

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.

Event 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.
- Team members are not required to be chapter officers.

THE EVENT WILL HAVE THREE PHASES:

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

Event Format & Procedure - DISTRICTS

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.

EQUIPMENT

Materials provided by the event committee include:

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

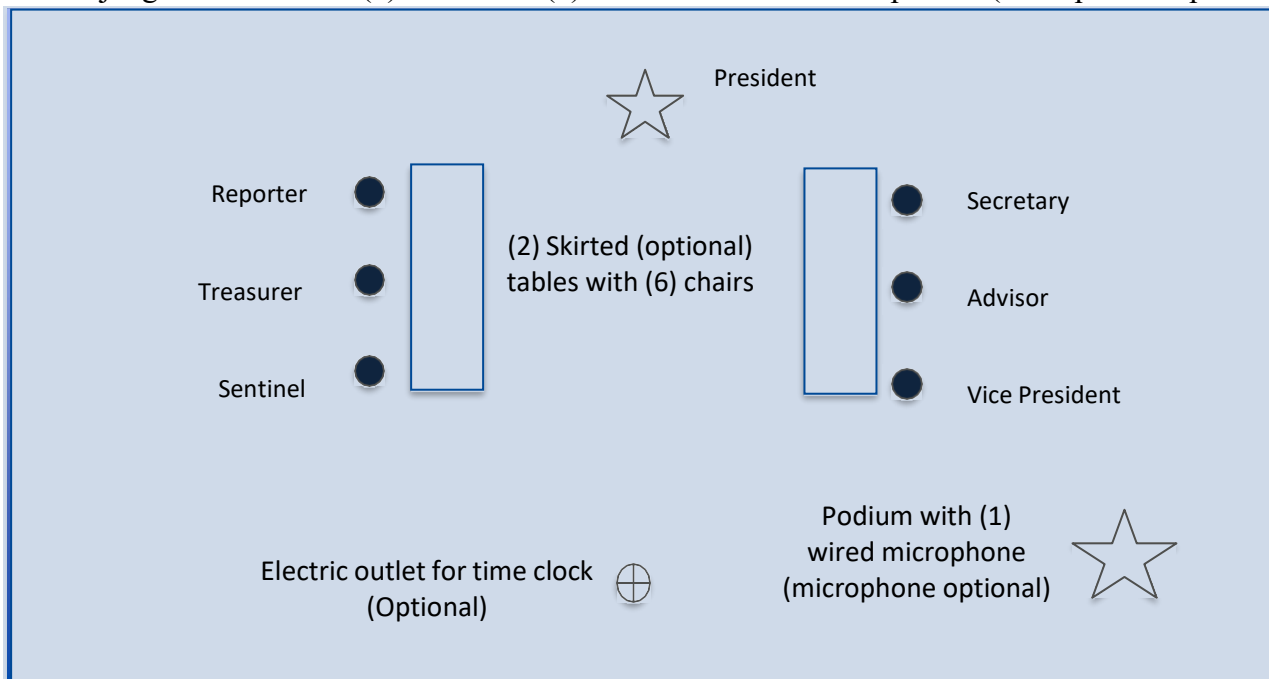
ROOM SET

Podium (President)

(2) Skirted (optional) tables with 6 chairs

(7) Wireless microphones for competitors (optional)

Event judges in front with (3) chairs and (3) wired table stand microphones (microphones optional)



Judges Table in front.
(3) chairs with (3) wired table stand microphones (optional).

WRITTEN EXAM

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 five ND State Exams, Past five National Exams, Robert's Rules of Order (newest edition)

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. ([Official FFA Manual](#))

OPENING & CLOSING CEREMONIES (15 points/member; 105 points/team)

- Voice
- Poise
- Expression

PRESENTATION — 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.
- 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. For each minute or major fraction thereof over ten minutes and 30 seconds, the team will be penalized 25 points.
 - A time clock or time card 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.

OFFICER BOOKS

For the 2021-22 FFA Calendar year as we transition team members not required to be chapter officers.

- Secretary, Treasurer, Reporter and Vice-President (Program of Activities) books shall be submitted when the chapter registers in the morning. These books shall be rated satisfactory or unsatisfactory based on the rating sheets found on ndffa.org. Officers whose books are rated unsatisfactory are not eligible for Officer of the Day designation. Officer books by the actual chapter officer must be submitted.

PRESENTATION – JUDGING

- 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.)
- 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.

Event Format & Procedure- STATE

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:

Room A

District 1 Winner
District 2 Runner-Up
District 3 Winner
District 4 Runner-Up
District 5 Winner
District 6 Runner-Up
District 7 Winner
District 8 Runner-Up

Room B

District 1 Runner-Up
District 2 Winner
District 3 Runner Up
District 4 Winner
District 5 Runner-Up
District 6 Winner
District 7 Runner-Up
District 8 Winner

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

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 \$250.00 travel stipend to the National FFA Convention from the ND FFA Foundation.

EQUIPMENT

Materials provided by the event committee include:

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

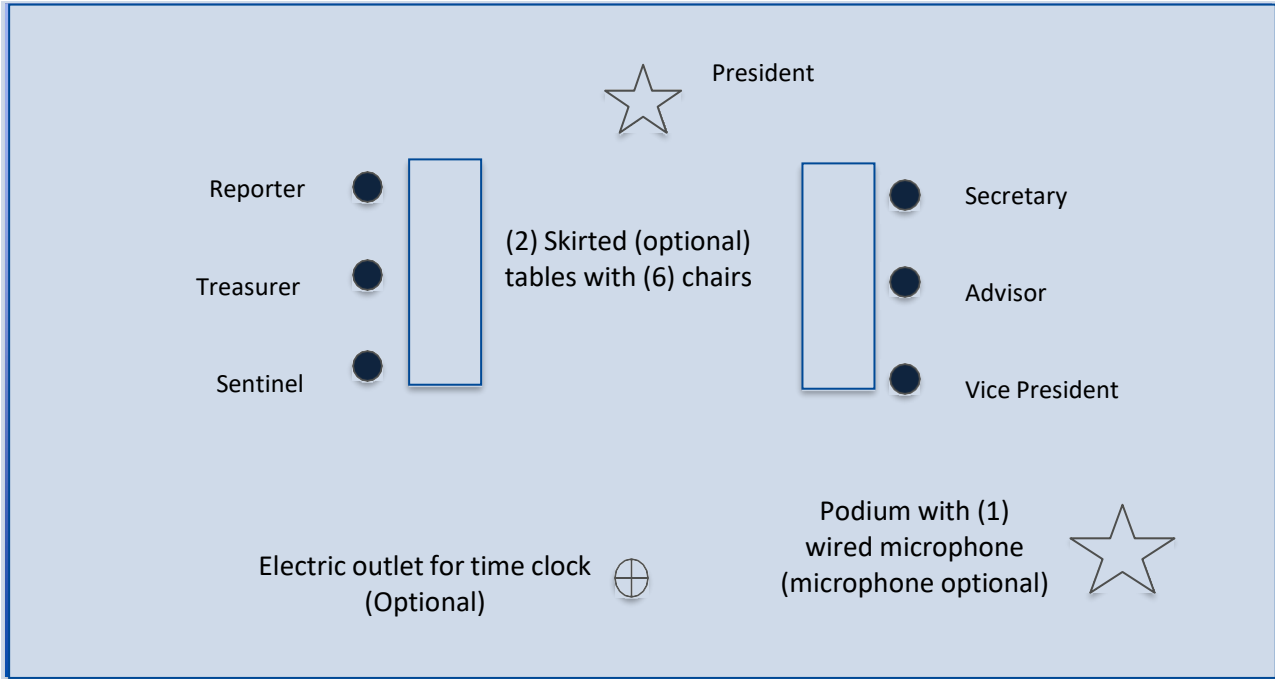
ROOM SET

Podium (President)

(2) Skirted (optional) tables with 6 chairs

(8) Wireless microphones for competitors (optional)

Event judges in front with (3) chairs and (3) wired table stand microphones (microphones optional)



Judges Table in front.
(3) chairs with (3) wired table stand microphones (optional).

WRITTEN EXAM

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 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
- Exam may will include:
 - General parliamentary procedure knowledge:
 - Permissible motions
 - Order of business
 - Officer duties and meeting room preparation
- References:
 - Past five ND State Exams, Past five National Exams, Robert's Rules of Order (newest edition)

PRESENTATION — 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
 - 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.
- A team shall be allowed ten minutes 30 seconds in which to complete their demonstration. For each minute or major fraction thereof over ten minutes and 30 seconds, the team will be penalized 25 points.
 - A time clock or time card 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.

PRESENTATION – 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.

PRESENTATION – JUDGING

- The advisors of the state qualifying teams shall be used to evaluate the state event. 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. An advisor will not score his/her own team and the team immediately after their team’s presentation. If their team is last in order of appearance, they will not judge the first team in order of appearance.
- 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)
- 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.
- 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.

Scoring Guidelines

GUIDELINES FOR SCORING DISCUSSION (60-POINTS PER MEMBER)

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. 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 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 an extension of debate is passed.

Characteristics of effective debate

1. Characteristics of effective debate include the member's ability to state his or her position, provide reason(s) supporting his or her position and tell or encourage the delegation how to vote. The delivery of the debate will include:
 2. Completeness of thought.
 3. Logical reasoning.
 4. Clear statement of speaker's position.
 5. Conviction of delivery.
 6. Concise and effective statement of debate.

GOOD DEBATE

A good debate would be characterized by a presentation that includes the components of a good debate as well as the quality of delivery in which the debate is delivered. Those components are.

- States position.
- Provides more than one reason supporting the position.
- Tells delegation how to vote.

AVERAGE DEBATE

An average debate would be characterized by a presentation that includes only one supporting reason or lacks in the quality of delivery. However, the following basic components of a debate will still be included:

- States position.
- Provides one reason supporting the position.
- Tells delegation how to vote.

POOR DEBATE

A poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning and substance as well as the omission of one or more components of an effective debate.

Suggested grading scale for debates:

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

GUIDELINES FOR SCORING THE CHAIR (80-POINTS)

The chair is evaluated by his or her ability to preside and his or her leadership.

Ability to preside (65-points)

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.

When announcing the results of the voting on motions, there are generally four points of information that need to be mentioned by the chair. The four points are:

1. Which side has the most votes
2. Declaration of if the motion is adopted or lost
3. A statement indicating the effect of the vote or ordering its execution
4. When appropriate, an announcement of the next business item or stating the question on the next motion that will be voted on

* Not completing all steps in the announcement of a vote is -15 pt. deduction.

A suggested grading scale is as follows:

- Excellent: 51–60 points.
- Good: 26–50 points.
- Poor: 0–25 points.

Leadership (15-points)

Leadership is stage presence, poise, self-confidence, politeness, and voice. Tactful, sensitive, firm, understanding, good voice, and proper pace

A suggested grading scale is as follows:

- Excellent: 1–15 points.
- Good: 6–10 points.
- Poor: 0–5 points.

GUIDELINES FOR SCORING TEAM EFFECT (150-POINTS)

Conclusions reached by the team: The main motion was well analyzed, which may include answering who, what, when, where, why and how. (50-POINTS)

Team use of debate: The degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition. (50-POINTS)

Team presence: This includes voice, poise, expression, grammar, gestures, and professionalism (50-POINTS)

DEDUCTIONS FOR OVERTIME

Under 10 minutes 30 seconds	0-point deduction
10 minutes 31 seconds to 11 minutes	25-point deduction
11 minutes 1 second to 11 minutes 30 seconds	50-point deduction
11 minutes 31 seconds to 12 minutes	75-point deduction
12 minutes 1 second to 12 minutes 31 seconds	100-point deduction

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
Violations Related to Using A Motion Improperly		
Postpone Indefinitely (when qualified. e.g., a time is given)	****	15
Parliamentary Inquiry (when used to ask another member a question)	***	15
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	***	15
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
Taking a voice vote on a motion that requires a two-thirds vote	**	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 Amendments		
Adding words to middle (instead of 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 is not germane	**	10
Amending a non-amendable motion	****	20
Making a third-degree (tertiary) amendment	****	20
Violations Related to 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
Chair restating motion before it receives a second	**	10
Taking up a motion out of the order of precedence	****	20
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.)	****	20
Member calling out “Question” from his/her seat to stop debate	***	15
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	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 more than two times on a single motion	**	10
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*

References

This list of references is not intended to be all-inclusive. Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

EXAM

- The most recent edition of Robert’s Rules of Order Newly Revised
- Past five ND State Exams
- Past five National Exams

PRESENTATION

- The most recent edition of Robert’s Rules of Order Newly Revised
- 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
- 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

Medals worn on jacket must be beneath the name on the right side with the exception that a single State FFA Degree charm or American FFA Degree Key should be worn above the name or on a standard key chain.

No more than three medals should be worn on the jacket – these should represent:

*Highest degree earned

*Highest office held

*Highest award earned

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. Secret Ballot – is used when secrecy of the members' votes is desired. A vote by secret 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 the Meeting

- President: “The meeting will come to order. We are now holding a meeting of the ___ FFA Chapter. Mr./Madam Vice President, are all officers at their stations?”
- Vice President: (rising and facing the president) “I shall call the roll of officers, determine if they are at their stations and report back to you, Mr./Madam President.”
- “The Sentinel”
- Sentinel: “Stationed by the door.”
- Vice President: “Your duties there?”
- Sentinel: “Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the President in maintaining order.”
- Vice President: “The Reporter”
- Reporter: “The Reporter is stationed by the flag.”
- Vice President: “Why by the flag?”
- Reporter: “As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to Virgin Islands and from the state of Maine to Hawaii.”
- Vice President: “The Treasurer”
- Treasurer: “Stationed at the emblem of Washington”
- Vice President: “Your duties there?”
- Treasurer: “I keep a record of receipts and disbursements just as Washington kept his farm accounts carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent.”
- Vice President: “The Secretary”
- Secretary: “Stationed by the ear of corn.”
- Vice President: “Your duties there?”
- Secretary: “I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet.”

Vice President: “The Advisor”

Advisor: “Here by the owl.”

Vice President: “Why stationed by the owl?”

Advisor: “The owl is a time-honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom.”

“Mr./Madam Vice President, why do you keep a plow at your station?”

Vice President: “The plow is a symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our President, whose place is beneath the rising sun.”

Advisor: “Why is the President so stationed?”

Vice President: “The rising sun is a token of a new era in agriculture. If we will follow the leadership of our President, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation.

Mr./Madam President, all officers are at their stations.”

President: (rises and faces the Vice President) “Thank you Mr./Madam Vice President.” (All take seats at the tap of gavel.) “The Secretary will call the roll of members.”

Secretary: “There are ____ members and guests present, Mr./Madam President.”

President: “Thank you. FFA members, why are we here?” (all members stand at three taps of the gavel)

All members in unison:

“To practice brotherhood, honor agricultural opportunities and responsibilities, and develop those qualities of leadership which an FFA member should possess.” (all members are seated at 1 tap of the gavel)

President: “May we accomplish our purposes. I now declare this meeting of the _____ FFA duly opened for the transaction of business or attention to any matters which may be properly presented.”

Closing the Meeting

President: “Mr./Madam Secretary, do you have a record of any further business which should be transacted?”

Secretary: (rises, replies, and is seated) “I have none Mr./Madam President.”

President: “Does any member know of any new or unfinished business which should properly come before this meeting?” (If no answer proceed as follows)

“We are about to adjourn this meeting of the FFA . As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone and above all honest and fair in the game of life. Fellow members and guests, join me in a salute to our flag.” (3 taps of the gavel and all members rise)

All in unison: “I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

President: “I now declare this meeting adjourned.” (Tap gavel once to adjourn the meeting)

USES OF THE GAVEL

- 1 Tap – Sit down, adjourn or after the announcement of a vote or a ruling made by the chairperson
- 2 Taps – Call the meeting to order
- 3 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.”

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”.

Rules for the Permissible Motions

Privileged Motion Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
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(l)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes(l)	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)	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
Other Motions That Bring a Question Again Before the Assembly					
Reconsider (4)	Yes	Yes(l)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3, or majority of membership (3)	Neg. Only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion.

(2) Rules of Order 2/3 vote, standing rules---majority vote.

(3) Refer to Robert's Rules of Order Newly Revised, 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.

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

NOTE:

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

“I move to lay the motion 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:

Limit Debate

Rescind (The motion related to hosting a chapter lock-in adopted at the previous meeting)

Withdraw

Division of the Assembly

Main Motion

To Be Demonstrated By:

Vice President

Secretary

Treasurer

Reporter

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:

Refer to a special committee

Division of a Question

Recess

Adjourn

Take from the table and pass (the main motion listed above)

To Be Demonstrated By:

Vice President

Secretary

Treasurer

Reporter

Sentinel



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 & Official Dress 15 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		Points	Team Presence - 50 pts		
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: -25 pts. for every 30 seconds 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.								

Appendix A: AFNR Career Cluster Content Standards-
Parliamentary Procedures

	Performance Measurement Levels	Event Activities Addressing Measurements	Related Academic Standards
CS.01.01. Performance Indicator: Action: Exhibit the skills and competencies needed to achieve a desired result.			Social Studies: 4d and 4h
	CS.01.01.01.c. Work independently and in group settings to accomplish a task.	presentation	
	CS.01.01.03.c Implement an effective project	presentation	
	CS.01.01.04.b. Use appropriate and reliable resources to complete an action	exam, problem solving	
	CS.01.01.05.a. Assess the physical, financial and professional risks associated with a	presentation	
	CS.01.01.06.b. Assign project parts equitably amongst team members to achieve	presentation, problem solving	
CS.01.02. Performance Indicator: Relationships: Build a constituency through listening, coaching, understanding and appreciating others.			Language Arts: 12 Social Studies: 4h
	CS.01.02.01.c. Demonstrate human relation skills including compassion, empathy, unselfishness, trustworthiness, reliability and being friendly to co-workers.	presentation	
	CS.01.02.02.c. Engage others in conversations to respond to an obstacle when completing a	presentation	
	CS.01.02.04.b. Establish team ground rules for expected individual behaviors on the	presentation	
CS.01.03. Performance Indicator: Vision: Establish a clear image of what the future should look like.			Social Studies: 4a, 4d and 4h
	CS.01.03.02.c. Create a plan of action to complete a task based on a conceptualized idea.	presentation	
	CS.01.03.05.c. Lead a meeting or activity that engages all participants in the process.	presentation	
CS.01.04. Performance Indicator: Character: Conduct professional and personal activities based on virtues.			Social Studies: 4c and 4f
	CS.01.04.03.b. Assess the alternative outcome of specific actions.	presentation	
	CS.01.04.04.c. Demonstrate respect for others.	presentation	
	CS.01.04.05.a. Practice self-discipline.	presentation	
	CS.01.04.06.a. Describe the benefits of serving others.	presentation	

CS.01.05. Performance Indicator: Awareness: Desire purposeful understanding related to professional and personal activities.		Language Arts: 1 Social Studies: 1e, 4e, 10b and 10j
	CS.01.05.01.c. Articulate current issues that are important to the local, state, national and global communities.	presentation
	CS.01.05.02.c. Perform leadership tasks associated with citizenship.	presentation
CS.01.06. Performance Indicator: Continuous Improvement: Pursue learning and growth opportunities related to professional and personal aspirations.		Science: A4 Language Arts: 8 Social Studies: 4h
	CS.01.06.03.c. Use problem solving strategies to solve a professional or personal issue.	presentation, problem solving
CS.02.02. Performance Indicator: Social Growth: Interact with others in a manner that respects the differences of a diverse and changing society.		Language Arts: 12 Social Studies: 1e
	CS.02.02.02.a. Demonstrate proper conduct and appearances for various settings.	presentation
	CS.02.02.03.b. Exhibit the behaviors needed for developing and maintaining a professional relationship.	presentation
CS.02.03. Performance Indicator: Professional Growth: Develop awareness and apply skills necessary for achieving career success.		Language Arts: 12 Social Studies: 4a
	CS.02.03.03.c. Demonstrate employability skills for a specific career.	presentation, exam
CS.02.04. Performance Indicator: Mental Growth: Demonstrate the effective application of reasoning, thinking and coping skills.		Math: 6C Science: A4 Language Arts: 4 and 8
	CS.02.04.01.c. Demonstrate critical and creative thinking skills while completing a task.	presentation, problem solving
	CS.02.04.02.c. Implement effective problem solving strategies.	problem solving
	CS.02.04.03.c. Demonstrate the skills needed to negotiate with others.	presentation
CS.02.05. Performance Indicator: Emotional Growth: Demonstrate healthy responses to one's feelings.		Social Studies: 4a
	CS.02.05.03.c. Exhibit self-confidence while in the workplace.	presentation, questions
CS.02.06. Performance Indicator: Spiritual Growth: Reflect inner strength to allow one to define personal beliefs, values, principles and sense of balance.		Social Studies: 4c and 4f
	CS.02.06.02.c. Demonstrate respect and sensitivity to others' beliefs.	presentation

CS.03.01. Performance Indicator: Communication: Demonstrate oral, written and verbal skills.		Language Arts: 4, 5 and 12
	CS.03.01.01.c. Demonstrate technical and business writing skills to communicate effectively with	minutes, problem solving
CS.03.02. Performance Indicator: Decision Making –Analyze situations and execute an appropriate course of action.		Science: A1 and A5 Social Studies: 1c and 4h
	CS.03.02.01.c. Make decisions for a given situation by applying the decision-making process.	presentation, problem solving
	CS.03.02.02.c. Use problem-solving skills.	problem solving
	CS.03.02.03.b. Practice ethical behaviors.	presentation
CS.03.03. Performance Indicator: Flexibility / Adaptability: Describe traits that enable one to be capable and willing to accept change.		Science: A2, A6 and E2 Language Arts: 7 Social Studies: 8a
	CS.03.03.02.a. Select the appropriate process to initiate effective change for a given situation.	presentation, problem solving
	CS.03.03.03.c. Respond to feedback to improve a situation, skill or performance.	questions

Appendix B: Related Academic Standards- Parliamentary Procedures

National academic standards for mathematics, science, English language arts and social studies related to this event are reported below. The statements are based on information in reports of the respective associations/organizations in the academic areas. Some adjustment of numbering was done to facilitate the process of alignment with the standards that have been developed in the pathways of the Agriculture, Food and Natural Resources (AFNR) Career Cluster.

The approach was to determine the presence of alignment between the content standards, expectations, or thematic strands of the four academic areas and the performance indicators of the AFNR Standards. Supporting statements have been included to clarify content of the respective content standards, expectations, or thematic strands. The statements were initially developed independently by the respective organizations and, therefore, are not parallel in wording and presentation. Occasionally minor editing was done to adjust the background or stem of a statement but not the statement itself.

Mathematics

6. Standard and Expectations: Problem Solving

6C. Apply and adapt a variety of appropriate strategies to solve problems.

Science

A. Content Standard: Science as an Inquiry

A1. Identify questions and concepts that guide scientific investigation.

A2. Design and conduct scientific investigations.

A4. Formulate and revise scientific explanations and models using logic and evidence.

A5. Recognize and analyze alternative explanations and models.

A6. Communicate and defend a scientific argument.

E. Content Standard: Science and Technology

E2. Understanding about science and technology.

English Language Arts

1. Students read a wide range of print and non-print texts to build an understanding of texts, of themselves and of the cultures of the United States and the world; to acquire new information; to respond to the needs and demands of society and the workplace and for personal fulfillment. Among these texts are fiction and nonfiction, classic and contemporary works.

4. Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.

5. Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes.

7. Students conduct research on issues and interests by generating ideas and questions, and by posing problems. They gather, evaluate and synthesize data from a variety of sources (e.g., print and non-print texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience.

8. Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge.