

I. OVERVIEW

The Parliamentary Procedure LDE tests students' knowledge of parliamentary law through a multi-phase competition: written examination, oral questions, parliamentary presentation, minutes practicum, and problem-solving activity.

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II. PURPOSE

The purpose of the parliamentary procedure leadership development event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership, research, problem-solving skills, and critical-thinking skills.

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 Leadership 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 LDE Superintendent prior to registering for the LDE (at least 3 weeks prior to the date of competition).

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V. RULES

1. The Parliamentary Procedure LDE 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 Area Event will have three phases: Written Examination, Parliamentary Presentation and Oral Questions.
5. The State Event will have four phases: Written examination, Parliamentary Presentation, Oral Questions, and Team Minutes Practicum (Preliminary Round)/ Team Problem Solving Activity (Finals Round).
6. The advisor prior to the event may appoint the secretary and chairperson.
7. The advisor will not consult with the team after the first phase of the event has begun.
8. Each participant should bring at least two number two pencils and a personal copy of the latest edition of *Robert's Rules of Order Newly Revised*. Paper will be provided for the Chair and the Secretary. Students are not allowed to bring any other materials.
9. It is recommended that the teams be in official dress as outlined in the Official FFA Manual.
10. The State FFA Executive Committee and their appointees will be in charge of this event.

VI. EVENT FORMAT

AREA EVENT:

The Area Leadership Development Event will include the following:

- A. **Written Exam:** Twenty-five (25) multiple choice questions taken from Dunbar's Manual of Parliamentary Procedure Test Questions #1 and Robert's Rules of Order Newly Revised. References cannot be used for this part. Participants will have thirty minutes to complete the exam. The average score of the six team members will be used to compute the total team score.
- B. **Parliamentary Presentation:** (See notes below)
- C. **Oral Questions:** (See notes below)

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STATE EVENT:

The State Leadership Development Event will include the following:



1. **Written Exam:**
 - A. 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 section and paragraph numbers for the following statement.
"The subsidiary motion to *Amend* is a motion to modify the wording – and within certain limits the meaning – of a pending motion before the pending motion itself is acted upon."
 - ANSWER: RONR (12 ed.) Section 12, Paragraph 1
 - B. 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. The average score of the six team members will be used to compute the total team score in each round.
2. **Parliamentary Presentation:**
 - A. Event Card:

Sample Card:

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- a. **Main Motion:** The event official will assign the main motion on an index card; no other original main motions may be used. Making other original main motions that are not on the event card will result in a 50-point deduction from the overall team presentation score. Each team will address a local chapter item of business, which would normally be a part of a chapter's program of activities (consult FFA.org, the Official FFA Manual and Student Handbook for specific activities and current programs.) The motion will be specific and must be moved as an original main motion as it is written on the event card. The person who makes the assigned main motion will be given credit for an additional motion.

Main Motion:

I move that our chapter send two delegates to WLC.

Required Motions:

Lay on the Table
Amend
Suspend the Rules
Appeal
Recess

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- b. Required Motions: From the list of permissible motions, the event officials will select two subsidiary motions, two incidental motions, and one privileged motion or motion that bring a question again before the assembly. These motions will be randomly assigned to each member. Individually assigned motions will be denoted by highlighting, underlining, or bolding the motion on the card. All teams in each round will be assigned the same motions.
- B. Team members will have one minute immediately before their demonstration to review the Event Card. Team members may not mark or write on the cards and may not confer or signal each other during the one-minute time period.
- C. The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The chairperson shall start the presentation by saying, "Is there any new business?"
- D. The assigned original main motion is to be the first item of business presented, unless Take from the Table, Reconsider, or Rescind are required on the event card. If any of these motions are on the event card, the team may choose to demonstrate the motion at the beginning of their demonstration or at the end of the demonstration, after they have disposed of the original main motion. 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.
- E. If the event officials designate Call for the Orders of the Day as a motion to be demonstrated, a scenario will be provided on the event card. Participants are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.
- F. Secondary Motions: Each member should correctly move one motion in addition to their required assigned motion on the card. There is no limit on the number of additional secondary motions (subsidiary, incidental, privileged, and motions that bring a question again before the assembly) that a team may demonstrate. A member's required motion will not be counted as an additional motion for another member. No motion may count for an additional motion for more than one member. Incidental and privileged motions cannot be demonstrated as incidental main motions. Only motions listed in the permissible motions chart will be counted for required and additional motions.
- G. Discussion/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. Members should debate twice on the Main Motion and twice on any other debatable subsidiary motion.
- H. Time: A team will be allowed 10 minutes and 30 seconds to demonstrate their knowledge of parliamentary law without penalty. A deduction of two points/second for every second over 10 minutes and 30 seconds will be assessed. Example: 10:35 = 10-point deduction. A timekeeper will note 8 and 10 minutes during the presentation.
- I. Please consult attached Chart of Permissible Motions for the Parliamentary Procedure Event for more specific details concerning the LDE.

3. Oral Questions:

- A. Individual Questions: The team members will be asked a designated question, which may include one to three parts, relating to their assigned motion on the Event Card. No one may step forward to help another member answer their individual question. The chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures.
- B. Clarification Questions: The judges will have three minutes to ask clarifying questions related to the team's demonstration that may impact other aspects of team demonstration scores. 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.

4. Team Minutes Practicum (Preliminary Round Only)

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Teams will participate in a 30-minute practicum that addresses organizational minutes and other records. Participants will be provided materials and responses will be captured using a scantron form. Reference materials will not be allowed during this practicum.

5. Team Problem Solving Activity (Finals Round Only)

Teams advancing to the final round will complete a team problem solving activity in lieu of the minutes practicum. Teams will be provided a short parliamentary procedure scenario outlining a practical problem. Working as a team, they will have 30 minutes to research the problem and write a short solution with reference to specific section and paragraph in *Robert's Rules of Order Newly Revised*. All team members will need 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 LDE Handbook.

VII. SCORING

1. Written Exam (200): The Area LDE involves a 25 multiple-choice question test worth 100 points.
 - a. 45 multiple-choice questions x 4 pts. each = 180
 - b. 5 research questions x 4 pts. each = 20 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 200 points.
2. Presentation of Parliamentary Law (500 points):
 - a. Required motion = 10 pts. x 5 members = 50 pts.
 - b. Additional motion = 10 pts. x 5 members = 50 pts.
 - c. Debates = 300 pts.
 - 15 pts max per debate
 - 4 debates/member included
 - 5 members
 - d. Chair = 80 pts
 - Ability to Preside = 65 pts.
 - Leadership = 15 pts.
 - e. Team's General Effect = 20 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 (100 points):
 - a. Individual Questions (90 points):
 - 6 team members (including Chair), 15 points max per question
 - b. Clarifying Questions (10 points)
4. Team Minutes Practicum:
 - a. Team Minutes Practicum (Preliminary Round) = 150 pts.
5. Team Problem Solving:
 - a. Team Problem Solving (Final Round) = 150 pts.

Total Points Available = 1100 (State)
 700 (Area)

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*.

Dunbar's Manual of Parliamentary Procedure Test Questions #1 is the source of questions (Related to the permissible motions and the minutes) for the written test section of the Parliamentary Procedure Leadership Development Event. <https://www.dunbarparlipro.com/>

Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
PRIVILEGED MOTIONS					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
SUBSIDIARY MOTIONS					
Lay on the Table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm only
Main Motion	Yes	Yes	Yes	Majority	Yes
INCIDENTAL MOTIONS					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote, chair rules	No
Request for Information	No	No	No	No vote, chair responds	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No(3)	No	No	Majority (3)	Neg. Only
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3 or majority of entire membership (3)	Neg. Only
Take from The Table (4)	Yes	No	No	Majority	No

1. *If applied to a debatable motion.*
2. *Rules of Order 2/3 vote, standing rules --- majority vote.*
3. *Refer to Robert's Rules of Order Newly Revised, current edition for rule(s).*
4. *Refer to parliamentary procedure LDE rules before using these motions in the demonstration.*
5. *Only motions listed in the permissible motions chart will be utilized as required motions and allowed as additional motions.*

Team Problem-Solving Activity Scorecard

(FINAL ROUND)

Scoring Criteria	Possible Points	Points Earned
Reference <ul style="list-style-type: none"> Team accurately identified the correct page(s) and line number(s) in <i>Robert's Rules of Order Newly Revised</i> (11th ed.) 	60	
Solution to the Problem <ul style="list-style-type: none"> Team provided logical justification and reasoning to develop, using citations listed from above to solve the parliamentary procedure problem/issue. 	75	
Grammar, Style and Clarity <ul style="list-style-type: none"> Complete sentences Correct spelling (deduction of 1 point/error) Correct punctuation (deduction of 1 point/error) Clarity of composition 	15	
TOTAL POINTS	150	

Comments:



Parliamentary Procedure

Leadership Development Event

Georgia FFA Parliamentary Procedure Team Score Sheet

Chapter: _____ Judge Number: _____

Discussion (60 pts. max/member; 15 pts. max/item)																		
Participant	Required Motion 10 pts/person	Pts	Main	Excellent 15 pts.; Good 10-14 pts.; Average 5-9 pts.; Poor 0-4 pts.					Bring Back	Total	Additional Motion 10 pts/person	Individual Questions 15 pts/person	Total 95 pts/person					
				PP Indef.	Amend	Refer	PP Def.											
1																		
2																		
3																		
4																		
5																		
Chair	Ability to preside (65 pts.)			Points		Leadership (15 pts.)					Points		Chair Questions (15 pts.)					
	States motion correctly, follows rules of debate, keeps members informed, puts motions to a vote, announces results of vote, uses gavel, awareness of business on the floor.					Tactful, sensitive, firm, understanding, good voice, proper pace												
	Excellent = 51-65 pts.; Good = 26-50 pts.; Poor = 0-25 pts.					Excellent = 11-15 pts.; Good = 6-10 pts.; Poor = 0-5 pts.												
Clarifying Questions	Clarifying Questions (10 pts.)																	
Team Effect	Team Effect (20 pts.)																	
	Conclusions			Discussion					Team Voice									
Main motion was well analyzed. What, When, Where, Who, & How was answered.			Convincing, logical, realistic, orderly and efficient, germane, and free from repetition.					Voice: Volume, enunciation, pitch, pace, grammar Poise: Confidence, professional, eye contact Expression: conviction, gestures										
Exam	Average of all 6 individual exam scores (Area – 100 pts.; State – 200 pts.)																	
Minutes	Team Minutes Practicum (State Preliminary – 150 pts.)																	
Research	Team Problem Solving Research (50 pts.)																	
Deductions (List mistakes) 5-20 pts. per mistake																		
	Making other original main motions that are not on the card – 50 pts.; Omitting assigned motion – 50 pts.																	
Time	Deduction for overtime – 2 pts./second after 10:30																	
											Total Deductions							
											Team Score							

Notes: