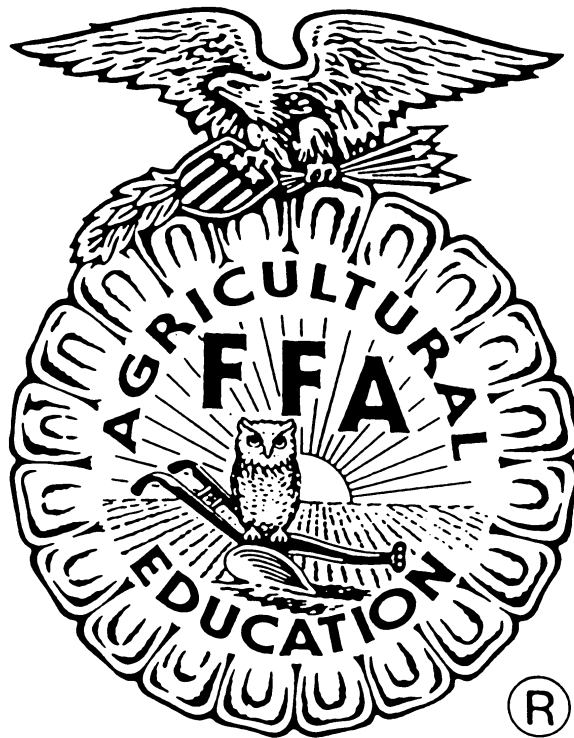


***PARLIAMENTARY PROCEDURE  
CAREER DEVELOPMENT EVENT***

***RULES AND REGULATIONS***

***TEAM COMPETITION***



***ALABAMA FFA ASSOCIATION***

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No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color, or age. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972: Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8444.

# PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT

## PURPOSE

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

## ELIGIBILITY AND REGULATIONS

For specific eligibility rules and regulations, refer to the Contests and Awards Booklet.

The teams competing in this event will be composed of a maximum of six members.

Only district eliminations will be held prior to the state event. First and second place winners from the North, Central and South districts will compete in the state finals. The state event will be held during the FFA Convention.

## STATE AWARDS/SPONSOR(S):

Refer to Alabama FFA Contests and Awards Booklet at:  
[http://www.alabamaffa.org/forms\\_applications.htm](http://www.alabamaffa.org/forms_applications.htm)

## DISTRICT EVENT

The district event will consist of a written exam of twenty-five (25) objective-type multiple choice questions. [Four (4) points per question, for a possible 100 points per participant.] Other activities on the district level are optional.

If the demonstration is chosen as an optional activity, use the rules and regulations described for the State Event as the guidelines for conducting and scoring the activity.

The top four (4) teams based on the total of the written test scores will advance to the demonstration phase. Use the Written Examination Tabulation Sheet for tally the each teams total score. Then, for each of the top four ranked teams based on the written test, the average of the six individuals' test scores by dividing the Team Total shown on the Written Examination Tabulation Sheet by 6. This will give you the team's average on the written examination phase of the event. The average figure is then transferred to the Team Score Sheet for "Written Test".

## **STATE EVENT**

The event will have four phases: written examination, a ten minute team presentation of parliamentary procedure, oral questions following the presentation, and minutes prepared by the team secretary in consultation with the team chairperson.

The advisor shall not consult with the team after beginning the event.

## **EVENT FORMAT**

### **WRITTEN TEST (100 POINTS)**

A written test will consist of twenty-five (25) objective-type multiple choice questions covering basic parliamentary law and information pertaining to minutes. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. The average score of the six-team members will be used to compute the total team score. Team member scores and team average will be recorded on the Written Examination Tabulation Sheet. The teams average test score will then be transferred to the Team Score Sheet.

### **PRESENTATION (750 POINTS)**

Teams will draw for order of appearance.

#### **Item of Business**

Each team will address a local chapter item of business, which would normally be a part of a chapter's Program of Activities (e.g., Food for America, Project PALS, WEA, fundraisers, recreation, etc.) Consult the Official FFA Manual and Student Handbook for specific activities. The motion will be specific and must be moved as an original main motion as it is written on the card.

#### **Event Card**

The event officials will select two subsidiary, two incidental and one privileged or a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card and one will be randomly assigned to each team member. All teams in each section will be assigned the same motions. 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 during the one-minute time period or during the demonstration.

## SAMPLE CARD

Main Motion: I move that our chapter sell citrus as a fundraiser.
Required Motions: Lay on the Table <u>Amend</u> Suspend the Rules Appeal Reconsider

### Opening the Demonstration

The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The Chair should tap the gavel once to signify the end of the previous item of business then start the presentation by saying, "Is there any new business that should be presented at this time?" A team member should then move the assigned main motion as written on the card.

### Original Main Motion

The event official will assign the main motion on an index card. This is to be the first item of business presented. All teams in each section 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.

### Alternative Main Motion

An alternate main motion not pertaining to the assigned main motion may be used to facilitate the correct demonstration of the motion, "Call for the orders of the day," should that privileged motion be designated as one to be demonstrated by the officials in charge. If an alternative main motion is used, the member will NOT be given credit for an additional motion.

### Take from the Table

If the officials in charge designate Take from the Table as a motion to be demonstrated, you should assume that you would take from the table a motion that was laid on the table earlier in the present meeting. Example: "I move to take from the table the motion to hold an FFA hayride." The original main motion, assigned on the card, cannot be taken from the table. The motion should not be used unless it is a required motion.

### **Reconsider**

If the officials in charge designate Reconsider as a motion to be demonstrated, you should assume that you would reconsider a motion you did earlier in the present meeting. Example: "I move to reconsider the motion passed earlier to hold an FFA hayride." This motion should not be used unless it is a required motion. Unrealistic or canned debate on the motion to reconsider may be penalized at the judges discretion.

### **Rescind**

If the officials in charge designate Rescind as a motion to be demonstrated, you should assume that you would rescind a motion adopted at the last meeting. Example: "I move to rescind the motion that was adopted at our last meeting to hold an FFA hayride." This motion should not be used unless it is a required motion. Unrealistic or canned debate on rescind may be penalized at the judges discretion.

### **Call for the Orders of the Day**

If the event officials designate Call for the Orders of the Day as a motion to be demonstrated, you may use an alternative main motion not pertaining to the assigned main motion to facilitate the correct demonstration of the motion. If an alternative main motion is used, the member will not be given credit for an additional motion.

### **Number of Motions**

There shall be no limitation to the number of subsidiary, incidental, privileged motions or a motion that brings a question again before the assembly demonstrated by the team. However, the team must demonstrate two subsidiary, two incidental and one privileged or a motion which brings a question again before the assembly designated by the officials in charge. The team may use more than one original main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.

### **Using a Motion Twice**

A member's required motion will not be counted as an additional motion for another member. The person who makes the assigned original main motion will be given credit for an additional motion (20pts). If an alternative main motion is used, the member will NOT be given credit for an additional motion.

## PP-5

### Debate

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 the subsidiary motion to extend the limits of debate has been passed.

### Time Limit and Deductions

A team shall be allowed 10 minutes in which to demonstrate knowledge of parliamentary law. Thirty (30) seconds past 10 minutes will be allowed without penalty. A deduction of 2 points/second for every second over 10:30 will be assessed. Example: 10:35 =10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

### Oral Questions (100 points)

#### Individual Questions

The team members (not including the chair) will be asked a planned question, which may include 1-3 parts, relating to their assigned motion. No one may step forward to help another member answer their individual question. The Chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures.

#### General Questions

The judges may ask a maximum of six general questions to clarify the team's demonstration. Questions may be directed to the team or an individual member. Team members may volunteer to answer the question for the team or to help another member.

### Presentation of Minutes (50 points)

Each team will have a secretary take minutes of the presentation. A possible score of 50 points will be allowed for the minutes. Pencil and paper will be supplied to take notes during the presentation. If paper and pencil are not present it is the secretary's responsibility to request these items from the judges or event officials. Following the presentation, the secretary, in consultation with the chair, will have 30 minutes to prepare the official minutes. Notes taken by the secretary during the presentation must be turned in with the official copy of the minutes on Form 1. (The lowest possible score for the section is zero (0).) Event officials shall use Form 3 to score the official minutes of the presentation.

**Instructions on Minutes**

1. Use the example of proper minutes as illustrated in the Official FFA Secretary's Book and/or outlined in Robert's Rules of Order Newly Revised.
2. A dictionary will be permitted for writing the official minutes of the presentation.
3. The minutes will begin by recording the first item of business presented. Opening ceremonies and other preliminary information will not be used. Example: "It was moved by John Smith to conduct a Food for America program during the month of April."
4. The chair and the secretary may consult in preparing the official minutes of the presentation. A total of 30 minutes will be allowed to prepare the minutes.
5. A judge will read, review and grade the official minutes of the presentation after completion of each round of the event. The scores will be provided to the presentation judges for use in computing final scores.

**SCORING**

**GUIDELINE FOR SCORING DISCUSSION**

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. Characteristics of effective debate 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 debate.
4. A suggested grading scale is as follows:  
  
Excellent ..... 16-20 points  
Good ..... 11-15 points  
Average..... 6-10 points  
Poor ..... 0-5 points

5. **An excellent debate would be extremely unusual and would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor debate 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."**
6. **Most debate would fall in the range of 8-15 points. An example of a debate might be: "I think this is a very significant motion which should be passed for the following reasons (new, informative and logically related)". Each debate should have a logical conclusion. Good debate would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.**
7. **Each time a participant in the presentation discusses a motion, they may earn a score. However, an individual may never earn more than 60 points in a given presentation. Furthermore, no more than 20 points maybe earned during one recognition by the chair.**
8. **The top four debates per member will be tabulated in the presentation score. No more than two debated per member per motion will be tabulated.**

#### **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)**

**The judges will use the Team Score Sheet to score the Presentation phase.**

#### **TIEBREAKERS**

**Tiebreakers for teams will be 1) the total presentation score, 2) the team's average score on the written test, and 3) the total score for questions.**

## REFERENCES

This list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

The official text will be the latest edition of *Robert's Rules of Order Newly Revised*.

Additional parliamentary procedure resources, including those formally offered in the National FFA Education Resources Catalog can now be found on-line at [www.ffanlimited.org](http://www.ffanlimited.org). Go to "The Core", the new name of education resource offerings, and look for the link to other instructional aids and materials.

Additional references may include the *FFA New Horizons* magazine, the Official FFA Manual, the FFA Student Handbook and the Official Chapter Secretary's book.

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

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
<b>Privileged</b>					
Fix time to which to adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Question of privilege	No	No	No	Chair Grants	No
Call for the orders of the day	No	No	No	No vote Demand	No
<b>Subsidiary</b>					
Lay on the table	Yes	No	No	Majority	No
Previous Question	Yes	No	No	—	Yes
Limit or extend limits of debate	Yes	No	Yes	—	Yes
Postpone definitely	Yes	Yes	Yes	Majority	Yes
Refer to committee	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes	Yes	Majority	Yes
Postpone indefinitely	Yes	Yes	Yes	Majority	Affirmative Only
<b>Main Motion</b>	Yes	Yes	Yes	Majority	Yes
<b>Incidental Motions</b>					
Appeal	Yes	Yes <sup>1</sup>	No	Majority	Yes
Division of assembly No	No	No	No	No vote,	demand
Division of a question	Yes	No	Yes	Majority	No
Object to consideration of the question	No	No	No	—	Negative only
Parliamentary inquiry	No	No	No	Chair answers	No
Point of order	No	No	No	Chair rules	No
Suspend the rules	Yes	No	No	—	No
<b>Unclassified</b>					
Reconsider <sup>2</sup>	Yes	Yes <sup>1</sup>	No	Majority	No
Rescind <sup>2</sup>	Yes	Yes	Yes	Majority with notice	Negative only
Take from the table <sup>2</sup>	Yes	No	No	Majority	No

<sup>1</sup> If applied to a debatable question

<sup>2</sup> Refer to rule #9 before using these motions in the demonstration

**PP-10**

**SCORING**

Phase	Breakdown of Points	Section Points	Total Points
Written Test (average of 6 members scores)			100
Presentation			750
Total of 5 members on the floor		500	
Required motion	20		
Discussion (max. of 4 debates @ 20 pts. each)	60		
Additional motion (incl. main or alternate main motion)	20		
Chair		100	
Ability to preside	80		
Leadership	20		
Teams's General Effect		150	
Conclusions Reached by Team (Team's use of motions and discussion support disposal of the main motion)	50		
Team Effect (Degree to which discussion was convincing, logical, realistic, orderly, and efficient)	50		
Team's voice, poise, expression and appearance	50		
Oral Questions			100
Total for members' questions (6x12 pts)	72		
Additional clarification questions (2 min.)	28		
Minutes of Presentation			50
Completeness and Accuracy	25		
Format	10		
Grammar, style, legibility	15		
Deductions			
Deductions for parliamentary mistakes	5-20 pts/minor mistake		
Deductions for omitting assigned motion	50		
Deductions for going overtime	50 pts for every 30 seconds over 10:30		
TOTAL			1,000

**Parliamentary Procedure Career Development Event**

**Written Examination  
Tabulation Sheet**

Chapter \_\_\_\_\_

Participant	Written Exam. (100 points possible)	
1.		
2.		
3.		
4.		
5.		<b>Team Total</b> (600 points possible)
6.		

<b>Team Ranking</b> (1 <sup>st</sup> ., 2 <sup>nd</sup> ., etc.)	
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**The 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> ranked teams will advance to the demonstration phase.**

For each of the top four ranked teams, figure the average of the six individual test scores. Transfer the average of each team to the team's Team Tabulation Sheet.

**If this team is ranked in the top four, the individual test score average is**

\_\_\_\_\_

**Parliamentary Procedure Career Development Event**

**Written Examination  
Tabulation Sheet**

Chapter \_\_\_\_\_

Participant	Written Exam. (100 points possible)	Team Total (600 points possible)
1.		
2.		
3.		
4.		
5.		
6.		

Average Score (Team Total divided by 6)	
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**For each team, figure the average of the six individual test scores for the written examination. Transfer the average of each team to the team's Team Tabulation Sheet for "Written Test".**

**Parliamentary Procedure Career Development Event  
Official Minutes**

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**Chapter Name**

---

**Date**

---

**Place**

---

**Chair's Signature**

---

**Secretary's Signature**

**Add Additional Pages if Needed**

## Tabulation Sheet for Scoring Minutes

Chapter \_\_\_\_\_

	<b>Possible Points</b>	<b>Score Earned</b>
<b>Completeness and Accuracy</b> <ul style="list-style-type: none"> <li>• Minutes accurately reflect all business transacted during presentation.</li> </ul>	<b>25</b>	
<b>Format of Minutes</b> <ul style="list-style-type: none"> <li>• Chapter Name</li> <li>• Date</li> <li>• Place</li> <li>• Signatures</li> </ul>	<b>10</b>	
<b>Grammar, Style &amp; Legibility</b> <ul style="list-style-type: none"> <li>• Complete Sentences [0-5 pts.]</li> <li>• Correct Spelling [deduct 1 pt./mistake]</li> <li>• Correct Punctuation [deduct 1 pt./mistake]</li> <li>• Legibility/Clarity [0-10 pts.]</li> </ul>	<b>15</b>	
<b>Total Score</b> [Transfer the Total Score to the Team Score Sheet in the "Minutes" line.]	<b>50</b>	

Revised August 2005

## FFA PARLIAMENTARY PROCEDURE CDE TEAM SCORE SHEET

Chapter \_\_\_\_\_

Revised August 2005

Participants	Required Motion (20 pts. max/member)	Debate (60 pts. max/member) (20 pts. max/item)	Additional Motion (20 pts. max/member)	Individual Questions (12 pts. max/member)	Individual Total (112 pts. Max/member)
1					
2					
3					
4					
5					
Chair	Chair's Question – (12 points maximum)				
	Ability to Preside – handling of motions, keeping members informed, use of gavel, distribution of discussion (80 points maximum)				
	Leadership – stage presence, poise, self-confidence, politeness and voice (20 points maximum)				
Team's General Effect	Conclusions Reached by Team – (50 points maximum)				
	Team Effect – (50 points maximum)				
	Team's voice, poise, expression and appearance – (50 points maximum)				
General Questions	Questions for clarification of the presentation (2 minutes allowed) (28 points maximum)				
Written Test	Average of the six individual test scores (100 points maximum)				
Minutes	Score from Tabulation Sheet for Scoring Minutes (50 points maximum)				
				<b>Subtotal</b>	
Deductions	Deductions for parliamentary mistakes – 5 to 20 points per mistake, omitting assigned motion – 50 points				
	Deductions for overtime – 2 points/second over 10:30				
	Deductions for not being in Official Dress – 5 points per member not in Official Dress Official Dress Male Members: black slacks, white shirt, official FFA tie, black shoes, black socks, and the official jacket zipped to the top. Female Members: black skirt, white blouse with official FFA blue scarf, black shoes and the official jacket zipped to the top.				
				<b>Total Team Score</b>	

