

**NEW MEXICO GREENHAND
PARLIAMENTARY PROCEDURE
CAREER DEVELOPMENT EVENT**
(REVISED 11/3/2009)

PURPOSE

The purpose of the Parliamentary Procedure Career Development Event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills.

OBJECTIVES

Students will be able to:

1. Use parliamentary procedure to conduct an orderly and efficient meeting.
2. Demonstrate knowledge of parliamentary law.
3. Present a logical, realistic and convincing debate on motions.
4. Present the opening and closing ceremonies of the FFA organization.

EVENT RULES

1. Team Make-up: A team representing a state will consist of seven members from the same chapter. Each member will represent one of the chapter officers and the advisor. The member representing the Advisor will be questioned and can make motions and take part of the discussion.
2. The event is open to two teams per district for the State CDE. Only one team per chapter may compete at State Contest in a division.
3. The event will have three phases: Opening / Closing Ceremonies, a twelve minute team presentation of parliamentary procedure, and oral questions following the presentation.
4. The advisor shall not consult with the team after beginning the event.
5. Official FFA dress is to be worn during all rounds of the event.
6. The State Parliamentary Procedure Career Development Event will be held on the campus of Eastern New Mexico University in Portales. The date will be determined each year by the State FFA Office.
7. Official judges for the State Parliamentary Procedure Career Development Event will be:

Judges: Each district will select a judge for their district. Each district's

1. selection will serve as a scoring judge for the event. Judges names
2. are to be submitted to the contest superintendent. (Mark McAlister
3. Carlsbad High School / mark.mcalister@carlsbad.k12.nm.us)

Timekeeper: One judge will serve as timekeeper.

Questioner: One judge will serve as questioner.

8. The Greenhand Parliamentary Procedure Career Development event will be open to FFA members grades 7-10 who are enrolled in an Agricultural Education class. A seventh or eighth grader may

participate more than once. Tenth graders may participate if they are enrolled in their first Agricultural Education class.

9. Audience may be allowed at the discretion of each team's advisor.

10. The event will be videotaped, whenever possible.

11. The chairperson is the only team member that may use a pencil.

EVENT FORMAT

A. A gavel will be supplied for the President. Teams may choose to use their own gavel if they so desire.

B. Team Activity – For the demonstration, only the following motions are to be used:

Privileged Motions:

Adjourn Recess Question of Privilege

Incidental Motions:

Appeal Point of Order Parliamentary Inquiry
Suspend Division of the Assembly

Subsidiary Motions:

Lay on the Table Previous Question Limit/Extend Debate
Refer to a Committee Amend (1st rank only) Postpone Indefinitely
Postpone to a Certain Time

Motions again bringing an item of business before the chapter:

Take from the table Reconsider Rescind

1. Opening / Closing Ceremonies

Opening ceremonies shall come from the latest edition of the "Official FFA Manual" available at the beginning of the current school year.\

The President is to sign the minutes, but signing of the Committee and Officer Reports is optional. A motion to adjourn does not eliminate any of the closing ceremony.

Presentation

2. Item of Business

Each team will address a local chapter item of business, which would normally be a part of a chapter's Program of Activities (e.g., National Chapter, Program of Work Activities, Proficiency Awards, Food for America, PALS, National FFA Convention, fundraisers, recreation, etc.) Consult the Official FFA Manual and Student Handbook for specific activities. The motion will be specific and must be moved as an original main motion as it is written on the card or paper.

3. Event Card

The event officials will select two subsidiary, two incidental, one privileged motion, and a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card or piece of paper and one will be randomly assigned to each team member, except the chair. All teams in each section will be assigned the same motions.

Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). Members may not confer during the one-minute time period or during the demonstration. The one minute is NOT a part of the 12 minutes set up for the demonstration. There are no restrictions on further study of the parliamentary problem by team members during the demonstration/opening ceremony.

4. The Demonstration

The team demonstrating will begin the demonstration with the opening ceremonies as presented in the Official FFA Manual. Following reports and old business, 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?" At this time the official time for the presentation will begin. The demonstration will end following the motion to adjourn.

5. Original Main Motion

The event official will assign the original main motion on an index card or piece of paper. This is to be the first item of business presented. All teams in each section will use the same main motion. This original main motion must be the first motion presented, unless take from the table, reconsider or rescind are required.

6. Take from the Table

If the officials in charge designate 'Take from the Table' as a motion to be demonstrated, you should assume that you would take from the table a motion that was laid on the table at your last meeting. Example: "I move to take from the table the motion to hold an FFA hayride." The original main motion, assigned on the card, cannot be taken from the table. The motion should not be used unless it is a required motion.

7. Reconsider

If the officials in charge designate 'Reconsider' as a motion to be demonstrated, you should assume that you would reconsider a motion you did earlier in the present meeting. Example: "I move to reconsider the motion adopted earlier to hold an FFA hayride." This motion should not be used unless it is a required motion. Unrealistic or canned debate on the motion to reconsider may be penalized at the judge's discretion.

8. Rescind

If the officials in charge designate 'Rescind' as a motion to be demonstrated, you should assume that you would rescind a motion adopted at the last meeting. Example: "I move to rescind the motion that was adopted at our last meeting to hold an FFA hayride." This motion should not be used unless it is a required motion. Unrealistic or canned debate on the motion to rescind may be penalized at the judges' discretion.

SAMPLE CARD

Main Motion:

Move that our chapter sell citrus as a fundraiser.

Required Motions:

Lay on the Table Vice-President
Amend Secretary
Suspend the Rules Reporter
Appeal Treasurer
Reconsider Sentinel
Take from the table Advisor

9. Number of Motions

There shall be no limitation to the number of subsidiary, incidental, privileged motions or a motion that brings a question again before the assembly demonstrated by the team. However, the team must demonstrate two subsidiary, two incidental, one privileged, and a motion which brings a question again before the assembly designated by the officials in charge. The team may use more than one original main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.

10. Using a Motion Twice

A member's required motion will not be counted as an additional motion for another member. The person who makes the assigned original main motion will be given credit for an additional motion (20 pts). Credit for an additional motion will only be given one time. (Example: Division of the Assembly can only be used once for credit.) If an alternative main motion is used, the member will NOT be given credit for an additional motion.

11. Debate

The top three debates per member 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 adopted.

12. Time Limit and Deductions

A team shall be allowed 12 minutes in which to demonstrate knowledge of parliamentary law. Teams will not be penalized for finishing short of 12 minutes, but the penalty for excessive time shall be 2 points per second over 10:30. At the end of 10 minutes, one of the judges will notify the team by raising a card with the number 10 printed on it. A timekeeper will furnish the time used by each team at the close of the event.

Oral Questions (points)

Each member will be asked an assigned motion question and an additional motion question. Questions will be basic, general knowledge questions from any of the references listed. These questions could include terminology, basic rules, steps in presenting motions, handling of motions, order of business, purpose of motions, and general parliamentary procedure. Motions and questions pertaining to nominations and questions will not be asked. The main reference for questions will be:

- Dunbar's Guide for Making Motions

Additional references for clarification of items in the main reference could include but not limited to:

- Robert’s Rules of Order Newly Revised
- Dunbar’s Parliamentary Procedure Oral Questions
- Dunbar’s Parliamentary Procedure Glossary
- Dunbar’s Meeting Procedure Guide

Assigned Motion Question

The team members (not including the chair) will be asked a planned question, which may include 1-3 parts, relating to their assigned motion. No one may step forward to help another member answer their individual question. The Chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures.

Additional Motion Question

Team members will be asked another question relating to the additional motion they performed during the demonstration. No one may step forward to help another member answer this question. The Chair will be asked an additional question relating to presiding, debate, assigning the floor or other general parliamentary procedures.

SCORING

A. Guidelines for Scoring Debate

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 debate in an unbiased manner. All debate should be scored at the time it is delivered.

3. Characteristics of effective debate include a) completeness of thought, b) logical reasoning, c) clear statement of speaker’s position, d) conviction of delivery and e) concise and effective statement of debate.

4. A suggested grading scale is as follows:
 An excellent debate would be extremely unusual and would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor debate 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.”

Most debate would fall in the range of 6-15 points. An example of a debate might be: “I think this is a very significant motion which should be adopted for the following reasons (new, informative and logically related).” Each debate should have a logical conclusion. Good debate would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.

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- Excellent. 16–20 points
- Good 11–15 points
- Average 6–10 points
- Poor. 0–5 points

5. Each time a participant in the presentation debates any motion, they 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.

6. The top three debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

B. Guidelines for Scoring the Chair

1. Ability to preside – handling of motions, keeping members informed, use of the gavel, distribution of discussion. (70 points)

2. Leadership – stage presence, poise, self-confidence, politeness and voice. (30 points)

C. Scoring Teams

The judges will use Form 2GH to score the event. The top teams will be ranked based on the judges' lowest combined rank (golf scoring).

TIEBREAKERS

Tiebreakers for teams will be:

1. the total presentation score
2. the total score for oral questions
3. the total score for opening and closing ceremonies

REFERENCES

This list of references is not intended to be 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 latest edition of Robert's Rules of Order Newly Revised.

- Additional parliamentary procedure resources, The Core Catalog from National FFA Organization at www.ffaunlimited.org. Go to "The Core", the new name of education resource offerings, and look for the link to other instructional aides and materials.

- Parliamentary Procedure Oral Questions, Dunbar's Meeting Procedure Guide, Dunbar's Guide for Making Motions, and Dunbar's Parliamentary Procedure Glossary from Parliamentary Procedure Instructional Materials Center: Shane Dunbar, (425) 337- 9307; 12731 25th Ave. S.E.; Everett, Washington 98208.

- The most current Official FFA Manual from the National FFA Organization.

- Additional references may include FFA New Horizons magazine, the FFA Student Handbook and the Official Chapter Secretary's Book.

Greenhand Parliamentary Law Topics

- SAE Activities
- Fund Raising Activities
- Program of Activities
- PALS Activities
- MFE/ALD or equivalent
- Equipment Purchases – FFA, Shop Greenhouses
- CDE Competition – Individual, District, State
- FFA Weekly Activities
- County/State Fairs
- Food for America / Kids, Kows, and More
- FFA Convention – State, National
- Recreational Activities
- Field Trips
- Gift Purchases
- FFA Installations
- FFA Banquet
- Leadership Contests