

# Minnesota FFA Parliamentary Procedure Judging Manual (2013)

The purpose of this manual is to ensure quality, uniform judging of the Parliamentary Procedure Event. Teams may also use the manual as a guide to the correct procedures to be used in the event.

**Novice:** The motions, scoring and points are different. The advisor does not accompany the students into the preparation room. The students may not take any papers from the preparation room.

- General Rules
  - Judges should not use the all or nothing scoring criteria. Rather they should give partial points for doing an ability when warranted. For example – a team makes a motion to suspend the rules correctly, but the President calls for the wrong vote, the team would not lose all points for that ability.
  - Secretary and Treasurer reports are not needed, therefore contestants shall not bring any paper into the room. Paper will be provided at the stations.
  - Advisors should not enter into any discussion other than the opening ceremonies. They should also make no silent signs to the contestants. Violations will have points will be deducted by the participation judge.
  - Advisor may review room for seating arrangement before students enter.
  - All members on team should remain standing until the President taps the gavel.
  - Team members should speak (i.e. face) to the Chair or Vice-Chair rather than to the judges
- **Judge 1 Area: Opening ceremonies (100 points)**
  - Judging Criteria
    - Officers must recite opening ceremony “word for word”
    - Must speak clearly and with a volume to be easily heard and understood
    - Must speak at a pace or speed that is almost real-life and is easily understood
    - Twenty points possible per officer
- **Judge 1 Area: Discussion (40 points)**
  - Judging Criteria
    - When taken as a whole, was the discussion convincing, logical, realistic, orderly and efficient, germane and free from repetition
    - Excellent = 31-40 points
    - Good = 21-30 points
    - Average = 11-20 points
    - Poor = 0-10 points
- **Judge 1 Area: Conclusion (40 points)**
  - Judging Criteria
    - When taken as a whole was the main motion thoroughly analyzed. Were the what, when, where, who and how questions answered.
    - Excellent = 31-40 points
    - Good = 21-30 points
    - Average = 11-20 points
    - Poor = 0-10 points
- **Judge 1 Area: Team Voice(40 points)**
  - Judging Criteria
    - Taken as a whole consider the team members voice and speaking, judge their:
      - Volume, Enunciation, Pitch, Pace, Grammar, Poise, Confidence, professional, eye contact, expression, conviction and gestures
    - Excellent = 31-40 points
    - Good = 21-30 points
    - Average = 11-20 points
    - Poor = 0-10 points

- **Judge 1 Area: Secretary’s minutes (45 points)**
  - The minutes will begin with the call to order, opening ceremonies and then go to the first item of business presented. Example: “It was moved by John Smith to conduct a Food for America program during the month of April.”
  - The Chair and the Secretary may consult in preparing the official minutes of the presentation. A total of 20 minutes will be allowed to prepare the minutes.
  - Judging Criteria
    - **Complete and accuracy (15 points)**
      - Minutes accurately reflects all business transactions during demonstration
      - Kind of meeting (regular)
      - Name of chapter
      - Date and time of meeting
      - President and Secretary were present?
    - **Format of Minutes (15 points)**
      - Separate paragraph for all items
      - All main motions (including those withdrawn)
      - All secondary motions (including those withdrawn)
      - All points of order and appeals
      - Name of person making motion
      - Name of seconder NOT included
      - Vote count for motions requiring a 2/3 vote
    - **Grammar, Style, and Legibility**
      - Complete sentences
      - Correct spelling (deduction of 1 pt./error)
      - Correct punctuation (1 pt./error) Legibility and clarity
- **Judge 2 Area: Correctness of all transactions [150 points (20 points each for assigned motion and 10 points each for additional motion = 30 points possible per member)]**
  - **Fix the time to which to adjourn**
    - If this motion is made when no question is pending, it is not classified as a privileged motion, it is handled as a main motion.
  - **Adjourn**
    - The unqualified motion is always handled as a privileged motion, even if no question is pending.
    - The Chair may also adjourn the meeting
  - **Recess**
    - An applied amendment is not debatable
    - If adopted during the event, the members cannot discuss any aspects of the presentation
  - **Raise a question of privilege**
    - Chair’s ruling may be appealed
    - May interrupt a speaker
  - **Call for the Orders of the Day**
    - Since Call for the Orders of the Day is a Privileged Motion, it must be moved when another motion is pending.
    - Therefore it should NOT be the first motion demonstrated before the original main motion assigned on the card.
    - It is not applied to any motion, but is applicable as follows:...(when the time for considering a special order has arrived or passed and it is not being taken up.” (RONO, 11<sup>th</sup> ed. P. 220,1. 30-35)
    - “... to case © under Standard Characteristics 2: If the chair does not immediately announce a special order when the time set for its consideration has arrived, a *Call for the Orders of the Day* can be msde at once – even while another question is pending...” (RONR, 11<sup>th</sup> ed., p. 222, 1. 4-8)

- **Lay on the table**
  - Enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen.
  - Misuses
    - in place of postpone indefinitely
    - to postpone to a certain time
  - The group must show the “urgency” of laying a motion on the table
  - Phrases “that the motion be tabled” and “to table” a motion should not be used
- **Previous question**
  - Calling “question” is not the proper form
  - applies only to immediately pending question unless applied to all pending questions
- **Limit or extend limits of debate**
  - an applied motion is not debatable
  - should be made early in discussion
  - should never be used to stop debate immediately without further debate
- **Postpone to a certain time**
  - Cannot be postponed beyond the next regular meeting
  - Can only be made for a certain time or after a named event
- **Commit or refer**
  - When referred to a standing committee – should include name of committee
  - When referred to a committee other than a standing committee, should include, at a minimum, the size of the committee and method of appointment
  - Should also include when the committee should report back and it’s power
- **Amend**
  - must be germane to the main motion
- **Postpone indefinitely**
- **Main motion**
- **Appeal from the Chair’s decision**
  - Chair would not ask for debate if the appeal deals with the rules of speaking or the priority of business
  - If appeal applies to a debatable motion, it is debatable and also to germaness of an amendment.
  - Chair can speak first and last (other team members speak only once).
- **Division of the assembly**
  - Can be called immediately after the negative vote has been taken until the chair states the question on another motion
  - Chair can decide if the vote is to be counted
  - A team member must make a motion if they want the vote counted
  - Voting by a show of hands is not a division of the assembly
  - When the vote is counted, the number of votes on each side is recorded in the minutes
- **Division of a question**
  - The original motion must be phrased so that it can be divided into two separate parts
  - Both new parts must be able to stand alone
- **Objection to the consideration of the question**
  - Can only be applied to original main motion
  - Must be made before debate has begun

- **Parliamentary inquiry**
  - Inquiry must relate to parliamentary law or rules of the FFA
- **Point of order**
  - Must be made at the time of the infraction
  - If chair doesn't want to make a ruling – may be submitted to the assembly for a vote (majority).
- **Suspend the rules**
  - Rules of order require a 2/3 vote and standing rules a majority vote
  - Examples of standing rules
    - meeting starting and ending time
    - location of meeting
    - chapter dues
    - dress code for chapter meeting
  - Examples of rules of order
    - suspend rules of debate and vote immediately
    - allow a speaker to continue speaking when allotted time has expired
    - take up new business before unfinished business
    - adopt a motion without debate
- **Withdraw a motion**
  - After stated by the chair, the motion belongs to the assembly and cannot be withdrawn without permission of the assembly (unanimous consent or majority vote).
- **Reconsider**
  - Motion will be provided for the team, and can't be used if not assigned.
  - Can be made only by a team member who voted on the prevailing side
  - Chair must ask the member if they voted on the prevailing side if not stated after making the motion.
- **Rescind**
  - Motion will be provided for the team, and can't be used if not assigned.
- **Take from the table**
  - Motion will be provided for the team, and can't be used if not assigned.
  - The original main motion, assigned on the card, cannot be taken from the table.
- **Notes**
  - 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.
  - 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.
  - Individual Member Recognition - A member may speak in debate on the main motion and conclude by offering a secondary motion.

- **Judge 2 Area: Ability to Preside (80 points)**
  - Handling motions
    - State motion correctly
    - Follow rules of debate
    - Put motions to a vote and announce results of vote
      - which side has the most votes
      - declaration if motion is adopted or lost
      - a statement indicating the effect of the vote
    - Use of gavel
    - Awareness of business on the floor
  - Scoring
    - Excellent = 71 – 89 points
    - Good = 61 – 70 points
    - Average 51 – 60 points
    - Poor = 0 – 10 points
  - It is not necessary for the chair to state the rules for motions
  - The chair may make written notes to help keep track of the motions.
- **Judge 2 Area Leadership (20 points)**
  - Area to consider
    - Tactful
    - Firm
    - Understanding
    - Good voice
    - Proper pace
  - Scoring
    - Excellent = 16 - 20 points
    - Good = 11 – 15 points
    - Average 6 - 10 points
    - Poor = 0 – 5 points
- **Judge 2 Area: Questions (45 points) (3 minutes total time allowed)**
  - Individual Question—15 points
    - The Chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures. Only the Chair may answer this question
    - Judges may ask for the questions to be provided
  - General Questions—30 points
    - 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. Questions may be prepared ahead of time or be used for clarification of the meeting items.

- **Judge 3 Area: Discussion (300 points)**

- **Guidelines for Scoring Discussion**

- It is essential that the judge observes and maintains consistent criteria in scoring debate for the duration of the event.
- 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.
- 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.
- A suggested grading scale is as follows:
  - Excellent 13 – 15 points
  - Good 9-12 points
  - Average 6-8 points
  - Poor 0-5 points
- 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".
- 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.
- During discussion team member should
  - have good posture
  - speak with a volume that enables judge to hear
  - voice has good pitch, pace, pronunciation, enunciation, and shows poise
  - eye contact with team members and/or president
  - gestures may add to quality
- Discussion should never get personal.
- Rules
  - all debate must be germane
  - a team member who seconds a motion does not have to discuss in favor of it
  - no team member can debate more than twice on the same motion
  - all remarks must be delivered through the chair
  - the item not the person is the subject of the debate
  - a team member may debate and conclude by making another motion