



Parliamentary Procedure – Middle Grades CDE

Purpose

The Middle Grades Parliamentary Procedure career development event fosters students' knowledge of parliamentary law and Robert's Rules of Order as they conduct a business meeting and gain public speaking skills.

Sponsor

The North Carolina FFA Foundation currently sponsors this event.

State Event Superintendent

The superintendent for this event is Dr. Jason Davis, State FFA Coordinator, Department of Agricultural and Extension Education, NCSU Box 7654, Raleigh, NC 27695-7654. Phone: 919.513.0216 Fax: 919.513.3201 Email: jason_davis@ncsu.edu

Eligibility

This event is open to all Middle Grades FFA chapters (6th -8th grade) and FFA members in good standing. Members winning a previous state event in this area are ineligible to compete in this area of the Middle Grades Division again.

Teams may consist of a maximum of six FFA members and one advisor. The advisor will participate only in the opening and closing ceremony. Chapters can utilize a member to serve as a student advisor during the event. This decision will be made at the discretion of the chapter advisor. Teams with student advisors may still be observed by their chapter advisor(s). The advisor's part in the opening ceremony will not be judged during the event. In the event that an advisor cannot be present, a FFA member or other adult may serve as the advisor. If a team with a FFA member serving as the chapter advisor wins the state event, the FFA member serving as advisor will still be eligible to participate in future parliamentary procedure career development events at any level. No alternates are allowed in

the state event. Any alternate found participating in a state event will result in team disqualification.

The use or possession of cellular phones, Personal Digital Assistants (PDAs) or any other mobile electronic communication device is prohibited during any state-level career development event. Any violation of this rule by any team member will result in total team disqualification.

Any member found cheating in any state-level career development event will result in total team disqualification for that event.

The North Carolina FFA Association, in keeping with the FFA mission and purposes, does not permit the use of tobacco products at any FFA facility or at any FFA activity.

At the middle grades rally, members may participate in only one career development event with the exceptions of Middle Grades Parliamentary Procedure, Middle Grades Prepared Public Speaking and Middle Grades Parliamentary Procedure.

Dress Code

Participants are required to follow the North Carolina FFA Career Development Event Dress Code. Participants in this event must wear official dress as described in the FFA manual. For male members: black slacks, white collared shirt, official FFA tie, black dress shoes, black socks, and an official FFA jacket zipped to the top. For female members: black skirt, white collared blouse, official FFA blue scarf, black dress shoes with closed heel and toe, black nylon hosiery, and an official FFA jacket zipped up to the top. (Special Note: The skirt is to be at least knee length, hemmed evenly across the bottom, with a split no longer than two inches above the knee, excluding the kick pleat.

Procedures for Administering the Event

A. Judges will select one subject and three abilities from the Subject and Abilities Sheet



- to be demonstrated prior to the event. ALL TEAMS WILL USE THE SAME SUBJECT AND ABILITIES. The sheet indicating the three abilities to be demonstrated will be placed, face up, at each of the seven stations prior to the event by the judges.
- B. All officers will take their respective stations and proceed with the opening ceremony.
 - C. The business session proper may be preceded by a brief explanation of the subject (topic) by the president. The floor is then opened for discussion.
 - D. Points will be allowed only the first time for a given ability regardless of the number of times the ability is performed by a team. Only designated abilities will be given points. Teams may perform additional abilities (beyond the three on which scoring is based) but risk loss of effectiveness of discussion and time penalty if they do so. Points for designated abilities will be based on quality of performance (can be zero to maximum allowed).
 - E. The timekeeper will be stationed in the middle of the group of officer stations and will stand for 15 seconds at the end of nine (9) minutes. This will leave three (3) minutes to complete the business and close the meeting. If the performance lasts as long as twelve (12) minutes, the timekeeper will stand at 12 minutes and remain standing until the performance is completed. The timekeeper will use a stopwatch to keep the time of the performance.
 - F. Twenty (20) points are to be deducted by each judge from the team score for each minute or major fraction thereof that the team runs over twelve (12) minutes or under nine (9) minutes.
 - G. Following the business demonstration, the meeting will be closed with the official ceremony.
 - H. The secretary will be required to keep accurate minutes to include a records of each motion made. The secretary will have a maximum of five minutes after the conclusion of the closing ceremony to complete the minutes of the meeting and then submit them to the appropriate judge. Paper and writing instruments will be provided for the secretary by the judges. It is suggested that *The How in Parliamentary Procedure*, be consulted for recommendations on the keeping of notes by the secretary and the preparation of minutes of the meeting.
 - I. Judges should complete a comment card for each team participating which outlines the team's commendations and areas on which they can improve.
 - J. The chairman of each team will draw for order of participation.
 - K. The wording of the opening and closing ceremony in the latest edition of the Official FFA Manual must be used.
 - L. The meeting room should be adequate size for the performance and shall be set up with officer stations arranged as diagrammed in the Official FFA Manual unless the arrangement of the room dictates differently.
 - M. Spectators will be permitted as space permits, but they must stay for the entire competition.
 - N. Items needed to conduct the event are:
 1. Official meeting room paraphernalia.
 2. Official FFA Manual (current edition) reference for meeting room setup, opening and closing ceremonies, and official dress.
 3. Paper and writing instruments for team secretaries.



4. Stopwatch for timekeeper.
5. Copies of topic and ability sheet for each station and scorecards for judges.
6. Note: Judges are to use raw scores only to rank the teams. Rankings will be tallied to determine the winner.

Procedure for Determining the State Event Winner When Scores are Tied

In the event of a tie, individual raw scores will be added and the high scorer will be the winner.

State Awards

The awards for the state event will be presented annually at the conclusion of the NC FFA Middle School CDE Rally to include a team 1st, 2nd and 3rd place plaque.

Bibliography

The How in Parliamentary Procedure, Kenneth L. Russell, The Interstate Printers and Publishers, Inc., Danville, Illinois.

Robert's Rules of Order, Newly Revised 1970, Scott Foresman and Company.

Official FFA Manual (latest edition)



NORTH CAROLINA FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT

Subjects

1. FFA Program of Activities
(topics could include chapter banquet, trips to FFA camp or convention, fund raising activities, chapter meetings, special projects, etc.)
2. FFA Community Service
3. FFA Chapter Public Relations

NOTES: Abilities #1 & #2 - The motions for these abilities may be obtained from the floor as simple motions, taken from the table, or the result of a successful motion to reconsider.

Ability #7 - If the motion to adjourn passes, the official closing ceremony properly begins with the President's statement: "We are about to adjourn this meeting . . ."

Abilities

1. To receive and dispose of a motion of business.
2. To receive and dispose of a motion and one amendment.
3. To call for a division of the house.
4. To rise to a point of order.
5. To receive a motion of business with or without an amendment and receive a motion to lay it on the table.
6. To receive a motion of business with or without an amendment and receive a motion to adjourn. (See note below)
7. To consider an item of business and receive a motion to refer it to committee.
8. To receive a motion to take original motion from table, secure vote and if favorable consider original motion.
9. To receive a motion to suspend the rules.
10. To receive a motion to stop discussion and vote on the question, (commonly known as The Previous Question)

FFA PARLIAMENTARY PROCEDURE SCORING SHEET

	TEAMS							
	1	2	3	4	5	6	7	8
I. Opening and Closing Ceremony - 100 Points								
II. Chairman - presides clearly, correctly, pleasantly & with ease - 100 Points								
III. General Effect - Clear, businesslike, has variety - 100 Points								
IV. Discussion - on subject, has meaning, and is balanced among members - 300 Points								
V. Secretary's Minutes – 40 Points								
GENERAL SCORE (Maximum 640)								
VI. Different abilities demonstrated								
1. To receive and dispose of a motion of business – 50 Points								
2. To receive and dispose of a motion and one amendment. – 75 points								
3. To call for a division of the house. – 50 Points								
4. To rise to a point of order. – 50 Points								
5. To receive a motion of business with or without an amendment and receive a motion to lay it on the table. – 100 Points								
6. To receive a motion of business with or without an amendment and receive a motion to adjourn. – 100 Points								
7. To consider an item of business and receive a motion to refer it to a committee. – 100 Points								
8. To receive a motion to take original motion from table, secure vote and if favorable consider original motion. – 100 Points								
9. To receive a motion to suspend the rules. – 100 Points								
10. To receive a motion to stop discussion and vote on the question. – 100 Points								
SCORE ON ABILITIES								
GENERAL SCORE (MAXIMUM POINTS ALLOWED 640)								
TOTAL SCORE								
<i>DEDUCTION FOR TIME PENALTY - See Item F under Procedures for Administering the Event</i>								
<i>OFFICIAL FFA DRESS VIOLATION DEDUCTION (10 points per contestant up to a total of 60 points)</i>								
TOTAL SCORE								
TEAM RANK								

**Parliamentary Procedure Career Development Event
Judges Comment Card**

Team number: _____ Team Name: _____

Strengths of the team: _____

Areas for improvement: _____

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Judges Comment Card**

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Strengths of the team: _____

Areas for improvement: _____

