



# UI CALS Days – FCS Track

## Meeting Management

### Parliamentary Procedure

**Meeting Management - Parliamentary Procedure**, a *team event*, recognizes students that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting. Participants present a **demonstration meeting** using provided planning materials, and prepare **minutes** of the meeting.

**EVENT GRADE LEVEL:** grades 9-10

#### GENERAL INFORMATION

1. Participants are students who are currently or have been enrolled in a Family and Consumer Sciences program.
2. This is a skill development contest sponsored by the School of Family and Consumer Sciences, University of Idaho. Participants will draw on their family and consumer sciences experiences.
3. This contest is reflective of the FCCLA Parliamentary Procedure STAR Event, but has been adapted to meet the CALS Days experience.
4. The Meeting Management - Parliamentary Procedure *team* will consist of four to eight members including a president who will serve as the chair, a secretary, a

treasurer, and up to five others who will serve as chapter members. The chair will designate the members of the *team* who will serve as secretary and treasurer.

5. A planning packet consisting of agenda, secretary's record/minutes, blank secretary's record, treasurer's report, two topics of new business, and a copy of ***Robert's Rules of Order, Newly Revised, 11th Edition***, will be provided. Participants must bring a gavel and pencils for taking notes. Calculators are not allowed.
6. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and pertain to information received during planning time. Acceptable notes made on provided planning materials include committee reports and main motions. Notes regarding incidental and subsidiary motions are not allowed. All planning materials and notes will be collected at the end of the event. **Any teams using prepared materials will receive 0 points for Quality of Demonstration Discussion.**
7. Use of computers is not allowed. Participants may wear watches, but no cell phones or timers may be used.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Competition Participant Set Up / Prep Time	Competition Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Competition Evaluation Interview Time	Competition Total Event Time
4-8		Table/8 chairs--yes Elect. Access – no Planning packet, Robert's Rules Book - yes	Official dress -or- Professional dress appropriate to event	15 minutes prep time		5 min. and 1 min. warnings; stopped at 20 min.	10 minutes	45 minutes

PRESENTATION ELEMENTS ALLOWED									
Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/Pointers	Skits	Presentation Equipment	Visuals

# MEETING MANAGEMENT - PARLIAMENTARY PROCEDURE

## Procedures and Time Requirements

At the designated time, participants will report to the planning room where they will be given one copy of each of the following: a skeleton agenda, minutes from a previous meeting, treasurer’s report, two topics of new business, and a copy of <b><i>Robert’s Rules of Order Newly Revised 11th Edition</i></b> . Possible topics of new business include, but are not limited to, the following: plans to increase chapter membership, fundraising ideas for local chapter, public relations or promotional projects, <i>community</i> service projects, and participation in FCCLA <i>national programs</i> .	
15 minutes	Participants will have 15 minutes to prepare for the meeting. (Planning may only happen during this 15-minute time frame.)
20 minutes	Participants will move to a demonstration room to present. The demonstrated meeting may be up to 20 minutes in length (rap of gavel for <b>FCCLA Opening Ceremonies</b> to final gavel rap of <b>FCCLA Closing Ceremonies</b> ). A five-minute and a one-minute warning will be given. Participants will be stopped at 20 minutes.
	Following adjournment of the meeting, the secretary will turn in the secretary’s record.
10 minutes	Evaluators will have up to 15 minutes to provide feedback, discuss, complete the rubric and write comments for participants.

## Specifications

### Demonstrated Meeting

The demonstrated meeting may be up to 20 minutes in length and is presented to evaluators. The demonstrated meeting should show the participants’ knowledge of parliamentary law and their ability to perform designated skills, and should follow the agenda given during the preparation time.

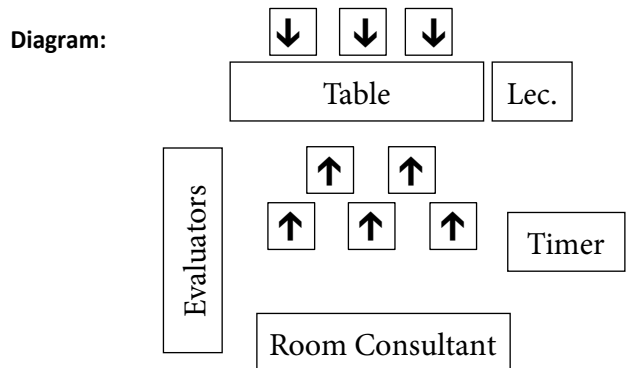
Proper Use of Parliamentary Law	Use parliamentary law according to <b><i>Robert’s Rules of Order Newly Revised 11th Edition</i></b> .
Proper Recognition of Chair and All Members	Use proper procedure when addressing chair or members.
Coverage of Agenda	Address all agenda items properly. Items on agenda should include FCCLA opening ceremony, call to order, previous meeting minutes, treasurer’s report, committee report(s), unfinished business, new business, FCCLA closing ceremony, and adjournment.
Main Motion	Demonstrate each ability correctly, in a proper sequence, and at an appropriate time during the meeting. NOTE: To receive credit for demonstrating each ability correctly, amendments may apply to one or more motions.
Amend a Motion	
Point of Order or Parliamentary Inquiry	
Division of the Assembly or Division of the Question	
Previous Question	
Request for Information	
Postpone to a Certain Time	
Refer to a Committee	
Lay on the Table	
Question of Privilege or Recess	
Demonstration Time and Quality	Conduct an overall high-quality demonstration which lasts an appropriate amount of time required for <i>content</i> , debate, and involvement.
Clarity of Expression and Voice	State ideas and comments completely; use appropriate grammar, pronunciation, pitch, tempo, and volume. Discussion should flow naturally from one item on agenda to the next.

Poise	<i>Team</i> conducts itself in appropriate, <i>professional</i> , and poised manner.
Impartiality of Presiding Officer	Presiding officer uses entire <i>team</i> and their ideas.
<i>Team</i> Participation	Active participation by all members during opening and closing ceremonies and discussion (except the secretary).

### Secretary's Record

Secretary's record of the demonstrated meeting will be taken by the secretary during the meeting on the provided form. The record, upon completion, will be presented to the evaluators immediately following adjournment of the meeting. The secretary's record may not be rewritten after the meeting; it will not be evaluated as final minutes. The record will be evaluated for coverage of all meeting activities.

The *team* enters the demonstration room and is seated. Tables and chairs may not be moved.



Lec.—Lectern (Freestanding or Tabletop)

↑ Chair for participant

# MEETING MANAGEMENT - PARLIAMENTARY PROCEDURE Rubric

Name of Participant \_\_\_\_\_

School \_\_\_\_\_ Team # \_\_\_\_\_ Station # \_\_\_\_\_ Gradel \_\_\_\_\_

DEMONSTRATED MEETING				
<b>Proper Use of Parliamentary Law</b> 0-3 points	<b>0</b> Team did not demonstrate any Parliamentary Law according to <i>Robert's Rules of Order Newly Revised 11th edition</i>	<b>1</b> Team lacked basic understanding of parliamentary law according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>	<b>2</b> Team incorrectly carried out some parliamentary procedures twice according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>	<b>3</b> Team carried out all procedures correctly according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>
<b>Proper Recognition of Chair and All Members</b> 0-2 points	<b>0</b> Members were never recognized by chair before speaking	<b>1</b> Proper recognition of the chair and members were met some of the time	<b>2</b> Chair and members were recognized properly at all times	
<b>Coverage of Agenda</b> 0-2 points	<b>0</b> Team did not follow agenda	<b>1</b> Team did not address all agenda items	<b>2</b> Team addressed all agenda items properly	
<b>Main Motion</b> 0-2 points	<b>0</b> Team did not demonstrate a main motion	<b>1</b> Team incorrectly attempted a main motion	<b>2</b> Team correctly demonstrated a main motion	
<b>Amend a Motion</b> 0-2 points	<b>0</b> Team did not demonstrate amending a motion	<b>1</b> Team did not complete the amendment of a motion	<b>2</b> Team correctly amended a motion	
<b>Point of Order or Parliamentary Inquiry</b> 0-2 points	<b>0</b> Team did not demonstrate a point of order or parliamentary inquiry	<b>1</b> Team did not complete point of order or parliamentary inquiry	<b>2</b> Team correctly demonstrated a point of order or parliamentary inquiry	
<b>Division of the Assembly or Division of the Question</b> 0-2 points	<b>0</b> Team did not demonstrate division of the assembly or division of the question	<b>1</b> Team did not complete division of the assembly or division of the question	<b>2</b> Team correctly demonstrated division of the assembly or division of the question	
<b>Previous Question</b> 0-2 points	<b>0</b> Team did not demonstrate previous question	<b>1</b> Team did not complete previous question	<b>2</b> Team correctly demonstrated previous question	
<b>Request for Information</b> 0-2 points	<b>0</b> Team did not demonstrate request for information	<b>1</b> Team did not complete request for information	<b>2</b> Team correctly demonstrated request for information	
<b>Postpone to a Certain Time</b> 0-2 points	<b>0</b> Team did not demonstrate postpone to a certain time	<b>1</b> Team did not complete postpone to a certain time	<b>2</b> Team correctly demonstrated postpone to a certain time	
<b>Refer to a Committee</b> 0-2 points	<b>0</b> Team did not demonstrate refer to a committee	<b>1</b> Team did not complete refer to a committee	<b>2</b> Team correctly demonstrated refer to committee	
<b>Lay on the Table</b> 0-2 points	<b>0</b> Team did not demonstrate lay on the table	<b>1</b> Team did not complete lay on the table	<b>2</b> Team correctly demonstrated lay on the table	
<b>Question of Privilege or Recess</b> 0-2 points	<b>0</b> Team did not demonstrate question of privilege or recess	<b>1</b> Team did not complete question of privilege or recess	<b>2</b> Team correctly demonstrated question of privilege or recess	

# Parliamentary Procedure Rubric (continued)

**Points**

<b>Demonstration Time</b> 0-3 points	<b>0-1</b> 8 minutes or less	<b>2</b> 8 – 12 minutes	<b>3</b> 12 – 15 minutes	
<b>Quality of Demonstration Discussion</b> 0-15 points	<b>0</b> 1 2 3 4 5 Limited quality discussion and involvement of members	<b>6</b> 7 8 9 10 Quality of discussion and appropriate member involvement	<b>11</b> 12 13 14 15 Quality of discussion, diversity of viewpoints and appropriate involvement	
<b>Clarity of Expression and Voice</b> 0-2 points	<b>0</b> Speech unclear, weak voice projection, incorrect pronunciation, poor grammar	<b>1</b> Few team members use clear speech or voice projection, or pronunciation or proper grammar	<b>2</b> Speech clear, projects voice, pronounces all words, no vocalized pauses, correct grammar	
<b>Poise</b> 0-2 points	<b>0</b> Expressionless, no hand gestures, sways, no eye contact	<b>1</b> Few team members use appropriate expression or hand gestures or posture or eye contact	<b>2</b> Good expression, appropriate hand gestures, good posture, good eye contact	
<b>Impartiality of Presiding Officer</b> 0-2 points	<b>0</b> Did not call on all members, states own opinion	<b>1</b> The presiding officer rarely calls on all members and/or rules fairly on motions	<b>2</b> The presiding officer always calls on all members and/or rules fairly on motions	
<b>Team Participation</b> 0-2 points	<b>0</b> Clearly there is no team participation	<b>1</b> The meeting participation relies primarily on one or two members	<b>2</b> All team members were actively involved in carrying out the meeting (except secretary)	
<b>SECRETARY'S RECORD</b>				
<b>Secretary's Record</b> 0-2 points	<b>0</b> Most information is missing and agenda items were not recorded	<b>1</b> Unorganized and some agenda items not recorded	<b>2</b> Organized and contain all required agenda items	

**Points**

**Evaluator's Comments – include two things done well and two opportunities for improvement:**

**TOTAL**  
(45 points possible)

**Evaluator #** \_\_\_\_\_

**Evaluator Initial** \_\_\_\_\_

**Event Chair Initial** \_\_\_\_\_

