

# Briefing Paper: Conference Chair

**As a Conference Chair, your role is to run debates**

Your aide will support you with 'behind the scenes' of conference proceedings, including with Confera

Your role is to manage the debate and conference floor itself. You will call actions to be taken (e.g. speakers and votes), and make decisions on process, including procedural motions. Your role will include

## 1. Opening and closing a conference debate

By announcing the name of the motion and speaking times for speakers, you can open the conference debate on a motion. You can close a conference debate by simply declaring the debate to be closed.

## 2. Calling actions

As Chair, you have the authority to call speakers and call votes. Your aide will help you manage the incoming speaker requests, and voting system. It is up to you to make the executive choice

## 3. Confera

Confera is the software that the Young Liberals use to manage conferences. As an aide, you should help the chair in managing Confera. You will primarily use Confera to manage speaker requests, and manage votes.

A member of the policy or events committee will show you how to use Confera before the motion. If you are yet to have this briefing, don't worry! Just let one of the committees or the officers know. There will always be someone nearby to help out with any technical issues.

Remember, every debate acts in the same basic way:

- Speakers speak in favour or against the policy/business/procedural motion
- Conference votes.

The differences between the format include:

- Certain motions require more >66% of votes to pass, not the normal 50%.
- Certain motions can be rejected by the chair

#### 4. Conduct of Debates

As chair, you are responsible for the conduct of the debate:

- Chairs must ensure that the debate stays on time. This means bringing a debate to a close (and potentially rejecting speakers) with enough time to have summators, and votes.
- Chairs and Aides should be present on the Conference floor a few minutes before the debate starts, so that Conference is not waiting. Chairs may be replaced if you cannot be found.
- The debate should be held professionally, as it is held at Federal Conference. With a number of physical and online guests including MPs, International sibling party delegates and members of FCC, it is important we show the professionalism of YL.

We will be trialling a enforcement system for some of these rules: for instance, if a debate runs for over 5 minutes without a mitigating circumstance (eg, the debate itself starting late), we will consider removing chairs from future debates for the conference.