



Parliamentary Procedure

Purpose

The purpose of the New Jersey FFA 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.

Objectives

Upon completion of participation in the event, 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 debate on motions.

Event Rules

The complete rules, policies and procedures relevant to all New Jersey FFA Career and Leadership Development Events may be found in the CDE & LDE Event Participation Policy:

https://nj.gov/agriculture/ag_ed/ffa/activity/CDE_LDE_Policy.pdf

- One team per chapter is allowed. Each team will consist of six members from the same chapter. All practicums will involve all six team members.
- It is highly recommended that participants wear FFA Official Dress for each event.
- The advisor will not consult with the team after entering the holding room.
- Any participant in possession of an electronic device in the event area is subject to disqualification.

EQUIPMENT

Materials the student needs to provide:

- Each participant must bring a minimum of two sharpened No. 2 pencils for each team member.
- A gavel (chairperson)

Materials provided by the event committee:

- Paper and pencils will be provided at the chair and secretary stations.

THE EVENT WILL HAVE THREE PHASES

Written examination

An 11-minute team presentation of parliamentary procedure

Oral questions following the presentation

Event Format

WRITTEN TEST (200 POINTS)

- Consists of twenty-five (25) multiple choice questions taken from *Robert's Rules of Order Newly Revised*. 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.

PRESENTATION (500 POINTS)

ITEM OF BUSINESS

- 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.
- Motions not on the chart of permissible motions, or secondary motions and debate applied to them, will not be scored.

EVENT CARD

- The event officials will select two subsidiaries, two incidentals and one privileged or a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card and one will be randomly assigned to each team member. All teams will be assigned the same motions.
- There are 25 permissible motions in the New Jersey FFA event. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). Members may not confer or use nonverbal communications during the one-minute time period or during the demonstration.

SAMPLE CARD

<p>Main Motion:</p> <p>I move that our chapter send two delegates to WLC.</p> <p>Required Motions:</p> <p>Lay on the Table</p> <p><u>Amend</u></p> <p>Suspend the Rules</p> <p>Appeal</p> <p>Recess</p>

OPENING AND CLOSING 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 start the presentation by saying, "Is there any new business?" Time will stop when the chair declares the meeting adjourned.

Original 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 overall team presentation score.

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. Points are only deducted if a parliamentary error occurs or if event time requirements are violated. If this is the case, an alternative main motion for take from the table, reconsider or rescind will be provided.

The person who makes the assigned main motion will be given credit for an additional motion.

SECONDARY MOTIONS

There is no limit to the number of subsidiary, incidental and privileged motions 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 motion chart will be counted for required and additional motions.

INDIVIDUAL MEMBER RECOGNITION

- A member may speak in debate on the main motion and conclude by offering a secondary motion. Judges will award points accordingly for both the debate and the secondary motion.
- Omission of the assigned motion by the assigned member on the event card will result in a 50-point deduction from overall team presentation score.

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.

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, 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.

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.

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. A timekeeper will furnish the time used by each team at the close of the event.
- Example: Time of 11:05 = 10-point deduction

ORAL QUESTIONS (100 POINTS)

Individual Questions (100 points)

- The team members (not including the chair) will be asked a planned question, which may include one to three parts, relating to their assigned motion. 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. Each member will be scored a maximum of 16 points for responses to questions. Chair will be scored at a maximum of 20 points.

Clarifying 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 to an individual member. Team members may volunteer to answer the question for the team or to help another member. This round of questions is not scored separately but is used to inform other aspects of the scorecard.

Scoring Guidelines

GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER MEMBER)

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

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.

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 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 an extension of debate is passed.

CHARACTERISTICS OF EFFECTIVE DEBATE

Characteristics of effective debate include the member's ability to state their position, provide reason(s) supporting their position and tell or encourage the delegation how to vote. The delivery of the debate will include:

- Completeness of thought
- Logical reasoning
- Clear statement of speaker's position
- Conviction of delivery
- 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 their 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.

- States position
- Provides one reason supporting their 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 (80 POINTS)

The chair is evaluated by their ability to preside and their leadership.

ABILITY TO PRESIDE (65 POINTS)

The ability to preside includes the following being able to state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel and maintain awareness of business on the floor.

A suggested grading scale is as follows:

- **Excellent:** 51-60 points
- **Good:** 26-50 points
- **Poor:** 0-25 points

LEADERSHIP (15 POINTS)

Leadership is stage presence, poise, self-confidence, politeness, and voice.

A suggested grading scale is as follows:

- **Excellent:** 1-15 points
- **Good:** 6-10 points
- **Poor:** 0-5 points

GUIDELINES FOR SCORING TEAM EFFECT (20 POINTS)

Conclusions reached by the team:

The main motion was well analyzed which may include answering: who, what, when, where, why and how.

Team use of debate:

The degree to which debate was convincing, logical, realistic, orderly and efficient, germane. and free from repetition.

Team presence:

This includes voice, poise, expression, grammar, gestures, and professionalism.

Scoring

WRITTEN EXAM (200 POINTS)

25 multiple-choice questions x 8 points each = 200 points

PRESENTATION (500 POINTS)

- **Required motion:** 10 points x 5 members = 50 points
- **Additional motion:** 10 points x 5 members = 50 points
- **Debates:** 300 points
 - 20 points maximum per debate
 - Four debates/member included
 - Five members
- **Chair:** 80 points
 - Ability to preside: 65 points
 - Leadership: 15 points
- **Team effect:** 20 points
 - Conclusions reached by team
 - Team use of debate
 - Team presence

ORAL QUESTIONS (100 POINTS)

- 5 team members x 16 points maximum per question = 80 points maximum
- Chair = 20 points maximum

TIEBREAKERS

Tiebreakers for teams will be:

- Total final presentation score out of 500 possible points.
- Team average score on the written exam.

References

This list of references is not intended to be all-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.

KEY RESOURCES

- National FFA CDE Page — Past CDE Material ([FFA.org/Parliamentary Procedure/Event Resources/Past Test & Practicums](https://www.ffa.org/Parliamentary-Procedure/Event-Resources/Past-Test-&Practicums))
- Past National FFA Event Exams, Questions and Practicums, available at [FFA.org](https://www.ffa.org) at no cost. Reference for exams, individual questions, past motion cards, individual practicums, and team problem-solving.
- The official text will be the 12th edition of Robert's Rules of Order Newly Revised. (published in September 2020) Reference for the exam, individual questions, individual practicums and team problem solving.
- Additional parliamentary procedure resources, including those formally offered in the National FFA Education Resources Catalog can now be found online at shopffa.org.
- Additional references may include FFA New Horizons magazine, the [Official FFA Manual](#), which includes Spanish version and the [FFA Student Handbook](#) and in [Spanish](#).

EXAM

- Dunbar's Manual of Parliamentary Procedure Test Questions (PARL-2) available from the Parliamentary Procedure Instructional Materials Center, <http://www.dunbarparlipro.com>
- Study Guide for the National Association of Parliamentarians Registration Exam, found at <https://nap.users.membersuite.com/shop/store/browse>

- American Institute of Parliamentarians — Here is the Answer! What is the question? Cover Roberts Rules of Order Newly Revised, found on Amazon at <http://amazon.com>. Search for “Here is the Answer! What is the question?”
- National Association of Parliamentarians Body of knowledge found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>

PRESENTATION

- Past National FFA Event Finals Recordings (available at, [FFA.org](http://ffa.org) at no cost)
- American Institute of Parliamentarians — Presiding: You Can Do It, found on Amazon <http://www.Amazon.com> Search for “Presiding: You Can Do It”

INDIVIDUAL QUESTIONS

- National Association of Parliamentarians Body of knowledge found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- Dunbar’s Parliamentary Procedure Oral Questions (PARL-24c) available from the Parliamentary Procedure Instructional Materials Center, <http://www.dunbarparlipro.com>

This list of references is not intended to be all-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.

- Figures of Speech DVD
- CDE Q&A’s (www.ffa.org)
- American Farm Bureau Federation (www.fb.org)
- United States Department of Agriculture (www.usda.gov)

Awards

Awards will be presented to individuals based upon their rankings at the 2nd general session of the New Jersey State FFA Convention. Awards are sponsored by the New Jersey FFA Foundation.

Team

- 1st place – Plaque sponsored by National FFA, Plaque sponsored by New Jersey FFA Foundation & pins
- 2nd place – Pins
- 3rd place – Pins

The 1st place team will represent New Jersey at the Big E in September and the National FFA Convention in October.

Request for Reasonable Accommodations

The New Jersey FFA Association is committed to providing equal access to our events and activities for all people. Use this form to request a reasonable accommodation or assistance at least 3 weeks before any state-level events: <https://form.jotform.com/NJFFA/accommodations-request>. A new form will need to be submitted for each event in which a reasonable accommodation is being requested. This information will be kept confidential and will be used only to process the request. Our staff will review the request upon receipt and contact the requestor with additional information. The association cannot guarantee accommodations or assistance if a form is received less than 3 weeks before an event. Accommodations being requested that require the assistance of another person (nurse, interpreter, scribe, reader, etc.) is the responsibility of the school/requestor. It is also the school/requestor's responsibility to provide any approved equipment to aid in the accommodation process, if applicable.

Artificial Intelligence (AI) Policy and Guidelines

The standard operative procedures allow FFA members to use AI tools to assist them in their learning. Appropriate uses of AI may include generating ideas for any FFA-related assignment, project, contest and award application; checking facts of a phenomenon; or checking for and correcting grammatical errors in a paper written by a member. Specific guidelines for appropriate use, including examples, is provided in the policy. To ensure clarity, a statement outlining ethical AI utilization will be added to program handbooks. Non-compliance with this policy represents plagiarism and will automatically disqualify a member.

Please visit the State Activity Guide, [Artificial Intelligence \(AI\) Policy 1.007](#) to view the full guidelines and best practices.

Professional Integrity

FFA members participating in New Jersey FFA programs and events understand and agree that all work must result from their own effort and ability, created, and completed alone (except for partner or chapter applications). When outside sources (direct quotes or phrases, specific dates, figures, or other materials) are used for a project, document, or application, the required reference citation must be completed according to the rules specified by the applicable handbook.

While participating in National FFA programs, FFA members are prohibited from:

- Plagiarizing
- Violating copyright
- Cheating
- Falsifying information
- Using another person's results or thoughts as their own, even with this person's permission. This includes work done by a family member or a mentor.
- Using information or data obtained from the internet without proper citation.

Any attempt to gain an unfair advantage will not be tolerated. Non-compliance represents plagiarism and will automatically disqualify a member.

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

New Jersey FFA Parliamentary Procedure Leadership Development Event

FFA Chapter:																	
			Discussion (60 pts. max./member, 20 pts.max. /item) Excellent 15-20 pts., Good 10-14 pts., Average 5-9 pts., Poor 0-4 pts.														
Participant	Required Motion 10 pts/person	Pts	Main										Total	Additional Motion	10 pts/ person	Individual Questions 16 pts/ person	Total 96 pts/ person
1																	
2																	
3																	
4																	
5																	
Chair	Ability to Preside (65 pts) 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. Excellent = 51-65 pts., Good = 26-50 pts., Poor = 0-25 pts.						Points	Leadership (15 pts.) Tactful, sensitive, firm, understanding, good voice, proper pace Excellent = 10-15 pts., Good = 6-10 pts. Poor = 0-5 pts.						Points	Chair Questions (20 pts.)		
Team Effect	Team Effect (20 pts)																
	Conclusions Main motion was well analyzed. What, When, Where, Who, How was answered						Discussion Convincing, logical, realistic, orderly and efficient, germane and free from repetition						Team Voice Voice: Volume, enunciation, pitch, pace, grammar Poise: confidence, professional, eye contact, expression: conviction, gestures				
Exam	Average of all 6 individual exam scores (200 pts.)																
Deductions <small>(List mistakes) 5-20 pts per mistake</small>																	
Omitting assigned motion - 50																	
Time	Deduction for overtime. -2pts/second after																
Total Deductions																	
Team Score																	
Notes:																	