

## PARLIAMENTARY PROCEDURE LEADERSHIP DEVELOPMENT EVENT

### I. Purpose

The FFA Parliamentary Procedure Leadership Development Event is designed to develop the leadership ability of members, to improve the techniques of FFA members in the conduct of meetings by employing correct parliamentary procedure and to assist in the development of their research and problem solving skills

Students will be able to:

- A. Use parliamentary procedure to conduct an orderly and efficient meeting.
- B. Demonstrate knowledge of parliamentary law.
- C. Present logical, realistic and convincing debate on motions.
- D. Record complete and accurate minutes.
- E. Utilize parliamentary resources to solve problems of organizational management and operations.

### II. Event Rules

A. Team members must be FFA members in good standing with the local chapter, the state FFA association and national organization. The team members cannot have graduated from high school at the time of the district event for the given competition year.

B. All FFA Chapters will be eligible to participate, including the host school.

C. Participating team members must all wear official FFA dress. Any proposed alternative to official dress must be presented to the judges prior to the beginning of the event. The judges will use their own discretion in penalizing a team for a lack of official dress, and any judge may use discretion in considering the proposed alternative dress, should any be presented.

D. A team will consist of six members. One member will serve as chair, one member will serve as secretary (who will also act as a member of the general assembly), and four additional members to serve on the general assembly. Substitutions may be made in subsequent events with qualified FFA members. A chapter may have only one team participating in the district event.

E. Members of the state winning team may not participate in any team parliamentary procedure event in subsequent years.

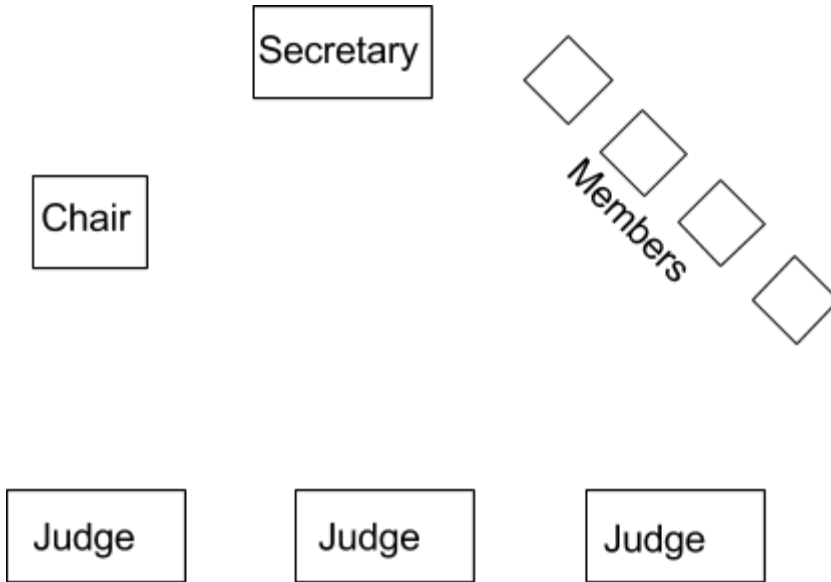
F. Two teams may advance from the district event to the sectional event. Only one team will be eligible to advance to the state competition from each section and subsequently one team from state to nationals.

G. The advisor will not consult with the team after beginning the event.

H. Any participant in possession of an electronic device in the event area is subject to disqualification.

### III. Event Format

A. A proposed room arrangement is diagramed below. Any deviation from this may be approved at the discretion of the judges in consultation with the event chairperson. All teams in an event will use the same room arrangement.



B. The chairman of the event or another designated individual shall draw for the order of competition at district and sectionals in an impartial manner. The event chair or another designated individual shall then introduce each team, by school name, in the order of the drawing. At the state competition, each team will take a written exam to determine a rank of teams to be used when contest is bracketed.

C. Each team member shall wear a card, (about 3" X 5" in size), on which his/her name is legibly printed or written large enough so the name can be read legibly by the judges. The card shall be worn on the FFA jacket in the space where the member's name is located. The host may provide the index cards; however the teams may also bring their own cards.

D. The event host will provide paper for both the secretary and chairperson, a gavel for the chairperson, and a dictionary for the writing of minutes for each team upon entering the competition room and room for minutes.

E. A competing team shall not be allowed to listen to other teams until the competing team has given its demonstration. Team members may remain in the event room after competing, if approved by the advisors of the teams participating in the event.

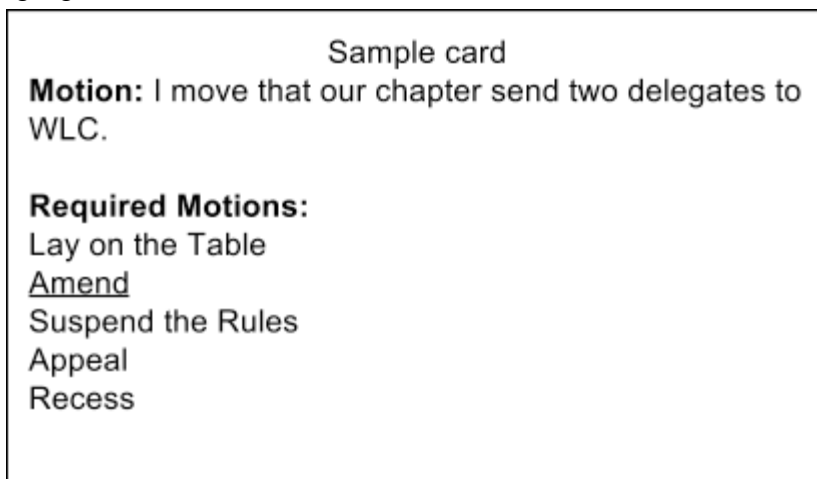
F. Robert's Rules of Order Newly Revised shall be the final authority on the questions of Parliamentary procedure.

G. The chair shall open the meeting by calling the meeting to order and asking the assembly for new business which will be the item of business on the Event Agenda provided by the event host. After all business has been transacted, the meeting must be closed.

H. The gavel shall be used to open the meeting (two taps) and to close the meeting (one tap).

I. Each member of the general assembly (including the secretary) will be assigned one motion to make throughout the course of the meeting. Each member will then be required to demonstrate an additional motion that has not already been demonstrated. This will result in a total of 2 motions per member of the assembly. No extra credit will be given for demonstration of any additional motions

J. Each member will be given an agenda which will include an item of business and five required motions. The motion assigned to each specific assembly member will be highlighted on the individual's agenda. The chairperson will receive an agenda, but the individual motion will not be highlighted.



K. Advisors or their assistants will not be allowed to contact their teams after the event begins; Advisors may be seated in the event room, but must be seated behind the event judges. No one except judges, host school officials, state staff, or assigned event assistants may communicate in any way with teams waiting to participate after the event has begun. There can be no talking or whispering between team members during the contest. Violation of these rules can result in disqualification.

L. Use of a written script that hasn't been provided by that event's judges by any member of the team will disqualify that team.

M. Each member of the general assembly will be scored on four debates:

- a) All debates shall contain an introduction, a conclusion, and must be germane to the motion being discussed.
- b) The understanding of the germane nature of a debate will be taken directly from Robert's Rules of Order Newly Revised.

N. The judges will ask questions of contestants in the question and answer portion of the event. The judges will at all times designate the contestant who is to respond to the question. Each member of the general assembly will be asked one question and the chairperson will be asked two. Each member will be asked salient points as part of their question.

O. One team member will serve as a secretary, who will be in charge of completing the minutes with the chairperson following the general meeting. The secretary and president will have ten minutes to complete the minutes which will be scored. The secretary will also have the same responsibilities as all other general assembly members.

P. Time Limit: Two timekeepers will record the time used by each team by the use of stop watches; they will submit their record to the chair of the judges at the conclusion of the event. The chair of the judges by averaging the time reported by each timekeeper will determine any time deduction necessary. Prior to the start of the competition, each team will have one minute for preparation which will not count towards their overall competing time. After one minute has expired, the timekeeper will rise, and the judges will indicate that it is time to begin.

At the state level, each team shall have a minimum of eight minutes to demonstrate proper parliamentary procedure. The maximum time will be 10 minutes, 30 seconds. At the sectional level, each team shall have a minimum of eight minutes and a maximum of 12 minutes more than the time limit set at the national competition. At the district level, each team will have a minimum of eight minutes, and a maximum of 13 minutes. The timekeeper will notify the competing team when 8 minutes and 30 seconds have expired by standing. There will be no signal when the maximum time has expired.

U. Judges & Selecting a Winner:

- a) The Event Chair shall provide three competent event judges. Every effort should be made to obtain competent impartial persons to judge the event. One of the judges shall be appointed as the "chair of the judges." The decision of the judges is final.
- b) The judges should meet at the event site at least one hour before the event and obtain the sealed envelope containing event items from the event host. Judges should open the sealed envelope and meet privately with event rules and procedures, study event items and questions, study the event scoring guides and materials provided and prepare some notes on what is expected from the contestants' demonstration.
- c) Keep additional notes on what is said and done by each team as they perform. The event moves rapidly; be prepared. Using a tape recorder will allow judges the opportunity to play back any presentation or portion which they desire to review. While this is not mandatory, it may be very helpful.

V. At the state level there will be a written exam for all participating teams to take. The score of this exam will not be part of the final score but will be used to seed the teams into two groups. In Semi-Final Room 1 will be teams scoring 1st, 3rd, 5th, 7th, and 9th. In Semi-Final Room 2 will be teams scoring 2nd, 4th, 6th, 8th, and 10th will compete. If a team is unable to attend the exam they will receive a 0 on the exam and go to the bottom of the seeding chart.

Scoring:

- Required motion: 10 points x 5 members = 50 points
- Additional Motion: 10 points x 5 members = 50 points
- Debates: 300 points
  - 20 points maximum per debate
  - Four debates/member included
  - Five members
- Chair: 80 points
  - Ability to preside: 65 points
  - Leadership: 15 points
- Team effect: 20 points
  - Conclusion reached by team
  - Team use of debate
  - Team presence
- Questions
  - Five team members 16 points maximum per question
  - Chair 20 points maximum per question
- Minutes: 50 points
- Time Deduction
  - 1 point loss per second over
- Total Points Possible : 670 points

We would like to create something similar to this but easier to follow.

National FFA Parliamentary Procedure Career Development Event													
Form 2 Team Score Sheet													
FFA Chapter:													
Participant	Required Motion		Discussion topics, resolutions, topics, etc.							Additional Motion	Individual Questions		Total
	10 pt/5 person	Pts	Main	PP Def	Amend	Refer	PP Def	Bring Back	Total		10 pts / person	10 questions / person	
1													
2													
3													
4													
5													
Chair	Ability to Preside (85 pts.)			Points			Leadership (15 pts.)			Points		Chair Questions (20 pts.)	
	State motions correctly, slow rate of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel, awareness of business on the floor. Excellent = 81-85 pts. Good = 76-80 pts., Poor = 0-25 pts.						Tactful, sensitive, firm, understanding, good voice, proper pace. Excellent = 10-15 pts., Good = 6-10 pts. Poor = 0-5 pts.						
Team Effect	Conclusions			Discussion			Team Voice						
	Main motion was well analyzed. What, When, Where, Who, How was answered			Convincing, logical, realistic, orderly and efficient, germane and free from repetition			Clear volume, enunciation, pitch, pace, gesture Poise, confidence, professional eye contact Expression, conviction, gestures						
Exam	Average of all 6 individual exam scores (200 pts.)												
Minutes	Minutes taken from Individual Minutes and Other Records Pledgure (50 pts.)												
Research	Team Problem Solving Research (150 pts.) (Principles & Sentis)												
Deductions	On filing assigned motion - 30 pts												
	Deduction for overtime - .25/second after 1:00												
Time	Total Deductions												
	Team Score												
Notes:													

NATIONAL FFA CHAPTER AND STATE OFFICERS  
 NATIONAL FFA OFFICERS (2019-2020)  
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