



**Updated 9/2021*

Parliamentary Procedure - Novice

Purpose

The Parliamentary Procedure – Novice Leadership Development Event is designed to introduce ninth grade FFA members to parliamentary procedure as they learn how to conduct efficient meetings and build their communication skills.

Objectives

Students will be able to

- Develop a basic knowledge of parliamentary law.
- Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- Communicate and participate effectively as a team members.
- Demonstrate critical thinking and teamwork for effective decision making.

General Information

The Kansas FFA State Parliamentary Procedure – Novice Leadership Development Event will be limited to two participants from each district.

- Teams will consist of six members from the same chapter.
- Contestants must be ninth grade FFA members at the time of selection and qualification.
- The state winner will be eligible to compete at the National FFA Conduct of Meeting Leadership Development Event.

Event Rules

- It is highly recommended that participants wear FFA Official Dress for this event.
- There will be a preliminary and final round of demonstrations.
- Team members will take the written exam one time. Exam score will be used as part of the team score in each of the rounds.
- Exam scores will be used to seed teams into the preliminary rounds.
- Any participant in possession of any electronic device is subject to disqualification.

Event Format

EQUIPMENT

Materials the student needs to provide include

Two sharpened No. 2 pencils.

Materials provided by the event committee include

Gavel.

Blank note paper.

WRITTEN EXAM

Twenty questions (one point per question; 20 points per member; 120 total team points)

30 minute time limit

- Permissible motions
- Order of business

PRESENTATION — TEAM DEMONSTRATION

Team members will demonstrate five of the permissible parliamentary procedure motions listed below. Event officials will select motions to be demonstrated in each flight of the event.

- **Privileged Motions**
 1. Raise a question of privilege
 2. Recess
- **Subsidiary Motions**
 1. Previous question
 2. Postpone definitely
 3. Commit or refer
 4. Amend
 5. Postpone indefinitely
- **Main Motion**
- **Incidental Motions**
 1. Parliamentary inquiry
 2. Division of the assembly
 3. Point of order

Event Procedures

- The room will be pre-set with a lectern, tables, and chairs prior to the event. All teams will use identical room sets provided by the event committee. Actual meeting room sets will be provided during the team orientation meeting prior to the event.

- All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team.
- Participants will have one minute immediately before their demonstration to read their card silently and take notes. Team members may not mark or write on the cards and may not confer or signal each other during the one-minute time period or during the demonstration, except when seeking recognition from the chair.
- Every participant will receive a card (see the sample below) with the main motion and the five required motions from the list of permissible motions. No other motions may be used. However, a **point of order** may be used if it is not listed on the motion card. Points will not be awarded if it is not on the motion card, and an *appeal* may not be made on the president's ruling. Included in the four required motions will be a minimum of one debatable subsidiary motion.

MAIN MOTION:

I move that our chapter organize a district novice parliamentary procedure competitive event.

REQUIRED MOTIONS:

Raise a Question of Privilege

Previous Question

Amend

Point of Order

Division of the Assembly

The highlighted and bolded motion is your required motion.

- The required motion must be demonstrated by the officer that the motion is assigned to for points to be scored. If the assigned motion is used by another officer it must be properly renewed again, if allowed, by the assigned officer to score points.
- Judges will score all member debates, but only the top three debates per team member will impact final team score.
- If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
- Five of the six participants on the floor will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned.
- The demonstration will not exceed 10 minutes. (Penalties will be assessed starting at 10:30).
- A time card will be provided so that the team can see. The timekeeper will signal the team with large cards at the elapsed times of seven and nine minutes.
- Judges will ask one oral question (which may contain one to two parts) per participant.

Oral questions will be predetermined and related to the permissible motions. The participant will need to answer the question as an individual with on help from teammates. The same set of questions will be used for each team in each flight of the event. Separate sets of questions will be developed for each round of the event.

- **Main Motion** – There is no pre-determined list of main motions. Main motions are determined annually by the event superintendent and must be developed for any of the three divisions of the chapter program of activities, which includes growing leaders, building communities and strengthening agriculture.
- The order of business will begin with the consideration of new business (other items normally on the order of business are not to be considered). A member on the floor will gain recognition and state the main motion on the card without suspending the rules, which will not be assigned to any particular member. The motion to adjourn is not allowed.

Tiebreakers

- Presentation — Debate
- Written exam — Team total

Awards

Awards will be presented on stage during a session of State FFA Convention based upon their rankings to the top four teams as follows:

- 1st place- Plaque and gold medals for each team member
- 2nd place- Plaque and silver medals for each team member
- 3rd place- Plaque and bronze medals for each team member
- 4th place- Plaque and bronze medals for each team member

Awards are sponsored by cooperating industry sponsors as a special project and/or by the general fund of the Kansas FFA Foundation.

References

This list of references is not intended to be all-inclusive.

Make sure to use discretion when selecting website references by only using reputable, proven sites. The following list contains references that may prove helpful during event preparation. All references (except #6) are available on-line through the National FFA Organization's Core Catalog, <http://www.ffa.org/> The most current edition of resources will be used.

1. National Official FFA Manual
2. National FFA Student Handbook
3. Dunbar's Manual of Parliamentary Procedure Test Questions
4. Parliamentary Procedure Oral Questions (Basic) (CD)
5. Robert's Rules of Order Newly Revised

6. Robert's Rules of Order Newly Revised in Brief