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# State Senior Parliamentary Procedure

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## Career Development Event

### PURPOSE

To encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills.

### OBJECTIVES

Students will be able to:

1. Demonstrate parliamentary procedure and conduct an orderly and efficient meeting.
2. Present logical, realistic, and convincing discussion.

### EVENT RULES

1. The event will have three phases: (1) written examination, (2) a 10-minute team presentation of parliamentary procedure, and (3) oral questions for five minutes following the presentation.
2. The advisor shall not consult with the team after beginning the event. Also, advisors will not be allowed in the holding room or on stage during event.

### EVENT FORMAT

#### *Written Test (100 points)*

The test will consist of 25 objective-type multiple-choice questions covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. The average score of the top six team members will be used to compute the total team score.

Any communications between participants from the same team during the written examination portion of the event will be sufficient cause to eliminate the team from the event. Any participant caught cheating during the event will be, along with his/her team members, expelled from the event.

#### *Oral Questions*

All six team members will be asked a planned, written question relating to their assigned motion.

#### *Presentation*

The team demonstrating shall assume that a regular chapter meeting is in progress and the chairperson shall start the presentation by saying, "Is there any further business that should be presented to the chapter at this time?" Generally, a team member would move the main motion assigned to the team.

If the officials in charge designate "rescind, reconsider, or take from the table" as a motion to be demonstrated, you could assume that you would rescind, reconsider, or take from the table a motion that you did at your last meeting. Example: "I move to rescind the motion that passed at our last meeting about having an FFA hayride." These motions should not be used unless designated by the official in charge.

An alternate motion not pertaining to the main motion may be used to facilitate the correct demonstration of the motion, "Call for the orders of the day," should that privileged motion be designated as one to be demonstrated by the officials in charge.

The event official and judges will select two subsidiary, two incidental, and one privileged or unclassified motion from the list of permissible motions. These five selected motions will be randomly assigned to five team members (one per member). All teams will be assigned the same five motions.

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## State Senior Parliamentary Procedure (continued)

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All members must demonstrate their required motions. Deductions for parliamentary mistakes on a required motion can range from 5 to 20 points per mistake. Omitting a required motion is a 100-point deduction from the total team score and a 20-point deduction from the member's individual score even if another member on the team demonstrates that required motion. Additional motions (other than those required) should not be used or considered in the presentation.

Upon entering the presentation room and taking their seats, the participants will have one minute to review the main motion and the required motions to be demonstrated (which may be noted by bolding, underlining, or an asterisk). Example:

**Main Motion:** **Move to recommend to our state delegates at the National FFA Convention that the National FFA Creed be revised.**

**Required Motions:** *Lay on the Table*, Amend, Suspend the Rules, Appeal, Reconsider.

**Additional Motion:** **Each member will be required to perform an additional motion along with the required motion they perform. The additional motion is worth 20 points.**

### TOPICS OF DISCUSSION

1. Student Development
2. Chapter Development
3. Community Development
4. State FFA Convention Items of Business

The motion will be specific and must be stated and moved as it is written.

### GUIDELINES FOR SCORING DISCUSSION

Judges scoring discussion during the parliamentary procedure event should follow these guidelines:

1. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner.
2. Characteristics of effective discussion include (a) completeness of thought, (b) logical reasoning, (c) clear statement of speaker's position, (d) conviction of delivery, and (e) concise and effective statement of discussion.
3. Suggested grading scale: Excellent—31-40 points, Good—21-30 points, Average —11-20 points, Poor—1-10 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 (11-20 points). An example of an average discussion might be: "I think this is a very significant motion that should be passed for the following reasons (i.e., 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, and creative and visionary thought delivered in a convincing and compelling manner.

4. Each time a participant in the presentation discusses any motion, he/she may earn a score. However, an individual may never earn more than 80 points in a given presentation. Furthermore, no more than 40 points may be earned during one recognition by the chair. An individual earning 20 points on each motion discussed would need to be recognized by the chair four separate times to earn the maximum 80 points.

### GUIDELINES FOR SCORING THE CHAIR

1. Ability to preside—handling motions, keeping members informed, using gavel, distributing discussion (80 points).
2. Leadership—stage presence, poise, self-confidence, politeness, and voice.

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## Senior Parliamentary Procedure Event (continued)

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**Teams can be made up of the following grades:** 8-9-10-11-12

**Time Limit:** 10 minutes

**Number of Team Members:** 6 members only.

**The Main Motion will come from one of the four major topics listed:**

1. Student Development
2. Chapter Development
3. Community Development
4. State FFA Convention Items of Business

### STATE EVENTS GUIDELINES

**1. Written Test:**

**100 points**

- A. Written questions will come from "Parliamentary Procedure Manual" by Chris Yorke. Can be ordered through CEV.

**2. Presentation:**

- A. Required Terms (5 terms) **100 points**  
 20 points/member  
 2 Subsidiary  
 2 Incidental  
 1 Privileged or unclassified
- B. Additional Motion **100 points**  
 20 points/member
- C. Discussion: Top five members' scores will be transferred to final score sheet. Maximum of 80 points each for the 5 members **400 points**

**NOTE: Team's ability to handle the Main Motion**

- D. Chairman **80 points**  
 Ability to Preside

**3. Oral Questions:**

- Oral questions will come from the Chart of Permissible Motions. One question to each member with a required term (20 pts. per). One with a required chairman. **100 points**
- Total possible questions = 6 **20 points**

**4. Minutes (Not Required)**

**5. General Effect**

- Team's voice, poise, and expression **100 points**

6. Minus 50 points if not in official dress.

7. Overtime: Point deducted (over 10:30 minutes, 2 points/per second). The official timekeeper will hold up a card or use an electric clock for time, signaling a nine-minute warning to each team.

8. Deductions for parliamentary mistakes 5 to 20 points for mistake. Omitting a required motion is a 100-point deduction.

### MAXIMUM POINTS

1. Top six members' scores divided by six to get total team score.
2. 30 minutes to complete.
3. 25 multiple-choice questions (4 points per question)

**Subtotal: 100 points**

**Subtotal: 100 points**

**Subtotal: 580 points**

**Subtotal: 120 points**

**Subtotal: 100 points**

**Total Points: 1,000 points**

# Chart of Permissible Motions for the National FFA Parliamentary Career Development Event

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
<b>Privileged Motions</b>					
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 Orders of the Day	No	No	No	No vote, demand	No
<b>Subsidiary Motions</b>					
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
<b>Main Motion</b>	Yes	Yes	Yes	Majority	Yes
<b>Incidental Motions</b>					
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.	Neg. Only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote Chair Rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
<b>Motions That Bring A Question Again Before The Assembly</b>					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Maj. with notice, _, or maj. of 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 - \_ vote, standing rules - majority vote

(3) Refer to Robert's Rules of Order Newly Revised (10th edition) for rule(s)

(4) Refer to National CDE rule #9 before using these motions in the demonstration

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# State FFA Parliamentary Procedure Examination

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## *Sample Exam – 100 Points Possible*

NAME \_\_\_\_\_ CHAPTER \_\_\_\_\_ SCORE \_\_\_\_\_

**DIRECTIONS:** Read each question carefully and place the one, best answer in the blank to the left of each question number. Be certain to answer all 25 questions, @ 4 points each.

- \_\_\_\_\_ 1. The privileged motion to *Fix the Time at Which to Adjourn*:
- A. requires a two-thirds vote to pass.
  - B. is not debatable.
  - C. does not require a second.
  - D. cannot be amended as to the date.
- \_\_\_\_\_ 2. A motion to *Adjourn* at or to a future time while business is pending at an FFA chapter meeting:
- A. may be proposed any time after a recess.
  - B. should be completed prior to debate on the pending motion.
  - C. is permissible if the chair permits it.
  - D. is always out of order.
- \_\_\_\_\_ 3. A *Recess* may be taken to:
- A. count ballots.
  - B. secure information.
  - C. allow for informal consultation.
  - D. all of the above.
- \_\_\_\_\_ 4. The motion to *Raise a Question of Privilege* takes precedence over all the motions below except the motion to:
- A. amend.
  - B. commit.
  - C. limit debate.
  - D. recess.
- \_\_\_\_\_ 5. Which rule below is false regarding the privileged motion to *Call for the Orders of the Day*?
- A. A single member may call for the orders of the day.
  - B. It is debatable.
  - C. It is not amendable.
  - D. It takes precedence over the motion to amend.
- \_\_\_\_\_ 6. A tie vote on the motion to *Appeal from the Decision of the Chair*:
- A. sustains the decision of the chair.
  - B. means that the decision of the chair is reversed.
  - C. automatically means a Division of the House will be taken.
  - D. means that more debate will be allowed.

# Team Score Sheet

## *Senior Parliamentary Procedure • Oklahoma FFA Association*

Participants	5 Required Terms 20 pts./member	Discussion - Top 5 Scores Count 40 pts. max./item 80 pts. max./member	5 Questions to Members With Required Terms Plus Chairman 20 pts. max./member	Maximum Total
<b>Chair #1</b>				<b>(120)</b>
<b>Chair #2</b>				<b>(120)</b>
<b>Chair #3</b>				<b>(120)</b>
<b>Chair #4</b>				<b>(120)</b>
<b>Chair #5</b>				<b>(120)</b>
<b>Chairman</b>				<b>(20)</b>

Chairman's Ability to Preside (80 pts. max.)	
General Effects: 1. Conclusion 2. Degree to which discussion was convincing logical, realistic, orderly, and efficient. 3. Team voice, poise, and expression.	<b>(200)</b>
Written Test Average/Average Top 6 Scores	<b>(100)</b>
Deductions:	1. Parliamentary mistakes, 5-20 pts. per mistake; Omitting a required motion, 100 pts. 2. Overtime 10 minutes, 1 pt. per second. 3. Minus 50 pts. if not in official dress.

<b>Tiebreakers:</b> a. Average score on written test b. Total questions score
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**TOTAL POINTS**

*\*The official timekeeper will hold up a card, signaling a nine-minute warning to each team.*