

Novice Chapter Meeting

CAREER DEVELOPMENT EVENT

I. PURPOSE

The members shall demonstrate the correct procedures of a chapter meeting, including opening ceremonies, order of business, and closing ceremonies.

II. OBJECTIVES

Students will be able to:

1. Use parliamentary procedure to conduct an orderly and efficient meeting.
2. Demonstrate knowledge of parliamentary law.
3. Present a logical, realistic, and convincing discussion.
4. Record complete and accurate minutes.
5. Present official FFA opening and closing ceremonies.

III. SPECIFIC CDE DETAILS

1. Novice is defined as Greenhand and Discovery degree members, otherwise noted as 7th-9th grade students.
2. Required attire for the Novice Chapter Meeting CDE is Official Dress with or without the jacket.
3. Participants in the Novice Chapter Meeting CDE cannot be on the senior chapter meeting team.
4. Potential acts of parliamentary procedure are listed on the chart of permissible motions for the Novice contest. The state Novice contest will use the motions from the district focus list sent out in December prior to contest year.

IV. GENERAL GUIDELINES

1. *Robert's Rules of Order* shall be the standard for conducting business and shall be accepted as the authority in the event.
2. A novice chapter meeting CDE team shall consist of the following: President, Vice President, Secretary, Treasurer, Reporter, Sentinel, Advisor, and no more than five other FFA members. Members shall act as advisor during opening and closing ceremonies, but will have the same privileges as other members during the event.
3. Each entry in the Novice Chapter Meeting CDE must have the following items of business:
 - Opening Ceremonies
 - Minutes of the Previous Meeting (minutes may not be skipped by suspending the rules)
 - Treasurer's Report
 - At Least One Committee Report
 - New Business
 - Closing Ceremonies

4. Time: Each team shall have 15 minutes for chapter meeting demonstration. For teams using more than 15 minutes for their demonstration, the following deductions shall be made: deductions of 1 point for each thirty seconds or major portion thereof over fifteen minutes.
5. The top two placing teams in each district novice chapter meeting event will advance to the section event. District presidents and district advisors are responsible for submitting the entry forms for the top two district teams to the state FFA office. The top two placing section novice chapter meeting teams will advance to the state novice chapter meeting event.

SECRETARY'S MINUTES

The secretary must keep an accurate record of the meeting and will be allowed one minute for completion after closing ceremonies. When completed, the minutes should be given to the judges. Blank paper shall be supplied to each secretary for his or her use to keep minutes during the team's demonstration. No other paper may be used by the secretary.

WRITTEN TEST and ORAL QUESTIONS

There will be **no** written test or oral questions at district, section or state level.

NEW BUSINESS

1. Each team will address a local chapter item of business which would normally be a part of a chapter's Program of Activities (e.g. Food for America, Project PALS, WEA, fundraisers, recreation, etc.) Consult the Official FFA Manual and Student Handbook for specific activities. The main motion will be specific and must be moved as it is written on the card.
2. When the president calls for new business, a member or a participating judge will move the main motion assigned. It will be considered to be an original main motion.
3. Secondary motions to be demonstrated will be selected by the event officials from the approved list of motions for the Novice contest. They will select three additional motions for the team to demonstrate and one will be provided by judges. These motions will be on a 3"x5" card. All team members will be given a card with the main motion and the secondary motions. Three team members will each be assigned one of the designated secondary motions.
4. All teams will be assigned the same motions. Team members will have one minute to review the motions. Members may not confer during the one minute time period. Motions will be presented in any order at the discretion of the team.

Novice Sample Card

Main motion:

I move to sell citrus as a fundraiser.

Required Motions: (in random order)

Previous question

Amend

Refer to committee

5. The judges will be able to participate one time during the event. *Judges should be given first priority and recognized when they address the chair.*
6. No penalty will be made for presentation of additional subsidiary motions as time allows.
7. The main motion should stay on the floor until all items are demonstrated.
8. All motions on the following novice chapter meeting list are permissible in the district and section levels. Any motion contained within district focus list for the current year is permissible at the state competition.

**CHART OF PERMISSIBLE MOTIONS FOR
DISTRICT AND SECTION
NOVICE CHAPTER MEETING CONTESTS**

| <i>MOTION</i> | <i>DEBATE</i> | <i>AMEND</i> | <i>VOTE REQ</i> | <i>SECOND</i> | <i>RECONSIDER</i> |
|--------------------------|---------------|--------------|---------------------|---------------|-------------------|
| Privileged | | | | | |
| Adjourn | No | No | Majority | Yes | No |
| Recess | No | Yes | Majority | Yes | No |
| Question of Privilege | No | No | None | None | No |
| Incidental | | | | | |
| Parliamentary inquiry | No | No | None | No | No |
| Division of the assembly | No | No | No | No | No |
| Subsidiary | | | | | |
| Previous question | No | No | 2/3 | Yes | Yes before vote |
| Postpone Definitely | Yes | Yes | Majority | Yes | Yes |
| Refer to committee | Yes | Yes | Majority | Yes | Yes |
| Amend | Yes | Yes | Majority | Yes | Yes |
| Main motion | Yes | Yes | Majority | Yes | Yes |

Indiana FFA Novice Chapter Meeting CDE Team Scorecard

Chapter Name _____

Time Used _____

| <i>ITEMS TO BE SCORED</i> | <i>MAX POINTS</i> | <i>SCORE</i> | <i>COMMENTS</i> |
|--|-------------------|--------------|-----------------|
| Opening Ceremonies | | | |
| Correctness of Ceremonies | 20 | | |
| General Effect/Discussion – (includes team’s voice, poise, expression and appearance) | 10 | | |
| Business Transactions | | | |
| Chairperson’s Presiding Ability - (includes handling of motions, keeping members informed, use of gavel, distribution of discussion) | 15 | | |
| Secretary Minutes of this Meeting (includes accuracy of minutes and neatness) | 10 | | |
| Member Participation – (includes quantity and quality) | 20 | | |
| New Business Items – (rubric to be developed by event writer prior to event for judges use) | | | |
| Main Motion | 15 | | |
| Student Motion #1 | 15 | | |
| Student Motion #2 | 15 | | |
| Student Motion #3 | 15 | | |
| Judge Interaction | 15 | | |
| Deductions 1pt/30 sec over | | | |
| TOTAL | 150 | | |

