

# ***EASTERN REGIONAL FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT***

IMPORTANT NOTE: Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all Big E FFA Career Development Events.

## **PURPOSE**

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

## **OBJECTIVES**

Students will be able to:

1. Use parliamentary procedure to conduct an orderly and efficient meeting.
2. Demonstrate knowledge of parliamentary law.
3. Present a logical, realistic and convincing debate on motions.

## **EVENT RULES**

1. A team representing a state will consist of six members and one designated alternate. The alternate is not permitted to observe competing teams, but may observe their own team. The alternate may replace a regular team member before the start of the event.
2. The event is open to one team per state as certified by the State Supervisor or Executive Secretary to the Coordinator of Big E FFA Events.
3. The event will have three phases: written examinations, a ten-minute team presentation of parliamentary procedure, and oral questions following the presentation.
4. The advisor shall not consult with the team after beginning the event.
5. Official FFA dress is required for participation in the parliamentary procedure career development event.
6. Coaches are expected to act as judges in both the preliminaries and finals.

## **EVENT FORMAT**

### **Equipment**

Each team should bring a gavel

Each participant must bring a minimum of two sharpened No.2 pencils.

### **Team Activity**

Presentation (750 points)

1. The event will have two rounds, a preliminary round and a final round. The preliminary round will have up to five teams. Two teams from each of the preliminary rounds will advance to the finals.
2. Teams will be placed into preliminary and final rounds based on a procedure determined by the superintendents in charge of the event.
3. 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 it is written on the card.
4. The team demonstrating shall assume that a regular chapter meeting is in progress and the chair shall start the presentation by saying, "Is there any new business that should be presented at this time?" A team member will then move the main motion assigned to the team.
5. The event superintendents will assign the main motion on a 3"x 5" card. This is to be the first item of business presented. All teams in each session will use the same main motion. It is suggested that this main motion should be the first motion presented, unless **Orders of the Day, Take from the Table, Reconsider** or **Rescind** are required.

6. The event superintendents will select two subsidiaries, two incidentals and one privileged or unclassified motion from the list of permissible motions. These motions will be on a 3"x 5" card and one will be randomly assigned to each team member. All teams in each session 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 period.

### Sample Card

Main Motion:

"I move to sell citrus as a fundraiser".

Required Motions:

Lay on the Table

Amend

Suspend the Rules

Appeal

Reconsider

7. There shall be no limitation to the number of subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate two subsidiary, two incidental and one privileged or unclassified motions designated by the officials in charge. **The team may use more than one main motion as long as it pertains to the assigned main motion.** While acceptable, this practice is strongly discouraged.
8. An alternate main motion not pertaining to the 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.
9. If the officials in charge designate "Rescind, Reconsider or Take From the Table", as a motion to be demonstrated, you could assume that you would rescind an action taken, which cannot be reconsidered, or take from the table a motion or reconsider a motion you did earlier in the present meeting. Example: "I move to rescind the motion that was passed at our last meeting about having an FFA hayride." These motions shall not be used unless they are a required motion. Unrealistic or canned debates on rescind or reconsider may be penalized at the judges' discretion.
10. 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.
11. A member has required motion will not be counted as an additional motion for another member. The person who makes the assigned main motion will be given credit for an additional motion (20 pt.). Credit for an additional motion will only be given one time (Example: Division of the Assembly can only be used once for credit). If an alternative main motion is used, the member will be given credit for an additional motion.
12. 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 50 points will be made for every additional 30 seconds or major fraction thereof. A timekeeper will furnish the time used by each team at the close of the event.

Minutes	Points Deducted
10:00 - 10:30	0
10:31 - 11:00	50
11:01 - 11:30	100
11:31 - 12:00	150
12:01 - 12:30	200
12:31 - 13:00	250

### **Oral questions (100 points)**

Each of the six-team members 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 at any time. 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.

### **INDIVIDUAL ACTIVITY**

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

A written test will consist of 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. Alternates do not take the written test. The average score of the six-team members will be used to compute the total team score in each round.

### **SCORING**

#### **Guidelines for Scoring Discussion**

1. It is essential that each judge observes and maintains consistent criteria in scoring discussions 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	16-20 points
Good	11-1 points
Average	6-10 points
Poor	0-5 points
5. An excellent discussion 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 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."
6. Most discussion would fall in the range of 8-15 points. An example of a discussion 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 discussion 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 any 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 may be 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 debates 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 Form 2 to score the event. The top two teams will be ranked first and second based on the judges' lowest combined rank.

## SCORING

Phase	Breakdown of Points	Section Points	Total Points
Written Test (average of 6 members score)	100		
Presentation	750		
Total of 5 members on the floor	500		
Required motion		20	
Discussion (max. of 4 debates @ 20 pt. each)	60		
Additional motion (incl. main or alternate main motion)	20		
Chair	100		
Ability to preside	80		
Leadership	20		
Team'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 pt.)	72		
Additional clarification questions (2 min.)	28		
Deductions			
Deductions for parliamentary mistakes	5-20 pt./minor mistake		
Deductions for omitting assigned motion	50		
Deductions for going overtime	50 pt. for every 30 seconds over 10:30		
<b>TOTAL</b>			<b>1,000</b>

## TIEBREAKERS

Tiebreakers for teams will be:

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

## AWARDS

Awards will be presented at the Awards Banquet. Awards are presented to teams. Awards are sponsored by the Big E.

## 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* (currently 1990 edition).

Additional references may include *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  
Big E FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT**

Motion	Second	Debatable	Amendable	Vote	Reconsider
<b>Privileged Motion</b>					
Fix a time to adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Question of Privilege	Yes	No	No	Chair Grants	No
Call for the orders of the day	No	No	No	No vote Demand	No
<b>Subsidiary Motion</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 Only	Yes	Yes	Yes	Majority	Affirmative
<b>Main Motion</b>	Yes	Yes	Yes	Majority	Yes
<b>Incidental Motion</b>					
Appeal	Yes	Yes *	No	Majority	Yes
Division of assembly	No	No	No	No vote	Demand
Division of a question	Yes	No	Yes	Majority	No
Object to consideration of the question		No	No	No	No
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 **	Yes	Yes *	No	Majority	No
Rescind ** Only	Yes	Yes	Yes	Majority w. notice	Negative
Take from the table **	Yes	No	No	Majority	No

\* If applied to a debatable question

\*\* Refer to rule #9 before using these motions in the demonstration