



2026

Conduct of Chapter Meetings

2026 Updates

Below is a summary of updates to the Conduct of Chapter Meetings Handbook for the 2026 convention cycle. We plan to release handbook changes that may impact instruction in June of the year prior but may finalize smaller updates through February of the competition year. All updates and changes aim to provide a positive, relevant experience for all competitors.

HANDBOOK UPDATE:

JULY 2025

JANUARY 2026

Policies and Guidelines

I. Eligibility of Students

Added — Eligibility is based on the **National FFA membership year (August 1–July 31)**—not a school’s academic calendar or “rising grade” designation.

Rationale: Clarifying that a student must be a 7th-grade member on the date of the qualifying event to compete or qualify at a state qualifying event. A student who is still a 6th-grade member on that date is not eligible to qualify and may compete for 7th-grade consideration only in qualifying events held on or after August 1.

Refer to the National FFA Career and Leadership Events webpage on [FFA.org](https://ffa.org) for the most up-to-date career and leadership development handbook edition.

CONTACT

Career Development Events
Education Specialist
National FFA Center
6060 FFA Drive
Indianapolis, IN 46278
cde@FFA.org

FFA VISION

Growing the next generation of leaders who will change the world.

FFA MISSION

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FFA CODE OF CONDUCT

FFA members participating in National FFA programs understand and agree to abide by the National FFA Code of Conduct at:
<https://ffa.app.box.com/s/x6l2lkovv4x9tgiegy73mei30zvlip5i>

Guiding Principles

National awards and competitive events should:

1. Inspire members to explore, learn, and be prepared for future careers related to the AFNR career pathways and FFA AFNR Value Chain.
2. Recognize achievements in skill development and knowledge, including:
 - a. leveraging relevant technologies
 - b. utilizing creative problem-solving
 - c. meeting developmentally appropriate learning objectives (Bloom's Taxonomy)
 - d. utilizing employability skills (teamwork, communication, collaboration)
3. Be accessible and engaging for all students and FFA members.
4. Provide awards and recognition opportunities for students at all levels.
5. Work with other groups to utilize or partner with existing experiences.
6. Provide feedback that promotes personal and professional growth.

Agriculture, Food and Natural Resources (AFNR)

Career Cluster Content Standards

The National Council for Agricultural Education has provided permission to the National FFA Organization to use the National AFNR Career Cluster Content Standards in the development of their educational resource materials. The National Council for Agricultural Education is the owner and developer of the National AFNR Career Cluster Content Standards © 2016 and reserves all rights to the original material used here with permission. In addition, The National Association of State Directors of Career and Technical Education/National Career Technical Education Foundation (NASDCTE/NCTEF) has provided permission to use the Common Career and Technical Core (CCTC) Standards in support of this project. NASDCTE/NCTEF are the owners and developers of the Common Career and Technical Core (CCTC) Standards © 2012 and reserve all rights to the original material used here with permission.

The National FFA Organization has adopted the AFNR Career Cluster Content Standards and integrated them into the national award and recognition programs for the benefit of members, school administration, and agriculture as a whole. For a complete set of the standards, please visit the [2016 AFNR Career Cluster Content Standards](https://ffa.app.box.com/s/hrxlqvw7g6zo54xfi5x5ktylyusqjhy0). You may access the standards alignments for this event at <https://ffa.app.box.com/s/hrxlqvw7g6zo54xfi5x5ktylyusqjhy0>.

Professional Integrity

FFA members participating in national FFA programs and events understand and agree that all work must result from their own effort and ability, created, and completed alone (except for partner or chapter applications). When outside sources (direct quotes or phrases, specific dates, figures, or other materials) are used for a project, document, or application, the required reference citation must be completed according to the rules specified by the applicable handbook.

While participating in National FFA programs, FFA members are prohibited from:

- Plagiarizing
- Violating copyright
- Cheating
- Falsifying information
- Using another person's results or thoughts as their own, even with this person's permission. This includes work done by a family member or a mentor.
- Using information or data obtained from the internet without proper citation.

Any attempt to gain an unfair advantage will not be tolerated. Non-compliance represents plagiarism and will automatically disqualify a member.

Use of Artificial Intelligence (AI) for National Programs and Events

Artificial intelligence (AI) refers to computer systems capable of performing complex tasks that historically only a human could do, such as reasoning, making decisions, or solving problems. As AI continues to evolve, it can be a tremendous tool to help companies, organizations and individuals enhance their productivity and work. Therefore, the National FFA Organization allows the use of AI tools. FFA members may use AI tools, such as ChatGPT, Gemini, and CoPilot, to assist them in their learning.

Appropriate uses of AI may include:

- generating ideas for any FFA-related assignments, projects, contests and award applications
- checking facts of a phenomenon
- checking for and correcting grammatical errors in a paper written by a member

For more information, please see the [Standard Operating Procedures on the Use of Artificial Intelligence \(AI\) for National Programs and Events document](#).

Member Safety

At National FFA, we're committed to creating a safe, inclusive, and supportive environment for all members— students, educators, and families alike. We believe in fostering premier leadership, personal growth, and career success, and that starts with a community built on respect and professionalism. These guidelines outline the expectations for behavior and conduct across all FFA activities and spaces. By upholding these principles, members help ensure FFA remains a place where everyone can thrive.

Please take a moment to review these policies, [here](#) (Member Safety at FFA.org), which includes an agreement to abide by the [National FFA Code of Conduct](#). Adherence is essential—violations may result in disciplinary action, including restricted access to events.

2026 CAREER AND LEADERSHIP DEVELOPMENT EVENTS GUIDELINES

POLICIES AND GUIDELINES

I. Eligibility of Students

- a. Eligibility is based on the **National FFA membership year (August 1–July 31)**—not a school's academic calendar or "rising grade" designation.
- b. Each student must be a student FFA member on the current roster in good standing with the local chapter, state FFA association, and the National FFA Organization during the school year in which the student qualified to participate at the national level.
- c. If a student's name is not on the chapter's official roster, please work with the National FFA membership team to update the membership before the national event.
- d. The student, at the national event, must be:
 - i. A secondary education (grades 7-12) FFA member during the school year in which the participant qualified to participate at the national level as determined by the roster at the time of qualifying.
 - ii. A graduating senior is eligible to compete in state and national career and leadership development events up to and including their first national convention following graduation.)
 - iii. Participants in the Creed Speaking and Conduct of Chapter Meetings LDEs must qualify as a 7th, 8th, or 9th grade member.
- e. If a student moves to a different chapter or a different state once the student has qualified as a state representative in an event, that student may be allowed to compete in the national event with the school they qualified with during the qualifying year.
- f. A student may only participate in the same official CDE/LDE once. No student may participate in more than one National FFA event each year.
- g. Each student participating in a national event must complete an online Waiver and release of Liability through the convention registration system.

II. Selection/Certification of State Teams

- a. Each state will submit a team declaration form by July 1, before the national FFA convention. Participation in each declared event will incur an entry processing fee. [State Staff Declaration Instructions](#)
- b. Each team will be composed of the number of members determined by the specific event rules and formats. The members of a state team must be from the same chapter.
- c. All students must be certified online by the designated deadline of Sept. 1 or within 10 days of the qualifying date if after the deadline. Advisors or state staff must certify members in each event by the certification deadline [How to certify a team or member Instructions](#).
- d. Once the original certification has been completed, no member may be added without first deleting a member. (See III. Drop/Add Process).
- e. State staff shall approve students are eligible (See I. Eligibility of Students). [State Staff Certification Approval Instructions](#) If an ineligible student participates in any career or leadership development event, the member will be disqualified, which may also impact the team's ranking.
- f. States may approve teams comprised of fewer members than the required members.
- g. Substitutions of any student or team are subject to the determination and approval of the state association.
- h. If reputable international competitions invite teams to a competition, the national organization will certify National FFA Career and Leadership Development Event winners for international competition when states request. This is with the understanding that the state team will provide their travel expenses.

III. Drop/Add Process

- a. If a student needs to be substituted or dropped, the online drop/add process must be used to substitute or drop the team member. A team member must be dropped before another team member may be substituted. [How to Drop/Add a team member Instructions](#).
- b. The Drop/Add must be submitted one hour before the first event component or official activity of an event as listed in the schedule of events. Changes will not be permitted after this time.
- c. Members added to any team must meet all the eligibility and membership requirements described in this Guide's other sections.
- d. Substitutions may be allowed after the online document submission date (See individual Event Handbooks for details).
- d. Any assistance given to a student from any source other than the career development event officials or assistants will be sufficient to disqualify that student from the career and leadership development event.
- e. Event superintendents may stop any student if they deem their manner hazardous to themselves or others. Such action may result in a zero or lower score for that student for that section of the career or leadership development event.
- f. Students who start an event and do not complete it without notifying event officials at the time of departure may be disqualified. This can affect the overall team rank and position; in some events, it could also disqualify the entire team.
- g. Students will not be allowed to utilize personal electronic communication devices other than those approved by the event officials during the entire event. Students who access personal electronic communication devices without prior approval from the event officials may be disqualified from the national event.

IV. Disqualification

- a. FFA members participating in national FFA programs and events understand and agree that all work must result from their effort and ability, created and completed alone (except for partner or chapter applications). Details about Professional Integrity, the Use of Artificial Intelligence (AI) for National Programs and Events, and the National FFA Code of Conduct are included in event handbooks.
- b. Any verbal or non-verbal communication between students during an event that is not part of the event will be sufficient cause to eliminate the team member involved from the career development event.
- c. Teams or students arriving after the career development event has begun may be disqualified or penalized. This includes a zero or lower score for that team or student for the missed section of the career or leadership development event.
- h. Any CDE/LDE student, team, advisor, or coach who is proven to have gained access to event materials intended for or utilized by the event committee during the competition will be disqualified from the national event.

Purpose

The purpose of the National FFA Conduct of Chapter Meeting Leadership Development Event is to introduce seventh-, eighth-, and ninth-grade FFA members to parliamentary procedure as they learn how to conduct efficient meetings and build their communication skills.

Agriculture is a highly technical and ever-changing industry on which everyone is dependent. We will maintain agriculture as our nation's number one industry only if we understand the importance of different agrisciences, marketing strategies, safe food production regulations, and continuous research to improve agriculture. Strong, relevant agriscience programs are one way we can maintain our nation's agricultural edge.

With the recommendation of the National FFA Board of Directors, all national FFA programs have incorporated the Agriculture, Food and Natural Resources (AFNR) Cluster Skills and Career Readiness Practice Standards to guide the direction and content of program materials and activities. Refer to Appendix A in the handbook for a complete list of the measurable activities participants will carry out in this event.

Objectives

Students will be able to:

- Demonstrate correct use of FFA opening and closing ceremonies.
- Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- Communicate and participate effectively as team members.
- Demonstrate critical thinking and teamwork for effective decision-making.

Event Rules

Review the Career and Leadership Development Event Policy and Guidelines for information on eligibility, selection, certification, team member changes, disqualification and more.

[General Information for National Competition](#) can provide general guidance on preparing for national competition.

Team make-up

Each team will consist of seven members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel, and advisor. The member who performs the advisor role in opening ceremonies will participate as a member for the remaining time of the event.

- Team members must be enrolled in the seventh, eighth, or ninth grade at the time of qualification.
- It is highly recommended that participants wear FFA Official Dress for this event.

Event Format

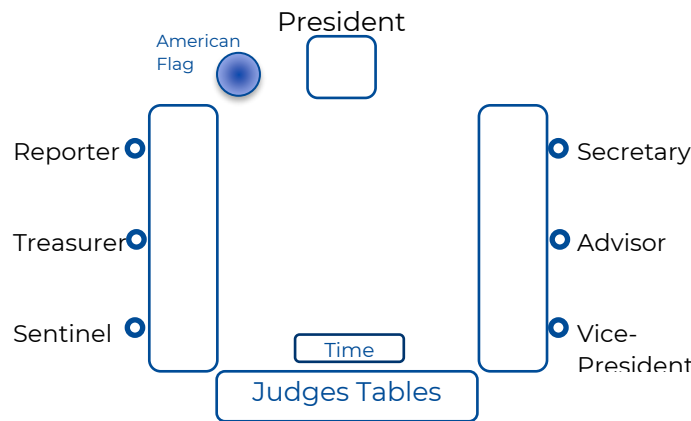
Equipment

Materials the student needs to provide include:

- Two sharpened No. 2 pencils.

Materials provided by the event committee include:

- Gavel and officer station symbols.
- Blank notepaper.
- Event digital timers.
- American flag.



Written Exam

Twenty-five questions (one point per question; 25 points per member; 175 total team points, 30-minute time limit)

Team members will take the written exam one time. Exam scores will be used as part of the team score (combined score of the seven team members) in each of the three rounds and in the seeding process to place teams in the preliminary rounds. Teams are responsible for providing pencils to take the exam. The exam will cover the following:

- Officer duties (FFA Manual or RONR §47): No more than three questions
- Parliamentary procedure: Approximately 22 questions
 - Permissible motions
 - Order of business
- Parliamentary Procedure questions are taken from the following sections of Roberts Rules of Order Newly Revised (RONR):
 - §1 The Deliberative Assembly
 - §2 Rules of an Assembly or Organization
 - §3 Basic Provisions and Procedures
 - §4 The Handling of a Motion
 - §5 Basic Classifications; Order of Precedence of Motions
 - §7 Standard Descriptive Characteristics of Motions
 - §10 The Main Motion

- §11 Postpone Indefinitely
- §12 Amend
- §13 Commit or Refer
- §14 Postpone to a Certain Time (or Definitely)
- §16 Previous Question
- §19 Raise a Question of Privilege
- §20 Recess
- §23 Point of Order
- §29 Division of the Assembly
- §33 Requests and Inquiries(33:1-10 only)
- §39 Dilatory and Improper Motions
- §40 Quorum(40:1-12 only)
- §42 Rules Governing Assignment of the Floor
- §43 Rules Governing Debate
- §44 Bases for Determining a Voting Result
- §45 Voting Procedure (45:1-45:16 only)
- §47 Officers
- §50 Committees

Presentation

1. The national event will have three rounds:

Preliminary round

- The preliminary round will have six sections. A section shall be made up of six to nine teams.

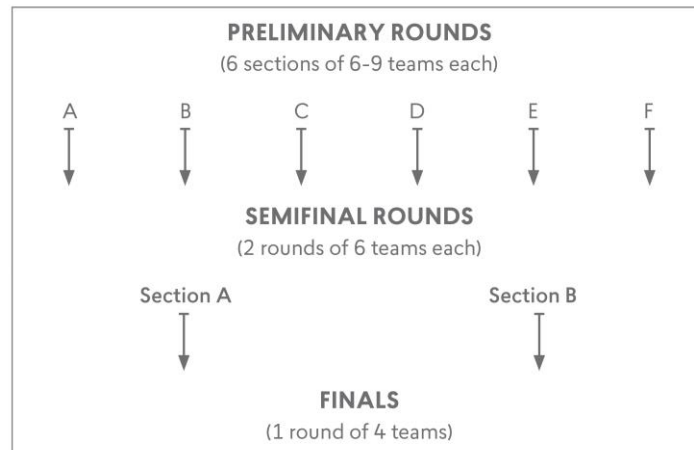
Semifinal round

- Two teams from each section, for a total of 12 teams, will advance to the semifinal round.

Final round

- Two teams in each semifinal section will advance to the final round of four teams.

Team Progression Chart



Opening Ceremonies

(10 points/member; 70 points/team)

- Voice
- Poise
- Expression
- Accuracy

Presentation — Team Demonstration

- Team members will demonstrate four assigned motions from the permissible parliamentary procedure motions listed below. Event officials will select motions to be demonstrated in each flight of the event.
 - Privileged Motions
 - Raise a question of privilege
 - Recess
 - Subsidiary Motions
 - Previous question
 - Postpone definitely
 - Commit or refer
 - Amend
 - Postpone indefinitely
 - Main Motion
 - Incidental Motions
 - Parliamentary inquiry
 - Division of the assembly
 - Point of order

Presentation — Closing Ceremonies

(15 points; 10 for the president, five for the secretary)

Presentation — Opening and Closing Ceremonies Accuracy

- One-point deduction per error (adding, deleting, and transposition of words or deviation from printed ceremonies) per team member with a maximum deduction equal to the amount available to be earned. Non-judge-directed *restarts will be counted as a 15-point error or one point per repeated word, whichever is less. Members may get a negative score.* (Official FFA Manual)
- When asked to call the roll of members, the Secretary will state, "There are seven members and numerous guests present, Mr./Mdm. President or President *Last Name*."

Oral Questions

- Judges will ask one oral question (which may contain multiple parts) per participant. Verbal questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure, or officer duties and responsibilities. Oral questions may not necessarily relate to the motion a member was assigned in their presentation.

Event Procedures

- The room will be pre-set with a lectern, tables, chairs, station markers, and a timer before the event. All teams will use identical room sets provided by the event committee. Actual meeting room sets will be provided during the team orientation meeting before the event.
- All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team. No outside materials, other than pencils, will be allowed during the presentation.
- Participants will have one minute to read their cards silently and take notes immediately before their demonstration. Team members may not mark or write on the cards and may not confer or signal each other during the one minute or the demonstration, except when seeking recognition from the chair.
- A time clock will time the one minute and then beep to indicate the team start their presentation and immediately begin timing the presentation.
- The student advisor will participate during the opening ceremonies for the advisor's part and then will take on the role of a member to participate in debate, be assigned a motion and asked an oral question.
- Every participant will receive a card (see the sample on the next page) with the main motion and the four required motions from the list of permissible motions. No other motions may be used. However, a point of order, division of the assembly, and parliamentary inquiry may be used if not listed on the motion card. Points will not be awarded if it is not on the motion card, and an appeal may not be made on the president's ruling. The four required motions will include a minimum of one debatable subsidiary motion.
- An assigned motion will receive full points for technical correctness if it is permissible when made and stated in accordance with *Roberts Rules of Order Newly Revised* by the member. If a motion is not brought before the assembly by the assigned member, no points can be earned by the chair or the assembly.
- Handling of the motion by the chair and disposal of the motion by the assembly are scored separately on the scorecard.

ADVISOR

**National Prelim. A
DO NOT MARK ON THIS CARD**

MAIN MOTION: I move that the chapter officers do a parliamentary procedure demonstration for the faculty.

REQUIRED MOTIONS:

Amend

Recess

Division of the Assembly

Postpone Definitely

- The required motion must be demonstrated by the officer to whom the motion has been assigned for points to be scored. Besides the assigned main motion, motions must be demonstrated as privileged, subsidiary, or incidental. Incidental main motions are not permitted. If the assigned motion is used by another officer, it must be properly renewed again, if allowed, by the assigned officer to score points. If a motion is not brought before the assembly by the assigned member, no points can be earned by the chair or the assembly.
- *Judges will score all member debates, but only the top three permissible debates per team member will impact the final team score. No points will be awarded for debates on motions that are out of order, for more than two debates on a motion, or for undebatable motions.*
- If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal to each other.
- Four of the six participants on the floor will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned.
- **Members will be recognized by the chair using their officer titles, not their names. The chair will be penalized for not recognizing officers by their titles.**
- The demonstration, including the opening and closing ceremonies, will not exceed 13 minutes. (Penalties will be assessed starting at 13:01).
- A time clock or time card will be provided so that the team can see it. The clock will count down from one minute for preparation time and count up from zero minutes, starting immediately following the one-minute preparation and signaled by a beep from the time clock or an announcement from the judges and stopping when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of nine and 11 minutes.
- Judges will ask one oral question (which may contain several parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure, or officer duties and responsibilities. The same set of questions will be used for each team in each flight of the event. Separate sets of questions will be developed for each round of the event.

Main Motion

- There is no pre-determined list of main motions. Main motions are determined annually by the event superintendent and arise from one of the three divisions of the chapter program of activities, which include growing leaders, building communities, and strengthening agriculture.

- The order of business will begin after opening ceremonies and will begin with the consideration of new business (other items normally on the order of business are not to be considered). After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion, which will not be assigned to any particular officer.
- The motion to adjourn is not allowed. Closing ceremonies must be performed.
- The rubric should be used to determine the ranking of teams for each round.
- Division of assembly, point of order, and parliamentary inquiry may be used with no point deduction if not listed on the motion card when used appropriately. Except for the three motions listed above, the use of other motions not listed on the motion card will result in a point reduction of 50 points per instance.

Tiebreakers

- Presentation — Debate
- Written exam — Team total

Scoring Guidelines

GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER MEMBER)

1. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score debates in an unbiased manner. All debates should be scored at the time they are delivered.
3. Each time a participant in the presentation discusses a debatable motion, which is in order at the time of the debate, they may earn a score. However, only the top three debates per member will be tabulated in the presentation score. Only the first two debates per member per motion will be tabulated.

Characteristics of Effective Debate

1. Characteristics of effective debate include the member's ability to state his or her position, provide reason(s) supporting his or her position and tell or encourage the delegation how to vote. The delivery of the debate will include:
2. Completeness of thought.
3. Logical reasoning.
4. Clear statement of the speaker's position.
5. Conviction of delivery.
6. Concise and effective statement of debate.

GOOD DEBATE (15–20 points)

A good debate would be characterized by a presentation that includes the components of a good debate as well as the quality of delivery in which the debate is delivered. Those components are

- States position.
- Provides more than one reason supporting the position.
- Tells delegation how to vote.

AVERAGE DEBATE (8–14 points)

An average debate would be characterized by a presentation that includes only one supporting reason or lacks in the quality of delivery. However, the

following basic components of a debate will still be included:

States position.

Provides one reason supporting the position.

Tells delegation how to vote.

POOR DEBATE (0–7 points)

A poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning, and substance, as well as the omission of one or more components of an effective debate.

GUIDELINES FOR SCORING THE CHAIR

The chair is evaluated by his or her ability to preside and his or her leadership.

Processing of Motions (20 points/ea)

The processing of motions includes the ability of the chair to process a motion as presented by the membership in harmony with the form and examples presented in the current edition of *Roberts Rules of Order: Newly Revised*. Motions and statements by the chair should follow the language as closely as possible, as stated in RONR.

Ability to preside (30 points)

The ability to preside includes the use of voice and inflection to aid in the handling of business, following rules of debate, keeping members informed, putting motions to a vote, announcing results of votes, using the gavel, and maintaining awareness of business on the floor. A suggested grading scale is as follows:

Excellent: 26–30 points.

Good: 20–25 points.

Poor: 0–19 points.

GUIDELINES FOR SCORING TEAM EFFECT (40 POINTS)

Conclusions reached by the team (20 points):

The main motion was well analyzed, which may include answering who, what, when, where, why and how, as well as the disposal of the main motion (passing, failing, or committing).

Team voice, poise, and expression (20 points):

The degree to which debate was convincing, logical, realistic, orderly, efficient, and free from repetition. This includes voice, poise, expression, grammar, gestures, and professionalism.

GUIDELINES FOR SCORING TECHNICAL CORRECTNESS

Technical Correctness—Maker of the Motion (30 points/motion)

Was the motion made using the verbiage as presented in *Roberts Rules of Order: Newly Revised* (RONR)? Did the maker of the motion make the motion when it was permissible? Please note that personal preferences should be avoided; please refer to RONR's Form and Example sections for each permissible motion's correct verbiage. Full points should be awarded if the motion follows RONR and is permissible when made. Deductions should only be made in this section for technical errors in verbiage or permissibility made by the member in their making of the motion.

References

This list of references is not intended to be all-inclusive. Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

- The official text will be the 12th edition of Robert's Rules of Order Newly Revised.

Additional references may include:

- [Official FFA Manual](#)
- [FFA Student Handbook](#)
- American Institute of Parliamentarians (Available on Amazon)—
 - Presiding: You Can Do It.
- Past National FFA Event Exams and Oral Questions, available at [FFA.org](https://www.ffa.org) at no cost
- Past National FFA Event Finals Recordings (available at [FFA.org](https://www.ffa.org) at no cost)

Awards

Awards will be presented to teams based on their rankings at the awards ceremony. All teams will receive a gold, silver, or bronze team placing. All individuals will receive a gold, silver, or bronze award at the award function. Four national finalists will present on the Finals stage.

Corporate partners help grow the next generation of leaders through supporting AFNR pathways awards.

Specialty Awards

- Certificates may be awarded to outstanding chairmen and members in any round of the event and for perfect exam scores.
- A large gavel that is used at the event will be engraved with the winning team's name.

Rules for the Permissible Motions

STANDARD DESCRIPTIVE CHARACTERISTICS

(See current edition of Robert's Rule of Order, Newly Revised)

Motion Names, Class ¹ And Purposes	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed?
<i>CLASS: Privileged Motions (Deals with special matters of immediate or overriding importance to the business of the assembly)</i>					
Recess (Provides a brief break)	No	Yes	No	Yes ²	Majority
Raise a Question of Privilege (Asks an urgent question regarding the rights and privileges of the assembly.)	Yes	No	No	No	No vote Chair rules
<i>CLASS: Subsidiary Motions (Aids the assembly in handling or disposing of a main motion)</i>					
Previous Question (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table.)	No	Yes	No	No	Two-thirds
Postpone Definitely (Puts off further consideration of the main motion to a later time, not beyond the next regularly scheduled meeting if within a quarterly interval.)	No	Yes	Yes	Yes	Majority (Two-thirds if made a Special Order)
Commit or Refer (Refers to the motion to a committee)	No	Yes	Yes	Yes	Majority
Amend (Proposes to change a motion)	No	Yes	Yes ³	Yes	Majority
Postpone Indefinitely (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
<i>CLASS: Main Motions (Introduces new business to the assembly)</i>					

Motion Names, Class ¹ And Purposes	Interrupt Speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed?
Main Motion (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority
<i>CLASS: Incidental Motions (Related to the pending business and must be decided immediately)</i>					
Parliamentary Inquiry (Allows a member to ask a question related to parliamentary law or the rules of the organization.)	Yes	No	No	No	No vote Chair answers
Division of the Assembly [Requires a standing (rising) vote]	Yes	No	No	No	No vote Demand
Point of Order (Requests that the rules be enforced)	Yes	No	No	No	No vote Chair usually rules ⁴

1. *Motions that bring a question again before the assembly are not required for this event.*
2. *Amendable with respect to the length of the recess.*
3. *Debatable if applied to a debatable motion.*
4. *Assembly decides by a majority vote if the chair does not want to make a ruling.*

Deductions for Common Parliamentary Procedure Errors

The table below shows deductions that judges will use for parliamentary procedure errors. If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted. “Members” are the team members other than the chair.

PARLIAMENTARY PROCEDURE ERRORS	Severity of Error	Point Deduction
Violations Related To Using A Motion Improperly		
Postpone Indefinitely (when qualified. e.g., a time is given)	****	20
Parliamentary Inquiry (when used to ask another member a question)	***	15
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	***	15
Violations Related To The Chair		
Improper use of the gavel	*	5
Referring to him/herself in the first person (e.g., “I”)	*	5
Failing to announce the results of the vote	*	5
Not obtaining a second before stating or putting the motion.	**	10
Not calling for a negative vote.	**	10
Failing to call for debate on a debatable motion	**	10
Ignoring a member requesting the floor	**	10
Taking a hand vote after a Division of the Assembly has been called	**	10
Taking a voice vote on a motion that requires a two-thirds vote	**	10
Failing to take a vote on a motion	***	15
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)	***	15
Stating a personal opinion	****	20
Not giving preference in recognition to the maker of a motion if he/she has not debated and has risen for recognition by the chair.	**	10
Not giving preference in recognition to the member who has not debated.	**	10
Not alternating debate between those opposed and those in favor of a motion (if known)	*	5
Neglecting to notify members to be seated after taking a standing (rising) vote	*	5
Arbitrarily stopping debate	**	10
Not completing all steps in the announcement of the vote.	**	10

PARLIAMENTARY PROCEDURE ERRORS	Severity of Error	Point Deduction
Violations Related To Amendments		
Adding words to the middle (instead of the end) of motions	*	5
Striking words that result in incomplete wording for the main motion	*	5
Inserting “not” to make the motion a negatively worded motion	*	5
Making an amendment that is not germane	**	10
Amending a non-amendable motion	****	20
Violations Related To Motions		
The chair did not restate the motion as it was moved by a member.	*	5
Member incorrectly stating a motion (e.g., “I motion that,” using incorrect postpone, etc.)	*	5
Chair restating motion before it receives a second	**	10
Taking up a motion out of the order of precedence	****	20
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to recess is made when no question is pending. It is therefore classified as an incidental main motion.)	****	20
Member calling out “Question” from his/her seat to stop debate.	***	15
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	15
Violations Related To Debate By Members		
Not getting recognized before debating (discussing) a motion.	*	5
Not addressing debate through the chair.	*	5
Addressing other members by name	*	5
Debating more than two times on a single motion	****	20
Debating against a motion, they moved.	**	10
Debating a non-debatable motion	****	20
Debate not germane	***	15
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	***	15

Note: star ranking system* = least amount of deduction to **** = greatest amount of deduction

Judges Scoring Rubric

Conduct of Chapter Meetings Leadership Development Event

Opening Ceremonies		Discussion (60 pts. max./member, 20 pts. max/debate) Excellent 15-20 pts., Good 10- 14 pts., Average 5-9 pts., Poor 0-4 pts.										Debate Total	Individual Question (10 pts ea.)	Individual Totals	Pts. Poss.
10 Pts/ Member		Main Motion		Postpone Indefinitely		Amend		Commit or Refer		Postpone Definitely					
Sentinel														/80	
Treasurer														/80	
Reporter														/80	
President		Chair motion handling scored below												/20	
Secretary														/80	
Advisor														/80	
Vice President														/80	
Team Exam Score													/175		
Officer Assigned															
Required Motion															
Technical Correctness Maker of the motion (Worded correct, permissible)		/30		/30		/30		/30		/30			/120		
Disposal of the Motion (Team disposed of the motion correctly)		/10		/10		/10		/10		/10			/40		
Chair (Processing the motion)		/20		/20		/20		/20		/20			/80		
Chair Ability to Preside (Voice & disposal of motions)													/30		
Conclusions Reached		The main motion was thoroughly analyzed. Conclusions reached were consistent with the debate on the motion, as was voting.											/20		
TEAM voice, poise and expression		Members spoke clearly with appropriate pitch, pace, enunciation and grammar. They showed confidence through professional demeanor, eye contact, etc. They spoke with conviction, with appropriate emphasis and body language.											/20		
Closing Ceremonies		Total number of errors in closing ceremonies (deduct 1 point per error from the total closing ceremonies score; may be a negative number based on total errors)											/15		
Time Deduction		Time penalty -2 pts per second over 13 minutes													
Procedural Deductions		Parliamentary errors 5-25 pts (refer to guide, list deductions in comments)													
Comments:													TEAM TOTAL: /1000		