilities of the MCHB and provide for continuity.

(a) Faculty Advisory Board. The MCHB shall have a Faculty Advisory Board (Faculty Board) consisting of three Faculty Advisors with responsibilities consistent with University policies. The President shall consult the Faculty Board and keep it informed of scheduled Moot Court events and of the decisions of the Executive Board and the MCHB.

(1) Relationship. The Faculty Advisors shall serve in an advisory role. MCHB may seek advice from its Faculty Advisors on selection of regional and national teams and organization of in-house competitions. Consistent with its status as an autonomous student-run organization, MCHB reserves exclusive authority to make its decisions and selections under these bylaws.

(2) Enforcement of Law School and University Policies. The Faculty Advisors should ensure that MCHB complies with law school and university policies governing ethical conduct of student organizations.

(3) Administrative Duties. Consistent with law school policy, the Faculty Advisors can certify students' receipt of academic credit for participating in in-house, regional or national competitions.

(4) Liaison with Faculty and Administration. Upon the request of MCHB, the Faculty Advisors may serve as a liaison between the organization and the law school faculty and administration.

(5) Appointment and Removal. Faculty Advisors are appointed (and can be removed) by a 2/3 vote of the Executive Board.

(b) Lay Advisor. The MCHB may have a Lay Advisor with responsibilities established by agreement between the President and the Lay Advisor. The President should consult the Lay Advisor and keep the Lay Advisor informed of scheduled events and of the decisions of the Executive Board and the MCHB.

(c) Consultants. The MCHB may have Faculty or Lay Consultants for each competition. The Consultants have responsibilities as established by agreement between the Competition Committee or VPNC and the Consultant. The Competition Chair shall consult the consultants and keep the consultants informed of scheduled events and of the decisions of the Competition Committee, Executive Board, and the MCHB.

RULES pursuant to ARTICLE I

Rule 101 – Competition Selection Criteria.

(a) Eligibility. For purposes of the First Year Competition, all competitors reaching the quarterfinal round of the competition are eligible for selection to the MCHB, regardless of the number of brackets. For all other in-house competitions, all 2L competitors reaching the elimination rounds of the competition are eligible for selection to the MCHB.

(b) Invitee Score. The VPR shall calculate the Invitee Score for all eligible competitors.

(1) Competitions without a Written Component. The Invitee Score is on a 150-point scale and shall be equivalent to the speaker score, as determined pursuant to Rule 305.

(2) Competitions with a Written Component. For purposes of all in-house competitions, the Invitee Score is on a 200-point scale. The Invitee Score for a competitor shall be the sum of his or her brief score (converted to a 50-point scale) and his or her speaker score, as determined pursuant to Rule 305.

(c) Selection. The VPR shall present to the President a list ranking the competitors eligible for competition selection in order of Invitee Score. The President shall select as many new members to the MCHB as permitted for that competition under Section 11(b)(1), inviting eligible competitors by preference of high Invitee Score.

Rule 102 – Cumulative Selection Criteria.

(a) Eligibility. All students who timely submit a Cumulative Selection Form to the MCHB are eligible for Cumulative Selection to the MCHB.

(b) Invitee Score. The VPR shall calculate the Invitee Score for all eligible applicants. The Invitee Score consists of points earned for participation and performance in in-house, regional, and national oral advocacy competitions. Because the MCHB recognizes participation in academic and clinical advocacy classes through The Order of Barristers award, no Cumulative Selection points are awarded to applicants based on class activities.

(1) In-House Competitions. The applicant shall score 1 to 6 points for each time the applicant participated in any in-house competition other than any regional or national competition not sponsored by the University of Washington MCHB or paid for by the MCHB or school funds. The number of points awarded shall be based on the highest round the applicant reached:

Less than Quarterfinal	1
Quarterfinal	3
Semifinal	4

Finalist (second place finish)	5
Champion	6

In addition, the applicant shall score 3 points for each Best Speaker award, 2 points for Second Best Speaker award, 1 point for Third Best Speaker award, 1 point for Second Best Brief award, and 3 points for each Best Brief award earned by the applicant in any of these competitions.

(2) Regional and National Competitions. The applicant shall score 1 to 12 points for each time the applicant participated in any regional or national competition sponsored by the University of Washington MCHB and paid for by MCHB or school funds. The number of points awarded shall be based on the highest round the applicant reached:

Less than Quarterfinal	2
Quarterfinal	6
Semifinal	8
Finalist (second place finish)	10
Champion	12

Moreover, the applicant shall score 6 points for each Best Speaker award, 4 points for each Second Best Speaker award, 2 points for Third Best Speaker award, 6 points for each Best Brief award, and 3 points for each Second Best Brief award earned by the applicant in any of these competitions.

(c) Selection. The VPR shall rank the applicants in order of Invitee Score. In case of a tie, the VPR will employ the methods below in the order listed:

- (1) Most points for champion finishes.
- (2) Most points for finalist finishes.
- (3) Most points for semi-finalist finishes.
- (4) Most points for quarter-finalist finishes.
- (5) Most combined points for best speaker and best brief
- (6) Most points for less than quarterfinal finishes.
- (7) Individual average cumulative score for all competitions

Rule 103 – Officer Selection

(a) Procedures for Nominating and Electing the President. The current President shall inform all members of the method of nominating and selecting the next President by the sixth week of Winter Quarter.

(1) Eligibility. All members not graduating at the end of Spring Quarter are eligible to vote, make nominations, and be nominated.

(2) Nominations. Nominations must be communicated to the current President during

the sixth week of Winter Quarter. Self-nomination is allowed.

(3) Election. The current President shall call an election meeting during the seventh week of Winter Quarter. Vote will be by secret ballot. If no nominee receives a majority of eligible votes, the President will hold a run-off election between the two nominees receiving the highest number of votes. If the two run-off candidates tie, another vote is held. If there is another tie, the Executive Board will choose between the two nominees by majority vote.

(b) Procedures for Applying for Other Officer Positions. By Monday of the eighth week of Winter Quarter, the President-elect shall inform all members who were eligible to vote for President of the method of applying for office. Applications are due on Friday of the eighth week of Winter Quarter. No promise of a position shall be made by the President-elect before applications are due. The President-elect should meet with each applicant. The President-elect shall inform the President of the new officers by Friday of the ninth week of Winter Quarter.

ARTICLE II – OPERATIONS

Section 21 – Membership Responsibilities and Authority.

(a) Membership Requirements. All members must compete, work on a committee, attend MCHB meetings, and spend at least 40 hours per year performing MCHB and committee functions.

(1) Competition Requirements. Members who are on the MCHB for two full years must compete in a competition during both their 2L and 3L years. Members who are on the MCHB for less than two years must compete in a competition during their 3L year. All members must compete in one credit-granting competition after their 1L year.

(2) Management Requirement. Each MCHB member must serve either as an officer or as a member of a competition committee during each full or partial year of membership. 3L members apply for their committee and position to the VPIC. 2L members apply for their committee and position to the VPJ.

(3) Assignments Requirement. The President or VPR may assign MCHB tasks to members. The President or VPR should not assign work related to a competition that the competition committee could complete without outside help.

(4) Meetings Requirement. Members must attend MCHB and Competition Committee Meetings or inform the President or Competition Chair if they cannot attend.

(5) Competition Assistance Requirement. Members must attend at least one night of each competition hosted by MCHB and assist the Competition Committee. The Competition Chair will delegate tasks to each MCHB member. The President may excuse members for good cause.

(6) Hours Requirement. All members must work 40 hours a year managing competitions and performing other MCHB functions. Hours spent fulfilling the Competition Requirement do not count toward the Hours Requirement. Hours spent fulfilling the Management, Assignments, Meetings Requirement, or Competition Assistance Requirement do count toward the Hours Requirement. Completing the Hours Requirement may entitle a member to one academic credit per year.

(b) Probation, Removal, and Appeal. The Executive Board may place a member on probation for failure to complete any membership requirement, and may remove a member from the MCHB for failure to complete any other membership requirement while on probation.

(1) Probation. The Executive Board may place a member on probation for failure to

complete or reasonably complete an assignment or other membership requirement. Any officer or committee chair may recommend probation in writing to the President, specifying the requirement not met. The President will forward the recommendation to the Executive Board and the member. The member may respond in writing within 3 school days. If the Executive Board finds that the member has received notice of the opportunity to respond to the probation recommendation, and that he or she has not completed assignments or other MCHB requirements, the Executive Board may place the member on probation by a 2/3 vote. Probation continues for the term of membership unless the Executive Board withdraws probation by a 2/3 vote or votes to remove the member.

(2) Removal.

(a) Grounds for removal.

(i) The Executive Board may remove a member who is currently on probation from the MCHB for failing to complete a membership requirement different from the one for which the member is on probation.

(ii) The Executive Board may remove a member, without a probationary period, for a violation of the school's Honor Code, for any cheating or intentional misconduct while competing in a MCHB-sponsored in-house, regional, or national competition, or for willful disregard of a membership requirement.

(b) Procedure for removal. Any officer may recommend removal in writing to the President, describing the grounds for removal. The President will forward the recommendations to the Executive Board, Faculty Advisors, and the member. The member may respond in writing within 3 school days. The member may resign during this period. If the Executive Board finds that the member has received notice of the opportunity to respond in writing to the removal recommendation, and that he or she has not adequately refuted the grounds for removal, the Executive Board may remove the member from the MCHB by a vote of at least 5 officers.

(3) Appeal. Removed members may appeal to the MCHB for reinstatement. Removed members may only appeal to the President in writing within 5 school days of removal. Upon appeal, the officer making the recommendation and the member must receive an opportunity to speak at a MCHB meeting. Reinstatement requires a 2/3 majority of the full MCHB.

(c) Authority of Members to Act for the MCHB. Members have authority to act on behalf of the MCHB when specifically required to do so to fulfill assigned duties or when specifically authorized by a vote of the MCHB or Executive Board Members. Members who spend funds on behalf of the MCHB without prior approval from the President or VPF do so at the risk that the MCHB will not pay or reimburse the expense.

Section 22 – Officer Responsibilities and Authority.

(a) Duties. Each officer must fulfill the duties listed in the appropriate officer description

set out in Rules 201-07. With the consent of the officers involved, the President may informally change the job descriptions for the current officers. The job descriptions revert to those in Rules 201-07 at the end of the term of the current officers.

(b) Training. Starting the first week of spring quarter, the current officers shall train their successors. The President-elect should attend the training session for each officer.

(c) Authority of the President to Act for the MCHB. The President may act on behalf of the MCHB on any issue the President decides must be resolved before the next Executive Board meeting. The President shall make a reasonable effort to call a special Executive Board meeting or consult with other officers on their decision. A 2/3 vote of the Executive Board or MCHB membership may overrule decisions of the President.

Section 23 – Executive Board

(a) Authority of Executive Board to Act for the MCHB. The Executive Board may act on behalf of the MCHB on any issue the Executive Board decides it should resolve before the next MCHB Meeting. The Executive Board should defer decisions to the next MCHB Meeting or to a Competition Committee when practical. The Executive Board should call a special MCHB Meeting when it feels the input of the full MCHB would be beneficial. A decision of the Executive Board may be overruled by a majority vote of MCHB membership.

(b) Meetings. The Executive Board must meet regularly at a time and place of the Board's choosing. Executive Board meetings are open to all members, unless 2/3 of the Executive Board votes to consider a matter in closed session. The Executive Board need not have regular meetings during Summer Quarter or during quarter breaks. The President may call special meetings at the request of an officer or as necessary. The President chairs all Executive Board meetings. If the President is not available, the President may designate another member of the Executive Board to chair the meeting. The President calls the meeting to order, establishes the procedure that controls the meeting, and adjourns the meeting. The President may limit debate and may call for a vote.

(c) Voting. Any decision of the Executive Board requires four votes in favor, except for removal of an MCHB member under Section 21(b)(2) or unless a specific bylaw provision provides otherwise.

(d) Relationship to Competition Committees. The Executive Board is responsible for general matters that affect all competitions. The Executive Board will seek to standardize the competitions and provide quality control. The Executive Board may provide the competition committees with written guidelines. The Executive Board may overrule any decision of a competition committee that is not in accord with the Bylaws, with competition rules, or with the Executive Board's written guidelines.

Section 24 – MCHB Meetings. MCHB meetings shall be held regularly except during Summer

Quarter or during quarter breaks. The President may call special MCHB meetings at any time. The President shall provide MCHB members with reasonable notice of each meeting.

(a) President Chairs Meetings. The President chairs the meeting, calls the meeting to order, establishes the procedure that controls the meeting, and adjourns the meeting. If the President is not available, the President may designate another member of the Executive Board to chair the meeting. The President may limit debate and may call for a vote.

(b) Voting and Quorum. Each member has one vote. Votes of the MCHB may occur at meetings, by ballot or by e-mail. No issue shall pass without favorable votes from at least a majority of the full MCHB membership. Members may vote by proxy in writing to any member..

(c) Report of Competition Chairs. Each Competition Chair shall report at each regular or special MCHB meeting on the competition committee's activities since the last MCHB meeting.

(d) MCHB Meetings Called by a Member. Any member may ask the President to call a special MCHB meeting. If the President refuses, the member may call a special MCHB meeting by giving all members two-day advance written notice of the meeting and the issue for discussion. The President shall ensure that the meeting complies with the requirements of this section.

Section 25 – Planning.

(a) Planning Committee. Each Spring Quarter the President shall appoint a Planning Committee composed of the President-elect and Vice President-appointees. The President shall provide the Committee with the current plan and any planning recommendations.

(b) Scope. The Planning Committee shall develop a plan of recommended activities for the next year by the ninth week of Spring Quarter. The plan shall contain a calendar including critical preparation dates for in-house and national competitions and events called for in these bylaws, and a budget including separate accounts for each competition.

(c) Presentation of Plan. The Planning Committee shall distribute a copy of the plan to each member by the end of Spring Quarter. The Planning Committee shall present the plan to the MCHB for discussion at the May Meeting. The plan shall be effective except as specifically amended at that meeting.

Section 26 – Annual Report. The Executive Board may present an Annual Report at the end of the year.

RULES pursuant to ARTICLE II

Rule 201 – President. The President leads the officers and the MCHB, directs meetings, provides liaison, and enforces the bylaws.

(a) Chair of Meetings. The President calls and chairs all MCHB and Executive Board meetings. The President need not be a neutral chair. The President establishes the agenda and procedure for meetings; arranges for meeting rooms; distributes meeting notices; calls to order and adjourns meetings; and limits debate and calls for a vote.

(b) Chief Officer. The President appoints officers; attends training of each officer; delegates tasks to officers and members as appropriate; negotiates change of duties between officers; works with VPF to develop budget; and authorizes expenditures consistent with the budget.

(c) Liaison. The President is the MCHB liaison to the Dean’s Office, faculty, all internal and external organizations, and other schools. The President makes orientation presentation to 1Ls; informs and seeks advice from faculty and lay advisors; and attends budget meetings with VPF.

(d) Executive of the Bylaws. The President ensures the bylaws are followed, uses bylaws to guide MCHB decisions, and seeks amendment to the bylaws when changes are necessary or appropriate.

Rule 202 – Vice President of Finance (VPF). The VPF performs finance duties.

(a) Chief Financial Officer. The VPF prepares budgets; prepares supplies and spending guidelines memoranda for members, regional competition team members, and coaches; track budgets; authorizes expenditures consistent with the budget; manages reimbursement of outlays; negotiates budget and budget codes with business and law school administrative offices; informs teams and committees of budgets and codes; prepares financial statements; and maintains the bank account.

Rule 203 – Vice President of Resources (VPR).

(a) Chief Personnel Officer. The VPR oversees selection of new members; runs Cumulative Selection; devises and updates systems to keep track of member hours; prepares credit requests/authorization; indicates reasons for MCHB credit or competition credit denials; watches for credit issues within administration; receives written requests for project help from committee chairs; assigns work to members based on low hours; orders and inventories office equipment and supplies advises Executive Board of members not completing tasks adequately.

(b) Computer Resources. The VPR maintains computer resources, including passwords, communications, training, and backups of computer data.

(c) MCHB Internal Development. The VPR organizes orientation for new members. The VPR also organizes at least one social activity per quarter to maintain good will among members and a commitment to the organization.

(d) Bylaws Maintenance and Member Handbooks. The VPR shall update and maintain the MCHB Bylaws, and provide a MCHB handbook to all new members.

Rule 204 – Vice President of National Competitions (VPNC). The VPNC supervises regional and national competition teams.

(a) Maintains Information. The VPNC researches and maintains files of known annual national and regional competitions with sponsors and schedules. The VPNC publicizes national and regional competitions whether or not the University of Washington sends teams; recommends criteria for non-funded teams; and receives, distributes to teams, and files national and regional competition rules and information.

(b) Funding. The VPNC requests special funding for national and regional teams and assists the VPF in preparing and tracking competition budgets.

(c) Regional Team Selection. The VPNC recommends selection criteria, applies the criteria in order to select teams, and notifies regional team invitees of their selection.

(d) Regional Team Preparation. The VPNC recruits coaches for regional and national teams; assists team members in making travel and accommodation arrangements; establishes and tracks timetables with regional teams; arranges educational training for regional teams; researches and lists past competitors in local area for use by teams.

Rule 205 – Vice President of In-House Competitions (VPIC). The VPIC leads competitions committees, is second to the President, and protects and enhances the integrity and reputation of the competitions.

(a) Formation of Competition Committees. Each summer, the VPIC appoints next year's 3L members to serve on Competition Committees, after consulting with the President.

(b) Competition Duties. The VPIC standardizes the competition rules and sees that the Competition Chair places a copy on the MCHB website by the end of the sign-up period. The VPIC consults with competition chairs on selecting competition advisors; reviewing competition binders; drafting and posting competition rules. VPIC ensures that the Chair of the 1L Competition Committee coordinates with BLS instructors for the First Year Competition. During competitions, the VPIC keeps the committee on schedule; attends the first night of each competition; remains available for problems and competition rules changes; and shall be informed of competitor discipline decisions.

(c) Competition Budgets. The VPIC assists the VPF in preparing and tracking competition

budgets.

(d) Second to President. The VPIC takes over the President's duties when the President is absent and becomes President if the President is removed from office.

Rule 206 - Vice President of Development (VPD). The VPD is responsible for marketing and recognition.

(a) Advocacy Development. The VPD prepares and updates all MCHB promotional materials, and maintains the MCHB video library.

(b) Recognition. The VPD is in charge of MCHB recognition, The Order of Barristers, the award display, MCHB member certificates, and alumnus recognition.

(c) Sponsorship Relations. The VPD establishes and maintains sponsorship relations with competition sponsors.

(d) Fund-raising. In coordination with appropriate law school administrators, seek sponsorship from outside funding sources for ongoing activities, to include permanent recognition displays, participation in regional and national competitions, and hosting competitions in Gates Hall.

(e) Advertising. The VPD is responsible for maintaining the MCHB website.

(f) Annual Report. The VPD prepares and distributes the annual report during spring quarter. The annual report shall include a list of the MCHB members, the officers, the new members selected, advisors, the results of in-house competitions and the names of award winners, and the members of regional and national teams and awards won. The report may describe faculty support, student participation, judges, significant events, and a financial statement. The annual report should be posted on the MCHB website.

(g) Community and Alumni Outreach Activities. The VPD shall coordinate all outreach efforts and events involving alumni and members of the community.

Rule 207 – Vice President of Judges (VPJ). Responsible for judge recruiting, accountability, and recognition.

(a) Judges Managers Appointment and Supervision. The VPJ appoints 2L members to Competition Committees as Judges Managers, and trains and supervises their performance.

(b) Judges Database. The VPJ maintains and updates the judge database and formats letters to judges for each competition.

(c) Recognition of Judges. The VPJ shall supervise the Judges Managers in sending handwritten "thank you" letters to judges following a competition. The VPJ recognizes

sustained participation of judges and outstanding alumni participation

(d) Grievances. VPJ works with VPIC to resolve grievances relating to judges.

(e) Networking. The VPJ seeks judges by marketing MCHB functions to outside sources, including law firms, professional organizations, professors, students, and potential competition judges.

(f) VPJ is responsible for ensuring all judges who judge in a competition hosted by MCHB and apply for CLE credits receive those CLE credits.

ARTICLE III – COMPETITIONS

Section 31 – Competition Committees. A committee of members shall run each in-house competition and each regional competition hosted by the MCHB. Each Competition Committee consists of a Competition Chair, a Vice-Chair, Judges Managers, and either the VPIC or the VPNC.

(a) Officer Supervisor. The VPIC shall supervise all in-house competition committees. The VPNC shall supervise all regional competitions hosted by the MCHB. The VPNC or VPIC shall decide how many MCHB members are needed to organize the competition.

(b) Competition Chair. A Competition Chair shall chair each competition committee. Duties of the Competition Chair include (1) keeping the committee on schedule; (2) selecting the problem for the competition; (3) organizing an information session at least one week before the close of sign-ups; (4) serving as scoring manager for the competition; (5) acting as liaison between competitors and MCHB; (6) preparing a final list of all award winners from the competition and submitting this list to the VPD; and (7) updating the competition binder.

(c) Vice-Chair. A Vice-Chair shall be appointed by the VPIC for each Competition Committee. The Vice-Chair shall be responsible for all competition logistics, including parking reservations, room reservations, and food for judges during the nights of the competition, and the final banquet.

(d) Judges Managers. Other members appointed to the committee will perform duties as Judges Managers.

(e) Additional Staffing Needs. Competition Chairs shall notify the VPIC or VPNC of additional staffing needs as they arise. The request must include complete instructions for the task, all material necessary to perform the task, the number of members needed, and the deadline. Competition committees shall make every effort to complete all tasks within committee.

Section 32 – Competition Rules. Each competition shall have written rules. The presence of competition rules in these bylaws in no way suggests that the MCHB is required to host the competition.

(a) Adoption. Competition rules may be adopted or changed by the Competition Committee with approval of the President or VPIC. The Executive Board shall seek to standardize rules and scoring systems. Select competition rules are set out at Rules 302-04.

(b) Notice. The Competition Chair shall place the competition rules on the MCHB website by the end of the competition sign-up period.

(c) Emergency Competition Rules Change. A Competition Chair may, with the approval of

the President or VPIC, change the competition rules during the week of a competition to correct an unforeseen emergency. Any change shall be in the best interests of the reputation and integrity of the competition. Written notice of the change shall be given to each competitor before the next round.

Section 33 – Tabulation Procedures. The following tabulation procedures shall be applied in all in-house competitions. These procedures are suggested for use during regional competitions hosted by the MCHB, but regional competition rules shall preempt these tabulation procedures if there is inconsistency.

(a) Independent Tabulation. At least three Competition Committee members (“tabulators”) shall independently tabulate the scores of each ballot. Each tabulator shall, independently from the others, calculate the final scores for the round. The tabulators shall compare the results of their calculations for each ballot, resolve any disparity between the results, and declare the result of the round.

(b) Exclusion of Individuals from Tabulation Room. The only individuals allowed in the MCHB office during tabulation are MCHB members not competing in the competition.

(c) Transparency. A member of the Competition Committee shall post the results of each round reasonably soon after tabulation is complete and winners have been declared. After results of the round have been posted, a carbon copy or photocopy of each ballot, and, if there is a brief score component and a separate tabulation sheet is used, a copy or original of at least one of the tabulation sheets, shall be placed in the student mailbox of one competitor from each team. Copies of ballots and tabulation sheets shall be distributed in student mailboxes the night of the competition. The Competition Committee shall retain the original copy of every ballot.

(d) Proviso on Postings. The posting of the results of each round other than the final round of the competition shall explain that results are subject to change until three hours prior to the scheduled start of the next round of competition. Each posting of the next round’s pairings shall explain that pairings are subject to change until three hours prior to the scheduled start of the round.

(e) Tabulation Challenges. Any competitor may challenge the accuracy of a ballot tabulation by e-mailing the Competition Chair no later than 10:00 a.m. on the day following the challenged round (after this time, competitors have waived their right to challenge the results). If a challenge is received by this deadline, the Chair shall consult the President (or alternatively, the VPIC), and shall resolve the matter as soon as possible, and no later than three hours before the next round. The Competition Committee shall promptly post a written response to the competitor challenging the tabulation.

(f) Discovery of Tabulation Errors. If MCHB members find a miscalculation or other inaccuracy, the Competition Committee shall replace the postings of results with a corrected posting, and change the pairings for the next scheduled round, no later than three

hours before the next scheduled round.

(g) Notification to Competitors Affected by Tabulation Error. Subsequent to a change in the pairings for an elimination round, a member of the Competition Committee shall, at a minimum, promptly send an e-mail to all competitors originally posted to have advanced to an elimination round and all competitors who are to advance under the corrected pairings. The e-mail shall explain that a tabulation error has resulted in revised matchings.

Section 34 – Competition Discipline.

(a) Cause. The Competition Committee or Executive Board may discipline competitors for violations of the competition rules or the Competition Honor Code (Rule 306).

(b) Complaints. Any competitor, judge, or member who witnesses a violation of the competition rules or the Competition Honor Code (“complainant”) may complain to any member of the Competition Committee about the conduct of the alleged violator (“respondent”).

(1) Formal Complaints. To qualify as a formal complaint, the complaint must: (A) be written and signed (or communicated by e-mail to the Competition Chair); (B) state facts indicating a violation of a rule; (C) identify the team or individual accused; and (D), if before or during the oral advocacy phase of the competition, be presented to a Competition Committee member no later than 10:00 a.m. on the day of the next oral round. If the complaint fails to meet these requirements, the Committee shall inform the complainant that the complaint will be treated as an informal complaint subject to Section 34(b)(2) and (e). If the complaint does meet these requirements, the Competition Chair shall immediately inform the VPIC and the President of the formal complaint, and shall promptly provide a copy of the formal complaint to the respondent.

(2) Informal Complaint. Complaints that do not meet the requirements of Section 34(b)(1) are informal complaints. The Competition Chair shall promptly inform the respondent and the VPIC of the informal complaint. The remedies for informal complaints are set out at Section 34(e).

(c) Formal Complaint Procedures.

(1) Executive Board Meeting. Upon receipt of a formal complaint, the President shall consult all available members of the Executive Board as soon as practicable.

(2) Response. The respondent may respond to the complaint in writing (or by e-mail). If the complaint is filed during the oral advocacy phase of the competition, the respondent may respond no later than 2:00 P.M. of the day of the next oral round. The respondent shall deliver (or e-mail) the response to the Competition Chair and the complainant.

(3) Investigation and Findings. The Competition Chair shall investigate the complaint. If the Competition Chair is the subject of the complaint, the President shall investigate the complaint. If the complaint is filed during the oral advocacy phase of the competition, the Competition Chair shall issue written findings of fact to both the complainant and respondent before the beginning of the next round. If the complaint is filed before or after a competition, the Competition Chair shall issue written findings of fact to both the complainant and respondent within two days after the complaint is received or before the beginning of the first round, whichever is first.

(4) Observers. A member of the MCHB shall observe all remaining oral rounds of the respondent. If the observer witnesses violations of the competition rules or Competition Honor Code, the observer shall present a formal complaint to the Competition Committee and inform the Executive Board.

(5) Appeal. No competitor may appeal disciplinary decisions during the competition. The Faculty Advisory Board may grant an appeal after the final round of the competition, but may not change any results of any round of the competition.

(d) Resolution of Violations Following a Formal Complaint.

(1) Competition Committee. The Competition Committee may impose discipline if the Competition Chair finds by convincing evidence that the respondent has violated the competition rules or the Competition Honor Code. Discipline of competitors shall fit the severity of the violation(s). With the President's consent, the Competition Chair may impose any or all of the following sanctions: (A) a written warning; (B) censure; (C) deduction of up to five points from the brief score or oral round during which the violation occurred; (D) dismissal from the competition during which the violation occurred.

(2) Executive Board. The Executive Board may impose discipline if a majority of the Executive Board finds by convincing evidence that the respondent has committed serious violation(s) of the competition rules or the Competition Honor Code. Discipline of competitors shall fit the severity of the violation(s). The Executive Board may refuse to grant awards or certificates to the respondent(s), disqualify the respondent(s) from the present competition, disqualify the respondent(s) from future competitions, or deny MCHB membership to the respondent(s). The Executive Board may write to the school Order of Barristers Selection Committee to inform it of the violation. The Executive Board may recommend that the Faculty Advisors deny academic credit for the competition to the respondent(s). MCHB members who violate the competition rules or the Competition Honor Code may be disciplined as provided in Section 21(b).

(3) Faculty Advisors. The Faculty Advisors may deny academic credit for the competition to individuals who violate the competition rules or the Competition

Honor Code, and may initiate proceedings against the individual under the Law School Honor Code.

(4) Widespread Violations. If the Competition Chair has reason to suspect that widespread competition rule violations are occurring, the Competition Chair and the President shall call a mandatory competitor meeting before the first or next oral round of the competition.

(e) Informal Complaint. Complaints that do not meet the requirements of Section 34(b) are informal complaints. The Competition Committee shall warn the informally accused team/competitor of the cited competition rule without asserting the truth of the allegations. If the complaint is sufficiently credible to warrant further measures, the Committee may arrange for a member to observe the next round of the accused team, and, if the member witnesses violations in the next round, the member may file a formal complaint.

Section 35- Complaints About Judges. Complaints regarding judges shall be made in writing to any MCHB Executive Board member. The Executive Board will meet and take action with regard to the judge at their discretion. Blatantly inappropriate comments or behavior will result in a bar on participation as a judge in future competitions.

Section 36- Competition Co-Sponsorship. Other organizations may co-sponsor Moot Court competitions with approval of the Executive Board. The Competition Chair shall prepare and file written sponsorship agreements.

Section 37 – Regional and National Competitions.

(a) Funded Regional and National Teams.

(1) Request for Funding. The MCHB requests school funding for the regional moot court competitions it plans to enter. The MCHB requests special funding for national competitions only after a team wins at regionals.

(2) Team Selection. The MCHB determines the method of selection for each regional team, and may consider MCHB membership as a criterion. Procedures for selecting of teams for regional competitions are in Rule 301. When funding is available for additional competitors to attend a competition, the Executive Board may develop and implement specific team selection criteria. The criteria shall be published and available for review by all MCHB members.

(3) Commitment Requirements. The VPNC may set commitment requirements for team members of funded teams. The requirements may not exceed four hours of brief writing seminars, four hours of subject area seminars, two hours of oral argument technique seminars, and eight practice rounds, without the consent of all team members. The VPNC may also set a schedule with deadlines. MCHB may require that members of funded regional teams complete academic course work to qualify for

the team.

(b) Unfunded Regional and National Teams. MCHB shall inform the student bar of intercollegiate moot court competitions that neither MCHB nor the Law School funds. Because MCHB is charged with responsibility for all moot court activities, and because the reputation of the school's Moot Court Program is at interest, MCHB may set reasonable criteria for qualification and selection of unfunded teams. These criteria may include completion of in-house competitions or law school classes but may not include MCHB membership. The MCHB may set training requirements for a selected team, not to exceed a two-hour written advocacy training session and three oral practice rounds.

RULES pursuant to ARTICLE III

Rule 301 – Regional Team Selection.

(a) New York Appellate Advocacy Competition. MCHB will send two three-person teams to the New York City Bar Association National Moot Court Competition, provided that competition rules so allow and funding is available. The Falknor Team will consist of two members selected from the Judson Falknor Appellate Advocacy Competition and one member selected from the First Year Appellate Advocacy Competition. The Returning Team will consist of two members who competed in regional appellate advocacy competition the year before and one member selected from the First Year Appellate Advocacy Competition.

(1) Falknor Team.

(A) Eligibility. Except as otherwise provided at paragraph (3), competitors eligible for selection to the Falknor Team are 2Ls who completed three or more rounds (including byes that count as wins) in the most recent Judson Falknor Appellate Advocacy Competition.

(B) Falknor Regional Invitee Score. The Scoring Manager for the Judson Falknor Appellate Advocacy Competition shall calculate the Falknor regional invitee score for all eligible competitors. The Falknor regional invitee score is the three best average oral scores (on a 50 point scale) of all the rounds in which the competitor has competed, plus the brief score (on a 100 point scale). The average oral score is the sum of the oral scores of all the ballots in a round for the competitor divided by the number of ballots in that round, rounded to the nearest hundredth. The Falknor regional invitee score for any quarter-finalist who competed in only two judged rounds because of a bye shall be the sum of the average oral scores for both judged rounds multiplied by 1.5, plus the brief score.

(C) Selection. The Scoring Manager shall present to the President a list ranking the competitors eligible for Falknor Team selection in order of regional invitee score. The President shall select competitors to compete as a team in next year's regional appellate advocacy competition, inviting eligible competitors by preference of high Falknor regional invitee score, until both positions are filled.

(2) Returning Team. MCHB shall invite the two persons who attended the regional appellate advocacy competition the previous year to compete as a team in the current year's regional appellate advocacy competition. If one or both members refuse, the President shall fill the position(s) by selecting competitors who were eligible for Falknor Team selection based on performance in the most recent Judson Falknor Appellate Advocacy Competition but who are not already members of the Falknor Team, inviting by preference of high Falknor regional invitee score.

(3) First Year Members. Each team shall also consist of one member selected from the First Year Competition. The Scoring Manager of the First Year Appellate Advocacy Competition shall calculate the 1L regional invitee scores for all competitors who completed three or more rounds (including byes that count as wins) in the First Year Appellate Advocacy Competition. The Scoring Manager of the First Year Appellate Advocacy Competition shall devise a formula for calculating the 1L regional invitee score that weights oral and brief scores on a 3:2 ratio. The President shall select competitors to compete as third members of teams in next year's regional appellate advocacy competition, inviting eligible competitors by preference of high 1L regional invitee score, until both positions are filled.

(b) Jessup Competition. MCHB shall send one team of five members to the regional Jessup International Law Competition. MCHB shall fill spaces on the team by inviting two third year students, two second year students, and a researcher that may be a second year, third year, or L. L. M. student.

(1) Selection of Team Members

a. Third Year Students. MCHB shall invite the two persons who attended the regional Jessup International Law Competition the previous year to compete in the current year's regional Jessup competition. If one or both members refuse, the President of MCHB shall fill the position(s) by a tryout procedure, as discussed below in section (2). Only incoming 3Ls will be allowed to tryout for the vacant 3L positions.

b. Second Year Students. MCHB shall invite two second year students to compete in the current year's regional Jessup competition through a tryout procedure as discussed below in section (2).

c. Researcher. The researcher will be selected by the two third year students on the current year's Jessup team, and may be selected anytime after the conclusion of the previous year's Jessup competition.

(2) Tryout Procedures.

- a. Oral tryouts will be held in the week following the completion of the 1L Appellate Advocacy Competition.
- b. The 1L Appellate Advocacy Competition "problem" will serve as the problem for Jessup oral tryouts. MCHB may use the Falknor problem to fill a vacant 3L position.
- c. Factors
 - i. Writing ability

- ii. 1L Appellate Advocacy Scoring Criteria
- iii. 10% Discretionary awarded for enthusiasm, interest, or experience in international law.

(3) Selection Committee. The selection committee shall consist of the current members of the Jessup team, the President of the MCHB, and two members to be appointed by the MCHB E-Board.

(4) International Legal Process Requirement. All second year students on the Jessup team will be required to enroll in the appropriate International Law class during the fall quarter prior to the current year's competition. Should no International Law class be offered during fall quarter, second-year students will be expected to take the class at the first possible offering.

(c) Mock Trial Competitions. To the extent the MCHB budget permits, MCHB shall send: two (2) teams of two (2) or three (3) people to the regional TYLA Mock Trial Competition; one (1) team of four (4) people to the regional AAJ Mock Trial Competition; one (1) team of four (4) people to the ABA National Mock Trial Competition.

(1) Selection of Team Members

a. Mandatory Participation in the MCHB 2L/3L Mock Trial Competition or certain regional or national mock trial competitions. Every student chosen to represent UWLS in a regional or national mock trial competition taking place during the winter or spring quarters must have competed in the in-house 2L/3L Mock Trial Competition of that academic year, or competed in a regional or national mock trial competition during the fall quarter of that academic year. The Executive Board, after consulting the Director of Trial Advocacy, shall determine qualifications to compete in a regional or national mock trial competition taking place during the fall quarter.

b. Additional Prerequisites. In addition to competing in the 2L/3L Mock Trial Competition or in a regional or national mock trial competition, each student chosen to represent UWLS in a regional or national mock trial competition taking place during the winter or spring quarters must have satisfied one of the following conditions:

- i. The student must compete in a quarter-final round of the 2L/3L Mock Trial Competition; or
- ii. The student must compete in a mock trial tryout containing both an opening statement component and a motions component.

(2) Regional Team Tryout Procedures.

- a. Oral tryouts will be held in the week following the completion of the 2L/3L mock trial competition.
- b. Tryouts will only be open to participants in the current year's 2L/3L Mock Trial Competition or students who competed in a regional or national mock trial competition during the fall quarter of that academic year.
- c. Tryouts will be based upon the current year's 2L/3L Mock Trial Competition fact pattern.
- d. Tryouts will consist of individuals performing an opening statement and motions argument. The MCHB has discretion to set time limits based on the number of individuals participating in tryouts.
- e. The Selection Committee shall use the same ballot for tryouts as used during the 2L/3L Mock Trial Competition.
- f. The Selection Committee shall review recordings of the quarter-final, semi-final, and final rounds of the 2L/3L Mock Trial Competition before selecting students to compete in regional or national mock trial competitions.
- g. The Selection Committee shall determine team pairings for TYLA, AAJ, and ABA competitions.

(3) Selection Committee. The Selection Committee shall be composed of no fewer than three (3) former MCHB competitors (all UWLS graduates) and three (3) current and/or former coaches of the regional or national mock trial teams.

(4) Trial Advocacy Requirement. All students invited to join the TYLA, AAJ, and ABA teams will be required to enroll in Trial Advocacy I, unless he or she has already successfully completed the Trial Advocacy I course during the previous year.

Rule 302—Scoring and Tabulation for the Mock Trial Competitions

(a) Determining the Winning Team for Each Round. The team that wins more ballots than the other wins the round. A team wins a ballot when its ballot score exceeds the opponent's ballot score. The ballot score for a ballot is the sum of the oral scores of the team's individual competitors for that ballot. In the event that neither team wins more ballots than the other, the Committee shall break the tie following the steps below in order.

(1) Average Ballot Score. If the Committee determines that neither team wins more ballots than the other, each tabulator shall independently compute the average ballot score of all the ballots in the round for each team. The average ballot score is the sum

of a team's ballot scores from all the ballots in the tied round divided by the number of ballots in that round, rounded to the nearest hundredth. The team with the higher average ballot score shall prevail.

(2) Average Oral Score. If the Committee finds that the teams have the same average ballot score when rounded to the nearest hundredth, each tabulator shall independently compute the average oral scores for each competitor in the round. The average oral score is the sum of a competitor's oral scores from all the ballots in the tied round divided by the number of ballots in that round, rounded to the nearest hundredth. The round winner shall be the team with the individual competitor who has the highest average oral score in that round.

(3) Absolute Oral Score. If the Committee determines that there is still a tie, the Committee shall declare the round winner to be the team with the individual competitor who received the highest oral score of all the judges' ballots in that round.

(4) Competition Average Ballot Score. If there is still a tie, the Committee shall determine the competition average ballot scores for the teams. The competition average ballot score is the sum of each team's average ballot scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that team has competed, including the tied round but disregarding byes. Round to the nearest hundredth. The round winner shall be the team with the higher competition average ballot score.

(b) Determining Advancement to Elimination Rounds and Ranking for Power Protection. Before the quarterfinal round, the Committee shall rank the teams according to the following criteria:

(1) Winning Record. Rank the teams by preference of the greater number of rounds won. Byes count as won rounds.

(2) Competition Average Ballot Score. Among teams with the same number of rounds won, rank by preference of the higher competition average ballot score. The competition average ballot score is the sum of a team's average ballot scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that team has competed, disregarding byes. Round to the nearest hundredth.

(3) Competition Average Oral Score. Among teams with the same competition average ballot score when rounded to the nearest hundredth, rank by preference of the team with the individual competitor who has the higher competition average oral score. The competition average oral score is the sum of a competitor's average oral scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that competitor has competed, disregarding byes. Round to the nearest hundredth.

(4) Competition Absolute Oral Score. Among teams with the same competition average oral score when rounded to the nearest hundredth, rank by preference of the team with the individual competitor who has received the higher competition oral score of all the judges' ballots in the competition.

The Committee shall select the top eight ranked teams for advancement to the quarterfinal round. In the quarterfinal round, the Committee shall match the highest-ranked team against the team that is ranked lowest among the teams advancing, and the second highest-ranked team against the team that is ranked second lowest among the teams advancing. Furthermore, in the quarterfinal round, the Committee shall match the third highest-ranked team against the team that is ranked third lowest among the teams advancing, and the fourth highest-ranked team against the remaining quarterfinalist team.

Rule 303 – Scoring and Tabulation for the Judson Falknor Appellate Advocacy Competition.

(a) Determining the Winning Team for Each Round. The team that wins more ballots than the other wins the round. A team wins a ballot when its adjusted ballot score exceeds the opponent's ballot score. In the preliminary rounds, the adjusted ballot score is the sum of .6 multiplied by the teams total ballot score for each judge (which is out of a possible 100 points) and .4 multiplied by the brief score (which is out of a possible 100 points). In the quarterfinal rounds, the adjusted ballot score is the sum of .7 multiplied by the teams total ballot score for each judge (which is out of a possible 100 points) and .3 multiplied by the brief score (which is out of a possible 100 points). In the semifinal round, the adjusted ballot score is the sum of .8 multiplied by the teams total ballot score for each judge (which is out of a possible 100 points) and .2 multiplied by the brief score (which is out of a possible 100 points). In the final round, the adjusted ballot score is identical to the ballot score as the brief score carries no weight. In the event that neither team wins more ballots than the other, the Committee shall break the tie following the steps below in order.

(1) Average Ballot Score. If the Committee determines that neither team has won more ballots than the other, each tabulator shall independently compute the average ballot score of all the ballots in the round for each team. The average ballot score is the sum of a team's ballot scores from all the ballots in the tied round divided by the number of ballots in that round, rounded to the nearest hundredth. The team with the higher average ballot score shall prevail.

(2) Average Oral Score. If the Committee finds that the two teams have the same average ballot score when rounded to the nearest hundredth, each tabulator shall independently compute the average oral scores for each competitor in the round. The average oral score is the sum of a competitor's oral scores from all the ballots in the tied round divided by the number of ballots in that round, rounded to the nearest hundredth. The round winner shall be the team with the individual competitor who has the highest average oral score in that round.

(3) Brief Score. If the Committee determines that there is still a tie, the Committee

shall declare the round winner to be the team with the higher brief score.

(4) Absolute Oral Score. If the Committee determines that there is still a tie, the Committee shall declare the round winner to be the team with the individual competitor who received the highest oral score of all the judges' ballots in that round.

(5) Competition Average Ballot Score. If there is still a tie, the Committee shall determine the competition average ballot scores for both teams. The competition average ballot score is the sum of each team's average ballot scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that team has competed, including the tied round but disregarding byes. Round to the nearest hundredth. The round winner shall be the team with the higher competition

(b) Determining Advancement to Elimination Rounds and Ranking for Power Protection.

Before the quarterfinal round, the Committee shall rank the teams according to the following criteria:

(1) Winning Record. Rank the teams by preference of the greater number of rounds won. Byes count as won rounds, unless a bye round was held, in which case the byes shall be disregarded.

(2) Competition Average Ballot Score. Among teams with the same number of rounds won, rank by preference of the higher competition average ballot score. The competition average ballot score is the sum of a team's average ballot scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that team has competed, disregarding byes. Round to the nearest hundredth.

(3) Competition Average Oral Score. Among teams with the same competition average ballot score when rounded to the nearest hundredth, rank by preference of the team with the individual competitor who has the higher competition average oral score. The competition average oral score is the sum of a competitor's average oral scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that competitor has competed, disregarding byes. Round to the nearest hundredth.

(4) Brief Score. Among teams with the same competition average oral score when rounded to the nearest hundredth, rank by preference of the team with the higher brief score.

(5) Competition Absolute Oral Score. Among teams with the same competition average oral score when rounded to the nearest hundredth, rank by preference of the team with the individual competitor who has received the higher competition oral score of all the judges' ballots in the competition.

The Committee shall select the top eight ranked teams for advancement to the quarterfinal round.

In the quarterfinal round, the Committee shall match the highest-ranked team against the team that is ranked lowest among the teams advancing, and the second highest-ranked team against the team that is ranked second lowest among the teams advancing. Furthermore, in the quarterfinal round, the Committee shall match the third highest-ranked team against the team that is ranked third lowest among the teams advancing, and the fourth highest-ranked team against the remaining quarterfinalist team.

Rule 304 – Scoring and Tabulation for the First Year Appellate Competition.

(a) Determining the Winning Team for Each Round. The team that wins more ballots than the other wins the round. A team wins a ballot when its adjusted ballot score exceeds the opponent's ballot score. In the preliminary rounds, the adjusted ballot score is the sum of .6 multiplied by the teams total ballot score for each judge (which is out of a possible 100 points) and .4 multiplied by the brief score (which is out of a possible 100 points). In the quarterfinal rounds, the adjusted ballot score is the sum of .7 multiplied by the teams total ballot score for each judge (which is out of a possible 100 points) and .3 multiplied by the brief score (which is out of a possible 100 points). In the semifinal round, the adjusted ballot score is the sum of .8 multiplied by the teams total ballot score for each judge (which is out of a possible 100 points) and .2 multiplied by the brief score (which is out of a possible 100 points). In the final round, the adjusted ballot score is identical to the ballot score as the brief score carries no weight. In the event that neither team wins more ballots than the other, the Committee shall break the tie following the steps below in order.

(1) Average Ballot Score. If the Committee determines that neither team has won more ballots than the other, each tabulator shall independently compute the average ballot score of all the ballots in the round for each team. The average ballot score is the sum of a team's ballot scores from all the ballots in the tied round divided by the number of ballots in that round, rounded to the nearest hundredth. The team with the higher average ballot score shall prevail.

(2) Average Oral Score. If the Committee finds that the two teams have the same average ballot score when rounded to the nearest hundredth, each tabulator shall independently compute the average oral scores for each competitor in the round. The average oral score is the sum of a competitor's oral scores from all the ballots in the tied round divided by the number of ballots in that round, rounded to the nearest hundredth. The round winner shall be the team with the individual competitor who has the highest average oral score in that round.

(3) Brief Score. If the Committee determines that there is still a tie, the Committee shall declare the round winner to be the team with the higher brief score.

(4) Absolute Oral Score. If the Committee determines that there is still a tie, the Committee shall declare the round winner to be the team with the individual competitor who received the highest oral score of all the judges' ballots in that round.

(5) Competition Average Ballot Score. If there is still a tie, the Committee shall determine the competition average ballot scores for both teams. The competition average ballot score is the sum of each team's average ballot scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that team has competed, including the tied round but disregarding byes. Round to the nearest hundredth. The round winner shall be the team with the higher competition

(b) Determining Advancement to Elimination Rounds and Ranking for Power Protection. Before the quarterfinal round, the Committee shall rank the teams according to the following criteria:

(1) Winning Record. Rank the teams by preference of the greater number of rounds won. Byes count as won rounds, unless a bye round was held, in which case the byes shall be disregarded.

(2) Competition Average Ballot Score. Among teams with the same number of rounds won, rank by preference of the higher competition average ballot score. The competition average ballot score is the sum of a team's average ballot scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that team has competed, disregarding byes. Round to the nearest hundredth.

(3) Competition Average Oral Score. Among teams with the same competition average ballot score when rounded to the nearest hundredth, rank by preference of the team with the individual competitor who has the higher competition average oral score. The competition average oral score is the sum of a competitor's average oral scores (rounded to the nearest hundredth) from all rounds divided by the number of rounds in which that competitor has competed, disregarding byes. Round to the nearest hundredth.

(4) Brief Score. Among teams with the same competition average oral score when rounded to the nearest hundredth, rank by preference of the team with the higher brief score.

(5) Competition Absolute Oral Score. Among teams with the same competition average oral score when rounded to the nearest hundredth, rank by preference of the team with the individual competitor who has received the higher competition oral score of all the judges' ballots in the competition.

The Committee shall select the top eight ranked teams from each competition ladder for advancement to that ladder's quarterfinal round. In the quarterfinal round, the Committee shall match the highest-ranked team from each ladder against the team that is ranked lowest among the teams advancing in that ladder, and the second highest-ranked team from each ladder against the team that is ranked second lowest among the teams advancing in that ladder. Furthermore, in the quarterfinal round, the Committee shall match the third highest-ranked team from each ladder against the team that is ranked third lowest among the teams

advancing in that ladder, and the fourth highest-ranked team from each ladder against the remaining quarterfinalist team in that ladder.

Rule 305 – Determination of Speaker Awards.

Speaker awards are granted in every competition to the competitor(s) with the highest speaker score(s) of those who have completed at least three rounds. The Committee shall calculate the speaker scores for the competitors who have completed three or more rounds only. The speaker score for any competitor who had a bye and has completed no more than three rounds shall be the sum of the average oral scores for both judged rounds multiplied by 1.5, rounded to the nearest hundredth. For all other competitors, the speaker score shall be the sum of the best three average oral scores of all the rounds in which that competitor has competed. The average oral score is the sum of the oral scores of all the ballots in a round for the competitor divided by the number of ballots in that round, rounded to the nearest hundredth.

Rule 306 – Competition Honor Code. All competitors must follow the following rules in all MCHB competitions.

(a) Conduct During the Brief Writing Phase of the Competition.

- (1) No competitor shall seek or receive assistance from any person not on the same team in researching or writing a competition brief, except for ordinary assistance from reference librarians.
- (2) No person shall render assistance in brief research or writing to any competitor not on the same team, except for ordinary assistance from reference librarians.
- (3) Competitors shall not look at briefs written by other competitors before they are placed on reserve in the library.
- (4) Competitors shall not plagiarize.

(b) Conduct During the Oral Advocacy Phase of the Competition.

- (1) No competitor shall communicate with any judge of that competitor's round regarding the scoring of that round during the remainder of the competition.
- (2) No person shall make a frivolous ethics complaint against any other person.
- (3) Competitors shall not invent facts, make representations of fact contrary to the record, make unreasonable inferences of fact, or knowingly misrepresent case law.
- (4) Competitors who know a judge scheduled to judge their round shall inform the Judges Manager of that fact prior to the beginning of the round.

(c) Conduct of Competition Committee Members.

(1) All Competition Committee Members shall act in good faith in adhering to tabulation and advancement procedures contained in the bylaws and rules. Only bad faith or reckless disregard for scoring or advancement procedures is actionable under this provision.

(2) All regional team members and new MCHB members shall be selected in accordance with selection criteria established in the MCHB bylaws or rules prior to the beginning of the competition from which such regional team members and MCHB members are to be selected.

Rule 307 – Eligibility to Compete in In-House Competitions. All students currently enrolled in the University of Washington School of Law, including L.L.M. students, are eligible to compete in in-house moot court competitions, pursuant to competition rules.

Rule 308 – Withdrawal of Competitors from In-House Competitions.

(a) Application. This rule applies to all in-house competitions in which participants compete as teams.

(b) Purpose. The integrity of Moot Court team competitions is best enhanced by requiring participants to compete as a team with the same members from start to finish.

(c) Teams Disqualified. If one or more members of a team withdraw or are unable to continue, the team and all of its members are disqualified from further participation in the competition. If less than a full team shows up for a round, the team forfeits that round and is disqualified.

(d) Deadline for Withdrawal. The deadline for withdrawal shall be 5 weekdays after the close of registration (or a different deadline set by competition rules). If a team or team member withdraws after this deadline, the committee may recommend to the faculty advisor that the team not be given credit. In addition any team or team member that withdraws, without good cause, after the withdrawal deadline shall be disqualified from further participation in MCHB competitions for one year. Good cause shall be determined at the discretion of the Moot Court Executive Board. Teams withdrawing after the withdrawal deadline forfeit their competition fees.

(e) Impact of Withdrawal on Oral Competition.

(1) Prior Rounds. The disqualification of a team shall not change the results of any completed round.

(2) Replacing the Disqualified Team in a Preliminary Round. If a team is disqualified

after the pairings for a preliminary round have been posted but at least three hours before the scheduled start of that round and if there is a team that has been assigned a bye, then the bye team shall take the place of the disqualified team in competing in that preliminary round. The Competition Committee shall give prompt notice to the bye team of the pairings change by sending the team members an e-mail and by correcting the pairing sheet at least three hours before the scheduled start of the round. If a team is disqualified within three hours before the scheduled start of a preliminary round irrespective of whether or not a bye has already been assigned, or if a team is disqualified any time after the pairings for the preliminary round have been posted and no team has been assigned a bye, then the team scheduled to compete against the disqualified team in the preliminary round shall be awarded a bye and an automatic win.

(3) Replacing the Disqualified Team in Quarterfinal and Semifinal Rounds. If a team is disqualified after posting the pairings for an elimination round other than the final round but before the scheduled start of that round, the Competition Committee shall promptly inform the two highest-ranked eliminated teams of the potential opportunity to be the replacement team. The Competition Committee shall take all reasonable efforts to promptly contact the potential replacement teams. The replacement team shall be the highest ranked team that accepts the opportunity within a reasonable period of time that has been fixed by the Competition Committee. If both eliminated teams refuse to be the replacement team, the committee shall give a bye and an automatic win to the scheduled opponent of the disqualified team.

(4) Replacing the Disqualified Team in a Final Round. If a team is disqualified after posting the pairings for the final round, but before the scheduled start of that round, the Competition Committee shall promptly invite only the semifinal opponent of the disqualified team to be the replacement team, in order to avoid a rematch. If the semifinal opponent of the disqualified team refuses to be the replacement team, the committee shall give a bye and an automatic win to the scheduled final-round opponent of the disqualified team.

(f) Implications for Academic Credit. Generally, the minimal requirements for receiving academic credit for participation in a moot court competition include the completion of a written brief and competition in preliminary and elimination oral rounds until eliminated. However, the faculty advisor may, within his or her discretion, award academic credit to members of a disqualified team if the team members complete the credit requirements outside the competition.

(1) Pre-Brief Disqualification. If a team is disqualified without completing the brief writing requirement, the faculty advisor should not allow the team members to complete the credit requirements except under extreme circumstances.

(2) Preliminary Round Disqualification. If a team is disqualified after writing the brief but before completion of the preliminary rounds, the team may, with the

approval of the faculty advisor, complete the equivalent number of preliminary rounds that it has failed to perform outside the competition. The Competition Committee shall arrange judges for the non-competition oral rounds.

(3) Elimination Round Disqualification. Any team disqualified after completing the brief and preliminary oral rounds, but before elimination in an elimination round, must submit to the faculty advisor a written explanation of the reasons for the disqualification. The faculty advisor may, in his or her discretion, award academic credit in light of the proffered explanation.

Rule 309 – Failure to Compete in Regional and National Competitions.

(a) Application. This rule applies to all regional and national competitions in which participants compete as teams.

(b) Purpose. The integrity of Moot Court team competitions is best enhanced by requiring participants to compete as a team with the same members from start to finish.

(c) Consequence for Failure to Compete. If a team or team member fails to participate in a regional or national competition, Moot Court Executive Board may recommend to the faculty advisor that the team or team member not be given credit. In addition any team or team member that fails to compete, without good cause, after accepting selection to a regional or national team shall be disqualified from further participation in MCHB competitions for one year, and may be disqualified from consideration for Order of the Barristers. Good cause shall be determined at the discretion of the Moot Court Executive Board.

ARTICLE IV – RECOGNITION

Section 41 – Academic Credit. The law school grants academic credit for work on the MCHB and for participation in Moot Court competitions.

Section 42 – Recognition of Performance and Participation in Oral Advocacy.

(a) Performance in In-House Competitions. The rules for each competition shall explain recognition opportunities for performance in that competition. At a minimum, each competition shall recognize its champion and finalist teams/competitors, one best speaker, and the best brief/memorial.

(b) The Order of Barristers. The MCHB is responsible for the University of Washington Chapter of The Order of Barristers. The national Constitution of The Order and the local chapter rules govern selection to The Order. Selection procedures are set out at Rule 401.

Section 43 – MCHB Membership Certificate. Each graduating member who completes the membership requirements shall receive a MCHB membership certificate.

Section 44 – Recognition of Non-Students

(a) Judges. The Executive Board may establish a system for recognizing sustained participation by competition judges.

(b) Moot Court Alumni. The MCHB may establish a program for recognizing MCHB Alumni who remain active in Moot Court as judges, advisors, or consultants.

Section 45 – Awards Display. The VPD shall maintain the Moot Court Awards Display. The VPD shall keep a list of awards, noting those that require regular updating.

RULES pursuant to ARTICLE IV

Rule 401 – Selection for The Order of Barristers

(a) Purpose of The Order of Barristers. The Order of Barristers is a national honorary organization that encourages oral advocacy and brief-writing skills through effective law school advocacy programs. The Order provides national recognition for individuals who excel in participating in and running advocacy programs at their respective schools.

(b) Chapter Membership. The Order of Barristers recognizes a University of Washington School of Law chapter. The UW Chapter retains its membership by paying the annual chapter fee and by participating in regional or national moot court competitions, as required by The Order's Constitution. The Order's Constitution allows each chapter to select members through The Order of Barristers recognition program.

(c) Moot Court Honor Board. The Law School has designated the Moot Court Honor Board (MCHB) to oversee The Order of Barristers recognition program. The incoming Vice President of Development (VPD) of the MCHB manages the program.

(d) Selection Process for Student Members.

(1) Selection Committee. The Dean of the Law School will appoint three faculty members to serve as the Selection Committee. The Committee selects students for membership to The Order of Barristers.

(2) Number Selected. The Selection Committee may select as many students as allowed by The Order's Constitution. The Committee may select fewer members than allowed by the Constitution if fewer are deserving. The VPD will inform the Dean and Selection Committee of the number allowed by The Order's Constitution.

(3) Eligible Students. Students in their last year of law school are eligible if they competed in two moot court competitions.

(4) Application. Eligible students may apply for membership in The Order of Barristers. The VPD will prepare applications and instructions based on the selection criteria. The VPD will inform the student bar that the applications are available through notice in the Crier and on the lawdawgs e-mail listserve. The VPD will collect all applications and forward them to the Selection Committee. The VPD will mark applications from ineligible students “INELIGIBLE” and explain why the applicant is ineligible.

(e) Selection Schedule. Applications will be available from MCHB on the first Friday of Spring Quarter. The Dean should appoint the Selection Committee by the second week of Spring Quarter. Applications are due by noon on Friday of the week after the Judson Falknor Appellate Advocacy Competition. The Selection Committee should meet the next

Tuesday to select members. The Dean should approve or disapprove of the selections by Friday of that week.

(f) Selection Criteria for Student Members.

(1) Intent. Membership in The Order of Barristers is intended to honor law students who excel in participating in and running advocacy programs at the University of Washington School of Law.

(2) Eligibility. The Selection Committee will check all applications to ensure that each applicant meets the eligibility requirements. The Committee will review all applications marked “INELIGIBLE” by the VPD. The Committee may overrule a mistaken decision of the VPD.

(3) Appeal of Ineligible Determination. The VPD will immediately inform any ineligible applicant in writing of the reason for ineligibility. The applicant may appeal by writing directly to the Selection Committee.

(4) Selection Criteria. The Committee will use following criteria to select members. The criteria are based on The Order of Barristers Constitution.

(A) Membership on intercollegiate teams and performance in intercollegiate competitions, or participation in tryouts for intercollegiate teams.

(B) Participation and performance in intramural competitions, including the First Year Competition.

(C) Participation and performance in the administration of the school's moot court programs. This shall include, but is not limited to, substantial work completed as a Moot Court Honor Board Member.

(D) Participation and performance in any programs for the instruction of other law students in brief writing and/or oral advocacy skills.

(E) Performance record in the school's brief writing and/or oral advocacy courses.

(5) Dean Review. After marking selected applications as “SELECTED,” the Committee will forward all of the applications to the Dean. The Dean will validate or amend the selections. The Dean will inform the VPD of the selections.

(6) No Appeal. The selections made by the Committee and validated by the Dean are final. There is no appeal or reconsideration of the Committee's or Dean's decisions on eligibility or selection.

(g) Honorary Members. The Selection Committee may select members of the legal profession to honorary membership in The Order. The Committee should favor professionals who have attained distinction in service to the school's moot court or clinical programs. The Committee may select one honorary member per year. The faculty and the MCHB may nominate members of the legal profession for honorary membership.

(h) Transmittal. The VPD must provide the Dean with a check for The Order of Barristers membership fee, any rewrite of the "Summary of Moot Court and Mock Trial Programs at Member Schools" for The Order of Barrister Annual Report, and the address of the national office of The Order of Barristers. The Dean will transmit the names of selected members, check, and "Summary" to The Order of the Barristers. The Dean will send an information copy to the VPD.

(i) Recognition.

(1) Certificate. The Order of Barristers will send certificates for each selected member to the Dean. The Dean will forward the certificates to the VPD. The MCHB will determine the method of presenting the award.

(2) Justice Statue. A Justice Statue is available through The Order of Barristers for recognition. The VPD will check The Order's Constitution or contact the national office to determine availability and price. The MCHB will decide whether to purchase the Statues. The MCHB may decide to charge an application fee to help defray the cost of administrative expenses. If the MCHB does not fund the statues, members may purchase the statues with their own money. The VPD will arrange the purchase of the statues.

ARTICLE V – THE BYLAWS AND RULES

Section 51 – Relationship between the Bylaws and Rules. To the extent that a rule or rule provision conflicts with any bylaw or the bylaws as a whole, the bylaw or bylaws shall control.

Section 52 – Amendments to Bylaws and Rules.

(a) Proposing Amendments. Any member may propose amendments to the bylaws or rules by presenting the proposed amendments to the President in writing. The Executive Board may review the proposal and recommend that the MCHB adopt, reject, or modify the proposed amendment.

(b) Adoption, Amendment, and Repeal of Bylaws. The adoption, amendment, or repeal of one or more bylaws shall occur only at a meeting that complies with the requirements of Section 24. Bylaws may be adopted, amended, or repealed only by a 2/3 vote of the members of the MCHB. A member may appear either in person or by valid proxy. If the meeting chair determines that the bylaw proposal has changed substantially between the time of execution of the proxy ballot and the final call to question on the bylaw proposal, the proxy ballot shall not count as an appearance or as a vote in favor of the amended proposal. Bylaw changes become effective immediately upon receiving the necessary number of votes.

(c) Technical Amendments to the Bylaws. The Executive Board may make technical amendments to the bylaws by a 2/3 vote of the voting members of the Executive Board. Technical amendments are renumbering or reorganization of articles or paragraphs, correction of numbering or spelling errors, or retitling of articles or paragraphs.

(d) Adoption, Amendment, and Repeal of Rules. Rules may be adopted, amended, or repealed only by a 2/3 vote of the voting members of the Executive Board.

Section 53 – Suspension of Bylaws or Rules. Any bylaw or rule may be suspended by a unanimous vote of the voting members of the Executive Board. The suspension lifts automatically at the next MCHB meeting.

Section 54 – Official Copy. The President shall keep one up-to-date copy of the bylaws, and has the responsibility to post the up-to-date copy on the MCHB website. The President shall provide one up-to-date copy of the bylaws to the Faculty Advisors. All pages of the bylaws shall bear their effective date.

Section 55 – Posting Change Pages. If the MCHB amends the bylaws or rules, the President shall notify the membership, the Faculty Advisors, and post the changes to the copy on the website.

Section 56 – Annual Review. The President and President-elect shall review the bylaws each Spring Quarter, and have the right to appoint a committee to recommend changes to the bylaws.

Appendix A – Cumulative Points Selection Form

<p>Application for Cumulative Points Selection Deadline: DATE – 5:00 p.m.</p>
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The following form should be used for application to the University of Washington Moot Court Honor Board based on cumulative points earned in competitions by the end of the 2L year. Completed applications should be returned to the Moot Court Honor Board office no later than **5:00 p.m.** on **DATE**. There will be an envelope on the door of the MCHB office where you can drop off your application. You may attach additional pages if you need more space.

Name _____

Address _____

Home Phone Number _____

E-Mail _____

<p>Information provided on this form will be verified by the Moot Court Honor Board</p>
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Part One: List regional/national competitions participated in, including year, round achieved and awards won. If you participated in the same competition during two separate years, please include a separate, second listing under “other.”

Competition	Year (circle)	Round Achieved (circle)	Awards Won
Contract Drafting	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Appellate Advocacy	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Mock Trial	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Mediation	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Jessup International	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Other:			
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	

Part Two: List University of Washington Moot Court In-House competitions participated in, including year, round achieved, and awards won. If you participated in the same competition during two separate years, please include a separate, second listing under “other.”

Competition	Year (circle)	Round Achieved (circle one)	Awards Won
First Year	1L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Client Counseling	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Falknor Appellate	2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Mock Trial	2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Environmental Law	2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Contract Drafting	1L 2L 3L	Qualifying round	
Mediation	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
Other:			
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	
	1L 2L 3L	Qualifying or Tryout round / Quarterfinal / Semifinal / Final	

This application accurately represents my participation. I understand that overstating my participation will result in my disqualification.

Signed _____ Date _____

<u>FOR MCHB USE ONLY</u>	
Date Received _____	
<u>VPR USE ONLY</u>	
Points _____	<input type="checkbox"/> INVITE
Rank _____ of _____	<input type="checkbox"/> ALTERNATE

Appendix B – The Order of Barristers Application Form

Application for The Order of Barristers
Deadline: **DATE** – 5:00 p.m.

The following form should be used for application to the University of Washington chapter of The Order of Barristers. Completed applications should be returned to the Student Services Office, no later than **5:00 p.m.** on **DATE**. The MCHB may contact all advisors and sponsors listed on your application for evaluation of your performance and include these with your submission to The Order of Barristers Committee (comprised of faculty). Information provided will be used solely for this purpose, and will not be reviewed by members of the Moot Court Honor Board.

Your name as it should appear on the certificate (please print legibly):

E-Mail: _____

Date of graduation: _____

Information provided on this form is confidential and will be provided only to the faculty committee charged with selection of members to The Order of Barristers.

Criteria One: List your regional and national competition performance.

(1) Competition: **Date:**

Coach(es):
(competition coaches may be contacted for a recommendation regarding your performance)

(2) Competition: **Date:**

Coach(es):
(competition coaches may be contacted for a recommendation regarding your performance)

(3) Competition: **Date:**

Coach(es):
(competition coaches may be contacted for a recommendation regarding your performance)

(4) Competition: **Date:**

Coach(es):
(competition coaches may be contacted for a recommendation regarding your performance)

Criteria Two: List your in-house competition participation.

(1) Competition:
Awards / Ranking:

(2) Competition:
Awards / Ranking:

(3) Competition:
Awards / Ranking:

(4) Competition:
Awards / Ranking:

(5) Competition:
Awards / Ranking:

(6) Competition:
Awards / Ranking:

(7) Competition:
Awards / Ranking:

(8) Competition:
Awards / Ranking:

Criteria Three: If you are a member of the Moot Court Honor Board, list all other moot court administrative participation.

(1) Competition Committee:
Position:
Committee Chair:

(2) Competition Committee:
Position:
Committee Chair:

(3) Competition Committee:
Position:
Committee Chair:

Criteria Three:

(1) MCHB Executive Board Office held (if any):

(2) MCHB Executive Board Office held (if any):

(3) Other MCHB contributions:

Criteria Four: List your participation in programs for the instruction of law students in advocacy skills (for example, judging practice rounds, acting as competition bailiffs, witnesses, etc.).

(1) Program:

Supervisor / Advisor (if any):

(project supervisors or advisors may be contacted for their recommendation)

(2) Program:

Supervisor / Advisor (if any):

(project supervisors or advisors may be contacted for their recommendation)

(3) Program:

Supervisor / Advisor (if any):

(project supervisors or advisors may be contacted for their recommendation)

Criteria Five: List your participation and performance in any law school courses pertaining to written or oral advocacy (include performance in Basic Legal Skills or its equivalent).

(1) Program:

Supervisor / Advisor (if any):

(project supervisors or advisors may be contacted for their recommendation)

(2) Program:

Supervisor / Advisor (if any):

(project supervisors or advisors may be contacted for their recommendation)

(3) Program:

Supervisor / Advisor (if any):

(project supervisors or advisors may be contacted for their recommendation)

Criteria Six: Please include any additional information you wish the committee to consider in reviewing your application (you may attach extra sheets and recommendations). Only law school related performance should be addressed.

I hereby authorize the MCHB Vice President of Development to contact the coaches and advisors listed above for the purpose of soliciting evaluations of my performance to be submitted to The Order of Barristers Committee. All evaluations will be in written form and attached to this application in a sealed envelope. Further, this application fairly and accurately represents my participation in the activities listed above.

Signed: _____ Date: _____

FOR MCHB USE ONLY

Date received: _____ Eligible (participated in two competitions)? _____

Attached evaluations from: _____

Appendix C – Sample Invitation to Represent the UW School of Law
on a Regional Team

Dear _____:

This letter is a formal invitation to compete as a member of the Moot Court Honor Board's Falknor Regional Team. We would also like to congratulate you on your success. It is our hope that you will accept this invitation to represent our school at the New York City Bar Association's Moot Court Competition. The regional will take place in late November, and the national competition is held in early January.

To win at the regional level, you will need to attain a new level of excellence. You cannot reach that level on talent alone. You must be extremely well prepared. Competition at the regional level is intense. Each school will send its best qualified, best prepared students to try to win. We will work hard to help you prepare, but we must have your commitment. You must make this regional competition a top priority.

Please review carefully the attached Information and Guidelines for Regional Teams. We ask that you accept these conditions. If you have any questions please contact the Moot Court Honor Board's Vice President for National Competitions

Please return your response form to our Vice President for National Competitions (VPNC), _____ by _____. Be sure to review the Information and Guidelines for Regional Teams before responding.

We hope that you will accept a position on the team. Based on your past success, we are confident that you will represent yourself, your team, and your school with distinction.

PRESIDENT
Moot Court Honor Board

TO: VPNC

I have reviewed the Information and Guidelines for Regional Teams. I hereby accept/decline this invitation to compete on the Regional Team.

Signature _____ Date _____

Appendix D – Information and Guidelines for Regional Teams

PREPARATION

A. Training.

It is *strongly recommended* that you engage in all of these activities to ensure thorough preparation for the regional team.

1. Review a book on brief writing. You can see a BLS instructor for suggestions.
2. Review a book on oral advocacy techniques and/or trial techniques.
3. Familiarize yourself generally with the subject upon which your regional problem is based.

It is *required* that you participate in a substantial number of practice rounds in the weeks preceding the regional. The normal system of practice rounds is as follows:

- Round 1) Student Judges, on brief, no questions
- Round 2) Student Judges, on brief, questioning
- Round 3) Student Judges, off brief, questioning
- Round 4) Faculty Judges, on brief, questioning
- Round 5) Faculty Judges, off brief, questioning
- Round 6) Attorney Judges, on brief, questioning
- Round 7) Attorney Judges, off brief, questioning
- Round 8) Back to back presentations, student judges, questioning.

Mock trial will follow a similar schedule though modified to take into account the length of time a practice round takes. The client counseling schedule will consist of 8 full client interviews plus some partial interviews.

B. Assisting the preparation process.

You will have help and encouragement during your preparation.

The Vice President of National Competitions for the Moot Court Honor Board (VPNC) will communicate with the regional and national Competition Chairs and keep you informed. The VPNC will set your practice schedule and keep you on track. The VPNC will put you in touch with past regional competitors so that you may draw on their experience.

A faculty member or practicing attorney(s) will serve as your team coach. Your coach serves as a volunteer. Please respect your coach and give full consideration to the coach's ideas and advice.

The teams may agree to appoint a team captain to help lead the team and establish lines of communication between the team, coach and VPNC.

C. Writing the brief.

If your regional requires a written brief, the brief will usually be worth 30-40% of your score in each round. Thus, a quality brief is crucial for success. Remember also that judges tend to score oral rounds closely even if they're not very close, so the brief can take on an exaggerated importance. Briefs for different competitions vary in length, but you should plan to spend the amount of time it would take to research, write and edit a top quality BLS brief.

D. Oral arguments.

At regionals, you will usually argue twice on each side before any teams are eliminated. You may have less than an hour between rounds, but you will be trained to be able to switch sides and arguments quickly and successfully. See practice round 8 in Part One of these guidelines. When you make it to the quarterfinal rounds and beyond, they will be single elimination.

E. Use of other team's briefs.

You will receive copies of the briefs from the other teams in the competition. Use them to help prepare and spot new/stronger arguments.

FUNDING

A. Covered expenses.

MCHB will cover the following expenses relating to participation on regional/national teams:

1. Competition registration fee
2. Copying the competition rules and problem
3. Copying bench briefs for practice rounds
4. Brief printing, binding, and mailing

For regionals/nationals not held at UW or Seattle University, MCHB will also cover:

1. Travel expenses (airfare or car mileage)
2. Hotel room rates
3. Daily food allowance (amount determined by destination)

You must complete a proper expense accounting to the University within 10 days of the completion of the regional/national.

B. Expenses that are not covered.

MCHB does not pay for the expenses of researching the problem. For example, books you purchase and photocopies you make to complete the brief are not covered.

PRECLUSION FROM OTHER COMPETITIONS

A. Regional team participation takes precedence.

We strongly discourage you from entering in-house competitions while you are a member of a regional team. Instead, we ask you to focus your attention on preparation for regionals.

MCHB will not accept your registration for any in-house competition that has a brief due date or oral arguments:

1. in the 14 calendar days prior to the regional brief due date; or
2. in the 21 calendar days prior to the first day of the regional oral argument.

B. Credits.

You may register for and receive academic credits for your participation on the regional team. Your credits must be approved by the faculty advisor. These credits cover all work done in preparation for regionals, the regional itself, nationals, and internationals. (The school generally requires 30 hours of work per credit.) Please see the VPR or VPNC for more information about how to register for credits (typically listed as LAW 600 F or LAW 599)

NOTE: If the regional/national is not at UW or Seattle University, the University will pay for your travel expenses, lodging and food. You must complete a proper expense accounting to the University within 10 days of the completion of the regional/ national. This is an absolute prerequisite to receiving credit and the 10-day deadline is not flexible. Please refer any questions to the VPNC.

C. Alternates.

Each team will have one 2L student as an alternate. (Alternates are chosen based on different criteria for each competition.) It is up to the team to decide how much responsibility the alternate should assume.

Traditionally, the alternates have not had primary responsibility for writing the brief or preparing arguments. The alternate's role is to help prepare and edit the brief. The alternate may be asked to assume responsibility for technical editing. The alternate helps to challenge the team's arguments, and find and fill holes in the arguments.

However, the alternate should be prepared to argue in every round in case an emergency arises. To facilitate this preparation, the alternates will argue in some of the practice rounds. Alternates are treated as full team members for awards and recognition.

D. The Order of Barristers.

Participation on and success in regional competitions is one of the five scoring categories for selection to The Order of Barristers.

COMPLIANCE WITH GUIDELINES

A. Removal.

The team coach and the VPNC can remove a team member for an unreasonable failure or refusal to follow these guidelines. If there is no team coach, the MCHB President and the VPNC can remove a member.

B. Waiver

Only the MCHB or its Executive Board is allowed to waive these guidelines. Reasonable accommodations and variances can be requested. See the VPNC about questions.