

CHAPTER PARLIAMENTARY PROCEDURE

Updated 2/22/2018

PURPOSE

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

OBJECTIVES

- Use parliamentary procedure to conduct an orderly and efficient meeting.
- Demonstrate knowledge of parliamentary law.
- Present logical, realistic, and convincing discussion.
- Record and complete accurate minutes.

COMMON CORE REFERENCES

- **CCSS.ELA-Literacy.SL.9-10.1d** Respond thoughtfully to diverse perspectives, summarize points of agreement and disagreement, and, when warranted, qualify or justify their own views and understanding and make new connections in light of the evidence and reasoning presented.
- **CCSS.ELA-Literacy.SL.11-12.1c** Propel conversations by posing and responding to questions that probe reasoning and evidence; ensure a hearing for a full range of positions on a topic or issue; clarify, verify, or challenge ideas and conclusions; and promote divergent and creative perspectives.

GENERAL EVENT RULES

- 1 There will be two Parliamentary Procedure Career Development Events. One will be Greenhand Parliamentary Procedure and the other will be Chapter Parliamentary Procedure. Each Career Development Event will have its own separate rules.
- 2 Contestants may not participate in both the Greenhand and Chapter Parliamentary Procedure Contest in the same year.
- 3 The State Career Development Event will be open to any eligible teams. There will be no district qualifying events.
- 4 When eight or more teams are registered for the state Parliamentary procedure event, there will be a preliminary round. Teams will be assigned to preliminary rooms based on written exam scores.
- 5 Official judges for the State Parliamentary Procedure Career Development Event will be:

Judges: Minimum of three scoring.

Timekeeper: One of the judges will serve as a timekeeper.

Questioner: One of the judges will serve as a questioner.

7 Participants must appear in official FFA dress during all rounds of the event.

EVENT RULES

Written Examination

A written test will consist of 25 objective-type multiple choice questions covering basic parliamentary law as related to the permissible motions of the event. Participants will be allowed 30 minutes to complete the test. All teams will take the test together. 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 in each round.

State Competition

The written exam will be given to all contestants prior to the start of team demonstrations. When there are eight or more teams registered, test scores will be used to determine preliminary round rooms. Team presentation orders will be randomly determined after room assignments. Chapters with multiple teams will be assigned to the same room in sequential order. Two teams from each preliminary room will advance to a final round which will be open to the public.

Preliminary line up example:

Room 1

High Test Score Average
Third High Test Score Average
Fifth High Test Score Average
Seventh High Test Score Average
Ninth High Test Score Average
Eleventh High Test Score Average

Room 2

Second High Test Score Average
Fourth High Test Score Average
Sixth High Test Score Average
Eighth High Test Score Average
Tenth High Test Score Average
Twelfth High Test Score Average

Questions will be taken verbatim from *Dunbar's Manual of Parliamentary Procedure Test Questions* available at:

Instructional Material Center
phone #: 1-800-863-2256
fax: 1-206-337-7051

or

Agricultural Education Resources
United States Department of Education
phone: 888-332-2668

Oral Questions

Each of the six team members will be asked a planned, written question relating to their assigned motion. 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.

Sample Oral Questions:

To the contestant with the motion to reconsider: *Can the motion to reconsider be reconsidered?*

The motion to reconsider cannot be reconsidered.

To the contestant with the motion Limit Debate: *What vote is required to extend debate?*

A two-thirds vote is required to extend debate.

To the contestant with the motion appeal: *Who may appeal from the decision of the chair?*

Any member of the chapter who does not agree with a ruling of the chair may appeal from the decision of the chair.

Judges please note: 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. No one may step forward to help correct answers on the first six questions.

Presentation

- 1 If necessary, teams will be designated to a preliminary room based on average exam scores (see above). The top 2 teams from each room will advance to the final round. They will draw for order, and will be judged with an audience.
- 2 The event officials will assign the main motion on paper. This is to be the first item of business on the agenda. All teams in the parliamentary procedure event will use the same main motion. It is suggested that this main motion should be the first motion presented.

- 3 Officials will select two subsidiary, two incidental, and one privileged or unclassified motion from the list of permissible motions. These motions will be on paper and will be randomly assigned to each team member. All teams 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). The chairperson and the secretary are the only team members that may use a pencil. Members may not confer during the one-minute time period or during the demonstration
- 4 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 motion.
- 6 Take from the table, if the officials in charge designate "Take from the Table" as a motion to be demonstrated, you will be provided the motion to take from the table. Example: "I move to take from the table the motion that our chapter sells Christmas trees." The original main motion, assigned on the card, cannot be taken from the table. The motion shall not be used unless it is a required motion.
- 7 If the officials in charge designate Reconsider as a motion to be demonstrated, you will be provided the motion to reconsider. Example: "I move to reconsider the motion passed earlier to sell Christmas trees." This motion shall 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.
- 8 If the officials in charge designate Rescind as a motion to be demonstrated, you will be provided the motion to rescind. Example: "I move to rescind the motion that was adopted at our last meeting to sell Christmas trees." This motion shall not be used unless it is a required motion. Unrealistic or "canned" debate on the rescind may be penalized at the judges discretion.
- 9 The demonstrating team shall assume that a regular chapter meeting is in progress and the chairperson shall start the presentation by saying, "Is there any further business that should be presented to the chapter at this time?" A team member will then move the main motion assigned to the team.
- 10 Each team will address a local chapter item of business which would normally be part of a chapter's Program of Activities (i.e. National Chapter, Food for America, PALS, Program of Work activities, Proficiency Awards, recreation, fundraisers, and National FFA Convention - consult the Official FFA Manual and handbook). The motion will be specific and must be stated and moved as it is written.

- 11 If the event officials designate Call for the Orders of the Day as a motion to be demonstrated, you are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.
 - 12 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.
 - 13 A member's 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 (10 pts). Credit for an additional motion will only be given one time. (Example: Division of the Assembly can only be used once for credit.)
 - 14 A team shall be allowed a maximum of ten minutes and thirty seconds in which to demonstrate knowledge of parliamentary law without penalty. A warning will be given at eight minutes and ten minutes. The deduction for overtime shall be 2pts/second for every second over 10:30. (Example: 10:35 = 10 point deduction)
-

SAMPLE MAIN MOTION:

I move to start the Food for America program on December 1.

Required Motions:

- Lay on the table
 - Suspend the rules
 - Reconsider
 - Amend
 - Appeal
-

MINUTES

Starting in 2017, minutes will no longer be part of the New Mexico Parliamentary Procedure Contest.

SCORING

1. The judges will use the "National FFA Parliamentary Procedure CDE" Scorecard to score the event. Once all scores are totaled on the score cards, the teams will be given points as outlined on the tabulation sheet by the judges. These points will be added to determine final team placings.
2. The team's average score on the written test
3. The total score for questions

RECOMMENDED REFERENCES

The official text will be the newly revised 2000, 10th edition of Robert's Rules of Order published by Perseus Publishing, 11 Cambridge Center, Cambridge, MA 02142, 1-617-252-5298, ISBN 0-7382-0307-6

Additional references may include the FFA New Horizons, the Official FFA Manual, the FFA Student Handbook, the Official Chapter Secretary's book, and Dunbar's Manual of Parliamentary Procedure Test Questions.

GUIDELINES FOR SCORING DISCUSSION

Judges for the parliamentary procedure career development event should observe the following guidelines.

- 1 It is essential that each judge observes and maintains consistent criteria in scoring discussion for the duration of the contest.
- 2 Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion must 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	13-15 points	Good	6-8 points
Average	9-12 points	Poor	0-5 points

- 5 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 actions offered. Poor discussion would be characterized by 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 an average score (8-15 points). An example of an average discussion might be: "I think that is a very significant motion which should be passed for the following reasons: (new, informative, and logically related). For these reasons, I urge everyone to vote for this motion." Each debate should have a logical conclusion. Good discussions should 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 15 points may be earned during one recognition by the chair. An individual earning an average number of points on each motion discussed would need to have been recognized by the chair four separate times to earn the maximum 60 points.
- 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).

Chapter Parliamentary Procedure Career Development Event Updated 11/1/17

FFA Chapter:																
Discussion (60 pts. max./member, 15 pts.max./item) Excellent 13-15 pts., Good 9-12 pts., Average 6-8 pts., Poor 0-5pts.																
Participant	Required Motion												Additional	Individual	Total	
	20 pts/person	Pts	Main	PP Indef	Amend	Refer	PP Def	Bring Back	Total	Motion	10 pts /person	15 pts /person	105 pts /person			
1																
2																
3																
4																
5																
Chair	Ability to Preside (80 pts.)				Points	Leadership (20 pts.)					Points	Chair Questions (15 pts.)				
	State motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel, awareness of business on the floor. Excellent = 71-80 pts., Good = 61-70 pts. Average = 51-60 pts., Poor = 0-50 pts.					Tactful, sensitive, firm, understanding, good voice, proper pace Excellent = 16-20 pts., Good = 11-15 pts. Average = 6-10 pts., Poor = 0-5 pts.										
Team Effect	Conclusions (40 pts.)				Points	Discussion (40 pts.)			Points	Team Voice (40 pts.)			Points			
	Main motion was well analyzed. What, When, Where, Who, How was answered Excellent = 31-40 pts., Good = 21-30 pts., Average = 11-20 pts., Poor = 0-10 pts.					Convincing, logical, realistic, orderly and efficient, germane and free from repetition Excellent = 31-40 pts., Good = 21-30 pts, Average = 11-20 pts., Poor = 0-10 pts.				Voice: Volume, enunciation, pitch, pace, grammar Poise: confidence, professional, eye contact Expression: conviction, gestures Excellent = 31-40 pts., Good = 21-30 pts, Average = 11-20 pts., Poor = 0-10 pts.						
General Questions	General Clarification Questions (3 judges x 15pts each = 45pts)									Total Points for General Questions						
	Judge #1			Judge #2			Judge #3									
Exam	Average of all 6 individual exam scores (100 pts.)															
Deductions (List mistakes) 5-20 pts per mistake																
	Omitting assigned motion - 50 pts															
Time	Deduction for Overtime - 2pts/second after 10:30															
												Total Deductions				
												Team Score				

SCORING OF EVENT

Updated 11/1/17

Phase

Presentation	
<i>5 members are scored on the following:</i>	
Required Motion	20
Discussion (4 debates max @ 15 pts each)	60
Additional motions made (including main & alternate)	10
Individual Questions	15
Total points per person	105
<i>The Chair is scored on the following:</i>	
Ability to Preside	80
Leadership	20
Individual Questions	15
	115
<i>Team's General Effect:</i>	
Conclusion: reached by team, team's use of motions & discussion support, disposal of the main motion	40
Discussion: degree to which discussion was convincing, logical, realistic, orderly, & efficient	40
Team Voice: voice, poise, expression	40
	120
Clarification Questions	
3 judges, 15pts/each	45
Written Test	
Average of 6 members scores, 100pts each	600

Deduction for parliamentary mistakes: 5-20 points per minor mistake

Deduc The State Parliamentary Procedur 50 points
--

Deduction for overtime: 2pts/second after 10:30

TABULATION SHEET FOR RANKING TEAMS

Updated 11/1/17

Team	Rankings for highest score			Final Ranking
	Judge 1	Judge 2	Judge 3	
1				
2				
3				
4				
5				
6				
7				
8				
9				

Ranking Points

1st	9	6th	4
2nd	8	7th	3
3rd	7	8th	2
4th	6	9th	1
5th	5		

CHART OF PERMISSIBLE MOTIONS
Updated 2/22/2018
NATIONAL FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT

MOTION	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	RECONSIDER
Privileged Motions					
Fix the Time to Which to Adjourn	YES	NO	YES	MAJORITY	YES
Adjourn	YES	NO	NO	MAJORITY	NO
Recess	YES	NO	YES	MAJORITY	NO
Raise a Question of Privilege	NO	NO	NO	CHAIR GRANTS	NO
Call for Orders of the Day	NO	NO	NO	NO VOTE, DEMAND	NO
Subsidiary Motions					
Lay on the table	YES	NO	NO	MAJORITY	NEG ONLY
Previous Question	YES	NO	NO		YES
Limit or Extend Limits of Debate	YES	NO	YES		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
Divisions of the Assembly	NO	NO	NO	NO VOTE, DEMAND	NO
Division of a Question	YES	NO	YES	MAJORITY	NO
Objection to the Consideration of a Question	NO	NO	NO		NEG. ONLY
Parliamentary Inquiry	NO	NO	NO	CHAIR ANSWERS	NO
Point of Order	NO	NO	NO	NORMALLY NO VOTE; CHAIR RULES	NO
Suspend the Rules	YES	NO	NO	(2)	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
Recind (4)	YES	YES	YES	MAJORITY W/ NOTICE OR MAJORITY OF MEMBERSHIP (3)	NEG. ONLY
Take from the table (4)	YES	NO	NO	MAJORITY	NO