



*\*Updated 10/2023*

## Conduct of Chapter Meetings

### Purpose

The purpose of the Conduct of Chapter Meeting Leadership Development Event is 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

- Demonstrate correct use of FFA opening and closing ceremonies.
- 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 Conduct of Chapter Meetings Leadership Development Event will be limited to two participants from each district.

- Teams will consist of seven members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel, and advisor. The member who performs the advisor role in opening ceremonies will participate as a member for the remaining time of the event.
- Team members must be ninth grade FFA members at the time of qualification.
- The state winner will be eligible to compete at the National FFA Conduct of Chapter 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 must be FFA members at the time of qualification.
- There will be a preliminary, and final round of demonstrations.

- Team members will take the written exam one time. Exam scores 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.

## Event Format

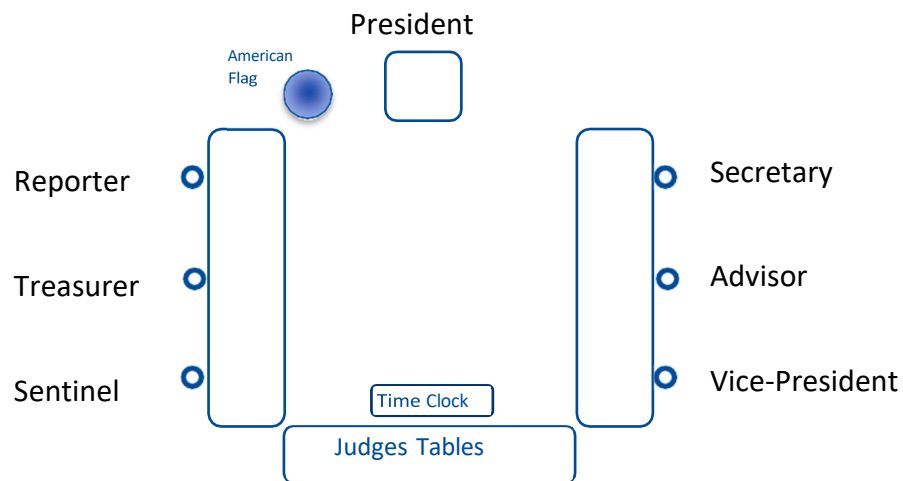
### EQUIPMENT

Materials the student needs to provide include:

- Two sharpened No. 2 pencils.

Materials provided by the event committee include:

- Gavel and officer station symbols.
- Blank notepaper.
- American flag.



### WRITTEN EXAM

**Twenty-five questions** (one point per question; 25 points per member; 175 total team points, 30-minute time limit)

- Officer duties (FFA Manual): Approximately three questions
- Parliamentary procedure: Approximately 22 questions
  - Permissible motions
  - Order of business

### PRESENTATION — OPENING CEREMONIES

(10 points/member; 70 points/team)

- Voice
- Poise
- Expression

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## **PRESENTATION — OPENING CEREMONIES**

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## **PRESENTATION — TEAM DEMONSTRATION**

Team members will demonstrate four 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

## **PRESENTATION — CLOSING CEREMONIES**

(15 points; 10 for the president, five for the secretary)

## **PRESENTATION — OPENING AND CLOSING CEREMONIES ACCURACY**

(15 points; 10 for the president, five for the secretary)

- One-point deduction per error (adding, deleting, and transposition of words or deviation from printed ceremonies) per team member with a maximum deduction equal to the amount available to be earned. Non-judge-directed *restarts will be counted as a 15-point error or one point per repeated word, whichever is less. Members may get a negative score.* (Official FFA Manual)
- When asked to call the roll of members, the Secretary will state, “There are seven members and numerous guests present, Mr./Mdm. President or President *Last Name.*”

## **ORAL QUESTIONS**

- Judges will ask one oral question (which may contain one to two parts) per participant. Verbal questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure, or officer duties and responsibilities. Oral questions may not necessarily relate to the motion a member was assigned in their presentation.

## **Event Procedures**

- The room will be pre-set with a lectern, tables, and chairs, and station markers 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. No outside materials, other than pencils, will be allowed during the presentation.
- Participants will have one minute to read their card silently and take notes immediately before their demonstration. Team members may not mark or write on the cards and may not confer or signal each other during the one-minute or the demonstration, except when seeking recognition from the chair.
- The student advisors will participate during the opening ceremonies for the advisor’s part and then will take on the role of a member to participate in debate and may be assigned a motion and will be asked an oral question.
- Every participant will receive a card (see the sample below) with the main motion and the four required motions from the list of permissible motions. No other motions may be used. However, a point of order, division of the assembly, and parliamentary inquiry 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.
- An assigned motion will receive full points for technical correctness if it is permissible when made and stated in accordance with *Roberts Rules of Order: Newly Revised* by the member. If a motion is not brought before the assembly by the assigned member, no

points can be earned by the chair or the assembly.

- Handling of the motion by the chair and disposal of the motion by the assembly are scored separately on the scorecard.

<p><b>ADVISOR</b></p> <p><b>State Prelim. A</b> <b>DO NOT MARK ON THIS CARD</b></p> <p><b>MAIN MOTION:</b> I move that the chapter officers do parliamentary procedure demonstration for the faculty.</p> <p><b>REQUIRED MOTIONS:</b> <b>Amend</b> Recess Division of the Assembly Postpone Definitely</p> <p>The highlighted and bolded motion is your required motion.</p>
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- The required motion must be demonstrated by the officer to whom the motion has been assigned for points to be scored. Other than the assigned main motion, motions must be demonstrated as privileged, subsidiary, or incidental motions. Incidental main motions are not permitted. If the assigned motion is used by another officer, it must be properly renewed again, if allowed, by the assigned officer to score points. If a motion is not brought before the assembly by the assigned member, no points can be earned by the chair or the assembly.
- Judges will score all member debates, but only the top three permissible debates per team member will impact the final team score. No points will be awarded for debates on motions that are out of order, for more than two debates on a motion, or for undebatable motions.
- If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
- Four 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, including the opening and closing ceremonies, will not exceed 13 minutes. (Penalties will be assessed starting at 13:01).
- A time clock or timecard will be provided so that the team can see it. The clock will count down from one minute for preparation time and count up from zero minutes starting with opening ceremonies (signaled to begin by two taps of the gavel by the president) and stop when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of nine and 11 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 no 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 after opening ceremonies and will begin with the consideration of new business (other items normally on the order of business are not to be considered). After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion, which will not be assigned to any particular officer.
- The motion to adjourn is not allowed. Closing ceremonies must be performed.
- The rubric should be used to determine the ranking of teams for each round.
- Division of assembly, point of order, and parliamentary inquiry may be used with no point deduction if not listed on the motion card when used appropriately. Except for the three motions listed above, the use of other motions not listed on the motion card have no point value and will result in a point reduction of 50 points per instance.

### **Tiebreakers**

- Presentation — Debate
- Written exam — Team total

### **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 debates in an unbiased manner. All debate should be scored at the time it is delivered.
3. Each time a participant in the presentation discusses a debatable motion which is in order at the time of the debate, they may earn a score. However, only the top three debates per member will be tabulated in the presentation score. Only the first two debates per member per motion will be tabulated.

### *Characteristics of Effective Debate*

1. Characteristics 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 the speaker's position.
5. Conviction of delivery.
6. Concise and effective statement of debate.

#### **GOOD DEBATE (15–20 points)**

A good debate would be characterized by a presentation that includes the components of a good 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 (8–14 points)**

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

States position.

Provides one reason supporting the position.

Tells delegation how to vote.

#### **POOR DEBATE (0–7 points)**

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.

### **GUIDELINES FOR SCORING THE CHAIR**

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

#### *Processing of Motions (20 points/ea)*

The processing of motions includes the ability of the chair to process a motion as presented by the membership in harmony with the form and examples presented in the current edition of Roberts Rules of Order: Newly Revised.

Motions and statements by the chair should follow the language as closely as possible, as stated in RONR.

### *Ability to preside (30 points)*

The ability to preside includes the use of voice and inflection to aid in the handling of business, following rules of debate, keeping members informed, putting motions to a vote, announcing results of votes, using the gavel, and maintaining awareness of business on the floor. A suggested grading scale is as follows:

**Excellent:** 26–30 points.

**Good:** 20–25 points.

**Poor:** 0–19 points.

### **GUIDELINES FOR SCORING TEAM EFFECT (40 POINTS)**

#### *Conclusions reached by the team (20 points):*

The main motion was well analyzed, which may include answering who, what, when, where, why and how, as well as the disposal of the main motion (passing, failing, or committing).

#### *Team voice, poise, and expression (20 points):*

The degree to which debate was convincing, logical, realistic, orderly, efficient, and free from repetition. This includes voice, poise, expression, grammar, gestures, and professionalism.

### **GUIDELINES FOR SCORING TECHNICAL CORRECTNESS**

#### *Technical Correctness—Maker of the Motion (30 points/motion)*

Was the motion made using the verbiage as presented in Roberts Rules of Order: Newly Revised (RONR)? Did the maker of the motion make the motion when it was permissible? Please note that personal preferences should be avoided; please refer to RONR's Form and Example sections for each permissible motion's correct verbiage. Full points should be awarded if the motion follows RONR and is permissible when made. Deductions should only be made in this section for technical errors in verbiage or permissibility made by the member in their making of the motion.

## **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.

- The official text will be the 12<sup>th</sup> edition of Robert's Rules of Order Newly Revised.

Additional references may include:

- [Official FFA Manual](#)
- [FFA Student Handbook](#)
- American Institute of Parliamentarians (Available on Amazon)—
  - Here is the Answer! What is the question?
  - Presiding: You Can Do It.
- 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 Resources are available from the Parliamentary Procedure Instructional Materials Center, <https://www.dunbarparlipro.com>
- Past National FFA Event Exams and Oral Questions, available at [FFA.org](https://www.ffa.org) at no cost
- Past National FFA Event Finals Recordings (available at [FFA.org](https://www.ffa.org) at no cost)