

# PARLIAMENTARY PROCEDURE SCORECARD

|         |                       |
|---------|-----------------------|
| CHAPTER | TEAM NAME (IF NEEDED) |
|---------|-----------------------|

| Debate See Characteristics of Effective Debate                                                                                                                                                                                                                                                                                                                                   |  |                            |                                                   |   |           |   |           |   |           |          |          |          |          |          |          |            |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------|---------------------------------------------------|---|-----------|---|-----------|---|-----------|----------|----------|----------|----------|----------|----------|------------|------------|
| Depending on the number of team members, the following points are available for each member to earn for debate (excluding the chair)<br><br><table><tr><td>Number of members debating</td><td>Points eligible for each member to earn in debate</td></tr><tr><td>6</td><td>10 points</td></tr><tr><td>5</td><td>12 points</td></tr><tr><td>4</td><td>15 points</td></tr></table> |  | Number of members debating | Points eligible for each member to earn in debate | 6 | 10 points | 5 | 12 points | 4 | 15 points | Member A | Member B | Member C | Member D | Member E | Member F | Pts. Poss. | Pts. Given |
|                                                                                                                                                                                                                                                                                                                                                                                  |  | Number of members debating | Points eligible for each member to earn in debate |   |           |   |           |   |           |          |          |          |          |          |          |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                  |  | 6                          | 10 points                                         |   |           |   |           |   |           |          |          |          |          |          |          |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                  |  | 5                          | 12 points                                         |   |           |   |           |   |           |          |          |          |          |          |          |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                  |  | 4                          | 15 points                                         |   |           |   |           |   |           |          |          |          |          |          |          |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                  |  |                            |                                                   |   |           |   | 60        |   |           |          |          |          |          |          |          |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                  |  |                            |                                                   |   |           |   |           |   |           |          |          |          |          |          |          |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                  |  |                            |                                                   |   |           |   |           |   |           |          |          |          |          |          |          |            |            |
|                                                                                                                                                                                                                                                                                                                                                                                  |  |                            |                                                   |   |           |   |           |   |           |          |          |          |          |          |          |            |            |

| <b>Demonstrated knowledge of parliamentary procedure</b> See Rubric for Handling Motions |                                                                  |       |        |      |       |            |            |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------|--------|------|-------|------------|------------|
| Required Ability                                                                         | This area is optional for judges to use if it helps with scoring |       |        |      |       | Pts. Poss. | Pts. Given |
|                                                                                          | Second                                                           | Amend | Debate | Vote | Notes |            |            |
| 1.                                                                                       |                                                                  |       |        |      |       | 10         |            |
| 2.                                                                                       |                                                                  |       |        |      |       | 10         |            |
| 3.                                                                                       |                                                                  |       |        |      |       | 10         |            |
| 4.                                                                                       |                                                                  |       |        |      |       | 10         |            |
| 5.                                                                                       |                                                                  |       |        |      |       | 10         |            |

Teams may use their discretion to pass or fail the abilities to demonstrate. Full points can be awarded to teams who carry out the rules of the ability in either format correctly.

| <b>Conduct of business/solving the problem</b>                                              |    |  |
|---------------------------------------------------------------------------------------------|----|--|
| Completeness: who, what, when, & where; realistic; responsibilities are delegated; finality | 40 |  |

| <b>Chairperson</b>                                                                                           |    |  |
|--------------------------------------------------------------------------------------------------------------|----|--|
| Correct use of gavel                                                                                         | 10 |  |
| 3 taps: standing during opening and closing ceremonies                                                       |    |  |
| 1 tap: start meeting, sit during ceremonies, announcement of result of motion (pass/fail), meeting adjourned |    |  |
| Ability of president to preside                                                                              | 10 |  |

| <b>Questions</b>                                             |    |  |
|--------------------------------------------------------------|----|--|
| 10 questions concerning conduct of meeting (2 pts./question) | 20 |  |

| Minutes See Guide to Scoring Secretary's Minutes                                                                                                                                                                                                                          |    |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|
| Completeness & accuracy (11 pts.)<br>Format: date, time started, presiding officer, place, Secretary signature (2 pts.)<br>Legibility: clarity (2 pts.)<br><i>Minutes that exceed the minimum criteria should not be marked down (e.g., discussion could be included)</i> | 15 |  |

|                                                                                   |    |  |
|-----------------------------------------------------------------------------------|----|--|
| <b>State Contest ONLY:</b> Mean team exam score (Rounded to one-tenth of a point) | 20 |  |
|-----------------------------------------------------------------------------------|----|--|

| <b>Subtotal</b>            |  |  |
|----------------------------|--|--|
| Official Dress Deductions* |  |  |
| Time Deductions**          |  |  |

| Grand Total | Total possible for District & Regional Contest | 205 |
|-------------|------------------------------------------------|-----|
|             | Total possible for State Contest               | 225 |

See Guide to Ranking Teams **RANKING\*\*\***

**Official Dress Deductions\***

If warranted, deductions for non-compliance with official dress guidelines will be determined by the contest chair and enforced equally by all judges. The chair may make a deduction of 0, 2, 5, 7, or 10 points.

Official Dress for an FFA member includes: 1. An official FFA jacket zipped to the top, 2. black slacks and black socks/nylons or black skirt and black nylons (*skirt should be a minimum of knee length and slacks should be full length*), 3. white collared blouse or white collared shirt, 4. official FFA tie or official FFA scarf, 5. black dress shoes with closed heel and toe.

*Note: Medical or cultural adjustments to required official dress may be made with prior approval of contest/event chair. Also, appropriate personal protective equipment may be used with Official Dress.*

**Time Deductions\*\***

See *Parliamentary Procedure Rules* for detailed explanation of time deductions.

| PRESENTATION LENGTH | POINT DEDUCTION |
|---------------------|-----------------|
| 5:31 - 6:30         | -8 points       |
| 6:31 - 7:30         | -4 points       |
| 7:31 - 12:30        | No deduction    |
| 12:31 - 13:30       | -2 points       |
| 13:31 - 14:30       | -4 points       |

**Ranking\*\*\***

Before scores are submitted, the contest chair will have the judges confer after all presentations are finished. During this time, judges may only discuss the abilities performed and must come to an agreement on the correctness of demonstrated abilities.

After scoring presentations, each judge will use their total score to rank the teams numerically without consultation among judges. All judges' rankings for each team will then be totaled together. The winner will be the team whose total of rankings is the lowest (low point score method of selection).

District and regional teams will be rated **gold** or **silver**. State semi-finals teams will be rated **silver** or **bronze**. State finals teams will be rated **gold** or **silver**. Determinations should be based on the score break of the performance. The top team and an alternate will be selected to move on to another contest level.

Placing and awards shall be determined utilizing the Guide to Ranking Teams and General Rules Governing Michigan FFA Leadership Contests.