

# CONDUCT OF CHAPTER MEETINGS

(Revised 11/28/2022)

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## PURPOSE

The purpose of the Parliamentary Procedure Career Development Event is 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.
4. Present the opening and closing ceremonies of the FFA organization.

## COMMON CORE REFERENCES

### 7th Grade:

**CCSS.ELA-Literacy.SL.7.4** Present claims and findings, emphasizing salient points in a focused, coherent manner with pertinent descriptions, facts, details, and examples; use appropriate eye contact, adequate volume, and clear pronunciation.

### 8th Grade:

**CCSS.ELA-Literacy.SL.8.1c** Pose questions that connect the ideas of several speakers and respond to others' questions and comments with relevant evidence, observations, and ideas.

### 9th-10th Grade:

**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.

## EVENT RULES

1. Team Make-up: A team will consist of seven members. Each member will represent one of the chapter officers and the advisor. The member representing the Advisor will be questioned and can make motions and take part of the discussion.
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. The event will consist of, opening and closing ceremonies, reports to include minutes, treasurer, comity and special reports, along with a twelve minute team presentation of parliamentary procedure, and oral questions following the presentation. Each student will be asked an additional question regardless if motion was made or not.
5. The advisor shall not consult with the team after beginning the event.
6. Official FFA dress is to be worn during all rounds of the event.
7. Official judges for the State Parliamentary Procedure Career Development Event will be:
  - Judges: Minimum of three scoring.
  - Timekeeper: One judge will serve as timekeeper.
  - Questioner: One judge will serve as questioner.
9. The Greenhand Parliamentary Procedure Career Development event will be open to FFA members grades 7-10 who are enrolled in an Agricultural Education class. A seventh or eighth grader may participate more than once. Tenth graders may participate if they are enrolled in their first Agricultural Education class.
10. Audience may be allowed at the discretion of each team's advisor.
11. The chairperson is the only team member that may use a pencil.
12. The state competition will have two preliminary rooms when eight or more teams are registered, with two teams from each room advancing to a finals round. Preliminary room assignments will be determined from a random draw order. Chapters with multiple teams will be assigned to the same room in sequential order. The final round will be open to the public.

#### **EVENT FORMAT**

- A.** A gavel will be supplied for the President. Teams may choose to use their own gavel if they so desire.
- B.** A timer/clock will be provided in the presentation room.
- C.** Students/officers will be aligned in a linear form, with the presiding officer at one end. The entire team will face the panel of judges.

**D. Team Activity** – For the demonstration, only the following motions are to be used:

**Privileged Motions:**

Adjourn  
Recess  
Raise a Question of Privilege

**Incidental Motions:**

Appeal  
Suspend the rules  
Point of Order  
Division of the Assembly  
Parliamentary Inquiry

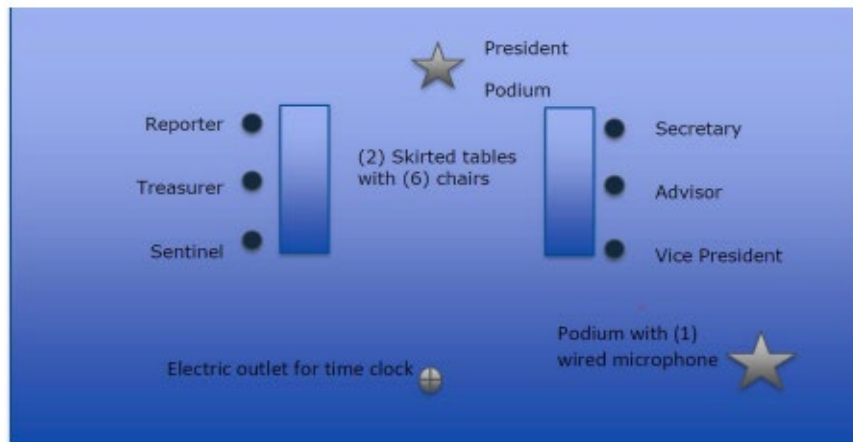
**Subsidiary Motions:**

Lay on the Table  
Commit or Refer  
Postpone to a Certain Time  
Previous Question  
Amend (1st rank only)  
Limit/Extend Debate  
Postpone Indefinitely

**Motions again bringing an item of business before the chapter:**

Take from the table  
Reconsider  
Rescind

**Room Set-Up**



Judges Table in front of stage on floor.  
(3) chairs with (3) wired table stand microphones.

**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 (e.g., National Chapter, Program of Work Activities, Proficiency Awards, Food for America, PALS, National FFA Convention, 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 or paper.

## 2. Event Card

The event officials will select two subsidiary, two incidental, one privileged motion, and a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card or piece of paper and one will be randomly assigned to each team member, except the chair. 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. Members may not confer during the one minute time period or during the demonstration. The one minute is NOT a part of the 12 minute demonstration. There are no restrictions on further study of the parliamentary problem by team members during the demonstration/opening ceremony.

### SAMPLE CARD

#### Main Motion:

Move that our chapter sell citrus as a fundraiser.

#### Required Motions:

Lay on the Table	Vice-President
Amend	Secretary
Suspend the Rules	Reporter
Appeal	Treasurer
Reconsider	Sentinel
Question of Privilege	Advisor

## 3. The Demonstration

The team demonstrating will begin the demonstration, the chair shall 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?" At this time the official time for the presentation will begin. The demonstration will end following the motion to adjourn.

## 4. Original Main Motion

The event official will assign the original main motion on an index card or piece of paper. 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 take from the table, reconsider or rescind are required.

## **5. 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 at your last 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.

## **6. 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 adopted 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 judge's discretion.

## **7. 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 the motion to rescind may be penalized at the judges' discretion.

## **8. 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, one privileged, and 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.

## **9. 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 (20 pts). 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 NOT be given credit for an additional motion.

## **10. Debate**

The top three 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 adopted.

## **11. Time Limit and Deductions**

A team shall be allowed 12 minutes in which to demonstrate knowledge of parliamentary law. Teams will not be penalized for finishing short of 12 minutes, but the penalty for excessive time shall be 2 points per second over 12:30 minutes. At the end of 10 minutes, one of the judges will notify the team by raising a card with the number 10 printed on it. A timekeeper will furnish the time used by each team at the close of the event.

## **12. Oral Questions**

Each member will be asked an assigned motion question and an additional motion question. Questions will be basic, general knowledge questions from any of the references listed. These questions could include terminology, basic rules, steps in presenting motions, handling of motions, order of business, purpose of motions, and general parliamentary procedure. Motions and questions pertaining to nominations and questions will not be asked. The main reference for questions will be: *Dunbar's Guide for Making Motions*

Additional references for clarification of items in the main reference could include but not limited to:

*Robert's Rules of Order Newly Revised*  
*Dunbar's Parliamentary Procedure Oral Questions*  
*Dunbar's Parliamentary Procedure Glossary*  
*Dunbar's Meeting Procedure Guide*

### **a.) Assigned Motion Question**

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.

### **b.) Additional Motion Question**

Team members will be asked another question relating to the additional motion they performed during the demonstration. No one may step forward to help another member answer this question. The Chair will be asked an additional question relating to presiding, debate, assigning the floor or other general parliamentary procedures.

## SCORING

### A. Guidelines for Scoring Debate

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:

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."

Most debate would fall in the range of 6-15 points. An example of a debate might be: "I think this is a very significant motion which should be adopted 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.

### PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT

Excellent . . . . .	16–20 points
Good . . . . .	11–15 points
Average . . . . .	6–10 points
Poor. . . . .	0–5 points

5. Each time a participant in the presentation debates 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.
6. The top three debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

## **B. Guidelines for Scoring the Chair**

1. Ability to preside – handling of motions, keeping members informed, use of the gavel, distribution of discussion. (70 points)
2. Leadership – stage presence, poise, self-confidence, politeness and voice. (30 points)

## **C. Scoring Teams**

The judges will use Form 2GH to score the event. The top teams will be ranked based on the judges' lowest combined rank (golf scoring).

## **TIEBREAKERS**

Tiebreakers for teams will be:

1. The total presentation score
2. The total score for oral questions

## **Greenhand Parliamentary Law Topics**

SAE Activities

Fund Raising Activities

Program of Activities

PALS Activities

MFE/ALD or equivalent

Equipment Purchases – FFA, Shop Greenhouses

CDE Competition – Individual, District, State

FFA Weekly Activities

County/State Fairs

Food for America

FFA Convention – State, National

Recreational Activities

Field Trips

Gift Purchases

FFA Installations

FFA Banquet

Leadership Contests



## 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, The Core Catalog from National FFA Organization at [www.ffaunlimited.org](http://www.ffaunlimited.org). Go to "The Core", the new name of education resource offerings, and look for the link to other instructional aids and materials.

*Parliamentary Procedure Oral Questions, Dunbar's Meeting Procedure Guide, Dunbar's Guide for Making Motions, and Dunbar's Parliamentary Procedure Glossary* from Parliamentary Procedure Instructional Materials Center: Shane Dunbar, (425) 337-9307; 12731 25th Ave. S.E.; Everett, Washington 98208.

The most current Official FFA Manual from the National FFA Organization.

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

Chapter Name: \_\_\_\_\_

<b>Ceremonies</b>		Accuracy 70 pts	General Effect 20 pts	Voice/Poise/Expression 70 pts	320 pts.
<b>Opening Ceremonies</b>					
<b>Closing Ceremonies</b>					
<b>Minutes 20 pts.</b>		Treasurer Report 20 pts.		Special Committee 20 pts	180 pts.
<b>Standing Committee 20pts.</b>		Dispatch & Effect 100 pts			
<b>Chair</b>	<b>Ability to Preside:</b> States motions correctly, follows debate rules, proper use of gavel, awareness of business				80 pts.
	<b>Leadership:</b> Stage presence, poise, self confidence				30 pts.
<b>Vice-President</b>	<b>Required Motion</b>				20 pts.
	<b>Additional Motion</b>				20 pts.
Discussion Points: Excellent: 15-20 pts. Good: 10-15 pts. Average: 5-10 pts. Poor: 0-5 pts.					60 pts.
1 ___ 2 ___ 3 ___					
<b>Secretary</b>	<b>Required Motion</b>				20 pts.
	<b>Additional Motion</b>				20 pts.
Discussion Points: Excellent: 15-20 pts. Good: 10-15 pts. Average: 5-10 pts. Poor: 0-5 pts.					60 pts.
1 ___ 2 ___ 3 ___					
<b>Treasure</b>	<b>Required Motion</b>				20 pts.
	<b>Additional Motion</b>				20 pts.
Discussion Points: Excellent: 15-20 pts. Good: 10-15 pts. Average: 5-10 pts. Poor: 0-5 pts.					60 pts.
1 ___ 2 ___ 3 ___					
<b>Reporter</b>	<b>Required Motion</b>				20 pts.
	<b>Additional Motion</b>				20 pts.
Discussion Points: Excellent: 15-20 pts. Good: 10-15 pts. Average: 5-10 pts. Poor: 0-5 pts.					60 pts.
1 ___ 2 ___ 3 ___					
<b>Sentinal</b>	<b>Required Motion</b>				20 pts.
	<b>Additional Motion</b>				20 pts.
Discussion Points: Excellent: 15-20 pts. Good: 10-15 pts. Average: 5-10 pts. Poor: 0-5 pts.					60 pts.
1 ___ 2 ___ 3 ___					
<b>Advisor</b>	<b>Required Motion</b>				20 pts.
	<b>Additional Motion</b>				20 pts.
Discussion Points: Excellent: 13-15 pts. Good: 9-12 pts. Average: 6-8 pts. Poor: 0-5 pts.					60 pts.
1 ___ 2 ___ 3 ___					
<b>Conclusion:</b> How well was the motion etc. Excellent: 30-40 Good: 20-29 Avg. 10-19 Poor: 0-9					40 pts.
<b>Team Effect</b> Excellent: 30-40 Good: 20-29 Avg. 10-19 Poor: 0-9					40 pts.
<b>Team Voice:</b> Volume, communication, pitch, pace, grammar, confidence, etc. Excellent: 30-40 Good: 20-29 Avg. 10-19 Poor: 0-9					40 pts.
<b>Individual Questions:</b> 15 pts. Each 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8 ___ 9 ___ 10 ___ 11 ___ 12 ___ 13 ___ 14 ___					210 pts.
<b>Deductions</b>	5-20 pts./mistake				
	Omitting Assigned Motions: 50 pts./motion				
	Time Deduction: 20 pts./min. over 12 min.				
<b>Total</b>				1540 pts	