

# CONDUCT OF CHAPTER MEETINGS

## **Purpose**

To introduce ninth grade FFA members to parliamentary procedure while learning how to conduct efficient meetings and build their communication skills

## **Objectives**

The students will be able to:

- I. Demonstrate correct use of FFA Opening and Closing Ceremonies.
- II. Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- III. Communicate and participate effectively as a team member.
- IV. Demonstrate critical thinking and teamwork for effective decision making.

## EVENT FORMAT

1. Team members must be enrolled in the ninth grade at the time of qualification.
2. Team members must be FFA members at time of qualification.
3. Team make-up: Each team will consist of seven (7) members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel and advisor. The member who performs the advisor role in opening ceremonies will participate as a member for the remaining time of the event.
4. All participants must bring their own pencils (a minimum of two No. 2 pencils).
5. There will be a preliminary and final round of demonstrations.
6. Team members will take the written exam one time. Exam score will be used as part of the team score in each of the rounds.
7. Exam scores will be used to seed teams into the preliminary rounds. Teams will be placed in pools by a snake order.\*Note Sample Snake Order in CDE Handbook.
8. The 16 teams will be divided into three rooms with two teams from each room advancing to the finals room.
9. Each team may designate up to two (2) alternates. Alternates must take the exam at the area, district, and state levels to be considered as a participant.
10. The event will have three phases: written examination, a 13-minute demonstration of opening ceremonies, parliamentary procedure, and closing ceremonies, and then oral questions following the presentation.
11. No reference material of any type shall be brought by any member of the team to the event site including testing, holding, and/or demonstration rooms. No reference material on parliamentary procedure shall be used by a member of the team.
12. The event begins when teams are sequestered to complete the written test.
13. The Top Six teams will be announced at the State FFA Convention. **Group I medals for each competing team member of the top six ranking teams in the state LDE will be awarded.**
14. The official in charge of the event shall:
  - a) Call the judges together at least 30 minutes before the event begins to acquaint them with their duties and with rules of the event.
  - b) Provide the judges with a copy of "Robert's Rules or Order."
  - c) Provide the judges with a reference table on motions, containing such factors as rank of motions, majority required, whether debatable, etc.
  - d) Provide the judges the necessary paper and pencils.

## **EQUIPMENT**

Materials provided by the event committee:

- Officer station symbols
- Blank note paper
- Event digital timers
- American flag

### **WRITTEN EXAM:**

Twenty-five questions

- One point per question
  - 25 points per member; 175 total team points
- Officer Duties and Meeting Room Preparation (FFA Manual): 3 questions
- Parliamentary Procedure: 22 questions
  - Permissible Motions
  - Order of Business
  - Thirty minutes will be allowed to complete the test.

### **EXAM REFERENCES:**

- Robert's Rules of Order Newly Revised (most current edition) published by Scott, Foresman and Company
- Official FFA Manual (The most currently updated printed manual available for purchase from NFFA).

### **TRAINING REFERENCES:**

- Official FFA Manual (The most currently updated printed manual available for purchase from NFFA).
- Official FFA Handbook
- Dunbar References
- National FFA Finals videos for Conduct of Chapter Meetings

## **PRESENTATION OPENING CEREMONIES**

(15 points/member 105 points/team)

- Voice
- Poise
- Expression

## **PRESENTATION - TEAM DEMONSTRATION**

Team members will demonstrate four of the following permissible parliamentary procedure motions: Event officials will select motions to be demonstrated in each flight of event.

- Privileged Motions:
  - Raise a Question of Privilege
  - Recess
  
- Subsidiary Motion:
  - Previous Question
  - Postpone Definitely
  - Commit or Refer
  - Amend
  - Postpone Indefinitely
  
- Main Motion
  
- Incidental Motions:
  - Parliamentary Inquiry
  - Division of the Assembly
  - Point of Order

## **PRESENTATION – CLOSING CEREMONIES**

(20 points; 10 pts president, five pts secretary, five pts team)

## **PRESENTATION – OPENING AND CLOSING CEREMONIES ACCURACY**

One point deduction per error (adding, deleting and transposition of words or deviation from printed ceremonies) per team member with a maximum deduction equal to the amount available to be earned. (Official FFA Manual)

## **ORAL QUESTIONS**

Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure or officer duties and responsibilities.

## EVENT PROCEDURES

- The room will be pre-set with a lectern, tables, chairs, station markers and a timer prior to the event. All teams will use identical room set provided by the event committee. All Sentinels will have up to three (3) minutes to look over the actual meeting room and report back to their team of its conditions prior to the start of the event.
- All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team.
- 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.
- The student advisor will participate during the opening ceremonies for the advisor's part and then will take on the role of a member to participate in debate and may be assigned a motion and will be asked an oral question.
- 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 if it is not listed on the motion card. Points will not be awarded if it is not on the motion card, and 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

*Highlighted and bolded motion is your required motion.*

- 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.

- Judges will score all member debates, only the top three debates per team member will impact final team score.
- If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
- 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.
- The demonstration including the opening and closing ceremonies will not exceed 13 minutes with a 15 second grace period. (Penalties will be assessed starting at 13:16 with one point per second).
- A time clock or time card will be provided so that the team can see. The clock will count up from zero minutes starting with opening ceremonies (signaled to begin by two taps of the gavel by the president) and stop when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of nine and 11 minutes.
- Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure or officer duties and responsibilities. The same set of questions will be used for each team in every room and in each flight of the event. Separate sets of questions will be developed for each round of the event.
- Main Motion: The topics to be used will come from the following list:
 

- Community Service Projects	- SAE Project Tour
- Cooperative Activities	- Redecorate Classroom
- FFA Camp	- Establish Scholarship Fund
- The Washington Leadership Conference	- National FFA Week Activities
- National FFA Convention	- Educational Tour
- State FFA Convention	- Landscape School Grounds
- Business Persons Breakfast	- Plant Demonstration Plots
- The order of business will begin at the conclusion of opening ceremonies and will begin with the consideration of new business (other items normally on the order of business are not to be considered). After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion which will not be assigned to any particular officer.
- The motion to adjourn is not allowed. Closing ceremonies must be performed.
- Rubric should be used to determine the ranking of teams for each round.
- Point of order and parliamentary inquiry may be used with no point deduction, if not listed on the motion card when used appropriately. 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.

- All contestants in the FFA Leadership Development Events must wear Official FFA Dress, as identified in the current FFA Manual. Members may also wear black boots instead of shoes. Members will be checked for Official Dress by physical sight by the judge while the member is standing vertically at the time of check in-

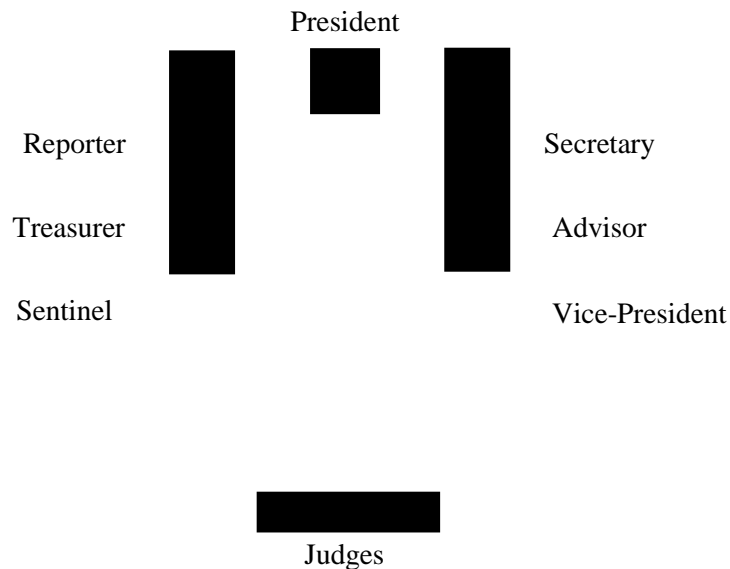
### Event Scoring

Event	Points
Written Exam (25 questions)	175
Oral Questions	70
Opening/Closing Ceremonies & Debate	755
<b>TOTAL</b>	<b>1000</b>

### TIE BREAKERS

- Presentation — Debate
- Written Exam — Team Total
- Scores for each team along with individual scores will be posted.
- Motion Card and oral questions for Prelims and Finals will be released.

### ROOM SETUP



## Judges Worksheet

	WRITTEN TEST	OPENING CEREMONY	DEBATE	ORAL QUESTIONS	INDIVIDUAL TOTAL
President	(25)	(15)	(45)**	(10)	(95)
Vice President	(25)	(15)	(45)	(10)	(95)
Secretary	(25)	(15)	(45)	(10)	(95)
Treasurer	(25)	(15)	(45)	(10)	(95)
Reporter	(25)	(15)	(45)	(10)	(95)
Sentinel	(25)	(15)	(45)	(10)	(95)
Advisor	(25)	(15)	(45)	(10)	(95)
<b>INDIVIDUAL TOTALS</b>	(175)	(105)	(315)	(70)	(665)
Required Assigned Motions	(4)	(50)			(200)
Conclusions Reached		(65)			(65)
Team Voice, Poise, Expression		(50)			(50)
Closing Ceremony		(20)			(20)
<b>TEAM TOTAL</b>					(335)
Deductions for parliamentary errors range from 5-25 points per error depending on the severity					
Opening Ceremonies Errors -1 point deduction per missed or added word during the opening and closing ceremony – Maximum of 15 points total per officer					
Deductions for overtime will be 1 point per second over 13:15.					
					(1000)

*\*\*These points are distributed based on the chair's ability to preside.*



## Rules for the Permissible Motions

Standard Descriptive Characteristics (see current edition of Robert's Rule of Order, Newly Revised)

MOTION NAMES, CLASS AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
<b>CLASS: Privileged Motions (Deals with special matters of immediate or overriding importance to the business of the assembly)</b>					
Recess (Provides a brief break)	No	Yes	No	Yes <sup>2</sup>	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
<b>CLASS: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)</b>					
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 regular scheduled meeting if within a quarterly interval)	No	Yes	Yes	Yes	Majority (Two-Thirds if made a 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 <sup>3</sup>	Yes	Majority
Postpone Indefinitely (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
<b>CLASS: Main Motions (Introduces new business to the assembly)</b>					
Main Motions (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority

*Rules for the Permissible Motions continued*

MOTION NAMES, CLASS AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
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 (rising) 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

1. *Motions that bring a question again before the assembly are not required for this event.*
2. *Amendable with respect to the length of the recess*
3. *Debatable if applied to a debatable motion*
4. *Assembly decides by a majority vote if the chair does not want to make a ruling.*

## Deductions for Parliamentary Procedure Errors

The table below 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. “Members” are the team members other than the chair.

<b>PARLIAMENTARY PROCEDURE ERRORS</b>	<b>Severity of Point Deduction</b>	<b>Point Deduction</b>
<b>VIOLATIONS RELATED TO USING A MOTION IMPROPERLY</b>		
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)	***	
<b>VIOLATIONS RELATED TO THE CHAIR</b>		
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	***	
Stating a personal opinion	****	
Not giving preference in recognition to maker of motion if he/she has not	**	
Not giving preference in recognition to member who has not debated	**	
Not alternating debate between those opposed and those in favor of a motion	*	
Neglecting to notify members to be seated after taking a standing (rising)	*	
Arbitrarily stopping debate	**	
Not completing all steps in the announcement of the vote.	**	

## Deductions for Parliamentary Procedure Errors continued

<b>PARLIAMENTARY PROCEDURE ERRORS</b>	Severity of Point Deduction	Point Deduction
<b>VIOLATIONS RELATED TO AMENDMENTS</b>		
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	****	
<b>VIOLATIONS RELATED TO MOTIONS</b>		
Chair not restating the motion as it was moved by a member	*	
Member incorrectly stating a motion (e.g., “I motion that...”, using incorrect	*	
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	***	
<b>VIOLATIONS RELATED TO DEBATE BY MEMBERS</b>		
Not getting recognized before debating (discussing) a motion	*	
Not addressing debate through the chair	*	
Addressing other members by name	*	
Debating more than two (2) 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*