**L E A D E R S H I P D E V E L O P M E N T E V E N T**

**P A R L I A M E N T A R Y P R O C E D U R E**

**LOUISIANA**

**FFA**

# Parliamentary Procedure Leadership Development Event

***Purpose***:

*The purpose of the Parliamentary Procedure Leadership Development Event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership, research, problem solving skills and critical thinking skills. Members are motivated to participate in discussions in a systematic and democratic manner through a study of parliamentary procedure*

***Objectives:***

Upon completion of participation in the event, students will be able to:

1. Use parliamentary procedure to conduct an orderly and efficient meeting.
2. Demonstrate knowledge of parliamentary law in a practical, experiential setting.
3. Present a logical, realistic and convincing discussion.
4. Record complete and accurate minutes.

## Event Format:

##### Part 1: Written examination (100 points)

The test will consist of 25 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.~~” must come from Dunbar’s Manual of Parliamentary Procedure Test Questions (PARL-2) available from the Parliamentary Procedure Instructional Materials Center (<http://pzen.northwest.net/>)

The average score of the six team members will be used to compute the total team score.

##### Part 2: Presentation (500 Points, 50%)

The team will presume a regular meeting is in progress. Officials will assign the main motion, two subsidiaries, two incidentals and one privileged or unclassified motion from the list of permissible motions which must be demonstrated during the presentation by the assigned member. Each team will address a local chapter item of business selected from recognized FFA activities that are conducted in Louisiana. A maximum of ~~ten~~ eleven (11) minutes may be used for the demonstration -2 point deduction per second over 11 minutes. The presentation will use the new National Rule Scoring and new Score Card

##### Presentation Scoring Breakdown:

**Required motion:** 10 points x 5 members = 50 points (10%)

**Additional motion:** 10 points x 5 members = 50 points (5%)

**Debates:** 300 points (30%)

* + 20 points maximum per debate
  + Four debates/member included
  + Five members

**Chair:** 80 points (10%)

* + Ability to preside: 65 points
  + Leadership: 15 points

**Team effect:** 20 points (12%)

* + Conclusions reached by team
  + Team use of debate
  + Team presence

##### Part 3: Oral Questions (100 Points)

INDIVIDUAL QUESTIONS (100 POINTS)

* Five team members, 16 points maximum per question
* Chair 20 points maximum

Each of the six team members will be asked a planned question relating to their assigned motions. The questions must refer to a motion which is listed in the “Chart of Permissible Motions” contained in these rules. Oral Questions must come from Dunbar’s Parliamentary Procedure Oral Questions (PARL-24c) available from the Parliamentary Procedure Instructional Materials Center (<http://pzen.northwest.net/>)

## Event Rules

1. A team will consist of six members ~~and two designated alternates~~. All team members must be valid FFA members as listed on the chapter roster at the state and national levels. ~~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.~~
2. This event will follow the National Rules for the Parliamentary Procedure LDE on all levels of competition and will include the following format:
   1. Written Test (Optional at the Sub-district and District levels)
   2. ~~Ten~~ Eleven minute demonstration
   3. Oral Questions
3. Participants must appear in official FFA dress during all rounds of the event.
4. All participants must bring their own pencils (a minimum of two No. 2 pencils). The chair may use a clean notepad during the presentation. The pad will be checked for markings by the judges prior to the beginning of the presentation.
5. Members of the team shall not communicate with each other or anyone in any form or manner. (Violations will disqualify the team).
6. The advisor shall not consult with the team after the event begins.
7. Any of the motions listed in the Chart of Permissible Motions may be used for Area and State events.
8. Timing the Parliamentary Procedure LDE shall be made in the following manner:
   1. Timing begins with the call, “What is the pleasure of the house?” or similar wording and ends with the announcement of the results of the vote on the motions by the chair.
   2. Time for questions is not included in the allotted ~~10~~ 11 minutes.
   3. The decision of the timekeeper as to the timing of the contest will be final.
9. Judges should be seated so as to have a clear view of the audience and contestants.
10. Judges may use a tape recorder or video recording device to replay procedures at the end of each teams’ demonstration if any questions arise concerning the procedure. Judges must provide their own tape recorders or video recording device if desired.
11. The judge’s interpretation of the correct procedure in the given situation will be final.
12. Sub-district, district and area events will be held according to the schedule sent to all Agriculture departments.
13. The top **four** competitors from Sub-District and District competitions will move on to the Area competition. The top **two** competitors from Area will advance to the State competition. *Revised 2010*
14. State LDE Only (If Judges are not available and Ag Teachers with teams have to Judge the event)
    1. LDE Coordinator will draw for motions and actions to be demonstrated.
    2. LDE Coordinator will draw for oral questions to be asked.
    3. State FFA Advisor will provide the topic for debate. *(Revised 2007)*

\*Please note that the national format includes a section on the presentation of the minutes of the meeting. This section (minutes of the meeting) will not be included as part of the Louisiana FFA competition on any level except national. *(Revised 2007)*

The official reference will be <https://www.ffa.org/documents/cde_PP_rules.pdf>or <https://www.ffa.org/Documents/cde_handbook.pdf>and refer to page 282. *(Revised 2007)*

## Tiebreakers:

Tiebreakers for teams will be:

1. Total presentation score
2. Team’s average score on the written test, and
3. Total score for questions.

## References:

The state contest will use the same official reference as used by the National FFA Parliamentary Procedure Leadership Development Event. Currently, the official text will be the latest edition of *Robert’s Rules of Order* published by Scott, Foresman and Company.

Additional references may include the *Official FFA Manual, Parliamentary Procedure Made Easy, Dunbar’s Manual of Parliamentary Procedure Test Questions, etc.* However, the final authority will be the current official text of the National FFA Parliamentary Procedure Career Development Event rules.

## Selection of Judges:

1. There will be only three judges for parish, district, and area levels. The timekeeper can be one of the judges or a separate person in charge of time only.
2. Parish and District levels will be on different dates so that competent judges may be obtained for LDE’s on all levels.
3. The persons in charge of Sub-district and District LDE’s, as indicated on the schedule, will make all arrangements for securing three competent and impartial judges and provide a suitable room in which to conduct the event.
4. Outside judges may be used for the State and Area Events if they are available. Otherwise, the judges for State and Area shall be selected in the following manner:
   1. All coaches for the teams competing at the state level will serve as the judges for the contest. Each coach may not judge his/her own team. High and low scores may be dropped if enough teams participate.
   2. Judges will be selected from the best available Agriscience teachers or alumni. Judges should be training parliamentary teams.

# Information and Helpful Hints for Judges

### Assigned Motions:

One (1) from Privilege or Bring Back (Unclassified Motion) Two (2) Subsidiary Motions

Two (2) Incidental Motions

### General Information:

* You may not tell them they must pass or fail anything.
* The main topic cannot be used to do “Rescind”, “Reconsider”, or “Take from the Table”
* The first motion on the floor must be the assigned main motion unless “Orders of the Day”, “Rescind”, “Reconsider”, or “Take from the Table” is assigned.
* “Rescind”, “Reconsider”, or “Take from the Table” may be done first or later when no motion is on the floor.
* ~~Students may only do “Rescind”, “Reconsider”, and “Take from the Table” if it is on their Card.~~

shall **not** be used unless listed on the event card as a required motion.

motion to be demonstrated, scenario will be included on the event card. These motions

If the officials in charge designate “Take from the Table”, “Rescind” or “Reconsider” as a

* If the event officials designate “Call for the orders of the day” as a motion to be

during the current demonstration.

that a motion was postponed at the last meeting and made a special order for a time

demonstrated, a scenario will be provided on the event card. Participants are to assume

* Chairman’s use of the gavel should be limited to
  + Making rulings
  + Conclusion of voting
  + Adjourn
  + Recess
  + Call the meeting to order
* Minutes for the meeting will not be kept nor scored.

### Opening the Demonstration

* The team demonstrating should assume that a regular chapter meeting is in progress 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 unless a “bring back” motion is assigned.

### Scoring:

* Each assigned motion is worth ~~20~~ 10 points for doing it correctly.
* Each member may do an extra motion for ~~20~~ 10 points each.
  + Extra motion cannot be those that are assigned by the judges.
    - Example you may not do another “Amendment” if “Amend” is assigned

#### Discussion Scoring:

* Each member may discuss the “Main Motion” and/or any other motion no more than 2 times.
* Only the score for top 4 discussions from each member can be used. Maximum of 60 pts.
* Maximum of 20 pts per discussion. See attached score sheet for points.
* Characteristics of effective debate include

1. Completeness of thought
2. Logical reasoning
3. Clear statement of speaker’s position
4. Conviction of delivery
5. Concise and effective statement of debate.

* A suggested grading scale is as follows:
  + Excellent 16–20 points
  + Good 11–15 points
  + Average 6–10 points
  + Poor 0–5 points
* Debate must be score as soon as it is done.

#### Deductions:

* Deductions for parliamentary mistakes 5–20 pts/minor mistake
* Deductions for omitting assigned motion 50 pts.
* There is a 50 point deduction if an assigned motion is omitted or performed by the wrong member.

#### Time:

* 10 11 minutes with a 2 pts penalty for each second after 10:30 11:00
* Example ~~10:35~~ 11:05-10pts ~~10:45~~ 11:15 -30 pts

**TABULATION SHEET FOR RANKING TEAMS FORM 4**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Team** | | **Rankings for Highest-Scoring Teams** | | | | | | **Final 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 |  |  |  |  |  |

#### CHART OF PERMISSIBLE MOTIONS FOR THE NATIONAL FFA PARLIAMENTARY PROCEDURE LEADERSHIP DEVELOPMENT EVENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Motion** | **Second Required** | **Debatable** | **Amendable** | **Vote Required** | **Reconsider** |
| **Privileged Motions** | | | | | |
| Fix the Time to Which to Adjourn | Yes | No | Yes | Majority | Yes |
| Adjourn | Yes | No | No | Majority | No |
| Recess | Yes | No | Yes | Majority | No |
| Raise a Question of Privilege | No | No | No | Chair Grants | No |
| Call for the Orders of the Day | No | No | No | No vote, demand | No |
| **Subsidiary Motions** | | | | | |
| Lay on the Table | Yes | No | No | Majority | Neg. only (3) |
| Previous Question | Yes | No | No | 2/3 | Yes |
| Limit or Extend Limits of Debate | Yes | No | Yes | 2/3 | Yes |
| Postpone to a Certain Time (or Definitely) | Yes | Yes | Yes | Majority | Yes |
| Commit or Refer | Yes | Yes | Yes | Majority | Yes |
| Amend | Yes | Yes (1) | Yes | Majority | Yes |
| Postpone Indefinitely | Yes | Yes | No | Majority | Affirm. Only |
| **Main Motion** | Yes | Yes | Yes | Majority | Yes |
| **Incidental Motions** | | | | | |
| Appeal | Yes | Yes (1) | No | Majority | Yes |
| Division of the Assembly | No | No | No | No vote, demand | No |
| Division of a Question | Yes | No | Yes | Majority | No |
| Objection to the Consideration of a Question | No | No | No | 2/3 | Neg. Only |
| Parliamentary Inquiry | No | No | No | Chair answers | No |
| Point of Order | No | No | No | Normally no vote  Chair rules | No |
| Suspend the Rules | Yes | No | No | \*(2) | No |
| Withdraw a Motion | No (3) | No | No | Majority (3) | Neg. Only |
| **Motions That Bring A Question Again Before The Assembly** | | | | | |
| Reconsider | Yes | Yes (1) | No | Majority | No |
| Rescind (4) | Yes | Yes | Yes | Maj. with notice, 2/3, or maj. of membership (3) | Neg. only |
| Take from the Table (4) | Yes | No | No | Majority | No |

1. If applied to debatable motion
2. Rules of Order 2/3 vote, standing rules-majority rules
3. Refer to Robert’s Rules of Order Newly Revised (10th edition) for rule(s)
4. Refer to LDE rules #8-10 before using these motions in the demonstration

