

Parliamentary Procedure LDE

Rev. Nov 2018

Purpose

The purpose of the Parliamentary Procedure LDE is to encourage students to effectively participate in a business meeting and to assist in the development of their leadership, research, and problem solving skills.

Eligibility

The participant must be an active member of a chartered Delaware FFA Chapter and enrolled in grades 9, 10, 11, or 12. (Team structure)

Event Procedures

- A. Team make-up: A team representing a state will consist of six members from the same chapter.
- B. Participants are required to wear FFA Official Dress for this event, members not in Official Dress will be disqualified.
- C. The event will have four phases: written examination, a ten minute team presentation of parliamentary procedure, oral questions following the presentation and minutes. Minutes will be prepared by the team secretary in consultation with the team chair.
- D. The advisor will not consult with the team after beginning the event.
- E. Any participant in possession of an electronic device in the event area is subject to disqualification.

Event Format

A. Equipment

1. **Materials the student needs to provide:** Each participant must bring a minimum of two sharpened No. 2 pencils.
2. **Materials provided by the event committee:** A gavel will be supplied for the Chair. Teams may choose to use their own gavel if they so desire. Paper and pencils will be provided to Chair and Secretary. A dictionary will be provided in the minutes room.

B. Written Test - 150 points

Part I:

1. A written test will be developed by the LDE Event Official, who is designated by the State Staff. Twenty Five (25) multiple choice questions taken from the last 3 years of National FFA Parliamentary Procedure tests which come from *Dunbar's Manual of Parliamentary Procedure Test Questions* and *Robert's Rules of Order Newly Revised*. References cannot be used for this part.
2. The average score of the six team members will be used to compute the total team score in this round.

C. Presentation - 620 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 (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 an original main motion** as it is written on the card.

2. Event Card

The event officials will select two subsidiary, two incidental and one privileged or a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card and one will be randomly assigned to each team member. 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 during the one-minute time period or during the demonstration.

Sample Card

Main Motion:

I move that our chapter sent two delegates to WLC.

Required Motions

Lay on the Table
Amend
Suspend the Rules
Appeal
Reconsider*

**I move that our chapter sells Christmas trees.*

3. Opening 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 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?"**

4. Original Main Motion

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

5. Individual Member Recognition

A member may speak in debate on the main motion and conclude by offering a secondary motion. While it is discouraged, judges will award points accordingly for both the debate and the secondary 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. Reconsider

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 judge's discretion.

8. Rescind

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 rescind may be penalized at the judge's discretion.

9. 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, 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.

10. 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 and one privileged or 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.

11. 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 main motion will be given credit for an additional motion (10 points). If an alternate main motion is used, the member will NOT be given credit for an additional motion. No motion may count for an additional motion for more than one member.

12. 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.

13. Time Limit and Deductions

A team shall be allowed eleven minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 10:30 will be assessed. Example: 11:05 = 10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

D. Oral Questions - 135 points

1. Individual Questions—90 points—(6 x 15 points)
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.
2. General Questions—45 points
The judges will have four minutes to ask questions related to the team's demonstration. 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.

E. Presentation of Minutes - 45 points

Each team in the preliminary round will have a Secretary take minutes of the presentation. A possible score of 50 points will be allowed for the minutes. Pencil and paper will be supplied to take notes during the presentation. **If paper and pencil are not present, it is the Secretary's responsibility to request these items from the judges or event officials. Following the presentation the Secretary, in consultation with the Chair, will have 20 minutes to prepare the official minutes.** Notes taken by the Secretary during the presentation must be turned in with the official copy of the minutes on Form 1. (The lowest possible score for the section is zero (0).) Event officials shall use Form 3 to score the official minutes of the presentation.

Instructions on Minutes

1. Use the example of proper minutes as illustrated in *Robert's Rules of Order Newly Revised*.
2. A dictionary will be provided for writing the official minutes of the presentation.
3. The minutes will begin by recording the first item of business presented. Example: "It was moved by John Smith to conduct a Food for America program during the month of April."
4. The Chair and the Secretary may consult in preparing the official minutes of the presentation. A total of 30 minutes will be allowed to prepare the minutes.
5. A judge will read, review and grade the official minutes of the presentation after completion of the preliminary round of the event. The scores will be provided to the presentation judges for use in computing final scores.

Scoring**A. Guidelines for Scoring Discussion**

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, e) concise and effective statement of debate.
4. A suggested grading scale is as follows:
 Excellent 13-15 points
 Good 9-12 points
 Average 6-8 points
 Poor 0-5 points
5. An excellent debate 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."
6. Most debate would fall in the range of 6-12 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.
7. Each time a participant in the presentation discusses any motion, they may earn a score. However, an individual may never earn more than 50 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.

B. Guidelines for Scoring the Chair

1. Ability to preside: 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. (80 points)
 A suggested grading scale is as follows:
 Excellent 71-80 points
 Good 61-70 points
 Average 51-60 points
 Poor 0-50 points
2. Leadership – stage presence, poise, self-confidence, politeness and voice. (20 points)

SCORING

1. Written Exam (15%) 150
 a. 25 multiple-choice questions x 6 pts. each = 150
2. Presentation (67%) 670
 a. Required motion = 20 pts. x 5 members = 100 pts. (10%)
 b. Additional motion = 10 pts. x 5 members = 50 pts. (5%)
 c. Debates = 300 pts. (30%)
 i. 15 pts max per debate
 ii. 4 debates/member included
 iii. 5 members

- d. Chair = 100 pts.(10%)
 i. Ability to Preside = 80 pts.
 ii. Leadership = 20 pts.
- e. Team Effect = 120 pts (12%).
 i. Conclusions Reached by Team = 40 pts.
 ii. Team Use of Debate = 40 pts.
 iii. Team Presence = 40 pts.
3. Oral Questions (13.5%) 135
 a. Individual Questions = 90 pts.
 i. 6 team members (including Chair)
 ii. 15 pts. max per question
 b. General Questions = 45 pts.
 i. 4 minutes allotted
 ii. 15 pts allotted per judge (15 x 3 = 45 pts.)
4. Minutes (4.5%) 45
 a. Meeting Minutes (Preliminary Round) = 45 pts.
5. TOTAL POINTS 1000

Tiebreakers

Ties will be broken using the following procedure, unless otherwise noted by the LDE Chair:

1. Total presentation score.
2. Team average score on the written test.
3. Total score for questions.

Awards

Awards will be presented during a session at the Delaware FFA State Convention. The top 3 teams will be recognized and will receive either a Bronze, Silver, or Gold LDE pin. In addition, the First place team will receive a plaque. The state winner will receive the opportunity to represent Delaware at the Big E and National FFA Convention in the Fall of that year

References

This list of references is not intended to be all-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.

National FFA Core Catalog

- CDE Q&A's: <http://shop.ffa.org/cde-qas-c1413.aspx>
- Additional parliamentary procedure resources, including those formally offered in the National FFA Education Resources Catalog can now be found on-line at <http://shop.ffa.org/parliamentary-procedure-c1412.aspx>
- The official text will be the most current of *Robert's Rules of Order Newly Revised*.
- Additional references may include *FFA New Horizons* magazine, the Official FFA Manual and the FFA Student Handbook.

Parliamentary Procedure LDE

Chart of Permissible Motions

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 the Orders of the Day	No	No	No	No vote, Demand	No
Subsidiary Motions					
Lay on the Table	Yes	No	No	Majority	Neg only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	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
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	2/3	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
Rescind (4)	Yes	Yes	Yes	Maj. with notice, 2/3 or maj. of 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 (10th edition) for rule(s)

(4) Refer to LDE rules #8-10 before using these motions in the demonstration

Parliamentary Procedure LDE – Form 1

Chapter: _____ Date: _____

State: DELAWARE Place: _____

DELAWARE PARLIAMENTARY PROCEDURE EVENT

Official Minutes

Chair's Signature: _____ Secretary's Signature: _____

Add additional pages, if needed.

Delaware FFA Parliamentary Procedure Leadership Development Event

Form 2 Team Score Sheet

FFA Chapter:													
Discussion (60 pts. max./member, 15 pts.max./item) Excellent 13-15 pts., Good 9-12 pts., Average 6-8 pts., Poor 0-5 pts.													
Participant	Required Motion	Pts	Main	PP Indef	Amend	Refer	PP Def	Bring Back	Total	Additional Motion	10 pts / person	Individual Questions 15 pts / person	Total
20 pts/person													105 pts/person
1													
2													
3													
4													
5													
Chair	Ability to Preside (80 pts.)	Points	Leadership (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. 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.)										
	Main motion was well analyzed. 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.										
General Questions	Points		Team Voice (40 pts.)										
	General Clarification Questions (3 judges x 15 pts/each = 45 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.										
	Judge #1	Judge #2	Judge #3	Total Points for General Questions									
Exam	Average of all 6 individual exam scores (150 pts.)												
Minutes	Minutes taken from minutes scorecard (45 pts) (Preliminary Round)												
Deductions	Omitting assigned motion - 50 pts												
(List mistakes per mistake)	Deduction for overtime - 2pts/second after 10:30												
Time	Total Deductions												
	Team Score												
Notes:													

Delaware FFA Parliamentary Procedure LDE

Form 3

Tabulation Sheet for Scoring Minutes

CHAPTER: _____

Scoring Criteria	Possible Points	Points Earned
<p><u>Completeness and Accuracy</u></p> <p>Minutes accurately reflect all business transacted during demonstration.</p> <p>Kind of meeting (regular)</p> <p>Name of chapter</p> <p>Date and time of meeting</p> <p>President and Secretary were present?</p> <p>Minutes of the previous meeting read?</p>	15	
<p><u>Format of Minutes</u></p> <p>Separate paragraph for all items</p> <p>All main motions (including those withdrawn)</p> <p>All secondary motions (including those lost)</p> <p>All points of order and appeals</p> <p>Name of person making motion</p> <p>Name of seconder NOT included</p> <p>Vote count for motions requiring a 2/3 vote</p> <p>Signed by the President and Secretary</p>	15	
<p><u>Grammar, Style and Legibility</u></p> <p>Complete sentences</p> <p>Correct spelling (deduction of 1 pt./error)</p> <p>Correct punctuation (deduction of 1 pt./error)</p> <p>Legibility and clarity</p>	15	
TOTAL POINTS	45	

Comments:
