

ILLINOIS ASSOCIATION FFA PARLIAMENTARY PROCEDURE CDE

PURPOSE

The purpose of this activity is to encourage students to learn how to effectively participate in a business meeting and to assist in the development of their leadership skills.

OBJECTIVES

Students 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 discussion.
- Record notes from a meeting.

EVENT RULES

The event is open to one team per chapter.

A team will consist of six members. All team members must be active FFA members and appear on the Official FFA Roster. One member will be designated as Chairperson and one member will be designated as Secretary. The secretary will also serve as a floor member. The other four members will be floor members.

Participants must appear in Official FFA Dress, *as described in the Official FFA Manual*, during all phases of the CDE.

The FFA Manual indicates “Official Dress should be worn where appropriate.” In a situation where business is being conducted in a professional manner, there is an expectation students will dress professionally. The term “Official Dress” is defined in the FFA manual and is the standard that members should strive to meet. However, the Illinois FFA Board of Directors understands the difficulties young members have in meeting the “Official Dress” as defined in The FFA Manual and has established the following as minimum official dress that must be met to avoid penalties in scoring.

Male - Black dress shoes (not tennis shoes); black socks, black dress pants (not jeans); white-collared (or light colored), button-down dress shirt; dark colored tie, and Official FFA jacket. No hats of any kind.

Female - Black, closed-toe dress shoes (no tall boots); black nylons, knee length black skirt or black dress slacks; white-collared (or light colored), button-down dress shirt; FFA scarf; and Official FFA jacket.

Failure to be in Official Dress will cause point deductions in the team’s “General Effect”.

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

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

EVENT FORMAT

WRITTEN TEST (150 POINTS)

A written test will consist of 25 objective-type true-false, matching and/or multiple-choice questions covering basic parliamentary law. Thirty minutes will be allowed to complete the test. Each contestant may score a maximum of 25 points. The total score of the six team

members will be used to compute the team's score for this phase of the event. If a team does not have six members, the missing members will be scored a "0".

All participants must bring their own pencils or pens.

PRESENTATION (580 POINTS)

The order of appearance for each team will be determined prior to the start of the event. Requests for a specific presentation time will be granted when there are no conflicting requests. Requests for the same presentation time will be resolved with a random draw.

Prior to the start of the event, judges will prepare a main motion and draw two subsidiary motions, two incidental motions and one privileged or unclassified motion from the list of required motions. The judges will then prepare six cards (one for each team's participants) and on the five cards to be provided to the floor members, a specific motion will be designated. Each of the five cards will have a different motion designated to indicate which procedure that floor member is required to demonstrate, but all cards will list 1) the main motion used, 2) all the required motions to be used in the session, 3) the motion that may be "Taken from the table" and 4) the motion that may be "Reconsidered". The chairperson's card will show all motions, but will not identify which floor member is responsible for a specific procedure. The cards will be placed face down on each contestant's chair prior to each round of presentations and will be collected after the ten-minute presentation time. Cards are not to be taken from the presentation room.

Note: It may be necessary for a member of the team to purposely make a parliamentary error so another team member can demonstrate that a Point of Order or Appeal. Students are not penalized for that parliamentary error provided they use a motion other than the motion they were assigned to present.

Without discussion, the team members will have one minute to review the main motion and the required motion they have been assigned. After one minute the demonstration will begin.

Only the motions from the following list of Required Motions will receive points. Any motion not on the list will not receive any points. The list of Required Motions is:

SECTION EVENT

SUBSIDIARY

Lay on the Table
Previous Question
Postpone Definitely
Refer to a Committee
Amend
Postpone Indefinitely

INCIDENTAL

Point of Order
Appeal
Division of Assembly
Parliamentary Inquiry

PRIVILEGED/UNCLASSIFIED

Adjourn
Recess
Question of Privilege

DISTRICT EVENT

SUBSIDIARY

Lay on the Table
Previous Question
Limit Debate
Postpone Definitely
Refer to a Committee
Amend
Postpone Indefinitely

INCIDENTAL

Point of Order
Appeal
Division of Assembly
Parliamentary Inquiry
Suspend the Rules
Withdraw a Motion
Divide a Question

PRIVILEGED/UNCLASSIFIED

Adjourn
Recess
Question of Privilege
Take from the Table
Reconsider

STATE EVENT**SUBSIDIARY**

Lay on the Table
 Previous Question
 Limit Debate
 Postpone Definitely
 Refer to a Committee
 Amend
 Postpone Indefinitely

INCIDENTAL

Point of Order
 Appeal
 Division of Assembly
 Parliamentary Inquiry
 Suspend the Rules
 Withdraw a Motion
 Divide a Question
Object to the Consideration of a Question*

PRIVILEGED/UNCLASSIFIED

Adjourn
 Recess
 Question of Privilege
 Take from the Table
 Reconsider
Fix Time to Adjourn*
Call for Orders of the Day*

Motions marked by an asterisk () may be demonstrated at the State CDE for credit as additional motions, but will not be used as an assigned motion. Additionally the motion to **Rescind** may be demonstrated, but unrealistic or canned debate on the motion to rescind may be penalized at the judges' discretion.*

1. The chairperson shall start the presentation by saying, "Is there any further business that should be presented to the chapter at this time?" The demonstrating team shall assume that a regular chapter meeting is in progress and no motions are currently being considered.
2. The chairperson should use contestant numbers rather than names when recognizing contestants.
3. A team member will then *move the main motion from the card*.
4. Unless the motions to "Take from the table" and/or "Reconsider" have been assigned to a team member those motions may not be used to start the presentation.
5. If the judges designate "reconsider" or "take from the table" as a motion to be demonstrated, *the team should assume it is to "reconsider" or "take from the table" a motion that was presented at the last meeting*. Example: "I move to take from the table the motion that was tabled at our last meeting about having an FFA hayride." The motions to "reconsider" and "take from the table" can only be used on *the motion printed on their card*. *Teams are strongly discouraged from having a canned debate on these motions*.
6. A team may use more than one main motion as long as it pertains to the assigned main motion.
7. A motion that requires a second shall not be considered properly presented and is not eligible to receive points until it is seconded.
8. If a contestant fails to present their assigned motion, 100 points shall be deducted from their score. However, if the motion is presented and fails to receive a second, it will be scored a zero and no penalty points will be deducted.
9. The state event will have three rounds: a section round, a district round and a state final. Two teams may advance from the section to the district and two teams may advance from the district to the state.
10. Each team will be provided motions that address an item of business selected from recognized FFA activities (i.e. National Chapter, Food for America, PALS, POA, Proficiency Awards and National FFA Convention-consult the official FFA Manual and handbook). The motions will be specific and must be moved as it is written.
11. An individual may present a motion one time. Additional presentations of the same

motion, by the same individual will score “0”. Other individuals on the team may present the same motion, and will receive points for their first presentation. [Example: Contestant 2 moves, “I call for Previous Question.” It will be scored by the judges, but the next time Contestant 2 presents a “Call for Previous Question” it will be scored a “0”. However, Contestant 3 on the same team may still present a “Call for Previous Question” and receive points for their first presentation of that motion.]

12. All teams must close their session with an adjournment.
13. A team shall be allowed a maximum of ten minutes in which to demonstrate its knowledge of parliamentary law without penalty. Warnings will be given at eight and ten minutes. A deduction of 50 points will be made for every 30 seconds over the first 30 seconds or major fraction thereof. A timekeeper will furnish the time used by each team at the close of the event. *A warning light will be used to warn contestants when eight minutes of the session have expired. A second light will be lit when the team has completed its ten minute time allotment. No verbal time warnings will be provided, but a digital timer will be in the presentation room.*

<u>Time of Presentation</u>	<u>Penalty assigned</u>
Up to 10 minutes 30 seconds	None
10 minutes 31 seconds to 10 minutes 45 seconds	50 points
10 minutes 46 seconds to 11 minutes 15 seconds	100 points
11 minutes 16 seconds to 11 minutes 45 seconds	150 points
11 minutes 46 seconds to 12 minutes 15 seconds	200 points
12 minutes 16 seconds to 12 minutes 45 seconds	250 points

- 50 penalty points will continue to be assigned at 30 second intervals until the session is closed.

ORAL QUESTIONS (120 POINTS)

Each of the six team member will be asked a minimum of two (2) planned questions relating to their assigned motions or to their understanding of parliamentary law in the case of the chairperson. Attempts should be made to require the answers to these questions to be explanatory in nature. No one may step forward to help correct answers on the first six questions. Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which time will be called.

PRESENTATION NOTES (50 POINTS)

Each team will have a secretary take notes of the presentation. A possible score of 50 points will be allowed for the notes.

- Adequate paper will be supplied for both the Secretary and Chairman to take notes during the presentation.
- Following the presentation the secretary, in consultation with the chairperson, will have 15 minutes to prepare the notes. Time in and time out of the area set aside to prepare the notes will be kept by a timekeeper.
- There is no required format for the secretary to use regarding the keeping of notes, but samples of acceptable formats are attached.
- The notes should be dated and signed by the secretary and chair.
- The notes should be written to communicate complete thoughts. Since these are notes and not minutes, complete sentences are not required as long as the specific thoughts are captured in a complete manner.
- A minimum of two judges shall use the “Score Sheet for Secretary’s Notes” to score the notes of the presentation. A dictionary will be permitted.
- The judges will read, review and grade the notes after completion. Notes should refer to the participants by their number, rather than their name, as state event judges will

be scoring from video tape and do not know the individual's names.

- The scores will be averaged and provided to the presentation judges after the event for use in computing final scores.

SCORING GUIDELINES

Judges for the presentation should observe the following guidelines:

DISCUSSION

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:

<i>Excellent</i>	<i>20 points</i>
<i>Good</i>	<i>15 points</i>
<i>Average</i>	<i>10 points</i>
<i>Fair</i>	<i>5 points</i>
<i>Poor</i>	<i>0 points</i>

An excellent discussion *is **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." Simply stating "I agree with the previous comments" is not an effective discussion and will be scored a "0".

Most discussion would fall in the range of an average score (*8-12 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.... 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. ***A participant's score on discussions will be determined by adding their top four (4) discussion scores.*** An individual earning an average number of points on each motion discussed would need to be recognized three of four times to earn the maximum *60 points*.

ADDITIONAL MOTIONS

1. **An individual may earn a maximum of 10 points for each additional motion. A participant's score on additional motions will be determined by adding the top three (3) scores, not to exceed 20 points, on motions they were not "assigned" to present.**

CHAIRPERSON

The guidelines for scoring the chair are as follows:

1. Ability to preside-handling of motions, keeping members informed, use of the gavel, distribution of discussion. (75 points)
2. Leadership - stage presence, poise, self-confidence, politeness and voice. (30 points)

EVENT SCORING

DETERMINING CONTESTANT SCORES

Contestant scores will be determined by adding the following:

Chairpersons: Ability to Preside + Leadership + Oral Question + Written Test

Secretaries: Completeness & Accuracy of Notes + Spelling/Legibility/Format + Written Test

Floor Members: Required Motion + Discussion + Additional Motions + Questions + Written Test

DETERMINING TEAM SCORES

WRITTEN TEST (Total score of the 6 members)....	150 points
NOTES OF THE PRESENTATION.....	50 points
ORAL QUESTIONS.....	120 points
PRESENTATION.....	625 points
GENERAL EFFECT.....	50 points

A deduction of 5-20 points will be made for each parliamentary mistake

Failing to present the assigned motion will result in a deduction of 100 points

Deduction (as explained earlier) will be made for presentations exceeding their time limits.

TOTAL POINTS POSSIBLE..... 995 points

TIEBREAKERS

Tiebreakers for **teams** will be:

1. The total presentation rank,
2. The team's average score on the written test, and
3. The total score for questions.

Tiebreakers for **chairpersons** will be:

1. Ability to preside score, and
2. Score on the questions.

Tiebreakers for **secretaries** will be:

1. Completeness and accuracy
2. Spelling/legibility/format

RECOMMENDED REFERENCES

Written test questions and the judge's questions will be taken from:

"Parliamentary Procedure," VAS Unit U7004.

"Dunbar's Manual of Parliamentary Procedure Test Questions"; Shane Dunbar, Everett, Washington (1997)

Additional references may include Robert's Rules of Order, FFA New Horizons magazine, the Official FFA Manual, and the FFA Student Handbook.

AWARDS

SECTION: A plaque or medal will be provided by the State Association for top chairperson, top secretary, and the top two teams. Additional awards may be provided by the section.

DISTRICT: A plaque will be provided to the first and a second place teams by the Illinois Foundation FFA.

STATE: A State Winners plaque will be presented to the first place team and all teams will be ranked gold, silver or bronze by the State Association.

JUDGES

There will be a minimum of three floor member judges, a minimum of two chairperson judges and a minimum of two secretary judges for the event. The secretary judges are to score the secretary's notes. Judges are to be obtained by the adult FFA Board member for the district and state events. The judges for the section event are to be obtained by the host school.

PERMISSIBLE MOTIONS ILLINOIS FFA PARLIAMENTARY PROCEDURE - CAREER DEVELOPMENT EVENT					
MOTION	SECOND	DEBATE	AMEND	VOTE REQUIRED	RECONSIDER
Privileged					
Fix the time 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	None	No
Call for Orders of the Day	No	No	No	None, but a 2/3 vote can set aside	No
Incidental					
Appeal	Yes	Yes/No	No	Majority	Yes
Point of Order	No	No	No	None	No
Parliamentary Inquiry	No	No	No	None	No
Suspend the Rules	Yes	No	No	2/3	No
Withdraw a Motion	No	No	No	None	No
Object to the Consideration of a Question	No	No	No	2/3	Yes (negative vote only)
Division of the Question	Yes	No	Yes	Majority	No
Division of the Assembly	No	No	No	None	No
Subsidiary					
Lay on Table	Yes	No	No	Majority	No
Previous Question	Yes	No	No	2/3	Yes (before vote)
Limit Debate	Yes	No	Yes	2/3	Yes
Postpone Definitely	Yes	Yes	Yes	Majority	Yes
Refer to a Committee	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Yes (vote only)
Main	Yes	Yes	Yes	Majority	Yes
Unclassified					
Take from Table	Yes	No	No	Majority	No
Reconsider	Yes	No/Yes	No	Majority	No
Rescind	Yes	Yes	Yes	Majority (2/3 if no advance written notice)	Negative Vote Only

Team # _____ FFA Chapter _____

SCORE SHEET FOR SECRETARY'S NOTES		
Ability	Possible Points	Actual Points
<u>Completeness and Accuracy</u> Including pertinent motions, seconds & discussions and the individual involved Notes must convey complete thoughts, but not necessarily complete sentences.	25	
Content of Notes (3 pts. Each) Date Time Place Chairperson's signature Secretary's signature	10	
Spelling/Legibility/Format Correct spelling (deduct 1 point/mistake) NOTE: In the instance of the same word being repeatedly misspelled, 1 point should be deducted for each occurrence up to a maximum of 10 points. (In other word after the fifth occurrence of the same incorrectly spelled word there are no additional deductions for spelling on that word, but other misspelled words would be penalized) Legibility (ease to read) (0-10 points) Format (structure of notes) (0-5 points)	15	
TOTAL POINTS EARNED	50	
Comments:		

Team # _____ FFA Chapter _____

<i>Score Sheet for Chairperson</i>		
Criteria	Possible Points	Judges Score
<p>Ability to Preside</p> <ol style="list-style-type: none"> 1. Handling of motions <ol style="list-style-type: none"> a. Proper order of precedence (20 points) b. Correct voting procedure (20 points) 1. Keeping members informed (15 points) 2. Use of gavel (10 points) 3. Distribution of discussion (10 points) 	75	
<p>Leadership</p> <ol style="list-style-type: none"> 1. Stage Presence (15 points) 2. Voice (10 points) 3. Politeness (5 points) 	30	
Total Points Earned	105	
Comments:		
<p>Individual Questions (Average of presentation judges scores) This average score should be transferred to the team presentation sheet</p>		

Contestants	Test	Required Motion	Discussion	Additional Motions	Individual Questions	Total
	25 points maximum	25 points maximum/member	60 points maximum/member 20 points maximum/item	20 points maximum/member 10 points maximum/item Score the top 3 motions	20 points maximum	
1						
2						
3						
4						
5						
Team's General Effect		Includes: Official Dress - Flow of Presentation - Realism - Etc. 50 points maximum				
Chair		Ability to Preside 75 points maximum	Leadership 30 points maximum		Questions 20 points max.	
Secretary <i>The score on the written test is used to determine Secretary Rankings</i>		Completeness & Accuracy of Notes 25 points maximum	Content of Notes 10 points maximum	Spelling/Legibility/Format 15 point maximum		
Deductions	Parliamentary Mistakes		- 5 to 20 points maximum penalty per mistake - 100 points maximum			
	Overtime		- 50 points for each 30 seconds (or major fraction thereof) over			
	Fails to Present an Assigned Motion		-100 points per assigned motion omitted			
				Team Total		
Judges Comments						

TABULATION SHEET FOR RANKING TEAMS						
Team	Rankings for Highest-Scoring Teams					Final Ranking
	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	
Team 1						
Team 2						
Team 3						
Team 4						
Team 5						
Team 6						
Team 7						
Team 8						
Team 9						
Team 10						

First place team receives 1 point, second place receives 2, etc. Final ranking will be low score is first, second low score is second, etc.

TIME _____

SCHOOL _____

SECTION CONTEST

	CONTESTANT				
	1	2	3	4	5
LAY ON THE TABLE					
PREVIOUS QUESTION					
POSTPONE DEFINITELY					
REFER TO A COMMITTEE					
AMEND					
POSTPONE INDEFINITELY					
POINT OF ORDER					
APPEAL					
DIVISION OF ASSEMBLY					
PARLIAMENTARY INQUIRY					
ADJOURN					
RECESS					
QUESTION OF PRIVILEGE					
MOTION POINTS SUBTOTAL					
DISCUSSION					
DISCUSSION POINTS SUBTOTAL					

- If a parliamentary mistake is made -5 to -20 points are deducted from the score
- Each contestant's required motion (25 pts maximum) should be highlighted on score card
- Other additional motions are worth 10 points maximum, with 20 points maximum/contestant.
- Score only the top 3 motions
- Each additional motion is scored only once
- Discussions are worth a maximum of 20 points/discussion, with a maximum of 60 points/contestant. *A team is not limited in the number of discussions they may present. All discussions presented will be scored, but no participant will receive more than 20 points for a single discussion and no participant can receive more than a total of 60 points for all the discussions they present.*

TIME _____

SCHOOL _____

DISTRICT CONTEST

	CONTESTANT				
	1	2	3	4	5
LAY ON THE TABLE					
PREVIOUS QUESTION					
LIMIT DEBATE					
POSTPONE DEFINITELY					
REFER TO A COMMITTEE					
AMEND					
POSTPONE INDEFINITELY					
POINT OF ORDER					
APPEAL					
DIVISION OF ASSEMBLY					
PARLIAMENTARY INQUIRY					
SUSPEND THE RULES					
WITHDRAW A QUESTION					
DIVIDE A QUESTION					
ADJOURN					
RECESS					
QUESTION OF PRIVILEGE					
TAKE FROM THE TABLE					
RECONSIDER					
MOTION POINTS SUBTOTAL					
DISCUSSION					
DISC. POINTS SUBTOTAL					

- If a parliamentary mistake is made -5 to -20 points are deducted from the score
- Each contestant's required motion (25 pts maximum) should be highlighted on score card
- Other additional motions are worth 10 points maximum, with 20 points maximum/contestant.
- Score only the top 3 motions
- Each additional motion is scored only once
- Discussions are worth a maximum of 20 points/discussion, with a maximum of 60 points/contestant. *A team is not limited in the number of discussions they may present. All discussions presented will be scored, but no participant will receive more than 20 points for a single discussion and no participant can receive more than a total of 60 points for all the discussions they present.*

TIME _____

SCHOOL _____

STATE CONTEST**CONTESTANT**

	1	2	3	4	5
LAY ON THE TABLE					
PREVIOUS QUESTION					
LIMIT DEBATE					
POSTPONE DEFINITELY					
REFER TO A COMMITTEE					
AMEND					
POSTPONE INDEFINITELY					
POINT OF ORDER					
APPEAL					
DIVISION OF ASSEMBLY					
PARLIAMENTARY INQUIRY					
SUSPEND THE RULES					
WITHDRAW A QUESTION					
DIVIDE A QUESTION					
ADJOURN					
RECESS					
QUESTION OF PRIVILEGE					
TAKE FROM THE TABLE					
RECONSIDER					
FIX TIME TO ADJOURN					
OBJECT TO THE CONSIDERATION OF A QUESTION					
CALL FOR ORDERS OF THE DAY					
RESCIND					
MOTION POINTS SUBTOTAL					
DISCUSSION					
DISCUSSION POINTS SUBTOTAL					

- If a parliamentary mistake is made -5 to -20 points are deducted from the score
- Each contestant's required motion (25 pts maximum) should be highlighted on score card
- Other additional motions are worth 10 points maximum, with 20 points maximum/contestant.
- Score only the top 3 motions
- Each additional motion is scored only once
- Discussions are worth a maximum of 20 points/discussion, with a maximum of 60 points/contestant.
A team is not limited in the number of discussions they may present. All discussions presented will be scored, but no participant will receive more than 20 points for a single discussion and no participant can receive more than a total of 60 points for all the discussions they present.

These are samples only, additional formats may be added for use. No new format may be added after the first team in a CDE has begun their presentation. In addition to these formats, blank lined paper should be provided for all CDE's.

PLACE:				
DATE:				
START TIME:				
FINISH TIME:				
Presenter	Second	Motion	Discussion	Vote

*Secretary's Notes
Sample #1*

Motion	2nd	Details of the Motion/ amendment/discussion...etc.	Vote Count		Pass/Fail
			For	Against	

*Secretary's Notes
Sample #2*

Name	Motion	Comments

*Secretary's Notes
Sample #3*

Motion		Detail	Action
Main	Second.		

*Secretary's Notes
Sample #4*

Delegate	2nd	Main Motion and/or Discussion	Vote

*Secretary's Notes
Sample #5*