



# PA FFA Parliamentary Procedure Leadership Development Event



## Chairperson Information

<b>LDE Chairperson</b>	Nate Moyer
<b>Email</b>	nmoyer@greenwoodsd.org
<b>Best Contact Number</b>	Cell = (570) 898-4525
<b>Contest Date/Times</b>	Tuesday 2 PM; Wednesday 9 AM - 4 PM
<b>Contest Location</b>	Exam – 101 Thomas Building; Finals Presentations – 101 Thomas
<b>LDE Review Time</b>	Wednesday 2-4 PM; Finals open to the public
<b>LDE Review Location</b>	101 Thomas Building

## Basic LDE Guidelines

<b>Event Type:</b> Team	<b># of Team Members:</b> 6
<u>Individual Materials List</u> <ul style="list-style-type: none"> <li>• Current edition of Robert's Rules of Order Newly Revised</li> <li>• Pencil</li> </ul>	<u>Group Materials List</u> <ul style="list-style-type: none"> <li>• Gavel (<i>Optional</i>)</li> </ul>
<u>Attire</u> <ul style="list-style-type: none"> <li>• Official Dress (<i>Skirts Optional</i>)</li> </ul>	<u>LDE At-A-Glance</u> <ul style="list-style-type: none"> <li>• Exam - Tuesday</li> <li>• Preliminary Round – Wednesday AM</li> <li>• Final Round – Wednesday PM</li> </ul>
<u>Pre-State LDE Expectations</u> <ul style="list-style-type: none"> <li>• Teams must qualify for the state event by placing in the top 3 in the region. A total of 12 teams (3 from each FFA region) will compete in the state LDE.</li> <li>• In the event that a qualifying team is unable to attend, the opening will be offered to the 4<sup>th</sup> place team from that region.</li> </ul>	

## LDE Rules

LDE Component	Points	Component Description
<p><u>Exam</u> Part 1: Open Book Research Portion</p> <p>Part 2: Closed Book Multiple Choice Portion</p>	200 Points	<ul style="list-style-type: none"> <li>● Part 1: Five (5) open book parliamentary procedure research questions (4 pts each) using the <u>current edition</u> of Robert's Rules of Order Newly Revised               <ul style="list-style-type: none"> <li>○ Members will list the page and beginning line number to answer open book questions (Ex: Page 15, Beginning Line Number 3)</li> <li>○ 30 minutes to complete</li> <li>○ Each question is worth 3 pts each, for a total of 20 points.</li> </ul> </li> <li>● Part 2: Forty-Five (45) multiple choice questions (4 pts each)               <ul style="list-style-type: none"> <li>○ 60 minutes to complete</li> <li>○ Each question is worth 3 pts each, for a total of 180 points.</li> </ul> </li> <li>● Students who receive an 80% or higher on the exam portion of the event will become an Accredited Parliamentary through the Society of Agricultural Education Parliamentarians.</li> <li>● The average of all six team members will be used to compute the total team score used in each round.</li> </ul>
<p><u>Presentation Rounds</u> Preliminary Round</p> <p>Final Round</p>	500 Points	<ul style="list-style-type: none"> <li>● Preliminary Round (11 Minutes*)               <ul style="list-style-type: none"> <li>○ 2 Preliminary Rooms (6 in each) slated by the exam scores of the teams</li> </ul> </li> <li>● Final Round (11 Minutes*)               <ul style="list-style-type: none"> <li>○ Final 4 teams (Top 2 from each Preliminary Room) compete on stage in Eisenhower Auditorium (Open to the public)</li> </ul> </li> </ul> <p>*Time limit for the presentation rounds is 11 minutes, with 2 points/second deduction over 11 minutes.</p>

Oral Questions	100 Points	<ul style="list-style-type: none"> <li>● Oral questions included individual questions and a clarification round.</li> <li>● Oral questions will occur immediately after the team completes the team presentation.</li> <li>● Oral questions contain two sections: <ul style="list-style-type: none"> <li>○ Individual questions (No time limit) - Each member will be asked questions based on his/her assigned motion.</li> <li>○ Clarifying Questions (3 Minutes) – Judges will ask clarification questions to individual members or the entire team. Any member can volunteer to answer</li> </ul> </li> </ul>
Minutes and Other Records Practicum	50 Points	<ul style="list-style-type: none"> <li>● All individuals in the preliminary round will complete the practicum</li> <li>● Practicum is closed-book with no reference materials.</li> <li>● 30 minute time limit</li> </ul>
Team Problem Solving Practicum (Final 4 teams ONLY)	150 Points	<ul style="list-style-type: none"> <li>● The final 4 teams will complete the team problem solving event</li> <li>● Teams will be provided a short parliamentary procedure scenario outlining a practical problem.</li> <li>● Teams may use their individual copies of Robert's Rules of Order Newly Revised for the team problem solving.</li> <li>● Teams have 30 minutes to write a short solution to the problem with page and line numbers in Robert's Rules of Order Newly Revised</li> </ul>
	1000 Points	

The Pennsylvania FFA state Parliamentary Procedure LDE will closely follow the National FFA Parliamentary Procedure LDE rules.

The following areas will differ between the state and national events:

- The PA event will include the Individual Minutes and Other Records Practicum for all individuals during the preliminary round.
- The PA event will include the Team Problem Solving component only for the 4 teams that advance to the finals.
- The PA event will consist of 1 Preliminary Round of 12 teams and 1 Final Round of 4 teams.

All teams that participate at the state level are encouraged to read the national rules for all details of the event and contact the Parliamentary Procedure committee chair with questions.

**Causes for Disqualification:**

- Reporting late to holding room prior to presentation round
- Use of an electronic device
- Talking to team members during presentation round

**Tie-breaker:**

Tiebreakers for teams will be:

1. Total presentation score
2. Team average score on the written test
3. Total score for questions

**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
- 2nd Place Team - Represent Pennsylvania FFA at Eastern States Exposition

The following individual awards will be announced on stage:

- Outstanding Chair
- Outstanding Member
- SAEP Accredited Parliamentarians (80% or higher on the exam portion)

## ***Resources***

PA FFA Resources:

<https://drive.google.com/drive/folders/12fMI93xNtHBZAX9wTlp2xhYh5GYro2XH?usp=sharing>

National FFA Resources: <https://www.ffa.org/participate/ldes/parliamentary-procedure/>

National FFA Parliamentary Procedure Career Development Event  
Form 2 Team Score Sheet

FFA Chapter:											
Participant	Required Motion 10 pts/person	Pts	Main	Discussion (85 pts, max/min/max 20 pts max/min)			Total	Additional Motion	10 pts / person	Individual Questions 16 pt/person 36 pt/team	Total
				Excelsior 15-25 pts. Superior 14 pts. Average 13 pts. Pass 0-4 pts	Amend	Roller					
1											
2											
3											
4											
5											
<b>Chair</b>				<b>Points</b> Ability to Preside (65 pts.) State motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel, awareness of business on the floor Excellent = 51-65 pts. Good = 26-50 pts. Poor = 0-25 pts.						<b>Chair Questions (20 pts.)</b>	
<b>Team Effect</b>				<b>Points</b> Tactful, sensitive, firm, understanding, good voice, proper pace Excellent = 10-15 pts., Good = 6-10 pts. Poor = 0-5 pts.							
<b>Team Effect</b>				<b>Discussion</b> Convincing, logical, realistic, orderly and efficient, genuine and free from repetition Average of all 6 individual exam scores (200 pts.)						<b>Team Voice</b> Voice: Volume, enunciation, pitch, pace, grammar Poise: confidence, professional eye contact Expression: conviction, gestures	
<b>Exam</b>				<b>Conclusions</b> Main motion was well analyzed. What, When, Where, Who, How was answered							
<b>Minutes</b>				Minutes taken from Individual Minutes and Other Records Procedure (50 pts)							
<b>Research</b>				Team Problem Solving Research (100 pts.) (Preliminaries & Semis)							
<b>Deductions</b> (All mistakes) 5 20 pts per mistake				Existing assigned motion - 50 pts							
<b>Time</b>				Deduction for overtime - 2pts/second after 11:00							
<b>Notes:</b>										<b>Total Deductions</b>	
										<b>Team Score</b>	

## Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
<b>PRIVILEGED MOTIONS</b>					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
<b>SUBSIDIARY MOTIONS</b>					
Lay on the Table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm only
Main Motion	Yes	Yes	Yes	Majority	Yes
<b>INCIDENTAL MOTIONS</b>					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote, chair rules	No
Request for Information	No	No	No	No vote, chair responds	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3 or majority of entire membership (3)	Neg. Only
Take from The Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion.

(2) Rules of Order 2/3 vote, standing rules -- majority vote.

(3) Refer to Robert's Rules of Order Newly Revised, current edition for rule(s).

(4) Refer to parliamentary procedure LDE rules before using these motions in the demonstration.

(5) Only motions listed in the permissible motions chart will be utilized as required motions and allowed as additional motions.