

## **EASTERN REGIONAL FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT**

**IMPORTANT NOTE:** Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all Big E FFA Career Development Events.

### **PURPOSE**

To encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills

### **OBJECTIVES**

Students will be able to:

1. Use parliamentary procedure to conduct an orderly and efficient meeting.
2. Demonstrate knowledge of parliamentary law.
3. Present a logical, realistic and convincing debate on motions.

### **EVENT RULES**

1. A team representing a state will consist of six members and one designated alternate. The alternate is not permitted to observe competing teams, but may observe their own team. The alternate may replace a regular team member before the start of the event.
2. The event is open to one team per state as certified by the State Supervisor or Executive Secretary to the Coordinator of Big E FFA Events.
3. The event will have three phases: written examinations, an eleven-minute team presentation of parliamentary procedure, and oral questions following the presentation.
4. The advisor shall not consult with the team after beginning the event.
5. Official FFA dress is required for participation in the parliamentary procedure career development event.
6. Coaches are expected to act as judges in both the preliminaries and finals.

### **EVENT FORMAT**

Equipment

Each team should bring a gavel

Each participant must bring a minimum of two sharpened No.2 pencils.

Each participant must bring a copy of the current edition of Roberts Rules of Order Newly Revised

### **Team Activity**

Presentation (750 points)

1. A single round of demonstrations will be conducted if seven teams or fewer are registered and present for the event. If eight or more teams are registered and present, two rounds of four (or more) will be held with the top two teams from each round

advancing to a final round. In the event of two rounds (preliminary and final) coaches will be expected to judge the first round. The CDE superintendent will arrange judging for the final round.

2. Teams will be placed into preliminary and final rounds based on a procedure determined by the superintendents in charge of the event.

3. Each team will address a local chapter item of business which would normally be a part of a chapter's Program of Activities (e.g. Food for America, Project PALS, WEA, fundraisers, recreation, etc.) 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 card.

4. The team demonstrating shall assume that a regular chapter meeting is in progress and the chair shall start the presentation by saying, "Is there any new business that should be presented at this time?" A team member will then move the main motion assigned to the team.

5. The event superintendents will assign the main motion on an index card. This it to be the first item of business presented. All teams in each session will use the same main motion. It is suggested that the main motion should be the first motion presented unless Orders of the Day, Take from the Table, Reconsider or Rescind are required. In the event that any of these motions are required, the specific motion to be used in each case will be included on the card. None of these four motions should be used as an additional motion.

6. The event superintendents will select two subsidiaries, two incidentals and one privileged or unclassified motion from the list of permissible motions. These motions will be on a 3"x 5" card and one will be randomly assigned to each team member. All teams in each session will be assigned the same motions. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). Members may not confer during the one-minute period. Sample Card Main Motion: "I move to sell citrus as a fundraiser". Required Motions: Lay on the Table Amend Suspend the Rules Appeal Reconsider

7. There shall be no limitation to the number of subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate two subsidiary, two incidental and one privileged or unclassified motions designated by the officials in charge. The team may use more than one main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.

8. An alternate main motion not pertaining to the main motion may be used to facilitate the correct demonstration of the motion, "Call for the orders of the day:" should that privileged motion be designated as one to be demonstrated by the officials in charge.

9. If the officials in charge designate "Rescind, Reconsider or Take From the Table", as a motion to be demonstrated, you could assume that you would rescind an action taken, which cannot be reconsidered, or take from the table a motion or reconsider a motion you did earlier in the present meeting. Example: "I move to rescind the motion that was passed at our last meeting about having an FFA hayride:' These motions shall not be

used unless they are a required motion. Unrealistic or canned debates on rescind or reconsider may be penalized at the judges' discretion.

10. 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.

11. A member has required motion will not be counted as an additional motion for another member. The person who makes the assigned main motion will be given credit for an additional motion (20 pt.). Credit for an additional motion will only be given one time (Example: Division of the Assembly can only be used once for credit). If an alternative main motion is used, the member will be given credit for an additional motion.

12. A team shall be allowed 11 minutes in which to demonstrate knowledge of parliamentary law. A penalty of 2 points per each second over 11:00 minutes will be deducted from the demonstration score.

### **Oral questions (100 points)**

Each of the six-team members will be asked a planned question relating to their assigned motion. No one may step forward to help correct answers on the first six questions at any time. Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which, time will be called.

## **INDIVIDUAL ACTIVITY**

### **WRITTEN TEST (Part A and Part B) (100 POINTS)**

**Part A-**Consists of five open book parliamentary procedure research questions using the current edition of Robert's Rules of Order Newly Revised. Participants will be allowed 30 minutes to complete Part A of the exam. All team members are required to provide their own copy of the most current edition of Robert's Rules of Order Newly Revised. It is allowable to have highlighting in your book and tabs. It is not allowable to add written pages to the RONR or have written additional notes.

An example of one research question is outlined below:

"The term rules of order refers to written rules of parliamentary procedure formally adopted by an assembly or an organization." Answer: [RONR, p. 15]

**Part B-**A written test will consist of 45 objective-type multiple choice questions covering basic parliamentary law and information pertaining to minutes. Forty-five minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. Alternates may take the written test, but it will not count for the team average. The average score of the six-team members will be used to compute the total team score in each round.

## **SCORING**

Guidelines for Scoring Discussion

1. It is essential that each judge observes and maintains consistent criteria in scoring discussions for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion should be scored at the time it is delivered.
3. Characteristics of effective discussion include a) completeness of thought, b) logical reasoning, c) clear statement of speaker's position, d) conviction of delivery, and e) concise and effective statement of discussion.
4. A suggested grading scale is as follows:
  - Excellent 16-20 points
  - Good 11-1 points
  - Average 6-10 points
  - Poor 0-5 points
5. An excellent discussion would be extremely unusual and would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor discussion would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. An example might be: "I think this is a good idea:'
6. Most discussion would fall in the range of 8-15 points. An example of a discussion might be: "I think this is a very significant motion which should be passed for the following reasons (new, informative and logically related):' Each debate should have a logical conclusion. Good discussion would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.
7. 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 20 points may be earned during one recognition by the chair.
8. 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.

### **Guidelines for Scoring: the Chair**

1. Ability to preside -handling of motions, keeping members informed, use of the gavel, distribution of discussion. (80 points)
  2. Leadership -stage presence, poise, self-confidence, politeness and voice. (20 points)
- The judges will use Form 2 to score the event. The top two teams will be ranked first and second based on the judges' lowest combined rank.

### **SCORING**

Refer to National FFA Parliamentary Procedure Resource information for scoring guidelines.

<https://ffa.app.box.com/s/duxc2dp0d40pgl2subhxl7lesh2lx9l2/file/290514391979>

### **TIEBREAKERS**

Tiebreakers for teams will be:

1. The total presentation score,
2. The team's average score on the written test
3. The total score for questions.

## **AWARDS**

Awards will be presented at the Awards Banquet. Awards are presented to teams. Awards are sponsored by the Big E.

## **REFERENCES**

This list of references 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 list contains references that may prove helpful during event preparation. The official text will be the latest edition of Robert's Rules of Order Newly Revised. Additional references may include FFA New Horizons magazine, the Official FFA Manual, the FFA Student Handbook and the Official Chapter Secretary's Book.