MICHIGAN FFA

PARLIAMENTARY PROCEDURE

Leadership Development Event

Contest Details

Team Event
Participants: 5-7
Official Dress Required: Yes
National Qualifying Event: Yes

OBJECTIVES

To develop the ability of 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 Parliamentary Procedure Handbook located at https://www.ffa.org/participate/ldes/parliamentary-procedure/

TEAM MAKE-UP/ELIGIBILITY

Number of students

Parliamentary Procedure teams may consist of 5-7 high school members.

Substitution of members is not permissible, except to keep the team eligible.

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 as well as blank paper for the preparation room.

Official Dress

Official Dress is required for this contest.

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
    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 the 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/Parliamentary%20Procedure%20Timekeeper%20Signs.pdf

Holding Room Monitor

The holding room should 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 5-7 active members. Each team will be organized to have a member acting as chair and as secretary. The remaining members will serve as regular members.

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. Items of

business will be related to one of the areas of the Program of Activities: Growing Leaders, Building Communities, or Strengthening Agriculture.

Contest Procedures

Teams will draw for the 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 contest chair may read the problem to the group and team members may ask for the definition of a word related to the topic (which is not parliamentary procedure related). Then the team will be given five minutes to study the item of business and parliamentary procedure abilities and prepare before entering the contest room.

No materials may be brought into the prep room.

Blank paper will be provided in the prep room for notes, which may be taken into the contest room.

Team discussion in the prep room is not allowed.

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.

Upon finishing the prep time, an adult will lead the team to the contest room. Each team will be given the contest room copy of the item of business and abilities to demonstrate (which is the same as the one seen in the prep room).

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. **Immediately proceed with, "Timekeeper, we are ready to begin our presentation," or "Honorable Timekeeper, we are ready to begin our presentation."**

The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The chair shall start the presentation with 1 tap of the gavel and by saying, “Is there any new business?”

Because the meeting opens during new business, teams will not receive a motion to suspend the rules of opening and closing ceremonies or reading of reports.

Each team will be requested to demonstrate the type of business conducted at a typical chapter meeting with debate and solving the problem (planning the activity well) being very important parts of the presentation.

At the conclusion of the demonstration, the president should 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 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,” the option of using “Officer Position (Last Name)” may be considered for use when addressing officers.
- Examples of approved terminology:
    - “Mister President” or “President Barnum”
    - “Madam Vice President” or “Vice President Gusa”

Abilities

During the presentation, the five abilities listed on the sheet must be demonstrated.

Overlapping required skills within one motion is permissible. 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.

At the district contest, any member may demonstrate any ability. At the regional and state contests, abilities will be randomly assigned to team members.

Judges and contest chairs need to refer to the provided seating diagram to determine ability assignment. The seating diagram will contain three charts,

one for each of the following scenarios:

NUMBER OF TEAM MEMBERS	ABILITY ASSIGNMENT
Five-person team	Each member **including** the secretary will complete one ability. **The extra ability will randomly be assigned to a seat to be completed by a member other than the secretary.**
Six-person team	Each member **including** the secretary will complete one ability.
Seven-person team	Each member **except** the secretary will complete one ability.
Team chairs will not be assigned an ability.	

Team participants will not be informed of their required ability until they enter the contest room, take their position, and are directed by the chair to turn the item of business over prior to introduction of the judges. No additional time for preparation will be provided to review the abilities.

Each team will be asked to demonstrate five 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).

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 objection to the consideration of a question. 5. To receive a motion of business with or without an amendment and receive a motion to lay it on the table. 6. To consider an item of business and receive a motion to refer it to a committee. 7. To direct a request for information (or point of information) 8. To receive and dispose of a motion, its amendment, and an amendment to the amendment. 9. To move the previous question. 10. 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. To receive a motion to reconsider. 2. To receive a motion to take the original motion from the table, secure a vote; and, if favorable, consider the original motion. 3. To move to limit or extend limits of debate. 4. To move a main motion and withdraw the motion. **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 contests, plus the following: 1. To receive an item of business and then postpone indefinitely. 2. To receive an item of business and then postpone definitely. 3. To receive a motion to rescind a previous action. 4. To direct an appeal from the decision of the chair. **For the state contest, at least one state level ability will be selected.**

Questions

At the conclusion of the demonstration, the judges then will ask participants 10 questions on parliamentary procedure.

Questions will be selected from *Parliamentary Procedure Oral Questions* blue manual by the state FFA office and will be provided to the judges.

All questions must pertain to the 18 abilities identified in this scoring guide.

Questions must be consistent with the current contest level. (Example: Questions about the motion to reconsider may not be asked at districts)

Judges should be consistent by directing questions in the same manner to each team. Each team member will be asked one directed question at District and Regional Contests with the remaining questions being open to the entire team. At the State level Contests, all 10 questions will be directed with no member getting more than two questions.

Only the team member which is asked to answer the question may respond for points.

Judges should repeat a question when asked by a student.

The question period will not be timed.

Exam

At the state semi-finals and finals, thirty minutes will be provided for team members to complete a 20-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. Teams that fail to show up on time will not be allotted extra time to complete the exam.

Minutes

At the conclusion of the question period, the secretary will be given 5 minutes to finish the minutes. A timekeeper will announce when the five minutes are finished.

Reading of the secretary minutes at the end of the performance is not allowed.

Shorthand and styles as described on the guide to grading the secretary's minutes may be used.

Parliamentary Authority

The authority for the abilities will be *Robert's Rules of Order 12th 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. During this time, judges may only discuss the abilities performed and must come to an agreement on the correctness of demonstrated abilities.

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 12 minutes in length and a minimum of 8 minutes.

The presenters will receive a signal at 8 minutes and at 11:30 minutes.

At 11:30 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 the period, the secretary will be given five 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 time deductions chart.

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

SCORES

The presentation will be scored on the following criteria.

<table>
<tr><th>SCORES FOR PRESENTATION</th><th></th></tr>
<tr><td>
Debate:

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
All members should participate nearly equally
Each member should debate at least twice

Depending on the number of team members, the following points are available for each member to earn for debate (excluding the chair):
<table>
<tr><th>Number of members debating (excludes chair)</th><th>Points eligible for each member to earn in debate</th></tr>
<tr><td>4</td><td>15 points</td></tr>
<tr><td>5</td><td>12 points</td></tr>
<tr><td>6</td><td>10 points</td></tr>
</table>
</td><td>60 points</td></tr>
<tr><td>
Demonstrated Knowledge of Parliamentary Procedure:

Based on rubric supplied in judges' packet

10 points per ability
</td><td>50 points</td></tr>
<tr><td>
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
</td><td>40 points</td></tr>
<tr><td>
Correct Use of the Gavel:

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

</td><td>10 points</td></tr>
</table>

Ability of President to Preside	10 points
Response to Questions: *2 points per questions*	20 points
SCORES FOR MINUTES	
Completeness and Accuracy of Minutes	11 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)	20 points

Determining Awards

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.

ADDITIONAL MATERIALS

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

- General Rules Governing Michigan FFA Leadership Contests
- Parliamentary Procedure of Meetings Scorecard
- Guide to Ranking Teams
- Parliamentary Procedure of Meetings Timekeeper Instructions
- Contest Chair Instructions
- Characteristics of Effective Debate
- Parliamentary Procedure 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:

- *Robert's Rules of Order 12th Edition*
- *Parliamentary Procedure Oral Questions* by Shane D. Dunbar
- Dunbar's Manual of Parliamentary Procedure Test Questions
- Michigan FFA Rules of Motions
- Parliamentary Procedure Rubric for Handling Motions
- Parliamentary Procedure Chart of Precedence
- Parliamentary Procedure Motion Descriptions
- *FFA Student Handbook*
- *FFA Official Manual*