



Idaho Parliamentary Procedure Handbook

Purpose

The purpose of the 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.
- 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: The skills, knowledge and disposition cultivated in this event are aligned with the P21 Framework.

Event Rules

A team representing a district will consist of six members from the same chapter.

- It is highly recommended that participants wear FFA Official Dress for each 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 event is open to one team per district as certified by the district advisor.
- Event will be broken into two flights for the semi-final round at state and that teams will be placed in flights based on their test scores. Flight #1 includes 1-4-5-8-9 and Flight #2 includes 2-3-6-7-10.
- Top 2 teams from each flight will advance to the finals and their test scores follow them through the event.

EQUIPMENT

Materials the student needs to provide:

- Each participant must bring a minimum of two sharpened No. 2 pencils for each team member

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.

THE EVENT WILL HAVE THREE PHASES

- Written examination
- An 9-minute team presentation of parliamentary procedure
- Oral questions following the presentation

Event Format

WRITTEN TEST (150 POINTS)

Twenty-five multiple choice questions taken from *Robert's Rules of Order Newly Revised*. Participants will have 30 minutes to complete the exam. **NOTE:** References and materials cannot be used for this test.

Exam content will be based on at least sixty percent from the past ten years' tests.

PRESENTATION

Preliminary round

- All advisors who have a team at state will serve as judges. Coaches will not judge the flight containing their team. An Impartial parliamentary expert will serve as a head of prelims and finals. They will be appointed by the superintendent. Judges will have time to collaborate between teams and at the conclusion of each round.
- The preliminary round will have ten teams, one from each district.
- Event will be broken into two flights for the semi-final round at state and that teams will be placed in flights based on their test scores. Flight #1 includes 1-4-5-8-9 and Flight #2 includes 2-3-6-7-10.
- Top 2 teams from each flight will advance to the finals and their test scores follow them through the event.

Final round

- Top 2 teams from each flight will advance to the finals and their test scores follow them through the event
- Advisors with the 3 & 4th place teams in prelim flights will serve as judges in the finals. An Impartial parliamentary expert will serve as a head of prelims and finals. They will be appointed by the superintendent. Judges will have time to collaborate between teams and at the conclusion of each round.

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 officials will select three subsidiary, one 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 15 permissible motions in the Idaho 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 non-verbal 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

Amend

Suspend the Rules

Postpone Definitely

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 or reconsider are required on the event card. If this is the case, an alternative main motion for take from the table or reconsider will be provided.
- The person who makes the assigned main motion will be given credit for an additional motion.
- At the end of the presentation, the team should properly clear the floor of all pending business and properly ADJOURN the meeting. The member presenting the motion adjourn will receive credit for an additional motion if that is their only 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 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.

DEBATE

The top three 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 nine minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 9 minutes will be assessed. Example: 9:05 =10-point deduction. A timekeeper will furnish the time used by each team at the close of the event.

ORAL QUESTIONS (60 POINTS)

Individual Questions

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 10 points for responses to questions. Chair will be scored at a maximum of 10 points.

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 three 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 (100 POINTS)

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

ABILITY TO PRESIDE (80 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.

Handling of motions	30
Keeping members informed	15
Use of gavel	15
Distribution of discussion	20

LEADERSHIP (20 POINTS)

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

Stage presence	10
Voice	10

GUIDELINES FOR SCORING TEAM EFFECT (150 POINTS)

Correct beginning to business (Chairman starts with "Is there any new business?") (1-15) pts.	15
Team is in Official Dress as prescribed in the Official FFA Manual (1-20) pts.	20
Balanced participation by all members (1-15) pts.	15
Reasonable voice & clear expression throughout demonstration (1-20) pts.	20
The demonstration was reasonable & realistic, business was "logical"(1-20) pts.	20
Majority of the demonstration spent on assigned motion. (1-25) pts.	25
Orderly and efficient meeting. (1-15) pts.	15
Reasonable conclusion to the meeting, handling the motion, not abrupt or left unfinished. (1-20) pts.	20

PRESENTATION TOTAL (750 POINTS)

- **Required motion:** 20 points x 5 members = 100 points
- **Additional motion:** 20 points x 5 members = 100 points
- **Debates:** 300 points
 - 20 points maximum per debate
 - three debates/member included
 - Five members
- **Chair:** 100 points
 - Ability to preside: 80 points
 - Leadership: 20 points
- **Team effect:** 150 points
 - Conclusions reached by team
 - Team use of debate
 - Team presence

ORAL QUESTIONS (60 POINTS)

INDIVIDUAL QUESTIONS (60 POINTS)

- Five team members 10 points maximum per question
- Chair 10 points maximum

WRITTEN TEST (150 POINTS)

TOTAL POINTS (960 POINTS)

TIEBREAKERS

Tiebreakers for teams will be:

- 1) the total presentation score,
- 2) the team's total score on the written test
- 3) the total score for questions.

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*
- 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 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 *Robert's Rules of Order Newly Revised*
- 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/>)

CHART OF PERMISSIBLE MOTIONS

Motion	Debate	Amend	Vote Required	Second	Reconsider
Privileged					
Fix time to which to adjourn	No	Yes	Majority	Yes	Yes
Adjourn	No	No	Majority	Yes	No
* Recess	No	Yes	Majority	Yes	No
* Question of privilege	No	No	None	None	No
Call for orders of the day	No	No	2/3 Not to follow	None	No
Incidental					
Appeal	Yes/No	No	Majority	Yes	Yes
Point of order	No	No	None	No	No
* Parliamentary inquiry	No	No	None	No	No
*Suspend the rules	No	No	2/3	Yes	No
Withdraw a motion	No	No	Usually none	No	No
Object consideration of question	No	No	2/3	No	Yes, negative vote only
* Division of the question	No	Yes	Majority	Yes	No
* Division of the assembly	No	No	No	No	No
Subsidiary					
* Lay on table	No	No	Majority	Yes	No
* Previous question	No	No	2/3	Yes	Yes before vote
* Extend or limit debate	No	Yes	2/3	Yes	Yes
* Postpone definitely	Yes	Yes	Majority	Yes	Yes
* Refer to committee	Yes	Yes	Majority	Yes	Yes
* Amend	Yes	Yes	Majority	Yes	Yes
* Postpone indefinitely	Yes	No	Majority	Yes	Yes vote only
* Main motion	Yes	Yes	Majority	Yes	Yes
Unclassified					
* Take from table	No	No	Majority	Yes	No
* Reconsider	No/Yes	No	Majority	Yes	No
Rescind	Yes	Yes	Majority, 2/3 if not in writing	Yes	Negative vote only

* Only motions that are marked will be used **on the card** for the event, although all motions will be allowed.

PARLIAMENTARY PROCEDURE SUMMARY SHEET

TEAM NAME:

	Judges Scores						Total Average Score
Team Presentation	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Judge 6	XXX
General Effect Scorecard (150 pts.)							
Discussion Scorecard (300 pts.)							
							XXX
	Judge 7		Judge 8		Judge 9		XXX
Chairperson Scorecard (100 pts.)							
Motions Scorecard (260 pts.)							
							XXX
Written test (150 pts.)	Total of the six individuals scores 150 pts. maximum						
	Deductions for overtime of 2 points for every 1 second over 9:00. Only the time consumed beyond 9:00 is penalized.						
960 points total	TEAMS TOTAL SCORE						

Score sheet	Perfect	Tiebreakers	Motions for the contest are:	II. Incidental Motions	III. Subsidiary Motions	IV. Unclassified Motions
Presentation	600	a. Total Presentation Score	I. Privileged Motions a. Fix the time to which to adjourn b. Adjourn c. Recess d. Question of privilege e. Call for the orders of the day	a. Appeal b. Point of order c. Parliamentary inquiry d. Suspend the rules e. Withdraw a motion f. Object to consideration g. Division of question h. Division of assembly	a. Lay on table b. Previous question c. Limit or extend debate d. Postpone definitely e. Refer to committee f. Amend g. Postpone indefinitely	a. Reconsider b. Rescind c. Take from table
General Effect	150	b. Average Score on				
Oral Questions	60	Written Test				
Written Test	150	c. Total Questions Score				
TOTAL	960					

USE 1 SCORE CARD (CHAIRPERSON & MOTIONS) FOR EACH TEAM

SCORING THE CHAIRPERSON

TEAM # _____

Items To Be Scored	Points Allowed	Points Awarded
ABILITY TO PRESIDE		
Handling of motions	30	
Keeping members informed	15	
Use of gavel	15	
Distribution of discussion	20	
LEADERSHIP		
Stage presence	10	
Voice	10	
TOTALS	(100)	

MOTIONS SCORECARD

MOTIONS:			Team # _____		
	Required Motion 20 pts. max./member	Additional Motion 20 pts. max./member	DEDUCTIONS	Questions 10 pts./member	TOTAL
			Omitting Assigned Motion -50 pts. Errors 5-20 pts/mistake		
1					
2					
3					
4					
5					
Chair	XX	XX	XXXX		
TOTALS					

USE 1 SCORE CARD (GENERAL EFFECT & DISCUSSION) FOR EACH TEAM

GENERAL EFFECT SCORECARD

POINTS MAY BE DEDUCTED FROM 1 TO THE MAXIMUM ALLOWED

TEAM # _____

Items To Be Scored	Points Allowed	Total Points
Correct beginning to business (Chairman starts with "Is there any new business?") (1-15) pts.	15	
Team is in Official Dress as prescribed in the Official FFA Manual (1-20) pts.	20	
Balanced participation by all members (1-15) pts.	15	
Reasonable voice & clear expression throughout demonstration (1-20) pts.	20	
The demonstration was reasonable & realistic, business was "logical"(1-20) pts.	20	
Majority of the demonstration spent on assigned motion. (1-25) pts.	25	
Orderly and efficient meeting. (1-15) pts.	15	
Reasonable conclusion to the meeting, handling the motion, not abrupt or left unfinished. (1-20) pts.	20	
TOTALS	(150)	

DISCUSSION SCORECARD

60 pts. max. per member/20 pts. max. per item. Tabulate only the top three debates for each member. Discussion on motions out of order or non-debatable motions shall not be scored.

Items		TOTAL
1		
2		
3		
4		
5		
TEAM TOTAL		