

# Conduct of Chapter Meeting

## LDE

(rev. 10/2021)

### 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 available years of National FFA Conduct of Chapter Meetings tests which come from *Dunbar's Manual of Conduct of Chapter Meetings 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 #5 & 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 Conduct of Chapter Meetings 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)

| NATIONAL FFA CONDUCT OF CHAPTER MEETINGS LEADERSHIP DEVELOPMENT EVENT   | PRESIDENT   | SENTINEL (L1)   | TREASURER (L2)  | REPORTER (L3)   | VICE PRESIDENT (R1) | ADVISOR (R2)    | SECRETARY (R3) |
|---|---|-----------------|-----------------|-----------------|---------------------|-----------------|----------------|
|   | OPENING ceremonies (15 pts each)<br><br>DEBATE – top 3 debates scores, President scored on ability to preside (45 pts each member max)<br><br>ORAL QUESTIONS – (10 pts each)<br><br><b>SUB TOTAL – (400 possible pts)</b><br>(add horizontally)  |                 |                 |                 |                     |                 |                |
| <b>REQUIRED MOTIONS</b><br>(50 pts each, 200 pts total) (include comments if needed)<br><br> | Motion/Officer:   | Motion/Officer: | Motion/Officer: | Motion/Officer: | Motion/Officer:     | Motion/Officer: |                |
| <b>CONCLUSIONS</b> reached by team (65 pts possible)  | Main motion was <u>thoroughly analyzed</u> . Conclusions reached were consistent with debate on the motion, as was voting.  |                 |                 |                 |                     |                 |                |
| <b>TEAM</b> voice, poise and expression (50 pts possible)   | Members spoke clearly with appropriate pitch, pace, enunciation and grammar. They showed confidence through professional demeanor, eye contact, etc. They spoke with conviction with appropriate emphasis and body language.  |                 |                 |                 |                     |                 |                |
| <b>CLOSING CEREMONIES</b> (20 pts possible)   |   |                 |                 |                 |                     |                 |                |
| <b>DEDUCTIONS</b> (refer to guide, list deductions in this space)                          | Parliamentary errors 5-25 pts, opening & closing ceremonies errors 1 pts per missed or coded word, time penalty 2 pts per second over 45 minutes  |                 |                 |                 |                     |                 |                |
| <b>TEST SCORES</b> 7 @ 25 pts each  |   |                 |                 |                 |                     |                 |                |
| <b>TEAM TOTAL</b>   |   |                 |                 |                 |                     |                 |                |

# Judges Rubric 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               |
| <i>Individual Totals</i>  | 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     |                |                  |
| <i>Team Total</i>   |              |                  |        |                | 335              |
| Deductions for parliamentary errors range from 5 to 25 points* per error depending on the severity.   |              |                  |        |                |                  |
| Opening ceremonies errors: -1 point deduction per missed or added word during the opening and closing ceremony. (Maximum of 15 points total per officer.) |              |                  |        |                |                  |
| Deductions for overtime: The time penalty is 2 points per second over 13 minutes.   |              |                  |        |                |                  |
| <b>TOTAL POINTS EARNED OUT OF A 1,000 POSSIBLE</b>  |              |                  |        |                |                  |

\*These points are distributed based on the chair's ability to preside.

# Rules for the Permissible Motions

## STANDARD DESCRIPTIVE CHARACTERISTICS

(See current edition of *Robert's Rule of Order, Newly Revised*)

| Motion Names, Class <sup>1</sup> And Purposes   | Interrupt Speaker? | Second Needed? | Debatable?       | Amendable?       | Vote Needed?                                     |
|---|--------------------|----------------|------------------|------------------|--|
| <i>CLASS: Privileged Motions (Deals with special matters of immediate or overriding importance to the business of the assembly)</i>   |                    |                |                  |                  |  |
| Recess<br>(Provides a brief break)  | No                 | Yes            | No               | Yes <sup>2</sup> | Majority   |
| Raise a Question of Privilege<br>(Asks an urgent question regarding rights and privileges of the assembly.)   | Yes                | No             | No               | No               | No vote<br>Chair rules                           |
| <i>CLASS: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)</i>  |                    |                |                  |                  |  |
| Previous Question<br>(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                                       |
| Postpone Definitely<br>(Puts off further consideration of the main motion to a later time, not beyond the next regularly scheduled meeting if within a quarterly interval.) | No                 | Yes            | Yes              | Yes              | Majority<br>(Two-thirds if made a Special Order) |
| Commit or Refer<br>(Refers the motion to a committee)   | No                 | Yes            | Yes              | Yes              | Majority   |
| Amend<br>(Proposes to change a motion)  | No                 | Yes            | Yes <sup>2</sup> | Yes              | Majority   |
| Postpone Indefinitely<br>(Rejects or kills the main motion)   | No                 | Yes            | Yes              | No               | Majority   |
| <i>CLASS: Main Motions (Introduces new business to the assembly)</i>  |                    |                |                  |                  |  |
| Main Motion<br>(Introduce new business to the assembly)   | No                 | Yes            | Yes              | Yes              | Majority   |

| Motion Names, Class <sup>1</sup> And Purposes   | Interrupt Speaker? | Second Needed? | Debatable? | Amendable? | Vote Needed?                                |
|---|--------------------|----------------|------------|------------|---|
| <i>CLASS: Incidental Motions (Related to the pending business and must be decided immediately)</i>                          |                    |                |            |            |   |
| Parliamentary Inquiry<br>(Allows a member to ask a question related to parliamentary law or the rules of the organization.) | Yes                | No             | No         | No         | No vote<br>Chair answers                    |
| Division of the Assembly<br>[Requires a standing (rising) vote]   | Yes                | No             | No         | No         | No vote<br>Demand                           |
| Point of Order<br>(Requests that the rules be enforced)   | Yes                | No             | No         | No         | No vote<br>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.

## Deductions for Parliamentary Procedure Errors

The table below shows the recommended deductions that judges will use for parliamentary procedure errors. If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted. "Members" are the team members other than the chair.

| Parliamentary Procedure Errors   | Severity Of Point Deduction | Point Deduction |
|--|-----------------------------|-----------------|
| <b>Violations Related To Using A Motion Improperly</b>   |                             |                 |
| Postpone Indefinitely (when qualified. e.g., a time is given)  | ****                        |                 |
| Parliamentary Inquiry (when used to ask another member a question)   | ***                         |                 |
| Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure) | ***                         |                 |
| <b>Violations Related To The Chair</b>   |                             |                 |
| Improper use of the gavel  | *                           |                 |
| Referring to him/herself in the first person (e.g., "I")   | *                           |                 |
| Failing to announce results of vote  | *                           |                 |
| Not obtaining a second before stating or putting the motion  | **                          |                 |
| Not calling for a negative vote  | **                          |                 |
| Failing to call for debate on a debatable motion   | **                          |                 |
| Ignoring a member requesting the floor   | **                          |                 |
| Taking a hand vote after a Division of the Assembly has been called  | **                          |                 |
| Taking a voice vote on a motion that requires a two-thirds vote  | **                          |                 |
| Failing to take a vote on a motion   | ***                         |                 |
| Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)   | ***                         |                 |
| Stating a personal opinion   | ****                        |                 |
| Not giving preference in recognition to maker of motion if he/she has not debated  | **                          |                 |
| Not giving preference in recognition to member who has not debated   | **                          |                 |
| Not alternating debate between those opposed and those in favor of a motion (if known)   | *                           |                 |
| Neglecting to notify members to be seated after taking a standing (rising) vote  | *                           |                 |
| Arbitrarily stopping debate  | **                          |                 |
| Not completing all steps in the announcement of the vote.  | **                          |                 |
| <b>Violations Related To Amendments</b>  |                             |                 |

| Parliamentary Procedure Errors  | Severity Of Point Deduction | Point Deduction |
|---|-----------------------------|-----------------|
| Adding words to middle (instead of end) of motions  | *                           |                 |
| Striking words that result in incomplete wording for main motion  | *                           |                 |
| Inserting "not" to make the motion a negatively worded motion   | *                           |                 |
| Making an amendment that is not germane   | **                          |                 |
| Amending a non-amendable motion   | ****                        |                 |
| Making a third-degree (tertiary) amendment  | ****                        |                 |
| <b>Violations Related To Motions</b>  |                             |                 |
| Chair not restating the motion as it was moved by a member  | *                           |                 |
| Member incorrectly stating a motion (e.g., "I motion that," using incorrect postpone, etc.)   | *                           |                 |
| Chair restating motion before it receives a second  | **                          |                 |
| Taking up a motion out of the order of precedence   | ****                        |                 |
| Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to recess is made when no question is pending. It is therefore classified as an incidental main motion.) | ****                        |                 |
| Member calling out "Question" from his/her seat to stop debate  | ***                         |                 |
| Member not including special committee size and method of appointing members when making the motion to Commit or Refer  | ***                         |                 |
| <b>Violations Related To Debate By Members</b>  |                             |                 |
| Not getting recognized before debating (discussing) a motion  | *                           |                 |
| Not addressing debate through the chair   | *                           |                 |
| Addressing other members by name  | *                           |                 |
| Debating more than two times on a single motion   | **                          |                 |
| Debating against a motion they moved  | **                          |                 |
| Debating a non-debatable motion   | ****                        |                 |
| Debate not germane  | ***                         |                 |
| Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)   | ***                         |                 |

Note: star ranking system \* = least amount of deduction to \*\*\*\* = greatest amount of deduction