

PARLIAMENTARY PROCEDURE AND DEBATE

Revised 6/2018

Purpose and Standards

The purpose of this contest is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills.

Foundation Standards: 2.0 Communications: 2.4 Listening and Speaking, 1.1, 1.8, 2.2. 9.0 Leadership and Teamwork, 9.1, 9.2, 9.3, 9.6.

Objectives – 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 discussion.
- Record complete and accurate minutes.

Contestants

A team representing a region will consist of six members and two designated alternates listed at the state and national levels from the same chapter. The alternates are not permitted to observe competing teams, but may observe their own team. The alternates may replace a regular team member prior to the start of the event.

Tie Breaker

Tiebreakers for teams will be:

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

Rules

- I. Competition shall be at two levels. There shall be a novice contest and a varsity contest. Seventh and 8th grade members are eligible to compete in the novice contest. Ninth or 10th grade members are also eligible to compete in the novice contest, but are restricted to competing one year in either 9th or 10th grade. For a 10th grade member to be eligible to participate in the novice contest they must not have taken part in a parliamentary procedure contest beyond the chapter level as a 9th grader. Varsity team members may be from any grade level. A member of the novice team may be moved to the varsity team at any time, but loses his/her novice standing after participating above the chapter level.
- II. All competitors on the qualifying Conduct of Chapter Meetings (CCM) teams will be 7th, 8th, or 9th graders at the time of state competition. The announcement of the team to represent California at CCM will be made at the State Finals results. Indication of qualified teams for the Conduct of Chapter Meetings will be determined and recognized prior to State Finals.
- III. A member of a state winning novice team does not lose his/her eligibility to compete on an advanced team in subsequent years. Rules and scoring procedures shall be the same for both levels of participation, with the following exception. The five required motions for novice teams will be selected from the following list of 12 motions. Postpone Indefinitely, Amend, Refer to Committee, Postpone Definitely, Limit or Extent Limits of Debate, Previous Question, Lay on the Table, Division of Assembly, Object to the Consideration of the Question, Parliamentary Inquiry, Point of Order and Appeal. A novice team can use all 24 motions allowed in the advanced contest, if they choose. The five required motions would come from the above list.
- IIII. If an unassigned member makes a required motion prior to the assigned member it will be counted as an omission at the bottom of the team scorecard. A member's required motion will be counted as an addition motion for another member. The contestant who is assigned the required motion must demonstrate the motion first to receive credit.
- V. Each section will determine how many chapter teams may participate at the section level. Each region will determine how many sectional teams may compete at the regional level. Participation at the state level is limited to the top 50% of those that participate in the regional contest (or major portion thereof), with a maximum of four (4) per region.
- VI. Teams must be from chapters in good standing with the California Association of Future Farmers, and each team member must also be in good standing.

- VII. The event will have three phases: written examination, a ten-minute team presentation of parliamentary procedure, and oral questions following the presentation.
- VIII. Participants must appear in official FFA dress during all rounds of the event and at the awards.
- IX. The advisor shall not consult with the team after the event begins.
- X. All participants must bring their own pencils (a minimum of two No. 2 pencils).

Event Format

XI. Written Test (100 points)

- A. A written test will consist of 25 objective-type multiple-choice questions covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes. Questions should be developed using *Robert's Rules of Order Newly Revised* and take from *Dunbar's Manual of Parliamentary Procedure Test Questions*. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. The average score of the six team members will be used to compute the total team score in each round.

XII. Oral Questions (100 points)

- A. Each of the six team members will be asked a planned question relating to their assigned motion. No one may step forward to help correct answers on the first six questions. Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which time will be called.

XIII. Presentation (750 points)

- A. Teams will draw for order of appearance.
- B. The event official 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.
- C. The event officials will select two subsidiary, two incidental and one privileged or unclassified motion from the list of permissible motions used in the advanced contest. For the novice contest the five required motions will be selected from the list of motions found in "Event Rule #1." These motions will be on a 3" x 5" card and will be randomly assigned to each team member. All teams in each round will be assigned the same motions.
- D. Team members will have one minute to review the main motion and the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting).
- E. There shall be no limitation to the number of subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate at least two subsidiary, two incidental and one privileged or unclassified motion designated by the official in charge. Each member of the team must demonstrate the motion assigned to them before any other team member demonstrates it. The team may use more than one main motion as long as it pertains to the assigned main motion.
- F. If the event officials designate the privileged motion "call for the orders of the day," as a motion to be demonstrated, an alternate motion not pertaining to the main motion may be used to facilitate the correct demonstration of the motion.
- G. 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, a scenario will be included on the event card. These motions shall not be used unless listed on the event card as a required motion.
- H. The demonstrating team 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?" A team member will then move the main motion assigned to the team.
- I. The state event will have three rounds: a preliminary round, a semifinal round and a final round. The preliminary round will have four sections. A section shall be made up of up to six teams. Three teams will advance from each of the sections for a total of 12 teams that will advance to the semifinal round. The semifinal round is composed of two sections with six teams in each section. Three teams in each semifinal section will advance to the final round of six teams. Teams will be seeded according to their test score (Form 5) and will then draw for order of appearance within their seed group. See Form 5.
- J. Each team will address a local chapter item of business selected from nationally recognized FFA activities (i.e. National Chapter Food, Food for America, PALS, Program of Work activities, Proficiency Awards and National FFA Convention – consult the Official FFA Manual and handbook). The motion will be specific and must be stated and moved as it is written.
- K. Time Limit and Deductions - A team shall be allowed 11 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.
- L. Time Penalties

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	Points		Points
Minutes	Deducted	Minutes	Deducted
11:30-11:00	0	11:06	12
11:01	2	11:07	14
11:02	4	11:08	16
11:03	6	11:09	18
11:04	8	11:10	20
11:05	10	11:11	22

M. Sample Motion Card

Main Motion: I move to start the Food For America program on December 1.

Required Motions: Lay on the Table Amend

Appeal Suspend the Rules
Reconsider

XIII. The judges will use Form 2 to score the event. Once all scores are totaled on the scorecards, the teams will be given points as outlined on the tabulations sheet, Form 4 or like computer tabulations program, by the judges. These points will be added to determine teams advancing and semifinal and final placings. The two teams with the highest number of points based on rating score will advance to the next round. The judges will use Form 4 or like tabulations program to determine teams advancing and final placing.

XV. Recommended References

- A. The official text will be the latest revised edition of Robert's Rules of Order available as of January 1 of the competitive year.
- B. Additional references may include *FFA New Horizons* magazine, the *Official FFA Manual*, the *FFA Student Handbook* and the Official Chapter Secretary's Book.

Judges' Scoring Guidelines

XVI. Guidelines for Scoring Discussion

- A. Judges for the parliamentary procedure event should observe the following guidelines.
 1. It is essential that each judge observe and maintain consistent criteria in scoring discussion 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 suggest grading scale is as follows:

Excellent 16-20 points

Good 11-15 points
Average 06-10 points
Poor 01-05 points

- a) An excellent discussion would be extremely unusual and would be characterized by a truly stirring delivery and brilliance in terms of information provided and/or suggestions for action offered.
- b) Good discussion would be characterized by effective delivery, substance, creative and

- visionary thought delivered in a convincing and compelling manner.
- c) An example of an average discussion might be: "I think this is a very significant motion that should be passed for the following reasons (new, informative and logically related). For these reasons, I urge everyone to vote for this motion."
- d) 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."
5. Only the highest four debates for each participant in the demonstration 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.
6. Debate scores will be given for debates on all motions unless the said motion to which it is attached is not germane.

XVII. Guidelines for Scoring the Chair

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

XVIII. Guidelines for Contest Officials

- A. All judges will participate in a contest orientation from the contest coordinator, or appropriate State Staff, before the presentation judging begins, outlining the motions for each contest and how they are to be scored. If a judge should encounter a questionable demonstration, the contest coordinator, or appropriate State Staff, would be consulted to determine a consistent scoring for that situation.
- B. Use of qualified, pre-determined judges to judge the finals rounds and even some of the semi-finals rounds of the event.
- C. At the conclusion of the State FFA Parliamentary Procedure Finals Contest, all results will be given to the coaches and their teams, as well as posted on the website or printed with points and ranking of teams as listed by judges anonymously.

EVENT SCORING

Phase	Breakdown	Section	Total
	Of Points	Points	Points
Written Test [Average score of six members (6x100/6)]			100
Oral Questions			100
12 points possible for each member's question	72		
Questions in the additional two minutes	28		
Presentation			750
Total for five members on the floor		500	
Required motion presentation	20		
Discussion (max. Of 20 pts./Discussion)	60		
Additional motions made (including main and alternate main)	20		
Chair		100	
Ability to preside	80		
Leadership	20		
General Effect of Team		150	
Conclusion of the team	50		
Discussion	50		
Teams' voice, poise and expression	50		

Deduction for parliamentary mistakes: 5-20 pts. Per mistake.

If a team member omits their assigned motion, there will be a 50-point deduction.
Deduction for overtime: A deduction of 2 points will be made for every second over 10 minutes and 30 seconds.

TOTAL POINTS POSSIBLE

950

**Chart of Permissible Motions for the
California FFA Parliamentary Procedure Contest**

Motion	Debate	Amend	Vote Required	Second	Re-consider
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 voting
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

Team Name _____

Circle One

Form 2

Judges Name _____

Novice Advanced

MEMBER SCORES

CHAIR	REQ. MOTION	20 PTS.	ALL DEBATE SCORES	TOP 4 DEBATE SCORE TOTAL	ADD MOTION	20 PTS.	REQ QUESTIONS (12 PTS.)	MEMBER TOTAL (112 PTS.)

				(60PTS.)				
1								
2								
3								
4								
5								

CHAIR SCORES

ABILITY TO PRESIDE	80 PTS. MAX	NOTES:	SUBTOTAL (112 PTS.)
LEADERSHIP	20 PTS. MAX		
REQUIRED QUESTIONS	12 PTS. MAX		

TEAM SCORES

CONCLUSION	50 PTS. MAX	NOTES:	SUBTOTAL (178 PTS.)
DEBATE LOGIC	50 PTS. MAX		
VOICE, POISE	50 PTS. MAX		
ADDITIONAL QUESTIONS	28 PTS. MAX		

DEDUCTIONS

OMMISSIONS	50 PTS. FOR EACH REQ. MOTION	NOTES:	
ERRORS	5-20 PTS. / ERROR		
TIME DEDUCTIONS	2 PTS. PER SECOND BEYOND 10 MINUTES, 30 SECONDS		

TEST SCORE	100 PTS. MAX	AVERAGE SCORE _____ X 4
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TEAM TOTALS	950 PTS. MAX
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NOTES:

Tabulation Sheet for Ranking Teams

Form 4

Final

Team Rankings for Highest-Scoring Team Ranking

	Judge 1	Judge 2	Judge 3	
Team 1				
Team 2				
Team 3				
Team 4				
Team 5				

Team 6				
Team 7				
Team 8				
Team 9				

Ranking	Points	Ranking	Points
1 st	9	6 th	4
2 nd	8	7 th	3
3 rd	7	8 th	2
4 th	6	9 th	1
5 th	5		

Form 5

First Round – Quarter-Finals

The test given the night before the contest will be used to seed the quarter final rooms for teams, similar to the National Parliamentary Procedure Contest.

<i>Group A</i>	<i>Group B</i>	<i>Group C</i>	<i>Group D</i>
1 st	2 nd	3 rd	4 th
8 th	7 th	6 th	5 th
9 th	10 th	11 th	12 th
16 th	15 th	14 th	13 th
17 th	18 th	19 th	20 th
24 th	23 rd	22 nd	21 st

Second Round – Semi-Finals

<i>Group E</i>	<i>Group F</i>
A – 1	A – 2
A – 3	B – 1
B – 2	B – 3
C – 1	C – 2
C – 3	D – 1
D – 2	D – 3

Team Progression Chart	
Preliminary Round	4 sections of 6 teams of 6 participants
Semifinal Round	2 sections of 6 teams of 6 participants
Final Round	1 section of 6 teams of 6 participants

