

Executive Moot Court Board Bylaws

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Executive Moot Court Board

Bylaws

ENACTED May 1998

REVISED and APPROVED August 2006; September 2010; February 2011; November 2011

1. Name of the Organization
 - a. This student organization shall be known as the “Executive Moot Court Board.” Hereinafter, these Bylaws will refer to the Executive Moot Court Board as the “Board” or “EMCB.”
2. Purpose of the Organization
 - a. EMCB’s purpose is to promote the style and techniques of advocacy and lawyering, to organize and coordinate the activity of Arizona State University (ASU) College of Law Moot Court competitions, to encourage and develop the national presence of ASU’s Moot Court program, and to engage in other activities that create opportunities for ASU College of Law students to develop advocacy skills. These activities shall include coordinating Moot Court activities for the student body, while offering a variety of competitions to appeal to the general student body.
3. Role of the Bylaws
 - a. Purpose of the Bylaws
 - i. These Bylaws establish the framework within which the EMCB will operate. They also provide guidance as to the role and purpose of the EMCB within the ASU College of Law community. These Bylaws are intended to grow and change as the purpose and role of the Board changes.
 - b. Amending the Bylaws
 - i. The Bylaws can be amended, deleted, and supplemented through either of two methods.
 1. The Executive Committee can, by majority vote, approve a modification, which will then be proposed to the General Membership. Upon a simple majority vote by the General Membership, this modification will take effect.
 2. The General Membership can, even without the approval of the Executive Committee, propose a vote to adopt a modification by collecting a petition containing 1/3 of the General Membership’s signatures. Once this petition is signed by a sufficient number of General Members, it shall be submitted to the Executive Committee, which is required to schedule a vote on the proposed matter by the next full Board meeting. A simple majority vote by the General Membership is sufficient to approve a modification proposed in this way.
 - ii. A modification’s failure to succeed under one method does not preclude a potential vote under the other method at a later date.
4. Organizational Structure
 - a. Faculty Advisor
 - i. The faculty advisor shall be a liaison between the EMCB and the administration and faculty. The faculty advisor is expected to help guide the EMCB’s decisions regarding team coaches, manage the EMCB’s annual budget and expenses, ensure that College of Law protocol and policies are followed, and supervise the hosting of ASU College of Law Moot Court competitions and programs. While the faculty advisor

will likely be involved in many more aspects of the EMCB's functions, the above list highlights the most important responsibilities.

b. Executive Committee and General Membership

i. Role of the Executive Committee

1. The Executive Committee will consist of all the executive officers and any faculty advisor(s).
2. Each executive officer will receive one (1) vote in any matters submitted to the Executive Committee's authority, except for the Executive Chair, who has no vote unless necessary to break any ties that may occur.
3. The Executive Committee will be responsible for general maintenance and operation of the EMCB, performing primarily administrative tasks on behalf of the EMCB. This role requires constant communication with the General Membership in addition to opening all Executive Committee meetings to General Members.
 - a. However, General Members will not have a vote on matters discussed during an Executive Committee meeting and may have their speaking privileges limited to facilitate the Executive Committee's agenda.
4. Executive Committee Officer positions can be added, removed, or modified by amending the Bylaws, or the Executive Committee can reassign duties and responsibilities of Executive Committee Officers by a unanimous vote of the Executive Committee.
5. The Executive Committee may call, at the request of the Executive Chair, a meeting of all EMCB members with a simple majority vote. All meetings of the full EMCB shall require at least one (1) week's notice. However, the Executive Committee may call an emergency meeting, regardless of the Executive Chair's request, or the usual one (1) week's notice, with a two-thirds (2/3) vote.

ii. Role of the General Membership

1. The General Membership consists of all members of the EMCB except for Members-at-large, defined in Section 4(e). All General Members have one (1) vote when a vote is called. The members of the Executive Committee are treated as General Members for purposes of voting, except for the Executive Chair – who will only vote in the event of a tie.
2. The General Membership will carry out all operations and competitions necessary to fulfill the EMCB's purpose and role.
3. These operations include, but are not limited to the following:
 - a. Updating the EMCB web pages;
 - b. Contacting judges for competitions and keeping contact information for judges up to date;
 - c. Coordinate practices, funding, and travel plans for all ASU Moot Court teams, including external and traveling teams;
 - d. Planning and implementing the internal competitions each year;
 - e. Updating the files on record for each competition run during the year, both internal and external;
 - f. Updating the list of interschool competitions and advertising them to the student body; and

1. The four competition heads will be in charge of all room reservations, scheduling, communication, and preparation for their assigned competition.
- iii. Chair of External Competitions (“CEC”)
 1. Role and Duties
 - a. The Chair of External Competitions shall be the head of the External Competition Committee.
 - b. The Chair of External Competitions shall be the liaison between the EMCB, any adjunct or volunteer coaches, and any student groups which might support a travelling team.
 - c. The Chair of External Competitions shall create a committee comprised of General Members to facilitate the practices and travels for student group teams.
 - d. The Chair of External Competitions shall assist traveling teams with funding procedures, review applications for funding from the EMCB, and assist with administrative needs through the committee members.
 - e. The Chair of External Competitions shall inform student groups about national competitions in their areas of interest and encourage the formation of traveling teams.
- iv. Chair of Marketing and Outreach (“CMO”)
 1. Role and Duties
 - a. The Chair of Marketing and Outreach shall recruit lawyers from the community to judge external and internal competitions.
 - b. The Chair of Marketing and Outreach shall maintain and disperse the judge list to the General Members to inform them what judges they must contact.
 - c. The Chair of Marketing and Outreach shall assist whoever is coordinating the internal competitions in drafting informational flyers and hosting the informational meeting with a speaker from the community.
 - d. The Chair of Marketing and Outreach shall oversee the annual banquet with the assistance of at least two (2) general members.
 - e. The Chair of Marketing and Outreach shall solicit funding from law firms and attorneys for EMCB operations, ensuring that EMCB does not violate any College of Law policies regarding solicitation of firms and attorneys.
 - f. The Chair of Marketing and Outreach shall assist the Chair of External Competitions in informing the student body about external competitions.
- v. Chair of Problem Drafting (“CPD”)
 1. Role and Duties
 - a. The CPD shall create and head a committee comprised of General Members to draft problems for the following internal competitions:
 - i. Client Counseling Competition – responsibilities include drafting the Fact Patterns, Memorandum, and Supporting Documents for both the Preliminary and Final Rounds; and

- ii. Spritzer Oral Argument Competition - responsibilities include drafting the Fact Pattern, Brief for the Petitioner, Brief for the Respondent, and, if necessary, redacted versions of cases.
 - iii. Jenckes Competition - responsibilities include updating previously used problems from at least three years prior.
 - b. The CPD shall create a committee comprised of General Members to draft problems for any competitions that the ASU College of Law hosts, assuming the administration requests the help. This includes the NAFTA International Arbitration Competition.
 - c. The CPD shall create a committee comprised of General Members to draft problems for additional internal and external competitions as directed by the Executive Board.
 - d. The CPD shall oversee the marketing and sale of problems, drafted in prior years, to other law schools. The money raised by sale of problems will be used to help fund the EMCB's responsibilities and endeavors.
 - e. The CPD shall assist in selecting and purchasing problems from other schools for ASU Competitions.
 - f. The CPD will furnish the problems to the competition heads and CMO for distribution to the participants and judges respectively.
 - vi. Chair of Recruitment ("COR")
 - 1. Role and Duties
 - a. The COR will be in charge of both the Fall and Spring recruiting campaigns.
 - b. The COR will ensure that the selection of new members adheres to the bylaws, specifically delineated in Section d(ii).
 - vii. Election of Officers
 - 1. Executive Officers shall be elected each spring by the General Members who will be returning the following year. If more than two (2) members run for a position, the first vote will determine the two (2) highest vote-getters. Then, a second vote will determine who, among only the two (2) highest vote-getters, attains the office.
 - 2. Every potential Executive Officer must submit a letter of intent and resume indicating which officer positions he or she is interested in fulfilling by two (2) weeks before the last full EMCB meeting of the academic year.
 - 3. Eligible General Members can run for more than one officer position in the same year, but if elected to one position, automatically withdraw from running for any other position that same year.
 - 4. Executive officers are required to meet at least once with their successor and conduct a transition meeting, conveying essential information and documents (whether in electronic or paper formats).
 - 5. The voting process shall be administered by the highest ranking officer, according to Section 4(c), who is a non-voting 3L.
 - d. General Members
 - i. Role and Duties of General Members
 - 1. General Duties

- a. At the start of each academic year, general members shall sign up for committee assignments and indicate to which competitions they would like to be assigned. Each member must assist as needed in the following areas: internal competition coordination, travel team liaison, banquet planning, problem drafting, and recruiting.
 - b. In all decisions put before the General Membership, each General Member receives one (1) vote, which includes the Executive Officers acting in their role as General Members.
 - c. General members can elect to go inactive for up to one (1) semester; however, they must fulfill all obligations of general membership in the semester they are present. For example, if a general member wants to study abroad during the fall semester, they must help plan and coordinate an internal competition in the spring semester, as well as help with recruitment and interviews.
2. Specific Duties
- a. Within the General Membership, members can volunteer for specific duties. Selection of the General Members for the following specific duties will rest with the Executive Committee:
 - i. Historian. The Historian's responsibilities include recording and filing all information necessary to the ongoing operation of EMCB. In addition, the Historian is expected to maintain a calendar of EMCB events. This calendar shall be accessible to all General Members;
 - ii. Treasurer. If needed, the Chair of Operations and Internal Competitions can delegate responsibility to manage the EMCB budget to a Treasurer drawn from the General Membership;
 - iii. Webmaster. The EMCB Webmaster is responsible for all EMCB information that is posted online, whether that be through Blackboard, the EMCB website, or a future system. While the Webmaster's responsibilities are numerous, it is essential that the information posted stay current. The Webmaster is also responsible for collecting and posting photos and information from traveling teams and internal competitions for the website;
 - iv. Food and Beverage Procurement. General Members selected to serve as the point person for food and beverage procurement have three (3) primary responsibilities: (1) ensuring that EMCB has all proper documentation and authorization from the school to independently request donations of food and beverages; (2) coordinating the efforts of EMCB members to contact restaurants and organizations for food and beverage donations; and (3) working with the coordinators of each internal competition to ensure all competitions have sufficient meals for all volunteer judges, timers, and EMCB members staffing the competition;

- v. Student Coach/Liaison. As needed, General Members can serve as student coaches and liaisons to any teams participating in external competitions. The Chair of External Competitions has the authority to determine to which teams student coaches are assigned and can choose from the External Competition Committee or the General Membership. However, any dispute or disagreement as to which team a student is assigned can be referred to the Executive Committee, which can overrule the Chair of External Competition's decision through a majority vote;
 - vi. Secretary. The Secretary is expected to work with the historian to ensure that information conveyed during EMCB meetings is recorded in an electronic form. In addition to recording and maintaining the meeting minutes, the Secretary will keep a record of attendance for each meeting; and
 - vii. Problem Drafters. Under the Chair of Problem Drafting's guidance, General Members can serve as Problem Drafters. Problem Drafters are expected to help write, sell, and select the cases and supplementary materials necessary to host EMCB competitions. Similar to the Student Coach/Liaison role, the CPD can select members of the Problem Drafting Committee at his or her discretion. However, the decision is appealable to the Executive Committee, which can overrule the CPD's decision with a majority vote. No member of this committee may participate in any competition, in which they have helped create any portion of the problem.
- ii. Selection of General Members
1. All first and second-year law students enrolled at the ASU College of Law and in good standing are eligible to apply for General Membership on the Board. To select new General Members, the COR will ask for a letter of intent and resumé from each prospective candidate and conduct interviews of the applicants before making a decision on selection. The selection process is to occur during the spring semester of each academic year to determine membership for the following year. All current EMCB members, both executive and general, may review the candidates' submissions and/or conduct interviews of potential applicants, although not all current members are required to be present at each interview.
 2. Criterion for selecting General Members shall be at the discretion of the COR. Criterion shall include, but are not limited to: helping individual board members with their competitions, calling judges, timing, coordinating competitions or teams appropriately, abiding by the honor code, exhibiting traits of professionalism, prior work experience, general organization and time management abilities, future commitments, and overall involvement with the ASU Moot Court program.
 3. When making its decision on admitting new members, the EMCB shall use objective criteria whenever possible. Examples of objective criteria include, but are not limited to: standardized scoring rubrics for interviews, rubrics to

evaluate letters of intent and resumes, and a systematic approach to evaluating the criteria listed above. At no time shall an applicant interview with fewer than two (2) EMCB members. The Board is also expected to make all possible efforts to ensure that no applicant faces an interview panel consisting entirely of one (1) gender.

4. Upon completion of all interviews and review of application materials, the COR shall forward the recommendations on applicants to the Executive Committee for consideration. While the Executive Committee does not have to follow these recommendations, it is required to take them into account before selecting General Members by a majority vote.
 5. The Faculty Advisor is invited to attend as many interviews as possible and oversee the selection process of new board members.
 6. All EMCB members are required to make a commitment to remain involved in EMCB and in good-standing for the duration of their time at the ASU College of Law. For purposes of transparency, it is required that the Board make this commitment clear to applicants, and specifically ask applicants if they are willing to make that commitment during the interview process. Because of this commitment, Board members do not need to reapply or interview each year to continue on the Board.
 - a. However, the Executive Committee does have the authority to remove members for cause, but this requires a unanimous vote. Typical grounds for removal include: failure to fulfill annual EMCB responsibilities and duties, unprofessional and egregious behavior, and willful neglect of duties. If a member is dismissed by the Executive Committee, the dismissed member can appeal their dismissal to the General Membership. To overturn the Executive Committee's decision on a dismissal requires a two-thirds (2/3) vote by the General Membership.
 - b. If an EMCB member would like to resign their position, it is necessary to submit such decision in writing to the Executive Committee at least one (1) week before the next full EMCB meeting. Any member resigning his/her position is required to fulfill any outstanding EMCB obligations (such as helping coordinate an internal competition) that occur before the end of the semester. The Executive Committee can waive both of these requirements by a majority vote once the written resignation is submitted.
 7. All applicants shall be notified of their application results within one (1) week of their interviews and shall have twenty-four (24) hours to accept or decline their position.
- e. Members-at-large
- i. Role and Duties of Members-at-large
 1. Members-at-large (aka "Fall Recruits") will share all the same rights and responsibilities as General Members, except:
 - a. They do not have voting privileges during their first semester on the Board, but they can exercise voting privileges during their second semester on the Board;
 - b. They are not required to coordinate any internal competitions or the annual banquet, although they may volunteer to do so; and

- c. They cannot hold positions on the Executive Committee while still a Member-at-large.
 2. In addition, during their application to the Board, Members-at-large are required to commit to serving on the Board so long as they are a student in good-standing and are enrolled at the ASU College of Law. As with the General Members, the Board shall make this required commitment clear to any potential Members-at-large before it extends a position to join the Board.
 3. After their first academic year of service, Members-at-large shall automatically become General Members of the Board with the same rights and responsibilities as General Members.
 - a. As they will begin their second-year as fully empowered General Members, Members-at-large can run for a position on the subsequent year's Executive Committee.
 - b. The same removal procedures in Section D(ii)(5)(a) apply to Members-at-large.
 - ii. Selection of Members-at-large
 1. Members-at-large will be chosen during the fall semester of each academic year. The COR will coordinate the Fall recruitment. Upon completion of all interviews and review of application materials, the COR shall forward their recommendations on applicants to the Executive Committee for consideration. While the Executive Committee does not have to follow these recommendations, it is required to take them into account before selecting Members-at-large by a majority vote.
 2. In all other respects, the recruitment of Members-at-large shall follow the same requirements and procedures as listed for selecting new General Members, detailed above in Section 4(d)(ii).
5. Meetings
 - a. The Executive Committee is required to call, organize, and carry-out at least three (3) full EMCB meetings each fall and spring semester. The Executive Committee can choose the dates for these meetings and can call more than three (3) meetings per semester, so long as each meeting has at least one (1) week's notice and is approved under the conditions listed in Section 4(b)(i)(5).
 - i. As the Executive Chair is responsible to call and convene the EMCB meetings, he/she shall preside over all such meetings and is responsible to ensure that all meetings are conducted in an orderly manner consistent with procedures required by the ASU College of Law and these Bylaws.
 - ii. Any member in good standing may request for an item to be discussed during a full EMCB meeting, but discussion can be tabled in order to cover all the items listed on the agenda.
 - b. The Executive Committee will call Executive Committee meetings as needed throughout the year. While there is no mandatory minimum number of Executive Committee meetings, it is required that the Executive Officers will remain in contact with one another. The repeated failure to do so can constitute grounds to remove a member from the Executive Committee but not the Board.
 - c. Attendance. All members of the EMCB are required to attend board meetings. If any member misses three (3) board meetings in an academic year, they can be dropped from membership within EMCB under the procedures outlined in Section 4(d)(ii)(5)(a). While

absences do not require pre-approval from the Executive Committee, such efforts to alert the Executive Committee shall be considered if a member is in danger of being dropped.

- i. If a member of the Board is traveling with an external team or competing in a Moot Court competition, and therefore misses a Board meeting, that absence is considered excused and does not count toward the three (3) missed-meeting total.
- ii. Members shall receive a written warning from the Executive Committee after their second absence. The Executive Committee cannot drop a member, regardless of absences, without providing a written warning prior to the member's most recent absence. An email addressed to the violating member, so long as it includes all members of the Executive Committee in the Carbon Copy ("CC") line, can serve as written warning for purposes of removal.
- iii. Members dismissed due to frequent absences may make an appeal within two (2) weeks of the Executive Committee's decision, following the procedures outlined in Section 4(d)(ii)(5)(a).

6. Committees

a. Permanent Committees

- i. Executive Committee
- ii. External Competitions Committee
- iii. Problem Drafting Committee
- iv. Recruiting Committee
- v. End of Year Banquet Committee

b. Temporary Committees

- i. With the Executive Committee's approval, Executive Officers or General Members can create temporary committees to handle tasks or responsibilities as they arise. However, these committees cannot span more than one (1) academic year without explicit, annual approval from the Executive Committee. Absent additional approval, all temporary committees will cease to function at the end of the academic year in which they were created.

7. Competitions

a. Annual Intra-school competitions hosted by EMCB and ASU

- i. Client Counseling Competition
- ii. Jenckes/Jenckes Cup
- iii. Oral Argument
- iv. Oplinger Closing Argument Competition

b. Intra-school Competition Procedures

i. Preferred Pairing Method (Preliminary Rounds)

1. EMCB has developed tournament pairing software that automatically pairs competitors based on signup availability and is consistent with the procedures used in 7.b.i.2. If this software is unavailable, the Board will proceed to use the manual pairing procedures listed under 7.b.i.2.

2. Initial Pairings (Preliminary Rounds)

- a. Gather a list of all students competing on a single day. Using this number, determine the number of rooms needed.

- i. Typically, there should be no more than six (6) to eight (8) students in a given room. Larger groups make it difficult for judges to remain alert and remember all students.
- ii. All rooms should have an equal number of competitors, with a variance of up to ONE (1) student. Otherwise,

students in smaller rooms will have a competitive advantage.

1. For Example: Three (3) rooms with six (6) students and two (2) rooms with seven (7) students.
 2. NOT: Two (2) rooms with six students, two (2) rooms with eight (8) students.
 3. ALSO PROHIBITED: One (1) room with six (6), one (1) room with seven (7), one (1) room with eight (8).
- iii. Students MUST be assigned into rooms at random. When students are paired by hand or room assignments are assigned based on some criteria it can raise issues of favoritism.
1. Assigning at random: In Microsoft Excel, create two (2) columns, in the first column enter all student names, in the second column enter =rand() this will assign a random number. Cut and paste the =rand() formula so that each student has a random number assigned.
 2. Select the Column containing the random numbers by clicking on the Column Leader (Most likely will be a box labeled "B").
 3. Click on the Data Tab, then click Sort.
 4. Choose to expand the selection
 5. Sort the data in the random number column from smallest to largest. This will reorganize the competitors based on their random number assignment.
 6. Save the randomized list as "Tournament Competitors XX-XX." XX-XX is the name of the tournament and the year (i.e., CC 07 or OA 10)
 7. Use the list of names, and fill in rooms beginning with the first room and the first time slot. Fill the entire room before beginning on the next room.
- ii. Receiving Ballots
1. VERIFY THAT JUDGES HAVE FULLY FILLED OUT BALLOTS.
- iii. Scoring
1. Number of Judges
 - a. Each room should have exactly three judges. If and only if this is not the case, use the following alternate procedures in 7.b.iii.1.b and 7.b.iii.1.c:
 - b. Alternate Procedure for Assigning Judges to Rooms
 - i. All rooms are to have an equal number of judges. If this is not possible, judges must be as evenly distributed as possible so that each room has no more than one additional/extra judge than any other room.
 - c. Alternate Scoring Procedure
 - i. If each room has the same number of judges, the scoring process must be expanded (or contracted) to incorporate all

judges' scores. For example, if there are four judges in each room, the averages should be based on all four judges, etc.

- ii. If some, but not all, rooms have extra judges, the extra judge(s) in each room are to be designated "shadow judges." The shadow judge must be identified prior to tabulating the room's score data. The shadow judge's comments are retained but the judge is considered nonexistent for scoring purposes.
- iii. If some rooms have less than three judges, a fictional composite judge is to be created in those rooms. The composite judge's ranks and scores are an average of the real judges' scores in the room (e.g., if two judges' scores are 80 and 90, the composite judge is to give a score of 85). The purpose of the composite judge is to fill the room with three "judges" without skewing the scores.

2. General Scoring Procedure

a. Scoring Methodology

- i. For each competitor in a room, each judge in that room provides a numeric rank (for an n -competitor room, a number 1 through n , where 1 is the best competitor) and a numeric score (0 – 100, where 100 is a perfect score).
- ii. Competitors are to be ranked according to the following criteria, defined in 7.b.iii.2.a.iv:
 1. First, by average rank in ascending order.
 2. Second (first tiebreaker), by z-score in descending order.
 3. Third (second tiebreaker), by dropped high/low score in descending order.
 4. Fourth (third tiebreaker), by random number in descending order.
- iii. After this ranking process, the first competitor listed is the winner, the second competitor listed is the runner-up, etc.
- iv. Definitions
 1. "Average rank" is the average (arithmetic mean) of all of the judges' ranks.
 2. "Z-score" is the number of standard deviations that the competitor's cumulative score is above the room mean.
 3. "Dropped high-low" score is the sum of the judges' scores with the highest and lowest judges' scores excluded.
 4. "Random number" is a computer-generated random number that lies within an interval consistent across all competitors.

b. Suggested Implementation

- i. Create a spreadsheet with columns in the following order from left to right: "Competitor Name," "Competitor Room," "Judge 1 Rank," "Judge 1 Score," "Judge 2 Rank," "Judge 2

Score,” “Judge 3 Rank,” “Judge 3 Score,” “Average Rank,” “Cumulative Score,” “Z-score,” and “Dropped H/L.” The text of these column descriptions occupy row 1, columns A through L of the spreadsheet.

- ii. In each row, input the competitors’ names and rooms, clustering them by room.
- iii. Input the judges’ ranks and scores in the appropriate columns. Two people should be used. One person should read the scores while the other person records the scores. After a score is recorded, it should be read back to verify accuracy.
- iv. Create the “Average Rank” value in Column I for the first listed competitor (row 2) with the formula:

$$=AVERAGE(C2, E2, G2)$$
 where C is the column for “Judge 1 Rank,” E is “Judge 2 Rank,” and G is “Judge 3 Rank.” Extend the formula downward to fill in the remaining rows.
- v. Create the “Cumulative Score” value in Column J for the first listed competitor with the formula:

$$=SUM(D2, F2, H2)$$
 where D is the column for “Judge 1 Score,” F is “Judge 2 Score,” and H is “Judge 3 Score.” Extend the formula downward to fill in the remaining rows.
- vi. Create the “Z-score” value in Column K for the first listed competitor with the formula: $= (J2 - AVERAGE(\$J\$2 : \$J\$9)) / STDEV(\$J\$2 : \$J\$9)$ where J is the column for “Cumulative Score” and row 2 is the first competitor in this room and row 9 is the last competitor in this room. Each competitor’s cumulative score (e.g. J2) is being compared against the average and standard deviation of the room (e.g. 8 students, so the room is in rows 2 through 9). Extend the formula downward only to the remaining competitors in this room. For the second competitor in the first room, the formula will be, e.g., $= (J3 - AVERAGE(\$J\$2 : \$J\$9)) / STDEV(\$J\$2 : \$J\$9)$. Then for the second room in this example, the formula will “restart” for the first competitor in the second room as $= (J10 - AVERAGE(\$J\$10 : \$J\$17)) / STDEV(\$J\$10 : \$J\$17)$ if this second room has 8 students in rows 10 through 17. Continue filling in the z-score values on the per room basis described above until this column has been populated for all rooms and competitors.
- vii. Select the entire column K (“Z-score”) by clicking on the “K” column header above row 1. Under the Edit menu choose “Copy,” then “Paste Special.” Choose to paste only “Values.” This replaces the formulas with the values of their results and prevents the formulas from breaking when

competitors are ultimately sorted and are no longer in clusters by room.

- viii. Create the "Dropped H/L" value in Column L for the first listed competitor with the formula $=J2 - \text{MAX}(D2, F2, H2) - \text{MIN}(D2, F2, H2)$ where J is the column for "Cumulative Score," D is the column for "Judge 1 Score," F is the column for "Judge 2 Score," and H is the column for "Judge 3 Score." Extend the formula downward to fill the remaining rows.
 - ix. Select the entire spreadsheet (Control-A) and choose "Sort" from the "Data" menu.
 - x. Sort by:
 1. First by "Average Rank" (column I) by value smallest to largest (ascending order).
 2. Then by "Z-score" (column K) by value largest to smallest (descending order).
 3. Then by "Dropped H/L" (column L) by value largest to smallest (descending order).
 - xi. The resulting list is the competitor place rankings, with the top-listed competitor (in row 2) being in first place, the second (in row 3) being the runner-up, etc.
3. Preliminary Rounds
 - a. The competition organizers choose the number of competitors to advance to the final rounds. Typically this will be the top finisher from each room with the remaining slots filled by "floaters" drawn from the remaining competitors.
 - b. For each room, scan the sorted competition list from top to bottom and the highest listed competitor who is from that room is the top finisher. Color or bold the name to indicate that he/she will advance.
 - c. The remaining advancers can be selected from the top of the list from the highest names that are not already colored/bolded. These are the top competitors that did not win their room.
 4. Final Rounds
 - a. For the final round, winners are selected from the top listed competitors in the sorted competition list, with the first competitor being the winner, the second the runner-up, etc.
- iv. Ordering Final Round Competitors
 1. For Client Counseling and Jenckes where competitors do not directly face each other, the order of competitors is assigned so that the first and last time slots go to the highest ranked competitors.
 - a. Fill the last time slot with the 1st place competitor, the first time slot with the 2nd place. Proceed with filling from the outside to the inside, with the 3rd place competitor going in the second-to-last time slot, the 4th place competitor going in the second time slot, etc.
 - b. If there are multiple rooms for finals, fill across a time slot before moving on. For example, with two rooms, the 1st and 2nd place competitors fill the last time slots, the 3rd and 4th fill the first time

- slots, the 5th and 6th fill the second-to-last time slots, the 7th and 8th fill the second time slots, etc.
2. For Oral Argument and Oplinger where competitors directly face each other, competitors who did well during the preliminary rounds are “protected” by facing low-ranked competitors.
 - a. Follow the time slot procedure in 7.b.iv.1 but create time slots for only the top half of the finalists. Once the top half of the competitors are in the time slots, assign the bottom half by pairing the last-place competitor with the 1st place, the second-from-last competitor with the 2nd place, the third-from-last competitor with the 3rd place competitor, etc. The result is that the 1st place and last place competitors are paired and in the last time slot, and the two middle of the pack finishers will be paired in a time slot in the middle.
- v. Post-Competition
1. IN THE EVENT OF AN ERROR. If a student is not advanced because of a tabulation error (miscalculation, variance from rules) or because a judge filled out a ballot incorrectly (mismatch, did not fill in all points, etc).
 - a. An addendum will be placed on the email to the school containing the winners of the competition. The addendum shall read:

“The Executive Moot Court Board would also like to recognize STUDENT. STUDENT should have advanced to the final round based on preliminary results; however, due to a tabulation error they were not included in the final round.”
 - b. In Addition: The student will be invited to the EMCB year-end banquet. The slide for the tournament will include the student name, and the presenter will read the above addendum after reading the results.
 - i. IN THE EVENT OF AN ERROR. Where a final round has been calculated incorrectly because of either a tabulation error or because a judge filled out a ballot incorrectly, then a revised winners list will be emailed to the student body.
 - c. Any prize (cash, scholarship, coupon, or trophy) will be transferred to the correct student.
 - c. Annual Inter-school competitions pursued by ASU students but not hosted by EMCB
 - i. All competitions listed on the EMCB website as external, or “traveling team” competitions. Depending upon student turnout, this list will typically include annual competitions such as:
 1. New York City Bar Moot Court Competition
 2. American Bar Association Representation in Mediation Competition
 3. American Bar Association National Appellate Advocacy Competition
 4. Pepperdine Entertainment Law Moot Court
 5. Tulane Baseball Arbitration Competition
 6. Philip C. Jessup International Law Moot Court Competition
 - ii. Competitions not listed on the website or annual EMCB list can be approved by a simple majority vote of the Executive Committee.
 - d. Process for consideration and approval of a new inter-school competition

- i. Any student group who would like to send a team to a national competition must provide the EMCB with a completed application form with all required administrative signatures, the materials for the competition, a list of team members, a proposed budget for the competition, and a list of what assistance they will need from the EMCB for their competition.
 - ii. If seeking funding, these materials must be provided to the EMCB at least sixty (60) days in advance of the first practice.
 - iii. The EMCB will review this application, and if approved, will provide the student group with the policies for obtaining funding through GPSA and the EMCB.
 - iv. The traveling team must demonstrate that they applied for GPSA funding following those procedures in a timely fashion prior to being eligible for EMCB funds.
 - v. The traveling team will provide their own coach, unless one (1) has been previously appointed by the College of Law.
 - vi. Upon approval, a member of the external competition committee will be appointed to the competition and will work with the team leader for the traveling team to coordinate a practice schedule, obtain judges, and book rooms and any A/V equipment that may be necessary.
8. Competition Ban Appeals Process
 - a. Students who have been placed on the 365-day ban list for Moot Court competitions may appeal their ban by providing evidence which tends to justify their absence. For example, but not limited to:
 - i. Doctor's note describing illness which precluded participation
 - ii. Funeral program or obituary of deceased relative or loved one
 - iii. Outlines, notes, etc. which show that the participant was ready to compete
 - b. The Executive Committee will discuss all relevant appeals and vote. A majority vote is required to lift the ban.