



Georgia FFA Association

PARLIAMENTARY PROCEDURE - JUNIOR CDE

I. OVERVIEW

The Parliamentary Procedure CDE junior division tests students' knowledge of parliamentary law through a four-phase competition: parliamentary presentation, oral questions, written test, and the presentation of written minutes.

II. PURPOSE

The Parliamentary Procedure CDE is designed to encourage younger members to begin to master parliamentary law. It encourages premier leadership and personal growth and provides students with a lifelong leadership skill.

III. ELIGIBILITY

Any student in grades 6-9 who is a paid FFA member may participate. Each member must be a member of the chapter registering them, and each student's name must appear on the chapter's FFA roster at least 10 days prior to competition above the chapter level. This CDE does not have a national level competition. No student may compete in the junior and senior division of this event in the same year.

IV. SPECIAL NEEDS REQUEST

To report any special needs or request special services for a student to compete in a Career Development Event or FFA Award area (Area or State level), it is the responsibility of the FFA advisor to provide a detailed and specific request and explanation in writing. Requests should include written documentation from the school system verifying the IEP and need being requested. Written requests must be submitted to the CDE Superintendent prior to registering for the CDE/event (at least 3 weeks prior to the date of competition).

V. RULES

1. The Parliamentary Procedure CDE is limited to one team per chapter on the area level and the top two teams from each area on the state level.
2. A team is comprised of a maximum of six individuals.
3. At the state level, teams will draw for the first bracket. There will be six teams per bracket. The top two teams from each bracket will advance to the final round. The final round will be comprised of four teams. The state placing will all come from the final round.
4. The event will have four phases: oral questions, parliamentary presentation, written test, and the presentation of secretary's minutes.
5. The advisor prior to the event may appoint the secretary and chairperson.
6. The advisor will not consult with the team after the first phase of the event has begun.
7. Each participant should bring at least two number two pencils. Paper for the minutes will be provided. Students are not allowed to bring any other materials.
8. It is recommended that the teams be in official dress as outlined in the Official FFA Manual.
9. The State FFA Executive Committee and their appointees will be in charge of this event.



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VI. EVENT FORMAT

A. Parliamentary Presentation:

1. Teams will draw for their order of presentation.
2. The contest officials will assign the main motion on a 3"x 5" card. This is to be the first item of business on the agenda. All teams in each round will use the same main motion. It is suggested that this main motion should be the first motion presented.
3. The contest officials will select two subsidiary (one of which will be debatable), two incidental and one privileged or motions that bring a question again before the assembly from the list of permissible motions. These motions will be on a 3" x 5" card and randomly assigned to each member. All teams in each round will be assigned the same motions. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion. (Individually assigned motions will be denoted by highlighting, underlining or bolding the motion on the card.)
4. There shall be no limitation on the number of subsidiary, incidental, privileged and motions that bring a question again before the assembly motions demonstrated except that the team must demonstrate the motions assigned by the contest officials. The team may use more than one main motion as long as it pertains to the assigned motion. However, in the junior division no credit will be given for extra motions performed by the team. This is different from the state and national level competition of the senior division.
5. An alternate motion not pertaining to the main motion may be used to facilitate the correct demonstration of the motion, "Call for Orders of the Day," should that motion be assigned.
6. If the officials in charge designate "reconsider " as a motion to be demonstrated you should assume that you would rescind, reconsider or take from the table a motion that you did at your last chapter meeting.
7. 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.
8. Each team will address a local chapter item of business selected from nationally recognized FFA activities (i.e. Food for America, Project PALS, recreation, fundraising, National Convention, etc.). The motion will be specific and must be stated and moved as it is written.
9. A team will be allowed 10 minutes to demonstrate their knowledge of parliamentary law without penalty. A timekeeper will note eight and 10 minutes during the presentation.
10. There will only be 19 possible motions a team could be asked to perform. They are: (Privileged) Adjourn, Recess, Question of privilege, Call for the orders of the day; (Subsidiary) Lay on the table, Previous question, limit or extend limits of debate, Postpone definitely, Refer to committee, Amend; (Main) Main motion; (Incidental) Appeal, Division of assembly, Object to the consideration of a question, Parliamentary inquiry, Point of order, Suspend the rules; (Unclassified) Reconsider and Take from the table. Please consult attached Chart of Permissible Motions for the Junior Parliamentary Procedure Event for more specific details concerning the CDE.

B. Oral Questions:

1. Each of the six team members will be asked a question relating to their assigned motion.
2. No one may step forward to correct answers given during the initial asking of the six questions.
3. Each team will be asked the same questions during the round.



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C. Presentation of Minutes:

1. Each team secretary should take minutes during the presentation. Paper will be provided.
2. At the conclusion of the presentation, the secretary will be allowed 30 minutes to prepare the official minutes. During this time, the secretary may consult with the chairperson.
3. The timekeeper will note time-in and time-out of the preparation room.
4. The final copy of the minutes will be on the Secretary's Form, which is attached as an appendix to this rule.

D. Written Test:

1. The written test will have 25 multiple-choice questions that cover the basics of parliamentary law as related to the permissible motions for the event. The test will also cover information pertaining to minutes.
2. Each participant must complete the test individually.
3. Each participant will be allowed 30 minutes to complete the test.

VII. SCORING

A. Scoring the Chair

1. Ability to preside – handling of motions, keeping members informed, use of the gavel, distribution of discussion (80 points).
2. Leadership – stage presence, poise, self-confidence, politeness, and voice (20 points).

B. Scoring the Discussion

1. It is essential that each judge observes and maintains consistent criteria in scoring discussions for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion should be scored at the time it is delivered.
3. 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.
4. A suggested grading scale is as follows:
Excellent.....16-20 points
Good.....11-15 points
Average.....6-10 points
Poor.....0-5 points
5. 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."
6. Most discussion would fall in the range of 8-15 points. An example of a discussion might be: "I think this is a very significant motion which should be passed for the following reasons (new, informative, and logically related)." Each debate should have a logical conclusion. Good discussion would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.



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7. 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. Furthermore, no more than 20 points may be earned during one recognition by the chair.
8. 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.

C. Presentation of Parliamentary Law:

1. A deduction of 2 points per second over 10:30 will be assessed. A team would not be penalized until they have taken 10 minutes 31 seconds. A timekeeper will furnish the time used by each team during the event.
2. A score sheet for the parliamentary law presentation is attached as an appendix to this procedure.

D. Oral Questions:

1. The judges' discretion will be used in assigning points for the correctness of each answer.
2. The maximum score a team may receive is 72 points.

E. Presentation of Minutes:

1. The final minutes will be judged using the Secretary's Form which is attached as an appendix to this procedure.
2. The maximum score to be received is 50 points and the minimum is zero.

VIII. TIE BREAKERS

Tiebreakers for teams will be:

1. The total presentation score.
2. The team's average score on the written test.
3. The total score for questions.

IX. AWARDS

Awards shall be determined each year by the Board of Trustees of the Georgia FFA Foundation. The event is made possible through the Georgia FFA Foundation as a special project of an industry sponsor or from the Foundation General Fund. Minimum awards will recognize the top two teams on the state level.

X. 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 (currently 10th edition).

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



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Beginning in 2002 we will be using Dunbar's Manual of Parliamentary Procedure Test Questions as the source of questions (Related to the permissible motions and the minutes) for the written test section for both our Junior and Senior Parliamentary Procedure Career Development Events. Request a catalog by calling the Parliamentary Procedure Instructional Materials Center 1-800-863-2256 or fax at 425-337-7051 or website parli-pro@northwest.net.