

PARLIAMENTARY PROCEDURE

Students participating in the Parliamentary Procedure Leadership Development Event (LDE) are evaluated on their ability to conduct an orderly and efficient meeting using parliamentary procedure.

Participants are judged on their knowledge of parliamentary law and their ability to present logical, realistic and convincing debate and motions.

Upon completion of participation in the event, students will be able to: Use parliamentary procedure to conduct an orderly and efficient meeting, demonstrate knowledge of parliamentary law and present a logical, realistic and convincing debate on motions.

ALIGNMENT TO AFNR CONTENT STANDARDS & OREGON EMPLOYABILITY SKILLS

- Employability 01. Adhere to workplace practices
- Employability 02. Exhibit personal responsibility and accountability
- Employability 03. Practice cultural competence
- Employability 04. Demonstrate teamwork and conflict resolution
- Employability 05. Communicate clearly and effectively
- Employability 06. Employ critical thinking to solve problems
- Employability 07. Demonstrate creativity and innovative thinking
- Employability 08. Demonstrate fluency in workplace technologies
- Employability 09. Plan, organize, and manage work
- Employability 10. Make informed career decisions
- CRP.01.01. Performance Indicator: Model personal responsibility in the workplace and community.
- CRP.01.02 Performance Indicator: Evaluate and consider the near-term and long-term impacts of personal and professional decisions on employers and community before taking action.
- CRP.02.01. Performance Indicator: Use strategic thinking to connect and apply academic learning, knowledge and skills to solve problems in the workplace and community.
- CRP.02.02. Performance Indicator: Use strategic thinking to connect and apply technical concepts to solve problems in the workplace and community.
- CRP.04.01. Performance Indicator: Speak using strategies that ensure clarity, logic, purpose and professionalism in formal and informal settings.
- CRP.04.02. Performance Indicator: Produce clear, reasoned and coherent written communication in formal and informal settings.
- CRP.04.03. Performance Indicator: Model active listening strategies when interacting with others in formal and informal settings
- CRP.05.01. Performance Indicator: Assess, identify and synthesize the information and resources needed to make decisions that positively impact the workplace and community.
- CRP.06.01. Performance Indicator: Synthesize information, knowledge and experience to generate original ideas and challenge assumptions in the workplace and community.
- CRP.06.02. Performance Indicator: Assess a variety of workplace and community situations to identify ways to add value and improve the efficiency of processes and procedures.
- CRP.06.03. Performance Indicator: Create and execute a plan of action to act upon new ideas and introduce innovations to workplace and community organizations.
- CRP.08.01. Performance Indicator: Apply reason and logic to evaluate workplace and community situations from multiple perspectives.
- CRP.08.02. Performance Indicator: Investigate, prioritize and select solutions to solve problems in the workplace and community.
- CRP.08.03. Performance Indicator: Establish plans to solve workplace and community problems and execute them with resiliency.
- CRP.09.01. Performance Indicator: Model characteristics of ethical and effective leaders in the workplace and community (e.g. integrity, self-awareness, self-regulation, etc.).
- CRP.09.03. Performance Indicator: Demonstrate behaviors that contribute to a positive morale and culture in the workplace and community (e.g., positively influencing others, effectively communicating, etc.).
- CRP.10.02. Performance Indicator: Examine career advancement requirements (e.g., education, certification, training, etc.) and create goals for continuous growth in a chosen career.

- CRP.12.01. Performance Indicator: Contribute to team-oriented projects and build consensus to accomplish results using cultural global competence in the workplace and community.
- CRP.12.02. Performance Indicator: Create and implement strategies to engage team members to work toward team and organizational goals in a variety of workplace and community situations (e.g., meetings, presentations, etc.).

RULES AND REGULATIONS

- A team representing a state will consist of six members from the same chapter.
- Participants will wear FFA Official Dress for each event
- The advisor will not consult with the team after entering the holding room prior to each round of the event
- Any participant in possession of an electronic device in the event area is subject to disqualification.

EQUIPMENT

Materials the student needs to provide:

- Each participant must bring a pen or pencil for each team member
- Each participant is allowed to bring a clipboard, free of any papers or notes.

Materials provided by the event committee:

- A gavel will be supplied for the chair. Teams may choose to use their own gavel if they so desire.
- One piece of blank paper will be provided to all six team members.

EVENT FORMAT

THE EVENT WILL HAVE THREE PHASES:

- A. Written examination
- A. An 11-minute team presentation of parliamentary procedure
- B. Oral questions following the presentation

1. Written Exam (150 Points)
 - a. Twenty-five (25) points per participant (one point per test question) Twenty Five (25) multiple-choice questions taken from Robert's Rules of Order Newly Revised.
 - b. Participants will have 45 minutes to complete the exam.
 - c. Exam Questions will only pertain to motions or topics that are permissible in the team demonstration portion of the LDE.
2. Presentation (400 Points)
 - a. Sectional Event –
 - i. Two teams from each district will qualify for sectional event
 - b. State Event
 - i. Two teams from each section will qualify for state event
 - c. Item of Business
 - i. Each team will address a local chapter item of business, which would normally be a part of a chapter's program of activities (consult FFA.org, the Official FFA Manual and Student Handbook for specific activities and current programs.) The motion will be specific and must be moved as an original main motion as it is written on the event card.
 - ii. Motions not on the chart of permissible motions, or secondary motions and debate applied to them, will not be scored.
 - d. Event Card
 - i. From the list of permissible motions, the event officials will select **two subsidiary motions, two incidental motions and one privileged motion or a motion that brings a question again before the assembly**. These motions will be on an index card, and one will be randomly assigned to each team member. Motions must be demonstrated in the classification that is indicated on the motion card (i.e. privileged, subsidiary, incidental, motions that bring back again before the assembly). All teams in each event will be assigned the same motions based upon office.
 - e. Permissible Motions:
 - i. There are **19** permissible motions in the national FFA event. 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 or use nonverbal communications during the one-minute time period or during the demonstration.

1. Privileged Motions:

- a. Adjourn
- b. Recess
- c. Raise a Question of Privilege

2. Subsidiary Motions:

- a. Lay on the Table
- b. Previous Question
- c. Postpone to a Certain Time (or Definitely)
- d. Commit or Refer
- e. Amend
- f. Postpone Indefinitely

3. Incidental Motions:

- a. Appeal
- b. Division of the Assembly
- c. Division of the Question
- d. Parliamentary Inquiry
- e. Point of Order
- f. Request for Information (Point of Information)
- g. Withdraw a motion

4. Motions that Bring a Question Again Before the Assembly:

- a. Reconsider
- b. Rescind
- c. Take from the Table

f. Opening and Closing the Demonstration

- i. The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The chair shall start the presentation by saying, "Is there any new business?" Time will stop when the chair declares the meeting adjourned.
- ii. Original Main Motion: The event official will assign the main motion on an index card; no other original main motions may be used. Making other original main motions that are not on the event card will result in a 50-point deduction from the overall team presentation score.
- iii. The assigned original main motion is to be the first item of business presented, unless, Take from the Table, Reconsider or Rescind are required on the event card. If any of these motions are on the event card, the team may choose to demonstrate the motion at the beginning of their demonstration or at the end of the demonstration, after they have disposed of the original main motion. Points are only deducted if parliamentary error occurs or if event time requirements are violated. If this is the case, an alternative main motion for Take from the Table, Reconsider or Rescind will be provided.
- iv. The person who makes the assigned main motion will be given credit for an additional motion.

g. Secondary Motions

- i. There is no limit to the number of subsidiary, incidental and privileged motions that a team may demonstrate.
- ii. A member's required motion will not be counted as an additional motion for another member. No motion may count for an additional motion for more than one member. Incidental and privileged motions cannot be demonstrated as incidental main motions. Only motions listed in the permissible motions chart will be counted for required and additional motions.

h. Individual Member Recognition

- i. A member may speak in debate on the main motion and conclude by offering a secondary motion. Judges will award points accordingly for both the debate and the secondary motion.

Omission of the assigned motion by the assigned member on the event card will result in a 50-point deduction from the overall team presentation score.

- i. Debate
 - i. 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.
- j. Time Limits and Deductions
 - i. A team shall be allowed 11 minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 11 minutes 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.

3. ORAL Questions (100 points)

- a. Individual Questions
 - i. The team members (not including the chair) will be asked a planned question, which may include one to three parts, relating to their assigned motion. No one may step forward to help another member answer their individual question.
 - ii. The chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures. Each member will be scored a maximum of 16 points for responses to questions. Chair will be scored at a maximum of 20 points.

SCORING GUIDELINES

A.GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER MEMBER)

- 1. It is essential that each 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. Each time a participant in the presentation discusses any motion, they may earn a score. However, an individual may never earn more than 60 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 even if an extension of debate is passed.

Characteristics of effective debate

- 1. Characteristics of effective debate include the member's ability to state his or her position, provide reason(s) supporting his or her position and tell or encourage the delegation how to vote. The delivery of the debate will include:
- 2. Completeness of thought.
- 3. Logical reasoning.
- 4. Clear statement of speaker's position.
- 5. Conviction of delivery.
- 6. Concise and effective statement of debate.

GOOD DEBATE

A good debate would be characterized by a presentation that includes the components of a good debate as well as the quality of delivery in which the debate is delivered. Those components are:

- States position
- Provides more than one reason supporting the position.
- Tells delegation how to vote.

AVERAGE DEBATE

An average debate would be characterized by a presentation that includes only one supporting reason or lacks in the quality of delivery. However, the following basic components of a debate will still be included:

- States position
- Provides one reason supporting the position
- Tells delegation how to vote.

POOR DEBATE

A poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning and substance as well as the omission of one or more components of an effective debate.

Suggested grading scale for debates:

- Good:15–20 points.
- Average:8–14 points.
- Poor:0–7 points.

B.GUIDELINES FOR SCORING THE CHAIR (80POINTS)

The chair is evaluated by his or her ability to preside and his or her leadership.

Ability to preside (65 points)

The ability to preside includes the following being able to state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use the gavel and maintain awareness of business on the floor. A suggested grading scale is as follows:

- Excellent:51–60 points.
- Good:26–50 points.
- Poor:0–25 points.

Leadership (15 points)

Leadership is stage presence, poise, self-confidence, politeness and voice. A suggested grading scale is as follows:

- Excellent:1–15 points.
- Good:6–10 points.
- Poor:0–5 points.

C.GUIDELINES FOR SCORING TEAM EFFECT (20 POINTS)

Conclusions reached by the team:

The main motion was well analyzed, which may include answering who, what, when, where, why and how.

Team use of debate:

The degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition.

Team presence:

This includes voice, poise, expression, grammar, gestures and professionalism

Written Exam – 150 Points

Presentation – 400 Points

300 = 60 points/member (x5)

80 points for chair

20 points for Team Effect

Oral Questions – 100 questions

80 = 16 max times 5 member questions

20 for chair question

Total Team Score – Max of 650 points

Tiebreakers for teams will be:

- Total final presentation score out of 400 possible points.
- Team average score on the written exam

Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
PRIVILEGED MOTIONS					
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
SUBSIDIARY MOTIONS					
Lay on the Table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	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
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote, chair rules	No
Request for Information	No	No	No	No vote, chair responds	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3 or majority 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*, current edition for rule(s).

(4) Refer to parliamentary procedure LDE rules before using these motions in the demonstration.

(5) Only motions listed in the permissible motions chart will be utilized as required motions and allowed as additional motions.

National FFA Parliamentary Procedure Career Development Event

Form 2 Team Score Sheet

FFA Chapter: