

Parliamentary Procedure

A Special Project of the South Dakota FFA Foundation

Important Note

Please thoroughly read the General Rules at the beginning of this handbook for complete rules and procedures that are relevant to all South Dakota FFA Career Development Events.

Purpose

The purpose of the FFA Parliamentary Procedure Career Development Event is to present students with an opportunity to learn how to effectively participate in a business meeting and to assist in the development of leadership, research, and problem solving skills.

Event Rules

- Chapters selected for participation at the state level are to be chosen by the district and a team shall consist of six members from one chapter. The six team members may be chosen in any manner determined acceptable by the local chapter.
- The chapter advisor shall not participate in the CDE.
- It is highly recommended that participants wear FFA Official Dress for this event.
- All participants must bring their own pencils (a minimum of two No. 2 pencils).
- The top President and top five at-large members will be chosen as All-State Team. Plaques will be provided for each individual, but there is no advancement.
- Any participant caught cheating during the CDE will be, along with his/her team members, expelled from the CDE.

Event Format

The Parliamentary Procedure CDE shall have the following phases: written examination, a 12 minute team presentation of parliamentary procedure including and oral questions following the presentation.

Written Examination Format

The written test will consist of 50 objective-type multiple choice questions covering basic parliamentary law.

One hour will be allowed to complete the test.

Each question will be worth 4 points, adding up to a total of 200.

The average score of the six team members will be used to compute the total team score.

Any communication between participants from the same team during the written examination portion of the CDE will be sufficient cause to eliminate the team from the competition.

Presentation Format

At the state level, two rounds of competition will occur. Two rooms will be used for the first round, with all teams competing based on random room selection. The top three teams from each room will move on to compete in the second round.

The team members will file into the room and take their respective positions. Symbols (stations) will no longer be used.

Each team will address a local chapter item of business which would normally be a part of a chapter's Program of Activities. Consult the Official FFA Manual and Student Handbook for specific activities. The motion will be specific and must be moved as it is written on the motion sheet. Teams will be responsible for securing all references.

The CDE officials will select a main motion and five specific abilities with at least one subsidiary, one incidental, and one privileged or unclassified motion from the list of permissible motions/abilities. The motions/abilities will be randomly assigned to each team member.

Each member is required to perform at least one additional ability. Team members cannot duplicate a required ability. The additional ability must be on the list of approved motions/abilities. Each additional motion can only be used once by the team. The individual presenting the main motion can use this as their second ability for scoring.

Once a motion is done by a member of the team, any subsequent member that brings the same ability to the floor will receive no points for the effort. Point of Order may be used more than once, however will only count as one member's second ability; any time after the first it will be scored on the team's general effect portion.

The team may not use more than one main motion. If the motions Reconsider, Rescind, Take from the Table, and Call for the Orders are assigned an additional motion will be given to facilitate their correct demonstration.

Participating teams will provide an order of members to aid judges in identifying who has what motion. Participants will be lined up to the President's right, facing the President.

President				
Member 5	Member 4	Member 3	Member 2	Member 1

Upon entering the presentation room and taking their seats, the participants will have one minute to review the main motion, the motions to be demonstrated, and to identify his/her motion/ability (which may be noted by bolding, underlining, or an asterisk). No discussion between members will be allowed during the one minute. While all six team members will know all of the required abilities, they do not know who has to perform which abilities.

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, a scenario will be provided on the event card. Participants are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.

An example motion sheet is below:

Main Motion: Move to recommend that the National FFA Creed be revised.

Required Motions:

Lay on the Table

Suspend the Rules

Amend

Postpone Indefinitely

**Rescind the motion: Our chapter participate in the National FFA Day of Service.

A team shall be allowed a maximum of 12 minutes in which to demonstrate its knowledge of parliamentary law without penalty. A warning will be given at 10 and 11 minutes. A deduction of two points per second over 12:00 will be assessed. A timekeeper will furnish the time used by each team at the close of the contest.

Judges' Questions

- Each of the six team members will be asked a planned, written question relating to their assigned ability.
- No one else may help with another member's answer.

Clarifying Questions

The judges will have two minutes to ask clarifying questions related to the team's demonstration that may impact other aspects of team demonstration scores. 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. This round of questions are not scored separately.

Scoring

Individual Scores	
Required motion	10 points
Additional motion	10 points
Individual question	16 points
Debates 15 points max x 4 debates	60 points
Total At-Large Members	96 points (Total for all 5 members: 480)
Chair: Ability to Preside	65 points
Chair: Leadership	15 points
Chair: Question	20 points
Total Chair	100 points
Written Test (Score averaged)	200 points
Team Effect	20 points
Total team score	800 points

Tiebreaker

In case of a tie, tiebreakers will be:

1. Total presentation score
2. Team's average score on the written test
3. Total score for questions

Parliamentary Procedure CDE: Recommended References

The latest edition of Robert's Rules of Order published by the Scott, Foresman and Company

Parliamentary Procedure Oral Questions, by Shane Dunbar

Parliamentary Procedure Instructional Resources, 12731 25th Ave. SE, Everett, WA 98208-6605

Additional References may include: the FFA New Horizons, FFA Advisors... Making A Difference, the Official FFA Manual, the FFA Student Handbook, the Official Chapter Secretary's book.

Parliamentary Procedure CDE: Examples of Main Motions

These are examples, but not a limiting list of what the main motions could be. Most of the original main motions listed below do not answer all of the questions of who, what, how, where, and when. An amendment or another original main motion could be used to include the missing questions. Underlined items can be substituted by words that are in parentheses at the end of each statement to create additional main motions.

- I move that our chapter prepare a farm safety booth for the next state fair (or wildlife preservation and awareness, FFA activities, plant diseases, native plant identification, native poisonous plant identification, landscape plants).
- I move that our chapter rent a booth at the next state fair and sell plants grown in our greenhouse.
- I move that our shop class build a trophy case for the agriculture classroom.
- I move that our chapter create a monthly newsletter to inform our community of chapter events (or FFA alumni, school personnel, parents).
- I move that our chapter grow hanging baskets in our greenhouse for our Mother's Day plant sale.
- I move that our chapter sponsor an FFA Agricultural Science Fair.
- I move that our chapter create a Public Relations Committee.
- I move that FFA chapter officer candidates must submit a resume and an application.
- I move that our chapter purchase two hydroponic units for our Agriculture Laboratory.
- I move that our FFA Reporter develop a website featuring our chapter activities.
- I move that the chapter purchase a digital camera for the use of our reporter (or camcorder).
- I move that our chapter conduct an FFA work auction.
- I mover that our chapter develop a Power Point presentation to recruit eighth graders.
- I move that our chapter construct a community welcome sign.
- I move that our chapter members must accumulate points in order to qualify to attend the state and national conventions.
- I move that we invite a neighboring chapter to our next chapter meeting.
- I mover that our chapter sponsor a student exchange program with a chapter from another state.
- I move that the Public Relations Committee construct an FFA Pride Wall to display the achievements of its members.
- I move that our chapter sponsor a leadership training workshop for our first and second year members (or Greenhands).
- I move that our chapter hold an open house for parents of Greenhand FFA members.
- I move that our chapter sponsor a Thanksgiving Party for all Greenhand members this year.
- I move that our chapter host a picnic for incoming Greenhands.
- I mover that Greenhand members must attend a minimum of three FFA functions.
- I move that our chapter invite a state officer to speak at our Greenhand FFA Degree Ceremony (or Chapter FFA Degree, State FFA Degree, Honorary Member).
- I move that we invite eighth grade students and their parents to our next parent and member banquet.

Parliamentary Procedure CDE: Chart of Permissible Motions

Motion	Interrupt	Second	Debate	Amend	Vote	Reconsider
Privileged						
<i>Fix Time to Which to Adjourn</i>	No	Yes	No	Yes	Maj.	Yes
<i>Adjourn</i>	No	Yes	No	No	Maj.	No
<i>Recess (12)</i>	No	Yes	No	Yes	Maj.	No
<i>Question of Privilege</i>	Yes	No	No	No	(1)	No
<i>Call for the Orders of the Day</i>	Yes	No	No	No	(1)(15) *	No
Subsidiary						
<i>Lay on the Table</i>	No	Yes	No	No	Maj.	(3)*
<i>Previous Question</i>	No	Yes	No	No	2/3	Yes
<i>Limit or Extend Limits of Debate (12)</i>	No	Yes	No	Yes	2/3	Yes
<i>Postpone to a Certain Time (or Definitely) (12)</i>	No	Yes	Yes	Yes	Maj.	Yes
<i>Commit or Refer (12)</i>	No	Yes	Yes	Yes	Maj.	Yes
<i>Amend</i>	No	Yes	(5)	Yes	Maj.	Yes
<i>Postpone Indefinitely (12)</i>	No	Yes	Yes (16)	No	Maj.	(4)
Main Motions						
<i>Main Motion</i>	No	Yes	Yes	Yes	Maj.	Yes
Incidental						
<i>Suspend the Rules</i>	No	Yes	No	No	(9)*	No
<i>Withdraw a Motion (13)</i>	*	*	No	No	Maj*	(3)
<i>Object to Consideration of a Question</i>	Yes	No	No	No	2/3 Neg.	(3)
<i>Point of Order</i>	Yes	No	No*	No	(1)*	No
<i>Parliamentary Inquiry</i>	Yes	No	No	No	(1)	No
<i>Appeal</i>	yes	Yes	Yes*	No	(7)	No
<i>Division of the Assembly</i>	Yes	No	No	No	(14)	No
<i>Division of a Question</i>	No	Yes	No	Yes	Maj.	No
Motions That Bring A Question Again Before the Assembly (8)						
<i>Reconsider (2)*</i>	No*	Yes	(5)(16)	No	Maj.	No
<i>Rescind</i>	No	Yes	Yes (16)	Yes	(6)	(3)
<i>Take from the Table</i>	No	Yes	No	No	Maj.	No

Parliamentary Procedure CDE: Chart of Permissible Motions, *Continued*

The first 13 motions are listed by precedence. After the chair states a motion, higher ranking motions are in order and lower ranking motions are not (except for Amend and Previous Question as show on the chart).

* = Refer to Robert's Rules of Order, Newly Revised, for rules

- (1) The chair decides. Normally no vote is taken
- (2) Only made by a member who voted on the prevailing side and is subject to time limits.
- (3) Only the negative vote may be reconsidered.
- (4) Only the affirmative vote may be reconsidered.
- (5) Debatable when applied to a debatable motion.
- (6) Majority with notice, or 2/3 without notice or majority of entire membership.
- (7) Majority or tie vote sustains the chair.
- (8) None of these motions (except Reconsider) are in order when business is pending.
- (9) Rules of order, 2/3 vote. Standing rules, majority vote.
- (10) Must be proposed before debate has begun or a Subsidiary motion is stated by the chair (applied to original main motions).
- (11) The Incidental motions have no precedence (rank). They are in order when the need arises.
- (12) A Main motion if made when no business is pending.
- (13) The maker of a motion may withdraw it without permission of the assembly before the motion is stated by the chair.
- (14) The chair can complete a Division of Assembly (standing vote) without permission of the assembly and any member can demand it.
- (15) Upon a call by a single member, the Orders of the Day must be enforced.
- (16) Has full debate. May go into the merits of the question which is the subject of the proposed action.

Parliamentary Procedure CDE: Team Member Scoring Worksheet

Chapter: _____ Judge: _____

Member:			
Required Ability (10 points)		Met Required Ability?	Yes / No
Extra Ability (10 points)		Met Extra Ability?	Yes / No
Questions Answered (out of 16 points possible)			

Discussion		
Motion Discussed (only debatable motions listed)	Discussion #1 (15 pts max)	Discussion #2 (15 pts max)
Amend (if applied to a debatable motion)		
Appeal		
Commit or Refer		
Fix Time to Which to Adjourn		
Limit or Extend Limits of Debate		
Main Motion		
Postpone Definitely		
Postpone Indefinitely		
Recess		
Reconsider (if applied to a debatable motion)		
Rescind		

Note: Judges scoring discussion heard during the parliamentary procedure CDE should observe the following guidelines:

1. It is essential that each judge observe and maintain consistent criteria in scoring discussion for the duration of the CDE.
2. Judges must overlook personal opinions and beliefs in order to score discussion in an unbiased manner. All discussions must be scored at the time it is delivered.
3. Characteristics of effective discussion include: completeness of thought, logical reasoning, clear statement of speaker's position, conviction of delivery, conciseness, and effectiveness of the statement towards furthering discussion.
4. A suggested grading scale is as follows: excellent (14-15 points), good (9-13 points), average (5-8 points), and poor (0-4 points).
5. 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. Furthermore, no more than 15 points may be earned during one recognition by the chair.
6. The best four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

Team's General Effect (20 points max.)			
Conclusions: Main motion was well analyzed, What, when where, who, how was answered.	Discussion: Convincing, logical, realistic, orderly and efficient, germane and free from repetition.	Team Voice: Volume, enunciation, pitch, page, grammar, confidence, professional, eye contact, conviction, gestures.	Total Score: (20 points)

Parliamentary Procedure CDE: Chair Scoring Worksheet

Chapter: _____ Judge: _____

Chair			
Item Scored		Points Possible	Points Awarded
Ability to Preside <ul style="list-style-type: none"> • State motions correctly • Follow rules of debate • Keep members informed • Put motions to a vote • Announce results of vote • Use of gavel • Awareness of business on the floor 		65	
Leadership <ul style="list-style-type: none"> • Tactful • Sensitive • Firm • Understanding • Good voice • Proper pace 		15	
Questions Answered		20	
TOTAL POINTS		100	
Team's General Effect (20 points max)			
Conclusions: Main motion was well analyzed, What, when where, who, how was answered.	Discussion: Convincing, logical, realistic, orderly and efficient, germane and free from repetition.	Team Voice: Volume, enunciation, pitch, page, grammar, confidence, professional, eye contact, conviction, gestures.	Total Score: (20 points)
Deductions			
Deductions	Minor Parliamentary Mistakes 5-20 points		
Deductions	Omitting an assigned motion: Minus 50 points		
Deductions	Time: A deduction of 2 points/second for every second over 12:00 will be assessed.		

Judges Comments:

Parliamentary Procedure CDE: Team Score Sheet

Chapter: _____

Participant	Required Ability (10 points per member)	Additional Ability (10 points per member)	Discussion (15 points per discussion, top 4 discussions scored)				Individual Questions (16 points per member)	Total (96 points max.)
Member 1								
Member 2								
Member 3								
Member 4								
Member 5								
Chair (100 points max.)	Ability to Preside: ____/ 65 points max.		Leadership: ____/ 15 points max.				Question: ____/20 points	____/ 100 points max.
Team's General Effect (20 points max.)	Average of all judges scores. Includes scores of conclusions, discussion and team voice.							____/20 (average of all judges' scores)
Written Test	Average of the 6 individual scores; 200 points maximum/team							
Total Score Before Deductions: (out of 800 total points)								
Deductions	Minor Parliamentary Mistakes: 5-20 points							
Deductions	Omitting an assigned motion: Minus 50 points							
Deductions	Time: A deduction of 2 points/second for every second over 12:00 will be assessed							
Total Team Score with deductions (800 points possible)								