PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT

Purpose:

To encourage students to effectively participate in a business meeting and to assist in the development of their leadership skills.

Objectives:

Participants 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.
- Record complete and accurate minutes.

General Rules

1. A team representing each FFA district will consist of six members from the same chapter. Alternates may replace a regular team member prior to the start of the event.
2. The event is open to one team per district as certified by the district advisor.
3. The event will have four phases: written examination, an eight-minute team presentation of parliamentary procedure, oral questions following the presentation, and minutes prepared by the team secretary in consultation with the team chairperson.
4. Participants must appear in official FFA dress during the event as prescribed in the *Official FFA manual*.
5. The advisor shall not consult with the team after the event begins.
6. All participants must bring their own pencils.
7. Tiebreakers for teams will be: 1) the total presentation score, 2) the team's total score on the written test, and 3) the total score for questions.
8. The official reference for the event will be the newly revised 2011 11th edition of *Robert's Rules of Order* published Da Capo Press.
9. Six teachers will judge the discussion and general effects portion of the CDE, and three teachers will judge the use of motions and the chairman for a total of nine judges.
10. An advisor may have up to two objections to who the final round judges will be.
11. Scorecards will be returned to the advisors after the winners are announced at the event.
12. Participants in need of special accommodations (disability or other health issues) must submit the Idaho State FFA Career Development Events Request for Special Accommodation Application found at the end of the General Rules and Regulations at least one month prior to the event.

Format and scoring:

1. Written test (150 points)

   A written test will consist of 25 objective-type multiple-choice questions covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes. A minimum of 60% of the test questions must be from old state exams from the previous ten years. Test questions will be related to the list of permissible motions from the Idaho State CDE. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 25 points. The total score of the six team members will be used to compute the total team score.

2. Oral questions (60 points)

   Each of the five team members on the floor will be asked a planned question relating to their assigned motion and the chair will be asked a question relating to their responsibilities. No one may step forward to help correct answers to these six questions. Each question will be scored out of 10 points with six questions for a maximum of 60 team points. Questions should relate to the motion that is assigned to each student. Questions may come from any of the permissible motions on the Idaho State FFA list.

3. Presentation (750 points)

   a. Teams will draw for order of appearance.

   b. The event official will assign the main motion on a 3" x 5" card. This is to be the first item of business on the agenda unless "Take from the table" or "Reconsider" are required. All teams in each round will use the same main motion.

   c. The event officials will select three subsidiary, one incidental, and one privileged or unclassified motion from the 16 possible assigned motions which are marked on the list of permissible motions. These motions will be on a 3" x 5" card and will be randomly assigned to each team member. All teams in each round will be assigned the same motions. Team members will have one minute to review the main motion and the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). No discussion will take place during this time.

   d. There shall be no limitation to the number of subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate the motion designated by the officials in charge. The team may use more than one main motion as long as it pertains directly to the assigned main motion. While acceptable, this practice is strongly discouraged.

   e. If the officials in charge designate "reconsider or take from the table" as a motion to be demonstrated, you could assume that you would reconsider or take from the table a motion that you did earlier in the present meeting. Example: "I move to reconsider the motion that failed earlier about having a FFA hayride." These motions should not be used unless designated by the official in charge. Teams are discouraged from having a canned debate on reconsider and may be penalized at the judge's discretion.

f. The top three debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated. (You may not extend debate past 2 per member and get points for additional debate on that motion.)

g. 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 (20 points). Credit for an additional motion will only be given one time. (Example: division of the assembly can only be used one time for credit). If an alternative main motion is used, the member will not be given credit for an additional motion.

h. The demonstrating team shall assume that a regular chapter meeting is in progress, and the chairperson shall start the presentation by saying, "Is there any further business that should be presented to the chapter at this time?" A team member will then move the main motion assigned to the team.

i. The state event will have two rounds: a preliminary round to select the top four teams based on total team points followed by a final round with the test scores brought forward from the preliminary round. The final round of top four teams will take place on stage during one of the main sessions.

j. Each team will address a local chapter item of business selected from Program of Work activities (consult the *Official FFA Manual* and handbook). The motion will be specific and must be stated and moved as it is written.

k. A team shall be allowed a maximum of eight minutes in which to demonstrate its knowledge of parliamentary law without penalty. A deduction of 3 points will be made for every 1 second over the first 30 seconds. A timekeeper will furnish the time used by each team at the close of the event.

Time Penalties

Minutes	Points Deducted
8:00-8:30	0
8:31	3
8:32	6
8:33	9
8:34	12

Seconds over 8:30 x 3 = points deducted
Example:
9 second over x 3 = 27

Sample Motion Card

Main Motion: I move to start the Food For America program on December 1.

Required Motions: Lay on the table, Amend, Refer to commit, Reconsider, **Parliamentary inquiry**

l. Each member will be allowed to present as many motions as time permits; however, only one additional motion per member will receive points.

m. At the end of the presentation, the team should properly clear the floor of all pending business and properly ADJOURN the meeting. The member presenting the motion adjourn will receive credit for an additional motion if that is their only additional motion.

4. Presentation Minutes (40 points)

Each team will have a secretary take minutes of the presentation. A possible score of 40 points will be allowed for the minutes. Adequate paper will be supplied to take notes during the presentation. Following the presentation the secretary, in consultation with the chairperson, will have 20 minutes to prepare the official minutes. A timekeeper will note time in and time out of the area set aside to prepare minutes. The final copy of the minutes will be written on Form 1. (The lowest possible score for this section is zero.) Event officials shall use Form 3 to score the official minutes of the presentation.

Instructions on minutes

a. Use the example of proper minutes as illustrated in the *Official FFA Secretary's Book* and/or outlined in *Robert's Rules of Order*.

b. A dictionary will be permitted for writing the official minutes of the presentation.

c. The minutes will begin by recording the first item of business presented. Opening ceremonies and other preliminary information will not be used.

Example: John Smith moved to start the Food for America program on December 1.

d. The chairperson 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.

Scoring:

1. Guidelines for scoring discussion. Judges for the parliamentary procedure event should observe the following guidelines:

a. It is essential that each judge observes and maintains consistent criteria in scoring discussion for the duration of the event.

b. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion should be scored at the time it is delivered.

c. Characteristics of effective discussion include: a) completeness of thought, b) logical reasoning, c) clear statement of speaker's position, d) conviction of delivery, and e) concise and effective statement of discussion.

d. A suggested grading scale is as follows:

Excellent	16-20 points
Good	11-15 points
Average	6-10 points
Poor	0-5 points

An excellent discussion would be unusual and would be characterized by a truly stirring delivery and brilliance in terms of information provided and/or suggestions for action offered. Poor discussion 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 discussion would fall in the range of 8-15 points. An example of an average

discussion might be: "I think this is a very significant motion that should be passed for the following reasons (new, informative, and logically related)." Each debate should have a logical conclusion. Effective delivery, substance, creativity would characterize good discussion, and visionary thought delivered in a convincing and compelling manner.

e. Each time a participant in the presentation discusses any motion, he or she may earn a score. However, an individual may never earn more than 60 points in a given presentation. Furthermore, no more than 20 points may be earned during one recognition by the chair.

2. Guidelines for scoring the chair (100 points)

a. Ability to preside--handling of motions, keeping members informed, use of the gavel, distribution of discussion. (80 points)

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

Event Scoring

Phase	Breakdown of Points	Section Points	Total Points
Written Test [Six members 25 point test]			150
Minutes of Presentation			40
Completeness and accuracy	25		
Format	5		
Grammar/style/legibility	10		
Oral Questions			60
10 points possible for each member's question	60		
Presentation			750
Total for five members on floor		500	
Required motion presentation	20		
Discussion (max. of 20 pts./discussion)	60		
Additional motion made (Including main, alternate main, and adjourn)	20		
Chair		100	
Ability to preside	80		
Leadership	20		
General Effect of Team		150	
Correct Beginning to Business	15		
Team is in Official Dress	20		
Balanced Participation	15		
Reasonable Voice/Clear Expressions	20		
Demonstration Reasonable, Realistic & Logical	20		
Majority of Time Spent on Assigned Motion	25		
Orderly/Efficient Meeting	15		
Reasonable Conclusion, not Abrupt	20		

Deduction for parliamentary mistakes: 5-20 pts. Per mistake, minor; omitting the assigned motion--**80** pts
Deduction for overtime: 3pts. for every 1 seconds, over 8:30.

TOTAL 1,000

Awards:

Team awards are presented to the top four teams. Individual awards are presented to the high point chairperson and secretary from the preliminary round.

CHART OF PERMISSIBLE MOTIONS

Motion	Debate	Amend	Vote Required	Second	Reconsider
Privileged					
Fix time to which to adjourn	No	Yes	Majority	Yes	Yes
Adjourn	No	No	Majority	Yes	No
* Recess	No	Yes	Majority	Yes	No
* Question of privilege	No	No	None	None	No
Call for orders of the day	No	No	2/3 Not to follow	None	No
Incidental					
Appeal	Yes/No	No	Majority	Yes	Yes
Point of order	No	No	None	No	No
* Parliamentary inquiry	No	No	None	No	No
*Suspend the rules	No	No	2/3	Yes	No
Withdraw a motion	No	No	Usually none	No	No
Object consideration of question	No	No	2/3	No	Yes, negative vote only
* Division of the question	No	Yes	Majority	Yes	No
* Division of the assembly	No	No	No	No	No
Subsidiary					
* Lay on table	No	No	Majority	Yes	No
* Previous question	No	No	2/3	Yes	Yes before vote
* Extend or limit debate	No	Yes	2/3	Yes	Yes
* Postpone definitely	Yes	Yes	Majority	Yes	Yes
* Refer to committee	Yes	Yes	Majority	Yes	Yes
* Amend	Yes	Yes	Majority	Yes	Yes
* Postpone indefinitely	Yes	No	Majority	Yes	Yes vote only
*** Main motion**	Yes	Yes	Majority	Yes	Yes
Unclassified					
* Take from table	No	No	Majority	Yes	No
* Reconsider	No/Yes	No	Majority	Yes	No
Rescind	Yes	Yes	Majority, 2/3 if not in writing	Yes	Negative vote only

* Only motions that are marked will be used **on the card** for the event, although all motions will be allowed.

PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT SCORECARDS

FORM 1

PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT
OFFICIAL MINUTES

Date	FFA Chapter Name	Place
Time	State Name	Time Leaving Minutes Room

Chairperson

Secretary

PARLIAMENTARY PROCEDURE SUMMARY SHEET **TEAM NAME:**_____

FORM 2

Form 2 is used to tabulate Total Team Scores.

	Judges Scores						**Total Average Score**
Team Presentation	**Judge 1**	**Judge 2**	**Judge 3**	**Judge 4**	**Judge 5**	**Judge 6**	XXX
General Effect Scorecard (150 pts.)							
Discussion Scorecard (300 pts.)							
							XXX
	Judge 7		**Judge 8**		**Judge 9**		XXX
Chairperson Scorecard (100 pts.)							
Motions Scorecard (260 pts.)							
							XXX
Written test (150 pts.)	Total of the six individuals scores 150 pts. maximum						
Minutes (40 pts.)	Score for presentation minutes 40 pts. maximum						
	Deductions for overtime of 3 points for every 1second over 8:30. Only the time consumed beyond 8:30 is penalized.						
1000 points total	**TEAMS TOTAL SCORE**						

Score sheet	Perfect Score	Tiebreakers	Motions for the contest are:	II. Incidental Motions	III. Subsidiary Motions	IV. Unclassified Motions
Presentation	600	a. Total Presentation Score	I. Privileged Motions	a. Appeal	a. Lay on table	a. Reconsider
General Effect	150	b. Average Score on Written Test	a. Fix the time to which to adjourn	b. Point of order	b. Previous question	b. Rescind
Oral Questions	60	c. Total Questions Score	b. Adjourn	c. Parliamentary inquiry	c. Limit or extend debate	c. Take from table
Written Test	150		c. Recess	d. Suspend the rules	d. Postpone definitely	
Minutes	40		d. Question of privilege	e. Withdraw a motion	e. Refer to committee	
TOTAL	1,000		e. Call for the orders of the day	f. Object to consideration	f. Amend	
				g. Division of question	g. Postpone indefinitely	
				h. Division of assembly		

FORM 3

USE 1 SCORE CARD (GENERAL EFFECT & DISCUSSION) FOR EACH TEAM

GENERAL EFFECT SCORECARD

POINTS MAY BE DEDUCTED FROM 1 TO THE MAXIMUM ALLOWED

TEAM # _____

Items To Be Scored	Points Allowed	Total Points
Correct beginning to business (Chairman starts with "Is there any further business that should be presented to the chapter at this time?") (1-15) pts.	**15**	
Team is in Official Dress as prescribed in the Official FFA Manual (1-20) pts.	**20**	
Balanced participation by all members (1-15) pts.	**15**	
Reasonable voice & clear expression throughout demonstration (1-20) pts.	**20**	
The demonstration was reasonable & realistic, business was "logical"(1-20) pts.	**20**	
Majority of the demonstration spent on assigned motion. (1-25) pts.	**25**	
Orderly and efficient meeting. (1-15) pts.	**15**	
Reasonable conclusion to the meeting, handling the motion, not abrupt or left unfinished. (1-20) pts.	**20**	
TOTALS	**(150)**	

DISCUSSION SCORECARD

60 pts. max. per member/20 pts. max. per item. Tabulate only the top three debates for each member. Discussion on motions out of order or non-debatable motions shall not be scored.

Items		TOTAL
1		
2		
3		
4		
5		
	TEAM TOTAL	

FORM 4

USE 1 SCORE CARD (CHAIRPERSON & MOTIONS) FOR EACH TEAM

SCORING THE CHAIRPERSON

TEAM # _____

Items To Be Scored	Points Allowed	Points Awarded
ABILITY TO PRESIDE		
Handling of motions	30	
Keeping members informed	15	
Use of gavel	15	
Distribution of discussion	20	
LEADERSHIP		
Stage presence	10	
Voice	10	
TOTALS	**(100)**	

MOTIONS SCORECARD

MOTIONS:			Team # _____		
	Required Motion 20 pts. max./member	Additional Motion 20 pts. max./member	DEDUCTIONS Omitting Assigned Motion - 80 pts. Errors 5-20 pts/mistake	Questions 10 pts./member	TOTAL
1					
2					
3					
4					
5					
Chair	XX	XX	XXXX		
TOTALS					

TABULATION SHEET FOR SCORING MINUTES — FORM 5

Ability	Possible Points	Actual Points
Completeness and Accuracy	25	_____
Minutes accurately reflect all business transacted during presentation.		
Format of Minutes include (1 pts. each):	5	
Date		_____
Time in secretaries holding room		_____
Place		_____
Presiding officer signature		_____
Secretary signature		_____
Grammar/Style/Legibility	10	
Complete sentences (0-5 points)		_____
Correct spelling (deducts 1 point/mistake)		_____
Correct punctuation (deducts 1 point/mistake)		_____
Legibility (clarity) (0-5 points)		_____
TOTAL POINTS EARNED	**40**	_____