

Parliamentary Procedure

Senior Division

FFA

Overview

Revised:11/24

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

- 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. • An 11-minute team presentation of parliamentary procedure. • Oral questions following the presentation. • Team problem-solving practicum (Odd Years) or Individual practicum focused on minutes and other records (Even Years).
- D. The advisor will not consult with the team after beginning the event.
- E. 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

Materials the student needs to provide: Each participant must bring a minimum of two sharpened No. 2 pencils and a copy of the most 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 if they so desire. Paper and pencils will be provided to the Chair and Secretary.

B. Written Test: 200 points

Part I: Consists of five open-book parliamentary procedure research questions using the current (12th) edition of Robert's Rules of Order Newly Revised. Participants will be allowed 30 minutes to complete Part I of the exam.

All team members are required to provide their own copy of the most current edition of Robert's Rules of Order Newly Revised. It is allowable to have highlighting in your book and tabs. It is not allowable to add written pages to the RONR or have written additional notes.

An example of one research question is outlined below:

Responses to the research questions in the written exam will require referencing the Section and Paragraph in the 12th edition of RONR.

Answer: RONR, Section ____, Paragraph. ____ or RONR §__:

Part II: Forty-five (45) multiple-choice questions taken from the National FFA Parliamentary Procedure LDE tests from the past 3 years. Participants will have up to one hour to complete Part II of the exam. NOTE: References and materials cannot be used for this part

The average score of the six team members will be used to compute the total team score.

C. 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 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.

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.

4. 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 a 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.

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- 100 points

Team Questions-the team members will be asked four planned questions, which may include 1-3 parts, relating to the motions used, presiding, debate, assigning the floor and other general parliamentary procedures. These questions will be predetermined by the LDE Official, who is designated by State Staff.

E. Team Problem Solving- 100 points

(Odd Years) or Individual Practicum (Even Years)

TEAM PROBLEM-SOLVING PRACTICUM (Odd Years)-100 points

Teams will be provided with a short parliamentary procedure scenario outlining a practical problem. Working as a team, they will have 30 minutes to research the problem and write a short solution with reference to specific paragraph numbers in Robert's Rules of Order Newly Revised. All team members are required to provide their own copy of the most current (12th) edition of Robert's Rules of Order Newly Revised. See example problem-solving activity and answers in the handbook. Members of the American Institute of Parliamentarians and the National Association of Parliamentarians will be invited to review and participate in this portion of the event. Students will NOT be provided a searchable digital version of the parliamentary authority and will be submitting their answers through an online digital form.

INDIVIDUAL PRACTICUM, MINUTES AND OTHER RECORDS (Even Years)-100 points

Each team member will participate in a 30-minute practicum that addresses organizational minutes and other records from past National Secretary Minutes Practicums. Reference materials will not be allowed during this practicum unless given by the LDE Supervisor.

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 15-20 points

Good 10-14 points

Average 5-9 points

Poor 0-4 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 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.

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 for the chair is as follows:

Excellent 51-65 points

Good 26-50 points

Poor 0-25 points

2. Leadership – stage presence, poise, self-confidence, politeness and voice. (15 points)

Scoring Breakdown

A. WRITTEN

EXAM.....200

- 45 multiple-choice questions x 4 points each = 180 points
- 5 research questions x 4 points each = 20 points

B. PRESENTATION.....500

- Required motion: 10 points x 5 members = 50 points (5%)
- Additional motion: 10 points x 5 members = 50 points (5%)
- Debates: 300 points (30%)
 - 20 points maximum per debate
 - Four debates/member included
 - Five members
- Chair: 80 points (8%)
 - Ability to preside: 65 points
 - Leadership: 15 points
- Team effect: 20 points (2%)
 - Conclusions reached by team
 - Team use of debate

- **Team presence**

C. ORAL QUESTIONS 100

- **25 points maximum per question**
- **Four Questions**

D. MINUTES AND OTHER RECORDS PRACTICUM TEAM AVERAGE (Even Years) or TEAM PROBLEM SOLVING (Odd Years)

.....100

TOTAL POINTS 900

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.

- Past National FFA Event Exams, Questions and Practicums, available at FFA.org at no cost. Reference for exams, individual questions, past motion cards, individual practicums, and team problem-solving.
- The official text will be the 12th edition of Robert’s Rules of Order Newly Revised. (published in September 2020) Reference for the exam, individual questions, individual practicums and team problem solving.
- 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! What is the question?”
- National Association of Parliamentarians Body of knowledge found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>

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
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
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
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

Team Score Sheet													
FFA Chapter:													
Participant	Required Motion		Discussion (60 pts. max./member, 20 pts.max./item)						Total	Additional Motion	10 pts / person	Individual Questions 16 pts / person	Total 96 pts / person
	10 pts/person	Pts	Main	PP indef	Amend	Refer	PP Def	Bring Back					
1													
2													
3													
4													
5													
Chair	Ability to Preside (65 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			Points	Leadership (15 pts.) Tactful, sensitive, firm, understanding, good voice, proper pace				Points	Chair Questions (20 pts.)			
	Excellent = 5-16 pts., Good = 26-50 pts., Poor = 0-25 pts.				Excellent = 10-15 pts., Good = 6-10 pts. Poor = 0-5 pts.								
Team Effect (20 pts.)													
Team Effect	Conclusions Main motion was well analyzed. What, When, Where, Who, How was answered			Discussion Convincing, logical, realistic, orderly and efficient, germane and free from repetition				Team Voice Voice: Volume, enunciation, pitch, pace, grammar Poise: confidence, professional, eye contact Expression: conviction, gestures					
	Average of all 6 individual exam scores (200 pts.)												
Exam	Average of all 6 individual exam scores (200 pts.)												
Minutes	Minutes taken from Individual Minutes and Other Records Practicum (50 pts)												
Research	Team Problem Solving Research (150 pts.) (Preliminaries & Semis)												
Deductions (List mistakes) 5-20 pts per mistake													
	Omitting assigned motion – 50 pts.												
Time	Deduction for overtime: -2 pts./second after 11:00												
											Total Deductions		
											Team Score		
Notes:													

Minutes or Other Records Scorecard

Student _____ Chapter/State _____ Team Number _____

Scoring Criteria	Possible Points	Points Earned
Completeness and Accuracy <ul style="list-style-type: none"> Minutes accurately reflect all business transacted during the demonstration. This is a record of what was <i>done</i> at the meeting, not what was <i>said</i> by members. It should not be a transcription from the meeting. No opinions should be included. Includes all items required in the first paragraph (kind of meeting (regular), name of chapter, date and time of meeting, President and Secretary were present, and minutes of the previous meeting were read and approved. 	20	
Format of Minutes <ul style="list-style-type: none"> Separate paragraph for all items All main motions All secondary motions needed for completeness. All points of order and appeals Name of person making the motion Name of seconder NOT included. Denoting if a rising or counted vote was used for motions requiring a 2/3 vote and recording the count if the vote was counted. Signature (electronic) for Secretary 	20	
Grammar, Style and Legibility <ul style="list-style-type: none"> Complete sentences Correct spelling Correct punctuation Legible and clear 	10	
TOTAL POINTS	50	

Comments:

Team Problem-Solving Activity Scorecard

(PRELIMINARY AND SEMIFINAL ROUNDS)

Chapter _____ State _____ Team Number _____

Scoring Criteria	Possible Points/Question	Question 1	Question 2	Question 3	Points Earned
Reference • Team accurately identified the correct sections and paragraph(s) in <i>Robert's Rules of Order Newly Revised</i> (12th ed.)	20				
Solution to the Problem • Team provided logical justification and reasoning to develop, using citations listed from above to solve the parliamentary procedure problem/issue.	25				
Grammar, Style and Clarity • Complete sentences • Correct spelling (deduction of 1 point/error) • Correct punctuation (deduction of 1 point/error) • Clarity of composition	5				
TOTAL POINTS	50				

Comments:
