

**National FFA Parliamentary Procedure CDE
Form 3**

**Tabulation Sheet for Scoring Minutes
(Preliminary Round)**

STATE: _____

| Scoring Criteria | Possible Points | Points Earned |
|---|------------------------|----------------------|
| <u>Completeness and Accuracy</u> Minutes accurately reflect all business transacted during demonstration. Kind of meeting (regular) Name of chapter Date and time of meeting President and Secretary were present? Minutes of the previous meeting read? | 15 | |
| <u>Format of Minutes</u> Separate paragraph for all items All main motions (including those withdrawn) All secondary motions (including those lost) All points of order and appeals Name of person making motion Name of seconder NOT included Vote count for motions requiring a 2/3 vote Signed by the President and Secretary | 15 | |
| <u>Grammar, Style and Legibility</u> Complete sentences Correct spelling (deduction of 1 pt./error) Correct punctuation (deduction of 1 pt./error) Legibility and clarity | 15 | |
| TOTAL POINTS | 45 | |

Comments:
