

I. Purpose

- A) The purpose of the 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.

II. Objectives

Students will be able to:

- A) Use parliamentary procedure to conduct an orderly and efficient meeting.
- B) Demonstrate knowledge of parliamentary law.
- C) Present a logical, realistic and convincing debate on motions.
- D) Evaluate minutes and organizational documents

III. Event Rules

- A) Team make-up: A team will consist of six members from the same chapter.
- B) It is highly recommended that participants wear FFA Official Dress for each event. Dress slacks or skirts are allowed. All team members must complete exam and practicum at the same time.
- C) The event will have four phases: individual written examination, individual practicum focused on minutes and other records, a eleven minute team presentation of parliamentary procedure, oral questions following the presentation.. The advisor will not consult with the team after beginning the event.
- D) Any participant in possession of an electronic device in the event area is subject to disqualification.

IV. Event Format - Materials provided by the event committee:

- A) Teams should provide their own gavel to use.
- B) Teams may bring a device to use as a timer for the group to see. (digital timer, iPad or laptop)
- C) Paper and pencils will be provided to chair and secretary stations.

V. Written Test - 50 points

- A) Twenty-five (25) multiple choice questions taken from Dunbar’s Manual of Parliamentary Procedure Test Questions and Robert’s Rules of Order Newly Revised. References cannot be used for this part.
- B) Each question will be worth two points. The average score of the six team members will be used to compute the total team score in each round. Participants will have 25 minutes to complete the exam.

VI. Individual Practicum, Minutes and other records – 50 points

- A) Twenty-five (25) multiple choice questions on organizational minutes and other records.
- B) Each question will be worth two points. The average score of the six team members will be used to compute the total team score in each round. Participants will have 25 minutes to complete the practicum.

VII. Opening Ceremony 100 points

- A) . The team shall start with the opening ceremonies but not present the Secretary and Treasurer reports.
- B) The time will start when the chair asks for the first item of business. Timing will end with the conclusion of the meeting. Teams will not use the closing ceremonies, but just adjourn the meeting.

VIII. Presentation - 180 points

- A) Rounds
 - 1 The event will have two rounds: a preliminary round, and a final round. The preliminary round will have three sections. A section shall be made up of six teams. Two teams from each of the sections, for a total of six teams, will advance to the final round. The preliminary round will be closed to the public, only the team, judges and event workers will be allowed in the room.
- B) Seeding Process
 - (a) Teams will be placed into preliminary round on a rotating basis

IX. Item of Business

- A) Each team will address a local chapter item of business, which would normally be a part of a chapter’s Program of Activities They include:

360 Conference	Chapter Public Relations	National Chapter Program
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Alumni Relations	Chapter Safety Activities	PALS
Ag Literacy Challenge	Corn Drive for Camp Courage	Recreational Activities
Career Development Events	County Fair	Scholarship
Chapter Banquet	FFA Week	State Greenhand Leadership Conference
Chapter Farm	Fundraising Activities	Leadership Camp for Chapter Leaders
Chapter Leadership Activities	Land of Service	State and National Conventions
Chapter Members SAE	Minnesota State Fair	State and National Foundation

B) The motion will be specific and must be moved as an original main motion as it is written on the card.

C) Event Card

- 1 The event officials will select two subsidiary, two incidental and one privileged or a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card and one will be randomly assigned to each team member. 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 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

Reconsider*

*** I move to reconsider that our chapter sells Christmas trees.**

X. Opening the Demonstration

- A) The team demonstrating shall start the meeting with the opening ceremonies.
- B) After which the Chair shall tap the gavel once and say, "Is there any new business that should be presented at this time?"

XI. Demonstration

- A) Original Main Motion - The event official will assign the main motion on an index card. This is to be the first item of business presented. All teams in each section will use the same main motion. This original main motion must be the first motion presented unless orders of the day, take from the table, reconsider or rescind are required.
- B) Individual Member Recognition - A member may speak in debate on the main motion and conclude by offering a secondary motion. While it is discouraged, judges will award points accordingly for both the debate and the secondary motion.
- C) Take from the Table - If the officials in charge designate "Take from the Table" as a motion to be demonstrated, you will be provided the motion to take from the table. Example: "I move to take from the table the motion that our chapter sells Christmas trees." The original main motion, assigned on the card, cannot be taken from the table. The motion shall not be used unless it is a required motion.
- D) Reconsider - If the officials in charge designate "Reconsider" as a motion to be demonstrated, you will be provided the motion to reconsider. Example: "I move to reconsider the motion passed earlier to sell Christmas trees." This motion shall not be used unless it is a required motion. Unrealistic or "canned" debate on the motion to reconsider may be penalized at the judge's discretion.
- E) Rescind - If the officials in charge designate "Rescind" as a motion to be demonstrated, you will be provided the motion to rescind. Example: "I move to rescind the motion that was adopted at our last meeting to sell Christmas trees." This motion shall not be used unless it is a required motion. Unrealistic or "canned" debate on rescind may be penalized at the judge's discretion.

- F) 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, you are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.
- G) Number of Motions - There shall be no limitation to the number of subsidiary, incidental, privileged motions or a motion that brings a question again before the assembly demonstrated by the team. However, the team must demonstrate two subsidiary, two incidental and one privileged or a motion which brings a question again before the assembly designated by the officials in charge. The team may use more than one original main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.
- H) Using a Motion Twice - 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 (10 points). If an alternate main motion is used, the member will NOT be given credit for an additional motion. No motion may count for an additional motion for more than one member.
- I) 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.
- J) Time Limit and Deductions - A team shall be allowed eleven minutes in which to demonstrate knowledge of parliamentary law. **A deduction of two points/second for every second over 11:00 will be assessed.** Example: 11:05 =10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.
- K) Oral Questions – 45 points
 - 1 Individual Question—15 points
 - (a) The Chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures.
 - 2 General Questions—30 points
 - (a) The judges will have 2 minutes to ask questions related to the team's demonstration. 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.

XII. Scoring

A) Guidelines for Scoring Discussion

- 1 It is essential that the 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 Characteristics of effective debate include a) completeness of thought, b) logical reasoning, c) clear statement of speaker's position, d) conviction of delivery, e) concise and effective statement of debate.
- 4 A suggested grading scale is as follows:

(a) Excellent 13-15 points	(c) Average 6-8 points
(b) Good 9-12 points	(d) Poor 0-5 points

 - (i) An excellent debate would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor debate 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."
 - (ii) Most debate would fall in the range of 6-12 points. An example of a debate might be: "I think this is a very significant motion which should be adopted for the following reasons (new, informative and logically related)." Each debate should have a logical conclusion. Good debate would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.
- 5 Each time a participant in the presentation discusses any motion, they may earn a score. However, an individual may never earn more than 50 points in a 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.

B) Guidelines for Scoring the Chair

1 Ability to preside: state motions correctly, follow rules of debate, keep members in-formed, put motions to a vote, announce results of vote, use of gavel, awareness of business on the floor. (80 points)

(a) A suggested grading scale is as follows:

- (i) Excellent 71-80 points
- (ii) Good 61-70 points
- (iii) Average 51-60 points
- (iv) Poor 0-50 points

2 Leadership – stage presence, poise, self-confidence, politeness and voice. (20 points)

(a) A suggested grading scale is as follows:

- (i) Excellent 16–20 points
- (ii) Good 11–15 points
- (iii) Average 6–10 points
- (iv) Poor 0–5 points

C) Guidelines for Scoring Team Effect

1 Conclusions reached by the team – Main motion was well analyzed which may include: Who, What, When, Where, How. (40 points)

- 1. Team Use of Debate – degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition. (40 points)
- 2. Team Presence – voice, poise, expression, grammar, gestures and professionalism. (40 points)

XIII. SCORING

A) Opening Ceremonies.....100 pts.

B) Written Exam 50 pts.

(a) 25 multiple choice questions (25 x 2 points each= 50 points)

C) Individual practicum- Minutes and Other Records.....50 pts.

(a) 25 multiple choice questions (25 x 2 points each = 50 points)

D) Presentation Motions and Debate 450 pts.

1 Required motion = 20 pts. x 5 members = 100 pts.

2 Additional motion = 10 pts. x 5 members = 50 pts.

3 Debates = 300 pts.

(a) 15 pts max per debate

(i) 4 debates/member included

(ii) 5 members

E) Chair100 pts.

1 Ability to Preside = 80 pts.

2 Leadership = 20 pts.

F) Team Effect 120 pts. .

1 Conclusions Reached by Team = 40 pts.

2 Team Use of Debate = 40 pts.

3 Team Presence = 40 pts.

G) Oral Questions45 pts.

1 Individual Questions = 45pts.

(a) 1 question for President

(b) 2 team questions (excluding Chair)

(c) 15 pts. max per question

(d) 3 minutes allotted.

TOTAL POINTS 915 pts.

XIV. Tiebreakers

A) Tiebreakers for teams will be:

1 Total presentation score.

2 Team average score on the written test.

3 Total score for questions.

XV. IX. References

- A) 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.
- 1 National FFA Core Catalog
 - 2 CDE Q&A's: <http://shop.ffa.org/cde-qas-c1413.aspx>
 - 3 Additional parliamentary procedure resources, including those formally offered in the National FFA Education Resources Catalog can now be found on-line at <http://shop.ffa.org/parliamentary-procedure-c1412.aspx>
- B) The official text will be the most current of Robert's Rules of Order Newly Revised.
- C) Additional references may include the Official FFA Manual and the FFA Student Handbook.

XVI. Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a 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	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	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	No	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
Objection to the Consideration of a Question	No	No	No	2/3	Neg. Only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote, Chair rules	No
Request for Information	No				
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority(3)	Neg. Only
Motions That Bring A Questions Again Before The Assembly					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Maj. with notice, 2/3 or maj. of entire 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 (11th edition) for rule(s)
- (4) Refer to CDE rules XI - C D & E

Team _____

Performance Order _____

Minnesota FFA Parliamentary Procedure Team Total Scoresheet		
Judge 1		Score
Opening Ceremonies	100	
Discussion	40	
Conclusion	40	
Team Voice	40	

Judge 2			Possible	Score
Correctness	Assigned Motion	Second Motion		
Vice President	(20)	(10)	30	
Secretary	(20)	(10)	30	
Treasurer	(20)	(10)	30	
Reporter	(20)	(10)	30	
Sentinel	(20)	(10)	30	
Ability to Preside			80	
Leadership			20	
Questions			45	

Judge 3						
Discussion (300 points possible) 15 points per discussion (Record 4 highest discussions)						
Speaker	Score 1	Score 2	Score 3	Score 4	Possible	Score
Vice President	(15)	(15)	(15)	(15)	60	
Secretary	(15)	(15)	(15)	(15)	60	
Treasurer	(15)	(15)	(15)	(15)	60	
Reporter	(15)	(15)	(15)	(15)	60	
Sentinel	(15)	(15)	(15)	(15)	60	

Exam & Practicum Scores- Average 6 individual scores						Possible	Total Score	Score
Exam Scores	(1)	(2)	(3)	(4)	(5)	(6)	50	/6
Practicum Scores	(1)	(2)	(3)	(4)	(5)	(6)	50	/6
Less points deducted for over time of 11 minutes (-2 points/second)						Time deduction	-	

Total Score	915
Placing	G S B

Judge 1 Recording Scoresheet

Opening Ceremonies - 100 points

Contestant	Score	Comments
Vice President	(20)	
Secretary	(20)	
Treasurer	(20)	
Reporter	(20)	
Sentinel	(20)	

Discussion (40 points)	Points	Comments
<p>Convincing, logical, realistic, orderly and efficient, germane and free from repetition</p> <p>Excellent = 31-40 pts; Good = 21-30 points; Average = 11-20 Pts; Poor = 0-10 pts.</p>		

Conclusion (40 points)	Points	Comments
<p>Main Motion was analyzed</p> <p>What, When Where, Who How, was answered</p> <p>Excellent = 31-40 pts; Good = 21-30 points; Average = 11-20 Pts; Poor = 0-10 pts.</p>		

Team Voice (40 points)	Points	Comments
<p>Voice: Volume, enunciation, pitch, pace, grammar, Poise: confidence, professional, eye contact, Expression: conviction, gestures</p> <p>Excellent = 31-40 pts; Good = 21-30 points; Average = 11-20 Pts; Poor = 0-10 pts.</p>		

Judge 2 Recording Scoresheet

	Assigned Motion Correctness		Additional Motion Correctness	
	Notes	Score	Notes	Score
Reporter		20 Pts		10 Pts
Secretary		20 Pts		10 Pts
Treasurer		20 Pts		10 Pts
Vice President		20 Pts		10 Pts
Sentinel		20 Pts		10 Pts

President	Ability to Preside	Score	Leadership	Score
	State motion correctly, follow rules of debate, keep members informed, put motions to a vote and announce results of vote use of gavel, awareness of business on the floor.	80 Pts	Tactful, firm, understanding, good voice, proper pace.	20 Pts
	Excellent= 71-80 pts; Good= 61-70 points; Average = 51-60 pts; Poor = 0-10 pts		Excellent= 16-20 pts; Good= 11-15 points; Average = 6-10 pts; Poor = 0-5 pts	
	Notes	Score	Notes	Score

Questions (15 points each)

Score

President	
Questions 2	
Question 3	

Judge 3 Discussion Recording Sheet

Discussion 15 points per debate (select top 4 debates) = 60 points maximum per member

	First Discussion	Second Discussion	Third Discussion	Fourth Discussion	Additional Discussions
R e p o r t e r	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close
T r e a s u r e r	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close
S e n t i n e l	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close
S e c r e t a r y	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close
P r e s i d e n t V i c e	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close	Open-1-2-3-Close