

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. 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 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 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 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 chapter meeting teams will advance to the state chapter meeting event. *Team members winning state, but not competing at the national event will be allowed to compete again the following year.*

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

A written test will be given to team members at the section and state events. The test will consist of 25 objective type multiple choice questions, covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes. Each participant may score a maximum of 100 points.

The average of the top eight scores of the team will be calculated to determine a final score.

ORAL QUESTIONS

Teams advancing to the State chapter meeting event will be given oral questions following the presentation. Five planned questions related to the acts of parliamentary procedure demonstrated will be asked to the team members who presented the item of business. An additional period of three minutes will be allowed for additional parliamentary procedure questions.

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. They will select three subsidiary and two incidental, privileged or unclassified motions taken. 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. Five team members will each be assigned one of the designated secondary motions. 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.

Sample Card

<p>Main Motion: I move to sell citrus as a fundraiser.</p> <p>Required Motions: (in random order) Lay on the Table <u>Amend</u> Suspend the Rules Appeal Reconsider</p>
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5. The judges will be able to participate two to three times throughout the chapter meeting event. Two interactions will be used to offer new motions or situations for the team to properly handle. One additional time maybe used to present the main motion designated for 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. An alternate main motion, not pertaining to the main motion, may be used to facilitate the correct demonstration of the following motions: call for the orders of the day, take from the table, reconsider or rescind should that motion be designated to be demonstrated by the judges.
8. All motions on the current list in these guidelines are permissible in the district and section levels. Any motion contained within Roberts's Rules of Order is permissible at the state competition.

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

<i>MOTION</i>	<i>DEBATE</i>	<i>AMEND</i>	<i>VOTE REQ</i>	<i>SECOND</i>	<i>RECONSIDER</i>
Privileged					
Fix time to which to adjourn	No	Yes	Majority	Yes	Yes
Adjourn	No	No	Majority	Yes	No
Recess	No	Yes	Majority	Yes	No
Question of Privilege	No	No	None	None	No
Incidental					
Appeal	Yes/No	No	Majority	Yes	Yes
Point of Order	No	No	None	No	No
Parliamentary inquiry	No	No	None	No	No
Suspend the rules	No	No	2/3	Yes	No
Withdraw a motion	No	No	Usually None	No	No
Object consideration of question	No	No	2/3	No	Yes, Negative vote only
Division of question	No	Yes	Majority	Yes	No
Division of the assembly	No	No	No	No	No
Subsidiary					
Lay on the table	No	No	Majority	Yes	No
Previous question	No	No	2/3	Yes	Yes before vote
Extend or limit debate	No	Yes	2/3	Yes	Yes
Postpone Definitely	Yes	Yes	Majority	Yes	Yes
Refer to committee	Yes	Yes	Majority	Yes	Yes
Amend	Yes	Yes	Majority	Yes	Yes
Postpone indefinitely	Yes	No	Majority	Yes	Yes vote only
Main motion	Yes	Yes	Majority	Yes	Yes
Unclassified					
Take from the table	No	No	Majority	Yes	No
Reconsider	No/Yes	No	Majority	Yes	No
Rescind	Yes	Yes	Majority, 2/3 if not in writing	Yes	Negative vote only

Indiana FFA Chapter Meeting CDE Team Scorecard

Chapter Name _____

Time Used _____

<i>ITEMS TO BE SCORED</i>	<i>MAX PONTS</i>	<i>SCORE</i>	<i>COMMENTS</i>
Opening Ceremonies			
Correctness of Ceremonies	5		
General Effect/Discussion – (includes team’s voice, poise, expression and appearance)	5		
Business Transactions			
Opening for Business	5		
Chairperson’s Presiding Ability - (includes handling of motions, keeping members informed, use of gavel, distribution of discussion)	5		
Secretary Minutes of this Meeting (includes accuracy of minutes and neatness)	5		
Member Participation – (includes quantity and quality)	5		
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		
Student Motion #4	15		
Student Motion #5	15		
Judge Interaction	15		
Judge Interaction	15		
Deductions 1pt/30 sec over			
Written test (Average of Members Scores, Section and State Only)	50		
Oral Question (State Only) 5 pts/individual question, 15 pts at large questions	50		
TOTAL	Dist-150 Sect-200 State-250		

