

NC STATE UNIVERSITY

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MEMORANDUM

TO: Advisors of Parliamentary Procedure CDE Teams

FROM: Allison Jennings, Eastern Region Agricultural Education Coordinator

RE: 2021 NC FFA Parliamentary Procedure Virtual CDE

The 2021 North Carolina FFA Parliamentary Procedure Virtual CDE Exam will be held on **May 6, 2021, from 3:30 pm to 4:00 pm.**

This event is open to any chapter in the state. Each chapter may submit one team to participate in the virtual event. A maximum of six participants will be allowed to participate per team. There will only be one division for this event. There are no registration fees for this virtual career development event.

April 29, 2021 — Online Registration Deadline

Advisors must register their team by the deadline in order to participate. Late entries will not be accepted.

To register, go to: <https://ncffa.org/ncffa-more/2020-2021-virtual-events/> and click on the "Parliamentary Procedure" link in the table. Please provide complete registration information for each student.

Advisors must provide a valid email address for each individual student at the time of registration. The email address for each student is needed to administer the online event to each specific student.

Student waivers are required for virtual career development events and must be uploaded at the time of registration. One student waiver form has been created for all virtual career and leadership development events. The student waiver form is available in MS Word and PDF format on the registration website listed above. Completed student waivers should be submitted online on the Parliamentary Procedure CDE Registration page. Accepted file types for uploading include: MS Word, PDF, JPG, and PNG.

Virtual Event Format

This virtual career development has been designed for students to participate from any location. Students may participate from the comfort and safety of their own home or any other location of their choosing. Students should participate individually and should not have other students in the same room with them during the event. Proctors will be required as outlined below *for the exam portion only*. Students need access to any device that has an internet browser, an internet

connection and a working camera. The online event will be administered using Google Forms and Zoom. Please follow all local rules and regulations regarding group gatherings and school attendance.

Proctors

Adult proctors will be required for all CDEs/LDEs. Proctors cannot be agriculture teachers/FFA Advisors. Students will be required to log on to Zoom with their cameras on at the beginning of the event with their proctor in the room. Students should remain connected to Zoom with their cameras on and their audio off during the entire career development event. Once the student completes the online CDE/LDE, the proctor will be required to certify that the student did not use or receive any additional assistance from any means. This certification will be done by the proctor typing in their name and contact information in the Google Form just before the student submits their test. Once the test is submitted via Google Forms, the student may exit the Zoom call.

North Carolina FFA Honesty Pledge

Students should participate individually. All work they do should be the result of their own efforts with no assistance from anyone or any type of reference material available in any form. At the very beginning of the virtual event, all students will have to agree to abide by the North Carolina FFA Honesty Pledge before they are able to participate.

Special Accommodations

Advisors should email allison.jennings@ncsu.edu at the time of registration if any student requires any special accommodation to participate in the virtual career development event.

Parliamentary Procedure CDE Virtual Format

The Parliamentary Procedure CDE will contain two parts – the written test and the meeting presentation. Every registered student will take the online written test on May 6, 2021. The top four teams from the east regions and the top four teams from the west regions with the highest team score on the written test will be invited to participate in the meeting presentation on May 26, 2021.

Written Test

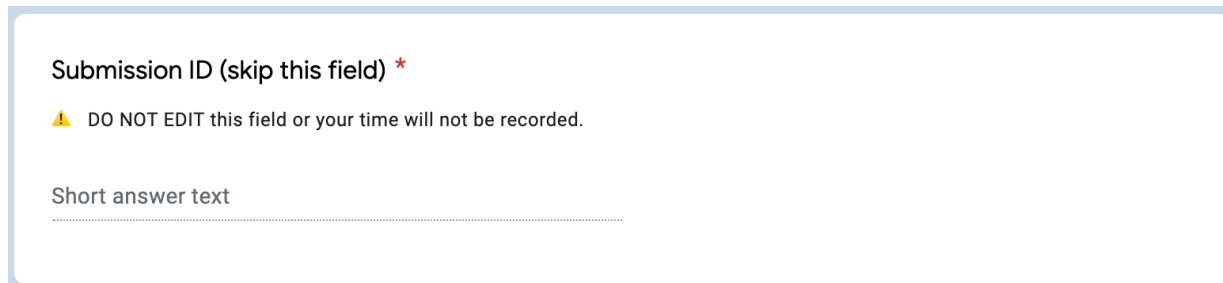
Each participant will take a 25-question multiple choice test using Google Forms. Participants will have 30 minutes to complete the written test (maximum score of 100 points). The written test will be developed using references cited in the Parliamentary Procedure Career Development Guide available online at:

https://ncffa.org/as/ncffa/i/chan/documents/Parliamentary_Procedure_LDE_2019-20.pdf

Registered students will receive an email with a link on the morning of May 6, 2021, inviting them to participate in the written test. The test will only be available from **3:30 pm to 4:00 on May 6, 2021**. The online test may only be accessed one time through the link in the email that is sent to the student.

Students will have 30 minutes to take the test. The online system has a timer bar at the top of the screen so students know exactly how much time they have remaining. **If students allow the time to expire and do not submit their test, none of their answers will be submitted and they will receive a 0.** This message is shared with the students when they begin the test; however, we ask that you please share this information with them before they begin the online test so they are prepared.

Every online test administered in Google Forms will have a section that says “Submission ID (skip this field).” There will be a unique number entered in this section with a warning to not edit the number. If the number is altered, then the time and test will not be recorded and the student will receive a 0. This section is required by the system in order to accurately submit and score each student’s test. A screenshot of this section is provided below for your information. The student should simply skip over this section as no action on their part is needed.

A screenshot of a Google Forms submission ID field. The field is titled "Submission ID (skip this field) *" and contains a warning icon and text: "⚠ DO NOT EDIT this field or your time will not be recorded." Below the warning is a "Short answer text" input field with a dotted line indicating the text area.

Meeting Presentation

Once the written test concludes and scores can be verified, the top four teams from the East and the top four teams from the West will be notified via email by the afternoon of May 10, 2021. Meeting presentations will be conducted beginning on May 26, 2021. Presentation times will be assigned to each team and will be shared with the advisor. An optional, virtual coach’s meeting will be scheduled for May 17, 2021.

1. Each team will present their meeting to the judges using Zoom conferencing technology. Each student and the advisor will be logged in to their own computer and should not be in the same room as another student on the team.
2. We will follow the format of the final round in the chapter guide and will exclude opening/closing ceremonies. The secretary will not turn in minutes at the conclusion of the meeting and points will not be awarded for minutes.
3. The teams will be given the abilities and motions for the meeting before the meeting begins. Students are encouraged to write down these abilities or have a copy of the Final Round Motion & Abilities Sheet found in the Event Guide to mark appropriately. Abilities will be assigned to specific members to complete and the entire team will know which member is responsible for demonstrating each ability. Four main motions will also be given.
4. Teams will have between 9 minutes and 12 minutes to complete their meeting.
5. The individual and general oral questions will follow the format in the Event Guide.
6. Scoring will continue to use the rubrics found in the Event Guide, excluding points for minutes.

https://ncffa.org/as/ncffa/i/chan/documents/Parliamentary_Procedure_LDE_2019-20.pdf

Final Results

Once the meeting presentations are completed and the scores are tabulated, the results of the event will be shared via the NC FFA Listserv.

If you have any questions, please contact: Allison Jennings, Eastern Region Agriculture Education Coordinator, (252) 241-3532 or allison_jennings@ncsu.edu.

