

Junior Parliamentary Procedure Leadership Skills Event

Objective: To develop the ability of freshman and sophomore FFA members to improve their techniques in conduct of meetings by employing correct parliamentary law through the transaction of parliamentary abilities and answering questions on parliamentary procedure.

A. Rules and Regulations

1. The event is open to all freshman and sophomore FFA members in good standing who are regularly enrolled in agricultural education during one or both semesters of the school year. Participants may have participated in the state event. Members of a state winning team in the Junior Parliamentary Procedure event are ineligible to compete again on the district or state level of the Junior Parliamentary Procedure event.
2. Each chapter in good standing may enter one team in the district event. If the chapter has 50 or more in-school FFA members (grades 9–12), the chapter may enter two teams in the district event.
3. A Junior Parliamentary Procedure participant may not compete in Senior Parliamentary Procedure or Agricultural Demonstration, and in no more than one speaking leadership skills or job interview event in a given year.
4. The Junior Parliamentary Procedure team shall consist of seven members. Each team will be organized so that the team will have representatives act as president, vice president, secretary, treasurer, reporter, sentinel, and parliamentarian.
5. Three different team members will be designated by the evaluators to serve as a presiding officer. The secretary shall not be called to serve as the presiding officer. The four team members not serving as a presiding officer will each answer one question relative to a parliamentary procedure situation. At the conclusion of the demonstration, the secretary will read the minutes covering the three abilities demonstrated.

Use of pedigrees is NOT required. No point changes will result from use or lack of use of pedigrees. Emphasis should be placed on quality debate and discussion.

6. Since a holding room is not used, the evaluators will randomly select a prepared set of motions and questions for the team to address. These materials will represent the same level of difficulty for all teams.
7. Each set of abilities will be transacted separately. The topic for each set of abilities will be stated by the evaluators. The maximum time allocated to demonstrate each set of abilities will be two minutes.
8. At the conclusion of the demonstration and questions, the secretary will read the minutes. **The minutes will not be turned in to the judges for evaluation.**
9. The parliamentary term "Point of Order" should be used whenever appropriate by any team member.
10. The team members will not conduct the opening and closing ceremony.
11. A 25-question, multiple-choice, general parliamentary procedure test will be administered to all team members following their demonstration.
12. Roberts Rules of Order, Newly Revised, will be accepted parliamentary procedure authority.
13. Each junior parliamentary procedure team shall demonstrate three sets of parliamentary abilities and answer five questions as designated by one of the evaluators. The abilities to be evaluated will be taken from the following list:

- a. Main Motion
- b. Amendment
- c. Amend The Amendment
- d. Lay A Motion On The Table
- e. Take A Motion From The Table
- f. Refer A Motion To A Committee
- g. Postpone A Motion Indefinitely
- h. Postpone A Motion To A Definite Time
- i. Reconsider
- j. Previous Question
- k. Chairperson Leaves The Station And Later Returns To The Station
- l. Point of Order
- m. Question Of Parliamentary Inquiry
- n. Question Of Personal Privilege
- o. Division Of The Assembly

The motions listed may be used in combination to perform the designated ability as requested.

14. The following room arrangement will be used for this event:

Parliamentarian Reporter Vice President President Secretary Treasurer Sentinel
Evaluator Evaluator Evaluator

Judges or others facilitating the event should **NOT** rearrange the officer emblems prior to a team's performance.

B. Guide for Conducting FFA Junior Parliamentary Procedure

Prior to the event:

1. The order of appearance will be determined in advance of the event.
2. Make certain each evaluator has the following:
 - a. Rules and regulations
 - b. Guide to parliamentary procedure
 - c. Official score card/Results sheets
 - d. Special evaluators scoring sheet
 - e. Order of appearance roster

Start event:

1. Each team will be introduced to the evaluators by the individual running the event.
2. Start the time when the first acting officer speaks following the reading of the abilities to be performed. Stop at 2 minutes even if the abilities have not been completed.
3. After the completion of the abilities and questions, the Secretary will be asked to read the minutes of the meeting. [**The minutes will not be submitted to the judges for review.**]
4. The test will be administered to all team members immediately after their demonstration. It will be scored according to procedures on the scorecard.

After event:

1. Each evaluator should total each team's score and arrive at the placing. Discussion between evaluators is allowed and encouraged.
2. Ribbons may be awarded according to the guidelines on the results sheets.
3. A critique sheet should be completed for each team.
4. Two copies of the results should be completed on the sheets provided.

Event dress:

1. Each participant should wear the official FFA dress defined in the FFA Manual: Male—a white shirt, official FFA tie, dark trousers, dark socks, dark shoes and FFA jacket. Female—a white blouse, official FFA scarf, dark skirt/slacks, dark shoes and FFA jacket.
2. Since this is a team event, uniformity of dress by team members might have an effect on the score granted in the general appearance division of the score card.

C. Official Score Card

| | |
|---|-------------|
| Parliamentary Procedure Knowledge (150 pts each item)..... | 450 |
| Response to Situation Questions (50 pts each question)..... | 200 |
| Stage Presence/General Appearance..... | 75 |
| Power of Expression, Voice | 100 |
| Secretary Minutes | 50 |
| Parliamentary Knowledge Test..... | <u>125</u> |
| Total..... | 1000 |

D. Awards Recognition

1. District Awards—Teams meriting awards shall be rated as purple, blue, red, or white. Each district is entitled to one participant in the state event. If there are seven or more teams, or if 70% or more schools in the district have a team in the district event, a second team will qualify for the state event.
2. State Awards—Teams in the state event will be designated as gold, silver, or bronze plaque recipients.

JUNIOR PARLIAMENTARY PROCEDURE EVENT CRITIQUE SHEET

FFA Chapter: _____

Excellent
 Good
 Average
 Fair
 Poor

Recommendations for Improvement

| Knowledge of correct parliamentary procedure (<i>Pedigrees not a part of score for knowledge</i>) (150 pts each) Item 1 _____ Item 2 _____ Item 3 _____ <i>(maximum of 450 points)</i> | | | | | | |
|--|--|--|--|--|--|--|
| Response to situation questions (50 pts each) #1 _____ #2 _____ #3 _____ #4 _____ <i>(maximum of 200 points)</i> | | | | | | |
| Stage presence/General Appearance <i>(maximum of 75 points)</i> | | | | | | |
| Voice/Power of Expression <i>(maximum of 100 points)</i> | | | | | | |
| Secretary's minutes <i>(maximum of 50 points)</i> | | | | | | |
| Parliamentary Knowledge Test <i>(maximum of 125 points)</i> | | | | | | |
| TOTAL <i>(maximum of 1000 points)</i> | | | | | | |

GENERAL COMMENTS: