

Parliamentary Procedure Rules

Objective

Students will be able to demonstrate knowledge of parliamentary procedure in order to conduct an orderly and efficient meeting; and transact business and present logical, realistic, and convincing discussion.

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 at or above the ninth grade level during one or both semesters of the current school year and who have not placed first in the state Parliamentary Procedure 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. In addition to the Parliamentary Procedure 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 Conduct of Chapter Meetings.
4. 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.
5. A team will consist of six members. Only the president and secretary will be officially recognized as chapter officers with officer stations. The other team members will be individual members of the assembly.
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 covering the basic parliamentary procedures as related to the permissible motions of the event. 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 needs of the student. Study material shall not be present at any time during the district-level and state-level competition.
8. The demonstration will not exceed eleven minutes. The penalty will be two points per second over time.
9. At the conclusion of the demonstration, the evaluators will ask each team member a provided question regarding their assigned motion and how it was transacted. The president is also asked a question concerning how the business was transacted. No additional questions are permitted.
10. 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 Parliamentary Procedure 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.
11. All team members must turn in their all electronic devices with communication capabilities (cell phones, smart watches, tablets, etc.) to event coordinators prior to entering the holding room. The local advisor or other 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.
12. There will be no team problem at the district *or* state competition.
13. 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 two subsidiary, two incidental, and one privileged or a motion which brings an item back before the assembly, from the list of permissible motions. The assigned 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 any of these motions are on the event card the team may choose to demonstrate the motion at the beginning of their demonstration (using the scenario motion provided for those motions) or at the end of the demonstration after they have disposed of the original main motion. 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:

Fix the Time to Which to Adjourn
Adjourn
Recess
Raise a Question of Privilege
Call for the Orders of the Day

Subsidiary Motions:

Lay on the Table
Previous Question
Limit or Extend Limits of Debate
Postpone Definitely
Commit or Refer
Amend
Postpone Indefinitely



Main Motion

Incidental Motions:

Appeal

Division of the Assembly

Division of a Question

Objection to the Consideration of a Question

Parliamentary Inquiry

Point of Order

Request for Information

Suspend the Rules

Withdraw a Motion

Motions that Bring a Question Again Before the Assembly:

Reconsider

Rescind

Take from the Table

2. The use of pedigrees is NOT required. No point changes will result from use or lack of use of pedigrees. Emphasis should be placed on high quality debate and discussion. **Teams are encouraged to not use pedigrees.**
3. If the ability Rescind, Reconsider, Take From the Table, or Call for Orders of the day are used, a scenario will be provided.
 - a. If the team is to perform Rescind, Reconsider or Take From the Table, teams can assume that they would rescind an action taken, which cannot be reconsidered, or take from the table a motion or reconsider a motion they completed earlier in the present meeting.

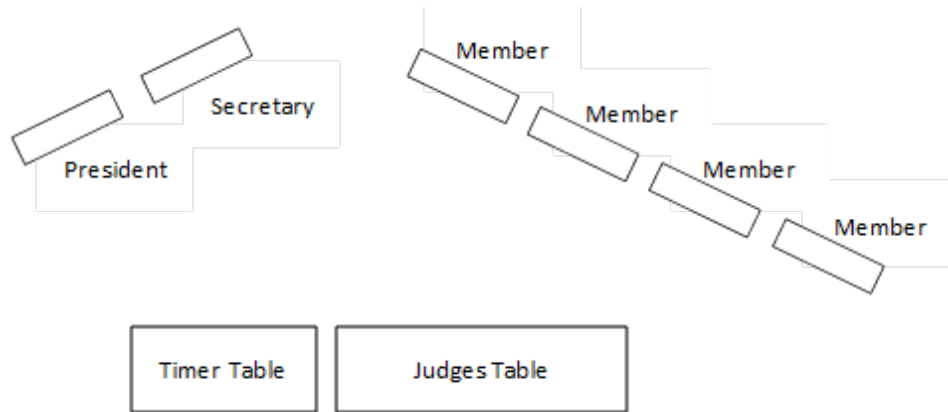
These motions shall not be used unless they are a required motion. These motions will be provided as a scenario on the card.

Example: "I move to rescind the motion that was passed at our last meeting about having an FFA hayride."

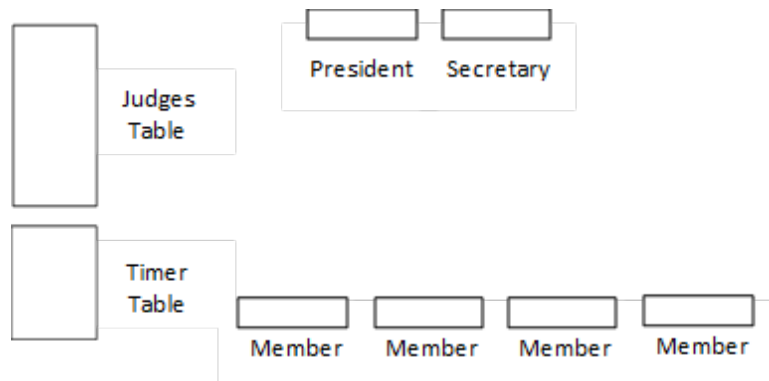
- b. If the team is to perform Call for the Orders of the Day, teams can assume that the motion was postponed at the last meeting and made a special order for a time during the current demonstration.



4. The demonstration room must be pre-set with tables, and chairs, and a timer prior to the event. All teams will use one of the arrangements as shown:



OR



5. A time clock will be provided so that the team can see and refer to it. After the one minute allowed to review the ability cards, the clock will restart when the president taps the gavel twice to begin the demonstration. The team shall assume that a regular chapter meeting is in progress. The chair will start the demonstration by saying, "Is there any further business that should be presented at this time?" The time will stop when the president states, "This concludes our demonstration". The demonstration is limited to 11 minutes in length. Deductions of 2 points per second will be enforced after 11 minutes.
6. The secretary and president stations will each have blank paper and pen/pencil provided. The secretary and president WILL BE allowed to use paper and pen/pencil to take notes during the demonstration. No point changes will result from use or lack of use of paper by the chair.



7. Each participant, except for the president, will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned.
8. Participants will have one minute immediately before their demonstration to read their card silently. 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."
9. Every participant will receive a card (see the samples below) with the main motion and the five required motions from the list of permissible motions. The team will use one main motion. There is no limit to the number of subsidiary, incidental, privileged, or a motion which brings an item back before the assembly demonstrated. The team will earn a 50 point deduction for the use of more than one main motion.

Sample Card, Example 1

MAIN MOTION:

I move that our chapter conduct leadership development workshops for middle school FFA members.

REQUIRED MOTIONS:

Lay on the Table.....Subsidiary

AmendSubsidiary

Suspend the Rules.....Incidental

Point of Order..... Incidental

Question of Privilege Privileged

*Underlined and bolded motion is your required motion



Sample Card, Example 2

SCENARIO: At the September chapter meeting the motion to “pay for two chapter members to attend Washington Leadership Conference” was postponed and made a **Special Order for 2:00 pm** during the October meeting.

MAIN MOTION:

I move that our chapter build picnic tables for the city park.

REQUIRED MOTIONS:

Commit or ReferSubsidiary

Postpone IndefinitelySubsidiary

Point of Order..... Incidental

Division of the Assembly..... Incidental

Call for the Orders of the Day..... Privileged

*Underlined and bolded motion is your required motion

10. A member’s 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 points). Credit for an additional motion will only be given one time.

Example: Division of the Assembly can only be used once for credit. Credit for an additional motion will not be granted to an additional member moving Division of the Assembly if another member has already moved it or if another member is required to move it as designated on the motions card.

11. 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 member’s motion and how it was transacted during the demonstration. The president will be asked a question concerning how the business was transacted. Following the six individual questions, the team shall exit the demonstration room.

No additional questions may be asked by the evaluators.

12. There will be no team problem solving activity at the state competition.



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. Parliamentary Procedure 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 teams' 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.



3. 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 – Preliminary Round

Written Test (average of all member scores x 2)	200
Required Motions (5 motions each 10 points)	50
Debate (60 points per 5 members; 20 points max per debate)	300
Addition Motions (15 points per 5 members)	75
Oral Questions (15 points per 5 members)	75
Chair Ability to Preside	65
Chair Leadership	15
Chair Question	20
Team Effect (conclusions, discussion, team voice)	50

Total 850

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

E. Official Score Card – Final Round

Required Motions (5 motions each 10 points)	50
Debate (60 points per 5 members; 20 points max per debate)	300
Addition Motions (15 points per 5 members)	75
Oral Questions (15 points per 5 members)	75
Chair Ability to Preside	65
Chair Leadership	15
Chair Question	20
Team Effect (conclusions, discussion, team voice)	50

Total 650

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

F. Guidelines for Scoring Discussion

Characteristics of effective discussion include:

- completeness of thought
- logical reasoning
- clear statement of speaker's position
- conviction of delivery
- concise and effective statement of discussion

A suggested scoring scale is as follows:

- Excellent 15-20 points
- Good 10-14 points
- Average 5-9 points
- Poor 0-4 points

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."

Most discussion would fall in the range of an average score (8-15 points). An example of an average discussion might be: "I think this is a very significant motion which should be passed for the following reasons (new, informative, and logically related). For these reasons, I urge everyone to vote for this motion."

Good discussion would be characterized by effective delivery, substance, creative, and visionary thought delivered in a convincing and compelling manner. Each time a member 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. An individual earning 20 points on each motion discussed would need to have been recognized by the chair three separate times to earn the maximum points.

G. 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 – Parliamentary Procedure

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

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 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 Motions					
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	See Below ²	No
Withdraw a Motion	No (3)	No	No	Majority ³	Neg. Only
Motions that Bring a Questions 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

¹If applied to a debatable motion

²Rules of Order = 2/3 vote, standing rules = majority vote

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

⁴Refer to parliamentary procedure LDE rules before using these motions in the demonstration

⁵Only motions listed in the permissible motions chart will be utilized as required motions and allowed as additional motions

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: Parliamentary Procedure

Chapter: _____

Participant	Required Motions <i>10 points/person</i>	Debate <i>60 points max/member; 20 points max/item</i>						Additional Motion <i>15 points max/member</i>	Individual Question <i>15 points max/member</i>	Score Total														
Member 1																								
Member 2																								
Member 3																								
Member 4																								
Secretary																								
Chair	Ability to Preside <i>65 points</i> States motions correctly, follows rules of debate, keeps members informed, puts motions to a vote, announces results of votes, uses gavel with authority and accuracy, aware of business on the floor Excellent: 51-65 pts Good: 26-50 pts Poor: 0-25 pts								Points															
	Leadership Points <i>15 points</i> Tactful, sensitive, firm, understanding, good voice, proper pace Excellent: 10-15 pts Good: 6-10 pts Poor: 0-5 pts								Points															
	Chair Question <i>20 points</i>								Points															
Team Effect	Conclusions Main motion was well analyzed. What, when, where, who, how, was answered.	Team Effect <i>50 points</i> Discussion Convincing, logical, realistic, orderly and efficient, germane, and free from repetition						Team Voice Voice: volume, enunciation, pitch, pace, grammar Poise: confidence, professional, eye contact Expression: conviction, gestures																
Exam	(Average of all six individual exam scores) X 2, Prelims Only <i>200 points</i>																							
Deductions (list mistakes) <i>-5 to -20 points per mistake</i>																								
	Omitting assigned motion: <i>-50 points</i>																							
	Using additional main motions: <i>-50 points</i>																							
Time	Deduction for overtime: <i>-2 points/second after 11:00</i>																							
Total Deductions																								
Total Team Score																								

Comments: