

***FFA CONDUCT OF CHAPTER
MEETING
LEADERSHIP DEVELOPMENT EVENT
TEAM COMPETITION***

Rules and Regulations Booklet



Alabama FFA Association

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

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CONDUCT OF CHAPTER MEETING LDE



PURPOSE

To introduce seventh, eighth and ninth grade FFA members to parliamentary procedure while learning how to conduct efficient meetings and build their communication skills.

Agriculture, Food and Natural Resources (AFNR) Cluster Skills and Career Readiness Practice Standards

Agriculture is a highly technical and ever-changing industry which everyone is dependent. We will maintain agriculture as our nation's number one industry only if we understand the importance of the different agrisciences, marketing strategies, safe food production and the need for continuous research to improve agriculture. Strong, relevant agriscience programs are one way we can maintain our nation's agricultural edge.

ELIGIBILITY AND REGULATIONS

For specific eligibility of participants, refer to the Contest and Awards Booklet.

Each participant must be a current dues paying FFA member in good standing with the local chapter, state FFA association and the National FFA Organization during the school year in which the participant qualified to participate at the national level.

Be a secondary education (grades 7-9) FFA member during the school year in which the participant qualified to participate at the State level. An outgoing freshman (9th grader) is considered eligible to compete in state and national LDE up to and including his/her first national convention following his/her freshman year.

School Eligibility: All 7th, 8th, and 9th grade Alabama FFA Members are invited/eligible to participate in the Alabama FFA Conduct of Chapter Meetings LDE. Teams shall consist of seven members. Teams that cannot field seven participants cannot participate in the District or State Events. No school may enter more than one team.

Participant Eligibility: Participants must be FFA Members at the represented school (not just the same system or in feeder schools) and must be in grades 7 - 9. Teams that field ineligible participants will be disqualified from the competition.

****Remember: Teams shall consist of seven participants. The top two placing winners in the North, Central, and South Districts will compete in the state finals.

DISCLAIMER

In the event that contests (CDE, LDE, TDE's) cannot be held in person, a virtual option may be conducted. Contest rules and guidelines are subject to change to meet the needs of a virtual experience.

AWARDS/SPONSOR(S)

**Alabama FFA Association
National FFA Foundation**

OBJECTIVES

Students will be able to:

- Demonstrate correct use of FFA opening and closing ceremonies.
- Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- Communicate and participate effectively as a team member.
- Demonstrate critical thinking and teamwork for effective decision making.

LEVELS OF COMPETITION

District Event

The District Event should be held annually at regular district eliminations.

The Advisor will be a student team member.

The District Event should have no less than four judges; one to check for missed words and act as a time keeper (this may be a teacher assisting with the event) and three to record other errors during the presentation. A timer should be used to allow a total of only 13 minutes per team.

Participants will not hear each other's Presentations.

Spectators must be seated in the demonstration room prior to the start of the demonstration. No one will enter or exit until the demonstration is complete. The event superintendent/judges reserve the right to ask anyone causing distractions to leave the demonstration room. Spectators may only video record his/her own chapter members. All other video recording is prohibited.

Presenters will be in a place separate from the room where the event is being held e.g. a holding room or holding area.

The top four teams will receive a banner for district competition, but only the top two teams will advance to the state finals.

Oral Questions will NOT be a part of the District Event

State Event

The state event will follow the same format as described for the district competition. Oral Questions will be conducted at the State Event.

EVENT RULES

Team make-up: Each team will consist of seven members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel and advisor. The member who performs the advisor role in opening ceremonies will participate as a member for the remaining time of the event.

- Team members must be enrolled in the seventh, eighth, or ninth grade at the time of qualification. (See Eligibility and Regulations section)
- Team members must be FFA members at time of qualification.
- Team members will take the written exam one time. Exam score will be used as part of the team score. Exam scores will be used to determine the top six teams (at the district level) which will continue on to the demonstration round. All seven written exam scores will count in determining the top six teams that advance to the demonstration round.
- There will be one round of demonstrations.
- Teams will compete in the demonstration round in drawn order from 1 – 6.
- Oral Questions will be asked at the State Event Only. See the Oral Questions section of the Alabama FFA LDE booklet.

EVENT FORMAT

EQUIPMENT

Materials the student needs to provide:

- Two sharpened No. 2 pencils per participant
- Gavel

Materials provided by the event committee:

- Blank note paper
- Event digital timers e.g. stopwatch, tablet timer, cell phone timer (no alarms)
- American flag

*See Diagram on page 7 for presentation room set up.

WRITTEN EXAM:

- Twenty-five questions (1 point/question; 25 points/member 175 total team points) Participants will need to write the officer position they are representing on the scantron card.

The written exam will consist of questions regarding:

- Officer Duties and Meeting Room preparation and general FFA knowledge derived from the FFA Manual (3 questions)
- Parliamentary Procedure (22 questions)
 - This may include permissible motions, and order of business questions.

PRESENTATION OPENING CEREMONIES (15 points/member 105 points/team)

- Voice
- Poise
- Expression

PRESENTATION - TEAM DEMONSTRATION

• Team members will demonstrate four of the following permissible parliamentary procedure motions plus the main motion provided: Event officials will select motions to be demonstrated. Judges will score all member debates, where only the top three debate scores per team member will impact the final score. A team may receive 15 points maximum for each debate participated in for a total of 45 points per member. If a member doesn't participate in a minimum of three debates their score will reflect the following scheme: If only one debate is participated in a maximum score of 15 points will be awarded, 2 debates maximum of up to 30 points. The chair will be scored on their ability to preside based on the rubric and rules outlined in this document. Each team will demonstrate on the same event officials selected motions.

- Privileged Motions:
 1. Raise a Question of Privilege
 2. Recess
- Subsidiary Motion:
 1. Previous Question
 2. Postpone Definitely
 3. Commit or Refer
 4. Amend
 5. Postpone Indefinitely
- Main Motion

- Incidental Motions:
 1. Parliamentary Inquiry
 2. Division of the Assembly
 3. Point of Order

PRESENTATION – CLOSING CEREMONIES

- 20 points (10 president, 5 secretary, 5 team)

PRESENTATION – OPENING AND CLOSING CEREMONIES ACCURACY

- One point deduction per error (adding, deleting and transposition of words or deviation from printed ceremonies) /team member with a maximum deduction equal to the amount available to be earned. (Official FFA Manual)

ORAL QUESTIONS (STATE ONLY)

- Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure or officer duties and responsibilities.

EVENT PROCEDURES

- The room will be pre-set with a lectern, tables, chairs, station markers and a timer prior to the event. All teams will use identical room set provided by the event committee. Actual meeting room set will be provided during team orientation meeting prior to the event. **Participants will assume the positions of their respective office and remain in those positions throughout the demonstration. (See the final page of this document for meeting set up reference.) Judges will be seated outside of the officer stations in a manner in which to view the presentation and ask oral questions.**
- All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team.
- Participants will have one minute immediately before their demonstration to read their card silently and take notes. Team members may not mark or write on the cards, must leave the card at the end of one minute, and may not confer or signal each other during the one minute time period or during the demonstration, except when seeking recognition from the chair. The official time keeper will signal when that minute is up. (This is not included in the 13 minute demonstration time)
- The student advisor will participate during the opening ceremonies for the advisor's part and then will take on the role of a member to participate in debate and may be assigned a motion and will be asked an oral question in the state event.
- Every participant will receive a card (see the sample below) with the main motion and the four required motions from the list of permissible motions. No other motions may be used. However, a point of order and parliamentary inquiry may be used if it is not listed on the motion card. Points will not be awarded if it is not on the motion card, and an appeal may not

be made on the president's ruling. Included in the four required motions, will be a minimum of one debatable subsidiary motion.

MAIN MOTION:

I move that our chapter organize a district novice parliamentary procedure competitive event.

REQUIRED MOTIONS:

Raise a Question of Privilege

Previous Question

Amend

Point of Order

Highlighted and bolded motion is your required subsidiary motion.

- Required motion (highlighted on participant's card) must be demonstrated by the officer that the motion is assigned to for points to be scored. If the assigned motion is used by another officer it must be properly renewed again if allowed by the assigned officer to score points.
 - Judges will score all member debates.
 - If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
 - Four of the six participants on the floor will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned. (The President will be assigned their own card identified with the word (PRESIDENT ONLY) on the card.
 - The demonstration including the opening and closing ceremonies will not exceed 13 minutes. (Penalties will be assessed see starting at 13:01).
 - A time clock or time card will be provided so that the team can see. The clock will start with opening ceremonies (signaled to begin by two taps of the gavel by the president) and stop when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of nine and 11 minutes.
 - **(STATE ONLY)** Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure or officer duties and responsibilities. The same set of questions will be used for each team in each flight of the event.
 - Main Motion:
 - There is no pre-determined list of main motions. Main motions are determined annually by the event superintendent or state agriculture staff and must be developed for any of the three divisions of the chapter program of activities, which includes grow leaders, build communities and strengthen agriculture.
 - Official dress is required to compete in this event.
 - The order of business will begin at the conclusion of opening ceremonies and will begin with the consideration of new business (other items normally on the order of business are not to be considered). After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion which will not be assigned to any particular officer.

- The motion to adjourn is not allowed. Closing ceremonies must be performed.
- Rubric should be used to determine the ranking of teams.
- Point of order and parliamentary inquiry may be used with no point deduction, if not listed on the motion card when used appropriately. Use of other motions not listed on the motion card have no point value and will result in a point reduction not to exceed 20 points per instance

TEAM TIEBREAKERS

1. Presentation – Team Debate Score Total (all seven participants)
2. Written Exam – Team Written Exam Score Total (all seven participants)
3. Opening Ceremony– Team Opening Ceremony Score Total (all seven participants)

NO INDIVIDUAL AWARDS WILL BE GIVEN IN THIS EVENT



NATIONAL FFA
CAREER AND LEADERSHIP
DEVELOPMENT EVENTS

Judges Rubric Worksheet

	WRITTEN TEST	OPENING CEREMONY	DEBATE	ORAL QUESTIONS	INDIVIDUAL TOTAL
President	(25)	(15)	**(45)	(10)	(95)
Vice President	(25)	(15)	(45)	(10)	(95)
Secretary	(25)	(15)	(45)	(10)	(95)
Treasurer	(25)	(15)	(45)	(10)	(95)
Reporter	(25)	(15)	(45)	(10)	(95)
Sentinel	(25)	(15)	(45)	(10)	(95)
Advisor	(25)	(15)	(45)	(10)	(95)
INDIVIDUAL TOTALS	(175)	(105)	(315)	(70)	(665)
Required Assigned Motions	(4)	(50)	(65)		(200)
Conclusions Reached		(65)	(50)		
Team Voice, Poise, Expression		(50)	(20)		
Closing Ceremony		(20)			
TEAM TOTAL					(335)
Deductions for parliamentary errors range from 5-25 points** per error depending on the severity					
Opening Ceremonies Errors -1 point deduction per missed or added word during the opening and closing ceremony – Maximum of 15 points total per officer					
Deductions for overtime The time penalty is 2 points per second over 13 minutes.					
TOTAL POINTS					(1000)



Rules for the Permissible Motions

Standard Descriptive Characteristics (see current edition of Robert's Rule of Order, Newly Revised)

MOTION NAMES, CLASS ¹ AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
CLASS: Privileged Motions (Deals with special matters of immediate or overriding importance to the business of the assembly)					
Recess (Provides a brief break)	No	Yes	No	Yes ²	Majority
Raise a Question of Privilege (Asks an urgent question regarding rights and privileges of the assembly)	Yes	No	No	No	No vote. Chair rules
CLASS: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)					
Previous Question (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table)	No	Yes	No	No	Two-thirds
Postpone Definitely (Puts off further consideration of the main motion to a later time, not beyond the next regular scheduled meeting if within a quarterly interval)	No	Yes	Yes	Yes	Majority (Two-Thirds if made a Special Order)
Commit or Refer (Refers the motion to a committee)	No	Yes	Yes	Yes	Majority
Amend (Proposes to change a motion)	No	Yes	Yes ²	Yes	Majority
Postpone Indefinitely (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
CLASS: Main Motions (Introduces new business to the assembly)					
Main Motions (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority

Rules for the Permissible Motions continued

MOTION NAMES, CLASS ¹ AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
CLASS: Incidental Motions (Related to the pending business and must be decided immediately)					
Parliamentary Inquiry (Allows a member to ask a question related to parliamentary law or the rules of the organization)	Yes	No	No	No	No vote. Chair answers
Division of the Assembly [Requires a standing (rising) vote]	Yes	No	No	No	No vote. Demand
Point of Order (Requests that the rules be enforced)	Yes	No	No	No	No vote. Chair usually rules ⁴

1. Motions that bring a question again before the assembly are not required for this event.
2. Amendable with respect to the length of the recess
3. Debatable if applied to a debatable motion
4. Assembly decides by a majority vote if the chair does not want to make a ruling.

Deductions for Parliamentary Procedure Errors

The table below shows the recommended deductions that judges will use for parliamentary procedure errors.

If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted. "Members" are the team members other than the chair.

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


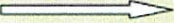

Deductions for Parliamentary Procedure Errors continued

PARLIAMENTARY PROCEDURE ERRORS	Severity of Point Deduction	Point Deduction
VIOLATIONS RELATED TO AMENDMENTS		
Adding words to middle (instead of end) of motions	*	
Striking words that result in incomplete wording for main motion	*	
Inserting "not" to make the motion a negatively worded motion	*	
Making an amendment that is not germane	**	
Amending a non-amendable motion	****	
Making a third-degree (tertiary) amendment	****	
VIOLATIONS RELATED TO MOTIONS		
Chair not restating the motion as it was moved by a member	*	
Member incorrectly stating a motion (e.g., "I motion that...", using incorrect postpone, etc.)	*	
Chair restating motion before it receives a second	**	
Taking up a motion out of the order of precedence	****	
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to Recess is made when no question is pending. It is therefore classified as an incidental main motion)	****	
Member calling out "Question" from his/her seat to stop debate	***	
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	
VIOLATIONS RELATED TO DEBATE BY MEMBERS		
Not getting recognized before debating (discussing) a motion	*	
Not addressing debate through the chair	*	
Addressing other members by name	*	
Debating more than two (2) times on a single motion	**	
Debating against a motion they moved	**	
Debating a non-debatable motion	****	
Debate not germane	***	
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	***	

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

Chapter Name: _____

Chapter #: _____

NATIONAL FFA CONDUCT OF CHAPTER MEETINGS LEADERSHIP DEVELOPMENT EVENT	PRESIDENT	SENTINEL (L1)	TREASURER (L2)	REPORTER (L3)	VICE PRESIDENT (R1)	ADVISOR (R2)	SECRETARY (R3)
OPENING ceremonies (15 pts each)							
DEBATE – top 3 debates scores, President scored on ability to preside (45 pts each member max)							
ORAL QUESTIONS – (10 pts each) <small>Omit for District contest (State Only)</small>							
SUB TOTAL – (490 possible pts) (add horizontally) 							
REQUIRED MOTIONS (50 pts each, 200 pts total) (include comments if needed) 	Motion/Officer:	Motion/Officer:		Motion/Officer:		Motion/Officer:	
CONCLUSIONS reached by team (65 pts possible)	<i>Main motion <u>was thoroughly analyzed</u>. Conclusions reached were consistent with debate on the motion, as was voting.</i>						
TEAM voice, poise and expression (50 pts possible)	<i>Members spoke clearly with appropriate pitch, pace, enunciation and grammar. They showed confidence through professional demeanor, eye contact, etc. They spoke with conviction with appropriate emphasis and body language.</i>						
CLOSING CEREMONIES (20 pts possible)							
DEDUCTIONS (refer to guide, list deductions in this space) 	<i>Parliamentary errors 5-25 pts, opening & closing ceremonies errors 1 pts per missed or added word, time penalty 2 pts per second over 13 minutes</i>						
TEST SCORES 7@ 25 pts each							
TEAM TOTAL							

CONDUCT OF CHAPTER MEETING
LEADERSHIP DEVELOPMENT EVENT

<u>Chapter</u>						
JUDGE 1 TOTAL						
JUDGE 2 TOTAL						
JUDGE 3 TOTAL						
<u>JUDGES COMBINED SCORE</u>						
<u>TEAM RANK</u>						

Conduct of Chapter Meeting Leadership Development Event

Official Placing

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____ (Places after 6th are decided by written test score only)
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____

Conduct of Chapter Meeting Leadership Development Event

Timekeeper's Record Sheet

Chapter	Time of Speech	Penalty Points*
_____	Minutes Seconds	
_____	Minutes Seconds	
_____	Minutes Seconds	
_____	Minutes Seconds	
_____	Minutes Seconds	
_____	Minutes Seconds	
_____	Minutes Seconds	
_____	Minutes Seconds	

*Penalty Points: 2 points per second over 13 minutes.

Official FFA Opening and Closing Ceremonies Script

Opening the Meeting *(All take seats at one tap of the gavel. Two taps of gavel begins meeting.)*

President: "The meeting room will come to order. We are now holding a meeting of the _____ FFA Chapter. Mr./Mdm. 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./Mdm. President."

Vice 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 the 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 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./Mdm. Vice President, why do you keep a plow at your station?"

Vice President: "The plow is the 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 the 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./Mdm. President, all officers are at their stations."

President: *(Rises and faces the vice president)* "Thank you, Mr./Mdm. Vice President." *(All take seats at tap of gavel.)*
"The secretary will call the roll of members."

Secretary: "There are numerous members and guests present, Mr./Mdm. President."

President: "Thank you. FFA members, why are we here." *(All members stand at 3 taps of 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 are seated at 1 tap of gavel.)*

President: "May we accomplish our purposes. I now declare this meeting of the (chapter, district, etc.) FFA (Chapter, District, etc.) duly opened for the transaction of business, or attention to any matters which may properly be presented."

(Pause)

Closing the Meeting

President: "Mr./Mdm. Secretary, do you have a record of any further business which should now be transacted?"

Secretary: *(Rises, replies and is seated.)* "I have none, Mr./Mdm. President."

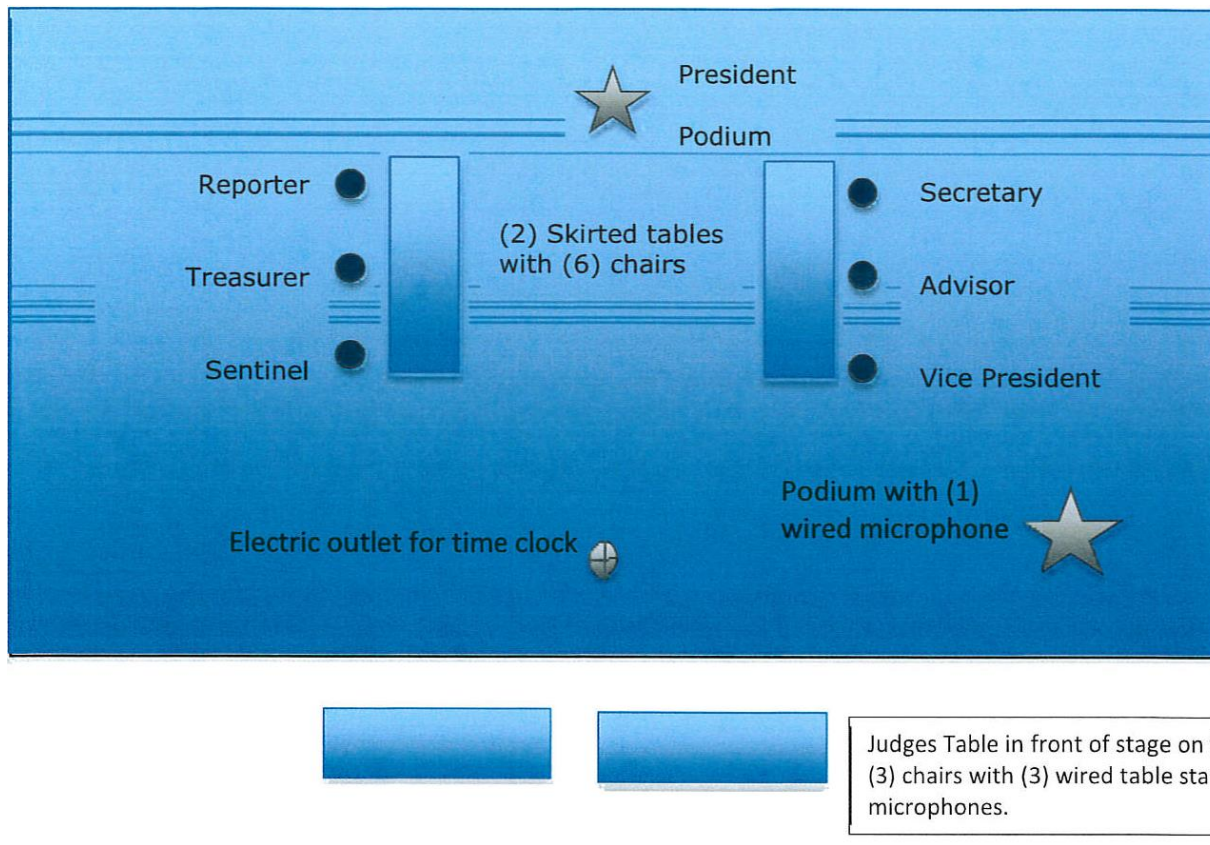
President: "Does any member know of any new or unfinished business which should properly come before this meeting?"

"We are about to adjourn this meeting of the _____ FFA Chapter. 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 guest, join me in a salute to our flag."

(Taps three times with the gavel to call all members to stand, face the flag, at the reporter's station and with their right hand over their hearts, repeat the following pledge.)

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."

"I now declare this meeting adjourned." *(One tap of the gavel)*



REFERENCES

This reference 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 reference should be used by the judges.

Most recent edition of the FFA Official Manual.

The Parliamentary Procedure Instructional Materials Center

https://parlipro.northwest.net/index.php?main_page=products_all

Dunbar's Manual of Parliamentary Procedure Test Questions 1