

# Conduct of Chapter Meetings Leadership Development Event

## **PURPOSE:**

February 2017

The **Conduct of Chapter Meetings Leadership Development Competitive Event** is designed to introduce 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade FFA members to parliamentary procedure and how to conduct efficient meeting.

## **OBJECTIVES:**

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

## **EVENT RULES:**

1. A team shall consist of seven members from the same chapter. Participation is open to members in 7th, 8th and 9th grades. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel and advisor (student). The member that performs the advisor role in the opening ceremonies will participate in the entire event (debate as a member, may be assigned a motion & will be asked an oral question).
2. Members of a conduct of chapter meetings team cannot participate in the regular parliamentary procedure LDE and members of a regular parliamentary team cannot participate in the Conduct of Chapter Meetings LDE during the same year. There will be a preliminary and final round of demonstrations.
3. Team members will take the written exam once. The exam score will be used as a score for both rounds. All members of the team must take the exam at the same time. The 25 question exam will include three questions on officer duties and 22 questions on parliamentary procedure (permissible motions & order of business)
4. **Participants will have one minute immediately before their demonstration to read their card silently and take notes (Do not mark or write on the card or confer or signal each other during this one minute.)** No discussion may take place before the competition. Team members will conduct a regular chapter meeting by demonstrating a main motion and four required parliamentary procedure motions selected by the event superintendent. Each team will be limited to a maximum of 13 minutes including the opening and closing ceremony. **The motion to adjourn is not allowed. Closing ceremonies must be performed. Two** points will be deducted for each second in excess of 13 minutes. Timing will begin as soon as the president calls the meeting to order. The timer will inform the team when they have used their 13 minutes.
5. The secretary and treasurer's books will not be reviewed by the judges.
6. The entrants will use official opening and closing ceremonies as worded in the newly revised official FFA manual. Roberts Rule of Order or the interpretation of the American Institute of Parliamentarians shall be the official Parliamentary authority. All participants will be provided paper to take notes during the entire demonstration.
7. No one will be allowed in the competition room other than judges, workers, chapter advisor/coach and competitors during the preliminary round. The public will be allowed in the demonstration room during the finals round. Final round teams, that have finished competition, will be allowed to remain in the demonstration room after they have competed.
8. The event officials will provide the assigned motions. They will include a main motion and the four required motions chosen from the list of permissible motions. All team members will receive the motions on a card and the motion assigned to a specific team member will be highlighted. A point of order and parliamentary inquiry may be used if not listed on the motion card with no point deduction when used appropriately. 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. Use of other motions not listed on the motion card have no point value and will result in a point reduction not to exceed 20 points per instance.
9. Required motions must be demonstrated by the assigned officer 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.

10. All teams will report to a holding room at the time the state finals of the LDE are to begin. **No written material can be brought into the holding or competition rooms. Paper will be provided to take notes during the demonstration. Pencils must be provided by the team.** The event officials in charge of the LDE will call each team to the LDE competition room in turn according to their competition order.
11. The demonstration meeting will start with the opening ceremonies after which the chair will ask the secretary for the first item of business. **A member on the floor will gain recognition and state the main motion which not be assigned to any particular officer.** The other assigned motions can be presented in any order. **No other motions may be used if it is not listed on the motion card.** No member will be given credit for more than one assigned motion.
12. Each member will be scored on their three highest scoring discussions during the demonstration. No credit will be given for a member making a second assigned motion.
13. If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other. The motion to adjourn is not allowed. Closing ceremonies must be performed.
14. Any subjects related to the three divisions of the chapter program of activities, which includes grow leaders, build communities and strengthen agriculture may be used, whether listed in these rules or not. The abilities listed on this sheet and combinations thereof may be used as a guide. Each team will receive identical subjects and abilities at the CDE.
15. 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, general purposes of parliamentary procedure or officer duties and responsibilities. **The same set of questions will be used for each team in each round of the event. Separate sets of questions will be developed for each round of the event.**
16. The top six teams from the State Competition will be recognized at the Awards Ceremony .

### **Sample Motion Card:**

<p><b>MAIN MOTION:</b> I move that our chapter organize a district novice parliamentary procedure competitive event.</p> <p><b>REQUIRED MOTIONS:</b> Raise a Question of Privilege Previous Question <u>Amend</u> Point of Order</p> <p style="text-align: center;"><i>Highlighted and bolded motion is your required motion</i></p>
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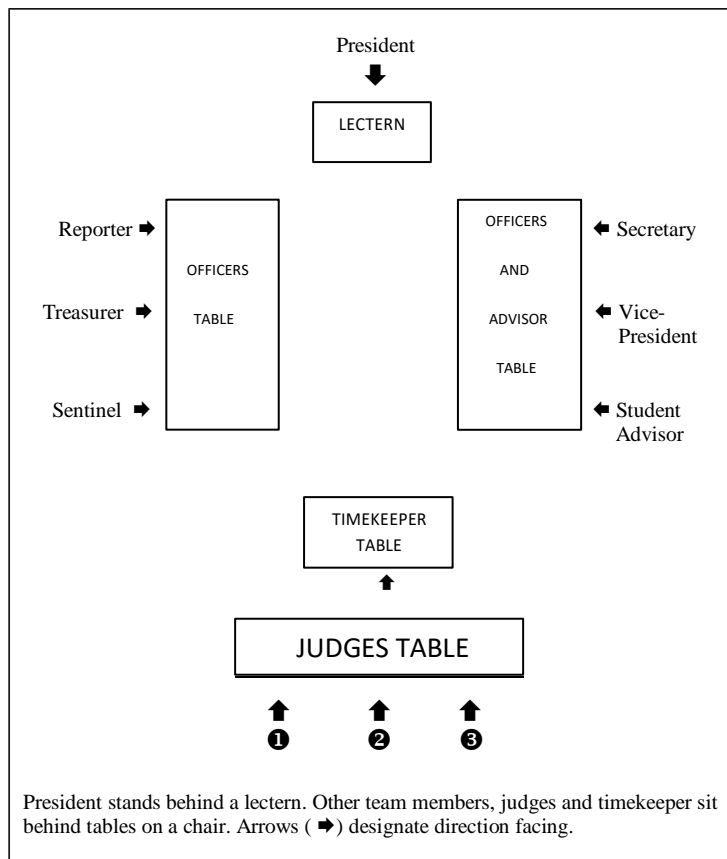
### **Tiebreakers**

1. Presentation – Debate
2. Written Exam – Team Total

### **REFERENCES:**

- All references (except #6) are available on-line through the National FFA Organization’s Core Catalog, <http://www.ffa.org/>
1. *National Official FFA Manual*
  2. *National FFA Student Handbook*
  3. *Dunbar’s Manual of Parliamentary Procedure Test Questions*
  4. *Parliamentary Procedure Oral Questions (CD)*
  5. *Robert’s Rules of Order Newly Revised (11<sup>th</sup> edition)*
  6. *Robert’s Rules of Order Newly Revised in Brief (11<sup>th</sup> edition) (Optional)*

**EVENT PROCEDURES:** The room will be pre-set with a lectern, tables, chairs, station markers, and a timer.



**SUGGESTED FFA SUBJECTS:** With example activities.

### 1. Growing Leaders

- a. **Leadership-** State FFA Camps (SGLC, SLCCCL), Leadership Conferences, Leadership competitions
- b. **Healthy Lifestyle-** Personal Wellness, Diversity/Inclusion Programs, Recreation/Leisure activities
- c. **Scholarship-** Scholarship awards, Elementary reading programs, Honor roll recognition
- d. **Personal Growth-** Anti-bullying programs, Personal organization skills, Member degrees
- e. **Career Success-** Career day, Guest speakers, Judging events, Agriscience fairs, SAE Fairs

### 2. Building Communities

- a. **Environmental-** Water and air quality programs, Provide water testing, Recycling programs
- b. **Human Resources-** PALS, At-risk programs, Community garden, Food/toy drives
- c. **Citizenship-** Roadside/area cleanup, Legislative breakfasts, Community service activities
- d. **Stakeholder Engagement-** Working with Farm Bureau, service clubs, fair boards, extension
- e. **Economic Development-** Member entrepreneurship, historical preservation

### 3. Strengthening Agriculture

- a. **Support Group-** Any activities with FFA alumni or other groups supporting active FFA chapters
- b. **Chapter Recruitment -** Career class visits, petting zoos, member picnics, camping/fishing trips
- c. **Safety-** Firearm safety programs, General farm safety programs, Safe animal handling demonstrations
- d. **Agricultural Advocacy-** Agricultural issues presentations, National Agriculture Day activities
- e. **Agricultural Literacy-** Food for America and Agriculture in the Classroom activities

# Conduct of Chapter Meetings Leadership Development Event

## RULES FOR THE PERMISSIBLE MOTIONS

<b>MOTION NAMES, CLASS<sup>1</sup> AND PURPOSES</b>	<b>INTERRUPT SPEAKER?</b>	<b>SECOND NEEDED?</b>	<b>DEBATABLE?</b>	<b>AMENDABLE?</b>	<b>VOTE NEEDED?</b>
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**CLASS: Privileged Motions** (Deals with special matters of immediate or overriding importance to the business of the assembly)

<i>Recess</i> (Provides a brief break)	No	Yes	No	Yes <sup>2</sup>	Majority
<i>Raise a Question of Privilege</i> (Asks an urgent question regarding rights and privileges of the assembly)	Yes	No	No	No	No vote. Chair rules

**CLASS: Subsidiary Motions** (Aids the assembly in handling or disposing of a main motion)

<i>Previous Question</i> (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table)	No	Yes	No	No	Two-thirds
<i>Postpone Definitely</i> (Puts off further consideration of the main motion to a later time, not beyond the next regular scheduled meeting if within a quarterly interval)	No	Yes	Yes	Yes	Majority (Two-thirds if made a Special Order)
<i>Commit or Refer</i> (Refers the motion to a committee)	No	Yes	Yes	Yes	Majority
<i>Amend</i> (Proposes to change a motion)	No	Yes	Yes <sup>3</sup>	Yes	Majority
<i>Postpone Indefinitely</i> (Rejects or kills the main motion)	No	Yes	Yes	No	Majority

**CLASS: Main Motions** (Introduces new business to the assembly)

<i>Main Motions</i> (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority
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**CLASS: Incidental Motions** (Related to the pending business and must be decided immediately)

<i>Parliamentary Inquiry</i> (Allows a member to ask a question related to parliamentary law or the rules of the organization)	Yes	No	No	No	No vote. Chair answers
<i>Division of the Assembly</i> [Requires a standing (rising) vote]	Yes	No	No	No	No vote. Demand
<i>Point of Order</i> (Requests that the rules be enforced)	Yes	No	No	No	No vote. Chair usually rules <sup>4</sup>

- (1) Motions that bring a question again before the assembly are not required for this event.
- (2) Amendable with respect to the length of the recess
- (3) Debatable if applied to a debatable motion
- (4) Assembly decides by a majority vote if the chair does not want to make a ruling.



<b>Judge 1 Opening Ceremonies, Conclusions Reached, Voice, Poise and Expression</b>								<b>COCM</b>
	<b>Pres.</b>	<b>V-Pres.</b>	<b>Sec.</b>	<b>Treas.</b>	<b>Report.</b>	<b>Sent.</b>	<b>Advisor</b>	<b>Total</b>
<b>Opening Ceremonies Ind. (15 pts each) (Voice, Poise, Expression, Accuracy) (Scores are entered on Rubric)</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>105</b>
<b>Conclusions Reached (65 points total)</b>								<b>65</b>
<b>Team Voice, Poise, Expression</b>								<b>50</b>
<b>Closing Ceremony- Team Score</b>	<b>10</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>20</b>

\* President is scored for opening of meeting, during the meeting, closing the meeting and use of the gavel.

<b>OPENING CEREMONIES</b>	Voice: Volume enunciation, pitch, pace, grammar. Poise: Confidence, professional, eye contact. Expression: Conviction, gestures. Accuracy is reciting officer ceremonial part.(1pt. deduction per word)
Excellent.....13-15 points	
Good.....9-12 points	
Average.....6-8 points	
Poor.....0-5 points	
<b>CONCLUSIONS REACHED</b>	Main Motion on card was well analyzed. <i>Who, What, When, Where and How</i> were answered.
Excellent.....56-65 points	
Good.....41-55 points	
Poor.....0-29 points	
<b>TEAM VOICE, POISE, EXPRESSION</b>	Convincing, logical realistic, orderly and efficient, germane, and free from repetition. Voice: Volume enunciation, pitch, pace, grammar. Poise: Confidence, professional, eye contact. Expression: Conviction, gestures.
Excellent.....43-50 points	
Good.....32-42 points	
Poor.....0-22 points	
<b>CLOSING CEREMONIES</b>	Chair- 10 points Secretary- 5 points Other officers- 1 point each
Good.....11-15 points	
Average.....6-10 points	
Poor.....0-5 points	

Comments: \_\_\_\_\_

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Judge 2 Debate				COCM
	Debate 1	Debate 2	Debate 3	Individual Total
<b>President</b> (Presiding Ability)	(15)	(15)	(15)	(45)
<b>Vice President</b>	(15)	(15)	(15)	(45)
<b>Secretary</b>	(15)	(15)	(15)	(45)
<b>Treasurer</b>	(15)	(15)	(15)	(45)
<b>Reporter</b>	(15)	(15)	(15)	(45)
<b>Sentinel</b>	(15)	(15)	(15)	(45)
<b>Advisor</b>	(15)	(15)	(15)	(45)

**Debate:**

- \* Numbers in parentheses indicate **maximum** points. Place your team score to the right of these.
- 15 points maximum per debate, 45 points maximum total
- Only the top 3 debates will be scored

<b>Debate</b>	<p><b>Members:</b> Completeness of thought, logical reasoning, clear statement of speaker's position, conviction of delivery, concise and effective statement of debate.</p>
Excellent .....13-15 points	
Good.....9-12 points	
Average.....6-8 points	
<b>SUGGESTED POINT ALLOTMENT FOR SCORING EACH MEMBER'S DEBATE</b>	
Beginning Statement = 2      Ending Statement = 2 Middle Statement = 8      Other criteria = 3	
<b>Chair: Ability to Preside</b>	<p><b>Chair:</b> Ability to preside: States motions correctly, follows rules of debate, keeps members informed, puts motion to vote, announces results of votes, use of gavel, awareness of business on the floor, eye contact. Tactful, sensitive, firm, understanding, good voice, proper pace.</p>
Excellent .....13-15 points	
Good.....9-12 points	
Average.....6-8 points	
Poor.....0-5 points	

Comments: \_\_\_\_\_

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**Judge 3 Correctness of Motions and Oral Questions**

**COCM**

Required Assigned Motions (See Deduction for Parliamentary Errors Worksheet)		Oral Questions
<b>Motion #1</b>          <b>(50)</b>	<b>President</b>	<b>(10)</b>
	<b>Vice President</b>	<b>(10)</b>
<b>Motion #2</b>          <b>(50)</b>	<b>Secretary</b>	<b>(10)</b>
	<b>Treasurer</b>	<b>(10)</b>
<b>Motion #3</b>          <b>(50)</b>	<b>Reporter</b>	<b>(10)</b>
	<b>Sentinel</b>	<b>(10)</b>
<b>Motion #4</b>          <b>(50)</b>	<b>Advisor</b>	<b>(10)</b>
	<b>Total</b>	<b>(70)</b>
<b>Total Required Assigned Motions Score</b>          <b>(200)</b>		

Comments: \_\_\_\_\_

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# Deductions for Parliamentary Procedure Errors

The table below shows the recommended deductions that judges will use for parliamentary procedure errors. If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted. "Members" are the team members other than the chair.

PARLIAMENTARY PROCEDURE ERRORS		Severity of Point Deduction	Point Deduction
<b>VIOLATIONS RELATED TO USING A MOTION IMPROPERLY</b>			
Postpone Indefinitely (when qualified. e.g., a time is given)		****	
Parliamentary Inquiry (when used to ask another member a question)		***	
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)		***	
<b>VIOLATIONS RELATED TO THE CHAIR</b>			
Improper use of the gavel	Referring to him/herself in the first person (e.g., "I")	*	
Failing to announce results of vote	Neglecting to notify members to be seated after taking a standing (rising) vote	*	
Arbitrarily stopping debate	Not completing all steps in the announcement of the vote.	**	
Ignoring a member requesting the floor	Taking a voice vote on a motion that requires a two-thirds vote	**	
Not calling for a negative vote	Failing to call for debate on a debatable motion	**	
Not obtaining a second before stating or putting the motion		**	
Taking a hand vote after a Division of the Assembly has been called		**	
Failing to take a vote on a motion		***	
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)		***	
Stating a personal opinion		****	
Not giving preference in recognition to maker of motion if he/she has not debated		**	
Not giving preference in recognition to member who has not debated		**	
Not alternating debate between those opposed and those in favor of a motion (if known)		*	
<b>VIOLATIONS RELATED TO AMENDMENTS</b>			
Adding words to middle (instead of end) of motions		*	
Striking words that result in incomplete wording for main motion		*	
Inserting "not" to make the motion a negatively worded motion		*	
Making an amendment that is not germane		**	
Amending a non-amendable motion	Making a third-degree (tertiary) amendment	****	
<b>VIOLATIONS RELATED TO MOTIONS</b>			
Chair not restating the motion as it was moved by a member		*	
Member incorrectly stating a motion (e.g., "I motion that...", using incorrect postpone, etc.)		*	
Chair restating motion before it receives a second		**	
Taking up a motion out of the order of precedence		****	
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to Recess is made when no question is pending. It is therefore classified as an incidental main motion)		****	
Member calling out "Question" from his/her seat to stop debate		***	
Member not including special committee size and method of appointing members when making the motion to Commit or Refer		***	
<b>VIOLATIONS RELATED TO DEBATE BY MEMBERS</b>			
Not getting recognized before debating (discussing) a motion		*	
Not addressing debate through the chair	Addressing other members by name	*	
Debating more than two (2) times on a single motion	Debating against a motion they moved	**	
Debating a non-debatable motion		****	
Debate not germane		***	
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)		***	

Note: star ranking system \* = least amount of deduction to \*\*\*\* = greatest amount of deduction