

Conduct of Chapter Meetings Rules

Objective

Students will be able to demonstrate parliamentary procedure to conduct an orderly and efficient meeting, communicate and participate effectively as a team member, demonstrate critical thinking, and use teamwork for effective decision making.

A. *Rules and Regulations*

1. The event is open to all FFA members in good standing who are regularly enrolled in an agricultural education course in the seventh, eighth, or ninth grade level during one or both semesters of the current school year and who have not placed first in the state Conduct of Chapter Meetings Leadership Development Event (LDE) previously.
2. Each district will determine the number of teams per school allowed to compete at the district level. Ribbons may be awarded according to the guidelines on the results sheets. The top four teams shall be ranked, regardless of their ribbon assignment. Up to three receiving a purple ribbon rating at the district level may advance to the state round of competition. Advancing teams are to be of high quality. Any identified alternate team must have received a purple or blue ribbon rating.
3. Each participant shall wear the official FFA dress as defined in the FFA Manual: a white collared shirt or blouse, official FFA tie or scarf, black trousers or skirt, black shoes, and FFA jacket. Points may be deducted for variance from official dress.
4. In addition to the Conduct of Chapter Meetings LDE, the participants may compete in no more than one individual (not team based) Leadership Development Events. They are not eligible to compete in any other team-based events, which are Agricultural Demonstration and Parliamentary Procedure.
5. Each team will consist of seven members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel, and advisor.
6. *Robert's Rules of Order, Newly Revised* shall be the official parliamentary law authority.



7. All team members will individually complete a 25 question written exam. Exam scores will be used as part of the team score in the preliminary round. All team members must complete the exam at the same time, not sitting next to any other teammate. Thirty minutes will be allotted for testing. Other arrangements to test may be made at the discretion of the State FFA staff based on the need of the student. Study material shall not be present in the holding room prior to completing the test. Study materials may be utilized in the holding room once all event participants have completed the test.
8. The demonstration will not exceed ten minutes. Penalty will be two points per second over time.
9. The team members will not conduct the opening and closing ceremonies during the state level competitive event. Any team advancing to the national level of competition must be prepared to comply with the national rules in their entirety.
10. Judges will score all member debates, and only the top three debate scores per team member will impact the final team score.
11. At the conclusion of the demonstration, judges will ask one verbal question (which may contain one or two parts) per participant. Verbal questions will be pre-determined and related to the permissible motions, general purposes of parliamentary procedure, or officer duties and responsibilities.
12. A holding room will be used for this event. Each district event will have teams complete the same motion and abilities. No team will be allowed to watch demonstrations prior to their assigned performance time. No teams, FFA members, advisors or coaches will be allowed to communicate with a Conduct of Chapter Meetings team prior to their demonstration. At the state event, a holding room will also be used. Each preliminary round will have teams complete the same motion and abilities in that section. The finals round will have a different set of motions and abilities for all teams to demonstrate.
13. All team members must turn in their all electronic devices with communication capabilities (cell phones, Apple watches, tablets, etc.) to event coordinators prior to entering the holding room. The local advisor or another responsible adult must provide the cell phones to the event coordinator, and the cell phones may be retrieved upon completion of all event components by all team members.

14. Recording of LDEs
 - a. State LDEs
 - i. There will be no state association hired media that record the LDE event in its entirety.
 - ii. The use of tripods or devices that are larger than a handheld recording device (i.e. a cellphone) are prohibited.
 - iii. As a public event with an audience present, individual competitors must realize that audience members may be recording their LDE presentation. The FFA Association and the FFA Board of Directors, will not monitor the use of recording devices.
 - b. District LDEs
 - i. No video recording will be allowed in the performance room in order to maintain the integrity of the event at future locations.

B. Event Procedures

1. Team members will demonstrate four of the following permissible parliamentary procedure motions. The State FFA staff, in collaboration with event coordinators, will select motions to be demonstrated in each flight of the event. Different motion sets may be rotated through district competitions at the discretion of the State FFA staff.

Privileged Motions:

- Recess
- Raise a Question of Privilege

Subsidiary Motions:

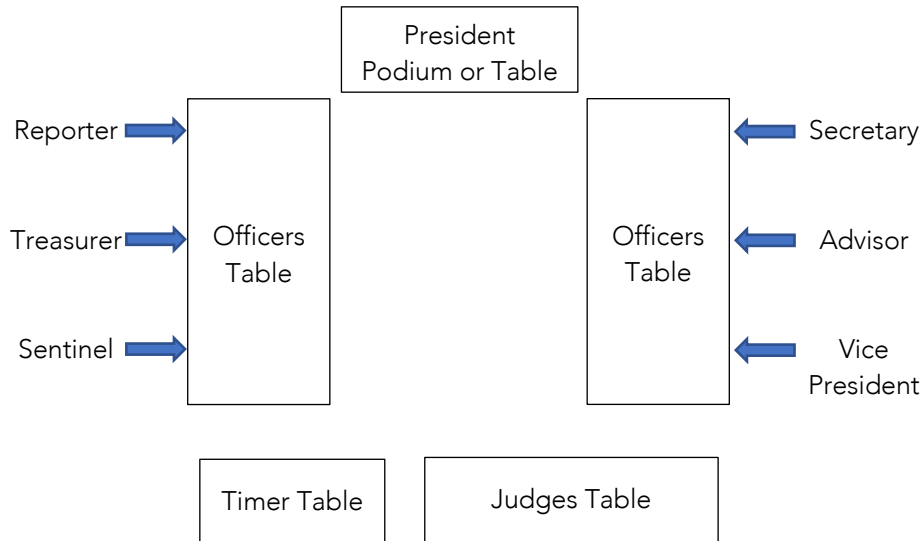
- Previous Question
- Postpone Definitely
- Commit or Refer
- Amend
- Postpone Indefinitely

Main Motion

Incidental Motions:

- Parliamentary Inquiry
- Division of the Assembly
- Point of Order

- The demonstration room must be pre-set with a lectern (optional), tables, chairs, station markers, and a timer prior to the event. All teams will use the identical room set as shown:



- A time clock or time card will be provided so that the team can see and refer to it. The clock will count up from zero minutes starting when the president taps the gavel twice to start the demonstration. The clock will stop when the president states, "This concludes our demonstration." If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of eight and ten minutes.
- All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team.
- Four of the six participants on the floor will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned.
- Participants will have one minute immediately before their demonstration to read their card silently and take notes. Team members may not mark or write on the cards and may not confer or signal each other during the one-minute time period or during the demonstration, except when seeking recognition from the chair. At the conclusion of this minute, judges will say, "Please begin."
- Every participant will receive a card (see the sample below) with the main motion and the four required motions from the list of permissible motions. No other motions may be used. However, a point of order and parliamentary inquiry may

be used without reduction of points if they are not listed on the motion card. Points will not be awarded if they are used and are not on the motion card. An appeal may not be made on the president's ruling. Included in the four required motions will be a minimum of one debatable subsidiary motion.

MAIN MOTION:

I move that our chapter organize a district novice parliamentary procedure competitive event.

REQUIRED MOTIONS:

Raise a Question of Privilege Previous Question

Amend

Point of Order

*Underlined and bolded motion is your required motion.

8. The required motion must be demonstrated by the officer that the motion is assigned to for points to be scored. If the assigned motion is used by another officer it must be properly renewed again if allowed by the assigned officer to score points.
9. The order of business will begin with the consideration of new business (other items normally on the order of business are not to be considered) when a member on the floor gains recognition and states the main motion which will not be assigned to any particular officer.
10. Point of order and parliamentary inquiry may be used with no point deduction, if not listed on the motion card when needed to make a correction to obtain needed information. Use of other motions not listed on the motion card have no point value and will result in a point reduction not to exceed 20 points per instance.
11. If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
12. Judges will ask one verbal question (which may contain one or two parts) per participant. Verbal questions will be pre-determined and related to the permissible motions, general purposes of parliamentary procedure, or officer duties and responsibilities. No additional questions may be asked by the evaluators.

C. Suggested Guide for Conducting District Event

Prior to the Event

1. The order of appearance to be used shall be determined in advance of the event.
2. Advisors submitting a team or teams to the district entry shall provide to the LDE coordinator and/or FFA board representative the names of the students on the team.
3. Set the demonstration room according to guidance in this document.
4. Provide one of the following to each evaluator:
 - a. Conduct of Chapter Meetings Rules (this document)
 - b. Deduction for Parliamentary Errors (at the end of this document)
 - c. Score Sheet – One per Team
 - d. Event Materials for Judges (provided by State FFA staff)
 - e. Official Results Sheet
 - f. Order of Appearance Sheet

Start Event

1. Each team shall be introduced to the evaluators by the individual coordinating the event. Example: The following demonstration is by the Greenhand FFA Chapter.
2. No one shall enter or leave the speaking room while the team is presenting.
3. The team has one minute to review the demonstration cards.
4. At the conclusion of one minute, the event timer says, "Please begin." Official time then starts.
5. After the team is finished with the demonstration, the timer will record the time and forward to the evaluators.
6. Judges ask verbal questions, one per team member.

After the Event

1. Each evaluator shall total each team's score and arrive at the placing. Discussion between evaluators is allowed and encouraged. Audience members and participants shall not be present during evaluator discussion.
2. Ribbons may be awarded according to the guidelines on the results sheets. The top four teams shall be ranked, regardless of their ribbon assignment. Up to

three teams receiving a purple ribbon rating at the district level may advance to the state round of competition. Advancing teams are to be of high quality. Any identified alternate teams must have received a purple or blue ribbon rating.

3. A scoresheet with feedback shall be completed for each team.
4. One copy of the results should be completed on the form provided to the judges. List the name and chapter of each participant. Fill out the digital results sheet from the State FFA Office.

D. Official Score Card

Written Test (25 points per member)	175
Required Motions (4 motions each 50 points)	200
Debate (45 points per member)	315
Oral Questions (10 points per member)	70
Conclusions Reached by Team	120
Team Effect	120
	Total 1000

Time Penalty: two points are deducted for each second over ten minutes.

E. Awards Recognition

1. District Awards: Teams meriting awards shall be rated as purple, blue, red, or white and the top four teams shall be ranked by number (1st, 2nd, 3rd, 4th). The top four teams shall be ranked, regardless of their ribbon assignment. Up to three teams receiving a purple ribbon rating at the district level may advance to the state round of competition. Advancing teams are to be of high quality. Any identified alternate must have received a purple or blue ribbon rating.
2. State Awards: Participants in the state event will be designated as gold, silver, or bronze medal recipient.

Rules for the Permissible Motions – Conduct of Chapter Meetings

See current edition of *Robert's Rules of Order, Newly Revised*

Motion Name, Class ¹ , Purpose	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed?
Class: Privileged Motions (Deal with special matters of immediate or overriding importance to the business of the assembly)					
Recess (Provides a brief break)	No	Yes	No	Yes ²	Majority
Raise a Question of Privilege (Asks an urgent question regarding rights and privileges of the assembly)	Yes	No	No	No	No vote Chair rules
Class: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)					
Previous Question (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table)	No	Yes	No	No	Two-thirds
Postpone Definitely (Puts off further consideration of the main motion to a later time, not beyond the next regularly scheduled meeting if within a quarterly interval)	No	Yes	Yes	Yes	Majority (2/3 if made Special Order)
Commit or Refer (Refers the motion to a committee)	No	Yes	Yes	Yes	Majority
Amend (Proposes to change a motion)	No	Yes	Yes ³	Yes	Majority
Postpone Indefinitely (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
Class: Main Motions (Introduces new business to the assembly)					
Main Motion (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority
Class: Incidental Motions (Related to the pending business and must be decided immediately)					
Parliamentary Inquiry (Allows a member to ask a question related to parliamentary law or the rules of the organization)	Yes	No	No	No	No vote Chair answers
Division of the Assembly [Requires a standing vote]	Yes	No	No	No	No vote Demand
Point of Order (Requests that the rules be enforced)	Yes	No	No	No	No vote Chair usually rules ⁴

¹Motions that bring a question again before the assembly are not required for this event.

²Amendable with respect to the length of the recess.

³Debatable if applied to a debatable motion.

⁴Assembly decides by a majority vote if the chair does not want to make a ruling.

Deductions for Parliamentary Procedure Errors

This shows the recommended deductions that judges will use for parliamentary procedure errors. If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted.

Note: star ranking system = least amount of deduction to **** = greatest amount of deduction*

Parliamentary Procedure Errors	Severity of Point Deduction	Point Deduction
Violations Related to Using a Motion Improperly		
Postpone Indefinitely (when qualified. e.g., a time is given)	****	
Parliamentary Inquiry (when used to ask another member a question)	***	
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	***	
Violations Related to the Chair		
Improper use of the gavel	*	
Referring to him/herself in the first person (e.g., "I")	*	
Failing to announce results of vote	*	
Not obtaining a second before stating or putting the motion	**	
Not calling for a negative vote	**	
Failing to call for debate on a debatable motion	**	
Ignoring a member requesting the floor	**	
Taking a hand vote after a Division of the Assembly has been called	**	
Taking a voice vote on a motion that requires a two-thirds vote	**	
Failing to take a vote on a motion	***	
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)	***	
Stating a personal opinion	****	
Not giving preference in recognition to maker of motion if he/she has not debated	**	
Not giving preference in recognition to member who has not debated	**	
Not alternating debate between those opposed and those in favor of a motion (if known)	*	

Neglecting to notify members to be seated after taking a standing (rising) vote	*	
Arbitrarily stopping debate	**	
Not completing all steps in the announcement of the vote.	**	
Violations Related to Amendments		
Adding words to middle (instead of end) of motions	*	
Striking words that result in incomplete wording for main motion	*	
Inserting "not" to make the motion a negatively worded motion	*	
Making an amendment that is not germane	**	
Amending a non-amendable motion	****	
Making a third-degree (tertiary) amendment	****	
Violations Related to Motions		
Chair not restating the motion as it was moved by a member	*	
Member incorrectly stating a motion (e.g., "I motion that," using incorrect postpone, etc.)	*	
Chair restating motion before it receives a second	**	
Taking up a motion out of the order of precedence	****	
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to recess is made when no question is pending. It is therefore classified as an incidental main motion.)	****	
Member calling out "Question" from his/her seat to stop debate	***	
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	
Violations Related to Debate by Members		
Not getting recognized before debating (discussing) a motion	*	
Not addressing debate through the chair	*	
Addressing other members by name	*	
Debating more than two times on a single motion	**	
Debating against a motion they moved	**	
Debating a non-debatable motion	****	
Debate not germane	***	
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	***	

*Note: star ranking system * = least amount of deduction to **** = greatest amount of deduction*

Team Score Sheet: Conduct of Chapter Meetings

Chapter _____

	President	Sentinel (L1)			Treasurer (L2)			Reporter (L3)			Vice President (R1)			Advisor (R2)			Secretary (R3)		
Debate -Top 3 debate scores, President scored on ability to preside (45 pts max each)																			
Oral Questions (10 pts each)																			
Sub Total (55 each)																			
										Individual Sub Total (add all 7 individual scores, 385 Total)									
REQUIRED MOTIONS	Motion/Officer			Motion/Officer			Motion/Officer			Motion/Officer			Required Motion Total (200 pts)						
(50 pts each, 200 Points total)																			
CONCLUSIONS reached by the team	Main Motion was thoroughly analyzed. Conclusions Reached were consistent with the debate on the motion and the voting															Conclusion Total (120 pts)			
TEAM EFFECT Voice, Poise, Expression	Members spoke clearly with appropriate pitch, pace, enunciation, and grammar. Showed confidence through professional demeanor, eye contact, etc. Spoke with conviction with appropriate emphasis and body language															Team Effect Total (120 pts)			
TEST SCORE	Test Scores (25 pts x 7= 175 pts Total)																		
Deductions for parliamentary errors range from 5-25 points per error depending on severity																			
Deductions for overtime: The penalty is 2 points per second over 10 minutes																			
																		TEAM TOTAL	

GENERAL COMMENTS: