

# PARLIAMENTARY PROCEDURE

## **Purpose**

The purpose of the Parliamentary Procedure Leadership Development Event is to develop the ability to conduct business meetings in an orderly manner.

## **Objectives**

The students will be able to:

- I. Use parliamentary procedure to conduct an orderly and efficient meeting.
- II. Demonstrate knowledge of parliamentary law.
- III. Present a logical, realistic and convincing discussion.

## Event Format

1. The team shall consist of six members including the presiding officer. Each team will designate up to two alternates. Alternates must take the exam at the area, district, and state levels to be considered as a participant. Alternates that take the exam at the state level cannot participate in Parliamentary Procedure in another year. The team will be judged 75 percent on its demonstration and 25 percent on a written test and oral questions.
2. The event will have three phases: written examination, a 10:30-minute team presentation of parliamentary procedure, and oral questions following the presentation.
3. Exam scores will be used to seed teams into the preliminary rounds. Teams will be placed in pools by a snake order. \*Note Sample Snake Order in CDE Handbook. Order of appearance will be done using a randomizer program. No reference material of any type shall be brought by any member of the team to the event site including testing, holding, and/or demonstration rooms. No reference material on parliamentary procedure shall be used by a member of the team. A team shall be allowed up to one minute to prepare for their demonstration after entering the demonstration room.
4. The official in charge of the event shall:
  - a. Call the judges together at least 30 minutes before the event begins to acquaint them with their duties and with rules of the event.
  - b. Provide the judges with a copy of "Robert's Rules of Order."
  - c. Provide the judges with a reference table on motions, containing such factors as rank of motions, majority required, whether debatable, etc.
  - d. Provide the judges the necessary paper and pencils.
5. Participants must appear in official FFA dress during all rounds of the event. **Any team with a member not in Official FFA Dress during any part of the event will result in a 10 point deduction per infraction from the total team score, with a maximum of 100 points total deduction.**
6. The event begins when teams are sequestered to complete the written test.
7. All participants must bring their own pencils (a minimum of two No. 2 pencils).
8. The Top Six teams will be announced at the State FFA Convention. **Group I medals for each competing team member of the top six ranking teams in the state LDE will be awarded.**
9. The topics to be used may come from, but are not limited to, the following list:

- Community Service Projects	- SAE Project Tour
- Cooperative Activities	- Redecorate Classroom
- FFA Camp	- Establish Scholarship Fund
- The Washington Leadership Conference	- National FFA Week Activities
- National FFA Convention	- Educational Tour
- State FFA Convention	- Landscape School Grounds
- Business Persons Breakfast	- Plant Demonstration Plots

### Written Test (150 points)

A written test will consist of 25 objective-type multiple-choice questions or true and false questions covering basic parliamentary law as related to the permissible motions of the event. Thirty minutes will be allowed to complete the test. The individual correct answers of the six team members will be used to compute the total team score in each round. Each team may score a maximum of 150 points.

### Oral Questions (100 points)

Each of the five team members and chairman will be asked a planned question relating to their assigned motion. No one may step forward to help correct answers on the first six questions. The same set of questions will be used for each team in every room and in each flight of the event. Separate sets of questions will be developed for each round of the event. Following these six questions, the judges will have three additional minutes to ask questions **for clarification of the presentation**, after which time will be called. Team members may volunteer to answer the question(s) for the team or to help another member during the three minute questions/questions-at-large portion of the presentation.

### Presentation (750 points)

1. The first item on the agenda will be presented on an index card by the event official. It is suggested that this main motion be the first motion presented. All teams in each round will use the same main motion.
2. The event officials will select two subsidiary, two incidental, and one privileged motion or unclassified motion from the list of permissible motions (included in the following pages). These motions will be on an index card placed on a specific chair designated by the event official for that motion. Team members will randomly select a chair without knowledge of the motion. No substitution of chairs will be allowed once selection is made. 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). **During the one-minute preparation time team members may not communicate with each other.**
3. There shall be no limitation to the number of subsidiary, incidental, and privileged motions demonstrated except that the team must demonstrate two subsidiary, two incidental, and one privileged or unclassified motion designated by the officials in charge. A list of the motions used in the national event is included on the following pages.
4. If the event officials designate the motion, "Division of the Question", the main motion must be clearly divisible.

5. The “Main Motion” counts as an alternative motion.
6. The demonstrating team shall assume that a regular chapter meeting is in progress, and the chairperson shall start the presentation by:
  - A. Tapping the gavel ONCE
  - B. Stating, "**Is there any further business which should come before this meeting?**" Any team member will then move the main motion assigned to the team.
7. The event official will assign the main motion. This is to be the first item of business presented. All teams will use the same main motion. This original main motion must be the first motion presented unless “orders of the day”, “take from the table”, “reconsider” or “rescind” are required.
8. If the event officials place an unclassified motion or “orders of the day” are on the card, the judges must provide the alternate main motion to facilitate the making of the unclassified motion or “orders of the day” and that ONE debate on an alternate main motion used to facilitate an unclassified motion or “orders of the day” will be scored. **Example:** take from the table is a motion that is to be demonstrated, on the card the alternate main motion would be “A motion was tabled at your last meeting for your FFA chapter to hold a community blood drive on May 15<sup>th</sup>.”
9. A team shall be allowed a maximum of ten (10:30) minutes in which to demonstrate its knowledge of parliamentary law without penalty. A digital read out clock (if available) that will be visible by both the team and event officials will be used at the state level. Warnings will be given at eight (8) and ten (10) minutes. A deduction of one (1) point per second, or major fraction thereof, over the 10:30 minutes. A timekeeper will furnish the time used by each team at the close of the event.

<b>Time Penalties</b>	
<u>Minutes</u>	<u>Points Deducted</u>
10:30	0
10:31- and beyond	1 point per second

<b>Sample Motion Card</b>		
Main Motion: I move to start the Food for America program on December 1.		
Required Motions:	Lay on the Table Suspend the Rules <b>Reconsider</b>	Amend Appeal

- Tiebreakers for teams will be (in the following order):
- (1) the “Total Points” Presentation score [Section III of Event Scoring card]
  - (2) the team's average score on the written test
  - (3) the “Total Points” score for oral questions [Section II of Event Scoring card]

## Event Scoring

Event	Points
Written Test (25 question)	150
Oral Questions	100
Presentation	750
TOTAL	1000

- ❖ Scores for each team along with individual scores will be posted.

### Guidelines for Scoring Discussion

Judges for the parliamentary procedure event should observe the following guidelines:

1. It is essential that each judge observe and maintain consistent criteria in scoring discussion for the duration of the event.
2. 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.
3. 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.
4. A suggested grading scale is as follows:
  - Excellent.....25-30 points
  - Good.....21-25 points
  - Average .....11-20 points
  - Poor .....01-10 points

An excellent discussion would be extremely 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 an average score (11-20 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). For these reasons, I urge everyone to vote for this motion." Good discussion would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.

5. 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 30 points may be earned during one recognition by the chair. An individual receiving an “average” to “good” grading on each motion discussed would need to have been recognized by the chair three to four separate times to earn the maximum 60 points.  
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.  
Only one debate per team will be scored relating to an alternate motion, if required, during the presentation.
6. No adjustments to room arrangements will be allowed by teams.

#### Guidelines for Scoring the Chair

1. Ability to preside--handling of motions, keeping members informed, use of the gavel, distribution of discussion (80 points).
2. Leadership--stage presence, poise, self-confidence, politeness, and voice (20 points).

### **Exam References**

The official text will be the latest edition of *Robert's Rules or Order Newly Revised* (currently the 11<sup>th</sup> edition) published by Scott, Foresman and Company.

Additional references may include *FFA New Horizons* magazine and the *FFA Student Handbook*.

### **TRAINING REFERENCES**

- Official FFA Manual (The most currently updated printed manual available for purchase from NFFA).
- Official FFA Handbook
- Dunbar References
- National FFA Finals videos for Parliamentary Procedure.

### **Forms**

See Event Scoring Guide, Chart of Permissible Motions, Form 2, and Form 4.

<b>EVENT SCORING</b>			
<i>Phase</i>	<i>Breakdown of Points</i>	<i>Section Points</i>	<i>Total Points</i>
I. Written Test (total correct answers of six members on 25 point written test)	150		150
II. Oral Questions 12 points possible for each member's question Questions in the additional two minutes	72 28		100
III. Presentation			750
Total for five members on floor		500	
Required motion presentation	20		
Discussion (Max. of 30 pts./discussion)	60		
Additional motions made (including main and alternate main)	20		
Chair		100	
Ability to preside	80		
Leadership	20		
General Effect of Team		150	
Conclusion of the team	50		
Discussion	50		
Teams' voice, poise, and expression	50		
IV. Deduction for parliamentary mistakes: 5-20 pts. per mistake; omitting the assigned motion -- 100 pts. Deduction for overtime: 1 point per second, or major fraction thereof.			
<b>TOTAL</b>			<b>1,000</b>

**CHART OF PERMISSIBLE MOTIONS FOR THE NATIONAL FFA PARLIAMENTARY  
PROCEDURE CAREER DEVELOPMENT EVENT**

Motion	Debate	Amend	Vote Required	Second	Reconsider
<b>Privileged</b>					
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
<b>Incidental</b>					
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
Point of Information	No	No	No	No	No
<b>Subsidiary</b>					
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
<b>Unclassified</b>					
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



**PARLIAMENTARY PROCEDURE TEAM SCORE SHEET Chapter \_\_\_\_\_ Judge \_\_\_\_\_ FORM 2**

Contestants	Required motion	Discussion	Additional motions	Indiv. Questions	Total
	20 pts. max./member	60 pts. max./member, 30 pts. max./item	20 pts. max./member	12 pts. max./member	112 pts. max./member
1					
2					
3					
4					
5					
Chair	Ability to Preside 80 points maximum		Leadership 20 points maximum		
Team's General Effect	Conclusion 50 points maximum	Degree to which discussion was convincing, logical, realistic, orderly, and efficient 50 points maximum	Team's, voice, poise and expression 50 points maximum		
Questions at large	Questions for clarification of the presentation (2 minutes allowed) 28 points maximum				
Written test	Average of the six individual scores 150 points maximum				
Deductions	Deductions for parliamentary mistakes 5 to 20 points per mistake-omitting the assigned motion-100 points				
	Deductions for overtime: 1 point per second or major fraction thereof.				
	<b>TEAM TOTAL SCORE</b>				

Scoresheet	Perfect Score	Tiebreakers	Motions for the event are:			
			I. Privileged Motions	II. Incidental Motions	III. Subsidiary Motions	IV. Unclassified Motions
Presentation	600	A. Total Presentation Score	a. Fix the time to which to adjourn.	a. Appeal	a. Lay on table	a. Reconsider
General Effect	150	B. Average Score on Written Test	b. Adjourn	b. Point of order	b. Previous question	b. Rescind
Oral Questions	100	C. Total Questions Score	c. Recess	c. Parliamentary inquiry	c. Limit or extend debate	c. Take from table
Written Test	150		d. Question of privilege	d. Suspend the rules	d. Postpone definitely	
Total	1000		e. Call for the orders of the day	e. Withdraw a motion	e. Refer to committee	
				f. Object to consideration	f. Amend	
				g. Division of question	g. Postpone Indefinitely	
				h. Division of assembly	h. Main Motion	
				i. Point of Information		

**TABULATION SHEET FOR RANKING TEAMS**

<b>Team/School</b>	<b>Rankings for Highest-Scoring Teams</b>			<b>Total of Rankings</b> (add across)	<b>Final Ranking</b>
	Judge 1	Judge 2	Judge 3		
Team 1					
Team 2					
Team 3					
Team 4					
Team 5					
Team 6					
Team 7					
Team 8					
Team 9					