

**DISTRICT
Leadership
Rules and
Guidelines**

District Leadership

Revised 2008

1. All chapters must meet the eligibility requirements as outlined in the General Section of the Career Development Events Guide.
2. Member Eligibility - in addition to those stipulations listed in the general guidelines section of the Career Development Events Guide, all members must be in official dress as outlined in the North Dakota FFA Association Code of Ethics. Members competing in entertainment, or demonstration events may be exempt for the duration of their event.
3. All judges shall be selected by the districts and shall meet with the district advisors and state staff prior to all events for instructions and review of the procedures to be followed.
4. Chapter of the Day Award - Chapters will be rated on the quantity and quality of their representation at the District FFA Leadership Meeting. The following point system will be used to determine individual chapter ratings:

<u>Activity</u>	<u>Base Points</u>	<u>Gold</u>	<u>Silver</u>	<u>Bronze</u>	<u>Bonus Points</u>
Ambassador	2	-	-	-	1 st Place-1
Memorized Speaking	2	6	4	2	1 st Place-1
Extemp. Speaking	2	6	4	2	1 st Place-1
Creed	2	6	4	2	1 st Place-1
Parl. Procedure	6	18	12	6	1 st Place-1
Job Interview	2	6	4	2	1 st Place-1
Quiz Team	3	9	6	3	1 st Place-1
Greenhand Quiz	1	3	2	1	1 st Place-1
Officer Ratings	1	3(18)*	2(12)*	1(6)*	
Officer of the Day	1				
Demonstration	2	6	4	2	1 st Place-1
Officer Books	(satisfactory)	(unsatisfactory)**			
Talent	participation				
Greenhand Parli Pro	participation				

*Total potential if all six officers received a gold award.

**No officer can be officer of the day if they receive an unsatisfactory on their officer books. (VP, SEC, TREAS & REP)

The chapter with the highest total will be named as the Outstanding Chapter and will receive the Rural Electric Cooperative (REC) rotating plaque for one year.

5. All Districts shall follow the District Leadership Guidelines.
6. In the event of a tie for Chapter of the Day, scores of the following contests, in the order listed, shall be used to break the tie:
 - a. Parliamentary Procedure
 - b. Total Officer Ratings
 - c. Public Speaking (Extemp.)
 - d. Public Speaking (Memorized)
 - e. Creed
 - f. Demonstration
 - g. Quiz
7. State officers shall be kept free of judging responsibilities at the district leadership conferences.

EXTEMPORANEOUS PUBLIC SPEAKING AWARD

The extemporaneous public speaking event is held during District Leadership Meetings and State FFA Convention. The purpose of this award is to help develop agricultural leadership by providing opportunity for members to take part in agricultural public speaking activities on local, district, state, regional, and national levels.

General Plan

1. Each chapter may enter in the district event one active member who shall have been declared winner of the chapter's public speaking event. The top 16 (2 per district) are eligible to compete in the state event.
2. Members who have taken part in a previous national FFA extemporaneous public speaking event are not eligible. Persons who have taken part in a previous state event but did not participate in the national event may enter. A chapter winner is eligible to participate only in the next succeeding district, state and national events.

Procedure for District Event

- a. Topics for the district extemporaneous public speaking event will be prepared by the State FFA Office.
- b. The state office will select articles from farm and ranch publications and other publications which have stories relating to agriculture, FFA, and leadership development.
- c. Participants will be allowed to select three articles and choose one of these to prepare their speech.
- d. Participants will be admitted to the preparation room at 15-minute intervals and be given exactly 30 minutes for topic selection and preparation.
- e. Order of appearance is determined in a random order at the time each chapter registers.
- f. Each speech shall be the result of the participant's own effort. Any notes for speaking must be made during the 30-minute preparation period.
- g. Copies of all articles will be given to the judges prior to the beginning of the event.
- h. Each speaker shall be limited to not more than six minutes or less than four minutes. A deduction of eight points per minute or major portion thereof will be made for speeches less than four minutes in length. Four points per minute or major portion thereof will be deducted for speeches exceeding six minutes. Additional time will be allowed for judges to ask related questions. Time warnings will be given at 4 and 6 minutes.
- i. Judges will evaluate speakers in the district event on the basis of:

Knowledge of subject	20 pts.	Power of expression	15 pts.
Organization of speech	10 pts.	Response to questions	15 pts.
Voice	10 pts.	General effect	20 pts.
Stage presence	10 pts.	TOTAL - 100 pts.	
- j. Participants will be grouped on the basis of merit and three levels of achievement will be recognized as gold, silver, and bronze. First and second place speakers will be eligible to represent the district in the state event.
- k. The selection of the judges (minimum of 3) shall be left to the discretion of the district involved, subject to approval of the state FFA advisor. If chapter advisors are used, no advisor shall judge his/her own student. The composite score of the other judges will be used for the score.
- l. Foundation award medals are available from the National FFA Association for presentation to local winners.
- m. Members may also compete in the memorized speaking event.

MEMORIZED PUBLIC SPEAKING EVENT

Each chapter is eligible to enter one member in the memorized speaking event. Members may also compete in the extemporaneous speaking event.

Each participant must submit three copies of their speech (with bibliography) at registration for District Leadership. The manuscript shall be typewritten, double spaced on 8½" x 11" white bond paper. The cover page should include the speech title, name and home chapter of the participant.

For additional information, please consult your National FFA Career Development Events Guide.

Subjects

Participants may choose any current subject for their speeches which is of an agricultural character (nature), and which is of general interest to the public. Contestants who have competed in previous years may utilize the same topic, outline, notes, etc... as previous years without penalty. Official judges of any FFA public speaking event shall disqualify an individual if he/she speaks on a non-agricultural subject.

Time Limit

Each speech shall be a minimum of six minutes in length and a maximum of eight minutes. Each participant will be allowed five minutes additional time in which he/she will be asked questions relating to his/her speech. Deductions of 2 points per minute, or major fraction thereof, will be made from the score of each judge for speeches under six minutes or over eight minutes in length. (To prevent being penalized, the individual must speak over five minutes, 30 seconds, and under eight minutes, 30 seconds.)

Contest Format

The top 16 (two representing each district) will advance to state competition. Selection of judges is at the discretion of the district advisors. Participants may give their speech in the conference main auditorium. Spectators may or may not be present.

Method of Selecting Winner

1. Participants order of appearance will be determined upon registration. The program chairperson shall then introduce each participant to the judges. Participants will be permitted to use 3 x 5 note cards while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation. Applause shall be withheld until all participants have spoken.
2. One timekeeper shall be designated who will record the time used by each participant in delivering their speech, noting under-time or overtime, if any, for which deductions should be made.
3. Three competent and impartial persons will be selected to judge the event. At least one judge should have an agricultural background.
4. At the time of the event, the judges will be seated in different sections of the room in which the event is held. They will score each participant upon the delivery of production, using the score sheet provided.
5. Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each participant on the ability to answer all questions asked by all judges. The full five minutes for questions should be used.
6. When all participants have finished speaking, each judge will total the score on delivery for each participant. The timekeeper's record will be used in computing the final score.

- Participants shall be ranked in numerical order on basis of final score to be determined by each judge without consultation with each other. The judges' ranking of each individual then shall be added and the winner will be that contestant whose total of ranking is the lowest. Other placings shall be determined in the same manner (low point rank method of selection). In case of a tie, that individual who has the highest grand total score shall have prior rating. The judges will select the two high individuals in each district who will compete at the State FFA Convention in June.

Explanation of Score Sheet Points

For Scoring Delivery of Production

- Voice includes: Quality, Pitch, Articulation, Pronunciation, Force
- Stage presence includes: Personal appearance, Poise and body posture, Attitude, Confidence, Personality, Ease before audience
- Power of expression includes: Fluency, Emphasis, Directness, Sincerity, Communicative ability, Conveyance of thought and meaning
- Response to questions includes: *Ability to satisfactorily answer the questions on the speech that are asked by the judges indicating originality, familiarity with subject and ability to think quickly
- General effect includes: Extent to which the speech was interesting, understandable, convincing, pleasing, and held attention

*NOTE: Judges should meet prior to the event to prepare and clarify the questions to be asked.

CREED AWARD

The creed award event is held during the District Leadership Meetings and State FFA Convention. Purpose of this award is to give first year members an opportunity for expression by appearing before groups and also to give greater emphasis to, and understanding of, the FFA Creed.

General Plan

- Each chapter may make one entry for the district award. The member must hold the Greenhand degree or have declared his/her intention to join the chapter and be eligible for the Greenhand degree, must be a freshman or sophomore* in their first agriculture class and shall have been declared winner of the chapter's creed speaking event.
- Each participant must recite the FFA Creed from memory. Each participant shall begin the presentation by stating, "The FFA Creed by E.M. Tiffany." Each participant shall end the presentation with the statement, "...that inspiring task. Thank You." - "Are there any questions?"
- Points to be considered for scoring in both district and state events

Points

10	Voice: quality, pitch, force, articulation, pronunciation
20	Stage Presence: personal appearance, poise, posture, attitude, confidence, personality, ease before audience
20	Power of Expression: fluency, emphasis, directness, sincerity, communication ability, conveyance of thought and meaning, use of appropriate hand gestures.
30	General Effect: Extent to which member presented creed in understandable, convincing and pleasing manner (this includes memorization of the creed)
20	Response to Questions: ability to satisfactorily answer the questions of the judges, showing an understanding of the creed

TOTAL 100

4. The selection of the judges (minimum of 3) shall be left to the discretion of the district involved, subject to approval of the State FFA Advisor. If chapter advisors are used, no advisor shall judge his/her own student. The composite score of the other judges will be used for the score.
5. Each judge will ask one question of each participant to demonstrate an understanding of the Creed. The same question shall be asked of all contestants.
6. Participants will be grouped on the basis of merit and three levels of achievement will be recognized gold, silver and bronze. Not more than two speakers to represent the district in the state event will be selected from gold award winners. The state winner will be eligible to advance to the National Event.

*Sophomores are only eligible in schools where Agriculture Education classes are not available below the sophomore level. Seventh or Eighth grade members are not eligible for this contest above the local level.

DEMONSTRATION EVENT

At the district level, every chapter is urged to have a demonstration team. These demonstrations could have several purposes including:

- a. Offer leadership development training to members.
- b. Promote and inform the public about the many facets of the agricultural education instructional program.
- c. Provide an exchange of improved ideas, methods and techniques among the chapters within the district.
- d. Add to the interest and involvement of the members at the District Leadership Meetings.
- e. Be a normal and natural outgrowth of the instructional program in agricultural education.
- f. A demonstration must involve actual materials and/or illustrations.

General Plan

1. The Demonstration events are held at the District Leadership Meetings and at the State FFA Convention.
2. Each chapter may enter one demonstration team at the District level. Demonstrations are to be between 5 and 15 minutes in length. Eight points will be deducted from the contestants score for each minute (or major fraction thereof) under or exceeding this time limit.
3. Number of members involved shall be determined by the chapter but must not be more than three.
4. All demonstrations must be of an agricultural nature or be related to some facet of agricultural education/FFA.
5. Each demonstration will be judged and proper awards will be made in gold, silver and bronze categories.
6. The top two district demonstrations are eligible for state competition.
7. Entries to the state demonstration contest shall be rated in gold, silver and bronze categories and suitable awards presented.
8. Judges will evaluate participants in the demonstration contest based on:
 - a. Relationship of the demonstration to the instructional program in Agriculture Education - 15 pts
 - b. Quality of materials, aids and/or handouts used in the demonstration - 25 pts

- c. Audience appeal including clarity and ease of understanding by viewers - 20 pts
- d. Technical skill shown and general effect - 25 pts
- e. Answers to questions from Judges - 15 pts

Total – 100 points

Score sheets will be returned to chapter advisors following the contest.

TALENT AWARD

In keeping with both the state and national program of activities, FFA members have long been encouraged to develop and present talent acts at their local chapter meetings. There are many forms of talent available: music, short skits, pantomimes, magic, monologues and many more. These are all welcome at District Leadership, and will also be welcomed at the State Convention.

No points toward Chapter of the Day will be awarded. All participants will receive a recognition ribbon. Judging of the entertainers is not required.

QUIZ AWARD

The purpose of this activity shall be to:

- a. Provide additional opportunities for leadership development.
- b. Offer additional incentive to FFA members to become more knowledgeable about their organization.

General Plan

1. Each chapter shall enter a three to five-member team at the District Leadership Meeting. The top three scores shall be compiled for the team score.
2. The State FFA Association shall develop and provide a one-hour 100-point written examination. The test shall be related to the Official Student Handbook and State FFA related activities.
3. Team and individual scores will be determined and proper awards made in gold, silver and bronze categories.
4. The two high teams shall be named in each district and will then advance to the state finals in the subsequent State FFA Convention. The State event guidelines can be found in the State Convention section of this Guide.
5. Members of previous state championship quiz teams are not eligible.
6. Test questions will be taken from the current year's issues of the following publications: The ND FFA Roughrider, State Convention Results, Winter Show Results, State Fair Results, FFA New Horizons magazine, FFA National FFA Convention Proceedings and other State Activity results publications distributed by the State Office.
7. Chapters are encouraged to hold a separate Greenhand Quiz to allow opportunities for Greenhand participation at the District Leadership Meeting. Districts are responsible to write their own Greenhand Quiz and present their own awards. The questions on this quiz should primarily focus on information from the Official FFA Handbook. No points for Chapter of the Day will be awarded.

Contest Outline

The District & State Quiz tests shall include various questions in the following categories:

1. Dates and events of State & National FFA historical significance
2. State contest team winners of current year
3. State contest high individuals of current year (excluding proficiency winners)
4. State sponsors of activities and awards (excluding proficiency sponsors)
5. State & National awards & Degree recipients
6. Parliamentary procedure and meeting procedures
7. Names of State & National leaders in FFA
8. FFA program general knowledge - events, awards, & activities
9. Locations of State & National activities
10. FFA general knowledge - creed, motto, symbols, etc.
11. FFA Constitution, By-laws and Operation
12. FFA publications

Questions shall be designed in various formats including - matching, true/false, multiple choice, short answer or fill in the blank.

Greenhand Quiz

The Purpose of this activity is to allow for additional opportunities for greenhand participation at the District Leadership meetings and to allow for points to count toward chapter of the day.

Chapters may enter teams and individuals in the Greenhand Quiz event. A team consists of 3 to 5 members with the top three scores compiled for the team score. The chapter must designate one team competing for awards if they enter more than one team. The team must be made of 9th grade Greenhands.

A quiz of 50 multiple choice or true/false questions will be prepared with all questions coming from the FFA Student Handbook – chapters 1 – 3. There will not be a state competition in this event.

Job Interview

I. General Plan

- a. Each Chapter may enter one active member to participate in the district event.
- b. Members who have taken part in a previous national FFA Job Interview event are not eligible. Persons who have taken part in a previous state event but did not participate in the national event may enter. A chapter winner is eligible to participate only in the next succeeding district, state and national events.
- c. Each participant's cover letter, resume, and application shall be the result of his or her own efforts.

II. Procedure for the district and state event

- a. The top two individuals from each District are eligible to advance to the finals held at the State FFA Convention in June.
- b. Participants shall be ranked on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placing will be determined in the same manner.
- c. There will be two rounds at the state event. The event participants are all evaluated in a preliminary round. The top 4 students with the top scores will participate in the final round. The participants will have scores for their cover letter, resume, and application carried into the final round.

III. Event Format

- a. Participants are allowed to bring the following items to the event.
 - i. Cover Letter
 - ii. Resume
 - iii. Business Cards
 - iv. Blank Paper
 - v. Writing Utensils
 - vi. List of References

- b. Activities to be completed
 - i. This event is developed to help participants in their current job search (for SAE projects, part-time, and full-time employment). Therefore, the cover letter, resume, and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.
 - ii. The following must be submitted at the registration table.
 - 1. Cover Letter (100 Pts)
 - a. 3 Copies of a single spaced 8 1/2" X 11" white bond paper letter of intent. The paper is to be single sided, block justified using Times, Times New Roman or Arial font, 12 point minimum font.
 - b. The letter is to be address to
Joe Agriculturist
555 Any Street NE
Fargo ND 58105
 - 2. Resume (150 Pts)
 - a. Three copies of a single spaced 8½" X 11" white bond paper. The resume is to be single sided only, typed not to exceed two pages total.
 - b. Resume must be non-fictitious and based upon their work history.
 - c. Students are to submit three letters of reference.
 - iii. Activities to be completed at the event
 - 1. Application (50 Pts)
 - a. Students will complete a standard job application, on site prior to the personal interview.
 - 2. Personal Interview (450 Pts)
 - a. Students will interview in front of a panel of judges.
 - b. Each interview will last a maximum of twenty minutes.
 - 3. Follow Up Letter (100 Pts)
 - a. Participants will submit a follow up letter after each round of interviews. Students will be provided computers with word processing software to compose and type a follow up letter.
 - b. Thirty minutes will be allowed to complete this section.
 - c. Letters should be addressed to
Joe Agriculturist
555 Any Street NE
Fargo ND 58105

IV. Tiebreakers

- a. Ties will be broken by scores in the following order: 1. Personal Interview, 2. Resume, 3. Follow up Letter, 4. Cover Letter, & 5. Application.

V. Awards

- a. All participants will be ranked Gold, Silver and Bronze. The top two individuals from each district will be eligible to advance to the State event.
- b. The High Individual at the State Event will be named and be eligible to participate in the National Job Interview Event. A stipend of \$200 will be provided from the FFA Association or FFA Foundation to attend the National FFA Convention to participate in the National Job Interview CDE. All other travel expenses will be the responsibility of the individual and their chapter.

VI. Scoring

Section	Points
Cover Letter	100
Resume	150
Application	50
Personal Interview	450
Follow up Letter	<u>100</u>
Total Possible	850

DISTRICT AMBASSADOR CONTEST

The FFA Ambassador program is designed to provide opportunities for members to serve our organization by being an advocate and spokesperson for FFA on the local, district and state level. The person selected as the State Ambassador will serve the State FFA Association as a member of the State FFA Officer team, will actively participate in all state called FFA activities, speak at chapter banquets, school assemblies, make sponsor visits, and other duties as directed by the State FFA Advisor. The State Ambassador is expected to be an enthusiastic supporter and promoter of the FFA.

Each district should hold their ambassador event in conjunction with the District Leadership Meetings. Participants must be eligible to receive the State FFA Degree. Those selected as the eight district ambassadors are invited to participate in the State FFA Convention Ambassador event. District Ambassadors must confirm their intent to participate in the State Ambassador event by May 1. As the State FFA Ambassador becomes a member of the State Officer Team, the state FFA Degree is required to be selected as the State Ambassador. In the event the District Ambassador is unable to attend the State FFA Convention, the first runner-up in the district event will be given the opportunity to assume the duties of District Ambassador and represent their district in the State Contest. The following are guidelines to be followed for this activity:

General Plan

1. Oral Presentation (40 points) - Each candidate shall prepare and give a (2 to 4 minute) oral presentation that is the result of the candidate's own efforts. Topics may include such areas as leadership, FFA influence in the candidate's life, agriculture or other areas which would assist the judges in gaining insight as to personality and ability. Following the presentation judges shall ask a minimum of two questions of each candidate. Oral presentations will be given at the district leadership general session.
2. Informal Interview (60 points) - All candidates will be informally interviewed either privately or publicly by the judges to gain insight as to the candidate's: personal knowledge of the FFA and agriculture, maturity, personality, appearance (poise, appropriate dress), goals, hobbies and activities. Questions and interview procedures will be left up to the discretion of the judges.
3. The selection of the judges (minimum of three) shall be left to the discretion of the district involved, subject to approval of the State FFA Advisor. If chapter advisors are used, no advisor shall judge his/her own chapter's candidate. The component ranking score of the other judges will be used for that chapter's candidate score.

Dress

The dress for this event should be FFA Official Dress.

Eligibility

1. A candidate must have been previously selected as a chapter FFA ambassador, district ambassador and must be an active FFA member and have earned the State FFA Degree to be State Ambassador.
2. A candidate must be in high school at the time of the chapter ambassador event.
3. A candidate must be at least 16 at the time of the chapter selection. Each candidate should submit the following before the judging begins:

- a. A photo suitable for publication
- b. Resume of hobbies, activities, interests, awards, recognitions won, etc.
- c. Complete address, zip code, phone number and age
- d. Plans for the future

4. Questions to be asked ambassador participants will be of this type:

- How has FFA influenced your future goals?
- How would you serve FFA as ambassador?
- What does FFA stand for?
- How are you involved in agriculture now?

These are examples only. Actual questions will be addressed by the event judges and are used to assess the contestants poise, composure and ability to think on their feet.

5. Speeches should be agriculturally and/or FFA related, not all self directed, and should present a message that relates to others to promote agriculture and the FFA. A general outline should include: introduction, body and summary.

Parliamentary Procedure Award

District Parliamentary Procedure Events are held during the eight District Leadership Meetings.

The purpose of this career development event is to encourage the effective use of the official FFA opening and closing ceremonies and to provide recognition to the chapters excelling in the proper use of parliamentary procedure in conducting chapter meetings.

General Plan

District and State events will use the same basic format which will include:

- a. Use of the official ceremonies for opening and closing chapter meeting.
- b. Demonstration shall consist of parliamentary procedure abilities to be presented using an activity format.
- c. A written test of 25 questions on parliamentary procedure according to Robert's Rules of Order. Participants in this event shall meet all eligibility requirements for FFA members as outlined in the General Section of the North Dakota Career Development Events Guide.
- d. The "Parliamentary Procedure Judging Guide" by Shane Dunbar will be the official CDE guide. "Robert's Rules of Order" and the Parliamentary Procedure Guide written by Rick Vannett will serve as the additional references.

Format

1. Each chapter shall enter one team consisting of the six chapter officers and not more than five additional active members. The elected chapter officers shall comprise the team unless a valid reason for substitution is given and approved by the State FFA Advisor or State FFA Executive Secretary.
2. Ten minutes of preparation time will be allowed for each team. A team shall be allowed ten minutes in which to complete their demonstration. Opening and closing ceremonies are not included in the ten minute time period. For each minute or major fraction thereof over ten minutes, the team will be penalized 25 points.
3. Adequate copies of the problem will be given to the chapter President at the beginning of the preparation period. Only the abilities included with the problem are to be demonstrated. Unnecessary abilities used will penalize the team score. The advisor shall not consult with the team after the beginning of the preparation period. Contestants will not listen to competing teams. No references will be allowed by the team in the contest or during preparation. Points of clarification, not parlanche, may be given in the ready room by the advisor in charge of the contest.

4. All officers with the exception of the President will have two required abilities that they must demonstrate. These required abilities will be clearly marked on the practice problem. Each of these abilities will have a twenty point value, they will be scored according to how correctly they were demonstrated. Omitting a required motion will result in a 50 point deduction from the team score, along with the 20 point deduction from the officer's individual score.
5. All contestants, with the exception of the President, will be provided a copy of the problem in the demonstration room. These copies will not leave the demonstration room and will not be written on, folded or otherwise defaced. Order of appearance will be determined randomly at registration. No reference materials will be used in the ready room or demonstration room. The Secretary and President are allowed to have a blank sheet of paper for taking notes during the demonstration.
6. Selection of judges for the contest shall be left up to the discretion of the district. There shall be a minimum of three judges for parlance and officer ratings. If chapter advisors are to be used as judges, none shall judge their own team. The composite score of the other judges shall be used for the team score. Judges shall be given instructions on proper procedures expected prior to the start of the contest. Additional judges may be obtained to evaluate chapter officers separately using the chapter officer evaluation form.
7. Chapters will be grouped into three levels of achievements – gold, silver and bronze.
8. Chapter officers will be ranked gold, silver and bronze using the chapter officer evaluation form. Officers shall be ranked 1, 2, 3, etc. by each judge. The officer with the lowest score will be the officer of the day in each position. Natural breaks in the total score will be used to determine award ratings. (A minimum of two officers per award area so no one is singled out, e.g. 1 bronze.)
9. Secretary, Treasurer, Reporter and Vice-President (Program of Activities) books shall be submitted when the chapter registers in the morning. These books shall be rated satisfactory or unsatisfactory based on the attached ratings sheets. Officers whose books are rated unsatisfactory are not eligible for Officer of the Day designation.
10. A 25 question written test worth 100 points on general parliamentary procedure knowledge will be given to the six chapter officers including President, Vice-President, Secretary, Treasurer, Reporter and Sentinel. The total score of the six officers shall be added to the teams score by each judge. The test score will be used to break ties for officer of the day.
11. Judges shall be given a minimum of five minutes between teams to review number of debates and parliamentary errors. Judges shall agree on number of debates along with parliamentary errors, ensuring that all members receive credit for their debates. Also all judges should make deductions for parlance errors. This will provide all teams with an equal and fair scoring system.

State Parliamentary Procedure Event

The State Parliamentary Procedure Event shall be held within one month of the district events in a central location. The format shall be the same as the district events. The state event is open to both the eight District Parliamentary Procedure Winners and the eight District Runner-ups.

General Plan

1. The same team that competes in the district event shall compete in the state event unless a valid reason is given and approved by the State FFA Advisor/State FFA Executive Secretary. The top two teams from each district will be invited to participate in the state contest.
2. A 25 question written test worth 25 points on general parliamentary procedure knowledge will be given to the six chapter officers including President, Vice-President, Secretary, Treasurer, Reporter and Sentinel. The total score of the six officers divided by 150 x 100 shall be added to the team's score by each judge.
3. The advisors of the state qualifying teams shall be used to evaluate the state event. Judges will be provided with an information session prior to the event. Teams shall be ranked in numerical order on the basis of final score determined by each judge. Prior to ranking teams the judges will take a few minutes for any clarification needed on parlance errors made by the competing teams. Final team placing will be determined by adding all judges' rankings and the winning team will be the team with the lowest ranking score. An advisor will not score his/her own team.
4. Officers will not be evaluated individually; no Officer of the Day awards or officer ratings will be determined. Officer books will not be turned in or evaluated.
5. The top teams will be rated gold and will receive state plaques and gold individual medals, teams will receive silver team rosettes and silver individual ribbons and bronze teams will receive bronze team rosettes and bronze individual ribbons. Natural breaks will be used in determining award levels.
6. The high team will be eligible to compete in the National Parliamentary Procedure Career Development Event. In the event the high team cannot participate, the next highest ranked team will be offered the opportunity to represent ND.

Order of Business

- | | |
|------------------------------------|---|
| 1. Opening Ceremonies | 6. Unfinished Business |
| 2. Minutes of the previous meeting | 7. New Business |
| 3. Officer Reports | 8. Ceremonies – Degree |
| 4. Special Features | 9. Closing Ceremonies |
| 5. Committee Reports | 10. Entertainment, Recreation and Refreshment |

OFFICIAL CONTEST REFERENCE

“PARLIAMENTARY PROCEDURE JUDGING GUIDE”
BY SHANE DUNBAR

Sample Problem Sets

TOPIC #1 – To Establish A Chapter Fund Raising Activity

Example Motion: “Mr/Madam President, I move that our chapter sell candy bars as a chapter fund raiser.”

Assigned Motion:

Lay on the Table
Amendment
Postpone Definitely
Main Motion
Rescind

To Be Demonstrated By:

Vice President
Secretary
Treasurer
Reporter
Sentinel

TOPIC #2 – To Pay a Member’s Travel Costs To The National FFA Convention

Example Motion: “Mr/Madam President, I move that our chapter pay the costs of sending our Chapter Ambassador to the National FFA Convention.”

Assigned Motion:

Division of the House
Refer to Committee
Rise to a Point of Order
Postpone Indefinitely
Question of Privilege

To Be Demonstrated By:

Vice President
Secretary
Treasurer
Reporter
Sentinel

TOPIC #3 – To Establish A Chapter Scholarship Fund

Example Motion: “Mr/Madam President, I move that our chapter establish a scholarship fund.”

Assigned Motion:

Amendment
Rise to a Point of Order
Main Motion
Refer to Committee
Amendment to the Amendment

To Be Demonstrated By:

Vice President
Secretary
Treasurer
Reporter
Sentinel

Example Motion: “Mr/Madam President, I move that our chapter pay the costs of the State FFA President to attend our banquet.”

Assigned Motion:

Main Motion
Limit Debate
Division of the House
Question of Privilege
Parliamentary Inquiry

To Be Demonstrated By:

Vice President
Secretary
Treasurer
Reporter
Sentinel

Official FFA Dress

REFER TO THE MOST CURRENT OFFICIAL FFA MANUAL

Medals

Medals worn on jacket must be beneath the name on the right side with the exception that a single State FFA Degree charm or American FFA Degree Key should be worn above the name or on a standard key chain.

No more than three medals should be worn on the jacket – these should represent:

- *highest degree earned
- *highest office held
- *highest award earned

Official FFA Ceremonies

Opening the Meeting

- President: “The meeting will come to order. We are now holding a meeting of the _____ FFA Chapter. Mr/Madam Vice President, are all officers at their stations?”
- Vice President: (rising and facing the president) “I shall call the roll of officers, determine if they are at their stations and report back to you, Mr/Madam President.”
- “The Sentinel”
- Sentinel: “Stationed by the door.”
- Vice President: “Your duties there?”
- Sentinel: “Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the President in maintaining order.”
- Vice President: “The Reporter”
- Reporter: “The Reporter is stationed by the flag.”
- Vice President: “Why by the flag?”
- Reporter: “As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to Puerto Rico and from the state of Maine to Hawaii.”
- Vice President: “The Treasurer”
- Treasurer: “Stationed at the emblem of Washington”
- Vice President: “Your duties there?”
- Treasurer: “I keep a record of receipts and disbursements just as Washington kept his farm accounts carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent.”
- Vice President: “The Secretary”
- Secretary: “Stationed by the ear of corn.”
- Vice President: “Your duties there?”
- Secretary: “I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet.”
- Vice President: “The Advisor”
- Advisor: “Here by the owl.”
- Vice President: “Why stationed by the owl?”

Advisor: "The owl is a time honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom."

"Mr/Madam Vice President, why do you keep a plow at your station?"

Vice President: "The plow is a symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our President, whose place is beneath the rising sun."

Advisor: "Why is the President so stationed?"

Vice President: "The rising sun is a token of a new era in agriculture. If we will follow the leadership of our President, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation."

Mr/Madam President, all officers are at their stations."

President: (rises and faces the Vice President) "Thank you Mr/Madam Vice President." (All take seats at the tap of gavel.) "The Secretary will call the roll of members."

Secretary: "There are _____ members and _____ guests present, Mr/Madam President."

President: "Thank you. FFA members, why are we here?" (all members stand at three taps of the gavel) All members in unison: "To practice brotherhood, honor agricultural opportunities and responsibilities, and develop those qualities of leadership which an FFA member should possess." (all members are seated at 1 tap of the gavel)

President: "May we accomplish our purposes. I now declare this meeting of the _____ FFA _____ duly opened for the transaction of business or attention to any matters which may be properly presented."

Closing the Meeting

President: "Mr/Madam Secretary, do you have a record of any further business which should be transacted?"

Secretary: (rises, replies and is seated) "I have none Mr/Madam President."

President: "Does any member know of any new or unfinished business which should properly come before this meeting?" (If no answer proceed as follows)

"We are about to adjourn this meeting of the _____ FFA _____. As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone and above all honest and fair in the game of life. Fellow members and guests, join me in a salute to our flag." (3 taps of the gavel and all members rise)

All in unison: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

President: "I now declare this meeting adjourned." (tap gavel once to adjourn the meeting)

Implementing Parliamentary Procedure

Revised 2006

Uses of the Gavel

- 1 Tap – Sit down, adjourn or after the announcement of a vote or a ruling made by the chairperson
- 2 Taps – Call the meeting to order
- 3 Taps – Stand up
- Several Sharp Taps – Restore order

Methods of Voting

1. Roll Call – has the effect of placing on the record how each member votes. It is usually confined to representative bodies, where the proceedings are published, since it enables constituents to know how their representatives voted on certain issues. It should not be used in a mass meeting or in any assembly where members are not responsible to a constituency. (The FFA would not likely use this method of voting.)
2. Secret Ballot – is used when secrecy of the members' votes is desired. A vote by secret ballot can be ordered by a majority vote. This method of voting is popular with officer elections.
3. Rising – used in verifying an inconclusive voice vote and in voting on motions requiring a two-thirds vote for adoption. A show of hands is an alternative method that can be used in place of a rising vote in very small assemblies if no member objects. A show of hands is not acceptable when voting on a division of the house.
4. Voice – (viva voce) the normal method of voting on a motion. It cannot be used on any vote which requires a vote other than a majority vote. Before taking the vote the chair should repeat and clearly identify the motion. The form to use when taking a voice vote, after the chair has clearly restated and identified the motion is: "As many as are in favor of say "aye", all those opposed say "no".

Example: The president would say, "we will now proceed to vote on the motion which states that we send our chapter President and Vice President to the Washington Leadership Conference. This motion requires a majority vote, as many as are in favor say, "aye", all those opposed say, "no". The Ayes have it, motion passes." The chair would then tap the gavel once after announcing the outcome of the vote.

Discussion

The quality of your discussion is a very important tool in the evaluation of both your officer ratings and your team score. Each discussion can earn you between 0-20 points. The following breakdown will be used:

15-20 points – Excellent	10-15 points – Good
5-10 points – Average	0-5 points – Poor

When working on the quality of your discussion you should not concern yourself with trying to receive a discussion rating of excellent. In order for you to receive between 15-20 points you would probably take up too much of the precious time your team will need to complete the entire demonstration. You should concentrate your efforts on discussion that will be worth between 10-15 points. No more than 20 points can be earned on any one debate, no more than 2 debates per member per motion is allowed and only the first 4 debates per member will be scored.

On the score sheet the maximum points that any member of the team can earn is fifty points for their total discussion during the entire demonstration. During the team demonstration you will have time for each member to discuss three times if all discussions are of the 10-15 point range. It is possible for a fourth time if you press it. Remember when you are discussing your motion to keep track of the time factor.

Deductions for Overtime

Under 10 minutes 30 seconds	0 point deduction
10 minutes 31 seconds to 11 minutes	25 point deduction
11 minutes 1 second to 11 minutes 30 seconds	50 point deduction
11 minutes 31 seconds to 12 minutes	75 point deduction
12 minutes 1 second to 12 minutes 31 seconds	100 point deduction

Examples of Discussion (This should be read by all judges prior to judging.)

Motion – That the chapter send the officers to the MFE Conference and pay all of their expenses.

Sample Discussion (15-17 points) – “Sending our chapter Officers to the MFE Conference is an exceptional idea. I went to the MFE Conference last year and had an experience I will always remember. If our officers go to this conference they will be able to pick up ideas from other chapters that they will be able to bring back to our chapter and share with our members. Fellow FFA members, sending our officers to the MFE Conference is an opportunity we cannot afford to pass.”

Recognition (obtain the floor)

Anytime a member wishes to get recognition from the chair they should first stand and then address the chair in one of the following ways: “Mr. President”, “Mr. Chairman”, “Madam President” or “Madam Chairman”. Once the chair has granted recognition then they may proceed. The chair should recognize the member by saying, “The chair recognizes John.”

If more than one member rises, the chair should recognize the member who was the first to rise; or if both members rise at the same time, it is up to the chair to decide who speaks first. It is proper for the chair to rotate debate from those in favor to those against. If a member makes a motion he/she in return has the first right to debate.

Rules Governing Debate

The motion must be moved, seconded and the chair must repeat the motion before debate is in order. Once the motion is opened for debate, the mover of the motion has the first right to debate.

You are only allowed to debate a motion twice per day and not more than ten minutes per time, unless the group moves to extend your time of debate. No member can speak for a second time on a motion until everyone who wishes to speak has spoken at least once. All debate should be related to the question at hand. During discussion you should try to refrain from using names when making comments related to what a member had said earlier. You should instead refer to them as the “previous speaker” or “a previous speaker”.

Motion Classification

There are five different classifications of motions. We will take a look at each and give examples of how they should be handled.

- a. Privileged
- b. Incidental
- c. Subsidiary
- d. Main
- e. Other Motions (unclassified)

**CHART OF PERMISSIBLE MOTIONS FOR THE
FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT**

Privileged Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
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
Subsidiary Motions					
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(l)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes(l)	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)	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of order	No	No	No	Normally no Vote, Chair rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
Other Motions That Bring a Question Again Before the Assembly					
Reconsider (4)	Yes	Yes(l)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3, or majority of membership (3)	Neg. Only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(3) Refer to Robert's Rules of Order Newly Revised (10th edition) for rule(s)

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

(4) Refer to CDE rule #9 (National CDE Guide) before using these motions in the demonstration