

# Parliamentary Procedure

## Event Rules

All members participating in this Career Development Event must meet the eligibility requirements and adhere to the rules of the Kentucky FFA Association as outlined in the Rules Governing FFA Activities document.

Number of members on a team: Seven

Official Dress Appropriate: Yes

Regional Event: Regional FFA Day

State Event: State FFA Convention

## EQUIPMENT

Equipment provided by student:

- Paper
- Writing Utensil

Equipment provided at the event site:

- Official FFA Paraphernalia
- Gavel

## OPENING AND CLOSING CEREMONIES (160 POINTS)

A team shall begin with opening ceremonies as outlined in the Official FFA Manual.

Following the parliamentary procedure demonstration, the team shall close the meeting with closing ceremonies as outlined in the Official FFA Manual.

Opening and closing ceremonies will be judged on correctness and effect.

If a team member or members are not in official dress as outlined in the Official FFA Manual, points may be deducted in the Opening and Closing Ceremonies component at the discretion of the judges.



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## PRESENTATION (640 POINTS)

Each team will address a local chapter item of business, which would normally be a part of a chapter's program of activities. 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.

The event officials will select a main, two subsidiary, two incidental, 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 motion will be assigned to each team member. The motion assigned to each team member will be indicated by bolding, underlining, or highlighting.

Participants will have one minute to review the event card and make notes. Participants may not confer, verbally or nonverbally during this one minute period or the demonstration.

The team demonstrating should assume that a regular chapter meeting is in progress after the completion of opening ceremonies and new business is being handled on the agenda. The chair shall tap the gavel once to signify the end of the previous item of business then start the presentation by saying, "Is there any new business that should be presented at this time?" A team member should then move the assigned main motion as written on the 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.

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 this is the case, an alternative main motion for take from the table, reconsider, or rescind will be provided.

### Secondary Motions

Whether they appear on the card as a required motion or not there is no limit to the number of subsidiary, incidental, and privileged motions that a team may demonstrate. However, call for the orders of the day, rescind, reconsider, and take from the table shall not be demonstrated unless they are listed on the card as a required motion. Only the required motions on the card will be scored, but debate on all extra motions will be scored.

Incidental and privileged motions cannot be demonstrated as incidental main 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 the overall team presentation score.



# Parliamentary Procedure

## 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, scenario will be included on the event card.

## Call for 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 two debates per members 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. Guidelines for scoring debate are available at [www.kyffa.org](http://www.kyffa.org)

## Presiding Ability of the Chair

Up to sixty (60) points may be awarded for the presiding ability of the chair. Scoring guidelines are available at [www.kyffa.org](http://www.kyffa.org)

## General Effect

Up to forty (40) points may be awarded for the general effect of the presentation. This will be based on conclusions reached in the meeting, clarity of the business transactions, and the reality of the business transactions. Guidelines for scoring general effect are available at [www.kyffa.org](http://www.kyffa.org)

## Time Limit and Deductions

A team shall not use more than ten (10) minutes for the presentation of parliamentary procedure. A time keeper shall begin timing when the president states "is there any new business" and time shall run until the president says "we are about to adjourn this meeting".

The time keeper shall stand at nine (9) minutes and remain standing for at least fifteen seconds. This will allow one (1) minute to complete the business session.

To prevent being penalized, the team must conclude all business by 10 minutes 29 seconds.

Ten (10) points will be deducted for every thirty (30) seconds over 10 minutes. Ten points will be deducted at 10:30 and at each 30 second increment after that.



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## WRITTEN EXAMINATION (100 POINTS)

Participants will complete a 25 question multiple choice examination.

Questions may include:

- Facts about parliamentary procedure
- Definition of terms
- Calculation of votes necessary for a motion to pass

The reference for the examination will be Dunbar's Parliamentary Procedure Competitive Events Handbook.

Thirty minutes will be allowed for the written examination.

The exam scores for all seven team members will be averaged and this number will be added to the team score.

The examination is optional at the regional level.

## Scoring

The total possible team score is 900 points.

The top two teams from each region will advance to the State Convention. Teams will be seeded into three preliminary rooms based on examination scores. The top team from each preliminary room will advance to the final round.

Judges will score each team using the scoresheet and then confer to choose a first, second, and third place team. The score sheet is available at [www.kyffa.org](http://www.kyffa.org)

