

West Tennessee FFA

**Parliamentary
Procedure Handbook**

2017-2021

Purpose

The purpose of the West Tennessee FFA Parliamentary Procedure Leadership Development Event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership, research, problem solving skills and critical thinking skills.

Objectives

Upon completion of participation in the event, students will be able to:

- Use parliamentary procedure to conduct an orderly and efficient meeting.
- Demonstrate knowledge of parliamentary law.
- Present a logical, realistic and convincing debate on motions.
- Evaluate minutes and organizational documents.
- Utilize parliamentary resources to solve problems of organizational management and operations.

National Association of Parliamentarians Body of Knowledge: In consultation with the National Association of Parliamentarians and the American Institute of Parliamentarians this event has been aligned with the National Association of Parliamentarians Bodies of Knowledge for members and leaders of organizations

Partnership for 21st Century Learning: This skills, knowledge and disposition cultivated in this event are aligned with the P21 Framework.

Event Rules

Each team will consist of six members from the same chapter. All practicums will involve all six team members.

- FFA Official Dress is required for this event.
- The advisor will not consult with the team after entering the holding room prior to each round of the event.
- Any participant in possession of an electronic device in the event area is subject to disqualification.
- The top two placing teams from each flight will move on to the final round.

EQUIPMENT

Materials the student needs to provide:

- Each participant must bring a minimum of two sharpened No. 2 pencils for each team member
- A copy of the current edition of Robert's Rules of Order Newly Revised

Materials provided by the event committee:

- A gavel will be supplied for the chair.
- Teams may choose to use their own gavel if they so desire.
- Paper and pencils will be provided to chair and secretary stations.
- 8 & 10 minute time cards

THE EVENT WILL HAVE THREE PHASES

- Written examination which is developed from previous five years of National FFA Parliamentary Procedure Exams. Previous years exams may be found on ffa.org
- An 11 minute team presentation of parliamentary procedure
- Oral questions following the presentation

Event Format

WRITTEN TEST (200 POINTS)

Part I

- Forty-five multiple choice questions taken from previous five years of National FFA Parliamentary Procedure Exams on ffa.org. Previous years exams may also be found on westtnffa.ffa.org under the CDE Rules and Information > Parliamentary Procedure tab. The test bank will be updated annually by Tennessee FFA State Staff. Participants will have one hour to complete Part I of the exam. **NOTE:** References and materials cannot be used for this part.
- The average score of the six team members will be used to compute the total team score that will be utilized in determining flight placement.

Part II (Only for teams advancing to final round)

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 II 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*. These questions do not come from the previous five years National FFA exams.

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: Robert's Rules of Order Newly Revised, beginning of page 15

PRESENTATION (500 POINTS)

ITEM OF BUSINESS

Each team will address a local chapter item of business, which would normally be a part of a chapter's program of activities (consult *FFA.org*, the *Official FFA Manual and Student Handbook* for specific activities and current programs.) The motion will be specific and must be moved as an original main motion as it is written on the event card.

Motions not on the chart of permissible motions, or secondary motions and debate applied to them, will not be scored.

EVENT CARD

The event official will select two subsidiary, two incidental and one privileged or a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card and one will be randomly assigned to each team member. Motions must be demonstrated in the classification that is indicated on the motion card (i.e. privileged, subsidiary, incidental, Motions that Bring Back Again before the Assembly). All teams in each section will be assigned the same motions.

There are 25 permissible motions in the national FFA event. 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, use nonverbal communications during the one-minute time period or during the demonstration.

SAMPLE CARD

Main Motion: I move that our chapter send two delegates to WLC. Required Motions: Lay on the Table <u>Amend</u> Suspend the Rules Appeal Recess

OPENING AND CLOSING THE DEMONSTRATION

The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The chair shall start the presentation by saying, “Is there any new business?” Time will stop when the chair declares the meeting adjourned.

- Original Main Motion: The event official will assign the main motion on an index card, no other original main motions may be used. Making other original main motions that are not on the event card will result in a 50 point deduction from overall team presentation score.
- The assigned original main motion is to be the first item of business presented, unless, take from the table, reconsider or rescind are required on the event card. If this is the case, an alternative main motion for take from the table, reconsider or rescind will be provided.

- The person who makes the assigned main motion will be given credit for an additional motion.

SECONDARY MOTIONS

- No limit to the number of subsidiary, incidental and privileged motions that a team may demonstrate.
- A member's required motion will not be counted as an additional motion for another member. No motion may count for an additional motion for more than one member.
- Incidental and privileged motions cannot be demonstrated as incidental main motions.
- Only motions listed in the permissible motions chart will be counted for required and additional motions.

INDIVIDUAL MEMBER RECOGNITION

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.

Omission of the assigned motion by the assigned member on the event card will result in a 50 point deduction from overall team presentation score.

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

If the officials in charge designate take from the table, rescind or reconsider as a motion to be demonstrated, scenario will be included on the event card. These motions shall **not** be used unless listed on the event card as a required motion.

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.

DEBATE

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 the subsidiary motion to extend the limits of debate has been passed.

TIME LIMIT AND DEDUCTIONS

A team shall be allowed eleven minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 11 minutes will be assessed.

Example: 11:05 =10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

ORAL QUESTIONS (100 POINTS)

Individual Questions (100 points)

The team members (not including the chair) will be asked a planned question, which may include one to three parts, relating to their assigned motion. No one may step forward to help another member answer their individual question. The chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures. Each member will be scored a maximum of 16 points for responses to questions. Chair will be scored at a maximum of 20 points. All oral questions will come from the latest edition of **Parliamentary Oral Questions CD (Advanced)** by Shane Dunbar.

Clarifying Questions: The judges will have three 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

GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER 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.

CHARACTERISTICS OF EFFECTIVE DEBATE

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

- 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

- 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

- 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.

Suggested grading scale for debates:

- **Good:** 15-20 points
- **Average:** 8-14 points
- **Poor:** 0-7 points

GUIDELINES FOR SCORING THE CHAIR (80 POINTS)

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

ABILITY TO PRESIDE (65 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:** 51-60 points
- **Good:** 26-50 points
- **Poor:** 0-25 points

LEADERSHIP (15 POINTS)

Leadership is stage presence, poise, self-confidence, politeness and voice.

A suggested grading scale is as follows:

- **Excellent:** 1-15 points
- **Good:** 6-10 points
- **Poor:** 0–5 points

GUIDELINES FOR SCORING TEAM EFFECT (20 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.

WRITTEN EXAM (200 POINTS, 20%)

- Society for Agricultural Education Parliamentarians Accreditation Exam
- 45 multiple-choice questions x 4 points each = 180 points
- 5 research questions x 4 points each = 20 points

PRESENTATION (500 POINTS, 50%)

- **Required motion:** 10 points x 5 members = 50 points (10%)
- **Additional motion:** 10 points x 5 members = 50 points (5%)
- **Debates:** 300 points (30%)
 - 20 points maximum per debate
 - Four debates/member included
 - Five members
 - **Chair:** 80 points (10%)
 - Ability to preside: 65 points
 - Leadership: 15 points
 - **Team effect:** 20 points (12%)
 - Conclusions reached by team
 - Team use of debate
 - Team presence

ORAL QUESTIONS (100 POINTS, 10%)

INDIVIDUAL QUESTIONS (90 POINTS)

- Five team members 16 points maximum per question
- Chair 20 points maximum

TOTAL POINTS 800

**Team problem solving practicum semifinal score will be used for final round.*

TIEBREAKERS

Tiebreakers for teams will be:

- Total final presentation score out of 500 possible points.
- Team average score on the written exam.
- Total team practicum, problem solving score.

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](http://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/parliamentary-procedure-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 state parliamentary procedure exam will be made up of the last five years National FFA Exam Written Exam Questions found on ffa.org. Resources from previous years National exams include:
- 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
- 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>
- 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 *Parliamentary Oral Questions CD (Advanced)*
- 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 five years 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>
- 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
- 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

TEAM PRACTICUM, PROBLEM SOLVING

- The most recent edition of *Robert's Rules of Order Newly Revised*
- Searchable *Robert's Rules of Order Newly Revised* online database from the National Association of Parliamentarians, found at:
https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=nap&webcode=shopping&prd_key=725ff724-0fa6-446d-8197-0d060e04a889
- 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-32) available from the Parliamentary Procedure Instructional Materials Center (<http://pzen.northwest.net/>)
- Past National FFA Event Exams, Questions and Practicums (available online at no cost)

Chart of Permissible Motions

MOTION	Second Required	Debatable	Amendable	Vote Required	Reconsider
PRIVILEGED MOTIONS					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, Demand	No
SUBSIDIARY MOTIONS					
Lay on the Table	Yes	No	No	Majority	Neg only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm only
Main Motion	Yes	Yes	Yes	Majority	Yes
INCIDENTAL MOTIONS					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point Of Order	No	No	No	Normally no vote Chair rules	No
Request for Information	No	No	No	No Vote. Chair responds	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice 2/3, or majority of entire membership (3)	Neg. Only
Take From The Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order 2/3 vote, standing rules – majority vote

(3) Refer to Robert's Rules of Order Newly Revised, current edition for rule(s)

(4) Refer to LDE Parliamentary Procedure event rules before using these motions in the demonstration

National FFA Parliamentary Procedure Career Development Event
Form 2 Team Score Sheet

FFA Chapter:													
Participant	Required Motion 10 pts/person	Discussion (60 pts. max./member, 20 pts.max./item) Excellent 15-20 pts., Good 10-14 pts., Average 5-9 pts., Poor 0-4 pts.					Additional Motion	10 pts / person	Individual Questions 16 pts/person 96 pts/person	Total			
		PP Indef	Main	Amend	Refer	PP Def					Bring Back	Total	
1													
2													
3													
4													
5													
Chair		Ability to Preside (65 pts.) 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. Excellent = 51-65 pts., Good = 26-50 pts., Poor = 0-25 pts.					Points Tactful, sensitive, firm, understanding, good voice, proper pace Excellent = 10-15 pts., Good = 6-10 pts. Poor = 0-5 pts.	Chair Questions (20 pts.)					
Team Effect		Team Effect (20 pts) Discussion Convincing, logical, realistic, orderly and efficient, germane and free from repetition Average of all 6 individual exam scores (200 pts.)										Team Voice Voice: Volume, enunciation, pitch, pace, grammar Poise: confidence, professional, eye contact Expression: conviction, gestures	
Exam		Minutes taken from Individual Minutes and Other Records Practicum (50 pts)											
Minutes		Team Problem Solving Research (150 pts.) (Preliminaries & Semis)											
Deductions (List mistakes) 5-20 pts per mistake													
Time		Omitting assigned motion - 50 pts Deduction for overtime. -2pts/second after 11:00										Total Deductions Team Score	
Notes:													