

Conduct of Chapter Meetings

Objective:

Students will be able to demonstrate parliamentary procedure to conduct an orderly and efficient meeting, communicate and participate effectively as a team member, demonstrate critical thinking and use teamwork for effective decision making.

A. Rules and Regulations

1. The event is open to all FFA members in good standing who are regularly enrolled in an agricultural education course during one or both semesters of the current school year and are enrolled in the seventh, eighth, or ninth grade at the time of competition. No member of a Conduct of Chapter Meetings team may have been on a state winning Conduct of Chapter Meetings team previously.
2. Each district will determine the number of teams per school allowed to compete at the district level. Each district may send the top two teams, with up to two additional teams identified as alternates, to the state competition regardless of ribbon color awarded at the district level.
3. A Conduct of Chapter Meetings participant may not compete in Senior Parliamentary Procedure or Agricultural Demonstration, and may compete in no more than one individual (non-team) Leadership Development Event in a given year.
4. 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.
5. At the state-level of competition, there will be a preliminary and final round of demonstrations with up to eight teams competing in the final round.
6. All team members will take a 25 question written exam one time individually. Exam scores will be used as part of the team score in the preliminary round. All team members must complete the exam at the same time, not sitting next to any other teammate. Exceptions to teammates testing at different times may be made by state staff through collaboration with the event superintendent for state-level competition, and only in extenuating circumstances such as a student being engaged in multiple competitive events at the same time. No study materials shall be present in the holding room prior to all event participants completing the test. Study materials may be utilized in the holding room once all event participants have completed the test.
7. All team members must turn in all electronic devices with communication capabilities (cell phones, smart watches, tablets, etc.) to event coordinators prior to entering the holding room. The local advisor or another responsible adult must provide the electronic devices to the event coordinator, and the electronic devices may be retrieved upon completion of all event components by all team members.
8. *Roberts Rules of Order, Newly Revised*, shall be the official parliamentary law authority.
9. The team members will not conduct the opening and closing ceremonies during the state-level competitive event. Any team advancing to the national level of competition must be prepared to comply with the national rules in their entirety.

10. Judges will score all member debates, and only the top three debate scores per team member will impact the final team score.
11. The demonstration will not exceed 10 minutes. Penalties will be assessed starting at 10:01.
12. A time clock or time card will be provided so that the team can see and refer to it. The clock will start when the president taps the gavel twice, following the one-minute time allowed for reviewing motion cards. The time will stop when the president states, "This concludes our demonstration."
13. No video recording will be allowed in the performance room at the district level in order to maintain the integrity of the event. Only individuals holding the state association provided recording access card may record their own team at the state level competition.

B. Suggested Guide for Conducting District FFA Conduct of Chapter Meetings Event

Prior to the Event

1. Team members will demonstrate four of the following permissible parliamentary procedure motions. The state office, in coordination with the event superintendent, will select motions to be demonstrated in each flight of the event. Different motion sets may be rotated through district competitions at the discretion of the state office.

Privileged Motions:

1. Raise a Question of Privilege
2. Recess

Subsidiary Motions:

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
3. The demonstration room must be pre-set with a lectern (optional), tables, chairs, station markers, and a timer prior to the event. All teams will use the identical room set provided by the event committee.
 4. The order of appearance to be used shall be determined in advance of the event. Advisors submitting a team or teams to the district entry shall provide to the district FFA board representative a list of the names of students participating on said team.
 5. Provide the following to each evaluator:

- a. Conduct of Chapter Meetings Rules (this document)
- b. Official Score Card/Results Sheet
- c. Order of Appearance Sheet
- d. Deductions for Parliamentary Procedure Errors (National FFA Resource)

Start Event

1. All participants will be provided paper to take notes during the entire demonstration.
Pencils must be provided by the team.
2. 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.
3. 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 and parliamentary inquiry may be used without reduction of points if they are not listed on the motion card. Points will not be awarded if they are used and are not on the motion card. 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.

<p>MAIN MOTION: I move that our chapter organize a district novice parliamentary procedure competitive event.</p> <p>REQUIRED MOTIONS: Raise a Question of Privilege Previous Question <u>Amend</u> Point of Order</p> <p>*Highlighted and bolded motion is your required motion.</p>
--

4. The 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.
5. The order of business will begin with the consideration of new business (other items normally on the order of business are not to be considered) when a member on the floor gains recognition and states the main motion which will not be assigned to any particular officer.
6. The student advisor will participate during the opening ceremonies for the advisor's part (during national-level competition only) 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. Opening ceremonies apply to the national-level of the event.
7. Point of order and parliamentary inquiry may be used with no point deduction, if not listed on the motion card when needed to make a correction to obtain needed

information. Use of other motions not listed on the motion card have no point value and will result in a point reduction not to exceed 20 points per instance.

8. If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
9. 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.
10. Judges will ask one verbal question (which may contain one or two parts) per participant. Verbal questions will be pre-determined and related to the permissible motions, general purposes of parliamentary procedure, or officer duties and responsibilities.

After Event

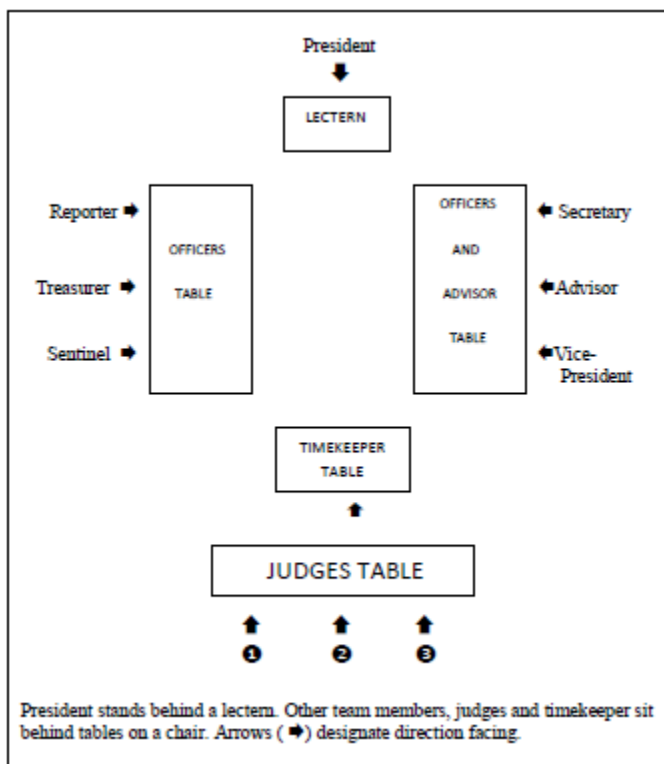
1. Each evaluator shall total each team's score and arrive at the placing using the provided rubric. Discussion between evaluators is allowed and encouraged. Audience members and participants shall not be present during evaluator discussion.
2. Ribbons may be awarded according to the guidelines on the results sheets. The top four teams shall be ranked, regardless of their ribbon assignment, and up to two teams regardless of ribbon rating at the district level may advance to the state round of competition. Advancing demonstrations are to be of high quality.
3. A critique sheet shall be completed for each team. Judges are asked to include constructive comments as feedback to students in addition to point assignments.
4. Two copies of the results should be completed on the sheets provided.
5. District FFA board representative must confirm membership of state-qualifying team members within one week of the district event

Event Attire

1. Each participant shall wear the official FFA dress as defined in the FFA Manual: A white collared shirt or blouse, official FFA tie or scarf, black trousers or skirt, black shoes, and FFA jacket.
2. Points may be deducted for variance from official dress.

Room Set Up

The room shall be set in the following manner:



There may or may not be a podium in front of the president. At minimum, a table will be provided. The timekeeper may sit at one end of the judges table if room allows.

C. Official Score Card

Time Penalty: The demonstration will not exceed 10 minutes. Penalties will be 2 points per second over time.

D. Awards Recognition

1. District Awards: Teams meriting awards shall be rated as purple, blue, red, or white and the top four teams shall be ranked by number (1st, 2nd, 3rd, 4th). Each district may send the

top two teams, with up to two additional teams identified as alternates, to the state competition regardless of ribbon color awarded at the district level.

2. State Awards: Teams in the state event will be designated as gold, silver, or bronze plaque recipients.
3. The state winner will represent Nebraska in the National Conduct of Chapter Meetings event.

CONDUCT OF CHAPTER MEETINGS EVENT SCORE SHEET

FFA Chapter: _____

INDIVIDUAL SCORING				
	WRITTEN TEST 25 Points	DEBATE 45 Points	VERBAL QUESTIONS 10 Points	POINT TOTAL 80 Points
President		**		
Vice President				
Secretary				
Treasurer				
Reporter				
Sentinel				
Advisor				
INDIVIDUAL TOTALS				
TEAM SCORING				
Required Assigned Motions		4 motions X 50 points each (200 possible points)		
Conclusions Reached		(120 possible points)		
Team Voice, Poise, Expression		(120 possible points)		
TEAM TOTAL				
GROSS TOTAL				
Deductions for parliamentary errors range from 5-25 points per error depending on severity (distributed based on chair's ability to preside and members' ability to move motions and debate)				
Deductions for overtime: The penalty is 2 points per second over 10 minutes				
NET TOTAL				

**These points are distributed based on the president's ability to preside since they will not specifically debate during the demonstration.

GENERAL COMMENTS:

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
Violations Related to Using a Motion Improperly		
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 for ask a question related to parliamentary procedure)	***	
Violations Related to the Chair		
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	**	
Violations Related to Amendments		
Adding words to middle (instead of end) of motions	*	
Striking words that result in incomplete wording or 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	****	

Violations Related to Motions		
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	***	
Violations Related to Debate by Members		
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: * = least amount of deduction (5 points) to **** = greatest amount of deduction (25 points)