

# CHAPTER PARLIAMENTARY PROCEDURE

Updated 11/27/2023

---

## PURPOSE

The purpose of the parliamentary procedure leadership development event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership, research, problem-solving skills and critical-thinking

## OBJECTIVES

Upon completion of participation in the event, 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 debate on motions.
- Evaluate minutes and organizational documents.
- Utilize parliamentary resources to solve problems of organizational management and

## 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.

## Equipment

- Each participant must bring a minimum of two sharpened No. 2 Pencils for each team
- A copy of the current edition of *Robert's Rules of Order Newly revised*.
- Materials provided by the event committee
  - A gavel will be supplied for the chair. Teams may choose to use their own gavel.
  - Paper and pencils will be provided to chair and secretary stations.

## The event will have three phases:

- Written examination
- An 11-minute team presentation of parliamentary procedure.
- Oral questions following presentation.

## Event Format

### Written Exam (200 points)

Forty-five(45) multiple-choice questions taken from Robert's Rules of Order Newly Revised. Participants will have one hour to complete the exam. NOTE: References and materials cannot be used for this part.

### Presentation (500 points)

#### 1 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 (consult FFA.org, the Official FFA Manual and Student Handbook for specific activities and current programs.) The motion will be specific and must be moved as an original main motion as it is written on the event card.

Motions not on the chart of permissible motions, or secondary motions and debate applied to them, will not be scored.

#### 2 Event Cards

There are 25 permissible motions in the national FFA event. From the list of permissible motions, the event officials will select two subsidiary motions, two incidental motions and one privileged motion or a motion that brings a question again before the assembly. These motions will be on an index card, and one will be randomly assigned to each team member. Motions must be demonstrated in the classification that is indicated on the motion card (i.e. privileged, subsidiary, incidental, motions that bring back again before the assembly).

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 or use nonverbal communication during the one-minute time period or during the demonstration.

#### *Sample Card*

<p><b>Main Motion:</b></p> <p>I move that our chapter send two delegates to WLC.</p> <p><b>Required Motions:</b></p> <p>Lay on the Table</p> <p><u>Amend</u></p> <p>Suspend the Rules</p> <p>Appeal</p> <p>Recess</p>
---

### 3 Opening and Closing 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 shall start the presentation by saying, “Is there any new business?” Time will stop when the chair declares the meeting adjourned.

Original Main Motion: The event official will assign the main motion on an index card; no other original main motions may be used. Making other original main motions that are not on the event card will result in a 50-point deduction from the overall team presentation score.

The assigned original main motion is to be the first item of business presented, unless, Take from the Table, Reconsider or Rescind are required on the event card. If any of these motions are on the event card, the team may choose to demonstrate the motion at the beginning of their demonstration or at the end of the demonstration, after they have disposed of the original main motion. Points are only deducted if parliamentary error occurs or if event time requirements are violated. If this is the case, an alternative main motion for Take from the Table, Reconsider or Rescind will be provided.

The person who makes the assigned main motion will be given credit for an additional motion.

### 4 Secondary Motions

There is no limit to the number of subsidiary, incidental and privileged motions that a team may demonstrate.

A member’s required motion will not be counted as an additional motion for another member. No motion may count for an additional motion for more than one member.

Incidental and privileged motions cannot be demonstrated as incidental main motions.

Only motions listed in the permissible motions chart will be counted for required and additional motions.

### 5 Individual Member Recognition

A member may speak in debate on the main motion and conclude by offering a secondary motion. Judges will award points accordingly for both the debate and the secondary motion.

Omission of the assigned motion by the assigned member on the event card will result in a 50-point deduction from the overall team presentation score.

### 6 Motions that bring a question again before the assembly

If the officials in charge designate Take from the Table, Rescind or Reconsider as a motion to be demonstrated, a scenario will be included on the event card. These motions shall not be used unless listed on the event card as a required motion.

7 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, a scenario will be provided on the event card. Participants are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.

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

9 Time Limit and Deductions

A team shall be allowed 11 minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 11 minutes will be assessed. A timekeeper will furnish the time used by each team at the close of the event.

- Example: Time of 11:05 = 10-point deduction.

10 Contestants may not participate in both the Conduct of Chapter Meetings and Chapter Parliamentary Procedure Contest in the same year.

11 The State Career Development Event will be open to any eligible teams. There will be no district qualifying events.

12 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.

- 13 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.

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

## **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

## Oral Questions (100 Points)

### *Individual Questions (100 points)*

The team members (not including the chair) will be asked a planned question, which may include one to three 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. Each member will be scored a maximum of 16 points for responses to questions. Chair will be scored at a maximum of 20 points.

### *Clarifying Questions*

The judges will have three minutes to ask clarifying questions related to the team's demonstration that may impact other aspects of team demonstration scores. 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. This round of questions is not scored separately but is used to inform other aspects of the score card.

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

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

---

### 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

## 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*)
- 

## **MINUTES**

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

## **SCORING**

1. The judges will use the "National FFA Parliamentary Procedure CDE" Scorecard to
2. The team's average score on the written test
3. The total score for questions



## RECOMMENDED REFERENCES

This list of references is not intended to be all-inclusive. Other sources may be utilized, and

### NATIONAL FFA CORE CATALOG

- CDE Q&A's, [FFA.org](http://FFA.org)
- Additional parliamentary procedure resources, including those formally offered in the National FFA
- The official text will be the 12<sup>th</sup> edition of Robert's Rules of Order Newly Revised. (published in
- Additional references may include FFA New Horizons magazine, the Official FFA Manual and the

### EXAM

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Dunbar's Manual of Parliamentary Procedure Test Questions (PARL-2) available from the Parliamentary Procedure Instructional Materials Center, <http://www.dunbarparlipro.com>
- Study Guide for the National Association of Parliamentarians Registration Exam, found at <https://nap.users.membersuite.com/shop/store/browse>
- American Institute of Parliamentarians — Here is the Answer! What is the question? Cover Roberts Rules of Order Newly Revised. found on Amazon at <http://amazon.com>. Search for "Here is the Answer!"
- National Association of Parliamentarians Body of knowledge found at
- Past National FFA Event Exams, Questions and Practicums, available at [FFA.org](http://FFA.org) at no cost

### PRESENTATION

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Past National FFA Event Finals Recordings (available at, [FFA.org](http://FFA.org) at no cost)
- American Institute of Parliamentarians — Presiding: You Can Do It, found on Amazon <http://www.Amazon.com> Search for "Presiding: You Can Do It"
- Official FFA Manual, includes Spanish version
- FFA Student Handbook and in [Spanish](#)

### INDIVIDUAL QUESTIONS

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Past National FFA Event Exams, Questions and Practicums, available at [FFA.org](http://FFA.org) at no cost
- National Association of Parliamentarians Body of knowledge found at
- Dunbar's Parliamentary Procedure Oral Questions (PARL-24c) available from the Parliamentary

### INDIVIDUAL PRACTICUM, MINUTES AND OTHER RECORDS

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Past National FFA Event Exams, Questions and Practicums (available at [FFA.org](http://FFA.org) at no cost)
- National Association of Parliamentarians Body of knowledge found at: <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>

- National Association of Parliamentarians Pathways to Proficiency – What Was Done at the Meeting, found at:  
[https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=nap&webcode=shopping&shopsearch=minutes&prd\\_key=a3ff167f-bd10-49a3-a243-5f458656f727](https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=nap&webcode=shopping&shopsearch=minutes&prd_key=a3ff167f-bd10-49a3-a243-5f458656f727)
- American Institute of Parliamentarians – Complete Minutes Manual, found on Amazon at:  
<http://astore.amazon.com/americinsti0a-20/detail/0942736370>
- National FFA Manual
- National FFA Student Handbook

### **TEAM PRACTICUM, PROBLEM SOLVING**

- The most recent edition of *Robert's Rules of Order Newly Revised*
- National Association of Parliamentarians Body of knowledge found at  
<http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- Dunbar's Parliamentary Procedure Oral Questions (PARL-32) available from the Parliamentary
- Past National FFA Event Exams, Questions and Practicums, available at [FFA.org](http://FFA.org) at no cost

**Chapter Parliamentary Procedure Career Development Event**  
**Updated 11/13/23**

FFA Chapter:																		
Required Motion										Discussion (60 pts. max./member, 205 pts.max./item) Excellent 15-20 pts., Good 10-14 pts., Average 5-9 pts., Poor 0-4pts.						Individual Questions		Total
Participant	10 pts/person	Pts	Main	PP Indef	Amend	Refer	PP Def	Bring Back	Total	Additional Motion	10 pts /person	16 pts/person	96 pts/person					
1																		
2																		
3																		
4																		
5																		
Chair	Ability to Preside (80 pts.)					Points		Leadership (20 pts.)				Points		Chair Questions (20 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.							Tactful, sensitive, firm, understanding, good voice, proper pace										
	Excellent = 51-65 pts., Good = 26-50 pts., Poor = 0-25 pts.							Excellent = 16-20 pts., Good = 11-15 pts. Average = 6-10 pts., Poor = 0-5 pts.										
Team Effect	Team Effect (20 pts.)																	
	Conclusions				Discussion (40 pts.)				Team Voice									
	Main motion was well analyzed. What, When, Where, Who, How was answered				Convincing, logical, realistic, orderly and efficient, germane and free from repetition				Voice: Volume, enunciation, pitch, pace, grammar Poise: confidence, professional, eye contact Expression: conviction, gestures									
Exam	Average of all 6 individual exam scores (200 pts)																	
Deductions (List mistakes) 5-20 pts per mistake																		
Time	Omitting assined motion- 50 pts																	
	Deduction for overtime. -2 pts/second after 11:00																	
Total Deductions																		
Team Score																		

**Notes:**

## Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
<b>PRIVILEGED MOTIONS</b>					
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 the Orders of the Day	No	No	No	No vote, demand	No
<b>SUBSIDIARY MOTIONS</b>					
Lay on the Table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	Two-Thirds	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	Two-Thirds	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
<b>INCIDENTAL MOTIONS</b>					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division 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	Two-Thirds	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote, chair rules	No
Request for Information	No	No	No	No vote, chair responds	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3 or majority of entire membership (3)	Neg. Only
Take from The Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion.

(2) Rules of Order 2/3 vote, standing rules --- majority vote.

(3) Refer to Robert's Rules of Order Newly Revised, current edition for rule(s).

(4) Refer to parliamentary procedure LDE rules before using these motions in the demonstration.

(5) Only motions listed in the permissible motions chart will be utilized as required motions and allowed as additional motions

# Scoring Guidelines

## GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER MEMBER)

- 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 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. 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 if an extension of debate is passed.

### *Characteristics of effective debate*

- 1 Characteristics of effective debate include the member's ability to state his or her position, provide
- 2 Completeness of thought.
- 3 Logical reasoning.
- 4 Clear statement of speaker's position.
- 5 Conviction of delivery.
- 6 Concise and effective statement of debate.

### **GOOD DEBATE**

A good debate would be characterized by a presentation that includes the components of a good debate as well as the quality of delivery in which the debate is delivered. Those components are

- States position.
- Provides more than one reason supporting the position.
- Tells delegation how to vote.

### **AVERAGE DEBATE**

An average debate would be characterized by a presentation that includes only one supporting reason or lacks in the quality of delivery. However, the following basic components of a debate will still be included:

- States position.
- Provides one reason supporting the position.
- Tells delegation how to vote.

### **POOR DEBATE**

A poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning and substance as well as the omission of one or more components of an effective debate.

### **Suggested grading scale for debates:**

**Good:** 15–20 points.

**Average:** 8–14 points.

**Poor:** 0–7 points.

## **GUIDELINES FOR SCORING THE CHAIR (80 POINTS)**

The chair is evaluated by his or her ability to preside and his or her leadership.

### *Ability to preside (65 points)*

The ability to preside includes the following being able to state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use the gavel and maintain awareness of business on the floor.

**A suggested grading scale is as follows:**

**Excellent:** 51–60 points.

**Good:** 26–50 points.

**Poor:** 0–25 points.

### *Leadership (15 points)*

Leadership is stage presence, poise, self-confidence, politeness and voice.

**A suggested grading scale is as follows:**

**Excellent:** 1–15 points.

**Good:** 6–10 points.

**Poor:** 0–5 points.

## **GUIDELINES FOR SCORING TEAM EFFECT (20 POINTS)**

**Conclusions reached by the team:**

The main motion was well analyzed, which may include answering who, what, when, where, why and how.

**Team use of debate:**

The degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition.

**Team presence:**

This includes voice, poise, expression, grammar, gestures and professionalism.

# Scoring

PHASE	POINTS
<b>A. WRITTEN EXAM 20%</b> .....	<b>200</b>
<ul style="list-style-type: none"><li>· Society for Agricultural Education Parliamentarians Accreditation Exam</li><li>· 45 multiple-choice questions x 4 points each = 180 points</li><li>· 5 research questions x 4 points each = 20 points</li></ul>	
<b>B. PRESENTATION 50%</b> .....	<b>500</b>
<ul style="list-style-type: none"><li>· <b>Required motion:</b> 10 points x 5 members = 50 points (5%)</li><li>· <b>Additional motion:</b> 10 points x 5 members = 50 points (5%)</li><li>· <b>Debates:</b> 300 points (30%)<ul style="list-style-type: none"><li>· 20 points maximum per debate</li><li>· Four debates/member included</li><li>· Five members</li></ul></li><li>· <b>Chair: 80 points (8%)</b><ul style="list-style-type: none"><li>· Ability to preside: 65 points</li><li>· Leadership: 15 points</li></ul></li><li>· <b>Team effect: 20 points (2%)</b><ul style="list-style-type: none"><li>· Conclusions reached by team</li><li>· Team use of debate</li><li>· Team presence</li></ul></li></ul>	
<b>C. ORAL QUESTIONS 10%</b> .....	<b>100</b>
<ul style="list-style-type: none"><li>· Individual Questions (80 points)<ul style="list-style-type: none"><li>· Five team members, 16 points maximum per question</li></ul></li><li>· Chair, 20 points maximum</li></ul>	
<b>TOTAL POINTS</b> .....	<b>800</b>

## TIEBREAKERS

Tiebreakers for teams will be

- Total final presentation score out of 500 possible points.
- Team average score on the written exam.
- Total team practicum problem-solving score.