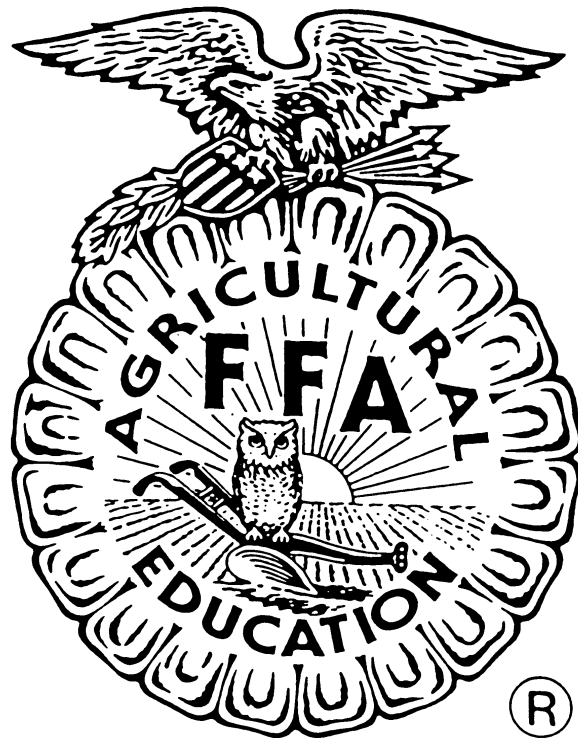


***PARLIAMETARY PROCEDURE  
LEADERSHIP DEVELOPMENT  
EVENT***

***RULES AND REGULATIONS***

***TEAM COMPETITION***



***ALABAMA FFA ASSOCIATION***

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>Purpose .....</b>                             | <b>2</b>  |
| <b>Eligibility &amp; Regulations .....</b>       | <b>2</b>  |
| <b>State Awards .....</b>                        | <b>2</b>  |
| <b>Sponsors .....</b>                            | <b>2</b>  |
| <b>State Events .....</b>                        | <b>2</b>  |
| <b>Event Format</b>                              |           |
| <b>Written Test .....</b>                        | <b>3</b>  |
| <b>Presentation .....</b>                        | <b>3</b>  |
| <b>Scoring .....</b>                             | <b>7</b>  |
| <b>Tiebreakers.....</b>                          | <b>8</b>  |
| <b>References .....</b>                          | <b>8</b>  |
| <b>Chart of Permissible Motions .....</b>        | <b>9</b>  |
| <b>Scoring Summary Chart .....</b>               | <b>10</b> |
| <b>Written Examination Tabulation Sheet.....</b> | <b>11</b> |
| <b>Team Score Sheet.....</b>                     | <b>12</b> |
| <b>Judges Ranking Calculations Sheet .....</b>   | <b>13</b> |

Alabama State Department of Education, Dr. Eric G. Mackey, State Superintendent of Education

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**Revised September 2018**  
**Parliamentary Procedure CDE**

# PARLIAMENTARY PROCEDURE LEADERSHIP DEVELOPMENT EVENT

## PURPOSE

To encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership, research, and problem solving skills.

## ELIGIBILITY AND REGULATIONS

For specific eligibility rules and regulations, refer to the Contests and Awards Booklet.

1. The teams competing in this event will be composed of a maximum of six members.
2. **FFA official dress is required for this event. A 10-point deduction per violation, up to 50 points per team, could be incurred. An example of a violation would be the omission of a tie or scarf, failure to zip FFA jacket, inappropriate hosiery, etc. Refer to the Official FFA Manual for official dress guidelines.**
3. The advisor will not consult with the team after beginning the event.
4. Any individual participant in possession of an electronic device in the event area will be disqualified.
5. Only participants will be allowed in the holding room during the event.
6. Competitors must enter their name on the scorecard or they will receive a score of zero. Judges will not attempt to figure out who the card belongs to.
7. If a cell phone is seen or heard in the possession of a competitor, that individual student will be disqualified from competition and receive a score of zero.

**This will be a state only event to be held during the Alabama FFA Convention.**

## STATE AWARDS/SPONSOR(S):

Refer to Alabama FFA Contests and Awards Booklet at [http://www.alabamaffa.org/forms\\_applications.htm](http://www.alabamaffa.org/forms_applications.htm)

## **STATE EVENT**

The event will have three phases: written examination, a team presentation of parliamentary procedure, and oral questions following the presentation.

## **EVENT FORMAT**

### **WRITTEN TEST (150 POINTS)**

A written test will consist of twenty-five (25) objective-type multiple choice questions covering basic parliamentary law and information pertaining to minutes. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 150 points. The average score of the six-team members will be used to compute the total team score. Team member scores and team average will be recorded on the Written Examination Tabulation Sheet. The teams average test score will then be transferred to the Team Score Sheet.

### **PRESENTATION (675 POINTS)**

Teams will draw for order of appearance.

#### **Item of Business**

Each team will address a local chapter item of business, which would normally be a part of a chapter's Program of Activities (e.g., Food for America, Project PALS, WEA, fundraisers, recreation, etc.) Consult the Official FFA Manual and Student Handbook for specific activities. The motion will be specific and must be moved as an original main motion as it is written on the card.

#### **Event Card**

The event officials will select two subsidiary, two incidental and one privileged or a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card and one will be randomly assigned to each team member. All teams in each section will be assigned the same motions. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). Members may not confer during the one-minute time period or during the demonstration.

## **SAMPLE CARD**

Main Motion:  
I move that our chapter sell citrus as a fundraiser.

Required Motions:  
Lay on the Table  
Amend  
Suspend the Rules  
Appeal  
Reconsider

### **Opening the Demonstration**

The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The Chair should tap the gavel once to signify the end of the previous item of business then start the presentation by saying, "Is there any new business that should be presented at this time? Deductions will be given (up to 20 points) if the exact statement is not given by the chair.

### **Original Main Motion**

The event official will assign the main motion on an index card. This is to be the first item of business presented. All teams in each section will use the same main motion. This original main motion must be the first motion presented, unless orders of the day, take from the table, reconsider or rescind are required.

### **Individual Member Recognition**

A member may speak in debate on the main motion and conclude by offering a secondary motion. Judges will award points accordingly for both the debate and the secondary motion.

### **Alternative Main Motion**

An alternate main motion not pertaining to the assigned main motion may be used to facilitate the correct demonstration of the motions:, "Call for the orders of the day", should that privileged motion be designated as one to be demonstrated by the officials in charge. If an alternative main motion is used, the member will NOT be given credit for an additional motion.

### **Take from the Table**

If the officials in charge designate Take from the Table as a motion to be demonstrated, you should assume that you would take from the table a motion that was laid on the table earlier in the present meeting. Example: "I move to take from the table the motion to hold an FFA hayride." The original main motion, assigned on the card, cannot be taken from the table. The motion should not be used unless it is a required motion.

### **Reconsider**

If the officials in charge designate Reconsider as a motion to be demonstrated, you should assume that you would reconsider a motion you did earlier in the present meeting. Example: "I move to reconsider the motion passed earlier to hold an FFA hayride." This motion should not be used unless it is a required motion. Unrealistic or canned debate on the motion to reconsider may be penalized at the judges discretion.

### **Rescind**

If the officials in charge designate Rescind as a motion to be demonstrated, you should assume that you would rescind a motion adopted at the last meeting. Example: "I move to rescind the motion that was adopted at our last meeting to hold an FFA hayride." This motion should not be used unless it is a required motion. Unrealistic or canned debate on rescind may be penalized at the judges discretion.

### **Call for the Orders of the Day**

If the event officials designate Call for the Orders of the Day as a motion to be demonstrated, you are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.

### **Number of Motions**

There shall be no limitation to the number of subsidiary, incidental, privileged motions or a motion that brings a question again before the assembly demonstrated by the team. However, the team must demonstrate two subsidiary, two incidental and one privileged or a motion which brings a question again before the assembly designated by the officials in charge. The team may use more than one original main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.

### **Using a Motion Twice**

A member's required motion will not be counted as an additional motion for another member. The person who makes the assigned original main motion will be given credit for an additional motion (20pts). If an alternative main motion is used, the member will NOT be given credit for an additional motion.

### **Debate (60 points per individual 15 points x 4 debates)**

The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated, even the subsidiary motion to extend the limits of debate has been passed.

Main motion debates must be on the assigned, original main motion or they will not be given a score. Additional main motions should only be used when needed to “setup” a member to make their assigned privileged, subsidiary, incidental, or motion that brings a motion again before the assembly.

### **Time Limit**

A team shall be allowed 11 minutes in which to demonstrate knowledge of parliamentary law. A deduction of 2 points/second for every second over 11 minutes will be assessed. Example: 11:05 = 10 point deduction. A timekeeper will furnish the time used by each team at the close of the event. A visible clock will be in view for each member to observe the time in the presentation.

### **Oral Questions (125 points)**

#### **Individual Questions (95 points)**

The team members (not including the chair) will be asked a planned question, which may include 1-3 parts, relating to their assigned motion (5 team members x 15 [points] = 75 points). No one may step forward to help another member answer their individual question. The Chair will be asked a question (1 x 20 [points] = 20 points) relating to presiding, debate, assigning the floor or other general parliamentary procedures.

#### **General Questions (30 points)**

The judges may ask a maximum of six general questions to clarify the team’s demonstration (10 points per judge). Questions may be directed to the team or an individual member. Team members may volunteer to answer the question for the team or to help another member. Two minutes will be allowed for general questions.

## SCORING DISCUSSION

1. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score debate in an unbiased manner. All debate should be scored at the time it is delivered.
3. Characteristics of effective debate include a) completeness of thought, b) logical reasoning, c) clear statement of speaker's position, d) conviction of delivery, and e) concise and effective statement of debate.
4. A suggested grading scale is as follows:  
  
Excellent..... 13-15 points  
Good ..... 9-12 points  
Average..... 6-8 points  
Poor ..... 0-5 points
5. An excellent debate would be extremely unusual and would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. An example might be: "I think this is a good idea."
6. Most debate would fall in the range of 6-12 points. An example of a debate might be: "I think this is a very significant motion which should be passed for the following reasons (new, informative and logically related)". Each debate should have a logical conclusion. Good debate would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.
7. Each time a participant in the presentation discusses a motion, they may earn a score. However, an individual may never earn more than 60 points in a given presentation. Furthermore, no more than 15 points may be earned during one recognition by the chair.
8. The top four debates per member will be tabulated in the presentation score. No more than two debated per member per motion will be tabulated.



## Guidelines for Scoring the Chair

1. Ability to preside – handling of motions, keeping members informed, use of the gavel, distribution of discussion. (80 points)
2. Leadership – stage presence, poise, self-confidence, politeness and voice. (20 points)

The judges will use the Team Score Sheet to score the Presentation phase.

## CALCULATING FINAL SCORES

After all scores have been totaled by each judge individually, each judge will rank their top four teams 1-4. The team with the lowest combined rank will be the winner.

## TIEBREAKERS

Tiebreakers for teams will be 1) the total presentation score, 2) the team's average score on the written test, and 3) the total score for questions.

## REFERENCES

This list of references is not intended to be 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.

The official text will be the latest edition of *Robert's Rules of Order Newly Revised*.

Additional parliamentary procedure resources, including those formally offered in the National FFA Education Resources Catalog can now be found on-line at [www.ffanlimited.org](http://www.ffanlimited.org). Go to "The Core", the new name of education resource offerings, and look for the link to other instructional aids and materials.

Additional references may include the *FFA New Horizons* magazine, the Official FFA Manual, the FFA Student Handbook and the Official Chapter Secretary's book.

**Parliamentary Procedure CDE  
Chart of Permissible Motions**

| Motion   | Second Required | Debatable | Amendable | Vote Required                                   | Reconsider   |
|--|-----------------|-----------|-----------|---|--------------|
| <b>Privileged Motions</b>                                      |                 |           |           |   |              |
| 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           |
| <b>Subsidiary Motions</b>                                      |                 |           |           |   |              |
| 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 |
| <b>Main Motion</b>   | Yes             | Yes       | Yes       | Majority  | Yes          |
| <b>Incidental Motions</b>                                      |                 |           |           |   |              |
| 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    |
| <b>Motions That Bring A Question Again Before The Assembly</b> |                 |           |           |   |              |
| Reconsider (4)   | Yes             | Yes (1)   | No        | Majority  | No           |
| Rescind (4)  | Yes             | Yes       | Yes       | Maj. with notice, 2/3 or maj. 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 (10<sup>th</sup> edition) for rule(s)
- (4) Refer to CDE Rule on PP-3 pertaining to Original main motion

**SCORING**

**1. Written Exam. ....150**

- a. 25 multiple-choice questions x 6 pts. each = 150pts
- b. The average team score of the six team members will be used to compute the total team score.**

**2. Presentation. .... 675**

- a. Required motion = 20 pts. x 5 members = 100 pts.
- b. Additional motion = 20 pts. x 5 members = 100 pts.
- c. Debates = 300 pts.
  - i. 15 pts max per debate
  - ii. 4 debates/member included
  - iii. 5 members
- d. Chair = 100 pts.
  - i. Ability to Preside = 80 pts.
  - ii. Leadership = 20 pts.
- e. Team Effect = 75 pts
  - i. Conclusions Reached by Team = 25 pts.
  - ii. Team Use of Debate = 25 pts.
  - iii. Team Presence = 25 pts.

**3. Oral Questions. .... 125**

- a. Individual Questions = 95 pts.
  - i. 6 team members (including Chair)
  - ii. 15 pts. max per question
- b. General Questions = 30 pts.
  - i. 2 minutes allotted
  - ii. 10 pts allotted per judge (10 x 3 = 30 pts.)

**4. TOTAL POINTS .....950**

# Parliamentary Procedure Career Development Event

## Written Examination Tabulation Sheet

Chapter \_\_\_\_\_

| <b>Participant</b> | <b>Written Exam.</b><br>(150 points possible) |  |
|--------------------|---|--|
| 1.                 |   |  |
| 2.                 |   |  |
| 3.                 |   |  |
| 4.                 |   |  |
| 5.                 |   | <b>Team Total</b><br>(150 points possible) |
| 6.                 |   |  |

|  |  |
|--|--|
|  |  |
|--|--|

## FFA PARLIAMENTARY PROCEDURE CDE TEAM SCORE SHEET

Chapter \_\_\_\_\_

Revised August 2016

| Participants                | Required Motion<br>(20 pts. max/member)  | Debate- score top 4<br>(60 pts. max/member)<br>(15 pts. max/item) | Additional Motion<br>(10 pts. max/member) | Individual Questions<br>(5 questions x 15 points<br>= 75 points) | Individual Total<br>(105 pts. Max/member) |
|-----------------------------|--|---|---|--|---|
| 1                           |  |   |   |  |   |
| 2                           |  |   |   |  |   |
| 3                           |  |   |   |  |   |
| 4                           |  |   |   |  |   |
| 5                           |  |   |   |  |   |
| Chair                       | Chair's Question – (15 points maximum)   |   |   |  |   |
|                             | Ability to Preside – handling of motions, keeping members informed,<br>use of gavel, distribution of discussion (80 points maximum)  |   |   |  |   |
|                             | Leadership – stage presence, poise, self-confidence, politeness and voice<br>(20 points maximum)   |   |   |  |   |
| Team's<br>General<br>Effect | Conclusions Reached by Team – (40 points maximum)  |   |   |  |   |
|                             | Team Effect – (40 points maximum)  |   |   |  |   |
|                             | Team's voice, poise, expression and appearance – (40 points maximum)   |   |   |  |   |
| General<br>Questions        | Questions for clarification of the presentation (2 minutes allowed)<br>(45 points maximum)   |   |   |  |   |
| Written Test                | Average of the six individual test scores (150 points maximum)   |   |   |  |   |
|                             |  |   |   | <b>Subtotal</b>  |   |
| Deductions                  | Deductions for parliamentary mistakes – 5 to 20 points per mistake, omitting assigned motion – 50 points   |   |   |  |   |
|                             |  |   |   |  |   |
|                             | <b>Official Dress</b> Male Members: black slacks, white shirt, official FFA tie, black shoes, black socks, and the official jacket zipped to the top. Bow ties are not official dress.<br>Female Members: black skirt, white blouse with official FFA blue scarf, black shoes, black nylon hosiery and the official jacket zipped to the top.<br><span style="color: red;">*A 10-point deduction per violation, up to 50 points per team.</span> |   |   |  |   |
|                             |  |   |   | <b>Total Team Score</b>  |   |

**Parliamentary Procedure  
Summary Sheet**

When all teams have finished, the judges will retire and tabulate scores without any discussion. The judges' rankings of each team shall then be added, and the winner will be the team whose total score is the lowest combined ranking. This is the low point score method of selection.

The person in charge will assist by recording the final placings of each judge on the Summary Sheet to determine the winners. In case of a tie, the judges should refer back to the contest booklet for official tie breakers. Judges will be welcomed to make comments and suggestions for each team to help enhance their future attempts.

The Summary Sheet should be checked and double-checked before the winners are announced. The decision announced is final! The individual score sheets should be destroyed immediately by the judges; no one else will be allowed to see the score sheets or the summary sheet.

| <b>JUDGES RANKINGS</b>   | <b>Name of Team and Placing of Teams by the Judges (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc.)</b> |        |        |        |        |        |        |
|--|---|--------|--------|--------|--------|--------|--------|
|  | Team 1  | Team 2 | Team 3 | Team 4 | Team 5 | Team 6 | Team 7 |
| Judge 1  |   |        |        |        |        |        |        |
| Judge 2  |   |        |        |        |        |        |        |
| Judge 3  |   |        |        |        |        |        |        |
| <b>TOTAL SCORE [Judge 1+2+3] (Add up the judges' placings for each team)</b>   |   |        |        |        |        |        |        |
| <b>FINAL PLACING</b><br>[1 <sup>ST</sup> , 2 <sup>ND</sup> , 3 <sup>RD</sup> , 4 <sup>TH</sup> , ETC.]<br>[Lowest TOTAL SCORE/TEAM is 1 <sup>st</sup> Place, etc.] |   |        |        |        |        |        |        |