



**Updated 2/2022*

Parliamentary Procedure - Senior

Purpose

The purpose of the Senior Parliamentary Procedure Leadership Development Event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership, research and problem-solving skills.

Objectives

Upon completion of participation in the event, students will be able to:

- Use parliamentary procedure to conduct an orderly and efficient meeting.
- Demonstrate knowledge of parliamentary law.
- Present a logical, realistic and convincing debate on motions.
- Evaluate minutes and organizational documents.
- Utilize parliamentary resources to solve problems of organizational management and operations.

General Information

The Kansas FFA State Senior Parliamentary Procedure Leadership Development Event will be limited to two participants from each district. Following the conclusion of the District Leadership Schools, chapters whose team was not selected to represent the district will have the opportunity to participate in the Qualification event that will certify one team at large to participate in the state event. In addition, if a district doesn't fill their two spots additional teams from the qualifier will be notified of their opportunity to participate.

- Teams will consist of six members from the same chapter.
- Be a secondary education (grades 9 to 12) FFA member during the school year in which the participant is competing
- There will be a preliminary and final round of demonstrations.
- 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.
- The advisor will not consult with the team after entering the holding room prior to each round of the event.

- 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 – preliminary and final.
- Exam scores will be used to seed teams into the preliminary round.
- Any participant in possession of an electronic device in the event area is subject to disqualification.

Equipment

- Each participant must bring a minimum of two sharpened No. 2 pencils.
- Materials provided by the event committee:
 - A copy of the current edition of *Robert's Rules of Order Newly Revised*
 - A gavel will be supplied for the chair. Teams may choose to use their own gavel if they so desire.
 - Paper and pencils will be provided to chair and secretary stations.

The event will have four phases:

- Written Examination.
- An 11-minute team presentation of parliamentary procedure.
- Oral questions following the presentation.
- Practicums
 - *Preliminary Round Only* - Individual practicum focused on minutes and other records – preformed one time.
 - *Final Round Only* – Team problem-solving practicum.

Event Format

Written Test (200 points)

- Fifty(50) multiple choice questions taken from the Eight Standard Characteristics taken from *Robert's Rules of Order Newly Revised*. References cannot be used for this part. Participants will have one hour to complete the exam.
- The average score of the six team members will be used to compute the total team score that will be utilized for each round.

Presentation (500 points)

1. The state event will have two rounds:

Preliminary round

- The preliminary round will have two sections. A section shall be made up of five to eight teams.

Final round

- Two teams in each preliminary round will advance to the final round for a total of four teams.

2. **Seeding Process**

Teams will be placed into preliminary round based on the teams' exam scores, which is the average score of the six team members.

3. **Item of Business**

Each team will address a local chapter item of business, which would normally be a part of a chapter's program of activities (consult ffa.org, the Official FFA Manual and Student

Handbook for specific activities and current programs.) The motion will be specific and must be moved as an original main motion as it is written on the event card.

Motions not on the chart of permissible motions, or secondary motions and debate applied to them, will not be scored.

4. **Event Card**

There are 25 permissible motions in the state FFA event. From the list of permissible motions, the event officials will select two subsidiary, two incidental and one privileged or a motion that brings a question again before the assembly. These motions will be on an index card, and one will be randomly assigned to each team member. Motions must be demonstrated in the classification that is indicated on the motion card (i.e. privileged, subsidiary, incidental, motions that bring back again before the assembly).

All teams in each section 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 or use nonverbal communications during the one-minute time period or during the demonstration.

Sample Card

Main Motion:

I move that our chapter send two delegates to WLC.

Required Motions:

Lay on the Table

Amend

Suspend the Rules

Appeal

Recess

5. **Opening and Closing the Demonstration**

The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The chair shall start the presentation by saying, "Is there any new business?" Time will stop when the chair declares the meeting adjourned.

Original Main Motion: The event official will assign the main motion on an index card, no other original main motions may be used. Making other main motions that are not on the event card will result in a 50-point deduction from the overall team presentation score.

The assigned original main motion is to be the first item of business presented, unless Take from the Table, Reconsider or Rescind are required on the event card. If any of these motions are on the event card, the team may choose to demonstrate the motion at the beginning of their demonstration or at the end of the demonstration, after they have disposed of the original main motion. Points are only deducted if parliamentary

error occurs or if event time requirements are violated. If this is the case, an alternative main motion for Take from the Table, Reconsider or Rescind will be provided.

The person who makes the assigned main motion will be given credit for an additional motion.

6. Secondary Motions

There is no limit to the number of subsidiary, incidental and privileged motions that a team may demonstrate.

A member's required motion will not be counted as an additional motion for another member. No motion may count for an additional motion for more than one member.

Incidental and privileged motions cannot be demonstrated as incidental main motions.

Only motions listed in the permissible motions chart will be counted for required and additional motions.

7. Individual Member Recognition

A member may speak in debate on the main motion and conclude by offering a secondary motion. Judges will award points accordingly for both the debate and the secondary motion.

Omission of the assigned motion by the assigned member on the event card will result in a 50-point deduction from the overall team presentation score.

8. Motions that bring a question again before the assembly

If the officials in charge designate Take from the Table, Rescind or Reconsider as a motion to be demonstrated, a scenario will be included on the event card. These motions shall not be used unless listed on the event card as a required motion.

9. Call for the Orders of the Day

If the event officials designate call for the orders of the day as a motion to be demonstrated, a scenario will be provided on the event card. Participants are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.

10. Debate

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, even if the subsidiary motion to extend the limits of debate has been passed.

11. Time Limit and Deductions

A team shall be allowed 11 minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 11 minutes will be assessed. A timekeeper will furnish the time used by each team at the close of the event.

- Example: 11:00 = 10-point deduction.

Oral Questions (100 points)

Individual Questions (100 points)

The team members (not including the chair) will be asked a planned question, which may include one to three parts, relating to their assigned motion. No one may step forward to help another member answer their individual question. The chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures. Each member will be scored a maximum of 16 points for responses to questions. Chair will be scored a maximum of 20 points.

Clarifying Questions

The judges will have three minutes to ask questions related to the team's demonstration that may impact other aspects of team demonstration scores. Questions may be directed to the team or an individual member. Team members may volunteer to answer the question for the team or to help another member. This round of questions is not scored separately but is used to inform other aspects of the score card.

Preliminary Round Only -- Individual Practicum, Minutes and Other Records (50 points)

Each team member will participate in a 30-minute practicum that addresses organizational minutes and other records. Participants will be provided materials and responses will be captured using a scantron form. Reference materials will not be allowed during this practicum. The practicum will assess the NAP Body of Knowledge for Leaders of Organizations Domain 2. Minutes and Other Records and *Robert's Rules of Order Newly Revised*.

Use the example of proper minutes as illustrated in *Robert's Rules of Order Newly Revised*.

"Leaders should have the knowledge and skills to prepare and approve minutes.

A leader should know:

- The proper contents of minutes.
- How a minutes approval committee functions.
- How minutes are approved and amended before and after adoption.
- The different types of records—including financial records—kept by an organization.

A leader should be able to:

- Take notes during a meeting and prepare minutes from them.
- Approve and correct minutes.
- Prepare and give a treasurer's report.

Final Round Only -- Team Problem Solving Activity (50 points)

Teams advancing to the final round will complete a team problem solving activity in lieu of the minutes. Teams will be provided a short parliamentary procedure scenario outlining a practical problem. The team will have 30 minutes to research the problem and write a short solution with reference to specific page and line numbers in *Robert's Rules of Order Newly Revised*. All team members are required to provide their own copy of the most current edition of *Robert's Rules of Order Newly Revised*.

Scoring Guidelines

Guidelines for Scoring Discussion (60 Points Per Member)

1. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score debate in an unbiased manner. All debate should be scored at the time it is delivered.
3. 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 any given presentation. 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 even if an extension of debate is passed.

Characteristics of effective debate

1. Completeness of effective debate include the member's ability to state his or her position, provide reason(s) supporting his or her position and tell or encourage the delegation how to vote. The delivery of the debate will include:
2. Completeness of thought.
3. Logical reasoning.
4. Clear statement of speaker's position.
5. Conviction of delivery.
6. Concise and effective statement of debate.

Good Debate

A good debate would be characterized by a presentation that includes the components of debate as well as the quality of delivery in which the debate is delivered. Those components are

- States position.
- Provides more than one reason supporting the position.
- Tells delegation how to vote.

Average Debate

An average debate would be characterized by a presentation that includes only one supporting reason or lacks the quality of deliver. However, the following basic components of a debate will still be included:

- States position.
- Provides more than one reason supporting the position.
- Tells delegation how to vote.

Poor Debate

A poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning and substance as well as the omission of one or more components of an effective debate.

Suggested grading scale for debates:

Good: 15-20 points

Average: 8-14 points

Poor: 0-7 points

Guidelines for Scoring the Chair (80 Points)

The chair is evaluated by his or her ability to preside and his or her leadership.

Ability to preside (65 points)

The ability to preside includes the following being able to state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel and maintain awareness of business on the floor.

A suggested grading scale is as follows:

Excellent: 51-80 points

Good: 26-50 points

Poor: 0-25 points

Leadership (15 points)

Leadership is stage presence, poise, self-confidence, politeness and voice.

A suggested grading scale is as follows:

Excellent: 10-15 points

Good: 6-10 points

Poor: 0-5 points

Guidelines for Scoring Team Effect (20 points)

Conclusions reached by the team:

The main motion was well analyzed which may include answering who, what, when, where, why and how.

Team Use of Debate:

The degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition.

Team Presence:

This includes voice, poise, expression, grammar, gestures and professionalism.

SCORING

- 1. Written Exam (23%) 200
50 multiple-choice questions x 4 points each = 200 points
- 2. Presentation (59%) 500
 - Required motion: 10 points x 5 members = 50 points (5%)
 - Additional motion: 10 points x 5 members = 50 points (5%)
 - Debates = 300 points. (30%)
 - 20 points max per debate
 - Four debates/member included
 - Five members
 - Chair = 80 points (8%)
 - Ability to Preside: 65 points
 - Leadership: 15 points
 - Team Effect: 20 points (2%).
 - Conclusions Reached by Team

- Team Use of Debate
 - Team Presence
3. Oral Questions (12%) 100
 - Individual Questions (80 points)
 - Five team members, 16 points maximum per question
 - Chair, 20 points maximum
 4. Practicums (6%) 50
 - Individual Practicum, Minutes, or Other Records (Preliminary Round) 50 points
 - Team Problem Solving (Final Round) 50 points
 5. TOTAL POINTS 850

Tiebreakers

Tiebreakers for teams will be:

- Total final presentation score out of 500 possible points.
- Team average score on the written exam.
- Total score for questions.

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. 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.

NATIONAL FFA CORE CATALOG

- CDE Q&A's, FFA.org
- Additional parliamentary procedure resources, including those formally offered in the National FFA Education Resources Catalog can now be found online at shopFFA.org.
- The official text for 2021 will be the 12th edition of Robert's Rules of Order Newly Revised. (published in September 2020)
- Additional references may include FFA New Horizons magazine, the Official FFA Manual and the FFA Student Handbook.

EXAM

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Dunbar's Manual of Parliamentary Procedure Test Questions (PARL-2) available from the Parliamentary Procedure Instructional Materials Center, <http://www.dunbarparlipro.com>
- Study Guide for the National Association of Parliamentarians Registration Exam, found at <https://nap.users.membersuite.com/shop/store/browse>
- American Institute of Parliamentarians — Here is the Answer! What is the question? Cover Roberts Rules of Order Newly Revised, found on Amazon at <http://amazon.com>. Search for "Here is the Answer! What is the question?"
- National Association of Parliamentarians Body of knowledge found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- Past National FFA Event Exams, Questions and Practicums, available at FFA.org at no cost

PRESENTATION

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Past National FFA Event Finals Recordings (available at, FFA.org at no cost)
- American Institute of Parliamentarians — Presiding: You Can Do It, found on Amazon <http://www.Amazon.com> Search for "Presiding: You Can Do It"
- [Official FFA Manual](#), includes Spanish version
- [FFA Student Handbook](#) and in [Spanish](#)

INDIVIDUAL QUESTIONS

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Past National FFA Event Exams, Questions and Practicums, available at FFA.org at no cost
- National Association of Parliamentarians Body of knowledge found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- Dunbar's Parliamentary Procedure Oral Questions (PARL-24c) available from the Parliamentary Procedure Instructional Materials Center, <http://www.dunbarparlipro.com>

INDIVIDUAL PRACTICUM, MINUTES AND OTHER RECORDS

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Past National FFA Event Exams, Questions and Practicums (available at FFA.org at no cost)
- National Association of Parliamentarians Body of knowledge found at: <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- National Association of Parliamentarians Pathways to Proficiency – What Was Done at the Meeting, found at: <https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=nap&webcode=shoppin>

[g&shopsearch=minutes&prd_key=a3ff167f-bd10-49a3-a243-5f458656f727](https://www.amazon.com/s?k=minutes&pf_rd_p=a3ff167f-bd10-49a3-a243-5f458656f727)

- American Institute of Parliamentarians – Complete Minutes Manual, found on Amazon at: <http://astore.amazon.com/americaninsti0a-20/detail/0942736370>
- National FFA Manual
- National FFA Student Handbook

TEAM PRACTICUM, PROBLEM SOLVING

- The most recent edition of *Robert's Rules of Order Newly Revised*
- National Association of Parliamentarians Body of knowledge found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- Dunbar's Parliamentary Procedure Oral Questions (PARL-32) available from the Parliamentary Procedure Instructional Materials Center, <http://www.dunbarparlipro.com/>
- Past National FFA Event Exams, Questions and Practicums, available at FFA.org at no cost