

Parliamentary Procedure Event

This is a LEADERSHIP CDE.

2013 Chairperson: Ellen Doese, Fairbank

I. Overview

This event is intended to recognize the importance of developing leadership abilities. It provides trained officers and informed members on the correct conduct of organization affairs. It provides training in democratic procedure. This demonstration will indicate the abilities to be mastered. It also suggests ways in which chapters may organize their own training program in parliamentary procedure. The event is a test of parliamentary procedure abilities and discussions and thus more limited than in usual business meetings.

This is a Sub-District, District, State, & National 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 shall be composed of five active members; any five of whom will be selected to be a chair, and any five of whom will be selected to answer questions.
2. Each team shall demonstrate five of the following abilities to be designated by the adult event chairperson.
(Sub-district and district events)
 - To receive and dispose of a main motion
 - To adjourn
 - To lay a motion on the table
 - To amend a motion
 - To appeal from the decision of the chair
 - To rise to a point of order
 - To refer to a committee
 - To suspend the rules
 - To receive a motion to reconsider
 - To take from the table
 - To call for a question of privilege
3. The State Event may also include the following activities in addition to the 11 listed above:
 - To recess
 - To call for the orders of the day
 - To call for previous question
 - To postpone definitely
 - To postpone indefinitely
 - To object to the consideration of a question
 - To request to withdraw a motion
 - To rescind
4. The time for each team demonstration shall be limited to ten minutes with a warning given after eight minutes have elapsed. The timekeeper will hold up a card with an eight on it. Points will be deducted for presentation exceeding ten minutes (.1 point per second overtime). Time will start after the reading of the first ability and item of business.

5. The event chairperson shall select the ability to be demonstrated, shall designate the item of business to be used as the basis of the motion or discussion and will read the ability and the item of business for each of the five abilities.
6. The event chairperson will select the first participant chairperson and the four succeeding chairpersons prior to their entry into the room. The event chairperson will obtain the approval of the team to begin the demonstration.
7. A motion may be defeated and this will be considered as appropriate in demonstrating the ability.
8. The chairperson shall ask one question of each of five team members on parliamentary procedure without explanation at the conclusion of the five abilities demonstrated. The judges are to designate the team member to respond. Additional team members may add or modify another team member's answer.
9. The judges in each Sub-District shall designate the top two teams to compete in the District event. The judges shall also name an alternate.
10. The judges in each District shall designate the top two teams to compete in the State event. The judges shall also name an alternate.
11. The judges at the State level shall designate the top three teams. The top team will compete in the National event. The judges shall also name an alternate team and a third place team.
12. The decision of the judges shall be final.

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

Official Parliamentary Procedure Questions Source: "Parliamentary Procedure Oral Questions" on CD. Product Number "PARL-24B" found at:

http://pzen.northwest.net/index.php?main_page=product_info&cPath=69&products_id=38

Free Parliamentary Procedure Questions (an incomplete list) can be found at:

http://pzen.northwest.net/index.php?main_page=page_51

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

IV. Awards

| | | | |
|----------------------|-----------------------------|------------------------------------|--------------------------------------|
| Sub-District: | Chapters: | FFA Certificate | (Awarded in Chapter Packets at SDLC) |
| | Individuals: | FFA Certificates | (Awarded in Chapter Packets at SDLC) |
| District: | Chapters: | FFA Certificate | (Awarded in Chapter Packets at DLC) |
| | Individuals: | FFA Certificates | (Awarded in Chapter Packets at DLC) |
| State: | Chapters: | FFA Certificate | (Awarded in Chapter Packets at SLC) |
| | Individuals: | FFA Certificates | (Awarded in Chapter Packets 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 rd 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
- ___ Gavel
- ___ Parliamentary Procedure Score Form (1 copy x 3 judges x Total Number of Teams)
- ___ Parliamentary Procedure Critique Form on green (1 copy x 3 judges x Total Number of Teams)
- ___ Parliamentary Procedure Summary Form on yellow (1 copy)
- ___ 2 Tables for Judges
- ___ 3 Chairs for Judges
- ___ 1 Table for Contestants
- ___ 5 Chairs for Contestants
- ___ 3 copies of "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 Parliamentary Procedure Event

Judge _____

_____ Sub-District of the _____ District (list)
 _____ District (list)
 _____ Date of Judging

| | | Knowledge of Parliamentary Procedure | Poise and Manner | Grammar and Sentence Structure | Voice and Expression | Answers to Parliamentary Procedure Questions | Deduct .1 point per second over 10 minutes | TOTAL SCORE | Gold Emblem | Silver Emblem | Bronze Emblem | Participation | Advanced to Next Level |
|---|--|--------------------------------------|------------------|--------------------------------|----------------------|--|--|-------------|-------------|---------------|---------------|---------------|------------------------|
| | | 50 | 10 | 10 | 10 | 20 | | 100 | | | | | |
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |

FFA Parliamentary Procedure Event

Critique Sheet

Chapter: _____ **Judge:** _____

Ability 1 _____

Introduction: _____

Motion: _____ Second: _____

Discussion: _____

Errors: _____

Chairperson: Strong _____ Average _____ Weak _____

Ability 2 _____

Introduction: _____

Motion: _____ Second: _____

Discussion: _____

Errors: _____

Chairperson: Strong _____ Average _____ Weak _____

Ability 3 _____

Introduction: _____

Motion: _____ Second: _____

Discussion: _____

Errors: _____

Chairperson: Strong _____ Average _____ Weak _____

Ability 4 _____

Introduction: _____

Motion: _____ Second: _____

Discussion: _____

Errors: _____

Chairperson: Strong _____ Average _____ Weak _____

Ability 5 _____

Introduction: _____

Motion: _____ Second: _____

Discussion: _____

Errors: _____

Chairperson: Strong _____ Average _____ Weak _____

Answers to Questions:

1. _____
2. _____
3. _____
4. _____
5. _____

Judge's Parliamentary Procedure FFA Event Summary

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

Judge Names:

Event: Parliamentary Procedure CDE

_____ Sub-District of _____ District

District/State: _____

Date of Event: _____

| 1 | 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 | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |

Event Chairperson: Display this card at 8 minutes.

8 Minutes