



# **John Tart Parliamentary Procedure LDE**

## **Purpose**

The purpose of the Parliamentary Procedure career development event is to encourage students to learn to participate effectively in a business meeting and to assist in the development of their leadership skills.

In this event, members demonstrate their proficiency of using correct parliamentary procedure while conducting meetings. During the event, teams discuss local, state and national FFA events and activities. This challenging event requires members to work independently and collaboratively.

## **State Event Superintendent**

The superintendent for this event is designated by the State Agriculture Education Leader and will be identified at the State FFA Convention.

Questions and comments can be directed to Mr. Jason Chester, Central Region Coordinator, 444 Bristol Dr, Statesville, NC 28677. Phone: 704.213.1335, Email: [jdcheste@ncsu.edu](mailto:jdcheste@ncsu.edu)

## **Eligibility**

This event is open to all FFA chapters and FFA members in good standing. FFA Members may not participate in a Career Development Event that leads to a state level event after July 1, following their high school graduation. Members winning a previous state event in this area or that have participated in a previous national event in this area are ineligible.

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 an 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.

Members that have participated in a previous national event or previous state winning teams in this area are ineligible.

The use of cellular phones 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, e-cigarettes, vapes, or Juuls at any FFA facility or at any FFA activity.

### *Supplemental Information*

A member of the FFA Ritual and Parliamentary Procedure Team may participate in the State FFA Prepared Public Speaking Event. An additional member of the FFA Ritual and Parliamentary Procedure Career Team may also participate in the State FFA Creed Career Development Event.

At the North Carolina FFA State Convention, participation in more than one FFA CDE event is permitted as long as events are not being held concurrently and no special provisions are required to facilitate participation with the exception that parliamentary procedure and public speaking and parliamentary procedure and Creed speaking which are held concurrently will allow dual participation and special provisions for fighting.

In compliance with the Americans with Disabilities Act, North Carolina FFA will honor requests for reasonable accommodations made by individuals with disabilities. Please direct accommodation requests through the CDE/LDE Accommodation Request [Form](#). If the accommodation can be made for all and/or doesn't provide an unfair advantage, then every effort will be made to provide the accommodation. Requests can be accommodated more effectively if notice is provided at least 10 days before the event.

## **Middle School Participation**

Middle school students and teams may participate in any Career Development Event or Leadership Development Event. The top three middle school participants will be recognized. Middle school participants should designate during registration.

## **Dress Code**

Participants are required to follow the North Carolina FFA Career Development Event Dress Code. Official dress for an FFA member includes: an official FFA jacket zipped to the top, black slacks and black socks/nylons or black skirt and black nylons, white collared blouse or white collared shirt, official FFA tie or official FFA scarf, black dress shoes with closed heel and toe.

The North Carolina FFA Association strives to promote a positive image at all Official FFA Events. The dress code policy was established to address the issue of appropriate attire at all Official FFA Events. Members should adhere to this policy for all events. A ten percent reduction will be applied to all individual scores from a chapter if a participant from that chapter violates the dress code during that career event.



## State Career Development Event Participation

The appropriate numbers of participants based on event involvement from each region are eligible to compete in the state career development event. Teams advancing to state event participation must be certified by the regional FFA advisor.

## Procedures for Administering the Event

### Part I – Federation and Regional Event Set-Up - Team Demonstration ONLY

- A. Team members will enter the demonstration room and take their respective stations. Once seated, team members have time to look at the Subject and Abilities Sheet placed at their station (see section B). Judges may offer introductory comments during this time.
- B. Judges will select one subject and five abilities from the Subject and Abilities Sheet to be demonstrated prior to the event. The subject and abilities selected will be indicated by the number for each of those respective items being circled on the Subject and Abilities Sheet. ALL TEAMS WILL USE IDENTICAL SUBJECT AND ABILITIES SHEETS WITHIN THE SAME CONTEST, OR IN THE CASE OF STATE CONVENTION, SAME FLIGHT. The sheet indicating the five abilities to be demonstrated will be placed, face down, at each of the seven stations prior to the event by the judges.
- C. Highlighting Assigned Abilities – **Each member and advisor will receive an ability sheet with the subject circled and all 5 abilities circled and the one ability they are to demonstrate highlighted.** This ability will be indicated by a neon highlighter marking the entire text for the particular ability. Each individual floor member is required to demonstrate their assigned, highlighted ability. There are five floor members; each will be assigned one separate, different ability – five floor members, five required abilities, one required ability for each floor member.
  1. The president/chair's Subject and Ability Sheet will have all 5 assigned abilities circled and none of the abilities will be highlighted.
  2. Note - ability #2 – receive a motion to amend – if this ability is required, it would only be highlighted on 1 floor members ability sheet. The member assigned this ability should not make an amendment to his/her own main motion. The amendment made by this member should be applied to a main motion made by another member.
- D. The demonstration and the keeping of time by the timekeeper (see section I) will commence when the president raps the gavel twice and the team should begin the demonstration with the official FFA opening ceremony.
- E. After the FFA opening ceremony is complete, the business session may be preceded by a brief explanation of the subject (topic) by the president. The floor is then opened for discussion.
- F. **Designated required abilities will be scored the first time they are demonstrated by the assigned team member, regardless if that same ability was performed by another,**



**non-assigned member earlier in the meeting (see also Section H). For example, Member A is assigned "To rise to a point of order." Member B rises to a point of order earlier in the meeting because a parliamentary error occurred. This ability would not be scored at this point. Later in the meeting, another parliamentary error occurs and Member A rises to a point of order. This ability would only be scored at that moment.** Teams may perform additional abilities (beyond the five on which scoring is based) but risk loss of effectiveness of discussion and time penalty if they do so. **Points for designated abilities can be zero to the maximum allowed per ability and will be based on quality of performance and correctness according to *Roberts's Rules of Order Newly Revised (RONR)* as evaluated by the judges.**

- G. 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.\*
- H. Omission of the assigned motion/ability by the assigned member on the event card will result in a 50 point deduction from overall team presentation score.
- I. The timekeeper will be stationed in the middle of the group of officer stations and will stand for 15 seconds at twelve (12) minutes. This will leave three (3) minutes to complete the business and close the meeting. If the performance lasts as long as fifteen (15) minutes, the timekeeper will stand at 15 minutes and remain standing until the performance is completed. The timekeeper will use a stopwatch to keep the time of the performance.
- J. 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 fifteen (15) minutes or under twelve (12) minutes.
- K. Following the business demonstration, the meeting will be closed with the official FFA closing ceremony.
- L. The secretary will be required to keep accurate minutes to include a record 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.
- M. 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 the five assigned abilities designated by the officials in charge to earn maximum points. Teams which demonstrate additional non-required abilities will not receive extra points for doing so. The team may use more than one original main motion as long as it pertains to the assigned subject.



- N. The motion to reconsider - the motion to reconsider should be applied to a motion adopted earlier in the current meeting. Teams should not demonstrate this by applying reconsider to a motion in a "previous" meeting.
- O. Judges should complete a comment card for each team participating which outlines the team's commendations and areas on which they can improve.
- P. Order of presentation will be predetermined using a computer generated random sequence of numbers or drawing numbers out of a "hat", witnessed by team members and advisors. Some adjustment may be made to allow dual participation in Prepared Public Speaking and/or Creed.
- Q. The wording of the opening and closing ceremony in the latest edition of the Official FFA Manual must be used.
- R. 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.
- S. Spectators ARE NOT allowed to observe the event at any level.**
- T. 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. Paper and writing instruments for team's chair to take notes and keep track of the wording of motions and the number of debates by members.**
  - 5. Stopwatch for timekeeper.
  - 6. Copies of topic and ability sheet for each station and scorecards for judges.
  - 7. Note: Judges are to use raw scores only to rank the teams. Rankings will be tallied to determine the winner.

#### Part II – State Event – Preliminary Round Set-Up - Team Demonstration

- A.** The team demonstration for the preliminary round at the state event will include all requirements as outlined in Part I above and also include the following under section U, #6:
  - Note: Judges are to use raw scores only to rank the teams. Rankings will determine which teams advance from the preliminary rounds to the final round. The top two teams in each flight will advance to the final round of the state event. At the state event, rankings for each of the preliminary flights and the final round should be included in a spreadsheet and distributed to advisors of all participating teams shortly after the conclusion of the event.



- B. At the state event, a team's score for the preliminary round will include the team demonstration and a multiple choice knowledge test. The multiple choice knowledge test is outlined in Part IV below.

### Part III – State Event – Final Round Set Up

- A. A team's score for the final round of the state event will result in three activities: Team Demonstration, Oral Questions and Multiple Choice Knowledge Test.

#### *Team Demonstration*

- B. No Opening/Closing Ceremonies – Official FFA opening and closing ceremonies will not be demonstrated by teams as part of their team demonstration in the final round of the state event.
- C. In place of official FFA opening and closing ceremonies, teams will have an Oral Questions activity.
- D. Team members will enter the demonstration room and take their respective stations. Once seated, Team member will receive an ability sheet with the assigned abilities and 4 main motions related to the same subject. The subject of these 4 main motions would relate to one of the 5 subjects on the preliminary flight subject and ability sheet. Teams would have to use as many or as few of these 4 given main motions for their final round demonstration as necessary to perform the required abilities. Teams would not have to use the motions given in a specified order. If they use all 4 given main motions, they could come up with main motions of their own, but they have to dispose of the required/given 4 main motions first. These main motions would be common, simple main motions such as: I move we have a fundraiser; I move we conduct a banquet; or I move we attend national convention.**
- E. Beginning Team Demonstration – The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The team demonstration and the keeping of time by the timekeeper will commence when the president states "Is there any new business?" or "What is the first item of business?" To signify the beginning of the demonstration, the president should state either of these exactly. This statement should occur after members have time to look at their Motions and Abilities Sheet. The president should not offer a brief explanation of the subject (topic) before or after this statement. The timekeeper must be aware that the keeping of time will commence with either of these statements and there is no opening ceremony.
- F. Team Demonstration Time Limits – Teams completing their demonstration after 9 minutes and before 12 minutes will do so without a time-limit penalty.
1. The timekeeper will be stationed in the middle of the group of officer stations and will stand for 15 seconds at 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.



2. 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. Ending Team Demonstration – The timekeeper will stop keeping time when the president raps the gavel once, at the end of the president’s statement “I now declare this meeting adjourned.” The conclusion of the demonstration must be conducted in this way. This statement could, but necessarily does not have to be made, as a result of the passing of the motion to adjourn.

*Oral Questions (100 points)*

- H. In the state event final round, an oral questions activity will be substituted in place of official FFA opening and closing ceremonies. The oral questions will have the same point value as the official FFA opening and closing ceremonies from the preliminary rounds.
- I. After the secretary has submitted the minutes, the team should rise and form a side by side line in front of the judges. There would be two parts to Oral Questions – Individual Questions and General Questions.
- J. Individual Questions (80 points) – Individual Questions – Each member on the floor (each member, excluding the chair/president) will be asked a planned question, which may include one to three parts, relating to their assigned motion/ability. No one may step forward to help another member answer their individual question. The chair/president will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures. Each floor member will be scored a maximum of 12 points for responses to questions. Chair/President will be scored at a maximum of 20 points.
- K. General Questions (20 points) – The judges will have three minutes to ask clarifying questions related to the team’s demonstration. 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. Teams will be asked to stop answering at 3 minutes and no further questions will be asked. If the vice president presides during the team’s demonstration, they could be asked similar questions as the president was during individual questions.

Part IV. State Event Set-Up – Multiple Choice Knowledge Test

- A. For those teams competing in the state event, each team participant (6) will take a 25 question Multiple-choice test prior to the first round of the state Parliamentary Procedure Career Development Event. Each question will count for one point and the sum of the total team member points is a maximum of 150 points. These scores will be added to the total team performance for both the first and final round.
- B. Questions will come from *Robert's Rules of Order, Newly Revised (RONR)*. Questions can come from any chapter or section from *RONR* except for those chapters pertaining to specific motions not included on the 15 abilities contained on the Subject and Ability Sheet used during the



performance portion of the competition. Meaning, if there is a question regarding a motion; it must be a question about one of the motions contained on the Subject and Ability Sheet.

- C. Participants will have 30 minutes to complete this portion of the event.
- D. Resources cannot be used during the test. The sum of the team members test scores will be added to the final performance score for a total team score. This score will be used to rank the teams for both the first and final round.
- E. A spreadsheet which includes Knowledge Test scores of individual team members and team's total scores should be distributed to advisors of all participating teams shortly after the conclusion of the event. Rankings for each of the preliminary flights and the final round should be included in this same spreadsheet. This spreadsheet and a copy of the knowledge test should be emailed to advisors of teams shortly after the conclusion of the event. Copies of the test and previous years test should be made available on the NCCFA website's CDE Resource page.

#### PARLIAMENTARY PROCEDURE LEADERSHIP DEVELOPMENT EVENT HANDBOOK

### **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 state FFA convention to include a team 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place plaque and a travel monetary award. The high scoring individual on the test portion on the state level will be recognized at the state FFA convention.

### **National Career Development Event Participation**

State winning teams advancing to the national career development event will be automatically registered for the national event. It is the responsibility of the FFA Chapter Advisor to complete all necessary national certification and waiver forms and return them to the state FFA Coordinator by the assigned due date.

State winning CDE teams that choose not to participate at the national level should contact the state office by Sept. 1 prior to national convention. Teams that fail to inform the state office prior to Sept 1 will be ineligible to participate in that same CDE for the next year (chapters may appeal to the State FFA Board of Directors). Teams that do not compete at the National Convention will be required to pay back the travel award.

### **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)

See Suggested Resources and References for the 2017 – 2021 NATIONAL FFA PARLIAMENTARY PROCEDURE LEADERSHIP DEVELOPMENT EVENT HANDBOOK and the end of this document.



NORTH CAROLINA PARLIAMENTARY PROCEDURE  
CAREER DEVELOPMENT EVENT

FINAL ROUND MOTIONS AND ABILITIES

Motions

Abilities

- |     |  |
|-----|--|
| 1.  | 1. To receive and dispose of a motion of business.   |
| 2.  | 2. To receive a motion to amend.   |
| 3.  | 3. To direct an appeal from the decision of the chair.   |
| 4.  | 4. To call for a division of the house.  |
| 5.  | 5. To rise to a point of order.  |
| 6.  | 6. To receive a motion of business with or without an amendment and receive a motion to lay it on the table.           |
| 7.  | 7. To receive a motion of business with or without an amendment and receive a motion to adjourn.                       |
| 8.  | 8. To consider an item of business and receive a motion to refer it to committee.                                      |
| 9.  | 9. To receive a motion to reconsider.  |
| 10. | 10. To receive a motion to take original motion from the table, secure vote and if favorable consider original motion. |
| 11. | 11. To receive a motion to suspend the rules.  |
| 12. | 12. To raise a parliamentary inquiry.  |
| 13. | 13. To receive a motion to stop discussion and vote on the question, (commonly known as The Previous Question)         |
| 14. | 14. To receive a request to withdraw a motion or amendment.  |
| 15. | 15. To receive and dispose of the motion to rescind.   |

NORTH CAROLINA FFA PARLIAMENTARY PROCEDURE  
CAREER DEVELOPMENT EVENT

Federation, Region and State Preliminary Rounds

<u>Subjects</u>	<u>Abilities</u>
1. FFA Program of Activities (topics <b>could</b> include chapter banquet, trips to FFA camp or convention, fund raising activities, chapter meetings, special projects, etc.)	1. To receive and dispose of a motion of business.
2. Supervised Agricultural Experience (SAE)	2. To receive a motion to amend.
3. FFA Community Service	3. To direct an appeal from the decision of the chair.
4. FFA Chapter Public Relations	4. To call for a division of the house.
5. FFA Leadership Development (topics <b>could</b> include attending conventions, State Leadership Conference, MEGA Conference, WLC, conducting local leadership training or conferences, etc.)	5. To rise to a point of order.
	6. To receive a motion of business with or without an amendment and receive a motion to lay it on the table.
	7. To receive a motion of business with or without an amendment and receive a motion to adjourn.
	8. To consider an item of business and receive a motion to refer it to committee.
	9. To receive a motion to reconsider.
	10. To receive a motion to take original motion from the table, secure vote and if favorable consider original motion.
	11. To receive a motion to suspend the rules.
	12. To raise a parliamentary inquiry.
	13. To receive a motion to stop discussion and vote on the question, (commonly known as The Previous Question)
	14. To receive a request to withdraw a motion or amendment.
	15. To receive and dispose of the motion to rescind.

FFA PARLIAMENTARY PROCEDURE  
**FEDERATION & REGIONAL EVENT**  
 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 (60 points per floor member)								
V. Secretary's Minutes – 40 Points								
GENERAL SCORE (Maximum 640)								
VI. Different abilities demonstrated (abilities must be demonstrated by assigned member)								
1. To receive and dispose of a motion of business – 50 Points								
2. To receive a motion to amend. – 75 points								
3. To direct an appeal from the decision of the chair. – 100 Points								
4. To call for a division of the house. – 50 Points								
5. To rise to a point of order. – 50 Points								
6. To receive a motion of business with or without an amendment and receive a motion to lay it on the table. – 100 Points								
7. To receive a motion of business with or without an amendment and receive a motion to adjourn. – 100 Points								
8. To consider an item of business and receive a motion to refer it to a committee. – 100 Points								
9. To receive a motion to reconsider. – 150 Points								
10. To receive a motion to take original motion from table, secure vote and if favorable consider original motion. – 100 Points								
11. To receive a motion to suspend the rules. – 100 Points								
12. To raise a parliamentary inquiry – 75 Points								
13. To receive a motion to stop discussion and vote on the question. – 100 points								
14. To receive a request to withdraw a motion or amendment. – 75 points								
15. To receive and dispose of the motion to rescind. – 100 points								
SCORE ON ABILITIES								
GENERAL SCORE (MAXIMUM POINTS ALLOWED 640)								
TOTAL SCORE								
<i>DEDUCTION FOR TIME PENALTY (-20 points for each fraction of a minute &lt;12 minutes or &gt;15 minutes)</i>								
<i>DEDUCTION FOR Official FFA DRESS CODE VIOLATION (10 points per contestant up to a total of 60 points)</i>								
<i>VII. DEDUCTION FOR ASSIGNED MEMBER NOT DEMONSTRATING ASSIGNED ABILITY (-50 points for each infraction)</i>								
TOTAL SCORE								
TEAM RANK								

FFA PARLIAMENTARY PROCEDURE  
**STATE EVENT – PRELIMINARY ROUNDS**  
 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 (60 points per floor member)								
V. Secretary’s Minutes – 40 Points								
GENERAL SCORE (Maximum 640)								
VI. Different abilities demonstrated (abilities must be demonstrated by assigned member)								
8. To receive and dispose of a motion of business – 50 Points								
9. To receive a motion to amend – 75 points								
10. To direct an appeal from the decision of the chair. – 100 Points								
11. To call for a division of the house. – 50 Points								
12. To rise to a point of order. – 50 Points								
13. To receive a motion of business with or without an amendment and receive a motion to lay it on the table. – 100 Points								
14. To receive a motion of business with or without an amendment and receive a motion to adjourn. – 100 Points								
8. To consider an item of business and receive a motion to refer it to a committee. – 100 Points								
9. To receive a motion to reconsider. – 150 Points								
11. To receive a motion to take original motion from table, secure vote and if favorable consider original motion. – 100 Points								
11. To receive a motion to suspend the rules. – 100 Points								
12. To raise a parliamentary inquiry – 75 Points								
13. To receive a motion to stop discussion and vote on the question. – 100 Points								
14. To receive a request to withdraw a motion or amendment. – 75 points								
15. To receive and dispose of the motion to rescind. – 100 points								
SCORE ON ABILITIES								
GENERAL SCORE (MAXIMUM POINTS ALLOWED 640)								
MULTIPLE CHOICE TEST SCORE (MAXIMUM TEAM SCORE 150 POINTS)								
TOTAL SCORE								
<i>DEDUCTION FOR TIME PENALTY (-20 points for each fraction of a minute &lt;12 minutes or &gt;15 minutes)</i>								
<i>DEDUCTION FOR Official FFA DRESS CODE VIOLATION (10 points per contestant up to a total of 60 points)</i>								
<i>VII. DEDUCTION FOR ASSIGNED MEMBER NOT DEMONSTRATING ASSIGNED ABILITY (-50 points for each infraction)</i>								
TOTAL SCORE								
TEAM RANK								







Parliamentary Procedure Career Development Event  
Judges Comment Card

Team number: \_\_\_\_\_ Team Name: \_\_\_\_\_

*Strengths of the team:* \_\_\_\_\_

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*Areas for improvement:* \_\_\_\_\_

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Parliamentary Procedure Career Development Event  
Judges Comment Card

Team number: \_\_\_\_\_ Team Name: \_\_\_\_\_

*Strengths of the team:* \_\_\_\_\_

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*Areas for improvement:* \_\_\_\_\_

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## **HELPFUL GUIDELINES & RESOURCES FOR JUDGING**

### **Official FFA Dress for Members:**

Participants in this event must wear official dress as described in the FFA manual. Official dress for an FFA member includes: an official FFA jacket zipped to the top, black slacks and black socks/nylons or black skirt and black nylons, white collared blouse or white collared shirt, official FFA tie or official FFA scarf, black dress shoes with closed heel and toe.

### **GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER FLOOR MEMBER)**

- It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
- 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. 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 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 if an extension of debate is passed.

### **EFFECTIVE DEBATE (45-60 POINTS PER MEMBER)**

Characteristics of effective debate include the member's ability to state their position, provides reason(s) supporting their position and tells or encourages the delegation how to vote. The delivery of the debate will include:

- Completeness of thought
- Logical reasoning
- Clear statement of speaker's position
- Conviction of delivery
- Concise and effective statement of debate

### **GOOD DEBATE (30-45 POINTS PER MEMBER)**

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 their position
- Tells delegation how to vote

### **AVERAGE DEBATE (15-30 POINTS PER MEMBER)**

An average debate would be characterized by a presentation that includes only one supporting reason or lacks in the quality of delivery.

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

### **POOR DEBATE (0-15 POINTS PER MEMBER)**

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.

### **GUIDELINES FOR SCORING THE CHAIR (100 POINTS)**

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

**ABILITY TO PRESIDE (75 POINTS)** Ability to preside state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel and awareness of business on the floor. A suggested grading scale is as follows:

- Excellent: 51-75 points
- Good: 26-50 points
- Poor: 0-25 points

**LEADERSHIP (25 POINTS)** Leadership is stage presence, poise, self-confidence, politeness and voice. A suggested grading scale is as follows:

- Excellent: 21-25 points
- Good: 11-20 points
- Poor: 0-10 points

### **GUIDELINES FOR SCORING GENERAL EFFECT (100 POINTS)**

- Conclusions reached by the team: Main motion was well analyzed which may include: Who, what, when, where, why and how.
- Team use of debate: degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition.
- Team presence: voice, poise, expression, grammar, gestures and professionalism.

### **GUIDELINES FOR SCORING ORAL QUESTIONS (100 POINTS, 80% INDIVIDUAL QUESTIONS (80 POINTS) AND 20% GENERAL QUESTIONS (20 POINTS))**

**INDIVIDUAL QUESTIONS – ONE QUESTION PER OFFICER**

- Five floor team members 12 points maximum per question
- Chair 20 points maximum per question

**GENERAL QUESTIONS – 3 MINUTES WITH UNLIMITED NUMBER OF QUESTIONS**

Clarifying questions may be directed to the team or individuals relating to team demonstration)

### **GUIDELINES FOR SCORING SECRETARY'S MINUTES OF THE MEETING (40 POINTS)**

First Paragraph should include: the kind of meeting (regular, special, adjourned regular or adjourned special); the name of the organization; date, time and place of the meeting; name of the presiding officer and recording secretary; explanation of the presentation and acceptance of the previous meeting's minutes.

The body of the minutes should contain a separate paragraph for each subject matter. Each motion should include the name of the mover and the wording in which each motion was adopted or disposed along with any secondary motions. All points of order and appeals should be recorded with the reason given by the chair for his/her ruling.

The last paragraph should state: the hour of adjournment and should be signed by the secretary.

When a counted vote has been ordered or the vote is by ballot the number of votes on each side should be recorded. If a roll call vote is taken the vote by member name should be recorded.

## 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.

NATIONAL FFA CORE CATALOG • CDE Q&A's: FFA.org

- Additional parliamentary procedure resources, including those formally offered in the National FFA Education Resources Catalog can now be found on-line at <http://shop.ffa.org/parliamentaryprocedure-c1412.aspx>
- The official text will be the most current of Robert's Rules of Order Newly Revised.
- Additional references may include FFA New Horizons magazine, the Official FFA Manual and the FFA Student Handbook.

## EXAM

- The most recent edition of Robert's Rules of Order Newly Revised
- Dunbar's Manual of Parliamentary Procedure Test Questions (PARL-2) available from the Parliamentary Procedure Instructional Materials Center (<http://pzen.northwest.net/>)
- Study Guide for the National Association of Parliamentarians Registration Exam, found at: [https://netforum.avectra.com/eweb/shopping/shopping.aspx?pager=2&site=nap&webcode=shopping&prd\\_key=30045dd8-ae4c-477b-ac33-7b43665a08af](https://netforum.avectra.com/eweb/shopping/shopping.aspx?pager=2&site=nap&webcode=shopping&prd_key=30045dd8-ae4c-477b-ac33-7b43665a08af)
- American Institute of Parliamentarians –Here is the Answer! What is the question? Cover Roberts Rules of Order Newly Revised, found on Amazon at: <http://astore.amazon.com/americinsti0a-20/detail/0942736397> 19 Parliamentary Procedure
- National Association of Parliamentarians Body of knowledge found at: <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- Past National FFA Event Exams, Questions and Practicums (available online at no cost) PRESENTATION • The most recent edition of Robert's Rules of Order Newly Revised
- Past National FFA Event Finals Recordings (available online at no cost) • American Institute of Parliamentarians –Presiding: You Can Do It, found on Amazon at: <http://astore.amazon.com/americinsti0a-20/detail/0942736338>
- National FFA Manual
- National FFA Student Handbook

## INDIVIDUAL QUESTIONS

- The most recent edition of Robert's Rules of Order Newly Revised
- Past National FFA Event Exams, Questions and Practicums (available online at no cost)
- National Association of Parliamentarians Body of knowledge found at: <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- Dunbar's Parliamentary Procedure Oral Questions (PARL-24c) available from the Parliamentary Procedure Instructional Materials Center (<http://pzen.northwest.net/>)

## INDIVIDUAL PRACTICUM, MINUTES AND OTHER RECORDS

- The most recent edition of Robert's Rules of Order Newly Revised
- Past National FFA Event Exams, Questions and Practicums (available online at no cost) 20 Parliamentary Procedure NATIONAL FFA CAREER AND LEADERSHIP DEVELOPMENT EVENTS HANDBOOK 2017–2021

- National Association of Parliamentarians Body of knowledge found at: <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- National Association of Parliamentarians Pathways to Proficiency – What Was Done at the Meeting, found at: [https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=nap&webcode=shopping&shopsearch=minutes&prd\\_key=a3ff167f-bd10-49a3-a243-5f458656f727](https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=nap&webcode=shopping&shopsearch=minutes&prd_key=a3ff167f-bd10-49a3-a243-5f458656f727)
- American Institute of Parliamentarians – Complete Minutes Manual, found on Amazon at: <http://astore.amazon.com/americinsti0a-20/detail/0942736370>
- National FFA Manual
- National FFA Student Handbook

