Parliamentary Procedure and Debate

Revised 06/2024

Purpose and Standards

The purpose of this contest is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills.

Foundation Standards: 2.0 Communications: 2.4 Listening and Speaking, 1.1, 1.8, 2.2. 9.0 Leadership and Teamwork, 9.1, 9.2, 9.3, 9.6.

Objectives – 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 discussion.
* Record complete and accurate minutes.

Contestants

A team representing a region will consist of six members and two designated alternates listed at the state and national levels from the same chapter. The alternates are not permitted to observe competing teams but may observe their own team. The alternates may replace a regular team member prior to the start of the event.

Tie Breaker

Tiebreakers for teams will be:

1. The team’s total presentation score.
2. The team’s average score on the written test, and
3. The team’s total score for questions.

Rules

1. Competition shall be at two levels. There shall be a novice contest and a varsity contest. Seventh and 8th grade members are eligible to compete in the novice contest. Ninth or 10th grade members are also eligible to compete in the novice contest but are restricted to competing one year in either 9th or 10th grade. For a 10th grade member to be eligible to participate in the novice contest they must not have taken part in a parliamentary procedure contest beyond the chapter level as a 9th grader. Varsity team members may be from any grade level. A member of the novice team may be moved to the varsity team at any time but loses his/her novice standing after participating above the chapter level.
2. A member of a state winning novice team does not lose his/her eligibility to compete on an advanced team in subsequent years. Rules and scoring procedures shall be the same for both levels of participation, with the following exception. The five required motions for novice teams will be selected from the following list of 12 motions. Postpone Indefinitely, Amend, Refer to Committee, Postpone Definitely, Limit or Extent Limits of Debate, Previous Question, Lay on the Table, Division of Assembly, Object to the Consideration of the Question, Parliamentary Inquiry, Point of Order and Appeal. A novice team can use all 24 motions allowed in the advanced contest if they choose. The five required motions would come from the above list.
3. If an unassigned member makes a required motion prior to the assigned member, it will be counted as an omission at the bottom of the team scorecard. A member’s required motion will be counted as an addition motion for another member.
4. Each section will determine how many chapter teams may participate at the section level. Each region will determine how many sectional teams may compete at the regional level. Participation at the state level is limited to a maximum of four (4) teams per region.
5. The event will have three phases: written examination, a ten-minute team presentation of parliamentary procedure, and oral questions following the presentation.
6. The advisor shall not consult with the team after the event begins.
7. All participants must bring their own pencils (a minimum of two No. 2 pencils).
8. One week prior to the date of State FFA Finals, or immediately after the last region has had their regional contest (whichever comes later), all participating coaches, contest coordinators, and judges will hold Zoom meeting outlining the aspects of the contest, and allow for questions regarding contest layout or judging inquiries

Event Format

1. Written Test (100 points)
   1. A written test will consist of 25 objective-type multiple-choice questions covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes. Questions will come from *Dunbar’s Manual of Parliamentary Procedure Test Questions*. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. The average score of the six team members will be used to compute the total team score in each round.
2. Oral Questions (100 points)
   1. Each of the six team members will be asked a planned question relating to their assigned motion. No one may step forward to help correct answers on the first six questions. These questions will come from Dunbars Parliamentary Procedure Oral Questions Challenge Questions Bank. Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which time will be called.
3. Presentation (750 points)
   1. Teams will be seeded in the round based on test scores.
   2. The event official will assign the main motion on an index card. This is to be the first item of business on the agenda. All teams in each round will use the same main motion. It is suggested that this main motion should be the first motion presented.
   3. The event officials will select two subsidiary, two incidental and one privileged or unclassified motion from the list of permissible motions used in the advanced contest. The officials will select no more than two debatable subsidiary motions OR non debatable subsidiary motions, and the remaining motions from the list of motions found in “Event Rule #1. These motions will be on an index card and will be randomly assigned to each team member. All teams in each round will be assigned the same motions.
   4. Team members will have one minute to review the main motion and the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting).
   5. There shall be no limitation to the number of subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate at least two subsidiary, two incidental and one privileged or unclassified motion designated by the official in charge. Each member of the team must demonstrate the motion assigned to them before any other team member demonstrates it. Once a motion is presented by a member, it will result in no points if a member attempts to use it again during the same demonstration. The team may use more than one main motion as long as it pertains to the assigned main motion.
   6. If the event officials designate the privileged motion “call for the orders of the day,” as a motion to be demonstrated, an alternate motion not pertaining to the main motion may be used to facilitate the correct demonstration of the motion.
   7. 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.
   8. The demonstrating team shall assume that a regular chapter meeting is in progress, and the chairperson shall start the presentation by saying, “Is there any further business that should be presented to the chapter at this time?” A team member will then move the main motion assigned to the team.
   9. The state event will have three rounds: a preliminary round, a semifinal round and a final round. The preliminary round will have four sections. A section shall be made up of up to six teams. Three teams will advance from each of the sections for a total of 12 teams that will advance to the semifinal round. The semifinal round is composed of two sections with six teams in each section. Three teams in each semifinal section will advance to the final round of six teams. Teams for quarter and semi-final rounds will be seeded according to their test score (Form 5) and will then draw for order of appearance within their seed group. See Form 5.
   10. Each team will address a local chapter item of business selected from nationally or state recognized FFA activities (i.e. National Chapter Food, Food for America, PALS, Program of Work activities, Proficiency Awards and National FFA Convention – consult the Official FFA Manual and handbook). The motion will be specific and must be stated and moved as it is written.
   11. Time Limit and Deductions - A team shall be allowed 11 minutes in which to demonstrate knowledge of parliamentary law. A timer will be displayed so that each member can see. If a timer is not available an 8 minute and 10 minute warning sign will be shown to the team. A deduction of two points/second for every second over 11 minutes will be assessed. Example: 11:05 = 10-point deduction. A timekeeper will furnish the time used by each team at the close of the event.
   12. Time Penalties

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Points** |  | **Points** |
| **Minutes** | **Deducted** | **Minutes** | **Deducted** |
| 11:00 | 0 | 11:06 | 12 |
| 11:01 | 2 | 11:07 | 14 |
| 11:02 | 4 | 11:08 | 16 |
| 11:03 | 6 | 11:09 | 18 |
| 11:04 | 8 | 11:10 | 20 |
| 11:05 | 10 | 11:11 | 22 |

* 1. Sample Motion Card  
     Main Motion: I move to start the Food for America program on December 1.

|  |  |  |
| --- | --- | --- |
| **Required Motions:** | Lay on the Table | Amend |
|  | Appeal | Suspend the Rules |
|  | Reconsider |  |

1. The judges will use Form 2 to score the event. Once all scores are totaled on the scorecards, the teams will be given points as outlined on the tabulations sheet, Form 4 or like computer tabulations program, by the judges. These points will be added to determine teams advancing and semifinal and final placings. The two teams with the highest number of points based on rating score will advance to the next round. The judges will use Form 4 or like tabulations program to determine teams advancing and final placing.
2. Recommended References
   1. The official text will be the latest revised edition of Robert’s Rules of Order available as of January 1 of the competitive year.
   2. Additional references may include *FFA New Horizons* magazine, the *Official FFA Manual*, the *FFA Student Handbook and the* Official Chapter Secretary’s Book.

Judges’ Scoring Guidelines

1. Guidelines for Scoring Discussion
   1. Judges for the parliamentary procedure event should observe the following guidelines.
      1. It is essential that each judge observe and maintain consistent criteria in scoring discussion for the duration of the event.
      2. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion should be scored at the time it is delivered.
      3. Characteristics of effective discussion include:
         1. completeness of thought,
         2. logical reasoning,
         3. clear statement of speaker’s position
         4. conviction of delivery, and
         5. concise and effective statement of discussion.
      4. A suggest grading scale is as follows:

|  |  |
| --- | --- |
| **Excellent** | **16-20 points** |
| Good | 11-15 points |
| Average | 06-10 points |
| Poor | 01-05 points |

* + - 1. An excellent discussion would be extremely unusual and would be characterized by a truly stirring delivery and brilliance in terms of information provided and/or suggestions for action offered.
      2. Good discussion would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.
      3. An example of an average discussion might be: “I think this is a very significant motion that should be passed for the following reasons (new, informative and logically related). For these reasons, I urge everyone to vote for this motion.”
      4. Poor discussion would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. An example might be: “I think this is a good idea.”
    1. Only the highest four debates for each participant in the demonstration may earn a score. However, an individual may never earn more than 60 points in a given presentation. Furthermore, no more than 20 points may be earned during one recognition by the chair.
    2. Debate scores will be given for debates on all motions unless the said motion to which it is attached is not germane.

1. Guidelines for Scoring the Chair
   1. Ability to preside-handling of motions, keeping members informed, use of the gavel, distribution of discussion (80 points)
   2. Leadership-stage presence, poise, self-confidence, politeness and voice. (20 points).
2. Guidelines for Contest Officials
   1. All judges will participate in a contest orientation from the contest coordinator, or appropriate State Staff, before the presentation judging begins, outlining the motions for each contest and how they are to be scored. If a judge should encounter a questionable demonstration, the contest coordinator, or appropriate State Staff, would be consulted to determine a consistent scoring for that situation.
   2. Use of qualified, pre-determined judges to judge the finals rounds and even some of the semi-finals rounds of the event.
   3. At the conclusion of the State FFA Parliamentary Procedure Finals Contest, all results will be given to the coaches and their teams, as well as posted on the website or printed with points and ranking of teams as listed by judges anonymously.

**EVENT SCORING**

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Breakdown | Section | Total |
|  | Of Points | Points | Points |
|  |  |  |  |
| Written Test [Average score of six members (6x100/6)] |  |  | 100 |
|  |  |  |  |
| Oral Questions |  |  | 100 |
| 12 points possible for each  member’s question | 72 |  |  |
| Questions in the additional  two minutes | 28 |  |  |
|  |  |  |  |
| Presentation |  |  | 750 |
| Total for five members on the floor |  | 500 |  |
| Required motion presentation | 20 |  |  |
| Discussion (max. Of 20 pts./Discussion) | 60 |  |  |
| Additional motions made (including  main and alternate main) | 20 |  |  |
| Chair |  | 100 |  |
| Ability to preside | 80 |  |  |
| Leadership | 20 |  |  |
| General Effect of Team |  | 150 |  |
| Conclusion of the team | 50 |  |  |
| Discussion | 50 |  |  |
| Teams’ voice, poise and expression | 50 |  |  |
|  |  |  |  |

Deduction for parliamentary mistakes: 5-20 pts. Per mistake.

If a team member omits their assigned motion, there will be a 50-point deduction.

Deduction for overtime: A deduction of 2 points will be made for every second over 11 minutes.

**TOTAL POINTS POSSIBLE 950**

**Chart of Permissible Motions for the**

**California FFA Parliamentary Procedure Contest**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Motion** | **Debate** | **Amend** | **Vote Required** | **Second** | **Re-consider** |
| **Privileged** | | | | | |
| Fix time to which to adjourn | No | Yes | Majority | Yes | Yes |
| Adjourn | No | No | Majority | Yes | No |
| Recess | No | Yes | Majority | Yes | No |
| Question of privilege | No | No | None | None | No |
| Call for orders of the day | No | No | 2/3 not to follow | None | No |
| **Incidental** | | | | | |
| Appeal | Yes/No | No | Majority | Yes | Yes |
| Point of order | No | No | None | No | No |
| Parliamentary inquiry | No | No | None | No | No |
| Suspend the rules | No | No | 2/3 | Yes | No |
| Withdraw a motion | No | No | Usually none | No | No |
| Object consideration of question | No | No | 2/3 | No | Yes, negative vote only |
| Division of the question | No | Yes | Majority | Yes | No |
| Division of the assembly | No | No | No | No | No |
| Request for Information  (Point of Information) | No | No | None | No | No |
| **Subsidiary** | | | | | |
| Lay on table | No | No | Majority | YES | No |
| Previous question | No | No | 2/3 | Yes | Yes before voting |
| Extend or limit debate | No | Yes | 2/3 | Yes | Yes |
| Postpone definitely | Yes | Yes | Majority | Yes | Yes |
| Refer to committee | Yes | Yes | Majority | Yes | Yes |
| Amend | Yes | Yes | Majority | Yes | Yes |
| Postpone indefinitely | Yes | No | Majority | Yes | Yes vote only |
| Main motion | Yes | Yes | Majority | Yes | Yes |
| Unclassified |  |  |  |  |  |
| Take from table | No | No | Majority | Yes | No |
| Reconsider | No/Yes | No | Majority | Yes | No |
| Rescind | Yes | Yes | Majority, 2/3 if not in writing | Yes | Negative vote only |

**Team Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circle One Form 2**

**Judges Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Novice Advanced

**MEMBER SCORES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHAIR** | **REQ. MOTION** | **20 PTS.** | **ALL DEBATE SCORES** | **TOP 4 DEBATE SCORE TOTAL**  **(60PTS.)** | **ADD MOTION** | **20 PTS.** | **REQ QUESTIONS (12 PTS.)** | **MEMBER TOTAL (112 PTS.)** |
| 1 |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |

**CHAIR SCORES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ABILITY TO PRESIDE** |  | **80 PTS. MAX** | **NOTES:** | **SUBTOTAL (112 PTS.)** |
| **LEADERSHIP** |  | **20 PTS. MAX** |  |
| **REQUIRED QUESTIONS** |  | **12 PTS. MAX** |

**TEAM SCORES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONCLUSION** |  | **50 PTS. MAX** | **NOTES:** | **SUBTOTAL**  **(178 PTS.)** |
| **DEBATE LOGIC** |  | **50 PTS. MAX** |  |
| **VOICE, POISE** |  | **50 PTS. MAX** |
| **ADDITIONAL QUESTIONS** |  | **28 PTS. MAX** |

**DEDUCTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **OMMISSIONS** | **50 PTS. FOR EACH REQ. MOTION** | **NOTES:** |  |
| **ERRORS** | **5-20 PTS. / ERROR** |  |
| **TIME DEDUCTIONS** | **2 PTS. PER SECOND BEYOND 11 MINUTES** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TEST SCORE** | **100 PTS. MAX** | **AVERAGE SCORE\_\_\_\_\_ X 4** |  |

|  |  |  |
| --- | --- | --- |
| **TEAM TOTALS** | **950 PTS. MAX** |  |

**NOTES:**

**Tabulation Sheet for Ranking Teams Form 4**

Final

Team Rankings for Highest-Scoring Team Ranking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Judge 1 | Judge 2 | Judge 3 |  |
| Team 1 |  |  |  |  |
| Team 2 |  |  |  |  |
| Team 3 |  |  |  |  |
| Team 4 |  |  |  |  |
| Team 5 |  |  |  |  |
| Team 6 |  |  |  |  |
| Team 7 |  |  |  |  |
| Team 8 |  |  |  |  |
| Team 9 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Ranking | Points | Ranking | Points |
| 1st | 9 | 6th | 4 |
| 2nd | 8 | 7th | 3 |
| 3rd | 7 | 8th | 2 |
| 4th | 6 | 9th | 1 |
| 5th | 5 |  |  |

Form 5

First Round – Quarter-Finals

The test given the night before the contest will be used to seed the quarter final rooms for teams, similar to the National Parliamentary Procedure Contest.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Group A*** | ***Group B*** | ***Group C*** | ***Group D*** |
|  |  |  |  |
| 1st | 2nd | 3rd | 4th |
| 8th | 7th | 6th | 5th |
| 9th | 10th | 11th | 12th |
| 16th | 15th | 14th | 13th |
| 17th | 18th | 19th | 20th |
| 24th | 23rd | 22nd | 21st |

Second Round – Semi-Finals

|  |  |
| --- | --- |
| ***Group E*** | ***Group F*** |
|  |  |
| 1st | 2nd |
| 4th | 3rd |
| 5th | 6th |
| 8th | 7th |
| 9th | 10th |
| 12th | 11th |

|  |  |
| --- | --- |
| **Team Progression Chart** | |
| Preliminary Round | 4 sections of 6 teams of 6 participants |
| Semifinal Round | 2 sections of 6 teams of 6 participants |
| Final Round | 1 section of 6 teams of 6 participants |