



# Idaho Conduct Chapter Meeting Handbook

## Purpose

- To introduce sixth, seventh, eighth and ninth grade FFA members to parliamentary procedure while learning how to conduct efficient meetings and build their communication skills.
- Agriculture, Food and Natural Resources (AFNR) Cluster Skills and Career Readiness Practice Standards.
- Agriculture is a highly technical and ever-changing industry which everyone is dependent on. We will maintain agriculture as our nation's number one industry only if we understand the importance of the different agrisciences, marketing strategies, safe food production and the need for continuous research to improve agriculture. Strong, relevant agriscience programs are one way we can maintain our nation's agricultural edge.

## Objectives

Students will be able to:

- Demonstrate correct use of FFA opening and closing ceremonies.
- Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- Communicate and participate effectively as a team member.
- Demonstrate critical thinking and teamwork for effective decision making.

## Event Rules

Team make-up: Each team will consist of seven members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel and advisor. The member who performs the advisor role in opening ceremonies will participate as a member for the remaining time of the event.

State CDE all advisors who have a team at state will serve as judges. Coaches will not judge the flight containing their team. Advisors with the 3 & 4th place teams in prelim flights will serve as judges in the finals. An Impartial parliamentary expert will serve as a head of prelims and finals. They will be appointed by the superintendent

Team members must be enrolled in the sixth, seventh, eighth or ninth grade at the time of qualification.

1. Teams must be selected at a state or interstate career/leadership development event held between the immediate previous national FFA convention and prior to the national FFA convention in which they are participating. States that qualify more than one year out must request and submit a written waiver for approval by the certification deadline.
2. Team members must be FFA members at time of qualification.
3. There will include a semi-final and final round at the state event.
4. It will be broken into two flights for the semi-final round at state and that teams will be placed in flights based on their test scores. Flight #1 includes 1-4-5-8-9 and Flight #2 includes 2-3-6-7-10. Top 2 teams from each flight will advance to the finals and their test scores follow them through the event.
5. Team members will take the written exam one time. Exam score will be used as part of the team score.

# Event Format

## EQUIPMENT

Materials the student needs to provide:

- Two sharpened No. 2 pencils

Materials provided by the event committee:

- Gavel and officer station symbols
- Blank note paper
- Event digital timers

## WRITTEN EXAM:

- 30 minutes will be allowed for the written exam.
- Twenty-five questions (One point per question; 25 points per member; 175 total team points)
  - Officer Duties and Meeting Room Preparation (FFA Manual): three questions
  - Parliamentary Procedure: 22 questions
    - Permissible Motions
    - Order of Business

## PRESENTATION OPENING CEREMONIES (10 points/member 70 points/team)

- Voice
- Poise
- Expression

## PRESENTATION - TEAM DEMONSTRATION

- Team members will demonstrate four of the following permissible parliamentary procedure motions: Event officials will select motions to be demonstrated in each flight of the event.
  - **Privileged Motions:**
    1. Raise a Question of Privilege
    2. Recess
  - **Subsidiary Motion:**
    1. Previous Question
    2. Postpone Definitely
    3. Commit or Refer
    4. Amend
    5. Postpone Indefinitely
  - **Main Motion**
  - **Incidental Motions:**
    1. Parliamentary Inquiry
    2. Division of the Assembly
    3. Point of Order *\*Will not be used as a required motion on the card.*

## **PRESENTATION – CLOSING CEREMONIES**

(15 points; 10 presidents, 5 team)

### **PRESENTATION – OPENING AND CLOSING CEREMONIES ACCURACY**

One-point deduction per error (adding, deleting and transposition of words or deviation from printed ceremonies) per team member with a maximum deduction equal to the amount available to be earned.

Non judge directed restarts will be counted as a 15-point error or one point per repeated word whichever is less. Members may get a negative score. (Official FFA Manual)

When asked to call the roll of members, the Secretary will state, “There are seven members and numerous guests present, Mr./Mdm. President or President *Last Name*.”

### **ORAL QUESTIONS**

Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure or officer duties and responsibilities. Oral questions may not necessarily relate to the motion a member was assigned in their presentation.

## Event Procedures

- No outside materials, other than pencils will be allowed during the presentation.
- The room will be pre-set with a lectern, tables, chairs, station markers and a timer prior to the event. All teams will use identical room sets provided by the event committee. Actual meeting room set will be provided during team orientation meeting prior to the event.
- All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team.
- Participants will have one minute immediately before their demonstration to read their card silently and take notes. Team members may not mark or write on the cards and may not confer or signal each other during the one-minute time period or during the demonstration, except when seeking recognition from the chair.
- The student advisor will participate during the opening ceremonies for the advisor's part and then will take on the role of a member to participate in debate and may be assigned a motion and will be asked an oral question.
- Every participant will receive a card (see the sample below) with the main motion and the four required motions from the list of permissible motions. No other motions may be used. However, a point of order, division of assembly and parliamentary inquiry may be used if it is not listed on the motion card. An assigned motion will receive full points for technical correctness if it is permissible when made, and stated in accordance with Roberts Rules of Order: Newly Revised by the member. If a motion is not brought before the assembly by the assigned member no points can be earned by the chair or the assembly.
- Handling of the motion by the chair and disposal of the motion by the assembly are scored separately on the scorecard.
- Points will not be awarded if it is not on the motion card, and an appeal may not be made on the president's ruling. Included in the four required motions, will be a minimum of one debatable subsidiary motion.

DO NOT MARK ON THIS CARD

- **MAIN MOTION:** I move that the chapter officers do a parliamentary procedure demonstration for the faculty.

**REQUIRED MOTIONS:**

- **Amend**
- Recess
- Division of the Assembly
- Postpone Definitely

- Required motion must be demonstrated by the officer that the motion is assigned to for points to be scored. If the assigned motion is used by another officer it must be properly renewed again if allowed by the assigned officer to score points.
- Judges will score all member debates, only the top three debates per team member will impact the final team score.
- If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
- Members will be recognized by the chair using their officer titles, not their names. The chair will be penalized for not recognizing officers by their titles.
- Four of the six participants on the floor will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned.
- The demonstration including the opening and closing ceremonies will not exceed 13 minutes. (Penalties will be assessed, see starting at 13:01).

- A time clock or time card will be provided so that the team can see. The clock will count down from one minute for preparation time and the clock will count up from zero minutes starting with opening ceremonies (signaled to begin by two taps of the gavel by the president) and stop when closing ceremonies are completed.
- Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure or officer duties and responsibilities. The same set of questions will be used for each team in each flight of the event. Separate sets of questions will be developed for each round of the event.

#### **Main Motion:**

- There is no predetermined list of main motions. Main motions are determined annually by the event superintendent and arise from one of the three divisions of the chapter program of activities, which include growing leaders, building communities, and strengthening agriculture.
- Official dress is highly recommended.
- The order of business will begin at the conclusion of opening ceremonies and will begin with the consideration of new business (other items normally on the order of business are not to be considered). After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion which will not be assigned to any particular officer.
- The motion to adjourn is not allowed. Closing ceremonies must be performed.
- Rubric should be used to determine the ranking of teams for each round.
- Clarified the motions that may be used with no point deduction.
- Division of assembly, point of order, and parliamentary inquiry may be used with no point deduction, if not listed on the motion card when used appropriately. Except for the three motions listed above, use of other motions not listed on the motion card have no point value and will result in a point reduction of 50 points per instance.

#### **GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER MEMBER)**

1. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score debates in an unbiased manner. All debate should be scored at the time it is delivered.
3. 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 three debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

#### **Characteristics of effective debate**

1. Characteristics of effective debate include the member's ability to state his or her position, provide reason(s) supporting his or her position and tell or encourage the delegation how to vote. The delivery of the debate will include:
2. Completeness of thought.
3. Logical reasoning.
4. Clear statement of speaker's position.
5. Conviction of delivery.
6. 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 the 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. However, the following basic components of a debate will still be included:

- States position.
- Provides one reason supporting the 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

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

Processing of Motions (20 points/each)

The processing of motions includes the ability of the chair to process a motion as presented by the membership in harmony with the form and examples presented in the current edition of Roberts Rules of Order: Newly Revised. Motions and statements by the chair should follow as closely as possible the language as stated in RONR.

Ability to preside (30 points)

The ability to preside includes; the use of voice and inflection to aid in the handling of business, following rules of debate, keeping members informed, putting motions to a vote, announcing results of votes, using the gavel, and maintaining awareness of business on the floor.

A suggested grading scale is as follows:

Excellent: 26–30 points.

Good: 20–25 points.

Poor: 0–19 points.

#### GUIDELINES FOR SCORING TEAM EFFECT (40 POINTS)

Conclusions reached by the team (20 points):

The main motion was well analyzed, which may include answering who, what, when, where, why and how as well as the disposal of the main motion (passing, failing, or committing).

Team voice, poise, and expression (20 points):

The degree to which debate was convincing, logical, realistic, orderly, efficient, and free from repetition. This includes voice, poise, expression, grammar, gestures, and professionalism.

Provides References

#### TIEBREAKERS

Ties will be broken based on the greatest number of low ranks. The participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will use test score to break ties.

# Rules for the Permissible Motions

Standard Descriptive Characteristics (see current edition of Robert's Rule of Order, Newly Revised)

MOTION NAMES, CLASS <sup>1</sup> AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
<b>CLASS: Privileged Motions (Deals with special matters of immediate or overriding importance to the business of the assembly)</b>					
<b>Recess</b> (Provides a brief break)	No	Yes	No	Yes <sup>2</sup>	Majority
<b>Raise a Question of Privilege</b> (Asks an urgent question regarding rights and privileges of the assembly)	Yes	No	No	No	No vote. Chair rules
<b>CLASS: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)</b>					
<b>Previous Question</b> (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table)	No	Yes	No	No	Two-thirds
<b>Postpone Definitely</b> (Puts off further consideration of the main motion to a later time, not beyond the next regular scheduled meeting if within a quarterly interval)	No	Yes	Yes	Yes	Majority (Two-Thirds if made a Special Order)
<b>Commit or Refer</b> (Refers the motion to a committee)	No	Yes	Yes	Yes	Majority
<b>Amend</b> (Proposes to change a motion)	No	Yes	Yes <sup>3</sup>	Yes	Majority
<b>Postpone Indefinitely</b> (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
<b>CLASS: Main Motions (Introduces new business to the assembly)</b>					
<b>Main Motions</b> (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority
<b>CLASS: Incidental Motions (Related to the pending business and must be decided immediately)</b>					



<b>Parliamentary Inquiry</b> (Allows a member to ask a question related to parliamentary law or the rules of the organization)	Yes	No	No	No	No vote. Chair answers
<b>Division of the Assembly</b> [Requires a standing (rising) vote]	Yes	No	No	No	No vote. Demand
<b>Point of Order<sup>4</sup></b> (Requests that the rules be enforced)	Yes	No	No	No	No vote. Chair usually rules <sup>5</sup>

1. *Motions that bring a question again before the assembly are not required for this event.*
2. *Amendable with respect to the length of the recess*
3. *Debatable if applied to a debatable motion*
4. *This motion will not be a required motion on the card.*
5. *The Assembly decides by a majority vote if the chair does not want to make a ruling.*

Judges Scoring Rubric

Conduct of Chapter Meetings Leadership Development Event

Opening Ceremonies		Discussion (60 pts. max./member, 20 pts. max/debate)										Debate Total	Individual Question (10 pts ea.)	Individual Totals	Pts. Poss.
		Excellent 15-20 pts., Good 10- 14 pts., Average 5-9 pts., Poor 0-4 pts.													
10 Pts/ Member		Main Motion		Postpone Indefinitely		Amend		Commit or Refer		Postpone Definitely					
Sentinel															/80
Treasurer															/80
Reporter															/80
President		<b>Chair motion handling scored below</b>													/20
Secretary															/80
Advisor															/80
Vice President															/80
<b>Team Exam Score</b>															/175
<b>Officer Assigned</b>															
<b>Required Motion</b>															
<b>Technical Correctness Maker of the motion</b> (Worded correct, permissible)				/30			/30				/30		/30		/120
<b>Disposal of the Motion</b> (Team disposed of the motion correctly)				/10			/10				/10		/10		/40
<b>Chair</b> (Processing the motion)				/20			/20				/20		/20		/80
<b>Chair Ability to Preside</b> (Voice & disposal of motions)															/30
<b>Conclusions Reached</b>	The main motion was thoroughly analyzed. Conclusions reached were consistent with the debate on the motion, as was voting.													/20	
<b>TEAM voice, poise and expression</b>	Members spoke clearly with appropriate pitch, pace, enunciation and grammar. They showed confidence through professional demeanor, eye contact, etc. They spoke with conviction, with appropriate emphasis and body language.													/20	
<b>Closing Ceremonies</b>	Total number of errors in closing ceremonies (deduct 1 point per error from the total closing ceremonies score; may be a negative number based on total errors)													/15	
<b>Time Deduction</b>	Time penalty -2 pts per second over 13 minutes														
<b>Procedural Deductions</b>	Parliamentary errors 5-25 pts (refer to guide, list deductions in comments)														
<b>Comments:</b>														<b>TEAM TOTAL:</b>	/1000

# Deductions for Parliamentary Procedure Errors

The table below shows the recommended deductions that judges will use for parliamentary procedure errors. If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted. "Members" are the team members other than the chair.

PARLIAMENTARY PROCEDURE ERRORS	Severity of Point Deduction	Point Deduction
<b>VIOLATIONS RELATED TO USING A MOTION IMPROPERLY</b>		
Postpone Indefinitely (when qualified. e.g., a time is given)	****	
Parliamentary Inquiry (when used to ask another member a question)	***	
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	***	
<b>VIOLATIONS RELATED TO THE CHAIR</b>		
Improper use of the gavel	*	
Referring to him/herself in the first person (e.g., "I")	*	
Failing to announce results of vote	*	
Not obtaining a second before stating or putting the motion	**	
Not calling for a negative vote	**	
Failing to call for debate on a debatable motion	**	
Ignoring a member requesting the floor	**	
Taking a hand vote after a Division of the Assembly has been called	**	
Taking a voice vote on a motion that requires a two-thirds vote	**	
Failing to take a vote on a motion	***	
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)	***	
Stating a personal opinion	****	
Not giving preference in recognition to maker of motion if he/she has not debated	**	
Not giving preference in recognition to member who has not debated	**	
Not alternating debate between those opposed and those in favor of a motion (if known)	*	
Neglecting to notify members to be seated after taking a standing (rising) vote	*	
Arbitrarily stopping debate	**	
Not completing all steps in the announcement of the vote.	**	

<b>VIOLATIONS RELATED TO AMENDMENTS</b>		
Adding words to middle (instead of end) of motions	*	
Striking words that result in incomplete wording for main motion	*	
Inserting “not” to make the motion a negatively worded motion	*	
Making an amendment that is not germane	**	
Amending a non-amendable motion	****	
Making a third-degree (tertiary) amendment	****	
<b>VIOLATIONS RELATED TO MOTIONS</b>		
Chair not restating the motion as it was moved by a member	*	
Member incorrectly stating a motion (e.g., “I motion that...”, using incorrect postpone, etc.)	*	
Chair restating motion before it receives a second	**	
Taking up a motion out of the order of precedence	****	
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to Recess is made when no question is pending. It is therefore classified as an incidental main motion)	****	
Member calling out “Question” from his/her seat to stop debate	***	
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	
<b>VIOLATIONS RELATED TO DEBATE BY MEMBERS</b>		
Not getting recognized before debating (discussing) a motion	*	
Not addressing debate through the chair	*	
Addressing other members by name	*	
Debating more than two (2) times on a single motion	**	
Debating against a motion they moved	**	
Debating a non-debatable motion	****	
Debate not germane	***	
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	***	

*Note: star ranking system\* = least amount of deduction to \*\*\*\* = greatest amount of deduction*