

*Wyoming*

Parliamentary  
Procedure  
Handbook

2017-2021

## 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 logical, realistic and convincing debate on motions.

**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

## Event Rules

A team representing a chapter 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.

## EQUIPMENT

Materials the student needs to provide:

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

## THE STATE EVENT WILL HAVE THREE PHASES

- Written examination
- An 11 minute team presentation of parliamentary procedure
- Oral questions following the presentation

## Event Format

### WRITTEN TEST (100 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 part.

### PRESENTATION (620 POINTS)

The state event will have two rounds (when 12 or more teams are competing):

- **Preliminary round**
  - The preliminary round will have two sections. A section shall be made up of six or more teams.
- **Final round**
  - Three teams in each preliminary section will advance to the final round of six teams.

### SEEDING PROCESS

Teams will be placed into preliminary rounds based on the teams' exam scores, which is the average score of the six team members.

### 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](http://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 two subsidiary, two 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 25 permissible motions in the national 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 nonverbal communications during the one-minute time period or during the demonstration.

### SAMPLE CARD

<p><b>Main Motion:</b> I move that our chapter send two delegates to WLC.</p> <p><b>Required Motions:</b> Lay on the Table <u>Amend</u> Suspend the Rules Appeal Recess</p>
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## 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, reconsider or rescind are required on the event card. If this is the case, an alternative main motion for take from the table, reconsider or rescind will be provided.
- The person who makes the assigned main motion will be given credit for an 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, rescind 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.

## CALL FOR THE ORDERS OF THE DAY

If the event officials designate call for the orders of the day as a motion to be demonstrated, a scenario will be provided on the event card. Participants are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.

## DEBATE

The top four 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 eleven minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 11 minutes will be assessed. Example: 11:05 =10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

## ORAL QUESTIONS (100 POINTS)

### Individual Questions (100 points)

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 16 points for responses to questions. Chair will be scored at a maximum of 20 points.

**Clarifying Questions:** The judges will have three minutes to ask clarifying questions related to the team's demonstration that may impact other aspects of team demonstration scores. Questions may be directed to the team or an individual member. Team members may volunteer to answer the question for the team or to help another member. This round of questions is not scored separately.

## 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 four 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 (80 POINTS)

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

### ABILITY TO PRESIDE (65 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.

### A suggested grading scale is as follows:

- **Excellent:** 51-60 points
- **Good:** 26-50 points
- **Poor:** 0-25 points

## LEADERSHIP (15 POINTS)

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

A suggested grading scale is as follows:

- **Excellent:** 1-15 points
- **Good:** 6-10 points
- **Poor:** 0–5 points

## GUIDELINES FOR SCORING TEAM EFFECT (20 POINTS)

- **Conclusions reached by the team:** Main motion was well analyzed which may include: Who, what, when, where, why and how.
- **Team use of debate:** degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition.
- **Team presence:** voice, poise, expression, grammar, gestures and professionalism.

## CONTEST SCORING

### WRITTEN EXAM (100 POINTS, 12%)

- 25 multiple-choice questions x 4 points each = 100 points

### PRESENTATION (620 POINTS, 76%)

- **Required motion:** 10 points x 5 members = 50 points
- **Additional motion:** 10 points x 5 members = 50 points
- **Debates:** 300 points
  - 20 points maximum per debate
  - Four debates/member included
  - Five members
- **Chair:** 80 points
  - Ability to preside: 65 points
  - Leadership: 15 points



- **Team effect:** 20 points
  - Conclusions reached by team
  - Team use of debate
  - Team presence

### **INDIVIDUAL QUESTIONS (100 POINTS)**

- Five team members 16 points maximum per question
- Chair 20 points maximum

### **TOTAL POINTS 820**

## **TIEBREAKERS**

Tiebreakers for teams will be:

- Total final presentation score out of 720 possible points.
- Team average score on the written exam.
- Total score for oral questions.

## **References**

This list of references is not intended to be 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.

The official text will be the latest edition of Robert’s Rules of Order Newly Revised.

Additional parliamentary procedure resources, The Core Catalog from National FFA Organization at [www.ffaunlimited.org](http://www.ffaunlimited.org). Go to “The Core”, the new name of education resource offerings, and look for the link to other instructional aids and materials.

Additional references may include FFA New Horizons magazine, the Official FFA Manual, the FFA Student Handbook and the Official Chapter Secretary’s Book.

## Chart of Permissible Motions

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 the 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
Main Motion	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 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	(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	Majority with notice 2/3, or majority of entire 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 2/3 vote, standing rules – majority vote

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

(4) Refer to LDE Parliamentary Procedure event rules before using these motions in the demonstration

Food and Natural Resources Content Standards can be found in National FFA Contest Handbook