



Georgia FFA Association

PARLIAMENTARY PROCEDURE - SENIOR CDE

I. OVERVIEW

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

II. PURPOSE

The Parliamentary Procedure CDE is designed to teach parliamentary law. It encourages premier leadership and personal growth and provides students with a lifelong leadership skill.

III. ELIGIBILITY

Any student in grades 9-12 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.

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 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: written examination, oral questions, parliamentary presentation 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. Written Test:

Part I: Five (5) open book parliamentary procedure research questions using the current edition of Robert's Rules of Order Newly Revised.

Participants will be allowed 30 minutes to complete Part I of the exam. All team members are encouraged to provide their own copy of the most current edition of Robert's Rules of Order Newly Revised. An example of one research question is outlined below:

List the page and beginning line number for the following statement. "The term rules of order refers to written rules of parliamentary procedure formally adopted by an assembly or an organization."
ANSWER: Page 15 Beginning Line Number 32.

Part II: Forty five (45) multiple choice questions taken from Dunbar's Manual of Parliamentary Procedure Test Questions and Robert's Rules of Order Newly Revised.

References cannot be used for this part. Participants will have one hour to complete Part II of the exam. Participants receiving a cumulative score of 80% or greater on the exam will be recognized as an Accredited Parliamentarian (AP) by the Society of Agricultural Education Parliamentarians (SAEP). The average score of the six team members will be used to compute the total team score in each round.

B. 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 motions, two incidental motions, and one privileged motion or motion 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.
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 "rescind, reconsider or take from the table" 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.



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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. Please consult attached Chart of Permissible Motions for the Parliamentary Procedure Event for more specific details concerning the CDE.

Additional Information:

1. Opening 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 tap the gavel once to signify the end of the previous item of business then start the presentation by saying, "Is there any new business that should be presented at this time?"
2. Original Main Motion - The event official will assign the main motion on an index card. This is to be the first item of business presented. All teams in each section will use the same main motion. This original main motion must be the first motion presented unless orders of the day, take from the table, reconsider or rescind are required.
3. Individual Member Recognition - A member may speak in debate on the main motion and conclude by offering a secondary motion. While it is discouraged, judges will award points accordingly for both the debate and the secondary motion.
4. Take from the Table - If the officials in charge designate Take from the Table as a motion to be demonstrated, you will be provided the motion to take from the table. Example: "I move to take from the table the motion that our chapter sells Christmas trees." The original main motion, assigned on the card, cannot be taken from the table. The motion shall not be used unless it is a required motion.
5. Reconsider - If the officials in charge designate Reconsider as a motion to be demonstrated, you will be provided the motion to reconsider. Example: "I move to reconsider the motion passed earlier to sell Christmas trees." This motion shall not be used unless it is a required motion. Unrealistic or "canned" debate on the motion to reconsider may be penalized at the judge's discretion.
6. Rescind - If the officials in charge designate Rescind as a motion to be demonstrated, you will be provided the motion to rescind. Example: "I move to rescind the motion that was adopted at our last meeting to sell Christmas trees." This motion shall not be used unless it is a required motion. Unrealistic or "canned" debate on rescind may be penalized at the judge's discretion.
7. 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, you are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.
8. Number of Motions - There shall be no limitation to the number of subsidiary, incidental, privileged motions or a motion that brings a question again before the assembly demonstrated by the team. However, the team must demonstrate two subsidiary, two incidental and one privileged or a motion which brings a question again before the assembly designated by the officials in charge. The team may use more than one original main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.
9. Using a Motion Twice - A member's required motion will not be counted as an additional motion for another member. The person who makes the assigned main motion will be given credit for an additional motion (10 points). If an alternate main motion is used, the member will NOT be given credit for an additional motion. No motion may count for an additional motion for more than one member.



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10. 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.
11. Time Limit and Deductions - A team shall be allowed ten minutes and thirty seconds in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 10:30 will be assessed. Example: 10:35 =10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

C. 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.
4. General Questions - The judges will have four minutes to ask questions related to the team's demonstration. 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.

D. 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.

Scores from the preliminary rounds will be added. The top two teams from each bracket will advance to the final round. Test scores from the preliminary round will carry over to the final round. Students in the final round will complete:

- A. Parliamentary Presentation (see notes above)
- B. Oral Questions (see notes above)
- C. Team Problem Solving Activity

Teams advancing to final round will complete a team problem solving activity in lieu of the minutes. Teams will be provided a short parliamentary procedure scenario outlining a practical problem. The team will have 30 minutes to research the problem and write a short solution with reference to specific page and line numbers in Robert's Rules of Order Newly Revised. All team members are encouraged to provide their own copy of the most current edition of Robert's Rules of Order Newly Revised. See example problem solving activity and answers in the National Parliamentary Procedure CDE Handbook.

VII. SCORING

Guidelines for Scoring

A. Guidelines for Scoring Discussion

1. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.



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2. 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.
3. Characteristics of effective debate 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 debate.
4. A suggested grading scale is as follows:
 - a. Excellent.....13-15 points
 - b. Good.....9-12 points
 - c. Average.....6-8 points
 - d. Poor.....0-5 points
5. An excellent debate would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor debate 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 debate would fall in the range of 6-12 points. An example of a debate might be: "I think this is a very significant motion which should be adopted for the following reasons (new, informative and logically related)." Each debate should have a logical conclusion. Good debate would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.
7. Each time a participant in the presentation discusses any motion, they may earn a score. However, an individual may never earn more than 50 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.

B. Guidelines for Scoring the Chair

1. 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, awareness of business on the floor. (80 points) A suggested grading scale is as follows:
 - a. Excellent.....71-80 points
 - b. Good.....61-70 points
 - c. Average.....51-60 points
 - d. Poor.....0-50 points
2. Leadership – stage presence, poise, self-confidence, politeness and voice. (20 points)
A suggested grading scale is as follows:
 - a. Excellent.....16–20 points
 - b. Good.....11–15 points
 - c. Average.....6–10 points
 - d. Poor.....0–5 points

C. Guidelines for Scoring Team Effect

1. Conclusions reached by the team – Main motion was well analyzed which may include: Who, What, When, Where, How. (40 points)
2. Team Use of Debate – degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition. (40 points)
3. Team Presence – voice, poise, expression, grammar, gestures and professionalism. (40 points)



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Scoring

1. Written Exam (150):

- a. 45 multiple-choice questions x 3 pts. each = 135
- b. 5 research questions x 3 pts. each = 15 pts.
- c. The test scores of the six-team members will be averaged to determine the team test score in each round.
- d. The maximum score a team may receive is 150 points.

*The Area CDE involves a 25 multiple-choice question test worth 100 points.

2. Presentation of Parliamentary Law (670 points):

- a. Required motion = 20 pts. x 5 members = 100 pts.
- b. Additional motion = 10 pts. x 5 members = 50 pts.
- c. Debates = 300 pts.
 - 5 pts max per debate
 - 4 debates/member included
 - 5 members
- d. Chair = 100 pts
 - Ability to Preside = 80 pts.
 - Leadership = 20 pts.
- e. Team Effect = 120 pts
 - Conclusions Reached by Team = 40 pts.
 - Team Use of Debate = 40 pts.
 - Team Presence = 40 pts.
- f. Time Limit and Deductions - A team shall be allowed ten minutes and thirty seconds in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 10:30 will be assessed. Example: 10:35 = 10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

3. Oral Questions (135 points):

- a. Individual Questions (90 points):
 - 6 team members (including Chair), 15 points max per question
- b. General Questions (45 points)
 - 4 minutes allotted, 15 pts allotted per judge (15 x 3 = 45 pts.)

4. Presentation of Minutes or Team Problem Solving:

- a. Meeting Minutes (Preliminary Round) = 45 pts.
- b. Team Problem Solving (Final Round) = 45 pts.

Total Points Available = 1000



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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*

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

Dunbar's Manual of Parliamentary Procedure Test Questions is 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.

2004 Georgia FFA Association Parliamentary Procedure Career Development Event, Assistance Guide for Advisors, Judges, and Contest Coordinators

2004 Georgia FFA Association Parliamentary Procedure Career Development Event, Guidelines for Scoring the Secretary's Minutes