

CHAPTER CONDUCTING

SAM HOUSTON STATE UNIVERSITY

1. Any member who has formerly participated on a first-place senior chapter conducting team on a state level is not eligible. Members of the first-place team in greenhand chapter conducting **are** allowed to return in senior chapter conducting.
2. References: **Jarrell D. Gray's *Parliamentary Guide for FFA* (4th edition) will be used.**
 - a. Opening and closing ceremonies, the current edition of the *Official FFA Manual*.
 - b. Parliamentary problems will be taken from Jarrell D. Gray's *Parliamentary Guide for FFA* (4th edition)
 - c. The following chapters of Jarrell D. Gray's *Parliamentary Guide for FFA* (4th edition) will be used in LDEs:

Chapter 1: Importance of Parliamentary Procedure	Chapter 12: Suspend Standing Rules
Chapter 2: Teaching Parliamentary Procedure	Chapter 13: Division of the Assembly
Chapter 3: Fundamental Parliamentary Practices	Chapter 14: Nominations of Elections
Chapter 4: Classification and Order of Precedence of Motions	Chapter 15: Parliamentary Inquiry
Chapter 5: Main Motion	Chapter 16: Withdraw or Modify a Motion
Chapter 6: Lay on the Table	Chapter 17: Adjourn
Chapter 7: Previous Question	Chapter 18: Take from the Table
Chapter 8: Refer to a Committee	Chapter 19: Discharge a Committee
Chapter 9: Amend	Chapter 20: Reconsider
Chapter 10: Point of Order	Chapter 21: Rescind
Chapter 11: Appeal from the Decision of the Chair	Chapter 31: Miscellaneous

These chapters WILL NOT be used in LDEs:

Chapter 22: Fix the Time to Which to Adjourn
Chapter 23: Recess
Chapter 24: Raise a Question of Privilege
Chapter 25: Call for Orders of the Day
Chapter 26: Limit or Extend Limits of Debate
Chapter 27: Postpone to a Certain Time (Definitely)
Chapter 28: Postpone Indefinitely
Chapter 29: Object to the Consideration of a Question
Chapter 30: Division of the Question

These motions can be used:

Adjourn	Reopen Nominations
Lay on the Table	Make Nominations
Previous Question	Parliamentary Inquiry
Commit / Refer to Committee	Withdraw / Modify a Motion
Amend	Take From the Table
Point of Order	Discharge a Committee
Appeal	Reconsider
Suspend Standing Rules	Rescind
Division of the Assembly	Main Motion
Close Nominations	

ALL materials from Jarrell D. Gray's *Parliamentary Guide for FFA* (4th edition) related to the motions below will **NOT** be part of the Chapter Conducting Events.

Fix Time to Adjourn
Recess
Raise a Question of Privilege
Limit/Extend Limits of Debate
Postpone Definitely
Postpone Indefinitely
Objection to Consideration of a Question
Division of a Question

- d. Questions following parliamentary problems will be taken from *Questions and Answers from Jarrell D. Gray's Parliamentary Guide for FFA* (4th edition).
3. Each team in the event shall be limited to 20 minutes. (Penalty for excessive time shall be 10 points per minute or major fraction thereof.) A major fraction of a minute is defined as "31 seconds." *Each greenhand team shall have **five** minutes before the event starts to study the parliamentary problems listed under new business. Study period for senior teams is three minutes.* Team members are not to converse with each other during the study period. The study periods are not to be a part of the 20 minutes set for the event. Actions related to the order of business, such as filing of reports, are part of the 20-minute time limit. There are no restrictions on further study of the parliamentary problems by individuals.
 4. Though parliamentary law does not require it, committee reports must be filed during the 20-minute contest time limit. If they are not, **five** points will be deducted from the rubric.
 5. Each team shall consist of not more than ten or fewer than seven members (including the advisor) without penalty.
 6. The person serving as the advisor is limited in participation to opening and closing ceremonies only.
 7. At the state contest, each judge is required to sign the scoresheet that he/she marks.
 8. Ten parliamentary questions will be used, but not more than two questions will be asked any member. Each member shall be asked at least one question except the student advisor. The time used for questions is not a part of the 20-minute time limit.

9. Though parliamentary law does not require it, the president is to sign minutes, but signing of the committee and officer reports is optional.
10. A motion to adjourn does not eliminate any of the closing ceremony.
11. Visitors will not be permitted on the state level. The advisor may sit in during the performance of his/her team.
12. Parliamentary problems and parliamentary questions will be different in Greenhand and Chapter FFA divisions.
13. Students will not be penalized for calling "question."
14. Only Sam Houston State University will be allowed to furnish station markers. Gavel will be furnished by each chapter participating.
15. Team members may not write on the problem.
16. Problems may not be removed from the competition room by team members or advisors.
17. No writing is allowed by participants during the contest except by the secretary for minutes, the president for recording ballot vote results and signing the minutes, the chairperson when writing names of candidates during the conducting of elections, and members when they are voting by ballot.
18. Communication among team members during the study period or competition is grounds for automatic disqualification.

TIE BREAKER

Ties will be broken based on the greatest number of low ranks. Team low ranks will be counted and the team with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will rank the team's response to questions. The team with the greatest number of low ranks from the response to question will be declared the winner. If a tie still exists then the team's raw scores will be totaled. The team with the greatest total of raw points will be declared the winner.

CHAPTER CONDUCTING SCORE CARD – PAGE 2

CHAPTER:	Area:	1	2	3	4	5	6	7	8	9	10	11	12
Part III. New Business (Parliamentary Problems) (650 points) At this point the team members will take up parliamentary problems previously presented by the judges.													
A. Satisfactory participation by all team members* <ul style="list-style-type: none"> ● A minimum of 3 participation marks per member for full credit. ● The V.P. receives 1 participation mark per problem they chair. ● A 2nd is not participation. ● Sentinel informing President counts for 1 participation mark. 	50												
B. Information and understanding shown <ul style="list-style-type: none"> ● Points should be divided equally between the numbers of major steps needed to properly work the problem. Fractions of points should be rounded down to the nearest whole number. 	550												
C. Dispatch and effectiveness <ul style="list-style-type: none"> ● Using correct parliamentary procedure with consideration given to alternative methods to working the problem. ● Realistic and Quality discussion and debate <ol style="list-style-type: none"> a. Only takes one to discuss b. It takes at least two to debate with opposite opinions c. Heated debate should be strong d. Heavily debated = more than 2 discussions and having different opinions Correct terminologies on motions = -2pts per error	50												
Part IV. Closing Ceremony (50 points)													
A. Accuracy of statements (1 pt. per word missed/added not to exceed 25 pts.)	25												
B. Clearness of expression, understanding, and general effectiveness. (5-10 pts. for volume issues)	25												
Part V. Parliamentary Questions (100 points)													
<ul style="list-style-type: none"> ● Answers to ten questions by the judges on Parliamentary Procedure. ● To receive full credit – answers must be verbatim. ● Partial credit should be given for correct responses that are not verbatim. 	100												
Total Points	1000												
Penalty Deduction [10 pts. @ major fraction of a minute]													
Final Score													
Ranking													

***Example of Participation Formula:** Formula to calculate deductions (only use if member does not receive 3 marks). Least participation marks subtracted from most participation marks and multiply that number by 2 and then subtract that result from 50 to get your total points. Example: Sentinel has 2 marks and Secretary has 8 marks: $8-2=6$, $6*2=12$, $50-12=38$ points for participation.

Judge's Signature: _____

CHAPTER CONDUCTING JUDGE'S NOTE SHEET

Chapter: _____

Area: _____

Judge's Signature: _____

<p>Part I. Opening Ceremony (140)</p> <p>A. Accuracy of Statements (90) _____ pts. President _____ Treasurer _____ Vice Pres. _____ Sentinel _____ Secretary _____ Advisor _____ Reporter _____</p> <p>B. Clearness of expression, understanding and general effectiveness (50) _____ pts.</p> <p style="text-align: center;">TOTAL PART I - _____ pts.</p>	<p>Part II. Order of Business (60)</p> <p>A. Minutes of previous meeting (15) _____ pts. B. Report - Treasurer (15) _____ pts. C. Report-Standing Committee (15) _____ pts. Report - Special Committee (15) _____ pts.</p> <p>Reports must be filed during the 20-minute time period. Did team do this? Yes _____ No _____ If no, 5 points should be deducted from Part II score.</p> <p style="text-align: right;">TOTAL PART II - _____ pts.</p>												
<p>Part III. New Business (650)</p> <p>A. Participation (50) _____ pts. President _____ Sentinel _____ Vice Pres. _____ Member #1 _____ Secretary _____ Member #2 _____ Treasurer _____ Member #3 _____ Reporter _____</p> <p>B. Information and Understanding Shown (550) _____ pts.</p> <p>C. Dispatch and Effectiveness (50) _____ pts.</p> <p style="text-align: center;">TOTAL PART III - _____ pts.</p>	<p style="text-align: center;">NOTES</p> <p>Problem 1.</p> <p>Problem 2.</p>												
<p>Part IV. Closing Ceremony (50)</p> <p>A. Accuracy of Statements (25) _____ pts. Notes:</p> <p>B. Clearness of expression, understanding and general effectiveness (25) _____ pts. Notes:</p> <p style="text-align: center;">TOTAL PART IV - _____ pts.</p>	<p>Problem 3.</p>												
<p>Part V. Parliamentary Questions (100)</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 25%;">1. _____</td> <td style="width: 25%;">4. _____</td> <td style="width: 25%;">7. _____</td> <td style="width: 25%;">10. _____</td> </tr> <tr> <td>2. _____</td> <td>5. _____</td> <td>8. _____</td> <td></td> </tr> <tr> <td>3. _____</td> <td>6. _____</td> <td>9. _____</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">TOTAL PART V - _____ pts.</p>	1. _____	4. _____	7. _____	10. _____	2. _____	5. _____	8. _____		3. _____	6. _____	9. _____		<p>Problem 4</p>
1. _____	4. _____	7. _____	10. _____										
2. _____	5. _____	8. _____											
3. _____	6. _____	9. _____											
<p>Total Score</p> <p>Part I _____</p> <p>Part II _____</p> <p>Part III _____</p> <p>Part IV _____</p> <p>Part V _____</p> <p>Total _____</p>	<p>Time _____</p> <p>Time Deduction - 10 pts. per minute or major fraction</p> <p>Grand Total _____ pts.</p>												

