GREENHAND CONDUCT OF MEETINGS

Leadership Development Event

MICHIGAN FFA

Contest Details

Team Event
Participants: 7
9-10th Grade (first-year member)
Official Dress Required: Yes
National Qualifying Event: Yes

OBJECTIVES

To develop the ability of Greenhand FFA members to conduct meetings effectively according to correct parliamentary procedure and to improve the leadership skills of members.

EDUCATIONAL STANDARDS

For educational standards, please refer to the Conduct of Chapter Meetings Handbook located at https://www.ffa.org/participate/ldes/conduct-of-chapter-meeting/

TEAM MAKE-UP/ELIGIBILITY

Number of students

Greenhand Conduct of Meetings teams must consist of seven members.

Members must be first-year members.

Members must either be in 9th or 10th grade.

Alternates must be listed on the district entry form submitted to the state office.

All participants (including alternates) must be members in good standing

with the Michigan FFA Association and on the official roster.

Equipment needed by students/provided by contest

Tables and chairs will be provided by the contest.

The contest will also provide officer paraphernalia.

Official Dress

Official dress is required for this contest.

Official dress for an FFA members includes:

1. An official FFA jacket zipped to the top
2. Black slacks and black socks/nylons or black skirt and black nylons
    a. *Skirt should be a minimum of knee length*
    b. *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. Junior high FFA members are allowed to wear FFA jackets, but it is optional. Participants in junior high contests should not be judged differently for wearing or not wearing a jacket

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.

CONTEST PERSONNEL

Judges

A total of three competent and unbiased judges will be provided.

Educators and industry representatives are recommended.

During the contest, the judges will seat themselves apart from one another in different sections of the room.

Contest Chair

The contest chair will monitor the contest room and assist the judges as they compile their final placing.

The contest chair will adequately prepare the judges before the event competition.

Timekeeper

The timekeeper should use a stopwatch and the guidelines provided on the Michigan FFA website. The timekeeper should also use the 8 ½" x 11" cards available at https://www.michiganffa.org/sites/default/files/2026-09/Greenhand%20Conduct%20of%20Meetings%20Timekeeper%20Signs.pdf

Holding Room Monitor

The holding room must be monitored at all times.

Prep Room

The preparation room must be monitored at all times.

The preparation room should be in a location that minimizes distractions for the participants.

PROCEDURE

Team Makeup

Each team will be composed of seven active members. Each team will be organized to have members acting as president, vice-president, secretary, treasurer, reporter, and sentinel. The seventh member will take the part of the chapter advisor in the opening ceremonies and then will participate as a regular team member.

There is a 15-point deduction per missing team member. The president and secretary positions must be covered to compete.

Name Tents/Tags: While not required for the contest, if teams create name tents for their members, they are limited to include any of the following on the

front: name, officer position, chapter, FFA emblem. The back and/or inside of the tent must remain blank.

Items of Business

Abilities to be demonstrated and items of business to be used in district, regional, and state contests will be furnished to the contest chair.

The “Things to Consider” will be used at district and regional levels, but not at the state level.

Teams are not to be penalized for not completing the list of things to consider, or for completing additional items.

Contest Procedures

Teams will draw for order of competition. The contest chair will introduce each team in order of drawing.

Teams will be held in a holding room until they are to appear in the prep room. Once the team is taken to the prep room, the adult supervisor will read the items of business to the group and then the team will be given five minutes to look over the items of business and abilities to perform and prepare for the contest. Students may ask questions about the meaning of words in the item of business.

No team discussion in the prep room.

A team may be disqualified if anyone other than the contest chair, holding room, or prep room monitor enters the holding room or the prep room at any time during the competition.

Room Set Up

The entire team will be led to the contest room where they will wait for the sentinel to set up the room.

For District and Regional Contests: Without assistance, the sentinel will be required to arrange the station markers for the meeting according to the Conduct of Meetings Seating Diagram. The sentinel is also to set the items of business at each station at the district and regional contest. At the state contest, the contest chair will distribute the items of business according to the assigned abilities.

The contest chair will determine the sentinel’s location which should be

labeled at the table where the contestants are seated. The sentinel may not be placed between the President and Secretary.

The state office will supply a desk flag to be used for the contest. The contest chair will place the desk flag to the right of the President station (not at the Reporter station).

After the questioning period, the sentinel will return the station markers and items of business to the storage table. Two points will be deducted if this rule is not followed.

For State Contests only: The sentinel will not set up the room. Station markers and desk flag will be set up for all teams. Before the contest begins, the contest chair will show all sentinels the contest room to help with lining up team members.

Presentation

Prior to the presentation the team should introduce:

1. Team members
2. FFA chapter competing
3. Items of business
4. Abilities to perform
5. Teams may not read the list of things to consider
6. **Immediately proceed with, "Timekeeper, we are ready to begin our presentation," or "Honorable Timekeeper, we are ready to begin our presentation."**

The team members will open the meeting with the official opening FFA ceremonies, will conduct a short demonstration of three parliamentary procedure abilities, and close the meeting with the official closing ceremonies.

Teams have two options to use to transition into closing ceremonies:

1. Option 1: Have a slight pause between the last item of business and the closing ceremonies and then start closing ceremonies.

or

2. Option 2: Pass the adjourn motion (but do not say meeting adjourned). The president, after saying motion carried (for the adjourn motion), then will enter into closing ceremonies.

The team must conclude their presentation with, "Timekeeper, this concludes our presentation," or "Honorable Timekeeper, this concludes our presentation."

As of May 2023, the National FFA Board of Directors approved the following language for use in Opening/Closing Ceremonies and addressing officers. **This additional terminology is approved for use in all Michigan FFA Leadership Development Events. If used correctly, full points should be awarded.**

- In addition to upholding the tradition of using "Mister Officer Position"/"Madam Officer Position" in all official FFA ceremonies, the option of using "Officer Position (Last Name)" may be considered for use in Opening and Closing Ceremonies. This option can also be used when addressing officers.
- Examples of approved terminology:
    - "Mister President" or "President Barnum"
    - "Madam Vice President" or "Vice President Gusa"

Abilities

Each team will be asked to demonstrate three of the following abilities (the actual abilities to perform will be written on the item of business sheet given to the team in the prep and contest room). **At the district and regional contest any member may demonstrate any ability. At the state contests, abilities will be randomly assigned to team members. The secretary will not be assigned an ability to demonstrate.**

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.

ABILITIES FOR DEMONSTRATION AT THE DISTRICT CONTEST
1. To receive and dispose of a motion of business (main motion) 2. To call for a division of the assembly 3. To rise to a point of order 4. To receive a motion of business with or without an amendment, and receive a motion to lay it on the table 5. To consider an item of business and receive a motion to refer it to a committee 6. To receive a motion to suspend the rules 7. To move the previous question 8. To direct a question of parliamentary inquiry
ABILITIES FOR DEMONSTRATION AT THE REGIONAL CONTEST
All the abilities listed in the district contest, plus the following: 1. Motion with one amendment only 2. To receive a motion of objection to the consideration of a question ***For the regional contest, at least one regional level ability will be selected.***
ABILITIES FOR DEMONSTRATION AT THE STATE CONTEST
All the abilities listed in the district and regional contest, plus the following: 1. Move to limit or extend limits of debate 2. To move a main motion and withdraw the motion 3. Raise a question of privilege ***For the state contests, at least one state level ability will be selected.***

Questions

Contest judges will then ask ten questions, one at a time, without explanation, to each team. Only the team member which is asked to answer the question may respond for points.

These questions will be taken from the *Parliamentary Procedure Oral Questions* blue manual and/or the *Official FFA Manual* by the state FFA office and will be provided to the judges.

The first seven questions will be directed to specific offices/spots consistently to all teams. For example, each president gets the same question; each secretary gets the same question, etc. Judges should repeat a question when asked by a student.

All questions past seven will be open to all members to answer. Of the

volunteers to answer the question one person will be selected by the judges to provide the answer. Any team member may respond; however, maximum points can only be awarded for total team participation.

If more than one team member wishes to respond to a specific question, the judges will designate which member shall answer.

Exam

At the state semi-finals and finals, twenty minutes will be provided for team members to complete a 10-question exam on parliamentary procedure. This exam will be completed by each individual on the team and the mean score (rounded to one-tenth of a point) will be provided to the judges after the last team presentation.

Tests will be created by the state FFA office using questions from Dunbar's Manual of Parliamentary Procedure Test Questions I.

Participants must report to the holding room one hour before the start time of the contest listed in the convention schedule. Teams that fail to show up on time will not be allotted extra time to complete the exam.

Minutes

Following the questioning period, the secretary must take minutes and hand them in to the judges. Five minutes will be allowed after completion of the questions and answer period to finish the minutes. Shorthand and other styles as described in the Greenhand Conduct of Meetings Guide to Scoring Secretary's Minutes may be used.

Parliamentary Authority

The authority for the abilities will be *Robert's Rules of Order 10th Edition* while the *Official FFA Manual* and the *FFA Student Handbook* will be the authorities for the remainder of the contest.

Judges Confer

Before scores are submitted, the contest chair will have the judges confer after all presentations are finished, the contest chair will lead this discussion. During this time, judges may only discuss the accuracy of abilities performed and questions answered. Judges must come to an agreement on points

earned in these categories.

TIME

The timekeeper will record the length of the presentation. This time will be reported to the judges. The exact total minutes and seconds must be recorded showing undertime or overtime for which deductions will be made.

Official time does not include the time required for the team's introductions.

The presentations will be a maximum of 11 minutes in length and a minimum of 8 minutes.

The presenters will receive a signal at 8 minutes and at 10:30 minutes.

At 10:30 minutes, the timekeeper will stand and remain standing until the presentation is done.

The question-and-answer period will not be timed.

After the question and answer period, the secretary will be given 5 minutes to write the minutes. At the end of five minutes the timekeeper will stand up and say, “Time,” and the secretary must stop writing.

For deductions, see the time deductions chart.

PRESENTATION LENGTH	POINT DEDUCTION
4:31 - 5:30	-12 points
5:31 - 6:30	-8 points
6:31 - 7:30	-4 points
7:31 - 11:30	No deduction
11:31 - 12:30	-2 points
12:31 - 13:30	-4 points
13:31 - 14:30	-6 points

SCORES

The presentation will be scored on the following criteria.

SCORES FOR PRESENTATION	
Opening Ceremonies: ● Based on correct memorization only *9 points for president* *6 points for vice president* *3 points for other officers*	30 points
Debate: ● All members should participate nearly equally *5 points per member (except president)*	30 points
Debate – Overall effect and quality: ● It should be difficult to receive all points possible ● Convincing, realistic, logical, orderly & efficient ● **Characteristics of effective debate**: ● Member's ability to state their position, provide reason(s) supporting their position and tell or encourage the delegation how to vote ● **The delivery of the debate will include:** ● Completeness of thought, logical reasoning, clear statement of speaker's position, conviction of delivery, concise and effective statement of debate ● **(See Characteristics of Effective Debate Document)** ● Voice, poise & grammar	10 points
Closing Ceremonies: ● Based on correct memorization only ● Teams are to move into one of the two options listed above *4 points for president* *1 point for secretary*	5 points
Demonstrated Knowledge of Parliamentary Procedure: ● Based on rubric supplied in judges' packet *10 points per ability*	30 points
Conduct of Business/Solving the Problem: ● Completeness (who, what, when, where) ● Realistic ● Responsibilities are delegated ● Finality *No points deducted for not completing things to consider*	30 points
Correct Arrangement of Station Markers: ● Done by sentinel *2-point deduction if sentinel does not return items to storage table* *District and Regional Level only - no points at State*	5 points
Correct Use of the Gavel:	5 points

• 3 taps: standing during opening and closing ceremonies • 2 taps: start meeting 1 tap: sit during ceremonies, announcement of result of motion (pass/fail), meeting adjourned	
Ability of President to Preside	5 points
Response to Questions: *2 points per questions*	20 points
SCORES FOR MINUTES	
Completeness and Accuracy of Minutes	6 points
Format of Minutes: • Date • Time Started • Presiding Officer • Secretary Signature	2 points
Legibility (Clarity) of Minutes	2 points
• *Examples of shorthand notations and styles can be found in Guide to Scoring Secretary's Minutes.* • *Minutes that exceed the minimum criteria should not be marked down (i.e., discussion could be included)*	
Exam (State Contest Only)	10 points

Determining Awards

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.

ADDITIONAL MATERIALS

In addition to these rules, please review the following documents:

- General Rules Governing Michigan FFA Leadership Contests
- Greenhand Conduct of Meetings Scorecard
- Guide to Ranking Teams
- Greenhand Conduct of Meetings Timekeeper Instructions
- Contest Chair Instructions
- Conduct of Meetings Seating Diagram
- Greenhand Conduct of Meetings Guide to Scoring Secretary's Minutes

REFERENCES

References for this contest include but are not limited to the following. Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available.

- Greenhand Conduct of Meetings Rubric for Handling Motions
- National FFA Opening and Closing Ceremonies
- *Robert's Rules of Order 12th Edition*
- *Parliamentary Procedure Oral Questions* by: Shane D. Dunbar
- *Dunbar's Manual of Parliamentary Procedure Test Questions*
- *FFA Student Handbook*
- *FFA Official Manual*