

Parliamentary Procedure Contest

Objective

The FFA Parliamentary Procedure Contest is designed to develop the leadership ability of members, and to improve the techniques of FFA members in the conduct of meetings by employing correct parliamentary procedure. *Contests at the District, Sectional and State levels will follow the *Parliamentary Procedure Contests, Rules and Regulations Guide, revised 2009*. These can be requested from the Wisconsin FFA Center by writing, Cheryl Zimmerman, Wisconsin FFA Center, P.O. Box 110, Spencer, WI 54479, by calling (715) 659-4907, or online at www.wisconsinffa.org.

Rules and Regulations

Eligibility: Team members must be FFA members in good standing and must not have graduated from high school at the time of the district contest during the given year.

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

A team will consist of not less than five, nor more than seven members. Substitutions may be made in subsequent events with qualified FFA members. A chapter may have only one team participating in the district contest.

Members of the state winning team **may not** participate in any team parliamentary procedure contest in subsequent years. However, a team's secretary may serve as a demonstrator, or a demonstrator may serve as the team secretary in one subsequent year.

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

Order of Participation: The chairman of the contest or another designated individual shall draw for the order of competition in an impartial manner. The contest chair or another designated individual shall then introduce each team, by school name, in the order of the drawing.

Procedures:

- 1.) 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.
- 2.) 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 contest room after competing, if approved by the advisors of the teams participating in the contest.)
- 3.) Robert's Rules of Order Newly Revised shall be the final authority on the questions of parliamentary procedure.
- 4.) The first team chair designated by the judge shall open the meeting by calling the meeting to order and asking the team secretary for the first item of business and the abilities) to be demonstrated, which will be the first item of business on the Contest Agenda Provided by the contest host. As the second designated team member assumes the position of the chair, the secretary upon request of the team chair, will read the second item of business; this procedure will continue during the demonstration. After the last item of business, the meeting must be closed with a formal motion to adjourn.
- 5.) The gavel shall be used to open the meeting (two taps) and to close the meeting (one tap); for the purposes of the contest, the chair should indicate with one tap of the gavel when the motion is disposed of to signal the end to the timekeepers.
- 6.) The Contest Items will include a demonstration of selected kinds of motions listed on the sheet entitles *Kinds of Motions*. No extra credit will be given for the demonstration of any additional motions or abilities not requested in the announced contest items to be demonstrated.
- 7.) Items of Business, including the abilities to be demonstrated, as well as, a separate set of agendas that denote only the items of business will be provided by the contest host to the judges before contest; the judges will provide the team secretary with the copy of the Items of Business and abilities to be demonstrated, and they will provided the demonstrating members each with a copy of the agenda that denotes only the items of business, as the team begins its contest demonstration. There can be no talking or whispering between team members. Judges may deduct up to five points for each such occurrence.
- 8.) Advisors or their assistants will not be allowed to contact their teams after the contest begins; Advisors may be seated in the contest room, but must be seated behind the contest judges. No one except judges, host school officials, state staff or assigned contest assistants may communicate in any way with teams waiting to participate after the contest has begun.

- 9.) Use of a written script that hasn't been provided by that contest's judges by any member of the team will disqualify that team.
- 10.) The chair of the judges shall designate the member of the team who is to act as presiding officer for each ability. The presiding officer shall be changed for each item of business and the corresponding abilities to be demonstrated.
- 11.) Each debatable motion must be discussed as follows, before it is disposed of:
 - a. At least two different members discuss the debatable item, one in favor and one opposed.
 - b. An amendment cannot be counted as discussion, but the required minimum of two debates on the ability to amend can be counted as discussion.
 - c. All debate shall contain an introduction, a conclusion, and must be germane to the motion being discussed.
 - d. The understanding of the germane nature of a debate will be taken directly from *Robert's Rules of Order Newly Revised*. (In the 10th edition a definition for germane is found on page 379, with further explanations of proper and germane debate found under the heading *Principals Governing the Debatability of Motions* on pages 384-86.)
 - e. One set of debate per ability shall be scored, this must include one score for the positive debate and one score for the negative debate on the scored debatable motion.
 - f. The debate will be scored only on the ability to be demonstrated. However, if the ability to be demonstrated is not debatable debate will be scored on main motion.
 - g. For instances where no debate should occur (for example *object to the consideration of the question*) each team shall be awarded full points for properly NOT debating. If debate occurs on a motion that is not debatable but is also the motion on which scored debate is to take place (for example *object to the consideration of the question*) all points for debate will be lost, unless the "chairperson" properly calls such debate "out of order".
- 12.) In a contest situation, when a motion has been made by a team member, the chair must announce the action required, but only for the ability to be demonstrated; this includes whether a second is required, if it is debatable, is amendable or a simple majority vote. This does not apply to preceding motions which lead into the ability to be demonstrated, but does apply to the formal motion to adjourn which must be moved to close the meeting.
- 13.) The judges will ask questions of contestants in the question and answer portion of the contest. The judges will at all times, designate the contestant who is to respond to the question. All contestants, however, must be asked one question in rotation

before any contestant may be asked a second question, no contestant can be asked more than two questions.

- 14.) One team member will serve as a secretary, but will not serve as presiding officer; the secretary should not enter into discussion and not be asked any questions by the judges. The question sheet should include a reminder to the judges that the secretary should not be included in the questioning part of the contest.
- 15.) The secretary must leave with the team at the conclusion of the contest, and deliver the minutes to the chair of the judges to be scored for completeness. The score of the secretary's minutes will always be added to each team's total or final score.

A proposed room arrangement is included in this handbook. Any deviation from this may be approved at the discretion of the judges in consultation with the contest chairperson. All teams in a contest will use the same room arrangement.

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 contest. The chair of the judges by averaging the time reported by each timekeeper will determine any time deduction necessary.

Each team shall have a *minimum of eight minutes and a maximum of ten minutes and thirty seconds*, in which to demonstrate proper parliamentary procedure. The time clock will be stopped at the end of each demonstration ; time will start again when the next chair begins the demonstration of the designated ability. The timekeeper will notify the chair of the competing team by rising when eight minutes have expired, but will not signal when ten minutes and thirty seconds have expired. A penalty of one point per twenty seconds shall be assessed for using more or less than the allotted time. Note the table below.

Time Falls Within		Total Deduction
5:00	- 5:19	9
5:20	- 5:39	8
5:40	- 5:59	7
6:00	- 6:19	6
6:20	- 6:39	5
6:40	- 6:59	4
7:00	- 7:19	3
7:20	- 7:39	2
7:40	- 7:59	1

8:00	- 10:30	No deduction
10:31	- 10:50	1
10:51	- 11:10	2
11:11	- 11:30	3
11:31	- 11:50	4
11:51	- 12:10	5
12:11	- 12:30	6
12:31	- 12:50	7
12:51	- 13:10	8
13:11	- 13:30	9
13:31	- 13:50	10

Judges & Selecting a Winner: The Contest Chair shall provide three competent contest judges. Every effort should be made to obtain competent impartial persons to judge the contest. One of the judges shall be appointed as the “chair of the judges.” The decision of the judges is final.

The judges should meet at the contest site at least one hour before the contest and obtain the sealed envelope containing contest items from the contest host. Judges should open the sealed envelope and meet privately without contest rules and procedures, study contest items and questions, study the contest scoring guides and materials provided and prepare some notes on what is expected from the contestants’ demonstration. Keep additional notes on what is said and done by each team as they perform. The contest 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.

Using the Score Card:

- 1.) Using the scoring sheets, each judge will independently score and rank each team.
 - a. Two points will be awarded for properly opening the meeting with two taps of the gavel as denoted by *Robert’s Rules of Order Newly Revised*.
 - b. Item 1 – Knowledge of Correct Parliamentary Procedure: Award each of the five chairpersons 10 points for doing everything correctly in his/her demonstration. Each salient point incorrectly stated is a two point deduction, this is not limited to the basic four of second/debate/amendment/vote, but can also include other important requirements of a specific motion to be demonstrated. For example if the ability to be demonstrated is to “reconsider” the chair must ensure that mover of the motion was on the

“prevailing side” if that is not accomplished before the chairperson leaves the podium a two point deduction shall result.

- i. At the District level a properly utilized “point of order” or “parliamentary inquiry” to correct an incorrect action or statement of the chair will result in the original two point deduction for the incorrect action or statement in question to be eliminated.
 - ii. At the Sectional level a properly utilized “point of order” or “parliamentary inquiry” to correct an incorrect action or statement of the chair will result in the original two point deduction for the incorrect action or statement in question to be reduced to a one point deduction.
 - iii. No points will be rewarded at the State level for properly utilized “points of order” or “parliamentary inquiries” to correct an incorrect action or statement of the chair, but may be considered at the judge’s discretion in the event of a tie.
- c. Item 2: Debate – There will be a possible 8 points for each of the five items of business, 4 from the negative scored debate, and 4 from the positive scored debate.
- i. One point per debate for the presence of an adequate introduction, one point per debate for the presence of an adequate conclusion, and two possible points per debate in reference to the germane nature of the debate and the overall quality of the debate. The quality of not just the reasoning part of the debate but also the quality of the introduction and conclusion will be taken into consideration by the judges.
 - ii. The understanding of the germane nature of a debate will be taken directly from *Robert’s Rules of Order Newly Revised*. (In the 10th edition a definition for germane is found on page 379, with further explanations of proper and germane debate found under the heading *Principals Governing the Debatability of Motions* on pages 384-86.)
 - iii. One set of debate per ability shall be scored, this must include one score for the positive debate and one score for the negative debate on the scored debatable motion.
 - iv. The debate will be scored only on the ability to be demonstrated. However, if the ability to be demonstrated is not debatable debate will be scored on main motion.
 - v. For instances where no debate should occur (for example *object to the consideration of the question*) each team shall be awarded full

points for properly NOT debating. If debate occurs on a motion that is not debatable but is also the motion on which scored debate is to take place (for example *object to the consideration of the question*) all points for debate will be lost, unless the "chairperson" properly calls such debate "out of order".

vi. Examples of debate

1. A four point positive debate: "I am in favor of this motion for two reasons. First, this will look fantastic on our National Chapter Award. Second, our community truly looks forward to this program each year. Please vote in favor of this motion."
 2. A two point negative debate: "I am opposed to this motion, so vote it down."
 3. A debate worth no points: "I like to play baseball."
- d. Item 3: Poise, Manner, Voice & Expression, and Item 4: Grammar & Sentence Structure – These items evaluate not only the "chairperson" as he/she is demonstrating an ability, but also all the members of the team as they participate in this demonstration. The score sheet permits scoring all items completely as each ability is demonstrated on a scale of 0-2 for each item.
- e. Item 5: Response to Questions: Award each of the contestants 2 points for correctly answering the first six questions; award 3 points for the seventh question.
- f. Overtime or under time deductions are to be made after the other scoring has been completed. The contest judge will determine the time deduction, if any.
- g. Minutes by the team secretary will be scored and added to the total team score. They are to be turned into the judges as the team leaves the state or contest platform.
- h. Three points will be awarded for properly closing the meeting with the formal motion to "adjourn."
- 2.) The "low-point" score system will be used to determine the winner. (The sum of the teams "rank" by each of the three judges, determines the team's ranking score; low score is the winner.)
- 3.) Judges will also rate participating teams as Gold, Silver or Bronze teams.
- 4.) Select the contest winner and designate an alternate in case the winner cannot participate in the next event.
- 5.) Two teams may advance from the district contest to the sectional contest. Only one team will be eligible to advance to the state competition from each section.

Parliamentary Procedure Rubric for the Secretary's Notes

	Description	Points Possible
Introduction	Must Include - Date - Time of opening	2
Motions	Must Contain - All motions - Outcome of motions - The count on countable votes	6
Conclusion	Must Include - Final statement and time of adjournment - Name and signature of secretary	2
Total	<i>Be sure that the handwriting of the secretary and the spelling are not to be taken into consideration. The notes are to be judged on completeness.</i>	/10

MOTIONS		NEED A SECOND	AMENDABLE	DEBATABLE	VOTE REQUIRED	INTERRUPT SPEAKER	RECONSIDER
A. Privileged	*						
1. To fix the time to which to adjourn (1)	*	Yes	(4a)	No	Majority	No	Yes
2. Adjourn (2)	*	Yes	No	No	Majority	No	No
3. Take a recess (3)	*	Yes	(4)	No	Majority	No	No
4. Raise a question of privilege	*	No	No	No	Decision of the Chair (5)	Yes	No
5. Call for the orders of the day	*	No	No	No	Handled by the Chair (6)	Yes	No
B. Incidental Motions	**						
1. To appeal to decision of the chair	*	Yes	No	Yes (9)	Majority	Yes (25)	Yes
2. Call for a division of the assembly	*	No	No	No	Standing Vote (11)	Yes	No
3. To raise a point of order	*	No	No	No	Decision of the Chair	Yes	No
4. To object to consideration of a question	**	No	No	No	2/3	No (26)	(15)
5. To divide a motion or call for consideration by parts (10)	**	Yes	Yes	No	Majority	No (23)	No
6. To modify or withdraw a motion	**	No (21)	No	No	Unanimous Consent (22)	No	No
7. To nominate	***	No	(12)	(12)	(12)	No	No
8. To suspend the rules (14)	**	Yes	No	No	2/3 (20)	No	No
9. Close nominations	***	Yes	Yes	No	2/3	No	No
10. Reopen nominations	***	Yes	Yes	No	Majority	No	(15)
11. Method of voting	*	Yes	Yes	No	Majority	No	No
12. Request for information	*	No	No	No	No	Yes	No
13. Parliamentary inquiry	*	No	No	No	No	Yes	No
C. Subsidiary Motions	*						
1. To lay on the table	*	Yes	No	No	Majority	No	Yes (15)
2. To call for the previous question	*	Yes	No	No	2/3	No	(19)
3. To limit or extend time for debate	*	Yes	Yes	No	2/3	No	Yes
4. To postpone to a certain time	*	Yes	Yes	Yes	Majority	No	Yes
5. To refer to a committee	*	Yes	Yes	Yes	Majority	No	Yes
6. To amend an amendment (Secondary)	***	Yes	No	Yes	Majority	No	Yes
7. To amend or substitute (Primary)	*	Yes	Yes	Yes (7)	Majority	No	Yes
8. To postpone indefinitely	*	Yes	No	Yes	Majority	No	(18)
D. Principal Motion	*						
1. A main motion	*	Yes	Yes	Yes	Majority	No	Yes
E. Brings Item Before the Assembly Again	*						
1. Take from the table	*	Yes	No	No	Majority	No	No
2. Reconsider	**	Yes	No	(13)	Majority	No	No
3. Reconsider and enter on the minutes	***	Yes	Must be called up at the next meeting				(16)
4. Rescind	**	Yes	Yes	Yes	(17)	No (24)	(15)
5. Ratify	*	Yes	Yes	Yes	Majority	No	(15)

NOTES PERTAINING TO SPECIFIC TREATMENT OF MOTIONS

1. Is a privileged motion only if made while another motion is pending, and in an assembly that made no provision for meeting on the same or next day; otherwise it is a main motion. The answers apply to the privileged motion.
2. When unqualified, is always a privileged motion except when effect would be to disband the group permanently. The answers apply to the privileged motion, not to a main motion to adjourn.
3. Is a privileged motion if made when other business is pending, otherwise is a main motion. Answers apply to the privileged motion.
- 4a. Amendable to hour, date, and place.
4. Can be amended as to time.
5. Is usually disposed by chair, without vote.
6. Chair should proceed to order of the day or put a question as to whether the group wishes to proceed with the order. A motion not to proceed to order requires a 2/3 vote, the same as suspending the rules.
7. Can be debated only when the question being amended is debatable.
8. Is usually decided by chair, without calling for a vote.
9. Cannot be debatable if made during a division of the assembly, or when the pending question is not debatable. Cannot be debated when it applies to indecorum, transgression of the rules of speaking, or to priority of business.
10. The question must be divided at the request of a single member, (this request can be made when another has the floor), provided the resolutions relate to different subjects and are independent of each other.
11. When a division is called for, the chair proceeds to take the vote again by rising. No vote is taken on whether a division shall be made, i.e., on whether a standing vote shall be taken.
12. To nominate, one simply rises, addresses the presiding officer, and states, "I nominate _____" and is again seated.
13. Debatable when the question to be considered is debatable.
14. Applies only to standing rules or to rules of order; it may not be in conflict with the constitution or by-laws.
15. The motion can be reconsidered only if the prevailing vote was a negative one.
16. Outranks the motion to reconsider and can be made immediately after the other, providing a vote has not yet been taken on it.
17. The motion requires a 2/3's majority if notice of the motion to be proposed has not been given at the preceding meeting or in the call of the meeting.
18. Can be reconsidered only if vote was affirmative.
19. Must be moved before any vote had been taken on the motions upon which the previous question was moved.
20. Generally only applied to rules of parliamentary procedure. Simple standing rules require only a simple majority for their suggestions.
21. If a formal motion to withdraw or modify is made by the proposer of the original motion, it requires a second.
22. If a formal motion is made, a majority vote is needed.
23. If a motion must be divided on the demand of one member, he/she can do so when another member has the floor.
24. Motion to rescind can be made when another person has the floor, but cannot interrupt the speaker.
25. At the time of appealed ruling.
26. Objection to consideration of question can be made after another person has been assigned the floor and before he has spoken.