



# Conduct of Chapter Meetings

## Purpose

The purpose of New Jersey FFA Conduct of Chapter Meetings Leadership Development Event is to introduce students to parliamentary procedure as they learn how to conduct efficient meetings and build their communication skills.

## 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

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/aq\\_ed/ffa/activity/CDE\\_LDE\\_Policy.pdf](https://nj.gov/agriculture/aq_ed/ffa/activity/CDE_LDE_Policy.pdf)

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.

- There will be two divisions for chapters to participate in. A chapter can enter one team per division. A student can only compete on one team.
  - Division 1: All team members must be enrolled in the seventh, eighth or ninth grade at the time of preliminary and state level competition.
  - Division 2: This division is open to all members in 12<sup>th</sup> grade or lower.
- Official dress is highly recommended for this event.
- The state event will be conducted in two rounds: preliminary and finals. The top team from each regional preliminary event will advance to finals held at the State FFA Convention.

## Event Format

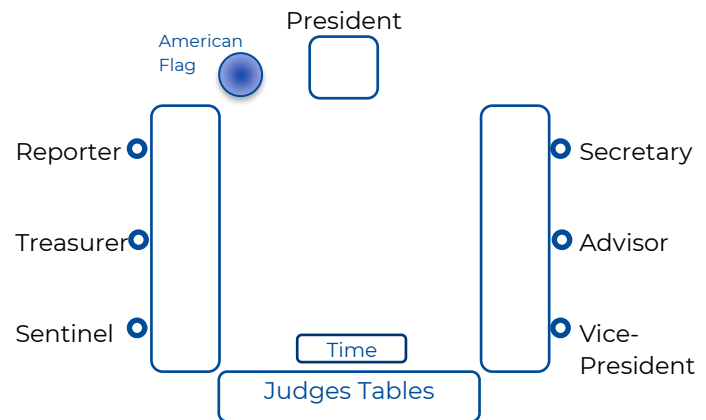
### EQUIPMENT

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
- American flag



### WRITTEN EXAM

**Twenty-five questions, 30-minute time limit**

**(one point per question; 25 points per member; 175 total team points)**

The exam will cover the following:

- Officer duties (FFA Manual or RONR §47): No more than three questions
- Parliamentary procedure: Approximately 22 questions
  - Permissible motions
  - Order of business
- Parliamentary Procedure questions are taken from the following sections of Roberts Rules of Order Newly Revised (RONR):
  - §1 The Deliberative Assembly
  - §2 Rules of an Assembly or Organization
  - §3 Basic Provisions and Procedures

- §4 The Handling of a Motion
- §5 Basic Classifications; Order of Precedence of Motions
- §7 Standard Descriptive Characteristics of Motions
- §10 The Main Motion
- §11 Postpone Indefinitely
- §12 Amend
- §13 Commit or Refer
- §14 Postpone to a Certain Time (or Definitely)
- §16 Previous Question
- §19 Raise a Question of Privilege
- §20 Recess
- §23 Point of Order
- §29 Division of the Assembly
- §33 Requests and Inquiries(33:1-10 only)
- §39 Dilatory and Improper Motions
- §40 Quorum(40:1-12 only)
- §42 Rules Governing Assignment of the Floor
- §43 Rules Governing Debate
- §44 Bases for Determining a Voting Result
- §45 Voting Procedure (45:1-45:16 only)
- §47 Officers
- §50 Committees

### **PRESENTATION – OPENING CEREMONIES**

**(10 points/member 70 points/team)**

- Voice
- Poise
- Expression
- Accuracy

### **PRESENTATION – TEAM DEMONSTRATION**

- Team members will demonstrate four assigned motions from the permissible parliamentary procedure motions listed below.
  - Privileged Motions:
    - Raise a Question of Privilege
    - Recess
  - Subsidiary Motion:
    - Previous Question
    - Postpone Definitely
    - Commit or Refer
    - Amend
    - Postpone Indefinitely
  - Main Motion
  - Incidental Motions:
    - Parliamentary Inquiry
    - Division of the Assembly
    - Point of Order

### **PRESENTATION – CLOSING CEREMONIES**

**(15 points; 10 for the president, 5 for the secretary)**

### **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 multiple parts) per participant. Verbal 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

- The room will be pre-set with a lectern, tables, chairs, station markers and a timer before the event. All teams will use identical room sets provided by the event officials.
- All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team. No outside materials, other than pencils, will be allowed during the presentation.
- Participants will have one minute to read their card silently and take notes immediately before their demonstration. Team members may not mark or write on the cards and may not confer or signal each other during the one-minute or the demonstration, except when seeking recognition from the chair.
- A time clock will time the one minute and then beep or the coordinator will give a cue to indicate the team start their presentation and immediately begin timing the presentation.
- 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, be assigned a motion and asked an oral question.
- Every participant will receive a card (see the sample on the next page) 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. 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. The four required motions will include a minimum of one debatable subsidiary motion.
- 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.

### **ADVISOR**

**MAIN MOTION:** I move that our chapter organize a district novice parliamentary procedure competitive event.

### **REQUIRED MOTIONS:**

#### **Amend**

Recess

Division of the Assembly

Postpone Definitely

*Highlighted and bolded motion is your required motion.*

- The required motion must be demonstrated by the officer to whom the motion has been assigned for points to be scored. Besides the assigned main motion, motions must be demonstrated as privileged, subsidiary, or incidental. Incidental main motions are not permitted. If the assigned motion is used by another officer, it must be properly renewed again, if allowed, by the assigned officer to score points. If a motion is not brought before the assembly by the assigned member, no points can be earned by the chair or the assembly.

- Judges will score all member debates, but only the top three permissible debates per team member will impact final team score. No points will be awarded for debates on motions that are out of order, for more than two debates on a motion, or for undebatable motions.
- If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
- 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.
- **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.**
- 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 timecard will be provided so that the team can see it. The clock will count down from one minute for preparation time and count up from zero minutes, starting immediately following the one-minute preparation and signaled by a beep from the time clock or an announcement from the judges and stopping when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of nine and 11 minutes.
- Judges will ask one oral question (which may contain several 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 the event. Separate sets of questions will be developed for each round of the event.

### Main Motion

- There is no pre-determined list of main motions. Main motions are determined annually by the event officials and arise from one of the three divisions of the chapter program of activities, which includes growing leaders, building communities and strengthening agriculture.
- The order of business will begin after 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.
- The rubric should be used to determine the ranking of teams for each round.
- 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, the use of other motions not listed on the motion card will result in a point reduction of 50 points per instance.

## Scoring Guidelines

### 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 debates should be scored at the time they are delivered.
3. Each time a participant in the presentation discusses a debatable motion, which is in order at the time of the debate, they may earn a score. However, only the top three debates per member will be tabulated in the presentation score. Only the first 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.
2. The delivery of the debate will include:
  - a. Completeness of thought.
  - b. Logical reasoning.
  - c. Clear statement of speaker's position.
  - d. Conviction of delivery.
  - e. Concise and effective statement of debate.

### **GOOD DEBATE** (15-20 points)

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** (8-14 points)

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** (0-7 points)

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.

## GUIDELINES FOR SCORING THE CHAIR

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

## GUIDELINES FOR SCORING TECHNICAL CORRECTNESS

### *Technical Correctness – Maker of the Motion (30 points/motion)*

Was the motion made using the verbiage as presented in Roberts Rules of Order: Newly Revised (RONR)? Did the maker of the motion make the motion when it was permissible? Please note that personal preferences should be avoided; please refer to RONR’s Form and Example sections for each permissible motion’s correct verbiage. Full points should be awarded if the motion follows RONR and is permissible when made. Deductions should only be made in this section for technical errors in verbiage or permissibility made by the member in their making of the motion.

Activities	Points
Opening & Closing Ceremonies	85
Discussion	360
Response to questions	70
Chair Ability to Preside	30
Handling of Business & Team Effect	280
Exam	175
Total Points	1,000

## TIEBREAKERS

- Presentation — Debate
- Written Exam — Team Total

## Awards

Awards will be presented to teams based upon their rankings at the 2<sup>nd</sup> general session of the New Jersey State FFA Convention. Awards are sponsored by the National FFA Foundation and the New Jersey FFA Foundation.

### Team

#### Division 1

- 1<sup>st</sup> Place: Plaque sponsored by the National FFA Foundation & Pins
- 2<sup>nd</sup> Place: Pins
- 3<sup>rd</sup> Place: Pins

The first-place team of Division 1 will represent New Jersey at the National FFA Convention in October.

#### Division 2

- 1<sup>st</sup> Place: Plaque sponsored by New Jersey FFA Foundation & Pins
- 2<sup>nd</sup> Place: Pins
- 3<sup>rd</sup> Place: Pins

The first-place team of Division 2 will present their official ceremonies at the CDE/Talent Session at the State FFA Convention.

## 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.

- The official text will be the 12<sup>th</sup> edition of Robert’s Rules of Order Newly Revised.

Additional references may include:

- [Official FFA Manual](#)
- [FFA Student Handbook](#)
- American Institute of Parliamentarians (Available on Amazon)—
  - Presiding : You Can Do It.
- Past National FFA Event Exams and Oral Questions, available at [FFA.org](http://FFA.org) at no cost
- Past National FFA Event Finals Recordings (available at [FFA.org](http://FFA.org) at no cost)

## 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 aide 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 New Jersey 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.



# 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?
<i>CLASS: Privileged Motions (Deals with special matters of immediate or overriding importance to the business of the assembly)</i>					
Recess (Provides a brief break)	No	Yes	No	Yes <sup>2</sup>	Majority
Raise a Question of Privilege (Asks an urgent question regarding the rights and privileges of the assembly.)	Yes	No	No	No	No vote Chair rules
<i>CLASS: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)</i>					
Previous Question (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
Postpone Definitely (Puts off further consideration of the main motion to a later time, not beyond the next regularly scheduled meeting if within a quarterly interval.)	No	Yes	Yes	Yes	Majority (Two-thirds if made a Special Order)
Commit or Refer (Refers to the motion to a committee)	No	Yes	Yes	Yes	Majority
Amend (Proposes to change a motion)	No	Yes	Yes <sup>3</sup>	Yes	Majority
Postpone Indefinitely (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
<i>CLASS: Main Motions (Introduces new business to the assembly)</i>					
Main Motion (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority

Motion Names, Class <sup>1</sup> And Purposes	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed?
<i>CLASS: Incidental Motions (Related to the pending business and must be decided immediately)</i>					
Parliamentary Inquiry (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
Division of the Assembly [Requires a standing (rising) vote]	Yes	No	No	No	No vote Demand
Point of Order (Requests that the rules be enforced)	Yes	No	No	No	No vote Chair usually rules <sup>4</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. *Assembly decides by a majority vote if the chair does not want to make a ruling.*

## Deductions for Common Parliamentary Procedure Errors

The table below shows 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 Error	Point Deduction
<b>Violations Related To Using A Motion Improperly</b>		
Postpone Indefinitely (when qualified. e.g., a time is given)	****	20
Parliamentary Inquiry (when used to ask another member a question)	***	15
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	***	15
<b>Violations Related To The Chair</b>		
Improper use of the gavel	*	5
Referring to him/herself in the first person (e.g., “I”)	*	5
Failing to announce the results of the vote	*	5
Not obtaining a second before stating or putting the motion.	**	10
Not calling for a negative vote.	**	10
Failing to call for debate on a debatable motion	**	10
Ignoring a member requesting the floor	**	10
Taking a hand vote after a Division of the Assembly has been called	**	10
Taking a voice vote on a motion that requires a two-thirds vote	**	10
Failing to take a vote on a motion	***	15
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)	***	15
Stating a personal opinion	****	20
Not giving preference in recognition to the maker of a motion if he/she has not debated and has risen for recognition by the chair.	**	10
Not giving preference in recognition to the member who has not debated.	**	10
Not alternating debate between those opposed and those in favor of a motion (if known)	*	5
Neglecting to notify members to be seated after taking a standing (rising) vote	*	5
Arbitrarily stopping debate	**	10
Not completing all steps in the announcement of the vote.	**	10

PARLIAMENTARY PROCEDURE ERRORS	Severity of Error	Point Deduction
<b>Violations Related To Amendments</b>		
Adding words to the middle (instead of the end) of motions	*	5
Striking words that result in incomplete wording for the main motion	*	5
Inserting "not" to make the motion a negatively worded motion	*	5
Making an amendment that is not germane	**	10
Amending a non-amendable motion	****	20
<b>Violations Related To Motions</b>		
The chair did not restate the motion as it was moved by a member.	*	5
Member incorrectly stating a motion (e.g., "I motion that," using incorrect postpone, etc.)	*	5
Chair restating motion before it receives a second	**	10
Taking up a motion out of the order of precedence	****	20
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.)	****	20
Member calling out "Question" from his/her seat to stop debate.	***	15
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	15
<b>Violations Related To Debate By Members</b>		
Not getting recognized before debating (discussing) a motion.	*	5
Not addressing debate through the chair.	*	5
Addressing other members by name	*	5
Debating more than two times on a single motion	****	20
Debating against a motion, they moved.	**	10
Debating a non-debatable motion	****	20
Debate not germane	***	15
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)	***	15

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

# Judges Scoring Rubric

1000 points

Name \_\_\_\_\_ Member Number \_\_\_\_\_

Chapter \_\_\_\_\_

## Conduct of Chapter Meetings Leadership Development Event

Opening Ceremonies		Discussion (60 pts. max./member, 20 pts. max/debate) Excellent 15-20 pts., Good 10- 14 pts., Average 5-9 pts., Poor 0-4 pts.										Debate Total	Individual Question (10 pts ea.)	Individual Totals	Pts. Poss.		
10 Pts/ Member		Main Motion															
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</b>																	
<b>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