ND FFA Association

# PARLIAMENTARY PROCEDURE

Handbook

## Purpose

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

## Objectives

Upon completion of participation in the event, students will be able to:

- Demonstrate correct use of FFA opening and closing ceremonies.
- Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- Demonstrate knowledge of parliamentary law.
- Present a logical, realistic, and convincing debate on motions.
- Communicate and participate effectively as team members.
- Demonstrate critical thinking and teamwork for effective decision making.

# DISTRICTS

## Event Rules & Format

District Parliamentary Procedure Events are held during the eight District Leadership Meetings. The purpose of this leadership development event is to encourage the effective use of the official FFA opening and closing ceremonies and to provide recognition to the chapters excelling in the proper use of parliamentary procedure in conducting chapter meetings.

The complete rules, policies and procedures relevant to all ND FFA Career and Leadership Development Events may be found in the General Rules.

## Team Make-Up

Each team will consist of six members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel and not more than four additional active members (district competition only).

- Teams must be selected at a state or interstate career/leadership development event held between the immediate previous national FFA convention and prior to the national FFA convention in which they are participating. States that qualify more than one year out must request and submit a written waiver for approval by the certification deadline.
- Team members must be FFA members at time of qualification.

## Event Phases

- Written examination.
- A 10-minute 30 second team presentation of parliamentary procedure

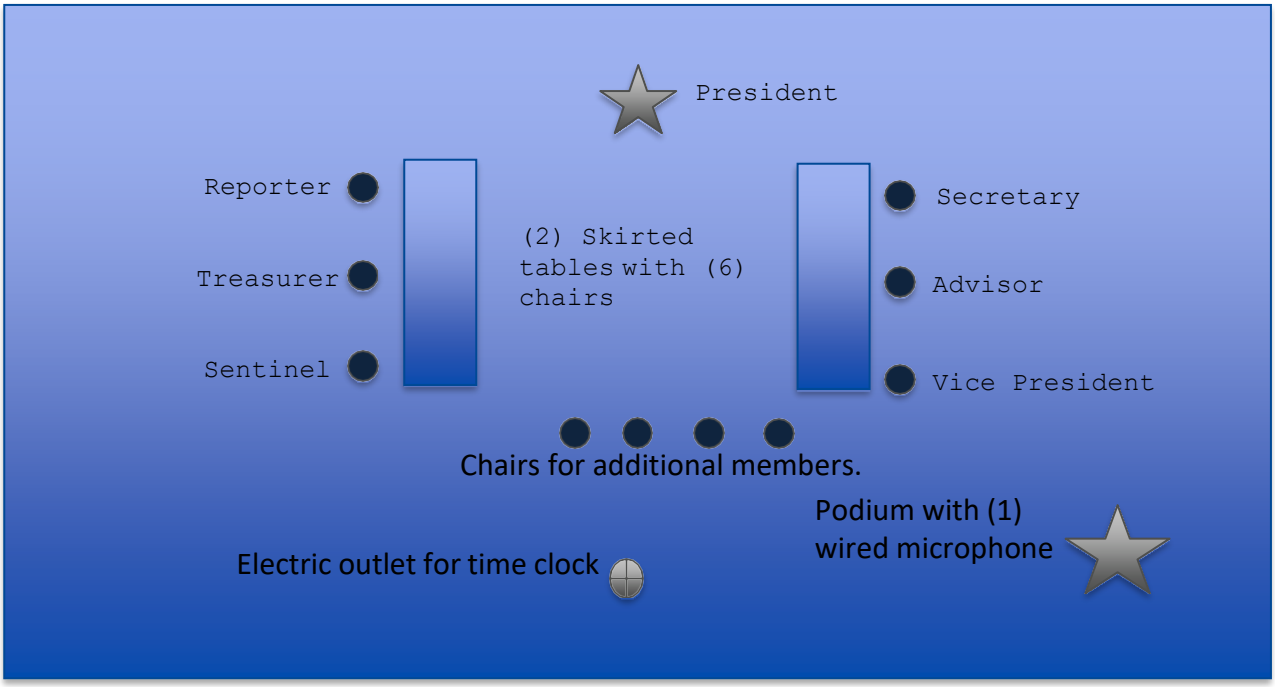
## Equipment

Materials provided by the event committee include:

- Gavel and officer station symbols.
- Blank note paper.
- Event digital timers.
- American and FFA flags.

## Stage Set

- Podium (President)
- (2) Skirted tables with 6 chairs
- (7) Wireless microphones for competitors
- Event judges in front of the stage on floor with (3) chairs and (3) wired table stand microphones






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

## Contestant Eligibility

1. To be eligible to participate the student must be enrolled in an agricultural education course and appear on the chapter FFA membership roster at the time of the state contest.
2. Members of the Parliamentary Procedure team does not need to be a chapters FFA Officer Team
3. Members cannot compete on both the Parliamentary Procedure team and Conduct of Chapter Meetings team.
4. FFA members participating in the National Parliamentary Procedure CDE are no longer eligible to compete at the district and state level beginning in 2023.

# North Dakota FFA Association — Artificial Intelligence (AI) Policy

The North Dakota FFA Association adopts and adheres to the National FFA Organization's official AI Policy in full. All North Dakota FFA members, chapters, advisors, and state staff are expected to follow the guidelines set forth by the National FFA Organization regarding the appropriate and responsible use of artificial intelligence (AI) tools in FFA activities, competitive events, and academic work.

For the complete and current National FFA AI Policy, including detailed guidelines on appropriate use, please visit:

🔗 **https://ffa.app.box.com/v/NFFAAIPolicy**

Questions regarding this policy should be directed to the North Dakota FFA Association state office.

## Team Activities

### Presentation – Opening and Closing Ceremonies Accuracy

- One-point deduction per error (adding, deleting and transposition of words or deviation from printed ceremonies) per team member with a maximum deduction equal to the amount available to be earned.
- Opening & Closing Ceremonies (15 points/member; 90 points/team)
  - Voice
  - Poise
  - Expression
  - References:
    - Official FFA Manual

### Team Demonstration

- Ten minutes of preparation time will be allowed for each team.
- Adequate copies of the problem will be given to the chair at the beginning of the preparation period. The advisor shall not consult with the team after the beginning of the preparation period. Contestants will not listen to competing teams. No references will be allowed by the team in the contest or during preparation. Points of clarification, not parlance, may be given in the ready room by the advisor in charge of the contest.
- All officers with the exception of the chair will have two required abilities that they must demonstrate. These required abilities will be clearly marked on the practice problem. Each of these abilities will have a twenty-point value, they will be scored according to how correctly they were demonstrated. Omitting a required motion will result in a 50-point deduction from the team score, along with the 20-point deduction from the officer's individual score.
  - There is no penalty to additional subsidiary, incidental and privileged motions that a

team may demonstrate.

- All contestants, with the exception of the chair, will be provided a copy of the problem in the demonstration room. These copies will not leave the demonstration room and will not be written on, folded or otherwise defaced. Order of appearance will be determined randomly at registration. No reference materials will be used in the ready room or demonstration room. The chair is allowed to have a blank sheet of paper for taking notes during the demonstration and a copy of the main motions will be provided.
- The chair will have a 1-minute time limit once they reach the podium to start the meeting.
- A team shall be allowed ten minutes and 30 seconds in which to complete their demonstration. Opening and closing ceremonies are not included in the ten-minute time period. A team will be deducted 1 point per second for every second over 10 minutes and 30 seconds.
    - A time clock or timecard will be provided so that the team can see. The clock will count up from zero minutes starting after opening ceremonies (signaled to begin by the chair stating: Is there any new business?) and stop when the chair asks for the third time: Is there any further business? Prior to closing ceremonies. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of 9 minutes and 10 minutes.
- Debate
    - The first 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.

# Individual Activities

## Written Test

Twenty-five questions (one point per question; 25 points per member)

- A 25-question written test worth 25 points on general parliamentary procedure knowledge will be given to the six members. The total score of the six members divided by 150 x 100 shall be added to the team's score by each judge.
- Exam may will include:
    - General parliamentary procedure knowledge:
        - Permissible motions
        - Order of business
    - Officer duties and meeting room preparation
- References:
    - Past three ND State Exams, Past three available National Exams, and the most recent edition of Robert's Rules of Order, Newly Revised (RONR)

# Scoring

## Presentation – Judging

- **ONLY** this handbook and the most recent edition of Robert's Rules of Order Newly Revised may be used for judging. No other reference materials can be used.
- Selection of judges for the contest shall be left up to the discretion of the district. There shall be a minimum of three judges for parlance and officer ratings. If chapter advisors are to be used as judges, none shall judge their own team. The composite score of the other judges shall be used for the team score. Judges shall be given instructions on proper procedures expected prior to the start of the contest. Additional judges may be obtained to evaluate chapter officers separately using the chapter officer evaluation form.
- Judges shall be given a minimum of five minutes between teams to review number of debates and parliamentary errors. Judges shall agree on number of debates along with parliamentary errors, ensuring that all members receive credit for their debates. Also all judges should make deductions for parlance errors. This will provide all teams with an equal and fair scoring system.
- Chapters will be grouped into three levels of achievements – gold, silver and bronze.
- Chapter officers will be ranked gold, silver and bronze using the chapter officer evaluation form. Officers shall be ranked 1, 2, 3, etc. by each judge. The officer with the lowest score will be the officer of the day in each position. Natural breaks in the total score will be used to determine award ratings. (A minimum of two officers per award area so no one is singled out, e.g., 1 bronze.)
    - The State Association will not be providing ribbons for individual officers. If a district wishes to give out ribbons for individual officers, they must provide their own.
- A 25-question written test worth 25 points on general parliamentary procedure knowledge will be given to the six-chapter members. The total score of the six members divided by 150 x 100 shall be added to the team's score by each judge. The test score will be used to break ties for officer of the day.

## Scoring Summary

| Activities | Individual Points | Team Points | Notes |
|---|---|---|---|
| Opening Ceremonies & Closing Ceremonies | - | 15 pts/member X 6 = 90 pts./team | Depending on accuracy and delivery |
| Official Dress | - | 10 pts/member X 6 = 60 pts./team | |
| Written Test | 25 X 6 (total divided by 150 X100) | - | The average of 6 individual exam scores gets added into the overall team score. |
| Required Abilities | - | 40 pts/member X 5 = | |

| | | | |
|---|---|---|---|
| | | 200 pts./team | |
| Discussion | - | 60 pts. Max X 5 members = 300 pts/team | |
| Questions | - | - | Not done at district event. |
| Overall Presentation | - | 980 | *This includes points from above. Refer to the rubric. |

## Awards

Awards will be presented at the awards ceremony to individuals and/or teams based upon their rankings. See the Awards section of the Career and Leadership Development Events and Activities Policies and Procedure for additional award guidelines.

# STATE

## Event Rules & Format

The State Parliamentary Procedure Event shall be held at the State LDE Day. The state event is open to both the eight District Parliamentary Procedure Winners and the eight District Runner-ups.

The same team that competes in the district event shall complete in the state event unless a valid reason is given and approved by the State FFA Advisor/State FFA Executive Secretary. The top two teams from each district will be invited to participate in the state event.

Teams will be seeded and split into two flights. State Staff will randomly assign rooms such that each room will have four first place teams and four second place teams, each from a different district.

Order of appearance will be determined by a method deemed appropriate by the State FFA Advisor/State FFA Executive Secretary.

The complete rules, policies and procedures relevant to all ND FFA Career and Leadership Development Events may be found in the General Rules.

## Team Make-Up

Each team will consist of six members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel. Additional members are not allowed at the state event.

- Teams must be selected at the district leadership development event.

### *Event Phases*

- Written examination.
- A 10-minute 30 second team presentation of parliamentary procedure
- Oral questions following the presentation (Final Round of State ONLY)

### *Equipment*

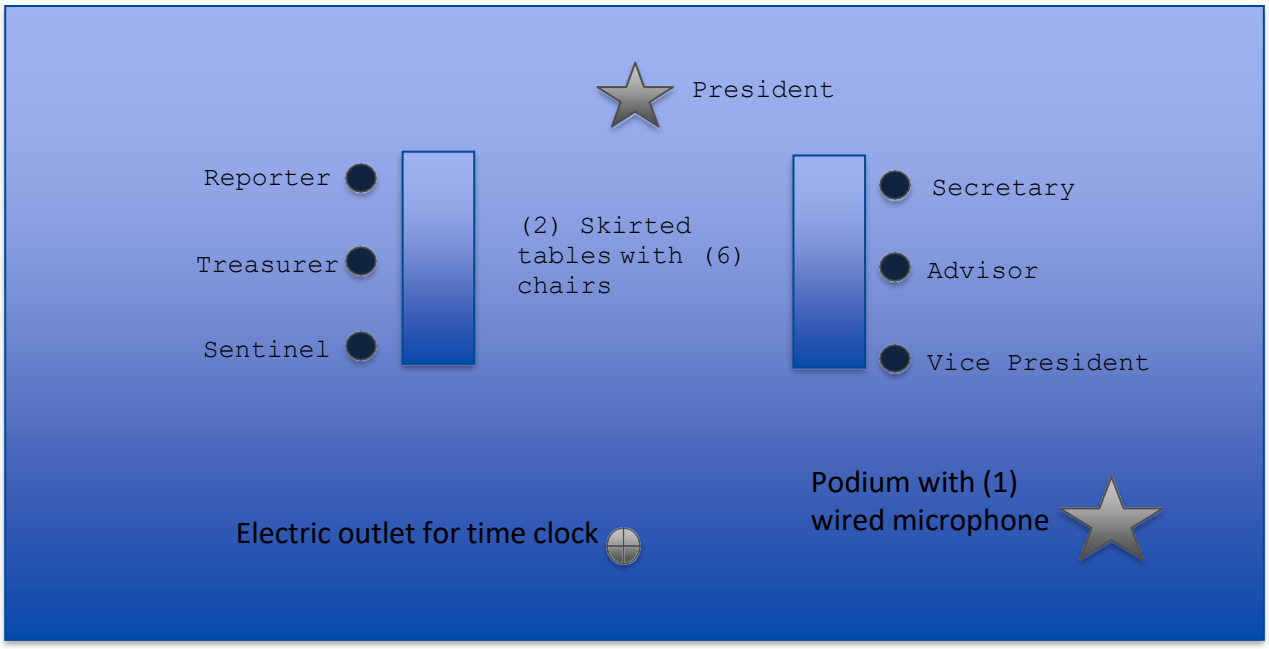
Materials provided by the event committee include:

- Gavel and officer station symbols.
- Blank note paper.
- Event digital timers.
- American and FFA flags.

### Stage Set

- Podium (President)
- (2) Skirted tables with 6 chairs

- (7) Wireless microphones for competitors
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## Contestant Eligibility

1. To be eligible to participate the student must be enrolled in an agricultural education course and appear on the chapter FFA membership roster at the time of the state contest.
2. Members of the Parliamentary Procedure team does not need to be a chapters FFA Officer Team
3. Members can not compete on both the Parliamentary Procedure team and Conduct of Chapter Meetings team.
4. FFA members participating in the National Parliamentary Procedure CDE are no longer eligible to compete at the district and state level beginning in 2023.

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Questions regarding this policy should be directed to the North Dakota FFA Association state office.

# Team Activities

## Presentation – Opening and Closing Ceremonies Accuracy

Opening and Closing Ceremonies are not done at the State event.

## Team Demonstration

- Ten minutes of preparation time will be allowed for each team.
- Adequate copies of the problem will be given to the chair at the beginning of the preparation period. The advisor shall not consult with the team after the beginning of the preparation period. Contestants will not listen to competing teams. No references will be allowed by the team in the contest or during preparation. Points of clarification, not parlance, may be given in the ready room by the advisor in charge of the contest.
- All officers with the exception of the chair will have two required abilities that they must demonstrate. These required abilities will be clearly marked on the practice problem. Each of these abilities will have a twenty-point value, they will be scored according to how correctly they were demonstrated. Omitting a required motion will result in a 50-point deduction from the team score, along with the 20-point deduction from the officer's individual score.
    - There is no penalty to additional subsidiary, incidental and privileged motions that a team may demonstrate.
- Teams should end their presentation by moving to "Adjourn" and passing the motion or the chair declaring the meeting adjourned.
    - The clock stops when the chair declares the meeting adjourned
- All contestants, with the exception of the chair, will be provided a copy of the problem in the demonstration room. These copies will not leave the demonstration room and will not be written on, folded or otherwise defaced. Order of appearance will be determined randomly at registration. No reference materials will be used in the ready room or demonstration room. The chair is allowed to have a blank sheet of paper for taking notes during the demonstration and a copy of the main motions will be provided.
- A team shall be allowed ten minutes 30 seconds in which to complete their

demonstration. A team will be deducted 1 point per second for every second over 10 minutes and 30 seconds.
    - A time clock or timecard will be provided so that the team can see. 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. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of 9 minutes and 10 minutes.
- Debate
    - The first 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.

# Individual Activities

## Written Test

Twenty-five questions (one point per question; 25 points per member)

- A 25-question written test worth 25 points on general parliamentary procedure knowledge will be given to the six members. The total score of the six members divided by 150 x 100 shall be added to the team's score by each judge.
- Exam may will include:
  - General parliamentary procedure knowledge:
    - Permissible motions
    - Order of business
  - Officer duties and meeting room preparation
- References:
  - Past three ND State Exams, Past three National Exams, and the most recent edition of Robert's Rules of Order, Newly Revised (RONR)

## Individual Questions

The team members (not including the chair) will be asked a planned question, which may include one to three 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. Each member will be scored a maximum of 15 points for responses to questions.

# Scoring

## Presentation – Judging

- **ONLY** this handbook and the most recent edition of Robert's Rules of Order Newly Revised may be used for judging. No other reference materials can be used.
- The advisors of the state qualifying teams shall be used to evaluate the state event. Advisors will not score in the same room as their team is competing.
- Judges will be provided with an information session prior to the event. Teams shall be ranked in numerical order on the basis of final score determined by each judge. Prior to ranking teams, the judges will take a few minutes for any clarification needed on parlance errors made by the competing teams. Final team placing will be determined by adding all judges' rankings and the advancing teams will be the two teams in each flight with the lowest ranking scores.

- Judges for the finals round will be the advisors of the teams placing 3rd and 4th in each room. (Unless a conflict arises in which the State FFA Advisor/State FFA Executive Secretary can appoint another advisor/ask for volunteers)

### Final Round Individual Questions – Judging

- For the final round only, each member will be given a parliamentary question pertaining to their assigned motion. The chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures. Each member will be scored a maximum of 15 points for responses to questions.
- Officers will not be evaluated individually; no Officer of the Day awards or officer ratings will be determined.

### Scoring Summary

| Activities | Individual Points | Team Points | Notes |
|---|---|---|---|
| Opening Ceremonies & Closing Ceremonies | - | 15 pts/member X 6 = 90 pts./team | Depending on accuracy and delivery |
| Official Dress | - | 10 pts/member X 6 = 60 pts./team | |
| Written Test | 25 X 6 (total divided by 150 X100) | - | The average of 6 individual exam scores gets added into the overall team score. |
| Required Abilities | - | 40 pts/member X 5 = 200 pts./team | |
| Discussion | - | 60 pts. Max X 5 members = 300 pts/team | |
| Questions | - | 15 pts./member X 6 = 90pts/team | State Finals Round Only |
| Overall Presentation | - | 1070 | *This includes points from above. Refer to the rubric. |

## Awards

Awards will be presented at the awards ceremony to individuals and/or teams based upon their rankings. See the Awards section of the Career and Leadership Development Events and Activities Policies and Procedure for additional award guidelines.

The top teams will be rated gold and will receive state plaques and gold individual medals, teams will receive silver team rosettes and silver individual ribbons and bronze teams will receive bronze team rosettes and bronze individual ribbons. Natural breaks will be used in determining award levels.

The high team will be eligible to compete in the National Parliamentary Procedure Leadership Development Event. In the event the high team cannot participate, the next highest ranked team will be offered the opportunity to represent ND. Members of the High Team will each receive a $500.00 travel stipend to the National FFA Convention from the ND FFA Foundation.

## References & Resources

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.

### Exam

- The most recent edition of Robert's Rules of Order Newly Revised (RONR)
- Past five ND State Exams
- Past five available National Exams

### Presentation

- The most recent edition of Robert's Rules of Order Newly Revised (RONR)
- Past National FFA Event Finals Recordings (available at, FFA.org at no cost)
    - Note: Recordings are a team's competitive demonstration and may contain errors.
- American Institute of Parliamentarians —Presiding: You Can Do It, found on Amazon
- Past ND FFA State Event Recordings
    - Note: Recordings are a team's competitive demonstration and may contain errors.

### Individual Questions

- The most recent edition of Robert's Rules of Order Newly Revised (RONR)
- Past National FFA Event Exams, Questions and Practicums, available at FFA.org at no cost
- Past ND FFA State Event Finals Questions found at ndffa.org on the Google Drive

## Implementing Parliamentary Procedure

### Official FFA Dress

Refer to the most current official FFA manual.

### Medals

Refer to the most current official FFA manual.

### Methods of Voting

1. Roll Call – has the effect of placing on the record how each member votes. It is usually confined to representative bodies, where the proceedings are published, since it enables constituents to know how their representatives voted on certain issues. It should not be used in a mass meeting or in any assembly where members are not responsible to a constituency. (The FFA would not likely use this method of voting.)
2. Ballot – is used when secrecy of the members' votes is desired. A vote by ballot can be ordered by a majority vote. This method of voting is popular with officer elections.
3. Rising – used in verifying an inconclusive voice vote and in voting on motions requiring a two-thirds vote for adoption. A show of hands is an alternative method that can be used in place of a rising vote in very small assemblies if no member objects. A show of hands is not acceptable when voting on a division of the house.
4. Voice – (viva voce) the normal method of voting on a motion. It cannot be used on any vote which requires a vote other than a majority vote. Before taking the vote the chair should repeat and clearly identify the motion. The form to use when taking a voice vote, after the chair has clearly restated and identified the motion is: "As many as are in favor of say "aye", all those opposed say "no".

## Official FFA Ceremonies

### Opening & Closing Ceremonies

Refer to Official FFA Manual for proper opening and closing ceremonies.

### Uses of the Gavel

The following is an indication of a custom for FFA as codified in the FFA Official Manual for use of the Gavel. RONR only recommends the tapping of the gavel once at adjournment.

- Tap – Sit down, adjourn or after the announcement of a vote or a ruling made by the chairperson
- Taps – Call the meeting to order
- Taps – Stand up
- Several Sharp Taps – Restore order

### Discussion

The quality of your discussion is a very important tool in the evaluation of both your officer ratings and your team score. Each discussion can earn you between 0-20 points. The following breakdown will be used:

- 15-20 points – Excellent
- 10-15 points – Good
- 5-10 points – Average
- 0-5 points – Poor

When working on the quality of your discussion you should not concern yourself with trying to receive a discussion rating of excellent. In order for you to receive between 15-20 points you would probably take up too much of the precious time your team will need to complete the entire demonstration. You should concentrate your efforts on discussion that will be worth between 10-15 points. No more than 20 points can be earned on any one debate, no more than 2 debates per member per motion is allowed and only the first 4 debates per member will be scored.

On the score sheet the maximum points that any member of the team can earn is sixty points for their total discussion during the entire demonstration. During the team demonstration you will have time for each member to discuss three times if all discussions are of the 10-15 point range. It is possible for a fourth time if you press it. Remember when you are discussing your motion to keep track of the time factor.

## Recognition (obtain the floor)

Anytime a member wishes to get recognition from the chair they should first stand and then address the chair in one of the following ways: “Mr. President”, “Mr. Chairman”, “Madam President” or “Madam Chairman”. Once the chair has granted recognition then they may proceed. The chair should recognize the member by saying, “The chair recognizes John” or “The chair recognizes the Secretary”. The chair may also simply recognize them by stating “John” or “Secretary”.

If more than one member rises, the chair should recognize the member who was the first to rise; or if both members rise at the same time, it is up to the chair to decide who speaks first. It is proper for the chair to rotate debate from those in favor to those against. If a member makes a motion, he/she in return has the first right to debate.

## Rules Governing Debate

The motion must be moved, seconded and the chair must repeat the motion before debate is in order. Once the motion is opened for debate, the mover of the motion has the first right to debate.

You are only allowed to debate a motion twice per day and not more than ten minutes per time, unless the group moves to extend your time of debate. No member can speak for a second time on a motion until everyone who wishes to speak has spoken at least once. All debate should be related to the question at hand. During discussion you should try to refrain from using names when making comments related to what a member had said earlier. You should instead refer to them as the “previous speaker” or “a previous speaker”.

# 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 | 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 motion.*

## Motions that bring a question again before the assembly

If the officials in charge designate Take from the Table, Rescind or Reconsider as a motion to be demonstrated, a scenario will be included on the event card. These motions shall not be used unless listed on the event card as a required motion.

## 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, a scenario will be provided on the event card. Participants are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.

## Examples of How-to Word Motions

This is NOT meant to serve as a comprehensive list nor a guide of how to exactly/properly word motions. Rather it is some common examples to help teams get started with the basics of parliamentary procedure. The official reference is *Robert's Rules of Order Newly Revised.*

Credit: many forms are based on *Robert's Rules of Order Newly Revised*

### Privileged Motions

#### FIX THE TIME TO WHICH TO ADJOURN

- "I move that when this meeting adjourns, it adjourn to meet at (set date) at (set time)."
- "I move that when we adjourn, we stand adjourned until (set time, date, and place)."

#### ADJOURN

- "I move to adjourn."

#### RECESS

- "I move to recess for (set duration of recess)."
- "I move to recess for (set duration of recess) for informal consultation."

#### RAISE A QUESTION OF PRIVILEGE

- "I rise to a question of privilege."
- "I rise to a personal question of privilege."
- "I rise to a question of privilege affecting the assembly."

#### CALL FOR THE ORDERS OF THE DAY

- "I call for the orders of the day."
- "I demand the regular order."

### Subsidiary Motions

#### LAY ON THE TABLE

- "As we have more pressing matters to attend to, I move to lay the motion on the table."

- "Since our guest speaker has arrived, I move that the motion be laid on the table."

**PREVIOUS QUESTION**

- "I move the previous question."
- "I move the previous question on all pending matters."
- "I move that previous question on the motions (list motions)."

**LIMIT OR EXTEND LIMITS OF DEBATE**

- "I move that debate be limited to (number of minutes, number of debates, number of speakers, etc.)"
- "I move to extend limits of debate to (number of minutes, number of debates, number of speakers, etc.)"

**POSTPONE TO A CERTAIN TIME (OR DEFINITELY)**

- "I move that the motion be postponed to our next regularly scheduled meeting."
- "I move to postpone the motion to our next meeting and be made a special order."

**COMMIT OR REFER**

- "I move to refer the motion to (special or standing committee), if special- what size of committee, if special- method of appointment, and give the power to (act or report back)."

**AMEND**

- "I move to amend the motion by (adding, inserting, striking out and inserting, striking out)..."

**POSTPONE INDEFINITELY**

"I move to postpone the motion indefinitely."

## Main Motion

**MAIN MOTION**

- "I move that..."

## Incidental Motions

**POINT OF ORDER**

- "I rise to a point of order."

**APPEAL**

- "I appeal from the decision of the chair."

**SUSPEND THE RULES**

- "I move to suspend the standing chapter rule that..."

- "I move to suspend the rule that…"

**OBJECT TO THE CONSIDERATION OF A QUESTION**
- "I object to the consideration of the question."

**DIVISION OF A QUESTION**
- "I move to divide the question into two parts as follows, (state parts)."
- "I move to divide the question by first considering, (state part), and secondly (state part)."
- "I move to divide the question so as to consider separately, (state parts)."

**DIVISION OF THE ASSEMBLY**
- "Division!"
- "I call for a division!"

**PARLIAMENTARY INQUIRY**
- "I rise to a parliamentary inquiry."

**WITHDRAW A MOTION**
- *Before a motion has been stated by the chair.* "I withdraw the motion."
- *After a motion has been stated by the chair.* "I ask permission to withdraw the motion."

## Motions that Bring a Question Again Before the Assembly

**TAKE FROM THE TABLE**
- "I move to take from the table the motion…"

**RESCIND**
- "In accordance with the notice given at the last meeting, I move to rescind the motion relating to…"
- "I move to rescind the motion relating to…"

**RECONSIDER**
- "I move to reconsider the vote on the motion… and I voted on the prevailing side.

## Example Problem-Set Layout

***TOPIC #1 – Chapter Promotional Materials***

***Motion*: "Mr./Madam President. I move that our chapter authorize the chapter officers to spend up to $1,000 on new promotional materials for the chapter.**

| Assigned Motion: | To Be Demonstrated By: |
|---|---|
| Limit Debate | Vice President |
| Rescind (The motion related to hosting a chapter lock-in adopted at the previous meeting) | Secretary |
| Withdraw | Treasurer |
| Division of the Assembly | Reporter |
| Main Motion | Sentinel |

***TOPIC #2 – Chapter Chicken Project***

***Motion*: "Mr./Madam President I move our chapter build a chicken coop and purchase 15 laying hens .**

| Assigned Motion: | Sentinel |
|---|---|
| Refer to special committee | |
| Division of Question | |
| Recess | |
| Adjourn | |
| Take from the table and pass (the main motion listed above) | |
| **To Be Demonstrated By:** | |
| Vice President | |
| Secretary | |
| Treasurer | |
| Reporter | |

# Scoring Rubric

**ND FFA Parliamentary Procedure Scorecard**

**FFA Chapter Name:** _____

| Participant | Ceremonies 15 pts. | Official Dress 10 pts. *Refer to the most current Official FFA Manual | Required Motions 20 pts each/ 40 total pts | | Discussion 60 Points Max-20 Pts Max Per Disc Excellent: 15- 20 pts., Good: 10-14 pts., Average: 5-9 pts., Poor: 0-4 pts. | | | | Individual Questions 15 pts/person | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |

| | Ceremonies (15 pts) & Official Dress (10 pts.) Total 25 pts. | Ability to Preside | Points | Leadership | Points | Questions for the Chair 15 pts. | |
|---|---|---|---|---|---|---|---|
| Chair | | The ability to preside includes the following being able to state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use the gavel, and maintain awareness of business on the floor. Excellent: 51-65 pts., Good: 26-50 pts., Poor: 0-25pts. | | Leadership is stage presence, poise, self-confidence, politeness and voice. Tactful, sensitive, firm, understanding, good voice, proper pace Excellent: 10-15 pts., Good: 6-10 pts., Poor: 0-5 pts. | | | |

| | Conclusions- 50 pts. | Points | Team Use of Debate- 50 pts | Points | Team Presence - 50 pts | Points | |
|---|---|---|---|---|---|---|---|
| Team Effect | The main motion was well analyzed, which may include answering who, what, when, where, why and how. | | The degree to which debate was convincing, logical, realistic, orderly and efficient, germane, and free from repetition. | | This includes voice, poise, expression, grammar, gestures, and professionalism. Confidence through a professional demeanor, eye contact, etc. | | |

| | | |
|---|---|---|
| Exam | Average of 6 individual exam scores (100 pts.) | |
| Deductions (List mistakes) | | |
| | | |
| | | |
| | Omitting assigned motion: -50 pts. | |
| | Deductions for Parliamentary Errors: -5 – 20 pts. Per mistake | |
| Time | Deductions for overtime: 1point/second over 10:30 | |
| | Total Deductions: | |
| | Team Score: | |
| Ceremonies | One-point deduction per error (adding, deleting and transposition of words or deviation from printed ceremonies) per team member with a maximum deduction equal to the amount available to be earned. | |

Updated March 2024

## Deductions for Parliamentary Procedure Errors

The table below shows the recommended deductions that judges will use for parliamentary procedure errors. All other inquiries should be consulted by interpreting the most recent edition of Robert's Rules of Order, Newly Revised (RONR). The most recent edition of RONR is the official reference document. No other references should be used.

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 |
|---|---|---|
| **Violations Related to The Chair** | | |
| Improper use of the gavel | * | 5 |
| Referring to him/herself in the first person (e.g., "I") | * | 5 |
| Failing to announce results of vote | * | 5 |
| Not obtaining a second before stating or putting the motion | ** | 10 |
| Not calling for a negative vote | ** | 10 |
| Failing to call for debate on a debatable motion | ** | 10 |
| Ignoring a member requesting the floor | ** | 10 |
| Taking a hand vote after a Division of the Assembly has been called | ** | 10 |
| Failing to take a vote on a motion | *** | 15 |
| Taking an incorrect vote (e.g., majority when two-thirds required or vice versa) | *** | 15 |
| Stating a personal opinion | **** | 20 |
| Not giving preference in recognition to maker of motion if he/she has not debated | ** | 10 |
| Not giving preference in recognition to member who has not debated | ** | 10 |
| Not alternating debate between those opposed and those in favor of a motion (if known) | * | 5 |
| Neglecting to notify members to be seated after taking a standing (rising) vote | * | 5 |

| | | |
|---|---|---|
| Arbitrarily stopping debate | ** | 10 |
| Not completing all steps in the announcement of the vote. | *** | 15 |
| **Violations Related to Fix the Time to Which to Adjourn** | | |
| Made when another member has the floor | * | 5 |
| Made in such a way that does not allow for amending of details | ** | 10 |
| Used to adjourn the meeting | *** | 15 |
| **Violations Related to Adjourn** | | |
| Made when another member has the floor | * | 5 |
| Attempt to amend the privileged form of Adjourn | ** | 10 |
| **Violations Related to Recess** | | |
| Made when another member has the floor | * | 5 |
| Applied to another motion | ** | 10 |
| Used to close or end a meeting | *** | 15 |
| **Violations Related to Raise a Question of Privilege** | | |
| Not stating whether it is a personal or group question | * | 5 |
| Subsidiary Motion Applied to it | *** | 15 |
| **Violations Related to Call for the Orders of the Day** | | |
| No vote taken | ** | 10 |
| **Violations Related to Lay on the Table** | | |
| Used to kill or avoid dealing with a motion | * | 5 |
| Attempt to amend the non-amendable motion Lay on the Table | ** | 10 |
| Maker of the motion does not state reason, if not, chair can ask for explanation | *** | 15 |
| Attempts to qualify the motion, i.e. Setting a time for taking up the matter again (qualified in any way) | *** | 15 |
| **Violations Related to Previous Question** | | |
| Taking a incorrect form or method of voting (two thirds, rising required) | ** | 10 |
| Calling “Question!” | *** | 15 |

| | | |
|---|---|---|
| **Violations Related to Limit or Extend Limits of Debate** | | |
| Used to impose an immediate closing if debate | *** | 15 |
| **Violations Related to Postpone to a Certain Time (or Definitely)** | | |
| Debate must not go into the merits of the main question | * | 5 |
| Postponed beyond a quarterly time interval or the next regular meeting | ** | 10 |
| **Violations Related to Commit or Refer** | | |
| Debate must not go into the merits of the main question | * | 5 |
| If special (select, or ad hoc) motion must specify: number of members, method of their selection, and power | *** | 15 |
| If standing committee, motion must specify: power of the committee | *** | 15 |
| If motion is incomplete and lacks essential details, the chair should not rule it out of order. Two courses of action-1.) Members can offer suggestions or formal amendments, or the chair can call for them 2.) Chair can put the motion to a vote in its simple form | ** | 10 |
| **Violations Related to Amendments** | | |
| Adding words to middle (instead of the end) of motions | * | 5 |
| Striking words that result in incomplete wording for main motion | * | 5 |
| Inserting “not” to make the motion a negatively worded motion | * | 5 |
| Making an amendment that merely makes the adoption of the amended question equivalent to a rejection of the original motion | ** | 10 |
| Making an amendment that would cause the question as amended to not be in order | ** | 10 |
| One that proposes to change one of the forms of amendment listed into another form | ** | 10 |
| One that would have the effect of converting one parliamentary motion into another (amending a postpone to a certain time to postpone indefinitely) | ** | 10 |
| One that strikes out the work “resolved” or other enacting words | ** | 10 |
| Making an amendment that is not germane | ** | 10 |
| Amending a non-amendable motion | **** | 20 |

| | | |
|---|---|---|
| Making a third-degree (tertiary) amendment | **** | 20 |
| **Violations Related to Postpone Indefinitely** | | |
| Cannot be qualified in any way | *** | 15 |
| **Violations Related to Appeal** | | |
| Out of order when the chair rules on a question about which there cannot possibly be two reasonable opinions- the appeal would be dilatory and not allowed | * | 5 |
| Incorrect ruling on the results of the vote. A majority or tie vote sustains the decision of the chair. The chair can vote to create a tie and thus sustain the decision | * | 5 |
| Attempt to apply appeal to non-appealable item. No appeal can be made from the chair's response to a parliamentary inquiry or other query, since such a reply is an opinion and not a ruling | ** | 10 |
| **Violations Related to Division of the Assembly** | | |
| Inappropriate action by chair when made. When a Division is demanded, the chair immediately takes the vote again- first by having the affirmative rise, then by having the negative rise. If it appears to the chair that the vote will be close, the chair can count the vote or order it to be counted | * | 5 |
| A voice vote retaken by a show of hands is not a Division of the Assembly, since it may be less accurate than a rising vote | ** | 10 |
| Made in dilatory fashion. When it is clear that there has been a full vote and there can be no reasonable doubt as to which side is the majority, a call for Division is dilatory, and the chair should not allow the individual member's right of demanding a Division to be abused to the annoyance of the assembly | ** | 10 |
| Motion made at incorrect time. Can be made immediately after the negative vote is announced up until the chair states the question on another motion | *** | 15 |
| **Violations Related to Division of a Question** | | |
| The motion to divide must clearly state the manner in which the question is to be divided | * | 5 |
| A motion cannot be divided unless each part presents a proper question for the assembly to act upon if none of the other parts are adopted | ** | 10 |
| A motion cannot be divided whose parts are not easily separated | ** | 10 |

| | | |
|---|---|---|
| **Violations Related to Object to the Consideration of the Question** | | |
| Attempts to apply to a non-original main motion. Can only be applied to original main motions and to petitions and communications that are not from a superior body. It cannot be applied to incidental main motions. | ** | 10 |
| No subsidiary motions can be applied to it alone, but while it is pending the main question can be laid on the table, and the objection then goes to the table with the main question | *** | 15 |
| Can be raised only before there has been any debate or any subsidiary motion except *Lay on the Table* has been stated by the chair; thereafter, consideration of the main question has begun and it is too late to object | *** | 15 |
| **Violations Related to Parliamentary Inquiry** | | |
| Does not pose a question directed to the presiding officer to obtain information on a matter of parliamentary law or the rules of the organization bearing the business at hand | ** | 10 |
| Attempt to appeal the chair's decision. The chair's reply is not subject to an appeal, since it is an opinion, not a ruling | ** | 10 |
| **Violations Related to Point of Order** | | |
| Must be raised promptly at the time the breach occurs | * | 5 |
| **Violations Related to Suspend the Rules** | | |
| Attempt to suspend a rule related to members or business outside the scope of the current meeting session and not related to the business of the current session. | ** | 10 |
| Attempting to suspend Rules that cannot be suspended including federal/state laws, rules contained in the *bylaws (or constitution)* that do not provide for their own suspension, and fundamental principles of parliamentary law. | *** | 15 |
| **Violations Related to Withdraw a Motion** | | |
| Permission is required only after the motion which it pertains has been stated by the chair<br>➢ Before a motion is stated by the chair, it is the property of its mover, who can withdraw it or modify it without asking the consent of anyone<br>○ In this same interval, another member can ask if the maker of the motion is willing to withdraw or accept a change | ** | 10 |

| | | |
|---|---|---|
| ➢ After a motion has been stated by the chair, it belongs to the meeting as whole, and the maker must request the assembly's permission to withdraw or modify their own motion | | |
| **Violations Related to Reconsider** | | |
| Proposes to make specific change in a decision instead of simply that the original question reopened | * | 5 |
| Confirmation of the member making the motion was on the prevailing side was not confirmed. | *** | 15 |
| **Violations Related to Rescind** | | |
| Motion is moved when other business is pending takes precedence over nothing, and can therefore be moved only when no other motion is pending | ** | 10 |
| Incorrect vote is taken. The voting requirements are listed below:<br>a.) Two-thirds vote when no previous notice was given<br>b.) Majority vote when notice of intent to make the motion has been given at the previous meeting within a quarterly interval or in the call of the present meeting<br>c.) A vote of a majority of the entire membership | *** | 15 |
| **Violations Related to Take from the Table** | | |
| Motion is moved when other business is pending. Take from the Table takes precedence over nothing and can therefore be moved only when no other motion is pending. | * | 5 |
| **Violations Related to Making Motions** | | |
| Chair not restating the motion as it was moved by a member | * | 5 |
| Member incorrectly stating a motion (e.g., "I motion that," using incorrect postpone, etc.) | * | 5 |
| Taking up a motion out of the order of precedence | **** | 20 |
| Member calling out "Question" from his/her seat to stop debate | *** | 15 |
| **Violations Related to Debate by Members** | | |
| Not getting recognized before debating (discussing) a motion | * | 5 |
| Not addressing debate through the chair | * | 5 |
| Addressing other members by name | * | 5 |

| | | |
|---|---|---|
| Debating against a motion they moved | ** | 10 |
| Debating a non-debatable motion | **** | 20 |
| Debate not germane | *** | 15 |
| 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) | *** | 15 |

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

# Agriculture, Food and Natural Resources Content Standards

| Measurements Assessed | Event Activities Addressing Measurements | Related Academic Standards |
|---|---|---|
| **CRP.01.01. Performance Indicator: Model personal responsibility in the workplace and community.** | | |
| CRP.01.01.01.c. Evaluate past workplace and community situations and determine how personal responsibility positively or negatively impacted outcomes. | Entire event – total team score<br>Individual<br>Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum<br>Written exam | |
| **CRP.01.02 Performance Indicator: Evaluate and consider the near-term and long-term impacts of personal and professional decisions on employers and community before taking action.** | | |
| CRP.01.02.01.b. Assess the pros and cons of personal decisions based on their anticipated impact on self and others. | Presentation | |
| CRP.01.02.02.b. Analyze the pros and cons of professional decisions based upon impact on employers and community. | Presentation | |
| **CRP.02.01. Performance Indicator: Use strategic thinking to connect and apply academic learning, knowledge and skills to solve problems in the workplace and community.** | | |
| CRP.02.01.01.b. Assess workplace problems and identify the most appropriate academic knowledge and skills to apply. | Individual<br>Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum<br>Written exam | |
| CRP.02.01.02.b. Assess community problems and identify the most appropriate academic knowledge and skills to apply. | Individual<br>Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum<br>Written exam | |

| Measurements Assessed | Event Activities Addressing Measurements | Related Academic Standards |
|---|---|---|
| **CRP.02.02. Performance Indicator: Use strategic thinking to connect and apply technical concepts to solve problems in the workplace and community.** | | |
| CRP.02.02.01.b. Assess workplace problems and distinguish the most appropriate technical concepts to apply. | Individual<br>Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum<br>Written exam | |
| CRP.02.02.02.b. Assess community problems and identify the most appropriate technical concepts to apply. | Individual<br>Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum<br>Written exam | |
| **CRP.04.01. Performance Indicator: Speak using strategies that ensure clarity, logic, purpose and professionalism in formal and informal settings.** | | |
| CRP.04.01.01.c. Evaluate other's verbal and non-verbal communications (e.g., speeches, presentations, oral reports, etc.) and propose recommendations for improvement in clarity, logic, purpose and professionalism. | Presentation | |
| CRP.04.01.02.b. Apply strategies for speaking with clarity, logic, purpose and professionalism in a variety of situations in formal and informal settings. | Presentation | |
| **CRP.04.02. Performance Indicator: Produce clear, reasoned and coherent written communication in formal and informal settings.** | | |
| CRP.04.02.01.c. Evaluate the effectiveness of different forms of written communication for achieving their intended purpose. | Individual practicum, minutes and other records<br>Team problem-solving practicum | |

| Measurements Assessed | Event Activities Addressing Measurements | Related Academic Standards |
|---|---|---|
| CRP.04.02.02.b. Apply techniques for ensuring clarity, logic and coherence to edit written communications (e.g., emails, reports, presentations, technical documents, etc.). | Individual practicum, minutes and other records<br>Team problem-solving practicum | |
| **CRP.04.03. Performance Indicator: Model active listening strategies when interacting with others in formal and informal settings** | | |
| CRP.04.03.01.b. Apply active listening strategies (e.g., be attentive, observe non-verbal cues, ask clarifying questions, etc.). | Presentation | |
| CRP.04.03.02.b. Assess active listening strategies by observing others in formal and informal settings. | Presentation | |
| CRP.04.03.02.c. Model active listening strategies in formal and informal settings. | Presentation | |
| **CRP.05.01. Performance Indicator: Assess, identify and synthesize the information and resources needed to make decisions that positively impact the workplace and community.** | | |
| CRP.05.01.01.c. Evaluate workplace and community decision-making processes and devise strategies for improvement. | Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum | |
| CRP.05.01.02.c. Evaluate workplace and community situations and recommend the information and resources needed to support good decisions. | Presentation | |
| CRP.05.01.03.c. Synthesize information and resources and apply to workplace and community situations to make positive decisions. | Presentation | |
| **CRP.06.01. Performance Indicator: Synthesize information, knowledge and experience to generate original ideas and challenge assumptions in the workplace and community.** | | |
| CRP.06.01.01.c. Evaluate workplace and community situations and devise strategies to apply original ideas. | Individual practicum, minutes and other records | |

| Measurements Assessed | Event Activities Addressing Measurements | Related Academic Standards |
|---|---|---|
| | Team problem-solving practicum | |
| CRP.06.01.02.c. Devise strategies (e.g., ask questions, brainstorm ideas, present facts and information, etc.) to challenge common assumptions in workplace and community situations. | Individual practicum, minutes and other records<br>Team problem-solving practicum | |
| **CRP.06.02. Performance Indicator: Assess a variety of workplace and community situations to identify ways to add value and improve the efficiency of processes and procedures..** | | |
| CRP.06.02.01.c. Evaluate past workplace and community situations and determine how processes and procedures impacted outcomes | Individual practicum, minutes and other records | |
| **CRP.06.03. Performance Indicator: Create and execute a plan of action to act upon new ideas and introduce innovations to workplace and community organizations.** | | |
| CRP.06.03.01.c. Design a plan of action to introduce a new idea or innovation into the workplace and community. | Presentation | |
| CRP.06.03.02.c. Evaluate and execute strategies for using stakeholder input and feedback to improve a plan of action for introducing a new idea or innovation into the workplace or community.. | Presentation | |
| **CRP.08.01. Performance Indicator: Apply reason and logic to evaluate workplace and community situations from multiple perspectives.** | | |
| CRP.08.01.01.c. Evaluate how applying critical thinking skills can impact workplace and community situations. | Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum | |
| CRP.08.01.02.c. Devise strategies to apply reason, logic and input from multiple perspectives to solve workplace and community problems. | Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum | |
| **CRP.08.02. Performance Indicator: Investigate, prioritize and select solutions to solve problems in the workplace and community.** | | |

| Measurements Assessed | Event Activities Addressing Measurements | Related Academic Standards |
|---|---|---|
| CRP.08.02.01.b. Assimilate and prioritize potential solutions to solve problems in the workplace and community. | Presentation | |
| CRP.08.02.02.c. Evaluate and select solutions with greatest potential for success to solve workplace and community problems. | Individual practicum, minutes and other records<br>Team problem-solving practicum | |
| **CRP.08.03. Performance Indicator: Establish plans to solve workplace and community problems and execute them with resiliency.** | | |
| CRP.08.03.01.b. Analyze and determine the best problem-solving model to apply to workplace and community problems. | Presentation | |
| **CRP.09.01. Performance Indicator: Model characteristics of ethical and effective leaders in the workplace and community (e.g. integrity, self-awareness, self-regulation, etc.).** | | |
| CRP.09.01.02.c. Model characteristics and actions of ethical and effective leaders in workplace and community situations (e.g., integrity, self-awareness, etc.). | Presentation | |
| **CRP.09.03. Performance Indicator: Demonstrate behaviors that contribute to a positive morale and culture in the workplace and community (e.g., positively influencing others, effectively communicating, etc.).** | | |
| CRP.09.03.01.a. Identify and summarize respectful and purposeful behaviors that contribute to positive morale and culture in workplace and community settings (e.g., positively influencing others, effectively communicating, etc.). | Presentation | |
| CRP.09.03.02.c. Model respectful and purposeful behaviors that contribute to positive morale and culture in the workplace and community (e.g., effectively communicating, recognizing accomplishments of others, etc.). | Presentation | |
| **CRP.10.02. Performance Indicator: Examine career advancement requirements (e.g., education, certification, training, etc.) and create goals for continuous growth in a chosen career.** | | |

| Measurements Assessed | Event Activities Addressing Measurements | Related Academic Standards |
|---|---|---|
| CRP.10.02.01.a. Categorize career advancement requirements for potential careers (e.g., degrees, certification, training, etc.). | Written exam | |
| **CRP.12.01. Performance Indicator: Contribute to team-oriented projects and build consensus to accomplish results using cultural global competence in the workplace and community.** | | |
| CRP.12.01.01.c. Evaluate the effectiveness of team-oriented projects at work and in the community and make recommendations for future improvements. | Presentation | |
| CRP.12.01.02.b. Apply consensus building techniques to accomplish results in team-oriented situations. | Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum | |
| **CRP.12.02. Performance Indicator: Create and implement strategies to engage team members to work toward team and organizational goals in a variety of workplace and community situations (e.g., meetings, presentations, etc.).** | | |
| CRP.12.02.01.c. Create novel strategies to engage team members based on the situation. | Entire event – total event score<br>Individual<br>Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum<br>Written exam | |
| CRP.12.02.02.b. Select strategies to engage team members and apply in a variety of situations. | Entire event – total team score<br>Individual<br>Individual practicum, minutes and other records<br>Presentation<br>Team problem-solving practicum<br>Written exam | |