

PA FFA Conduct of Chapter Meetings Leadership Development Event



Chairperson Information

LDE Chairperson	Krista Pontius
Email	kpontius@greenwoodsd.org
Best Contact Number	717-589-3116
Contest Date/Times	Tuesday - Exam Wednesday - Presentation - 2020
LDE Review Time	After presentation on Wednesday
LDE Review Location	TBD

Basic LDE Guidelines

Event Type: Team	<p># of Team Members: 7* (President, Vice President, Secretary, Treasurer, Reporter, Sentinel, and Advisor)</p> <p>*Members must be in grades 7, 8, or 9 at time of qualification</p>
<p><u>Individual Materials List</u></p> <ul style="list-style-type: none"> Two sharpened pencils 	<p><u>Materials List Provided by Superintendent</u></p> <ul style="list-style-type: none"> Gavel Paper (Available to all participants) Timer/Time Cards (9 Minutes/11 Minutes) American flag
<p><u>Attire</u></p> <ul style="list-style-type: none"> Official Dress (Skirts optional) 	<p><u>LDE At-A-Glance (List of major components)</u></p> <ul style="list-style-type: none"> Written Exam (25 Questions) Opening/Closing Ceremonies Parliamentary Procedure Presentation Oral Questions
<p><u>Pre-State LDE Expectations</u></p> <ul style="list-style-type: none"> Each region can send 3 teams to the state competition, for a total of 12 teams at the state event. 	
<p><u>LDE Changes from Previous Years</u></p> <ul style="list-style-type: none"> New LDE starting in 2017 	

LDE Rules

LDE Component	Points	Component Description
Written Exam	175 Points (Team) 25 Points (Member)	<ul style="list-style-type: none"> • 25 Question Exam <ul style="list-style-type: none"> ○ 3 Questions – Officer duties and meeting room preparations from FFA Manual ○ 22 Questions – Questions will relate to the list of permissible motions of the LDE and the order of business
Opening Ceremonies	105 Points (Team) 15 Points (Member)	<ul style="list-style-type: none"> • Members will present opening ceremonies as listed in the National FFA Manual • No chaplain parts will be included.
Team Demonstration	315 Debate Points 335 Team Points	<ul style="list-style-type: none"> • Members have 1 minute to review cards prior to starting opening ceremonies • Every participant will receive a card that lists the main motion and four required motions. • Four of the six members will receive bolded and/or underlined motions that he/she is required to make during the demonstration. • One debatable subsidiary motion will be included. • Main motion must relate to one of the three divisions of a chapter Program of Activities • No other motions may be used (Except Point of Order or Parliamentary Inquiry, which are not judged) • ALL debates will be scored but only the top 3 per team member will impact the final team score • Time limit = 13 minutes for opening/closing ceremonies and team presentation. <ul style="list-style-type: none"> ○ Time will begin after 2 taps of the gavel at the start of opening ceremonies ○ Time will end at the final tap of the gavel at the end of closing ceremonies ○ Time cards or digital clock will be used by the timekeeper ○ 2 points/second deduction over 13 minutes.
Closing Ceremonies	20 Points (Total)	<ul style="list-style-type: none"> • Members will present the closing ceremonies as listed in the National FFA

	10 Points (President) 5 Points (Secretary) 5 Points (All Team)	Manual <ul style="list-style-type: none"> No chaplain parts will be included.
Oral Questions	70 Points (Team) 10 Points (Member)	<ul style="list-style-type: none"> Judges will ask one oral question (which may have one or two parts) per participant Oral questions relate to the permissible motions of the LDE, general purposes of parliamentary procedure, or officer duties and responsibilities.
	1000 Points	

The PA FFA Conduct of Chapter Meetings LDE closely follows the rules outline for the National FFA Conduct of Chapter Meetings LDE. Teams competed are encouraged to review the national rules.

Causes for Disqualification:

- Reporting late to holding room prior to presentation round
- Use of an electronic device

Tie-breaker:

- Presentation – Debate
- Written Exam – Team Total

Awards:

The top 4 teams will be ranked and recognized on stage. The top two teams will represent Pennsylvania as follows:

1st Place Team - Represent Pennsylvania FFA at the National FFA Convention

Resources

- Current Edition of Roberts Rules of Order Newly Revised
- National FFA Manual



PRESENTATION - TEAM DEMONSTRATION

- Team members will demonstrate four of the following permissible parliamentary procedure motions: Event officials will select motions to be demonstrated in each flight of event.
 - **Privileged Motions:**
 1. Raise a Question of Privilege
 2. Recess
 - **Subsidiary Motion:**
 1. Previous Question
 2. Postpone Definitely
 3. Commit or Refer
 4. Amend
 5. Postpone Indefinitely
 - **Main Motion**
 - **Incidental Motions:**
 1. Parliamentary Inquiry
 2. Division of the Assembly
 3. Point of Order



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DEVELOPMENT EVENTS

Judges Rubric Worksheet

	WRITTEN TEST	OPENING CEREMONY	DEBATE	ORAL QUESTIONS	INDIVIDUAL TOTAL
President	(25)	(15)	** (45)	(10)	(95)
Vice President	(25)	(15)	(45)	(10)	(95)
Secretary	(25)	(15)	(45)	(10)	(95)
Treasurer	(25)	(15)	(45)	(10)	(95)
Reporter	(25)	(15)	(45)	(10)	(95)
Sentinel	(25)	(15)	(45)	(10)	(95)
Advisor	(25)	(15)	(45)	(10)	(95)
INDIVIDUAL TOTALS	(175)	(105)	(315)	(70)	(665)
Required Assigned Motions	(4)	(50)	(65)		(200)
Conclusions Reached		(65)	(50)		
Team Voice, Poise, Expression		(50)	(20)		
Closing Ceremony		(20)			
TEAM TOTAL					(335)
Deductions for parliamentary errors range from 5-25 points** per error depending on the severity					
Opening Ceremonies Errors -1 point deduction per missed or added word during the opening and closing ceremony – Maximum of 15 points total per officer					
Deductions for overtime The time penalty is 2 points per second over 13 minutes.					
TOTAL POINTS					(1000)

**These points are distributed based on the chair's ability to preside.



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CAREER AND LEADERSHIP
DEVELOPMENT EVENTS

Rules for the Permissible Motions

Standard Descriptive Characteristics (see current edition of Robert's Rule of Order, Newly Revised)

MOTION NAMES, CLASS ¹ AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
CLASS: Privileged Motions (Deals with special matters of immediate or overriding importance to the business of the assembly)					
Recess (Provides a brief break)	No	Yes	No	Yes ²	Majority
Raise a Question of Privilege (Asks an urgent question regarding rights and privileges of the assembly)	Yes	No	No	No	No vote. Chair rules
CLASS: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)					
Previous Question (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table)	No	Yes	No	No	Two-thirds
Postpone Definitely (Puts off further consideration of the main motion to a later time, not beyond the next regular scheduled meeting if within a quarterly interval)	No	Yes	Yes	Yes	Majority (Two-Thirds if made a Special Order)
Commit or Refer (Refers the motion to a committee)	No	Yes	Yes	Yes	Majority
Amend (Proposes to change a motion)	No	Yes	Yes ³	Yes	Majority
Postpone Indefinitely (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
CLASS: Main Motions (Introduces new business to the assembly)					
Main Motions (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority

Rules for the Permissible Motions continued

MOTION NAMES, CLASS' AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
CLASS: Incidental Motions (Related to the pending business and must be decided immediately)					
Parliamentary Inquiry (Allows a member to ask a question related to parliamentary law or the rules of the organization)	Yes	No	No	No	No vote. Chair answers
Division of the Assembly [Requires a standing (rising) vote]	Yes	No	No	No	No vote. Demand
Point of Order (Requests that the rules be enforced)	Yes	No	No	No	No vote. Chair usually rules ⁴

1. Motions that bring a question again before the assembly are not required for this event.
2. Amendable with respect to the length of the recess
3. Debatable if applied to a debatable motion
4. Assembly decides by a majority vote if the chair does not want to make a ruling.



NATIONAL FFA
CAREER AND LEADERSHIP
DEVELOPMENT EVENTS

Deductions for Parliamentary Procedure Errors

The table below shows the recommended deductions that judges will use for parliamentary procedure errors. If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted. “Members” are the team members other than the chair.

PARLIAMENTARY PROCEDURE ERRORS	Severity of Point Deduction	Point Deduction
VIOLATIONS RELATED TO USING A MOTION IMPROPERLY		
Postpone Indefinitely (when qualified. e.g., a time is given)	****	
Parliamentary Inquiry (when used to ask another member a question)	***	
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	***	
VIOLATIONS RELATED TO THE CHAIR		
Improper use of the gavel	*	
Referring to him/herself in the first person (e.g., “I”)	*	
Failing to announce results of vote	*	
Not obtaining a second before stating or putting the motion	**	
Not calling for a negative vote	**	
Failing to call for debate on a debatable motion	**	
Ignoring a member requesting the floor	**	
Taking a hand vote after a Division of the Assembly has been called	**	
Taking a voice vote on a motion that requires a two-thirds vote	**	
Failing to take a vote on a motion	***	
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)	***	
Stating a personal opinion	****	
Not giving preference in recognition to maker of motion if he/she has not debated	**	
Not giving preference in recognition to member who has not debated	**	
Not alternating debate between those opposed and those in favor of a motion (if known)	*	
Neglecting to notify members to be seated after taking a standing (rising) vote	*	
Arbitrarily stopping debate	**	
Not completing all steps in the announcement of the vote.	**	

Conduct of Chapter Meeting

Deductions for Parliamentary Procedure Errors continued

PARLIAMENTARY PROCEDURE ERRORS	Severity of Point Deduction	Point Deduction
VIOLATIONS RELATED TO AMENDMENTS		
Adding words to middle (instead of end) of motions	*	
Striking words that result in incomplete wording for main motion	*	
Inserting “not” to make the motion a negatively worded motion	*	
Making an amendment that is not germane	**	
Amending a non-amendable motion	****	
Making a third-degree (tertiary) amendment	****	
VIOLATIONS RELATED TO MOTIONS		
Chair not restating the motion as it was moved by a member	*	
Member incorrectly stating a motion (e.g., “I motion that...”, using incorrect postpone, etc.)	*	
Chair restating motion before it receives a second	**	
Taking up a motion out of the order of precedence	****	
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to Recess is made when no question is pending. It is therefore classified as an incidental main motion)	****	
Member calling out “Question” from his/her seat to stop debate	***	
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	
VIOLATIONS RELATED TO DEBATE BY MEMBERS		
Not getting recognized before debating (discussing) a motion	*	
Not addressing debate through the chair	*	
Addressing other members by name	*	
Debating more than two (2) times on a single motion	**	
Debating against a motion they moved	**	
Debating a non-debatable motion	****	
Debate not germane	***	
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	***	

Note: star ranking system* = least amount of deduction to **** = greatest amount of deduction