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. It is required that participants wear FFA Official Dress for this event.
2. 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.
3. The event is open to one team per district as certified by the district advisor.
4. 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.
5. Participants must appear in official FFA dress during the event as prescribed in the Official FFA manual.
6. The advisor shall not consult with the team after the event begins.
7. All participants must bring their own pencils.
8. 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.
10. 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.
11. An advisor may have up to two objections to who the final round judges will be.
12. Scorecards will be returned to the advisors after the winners are announced at the event.
13. 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.

<table>
<thead>
<tr>
<th>Time Penalties</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes</td>
<td>Points Deducted</td>
</tr>
<tr>
<td>8:00-8:30</td>
<td>0</td>
</tr>
<tr>
<td>8:31</td>
<td>3</td>
</tr>
<tr>
<td>8:32</td>
<td>6</td>
</tr>
<tr>
<td>8:33</td>
<td>9</td>
</tr>
<tr>
<td>8:34</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sample Motion Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Motion: I move to start the Food For America program on December 1.</td>
</tr>
<tr>
<td>Required Motions: Lay on the table, Amend, Refer to commit, Reconsider, Parliamentary inquiry</td>
</tr>
</tbody>
</table>
1. 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.

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)

<table>
<thead>
<tr>
<th>Event Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase</strong></td>
</tr>
<tr>
<td>Written Test [Six members 25 point test]</td>
</tr>
<tr>
<td>Minutes of Presentation</td>
</tr>
<tr>
<td>Complete and accuracy</td>
</tr>
<tr>
<td>Format</td>
</tr>
<tr>
<td>Grammar/style/legibility</td>
</tr>
<tr>
<td>Oral Questions</td>
</tr>
<tr>
<td>10 points possible for each member’s question</td>
</tr>
<tr>
<td>Presentation</td>
</tr>
<tr>
<td>Total for five members on floor</td>
</tr>
<tr>
<td>Required motion presentation</td>
</tr>
<tr>
<td>Discussion (max. of 20 pts./discussion)</td>
</tr>
<tr>
<td>Additional motion made</td>
</tr>
<tr>
<td>(Including main, alternate main, and adjourn)</td>
</tr>
<tr>
<td>Chair</td>
</tr>
<tr>
<td>Ability to preside</td>
</tr>
<tr>
<td>Leadership</td>
</tr>
<tr>
<td>General Effect of Team</td>
</tr>
<tr>
<td>Correct Beginning to Business</td>
</tr>
<tr>
<td>Team is in Official Dress</td>
</tr>
<tr>
<td>Balanced Participation</td>
</tr>
<tr>
<td>Reasonable Voice/Clear Expressions</td>
</tr>
<tr>
<td>Demonstration Reasonable, Realistic &amp; Logical</td>
</tr>
<tr>
<td>Majority of Time Spent on Assigned Motion</td>
</tr>
<tr>
<td>Orderly/Efficient Meeting</td>
</tr>
<tr>
<td>Reasonable Conclusion, not Abrupt</td>
</tr>
</tbody>
</table>

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

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

* 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

## OFFICIAL MINUTES

<table>
<thead>
<tr>
<th>Date</th>
<th>FFA Chapter Name</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>State Name</th>
<th>Time Leaving Minutes</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________  _______________________
Chairperson                Secretary
**Parliamentary Procedure Summary Sheet**  
**Team Name:** ____________________________

Form 2 is used to tabulate Total Team Scores.

<table>
<thead>
<tr>
<th>Judges Scores</th>
<th>Total Average Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Team Presentation</strong></td>
<td></td>
</tr>
<tr>
<td>Judge 1</td>
<td>Judge 2</td>
</tr>
<tr>
<td>General Effect Scorecard (150 pts.)</td>
<td></td>
</tr>
<tr>
<td>Discussion Scorecard (300 pts.)</td>
<td></td>
</tr>
<tr>
<td>Judge 7</td>
<td>Judge 8</td>
</tr>
<tr>
<td>Chairperson Scorecard (100 pts.)</td>
<td></td>
</tr>
<tr>
<td>Motions Scorecard (260 pts.)</td>
<td></td>
</tr>
<tr>
<td>Written test (150 pts.)</td>
<td></td>
</tr>
<tr>
<td>Total of the six individuals scores 150 pts. maximum</td>
<td></td>
</tr>
<tr>
<td>Minutes (40 pts.)</td>
<td></td>
</tr>
<tr>
<td>Score for presentation minutes 40 pts. maximum</td>
<td></td>
</tr>
<tr>
<td>Deductions for overtime of 3 points for every 1 second over 8:30. Only the time consumed beyond 8:30 is penalized.</td>
<td></td>
</tr>
<tr>
<td>1000 points total</td>
<td>TEAMS TOTAL SCORE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score sheet</th>
<th>Perfect</th>
<th>Tiebreakers</th>
<th>Motions for the contest are:</th>
<th>II. Incidental Motions</th>
<th>III. Subsidiary Motions</th>
<th>IV. Unclassified Motions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation</td>
<td>Score</td>
<td>a. Total Presentation Score</td>
<td>I. Privileged Motions a. Fix the time to which to adjourn</td>
<td>a. Appeal b. Point of order c. Parliamentary inquiry d. Suspend the rules e. Withdraw a motion f. Object to consideration g. Division of question h. Division of assembly</td>
<td>a. Lay on table b. Previous question c. Limit or extend debate d. Postpone definitely e. Refer to committee f. Amend g. Postpone indefinitely</td>
<td></td>
</tr>
<tr>
<td>General Effect</td>
<td>150</td>
<td>b. Average Score on Written Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Questions</td>
<td>60</td>
<td>Written Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Test</td>
<td>150</td>
<td>c. Total Questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minutes</td>
<td>40</td>
<td>Score</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised 2012  
Parliamentary Procedure CDE Scorecards  
11
USE 1 SCORE CARD (GENERAL EFFECT & DISCUSSION) FOR EACH TEAM

GENERAL EFFECT SCORECARD
POINTS MAY BE DEDUCTED FROM 1 TO THE MAXIMUM ALLOWED
TEAM # ____________________________

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

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.

<table>
<thead>
<tr>
<th>Items</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

TEAM TOTAL
**FORM 4**

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

**SCORING THE CHAIRPERSON**

**TEAM # ____________________________**

<table>
<thead>
<tr>
<th>Items To Be Scored</th>
<th>Points Allowed</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABILITY TO PRESIDE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handling of motions</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Keeping members informed</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Use of gavel</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Distribution of discussion</td>
<td>20</td>
<td></td>
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<td><strong>TOTALS</strong></td>
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**MOTIONS SCORECARD**

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<th>Team # ________________</th>
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<th>Team # ________________</th>
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<tbody>
<tr>
<td>Required Motion 20 pts. max./member</td>
<td>Additional Motion 20 pts. max./member</td>
<td>DEDUCTIONS</td>
<td>Questions 10 pts./member</td>
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<td>Possible Points</td>
<td>Actual Points</td>
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<td>Completeness and Accuracy</td>
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<td>Time in secretaries holding room</td>
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