

# PARLIAMENTARY PROCEDURE

Students participating in the Parliamentary Procedure Leadership Development Event (LDE) are evaluated on their ability to conduct an orderly and efficient meeting using parliamentary procedure.

Participants are judged on their knowledge of parliamentary law and their ability to present logical, realistic and convincing debate and motions.

## RULES AND REGULATIONS

1. A team will consist of six chapter officers (they may or may not be regular chapter officers).
2. Each set of officers will conduct the meeting for 12 minutes, with time to begin when the Chair calls for the first discussion on the initial motion. While one set of officers is in the "chairs" the other three teams competing in the CDE will act as floor members. Officers in the chairs may not make motions or debate. An impartial person shall be appointed as timer.
3. Officers shall represent the same office throughout the CDE and shall be seated with the chairman at the rear of the team and other officers in order from rear to front.
4. Roberts' Rules of Order, Revised Edition, shall be the final authority on parliamentary procedure **except where it is in conflict with the FFA CDE Manual.**
5. No member may yield the floor to any other member.
6. The only item allowed on the floor for the CDE will be a writing utensil, provided topic sheet, and a clean clipboard. Secretary's letterhead and extra paper for the chairman shall be placed at the judges table while teams are on the floor. The letterhead and extra paper must be turned in at the end of the teams turn in the chair position.
7. Team secretaries will be required to keep minutes of the meeting, on official letterhead, while their team is in charge. Any member may call upon the secretary to read a motion at any time during the CDE. Each secretary is to submit their minutes to the judges three (3) minutes after the session is closed.
8. Should any member of any competing team communicate with his/her advisor, use a book, or other parliamentary help from the opening of the CDE to the closing of the final session, offending person(s) shall be penalized by receiving a zero for the entire event, thus also receiving a -15. No communication is allowed by team members during the CDE sessions, with the exception of the secretary and the chairman during their time in the chair. Communication among team members **ONLY** in the time between rotations **ONLY** is allowed.
9. A definite rotation to begin at far left (left to right from the presiding officer) will be followed for all main and subsidiary motions and their discussion. Incidental motions will be taken wherever they occur, and the rotation will continue where it left off. (It is optional for the chairman to keep a record sheet to help keep track of the rotation and pending motion.)
10. For incidental motions to gain points, they must do one of the following:
  - a. Advance business in the proper form.
  - b. Protect the rights of the members.

11. Each parliamentary team will draw for the order in which they will preside and participate as floor members. State rotation chart will be as follows:

Chairman	Row 1	Row 2	Row 3
1	2	3	4
2	3	4	1
3	4	1	2
4	1	2	3

12. A set of the same 20 "topics for discussion" will be furnished to each member in the CDE at the beginning of the CDE. The words "not" and "should not" will not be part of the topics for discussion. Main motions should relate directly to the topics but need not use the same wording. All topics for discussion are to be considered as hypothetical, and the delegation is to deal with them as such. The reading of the topic for discussion, which will be selected at random, will be done by the secretary "in the chair."
13. The "topics for discussion" will be formulated from topics annually submitted to the state advisor by district FFA advisors and distributed to every FFA chapter. These topics distributed by the state advisor will be used for district, sectional and state contests. The topics are to deal with (a) The FFA, (b) Current Events Related to Agriculture, (c) Production Agriculture, (d) Agribusiness, and (e) Agricultural Legislation. No topic to be used more than two years in a row.
14. The district, sectional, and state contests will use the topics for discussion that are supplied by the state office. Local chapters may use any topics they wish for their chapter contests.
15. At the district, sectional and state contests the 20 numbered "topics for discussion" should be prepared ahead of time. Enough copies should be available for all team contestants plus judges. A container will be available in which individual folded slips of paper that have been numbered from 1 to 20, are to be placed. The secretary "in the chair" will draw a number upon direction of the president "in the chair" to select the topic of discussion. Numbered topic areas will be used only once during a CDE.
18. When the chairman of the team "in the chairs" is ready to call for new business, he/she may say: "...as there is no old business to come before the meeting, we will proceed at once into new business which is consideration of the 'topics for discussion.' Will the secretary please select at random and read the number of the first topic for discussion." When a motion on the first topic for discussion has been finalized (passed, failed, refer/comment, postpone, etc.) the chairman will ask the secretary to select at random and read the number of the second topic for discussion and so forth.
19. The only time "floor members" can participate is when the presiding officer calls for new business or discussion.
20. Before the "floor member" or an officer is allowed to speak, he/she must stand to be recognized by the presiding officer. Alternate provisions must be made for physically handicapped members.
21. No team member can make more than one motion or subsidiary motion until another person has been recognized. A member cannot move a subsidiary motion after discussion without obtaining the floor again. If a member moved to lay on the table and it passes, the maker of the motion has first priority to the floor for a new motion.
12. The timer will notify each set of officers in charge when the 12-minute business session is finished by stating: "All motions have been moved and seconded and previous question on all pending business has passed." The chairperson will then dispose of all current business on the floor in an orderly manner. Floor members only will participate (not "team in the chair"). Only the voting and adjournment is permitted following the timers announcement.

## **STRATAGEM**

The CDE is to operate in the atmosphere or circumstance of the State FFA Convention. Each team of officers, when taking the chairs, will consider themselves as the state officers operating a business session at the State Convention. Other team members taking part in the CDE should be considered as official chapter delegates at the convention taking part in the business session. Each time a team turns the "chairs" over to another team, the first business session of the new State Convention is started and thus situations cannot be carried over from one team's handling of a business session to another. The topics which generate action in each session are to be considered as hypothetical -- topics which might logically or properly be handled by the State FFA Convention or delegate body. The outcome will not be binding on the association in actuality but should be treated by the competing teams as though the action could be made when it is within the scope of the FFA. Topics not directly under the jurisdiction of the Oregon FFA Association should be moved as "The Oregon FFA Association goes on record as supporting/opposing the topic for discussion."

## **PROCEDURES DURING THE TIME EACH SET OF OFFICERS IS IN CHARGE**

1. Opening and closing ceremonies will not be given by competing teams.
2. Reading of minutes, treasurer's report, orders of the day, committee reports, and unfinished business will be dispensed with during the CDE.
3. Business procedure and time starts when presiding officer calls for discussion on the initial motion.
4. Permissible motions:
  - a. Main motion
  - b. Amendments and amendments to amendments
  - c. Commit or refer (only to committees appointed by chair or named in referral)
  - d. Postpone definitely or indefinitely (not to include special order of the day)
  - e. Lay on or take from table (take from the table can only be used in sessions when business is laid on the table)
  - f. Previous question
  - g. Point of order
  - h. Question of privilege
  - i. Appeal from decision of chair. To be limited to one debate for maker of motion and the chairman
  - j. Point of information
  - k. Point of parliamentary inquiry
  - l. Call for division of the house
  - m. Reconsider
  - n. Divide the Question
5. Directions for using scorecard:
  - a. One sheet is used for every session, and after all sessions each team's points are tabulated on one sheet to arrive at winners.
  - b. Main motions are awarded 0-2 points based on originality and clarity in the speakers stating of the main motion.
  - c. Amendments to the main motion, amendments to the amendment, and postpone indefinitely are given 0-2 points based on originality and clarity.
  - d. Other subsidiary motions and their pending amendments are given 0-1 points. Previous question motions are given 0-3 points.
  - e. Incidental motions are given 0-1 points based on judges' opinion of logical and proper use.
  - f. Discussion:
    1. Main motion discussion is given 0-5 points.
    2. Discussion on postpone indefinitely, amendments to the main motion, and amendment to the amendment on the main motion are given 0-5 points.
    3. Discussion on other subsidiary motions and debatable incidental motions are given 0-2 points.
  - g. Parliamentary errors, time wasting maneuvers, and unsportsmanlike conduct are to be penalized a minus 1-3 points according to degree of seriousness.
  - h. There shall be given 0-6 points for official dress. (One point for each team member in official dress.)
  - i. A minus 5 points is scored for each team member who does not gain one net points for their team during the time they are on the floor during the whole CDE.

- j. Teams with less than 6 members shall not win and every team with an empty chair will receive a 30 point deduction.

**STATE EVENT**

1. Scoring judges for the state event shall consist of the four second place sectional CDE advisors and one district advisor selected by the State Staff to serve as referee, head judge.
2. One timer shall be appointed by the State Staff.

Notifying and policing of rule violations will be done by the CDE coordinator to the judges before final scoring.

**JUDGES' INSTRUCTIONS**

1. The State Staff shall appoint one of their members to act as referee. If confusion should occur as to the proper procedures to follow with any motions or business, he/she will notify the chairman of the chapter to make the decision regardless of whether it is right or wrong, and proceed with the meeting. (If there should be an error in the chairman's decision, the judges should note the error.)
2. The timer will notify each set of officers in charge when the 12 minutes are completed.
3. After all sets of officers have competed, the judges will have the right to quiz the officers of each team relative to parliamentary procedures. (Suggested as tie breaker. One question can be asked of one officer determined by drawing and question(s) to be determined before the drawing.)
4. Each judge may select a recorder to assist in keeping participation records.

**TEAM IN CHAIR** \_\_\_\_\_

Chairman (possible 20 points) \_\_\_\_\_

Secretary (possible 15 points) \_\_\_\_\_

Official Dress (possible 6 points) \_\_\_\_\_

TOTAL POINTS \_\_\_\_\_

**CHAIRMAN TO BE SCORED ON THE FOLLOWING:**

- a. Absence of parliamentary errors .....5 points
- b. Proper administration of parliamentary errors by members .....5 points
- c. Method used for correct and orderly dispensing  
of business at hand .....5 points
- d. Leadership - stage presence, voice, self-confidence,  
politeness and fairness.....5 points

## SECRETARY'S MINUTES (possible 15)

Minutes must be in paragraph form (not outline or "notes" form) and be on official letterhead. The secretary's minutes will be scored upon the below criteria.

<b>Scoring Criteria</b>	<b>Possible Points</b>	<b>Points Earned</b>
<b><u>Completeness and Accuracy</u></b> Name of chapter Date and place of meeting Minutes accurately reflect all business transacted during demonstration Kind of meeting (regular)	5	
<b><u>Format of Minutes</u></b> Separate paragraph for all items Name of office making motion Second is included All main motions (including those withdrawn) All secondary motions (including those lost) All points of order and appeals Signed by the Secretary Vote count for all motions	5	
<b><u>Grammar, Style and Legibility</u></b> Complete sentences Correct spelling Correct punctuation Legibility and clarity	5	
<b>TOTAL POINTS</b>	15	

**SCORECARD FOR JUDGING FFA PARLIAMENTARY PROCEDURE CDE**

CHAPTER IN CHAIR \_\_\_\_\_

CHAPTER \_\_\_\_\_

	<u>P</u>	<u>V</u>	<u>S</u>	<u>I</u>	<u>R</u>	<u>S</u>	<u>P</u>	<u>V</u>	<u>S</u>	<u>I</u>	<u>R</u>	<u>S</u>	<u>P</u>	<u>V</u>	<u>S</u>	<u>I</u>	<u>R</u>	<u>S</u>	
Originality in Main Motion 0-2 pts																			
Main Motion Discussions 0-5 pts																			
Postpone Indefinitely Amendments to the Amendment 0-1 pts																			
Amendments to Main Motion 0-2 points																			
Discussion on Postpone Indefinitely Amendments to Main Motion, and Amendment to the Amendment 0-5 pts																			
Other Subsidiary Motions and their Pending Amendments 0-1 pts																			
Discussion on Other Subsidiary Motions and Debatable Incidental Motions 0-2 points																			
Incidental Motions 0-1 points																			
Previous Question 0-3 points																			
Parli Errors, Time Wasting Maneuvers, Unsportsmanlike Conduct Minus 1-3 points																			
Individual Positive Points																			
Individual Negative Points																			
INDIVIDUAL TOTAL																			
<b>TOTAL TEAM POINTS</b>																			

Minus 5 points for every team member who does not earn 1 net point for their team during the whole CDE.  
\*Privileged motions receive no points.

### **Suggested Interpretation of the Parli Pro Scorecard**

- **Originality in Main Motion** – is to offer a creative solution to the problem, more than simply restating the topic with” I move” in front.
- **5 point discussion** – should be articulate, well thought out, and state facts relating to the topic.
- **Subsidiary motions and their discussion** – should be relevant to the main motion, not just a strategy for points. They should help move business in the forward direction and discussion should strengthen argument for the pending motion.
- **Amendments to subsidiary motions** – again should not be time-wasting or for points only. They should have a definite purpose in moving business forward. For example: if judges feel that there is no real productive reason for an amendment to a referral to a committee, then it should receive a 0 in points.
- **Incidental motions** – should not be given any points if they are arbitrarily made for no real purpose. Can be used appropriately to question the chairman, clarify Roberts Rules of Order, or to clarify discussion points.
- **Previous Question** – 0 points: discussion has just started, member clearly has nothing else to say; 1 or 2 pts: discussion might be getting repetitive but there is probably subsidiary motions that could be made to strengthen the motion; 3 pts: discussion is redundant, perhaps the teams or chairman are confused, and the session is spiraling downward, and the discussion should be stopped.



Oregon FFA Parli Pro Motions

Hierarchy	Privileged Motions	Second ?	Debate ?	Amend ?	Reconsiderable	Vote ?
	Question of Privilege	No	No	No	No	No-chair decides
	<b>Subsidiary Motions</b>					
7	Lay on the Table	Yes	No	No	Only on - vote	Majority
6	Previous Question	Yes	No	No	Yes	Two-Thirds
5	Postpone to a Definite Time	Yes	Yes	Yes	Yes	Majority
4	Refer to a Committee	Yes	Yes	Yes	Yes	Majority
3	Amend	Yes	Yes	Yes	Yes	Majority
2	Postpone Indefinitely	Yes	Yes	No	Yes	Majority
	<b>Main</b>					
1	Main Motion	Yes	Yes	Yes	Yes	Majority
	<b>Incidental Motions</b>					
	Point of Order	No	No	No	No	No-chair decides
	Parliamentary Inquiry	No	No	No	No	No-chair decides
	Appeal	Yes	Yes-once	No	Yes	Yes
	Point of Information	No	No	No	No	No-chair decides
	Division of the House	No	No	No	No	revoting
	Division of the Question	Yes	No	Yes	No	Majority
	Reconsider	Yes	*	No	No	Majority
	<b>Motion that brings a question back before the assembly</b>					
	Take From the Table	Yes	No	No	Majority	No

\*This depends on whether the reconsidered motion is debatable.