

# Conduct of Meetings CDE

**This is a LEADERSHIP CDE.**

**2013 Chairperson: Matt Eddy, Pleasant Hill**

## **I. Overview**

This event is intended to develop the skills of young members in properly conducting an FFA meeting. Participants must be ninth (9<sup>th</sup>) and/or tenth (10<sup>th</sup>) grade FFA members. This event aids the development of leadership abilities of young members for present and future chapter activities.

**This is a Sub-District, District & State Level Event.**

## **II. Rules**

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Each team will be composed of seven (7) active members who may **NOT** be past their **sophomore** year in high school. Each team will be organized so that they will have representatives acting as:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Reporter
  - Sentinel
  - AdvisorThe seventh (7<sup>th</sup>) member will take the part of Chapter Advisor. This member shall accept the role of the Chapter Advisor in an official FFA meeting and will participate in the discussion as an Advisor.
2. Upon entering the room the Sentinel will be required to arrange the paraphernalia/equipment for the meeting according to the Official FFA Manual. This will be done before other team members proceed to their stations. The Sentinel shall not move or rearrange the tables in the room. The event chairperson will designate the front of the room to the Sentinel.
3. The team members will open the meeting demonstration with the Official Opening Ceremony as printed in the edition of the Official FFA Manual for the previous school year, will conduct a short demonstration of the two parliamentary procedure abilities and close the meeting with the Official Closing Ceremony.
4. Each team will be asked to demonstrate two (2) of the following abilities:
  - To receive and dispose of a main motion
  - To amend a motion
  - To rise to a point of order
  - To refer to a committee
  - Table a motion
5. The State event may also include the following abilities in addition to the five listed above.
  - Take a motion from the table
  - To reconsider a motion
  - To suspend the rules
6. The Secretary of each team upon entering the room will pick up two (2) abilities from the table near the door. Included also will be the items of business to demonstrate. The section of the Opening Ceremony pertaining

to the roll call of members will be omitted. Failure to complete these tasks will result in point deductions. The team will determine the most businesslike method for the presentation of the different abilities.

7. Following the demonstration and questioning period, the Secretary will return the list of abilities and items of business to the table by the door. Also the Sentinel will return the paraphernalia/equipment to the storage table following the questioning period. Points will be deducted if this rule is not followed according to the scoring rubric found in the Scoring Rubrics/Judging Sheets section of this document for this event.
8. The time for each demonstration will be ten (10) minutes with a warning given after eight (8) minutes have elapsed. The timekeeper will hold up a card with an eight (8) on it. Points will be deducted for presentations exceeding ten (10) minutes (0.1 point per second overtime). Time will start at the rap of the gavel by the team's President.
9. At the conclusion of the demonstration, the event chairperson will read five (5) questions, without explanation, to each team. Any team member may respond; however, maximum points can only be awarded for team participation. If more than one team member wishes to respond to a specific question, the judges will designate which member to answer first. The previous year's Official FFA Manual and/or the latest edition of the FFA Student Handbook shall be the reference source for questions. If there is a discrepancy between the two references, the Official FFA Manual shall take precedence.
10. In the Sub-District event, the judges will designate the two (2) highest chapter teams to compete in the District event. In each District, the judges will designate the two (2) highest chapter teams to compete in the State event. The judges at both the Sub-District and District levels shall name an alternate team. The judges at the state level shall rank the top three (3) teams.
11. The current FFA Creed Speaker shall not compete in this event, but may compete as a sophomore.
12. There shall be no participation by the audience.

### **III. Resource Information**

Official Parliamentary Procedure Source: "Dunbar's Parliamentary Procedure Competitive Event Handbook"

Product Number "PARL-30" found at:

[http://pzen.northwest.net/index.php?main\\_page=product\\_info&products\\_id=41&zenid=07jlk946trhh5pk09ni4pc0lo5](http://pzen.northwest.net/index.php?main_page=product_info&products_id=41&zenid=07jlk946trhh5pk09ni4pc0lo5)

Great Classroom Reference Material: "Parliamentary Procedure Made Easy"

Product Number "PARL-3" found at:

[http://pzen.northwest.net/index.php?main\\_page=product\\_info&products\\_id=18](http://pzen.northwest.net/index.php?main_page=product_info&products_id=18)

Official FFA Resource: "Official FFA Manual"

Product Number "OM-11" found at <http://shop.ffa.org/manuals-c1369.aspx>

Secondary FFA Resource: "FFA Student Handbook"

Product Number "NSTH-06" found at <http://shop.ffa.org/official-student-handbook-p39689.aspx>

#### **IV. Awards**

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packet at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packet at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packet at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packet at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packet at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packet at SLC)
	Champion Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
		CDE Pins	(Awarded in Chapter Packet at SLC)
	Reserve Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	3 <sup>rd</sup> Place Team:	Plaque	(Awarded on Stage at SLC)
Cash Award		(Awarded in Chapter Packet at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

#### **V. Event Hosting Guidelines/Checklists**

##### **Needed Materials Checklist:**

- \_\_\_ Sealed envelope of event abilities, items of business, and questions from the Iowa FFA Association
- \_\_\_ Room with an obvious front
- \_\_\_ Copies of Opening and Closing Ceremonies for judges
- \_\_\_ A chair and small tables for each officer station
- \_\_\_ FFA paraphernalia and gavel
- \_\_\_ Conduct of Meetings Score Form (1 copy x 3 judges x Total Number of Teams)
- \_\_\_ Conduct of Meetings Critique Form on green (1 copy x 3 judges x Total Number of Teams)
- \_\_\_ Conduct of Meetings Summary Form on yellow (1 copy)
- \_\_\_ 2 Tables for Judges
- \_\_\_ 3 Chairs for Judges
- \_\_\_ 1 Table by the door for the paraphernalia and list of abilities and items of business
- \_\_\_ 3 copies of “FFA Student Handbook”, the “Official FFA Manual”, and “Parliamentary Procedure Made Easy”
- \_\_\_ “8 Minutes” Time Card
- \_\_\_ Stopwatch
- \_\_\_ Pens/Pencils for Judges

##### **Event Chairperson:**

**Refer to “Guiding Principles for Managing Leadership CDE’s” for specific directions.**

#### **VI. Scoring Rubrics/Judging Sheets**

# Judge's Score Form

## FFA Conduct of Meetings Event

Judge \_\_\_\_\_

\_\_\_\_\_ Sub-District of the \_\_\_\_\_ District (list)  
 \_\_\_\_\_ District (list)  
 \_\_\_\_\_ Date of Judging

	School P.O. (Town)	Members of Team	15	20	5	10	15	10	5	20	Deduct .1 point per second over 10 minutes	TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation	Advanced to Next Level	
1																		
2																		
3																		
4																		
5																		
6																		

# FFA Conduct of Meetings Event

Critique Sheet  
(Strong, Average, Weak)

<b>Chapter:</b>				<b>Judge:</b>	
Officer	Opening Ceremonies	First Ability	Second Ability	Closing Ceremonies	Answers to Questions
President					
Vice President					
Secretary					
Treasurer					
Reporter					
Sentinel					
Advisor					
Did the Sentinel properly set-up the meeting room?					
Did the Sentinel return the paraphernalia to the table?					
Did the Secretary return the abilities and items of business to the table?					
Did the Advisor refrain from voting?					
Additional Comments:					

# Judge's Conduct of Meetings FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Judge Names: \_\_\_\_\_

Event: Conduct of Meetings CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											

Event Chairperson: Display this card at 8 minutes.

# 8 Minutes