

Conduct of Chapter Meetings

A Special Project of the South Dakota FFA Foundation

Important Note

Please thoroughly read the General Rules at the beginning of this handbook for complete rules and procedures that are relevant to all South Dakota FFA Leadership Development Events.

Purpose

The purpose of the FFA Conduct of Chapter Meetings 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 skills.

Event Rules

- Participation in the State Leadership Development Events will be limited to two teams per district. Each team shall consist of members from only one chapter. The participating chapters are to be selected by the district; the first and second team from each district will advance to state.
- Each of the seven SD FFA Districts will be responsible for providing one judge for the Conduct of Chapter Meetings LDE.
- Each team shall consist of seven active, 7th-9th grade members, who are not members of their chapter's Parliamentary Procedure team. Students may compete only one year at the district and/or state level. Chapters may choose to elect a junior officer team that meets these guidelines and functions throughout the year.
- The chapter advisor shall not participate in the LDE; however, a seventh member shall participate in the role of advisor during the opening ceremony and shall participate as a regular member during the transaction of business.
- It is highly recommended that participants wear FFA Official Dress for this event.
- A team shall be allowed a maximum of 15 minutes in which to demonstrate its knowledge of the opening and closing ceremonies and parliamentary law without penalty. A time display will be provided so participants know how much time has elapsed during the presentation. A deduction of 2 points/second for every second over 15:00 will be assessed. A timekeeper will furnish the time used by each team at the close of the event.
- All participants must bring their own pencils (a minimum of two No. 2 pencils).
- Each judge and team member will be provided with a typewritten copy of the specific motions to be demonstrated. They will also be provided with scratch paper. No paper will be allowed to leave the presentation room.

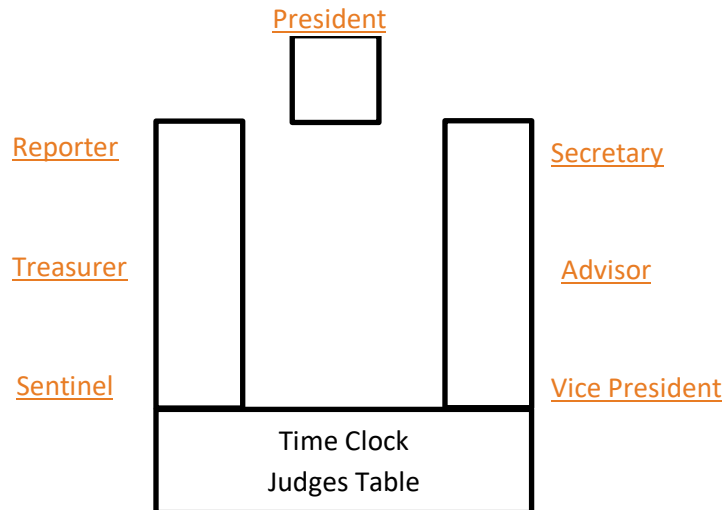
Event Format

The Conduct of Chapter Meetings LDE will use the official opening and closing ceremonies as published in the Official FFA Manual (latest edition).

The Conduct of Chapter Meetings LDE will have the following phases: a 15-minute team presentation of parliamentary procedure including the FFA's official opening and closing ceremonies, oral questions following the presentation, and a 25 question written examination on officer duties, meeting room preparation, parliamentary procedure permissible motions and the order of business.

Procedure for Presentations

The team members will file into the room and take their respective positions. Symbols for each office will have been properly arranged for the team members prior to the time that they enter the room.



Upon entering the presentation room and taking their seats, the participants will have one minute to review the main motion, the motions to be demonstrated, and to identify his/her motion/ability (which may be noted by bolding, underlining, or an asterisk). No discussion between team members will be allowed during the one minute. While all seven team members will know all of the required abilities, they do not know who has to perform the others.

Example:

Main Motion: Move to recommend that the National FFA Creed be revised.
 Required Motions:

- Raise a Question of Privilege
- Parliamentary Inquiry
- Refer to Committee
- Amend***
- Postpone Indefinitely
- Division of the Assembly

The LDE officials will select one main motion, and six specific abilities with at least one subsidiary, one incidental, and one privileged or unclassified motion from the list of permissible motions/abilities. No other motions may be used. However, a point of order and parliamentary inquiry may be used if it is not one of the required abilities. Points will not be awarded if it is not on the motion card, and an appeal may not be made on the president’s ruling.

Each of the seven team members will be asked a planned, written question with one or two parts relating to their assigned ability or officer position.

Judges will score all member debates, only the top three debates per team member will impact final team score.

The motion to adjourn is not allowed. Closing ceremonies must be performed.

Scoring

Ranking

Teams shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation with each other. The judges' ranking of each team shall then be added and the winner will be that team whose total of the rankings is the lowest. Subsequent placings shall be determined in the same manner (low point score method of selection).

Item Scored	Possible Points
Individual Scores (Includes Test Score)	115
Total for Individuals	805
Conclusions	65
Team Voice, poise and expression	50
Total Team Score	920

Tiebreakers

In case of a tie, the highest debate total of the team will be used, followed by the team total on the written exam.

Conduct of Chapter Meetings LDE: Recommended References

The official text will be the latest edition of *Robert's Rules of Order Newly Revised* published by Scott, Foresman, and Company.

Additional references may include:

FFA New Horizons, FFA Advisors...Making A Difference, the Official FFA Manual, The FFA Student Handbook, the Official Chapter Secretary's book, and Shane Dunbar's "Parli-Pro Judging Guide."

Conduct of Chapter Meetings LDE: Examples of Main Motions

1. I move that our chapter hosts a district lock in (or a district Greenhand lock in).
2. I move that our chapter prepares a farm safety bulletin board for the elementary school.
3. I move that our chapter donates \$250 to the county food bank.
4. I move that our chapter hosts a car wash for a fundraiser.
5. I move that our chapter sponsors a team in this summer's Relay for Life event.
6. I move that our chapter hosts a farm safety day camp next month.
7. I move that our chapter contributes a minimum of 500 hours to community service this year.
8. I move that our chapter purchase a milk vending machine for the school.
9. I move that our chapter purchase a digital camera.
10. I move that our chapter selects a Greenhand of the month member to submit to the local paper each month.
11. I move that our chapter Greenhands pick up trash on the school grounds this Saturday.
12. I move that our chapter hosts an open house for Greenhand parents next month.
13. I move that our chapter build a float for this summer's community parade.
14. I move that our chapter host a coloring contest for elementary students during FFA week.
15. I move that our chapter purchase new hand tools for the school's shop.
16. I move that our chapter begin a community garden this summer.
17. I move that our chapter hosts a bicycle safety day next weekend.
18. I move that our chapter sponsors a tractor driving contest for area FFA chapters.
19. I move that our chapter builds a storage shed for the city park.
20. I move that our chapter has a movie night during Christmas vacation.
21. I move that our chapter starts a new scholarship fund for FFA members.
22. I move that our chapter hosts a Christmas Toy Drive.
23. I move that our chapter hosts a community blood drive.
24. I move that all Greenhand members participate in at least two chapter activities this year.
25. I move that our chapter purchases new basketballs for the elementary classrooms.
26. I move that our chapter donate \$500 to the after-prom committee.
27. I move that our chapter conduct a member labor auction.
28. I move that our chapter host a school-wide dance during FFA week.
29. I move that our chapter has a bake sale during our community's annual rummage sale.
30. I move that our chapter host an ATV obstacle course.
31. I move that our chapter takes a ski trip this January.
32. I move that our chapter builds a trophy case for the agricultural classroom.
33. I move that our chapter starts an Adopt a Highway program for the Greenhand members.
34. I move that our chapter provide refreshments during parent-teacher conferences.
35. I move that our chapter sponsor a fire safety program for elementary students.

Conduct of Chapter Meetings LDE: Chart of Permissible Motions

Motion	Debate	Amend	Vote Required	Second	Reconsider
Privileged					
Recess	No	Yes*	Majority	Yes	No
Question of Privilege	No	No	None	None	No
Incidental					
Point of order	No	No	None***	No	No
Parliamentary inquiry	No	No	None	No	No
Division of the assembly	No	No	No	No	No
Subsidiary					
Previous question	No	No	2/3	Yes	Yes, before vote
Postpone definitely	Yes	Yes	Majority	Yes	Yes
Commit or Refer	Yes	Yes	Majority	Yes	Yes
Amend	Yes	Yes**	Majority	Yes	Yes
Postpone indefinitely	Yes	No	Majority	Yes	Yes, vote only
Main Motions					
Main motion	Yes	Yes	Majority	Yes	Yes

*Amendable with respect to the length of the recess.

**Debatable if applied to a debatable motion.

***Assembly decides by a majority vote if the chair does not want to make a ruling.

Conduct of Chapter Meetings LDE: Judges' Scoring Worksheet

Note: Judges scoring discussion heard during the parliamentary procedure LDE should observe the following guidelines:

It is essential that each judge observe and maintain consistent criteria in scoring discussion for the duration of the LDE.

Judges must overlook personal opinions and beliefs in order to score discussion in an unbiased manner. All discussions must be scored at the time it is delivered. Only the best three discussion scores are counted toward the final score.

Characteristics of effective discussion include:

- completeness of thought
- logical reasoning
- clear statement of speaker's position
- conviction of delivery
- conciseness
- effectiveness of the statement

A suggested grading scale is as follows:

Excellent – 13-15 points

Truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered

Good – 9- 12 points

Effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner

Average – 5-8-10 points

Provides reasons for passing the motion that are new, informative and logically related

Poor – 0-4 points

Lack of effective delivery, poor grammar, reasoning and substance

Each time a participant in the presentation discusses any motion, they may earn a score.

However, an individual may never earn more than 45 points in a given presentation.

Furthermore, no more than 15 points may be earned during one recognition by the chair.

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

SOUTH DAKOTA CONDUCT OF CHAPTER MEETINGS LEADERSHIP DEVELOPMENT EVENT

FFA CHAPTER:

	SENTINEL		TREASURER		REPORTER		PRESIDENT		SECRETARY		ADVISOR		VICE PRESIDENT		INDIVIDUAL MEMBER POINTS	
OPENING ceremonies		/15		/15		/15		/15		/15		/15		/15		
DEBATE – top 3 debates scores,							Ability to Preside									
							/45									
ORAL QUESTIONS	/10		/10		/10		/10		/10		/10		/10			
REQUIRED MOTIONS	SENTINEL ABILITY:		TREASURER ABILITY:		REPORTER ABILITY:		CHAIR LEADERSHIP: Presence, Poise, Confidence, Voice		SECRETARY ABILITY:		ADVISOR ABILITY:		VICE PRESIDENT ABILITY:			
		/20		/20		/20	/20			/20		/20		/20		
TEST SCORE		/25		/25		/25	/25			/25		/25		/25		
STUDENT SUB TOTALS															/805	
CONCLUSIONS reached by team	<i>Main motion was thoroughly analyzed. Conclusions reached were consistent with debate on the motion, as was voting.</i>														/65	
TEAM voice, poise and expression	<i>Members spoke clearly with appropriate pitch, pace, enunciation and grammar. They showed confidence through professional demeanor, eye contact, etc. They spoke with conviction with appropriate emphasis and body language.</i>														/50	
CLOSING CEREMONIES	<i>Total number of errors in closing ceremonies (deducted from total, insert a POSITIVE number)</i>														(-)	
DEDUCTIONS (refer to guide) list deductions in this space)	<i>Parliamentary errors 5-25 pts, time penalty 2 pts per second over 15 minutes (deducted from total, insert a POSITIVE number)</i>														(-)	
TEAM TOTAL:																

Comments: