

PARLIAMENTARY PROCEDURE

CAREER DEVELOPMENT EVENT

A SPECIAL PROJECT OF THE NATIONAL FFA FOUNDATION

IMPORTANT NOTE: *Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all National FFA Career Development Events.*

I. PURPOSE

To encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills.

II. OBJECTIVES

Students will be able to:

1. Use parliamentary procedure to conduct an orderly and efficient meeting.
2. Demonstrate knowledge of parliamentary law.
3. Present a logical, realistic and convincing debate on motions.
4. Record complete and accurate minutes.

III. EVENT RULES

1. **Team Make-up-** A team representing a state will consist of six members and one designated alternate listed at the state and national levels from the same chapter. The alternate is not permitted to observe competing teams, but may observe their own team. The alternate may replace a regular team member prior to the start of the event.

2. The event is open to one team per state as certified by the State Supervisor to the Teacher Services Specialist in charge of National Career Development Events.
3. The event will have four phases: written examinations, a ten minute team presentation of parliamentary procedure, oral questions following the presentation, and minutes prepared by the team secretary in consultation with the team chair.
4. The advisor shall not consult with the team after beginning the event.
5. Official FFA dress is highly recommended for participation in the parliamentary procedure career development event. Official FFA dress is required for the awards banquet.

IV. EVENT FORMAT

A. EQUIPMENT

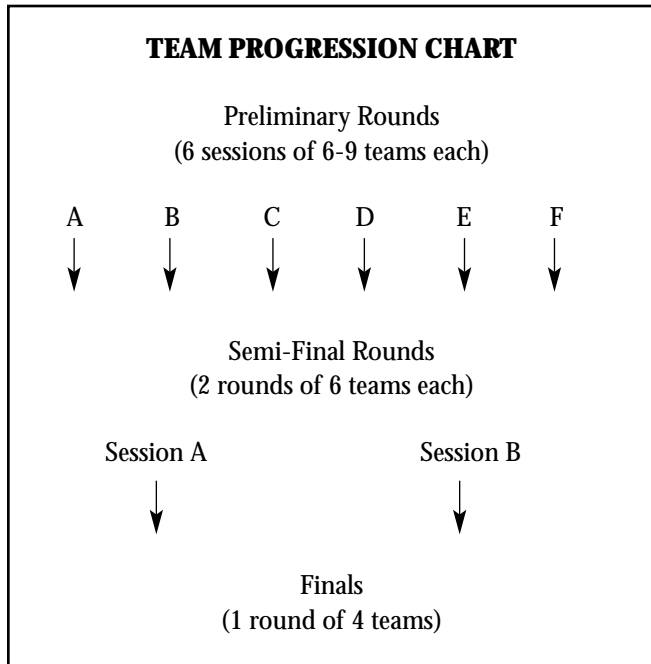
Materials student must provide- Each participant must bring a minimum of two sharpened No. 2 pencils.

B. TEAM ACTIVITY

Presentation (750 points)

1. The national event will have three rounds, a preliminary round, a semi-final round and a final round. The preliminary round will have four to six sections. A section shall be made up of six to nine teams. Two teams from each of the sections, for a total of twelve teams will advance to the semi-final round. The semi-final

round is composed of two sections with six teams in each section. Two teams in each semi-final section will advance to the final round of four teams.



2. Teams will be placed into preliminary and semi-final rounds based on a procedure determined by the officials in charge of the event.
3. Each team will address a local chapter item of business which would normally be a part of a chapter's Program of Activities (e.g. Food for America, Project PALS, WEA, fundraisers, recreation, etc.) Consult the Official FFA Manual and Student Handbook for specific activities. The motion will be specific and must be moved as it is written on the card.
4. The team demonstrating shall assume that a regular chapter meeting is in progress and the chair shall start the presentation by saying, "Is there any new business that should be presented at this time?" A team member will then move the main motion assigned to the team.
5. The event official will assign the main motion on a 3"x 5" card. This is to be the first item of business presented. All teams in each session will use the same main motion. It is suggested that this main motion should be the first motion presented, unless orders of the day, take from the table, reconsider or rescind are required.
6. The event officials will select two subsidiary, two incidental and one privileged or unclassified motion from the list of permissible motions. These motions will be on a 3"x5" card and one will be randomly assigned to each team member. All teams in each session will be assigned the same motions. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). Members may not confer during the one-minute time period.
7. There shall be no limitation to the number of subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate two subsidiary, two incidental and one privileged or unclassified motions designated by the officials in charge. The team may use more than one main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.
8. An alternate main motion not pertaining to the main motion may be used to facilitate the correct demonstration of the motion, "Call for the orders of the day," should that privileged motion be designated as one to be demonstrated by the officials in charge.
9. If the officials in charge designate "rescind, reconsider or take from the table", as a motion to be demonstrated, you could assume that you would rescind an action taken, which cannot be reconsidered, or take from the table a motion or reconsider a motion you did earlier in the present meeting. Example: "I move to rescind the motion that was passed at our last meeting about having an FFA hayride." These motions shall not be used unless they are a required motion. Unrealistic or canned debate on rescind or reconsider may be penalized at the judges discretion.

SAMPLE CARD

Main Motion:

I move to sell citrus as a fundraiser.

Required Motions:

Lay on the Table

Amend

Suspend the Rules

Appeal

Reconsider

10. The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.
11. A member's required motion will not be counted as an additional motion for another member. The person who makes the assigned main motion will be given credit for an additional motion (20 pts). Credit for an additional motion will only be given one time (Example: Division of the Assembly can only be used once for credit). If an alternative main motion is used, the member will be given credit for an additional motion.
12. A team shall be allowed 10 minutes in which to demonstrate knowledge of parliamentary law. Thirty (30) seconds past 10 minutes will be allowed without penalty. A deduction of 50 points will be made for every additional 30 seconds or major fraction thereof. A timekeeper will furnish the time used by each team at the close of the event.

Minutes	Points Deducted
10:00 - 10:30	0
10:31 - 11:00	50
11:01 - 11:30	100
11:31 - 12:00	150
12:01 - 12:30	200
12:31 - 13:00	250

Oral Questions (100 points)

Each of the six-team members will be asked a planned question relating to their assigned motion. No one may step forward to help correct answers on the first six questions at any time. Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which, time will be called.

Presentation Minutes (50 points)

Each team will have a secretary take minutes of the presentation. A possible score of 50 points will be allowed for the minutes. Pencils and paper will be supplied to take notes during the presentation. Following the presentation, the secretary in consultation with the chair, will have thirty minutes to prepare the official minutes. Notes taken by the secretary during the presentation must be turned in with the official copy of the minutes on Form 1. (The lowest possible

score for the section is zero (0).) Event officials shall use Form 3 to score the official minutes of the presentation.

Instructions on Minutes

1. Use the example of proper minutes as illustrated in the Official FFA Secretary's Book and/or outlined in Robert's Rules of Order Newly Revised.
2. A dictionary will be permitted for writing the official minutes of the presentation.
3. The minutes will begin by recording the first item of business presented. Opening ceremonies and other preliminary information will not be used. Example: "It was moved by John Smith to start the Food For America program on December 1."
4. The chair and the secretary may consult in preparing the official minutes of the presentation. A total of 30 minutes will be allowed to prepare the minutes.
5. A judge will read, review and grade the official minutes of the presentation after completion of each round of the event. The scores will be provided to the presentation judges for use in computing final scores.

B. INDIVIDUAL ACTIVITY

WRITTEN TEST (100 POINTS)

A written test will consist of 25 objective-type multiple choice questions covering basic parliamentary law and information pertaining to minutes. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. Alternates do not take the written test. The average score of the six-team members will be used to compute the total team score in each round.

V. SCORING

Guidelines for Scoring Discussion

1. It is essential that each judge observes and maintains consistent criteria in scoring discussions for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion should be scored at the time it is delivered.

3. Characteristics of effective discussion include a) completeness of thought, b) logical reasoning, c) clear statement of speaker's position, d) conviction of delivery, and e) concise and effective statement of discussion.

4. A suggested grading scale is as follows:

Excellent	16-20 points
Good	11-15 points
Average	6-10 points
Poor	0-5 points

5. An excellent discussion would be extremely unusual and would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor discussion would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. An example might be: "I think this is a good idea."

6. Most discussion would fall in the range of 8-15 points. An example of a discussion might be: "I think this is a very significant motion which should be passed for the following reasons (new, informative and logically related)." Each debate should have a logical conclusion. Good discussion would be characterized by effective

delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.

7. Each time a participant in the presentation discusses any motion, they may earn a score. However, an individual may never earn more than 60 points in a given presentation. Furthermore, no more than 20 points may be earned during one recognition by the chair.

8. The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

Guidelines for Scoring the Chair

1. Ability to preside – handling of motions, keeping members informed, use of the gavel, distribution of discussion. (80 points)
2. Leadership – stage presence, poise, self-confidence, politeness and voice. (20 points)

The judges will use Form 2 to score the event. The top two teams will be ranked first and second based on the judges' lowest combined rank. The remaining teams will be designated silver or bronze awards.

SCORING

Phase	Breakdown of Points	Section Points	Total Points
Written Test (average of 6 members scores)			100
Presentation			750
Total of 5 members on the floor		500	
Required motion	20		
Discussion (max. of 4 debates @ 20 pts. each)	60		
Additional motion (incl. main or alternate main motion)	20		
Chair		100	
Ability to preside	80		
Leadership	20		
Teams's General Effect		150	
Conclusions Reached by Team (Team's use of motions and discussion support disposal of the main motion)	50		
Team Effect (Degree to which discussion was convincing, logical, realistic, orderly, and efficient)	50		
Team's voice, poise, expression and appearance	50		
Oral Questions			100
Total for members' questions (6x12 pts)	72		
Additional clarification questions (2 min.)	28		
Minutes of Presentation			50
Completeness and Accuracy	25		
Format	10		
Grammar, style, legibility	15		
Deductions			
Deductions for parliamentary mistakes	5-20 pts/minor mistake		
Deductions for omitting assigned motion	50		
Deductions for going overtime	50 pts for every 30 seconds over 10:30		
TOTAL			1,000

VI. TIEBREAKERS

Tiebreakers for teams will be:

1. the total presentation score,
2. the team's average score on the written test
3. the total score for questions.

VII. AWARDS

Awards will be presented at an awards ceremony. Awards are presented to teams as well as individuals based upon their rankings. Awards are sponsored by a cooperating industry sponsor(s) as a Special Project, and/or by the general fund of the National FFA Foundation.

Each state will be provided a plaque for their state winning team. The first place national team will be presented a trophy plaque. Each member of the first place team will be presented an individual team member plaque. A national gold plaque and individual medals will be presented to the top 12 teams competing in the event; silver plaques and individual medals to the middle 18; and remaining teams and individuals competing will receive bronze. The top four teams will each receive a designated gold plaque.

Scholarships may be awarded as funded by special project sponsors. Collegiate scholarships awarded to FFA members competing at or above the local level in parliamentary procedure events may be available.

VIII. REFERENCES

This list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

The official text will be the latest edition of *Robert's Rules of Order Newly Revised* (currently 2000 edition).

Additional references may include *FFA New Horizons* magazine, the Official FFA Manual, the FFA Student Handbook and the Official Chapter Secretary's Book.

**CHART OF PERMISSIBLE MOTIONS FOR THE
NATIONAL FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT**

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions					
Fix Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
Subsidiary Motions					
Lay on the Table	Yes	No	No	Majority	Neg only (3)
Previous Question	Yes	No	No	$\frac{2}{3}$	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	$\frac{2}{3}$	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	Yes	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Object to the Consideration of the Question	No	No	No	$\frac{2}{3}$	Neg. Only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote Chair rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
Motions That Bring A Question Again Before The Assembly					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Maj. with notice, $\frac{2}{3}$, or maj. of membership (3)	Neg. Only
Take from the table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order - 2/3 vote, standing rules - majority vote

(3) Refer to Robert's Rules of Order Newly Revised (10th edition) for rule(s)

(4) Refer to CDE rule #9 before using these motions in the demonstration