

# Conduct of Chapter Meeting

## LDE

(rev. 10/2019)

### Purpose

The purpose of the Conduct of Chapter Meeting LDE is to introduce FFA Members to parliamentary procedure and how to conduct an efficient meeting. Through participation, students should :

1. Develop a basic knowledge of parliamentary law.
2. Demonstrate parliamentary procedure to conduct and orderly and efficient meeting.
3. Communicate and participate effectively as a team member.
4. Demonstrate critical thinking and teamwork for effective decision making.

### Eligibility

The participant must be an active member of a chartered Delaware FFA Chapter and enrolled in 7-9th grade. (Team structure)

### Event Procedures

- A. Team make-up: Each team will consist of seven (7) members from the same chapter. Members will fulfill the duties of President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, and Advisor. The member who performs the advisor role in opening ceremonies will participate in debate as a member for the remaining time of the event.
- B. Participants are required to wear FFA Official Dress for this event, those without Official Dress will be disqualified.
- C. The event will have five phases: written examination, Opening ceremonies, team presentation of parliamentary procedure, closing ceremonies, judges oral questions. Minutes are not required and the audience, including the timekeeper and judges, will not participate in the closing ceremonies.
- D. Team members will conduct a regular chapter meeting by demonstrating a designated main motion and four additional permissible parliamentary procedure motions selected by the event superintendent on Form 5, Page 105.
- E. The advisor will not consult with the team after beginning the event.
- F. Participants will not be allowed to possess any personal electronic devices (i.e. cell phones, smart watches, air pods, etc) other than those approved by event officials. Participants who possess personal electronic devices without prior approval of the event officials will be disqualified from the event.**

## 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 will be provided to all participants to take notes.
3. The room will be pre-set with a podium, tables, chairs, station markers, and a timer.

### B. Demonstration

1. Participants will have one minute immediately before their demonstration to read their card and take notes. Team members may not mark or write on the cards and may not confer or signal each other during the one-minute time period or during the demonstration.
2. The Junior Advisor will participate during the opening ceremonies for the advisor’s part and then will take on the role as a member to participate in debate and can be assigned a motion and asked an oral question.
3. Each participant will receive a card (see sample below) with the main motion and the four required motions from the list of permissible motions. No other motions may be used. Included in the four required motions, will be a minimum of one debatable subsidiary motion. The rules for the motions are on Form 5, Page 105.

Main Motion:  
I move that our chapter organize a District novice parliamentary procedure competitive event.

Required Motions  
Raise a Question of Privilege  
Previous Question  
Amend  
Point of Order

4. If the privileged motion *Recess* is adopted, members must stay at their officer stations and may not talk or signal each other.
5. Four of the six participants on the floor will be assigned a required motion. The items will be marked in bold print and underlined on their cards to indicate the motion assigned.
6. The demonstration will not be over 13 minutes, including the opening and closing ceremonies.
7. A time clock will be provided so that the team can see. The clock will count up from 0 minutes starting with opening ceremonies (signaled to begin by two taps of the gavel by the president) and stop when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of 9 and 11 minutes.
8. Judges will ask one oral question (which may contain 1-2 parts) per participant. The participant will need to answer the question as an individual with no help from teammates. Questions will be pre-determined by the event superintendent and will relate to all the permissible motions and chapter officer duties.

9. Main Motion: There is no pre-determined list of main motions. Main motions are determined annually by the event superintendent and must be developed for any of the three divisions of the Chapter Program of Activities, which includes Student Development, Chapter Development, and Community Development.
  10. The order of business will begin at the conclusion of opening ceremonies. After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion on the card without suspending the rules.
  11. Form 4 will be used to determine the ranking of teams for the round.
- B. Written Test - 150 points**
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. Participants will have one hour to complete Part II of the exam.
  2. The average score of the six team members will be used to compute the total team score in this round.

## Awards

Awards will be presented during a session at the Delaware FFA State Convention. The top 3 teams will be recognized. The First place team will receive the opportunity to represent Delaware at the National FFA Convention in the Fall.

## References

All references (except #6) are available on-line through the National FFA Organization's Core Catalog, <http://www.ffa.org/>

1. *National Official FFA Manual*
2. *National FFA Student Handbook*
3. *Dunbar's Manual of Parliamentary Procedure Test Questions*
4. *Parliamentary Procedure Oral Questions* (CD)
5. *Robert's Rules of Order Newly Revised* (11<sup>th</sup> edition)
6. *Robert's Rules of Order Newly Revised in Brief* (11<sup>th</sup> edition) (Optional)

# THE SOCIETY FOR AGRICULTURAL EDUCATION PARLIAMENTARIANS

## INVITATIONAL CONDUCT OF CHAPTER MEETING COMPETITIVE EVENT

### FORM 1 SCORE CARD

	<b>WRITTEN TEST</b>	<b>OPENING CEREMONY</b>	<b>DEBATE</b>	<b>ORAL QUESTIONS</b>	<b>INDIVIDUAL TOTAL</b>
President	25	15	*45	10	95
Vice President	25	15	45	10	95
Secretary	25	15	45	10	95
Treasurer	25	15	45	10	95
Reporter	25	15	45	10	95
Sentinel	25	15	45	10	95
Advisor	25	15	45	10	95
<b>INDIVIDUAL TOTALS</b>	175	105	315	70	665
Required Assigned Motions	4	50			200
Conclusions Reached		65			65
Team Voice, Poise, Expression		50			50
Closing Ceremony		20			20
<b>TEAM TOTAL</b>					335
TOTAL POINTS POSSIBLE					1000

**Debate:**

- \*President's debate points = Ability to preside, use of the gavel (see Form 4 on page 7).
- 15 points maximum per debate, 45 points maximum total
- Only the top 3 debates will be scored

**Deductions:**

- Presenting a required motion before the assigned team member-deduct 15 points.
- Errors in parliamentary procedure-deduct 15-20 points (determined by judges).
- Time limits-deduct 2 points per second over 13 minutes

**Tie Breakers for teams will be in the following order:**

- Written Test-sum of all scores
- Oral Questions-sum of all scores (will also be used to break ties for the team written test award)
- Debate-sum of all scores

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## INVITATIONAL CONDUCT OF CHAPTER MEETING COMPETITIVE EVENT

### FORM 2 JUDGES SCORE CARD WORKSHEET

	WRITTEN TEST	OPENING CEREMONY	DEBATE	ORAL QUESTIONS	INDIVIDUAL TOTAL
President	*(25)	(15)	(**45)	(10)	(95)
Vice President	(25)	(15)	(45)	(10)	(95)
Secretary	(25)	(15)	(45)	(10)	(95)
Treasurer	(25)	(15)	(45)	(10)	(95)
Reporter	(25)	(15)	(45)	(10)	(95)
Sentinel	(25)	(15)	(45)	(10)	(95)
Advisor	(25)	(15)	(45)	(10)	(95)
<b>INDIVIDUAL</b>	(175)	(105)	(315)	(70)	(665)
Required Assigned Motions	(4)	(50)			(200)
Conclusions Reached		(65)			(65)
Team Voice, Poise, Expression		(50)			(50)
Closing Ceremony		(20)			(20)
<b>TEAM TOTAL</b>					(335)
TOTAL POINTS					(1000)

**Debate:**

- \* Numbers in parentheses indicate **maximum** points. Place your team score to the right of these.
- \*\*President’s debate points = Ability to preside, use of the gavel (see rubric -Form 3 on page 7).
- 15 points maximum per debate, 45 points maximum total
- Only the top 3 debates will be scored

**Deductions:**

- Presenting a required motion before the assigned team member-deduct 15 points.
- Errors in parliamentary procedure-deduct 15-20 points (determined by judges).
- Time limits-deduct 2 points per second over 13 minutes.

**Tie Breakers for teams will be in the following order:**

- Written Test-sum of all scores
- Oral Questions-sum of all scores (will also be used to break ties for the team written test award)
- Debate-sum of all scores

TEAM NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ TOTAL POINTS: \_\_\_\_\_ RANK £

JUDGE’S NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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**FORM 3  
GRADING SCALES AND CRITERIA RUBRIC**

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FORM 4

TABULATION SHEET FOR RANKING TEAMS

<b>TEAM</b>		<b>TEAM RANKING</b> <b>(1<sup>ST</sup>, 2<sup>ND</sup>, ETC)</b>			<b>FINAL RANKING SCORE</b>	<b>RANKING OF TEAMS</b> <b>(1<sup>ST</sup>, 2<sup>ND</sup>, ETC)</b>
<b>Number</b>	<b>State</b>	<b>Judge 1</b>	<b>Judge 2</b>	<b>Judge 3</b>		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>TEAM RANK</b>		<b>POINT ALLOCATION</b>				
1st		1				
2nd		2				
3rd		3				
4th		4				
5th		5				
6th		6				
7th		7				
8th		8				
9th		9				
10th		10				

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FORM 5  
RULES FOR THE PERMISSIBLE MOTIONS**

MOTION NAMES, CLASS <sup>1</sup> AND PUR- POSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
<b>CLASS: <u>Privileged Motions</u> (Deal with special matters of immediate or overriding importance to the business of the assembly)</b>					
<b><i>Recess</i></b> (Provides a brief break)	No	Yes	No	Yes <sup>2</sup>	Majority
<b><i>Raise a Question of Privilege</i></b> (Asks an urgent question regarding rights and privileges of the assembly)	Yes	No	No	No	No vote. Chair rules
<b>CLASS: <u>Subsidiary Motions</u> (Aid the assembly in handling or disposing of a main motion)</b>					
<b><i>Previous Question</i></b> (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table)	No	Yes	No	No	Two-thirds
<b><i>Commit or Refer</i></b> (Refers the motion to a committee)	No	Yes	Yes	Yes	Majority
<b><i>Amend</i></b> (Proposes to change a motion)	No	Yes	Yes <sup>3</sup>	Yes	Majority
<b><i>Postpone Indefinitely</i></b> (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
<b>CLASS: <u>Main Motions</u> (Introduce new business to the assembly)</b>					
<b><i>Main Motions</i></b> (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority
<b>CLASS: <u>Incidental Motions</u> (Related to the pending business and must be decided immediately)</b>					
<b><i>Parliamentary Inquiry</i></b> (Allows a member to ask a question related to parliamentary law or the rules of the organization)	Yes	No	No	No	No vote. Chair answers
<b><i>Division of the Assembly</i></b> (Requires a standing vote)	Yes	No	No	No	No vote. Demand
<b><i>Point of Order</i></b> (Requests that the rules be enforced)	Yes	No	No	No	No vote. Chair usually rules <sup>4</sup>

(1) *Motions That Bring a Question Again Before the Assembly* are not required for this event.

(2) Amendable with respect to the length of the recess

(3) Debatable if applied to a debatable motion

(4) Assembly decides by a majority vote if the Chair does not want to make a ruling.

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FORM 6

TEAM DEMONSTRATION COMMENTS FROM THE JUDGES

STATE: \_\_\_\_\_

How you can improve your demonstration:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What we liked about your demonstration:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Judges signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_