



2026

Parliamentary Procedure

2026 Updates

Below is a summary of updates to the Parliamentary Procedure LDE 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

- Added the objective: Defend the logic of motions and debate using parliamentary principles and strategy.
- Removed the fifth phase of the event, “Individual practicum focused on minutes and other records.”
 - Removed the section “Individual Practicum, Minutes and Other Records (50 points or 5%)”
 - Under “Written Exam”, added Part III - “5-minute questions x 5 points each = 25 points”
 - Written Exam — The SAEP (80%) qualification will consist of a total of 200 points, comprising 45 multiple-choice questions (4 points each), and 5 research questions (4 points each). Minutes practicum — Minutes practicum will be replaced with 5 questions (5 points each) added to the written test and 5 minutes of clarifying questions (25 points) added to the presentation. Under “Debates” clarified the total points available for debates as 60.
 - Update the score sheet to reflect the changes in Minutes and Clarifying Questions
 - Removed the “Minutes or Other Records Scorecard.”
- Event Format — Updated the point and percentage values for all phases of the event
Rationale: Addresses the changes needed to remove the Minutes and Other Records practicum while continuing to address those areas.
- Removed the statement, “Students will NOT be provided a searchable digital version of the parliamentary authority and will be submitting their answers through an online digital form.”
- Added statement, “The use of AI tools are not allowed to generate responses in the team problem-solving practicum.”
- Removed the statement, “Members of the American Institute of Parliamentarians and the National Association of Parliamentarians will be invited to review and participate in this portion of the event.”
- Updated the Resource list, removed dated items and duplicates, updated links.
Rationale: Addresses the changes needed to change the format of the Minutes and Other Records practicum.

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.

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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/x6l2lkovv4x9tgiegy73mei30zvlip5j>

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.org). You may access the standards alignments for this event at <https://ffa.app.box.com/s/hrxlqv7q6zo54xfi5x5kyltlyusqjhy0>.

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 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).

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.
- 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.
- 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 parliamentary procedure leadership development event is to encourage students to learn to participate in a business meeting and meetings of organized societies effectively and to assist in developing their leadership, research, problem-solving skills and critical-thinking skills.

Objectives

Upon completion of participation in the event, students will be able to

- Use parliamentary procedure to conduct an orderly and efficient meeting.
- Demonstrate knowledge of parliamentary law.
- Present a logical, realistic and convincing debate on motions.
- Evaluate minutes and organizational documents.
- Utilize parliamentary resources to solve problems of organizational management and operations.
- Defend the logic of motions and debate using parliamentary principles and strategy.

National Association of Parliamentarians Body of Knowledge:

In consultation with the National Association of Parliamentarians and the American Institute of Parliamentarians, this event has been aligned with the National Association of Parliamentarians *Body of Knowledge* for members and leaders of organizations.

Partnership for 21st Century Learning:

The skills, knowledge and disposition cultivated in this event are aligned with the P21 Framework.

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.

A team representing a state will consist of six members from the same chapter. All practicums will involve all six team members.

- All members completing the National FFA Event will be eligible for American Institute of Parliamentarians (AIP) membership.
- It is highly recommended that participants wear FFA Official Dress for each event.
- The advisor will not consult with the team after entering the holding room prior to each round of the event.
- Any participant possessing an electronic device in the event area is subject to disqualification.

EQUIPMENT

Materials the student needs to provide:

- Each participant must bring a minimum of two sharpened No. 2 pencils for each team member.
- A copy of the current edition of *Robert's Rules of Order Newly Revised*.
- Materials provided by the event committee:
 - A gavel will be supplied for the chair. Teams may choose to bring use their own gavel.
 - Paper and pencils will be provided at the chair and secretary stations.

THE EVENT WILL HAVE FIVE PHASES:

- Written examination.
- An 11-minute team presentation of parliamentary procedure.
- Oral questions following the presentation.
- Team problem-solving practicum.

Event Format

WRITTEN EXAM (225 POINTS OR 22.5%)

Part I

Consists of five open-book parliamentary procedure research questions using the current (12th) edition of *Robert's Rules of Order Newly Revised*. Participants will be allowed 30 minutes to complete Part I of the exam. All team members are required to provide their own copy of the most current edition of *Robert's Rules of Order Newly Revised*. It is allowable to have highlighting in your book and tabs. It is not allowable to add written pages to the RONR or have written additional notes.

An example of one research question is outlined below:

- Responses to the research questions in the written exam will require referencing to the Section and Paragraph in the 12th edition of RONR.

Answer: RONR, Section ___, Paragraph. ___ or RONR §__:

Part II

Fifty multiple-choice questions taken from *Robert's Rules of Order Newly Revised*. At least five questions of the exam will focus on content related to minutes. Participants will have one hour to complete Part II of the exam. **NOTE:** [References](#) and materials **cannot** be used for this part.

Exam content will be guided by the National Association of Parliamentarians "members and leaders" sections of the *Body of Knowledge* and the Society for Agricultural Education Parliamentarians (SAEP) accreditation processes.

Participants receiving a cumulative score of 80 percent or greater on the exam will be recognized as an Accredited Parliamentarian (AP) by the Society of Agricultural Education Parliamentarians (SAEP).

The average score of the six team members will be used to compute the total team score that will be utilized for each round.

PRESENTATION (500 POINTS OR 50%)

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.

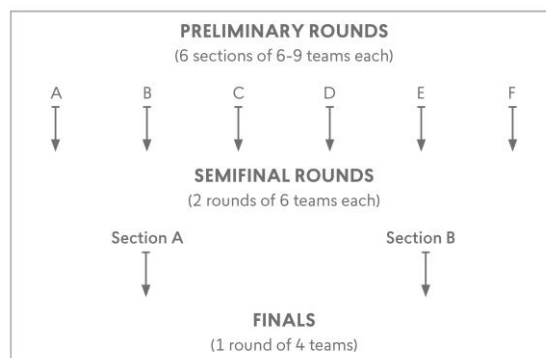
Semifinal round

- Two teams from each of the sections, 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



2. Seeding Process

Teams will be placed into preliminary and semifinal rounds based on the teams' exam scores, which is the average score of the six team members. Teams will be seeded into sections based on their test scores with teams having the highest test scores evenly spread out in different sections. The seeds will be placed within each section in alternating patterns in order to create a balance of teams within each section.

3. Item of Business

Each team will address a local chapter item of business, which would normally be a part of a chapter's program of activities (consult FFA.org, the Official FFA Manual and Student Handbook for specific activities and current programs.) The motion will be specific and must be moved as an original main motion as it is written on the event card.

Motions not on the chart of permissible motions, or secondary motions and debate applied to them, will not be scored.

4. Event Card

There are 25 permissible motions in the national FFA event. From the list of permissible motions, the event officials will select two subsidiary motions, two incidental motions and one privileged motion or a motion that brings a question again before the assembly. These motions will be on an index card, and one will be randomly assigned to each team member. Motions must be demonstrated in the classification that is indicated on the motion card (i.e. privileged, subsidiary, incidental, motions that bring back again before the assembly).

All teams in each section will be assigned the same motions. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining, or highlighting). Members may not confer or use nonverbal communications during the one-minute time period or during the demonstration.

SAMPLE CARD

Main Motion:

I move that our chapter send two delegates to WLC.

Required Motions:

Lay on the Table

Amend

Suspend the Rules

Appeal

Recess

5. Opening and Closing the Demonstration

The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The chair shall start the presentation by saying, "Is there any new business?" Time will stop when the chair declares the meeting adjourned.

Original Main Motion: The event official will assign the main motion on an index card; no other original main motions may be used. Making other original main motions that are not on the event card will result in a 50-point deduction from the overall team presentation score.

The assigned original main motion is to be the first item of business presented, unless, Take from the Table, Reconsider or Rescind are required on the event card. If any of these motions are on the event card, the team may choose to demonstrate the motion at the beginning of their demonstration or at the end of the demonstration, after they have disposed of the original main motion. Points are only deducted if a parliamentary error occurs or if event time requirements are violated. If this is the case, an alternative main motion for Take from the Table, Reconsider or Rescind will be provided.

The person who makes the assigned main motion will be given credit for an additional motion.

6. Secondary Motions

There is no limit to the number of subsidiary, incidental and privileged motions that a team may demonstrate.

A member's required motion will not be counted as an additional motion for another member. No motion may count as an additional motion for more than one member.

Incidental and privileged motions cannot be demonstrated as incidental main motions.

Only motions listed in the permissible motions chart will be counted for required and additional motions.

7. Individual Member Recognition

A member may speak in debate on the main motion and conclude by offering a secondary motion. Judges will award points accordingly for both the debate and the secondary motion.

Omission of the assigned motion by the assigned member on the event card will result in a 50-point deduction from the overall team presentation score.

8. Motions that bring a question again before the assembly

If the officials in charge designate Take from the Table, Rescind or Reconsider as a motion to be demonstrated, a scenario will be included on the event card. These motions shall not be used unless listed on the event card as a required motion.

9. Call for the Orders of the Day

If the event officials designate call for the orders of the day as a motion to be demonstrated, a scenario will be provided on the event card. Participants are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.

10. Debate

The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated, even if the subsidiary motion to extend the limits of debate has been passed.

11. Time Limit and Deductions

A team shall be allowed 11 minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 11 minutes will be assessed. A timekeeper will furnish the time used by each team at the close of the event.

- Example: Time of 11:05 = 10-point deduction.

ORAL QUESTIONS (125 POINTS OR 12.5%)

Individual Questions (100 points)

The team members (not including the chair) will be asked a planned question, which may include one to three parts, relating to their assigned motion. No one may step forward to help another member answer their individual question. The chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures. Each member will be scored a maximum of 16 points for responses to questions. The chair will score a maximum of 20 points.

Clarifying Questions (25 points)

The judges will have three minutes to ask clarifying questions related to the team's demonstration that may impact other aspects of the team demonstration scores. Questions may be directed to the team or an individual member. Team members may volunteer to answer a question for the team or to help another member. This round of questions is not scored separately but is used to inform other aspects of the scorecard.

TEAM PROBLEM-SOLVING PRACTICUM (150 POINTS OR 15%)

In the preliminary and semifinal rounds, all teams will complete a team problem-solving practicum. Teams advancing to the finals will carry with them an average of their scores in the first two rounds. Teams will be provided with a short parliamentary procedure scenario outlining a practical problem relating to bylaws, issues relating to the business of a society, development of minutes or other documents, or other parliamentary issues. Working as a team, they will have 30 minutes to research the problem and write a short solution with reference to specific paragraph numbers in Robert's Rules of Order Newly Revised. All team members are required to provide their own copy of the most current (12th) edition of *Robert's Rules of Order Newly Revised*.

See example problem-solving activity and answers in the handbook. The use of AI tools are not allowed to generate responses. .

Scoring Guidelines

GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER MEMBER)

1. It is essential that each judge observe and maintain consistent criteria for scoring debate throughout the event.
2. Judges must overlook personal opinions and beliefs and score debate in an unbiased manner. All debate should be scored at the time it is delivered.
3. Each time a participant in the presentation discusses any debatable motion, they may earn a score. However, an individual may never earn more than 60 points in a given presentation. The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated even if an extension of debate is passed.

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 speaker's position.
5. Conviction of delivery.
6. Concise and effective statement of debate.

GOOD DEBATE

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

- 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

- 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.

Suggested grading scale for debates:

Good: 15–20 points.

Average: 8–14 points.

Poor: 0–7 points.

GUIDELINES FOR SCORING THE CHAIR (80 POINTS)

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

Ability to preside (65 points)

- The ability to preside includes the following: being able to state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use the gavel, and maintain awareness of business on the floor.

A suggested grading scale is as follows:

Excellent: 51–65 points.

Good: 26–50 points.

Poor: 0–25 points.

Leadership (15 points)

- Leadership is stage presence, poise, self-confidence, politeness and voice.

A suggested grading scale is as follows:

Excellent: 11–15 points.

Good: 6–10 points.

Poor: 0–5 points.

GUIDELINES FOR SCORING TEAM EFFECT (20 POINTS)

• Conclusions reached by the team:

- The main motion was well analyzed, which may include answering who, what, when, where, why and how.

• Team use of debate:

- The degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition.

Team presence:

- This includes voice, poise, expression, grammar, gestures and professionalism.

Scoring

PHASE	POINTS
A. WRITTEN EXAM 22.5%.....	225
- Society for Agricultural Education Parliamentarians Accreditation Exam 45 multiple-choice questions x 4 points each = 180 points 5 research questions x 4 points each = 20 points 5 minutes questions x 5 points each = 25 points	
B. PRESENTATION 50%	500
Required motion: 10 points x 5 members = 50 points (5%) Additional motion: 10 points x 5 members = 50 points (5%) Debates: 300 points (30%) 20 points maximum per debate, up to 60 points total - Four debates/member included - Five members Chair: 80 points (8%) - Ability to preside: 65 points - Leadership: 15 points Team effect: 20 points (2%) - Conclusions reached by team - Team use of debate - Team presence	
C. ORAL QUESTIONS 12.5%	125
- Individual Questions (80 points) - Five team members, 16 points maximum per question	
D. Chair, 20 points maximum	
Clarifying questions (25 points) 25 points maximum	
E. TEAM PROBLEM SOLVING — PRELIMINARY AND SEMI-FINAL* 15%	150
*Team problem-solving practicum average of preliminary and semifinal scores will be used for final round.	
TOTAL POINTS	1,000

TIEBREAKERS

Tiebreakers for teams will be:

- Total final presentation score out of 500 possible points.
- Team average score on the written exam.
- Total team practicum problem-solving score.

Awards

Awards will be presented at an awards program to teams based on their rankings. Advisors of cash award recipients will receive information about claiming their award following the convention. Guidelines for amounts and recipients of cash awards can be found [here](#).

SPECIALITY AWARDS

Specialty awards may be given for

- Outstanding chair.
- Outstanding member.
- Outstanding critical-thinking team.
- High average team exam score.
- Perfect exam score.
- Outstanding secretary.

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.

- National FFA CDE Page — Past CDE Material ([FFA.org/Parliamentary Procedure/Event Resources/Past Test & Practicums](https://www.ffa.org/Parliamentary-Procedure/Event-Resources/Past-Test-&Practicums)) Past National FFA Event Exams, Questions and Practicums, available at FFA.org at no cost. Reference for exams, individual questions, past motion cards, individual practicums, and team problem-solving.
- The official text will be the 12th edition of *Robert's Rules of Order Newly Revised*. Reference for the exam, individual questions, individual practicums and team problem solving.
- Additional references may include FFA New Horizons magazine, the [Official FFA Manual](#), which includes Spanish version and the [FFA Student Handbook](#) and in [Spanish](#).
- *American Institute of Parliamentarians — Here is the Answer! What is the question?* Covers Robert's Rules of Order Newly Revised, found on Amazon at <http://amazon.com>. Search for “American Institute of Parliamentarians — Here is the Answer! What is the question?”
- *National Association of Parliamentarians Body of knowledge* found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- Past [National FFA Event Finals Recordings](#) (available at FFA.org at no cost)
- American Institute of Parliamentarians — *Presiding: You Can Do It*, found on Amazon <http://www.Amazon.com> Search for “Presiding: You Can Do It”
- National Association of Parliamentarians *Body of Knowledge* found at <http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf>
- National Association of Parliamentarians — Pathways to Proficiency - What Was Done at the Meeting? (Updated RONR 12th edition) <https://nap.users.membersuite.com/home>
- American Institute of Parliamentarians – *Complete Minutes Manual*, found on Amazon at <http://www.Amazon.com> Search for “Complete Minutes Manual.”

Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
PRIVILEGED MOTIONS					
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 (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm only
Main Motion	Yes	Yes	Yes	Majority	Yes
INCIDENTAL MOTIONS					
Appeal	Yes	Yes (1)	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. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote, chair rules	No
Request for Information	No	No	No	No vote, chair responds	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3 or majority of entire membership (3)	Neg. Only
Take from The Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion.

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

(3) Refer to Robert's Rules of Order Newly Revised, current edition for rule(s).

(4) Refer to parliamentary procedure LDE rules before using these motions in the demonstration.

(5) Only motions listed in the permissible motions chart will be utilized as required motions and allowed as additional motions

National FFA Parliamentary Procedure Career Development Event

FFA Chapter:																
			Discussion (60 pts. max./member, 20 pts. Max/item) Excellent 15-20 pts., Good 10-14 pts., Average 5-9 pts., Poor 0-4 pts.												Individual Questions	Total
Participant	Required Motion 15 pts/person	Pts	Main	PP Indef	Amend	Refer	PP Def	Bring Back	Debate Total	Additional Motion	10 pts/ person	16 pts/ person	96 pts/ person			
1																
2																
3																
4																
5																
Chair (100 points)	Ability to Preside (65 pts)					Points		Leadership (15 pts.)			Points	Questions (20 Points)		Chair Points	/100	
	State motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel, awareness of business on the floor. Excellent = 51-65 pts., Good = 26-50 pts., Poor = 0-25 pts.							Tactful, sensitive, firm, understanding, good voice, proper pace Excellent = 10-15 pts., Good = 6-10 pts. Poor = 0-5 pts.								
Team Effect	Team Effect (20 pts)													/20		
	Conclusions					Discussion				Team Voice						
Main motion was well analyzed. What, When, Where, Who, and How were answered					Convincing, logical, realistic, orderly and efficient, germane and free from repetition				Voice, volume, enunciation, pitch, pace, grammar, poise: confidence, professional, eye contact, expression, conviction, gestures							
Exam & Minutes Questions	Average of all 6 individual exam scores, including Minutes questions (225 pts.)															
Clarifying Questions	Responses to Questions from 3-minute Clarifying Question Round (25 pts)															
Research	Team Problem Solving Research (150 pts.) (Preliminaries & Semis)															
Deductions (List mistakes) 5-20 pts per mistake																
	Omitting assigned motion - 50 pts															
Time	Deduction for overtime. -2 pts/second after 11:00 minutes															
Total Deductions											Total Deductions					
											Total Presentation Score / 500					
											Team Score /1000					
Notes:																

Team Problem-Solving Activity Scorecard

(PRELIMINARY AND SEMIFINAL ROUNDS)

Chapter	State	Team Number				
Scoring Criteria		Possible Points/ Question	Question 1	Question 2	Question 3	Points Earned
Reference Team accurately identified the correct sections and paragraph(s) in <i>Robert's Rules of Order Newly Revised</i> (12th ed.)		20				
Solution to the Problem Team provided logical justification and reasoning to develop, using citations listed from above to solve the parliamentary procedure problem/issue.		25				
Grammar, Style and Clarity - Complete sentences - Correct spelling (deduction of 1 point/error) - Correct punctuation (deduction of 1 point/error) - Clarity of composition		5				
TOTAL POINTS		50				

Comments:

Sample Team Problem-Solving Activity

The following is a sample team problem similar to what a team might be asked to solve during the team portion of the National FFA Parliamentary Procedure LDE.

The Lakeville FFA Chapter is facing a parliamentary problem and needs advice. At its last meeting of the school year, the chapter planned to hold officer elections. The chapter president, Jason, was presiding at the elections meeting. The chapter vice president, Elizabeth, chose not to run for office again and served as chair of the nominating committee. Elizabeth will be a senior next year and decided to devote more of her time to career and leadership development events than to serving as a chapter officer. Elizabeth gave the nominating committee's report at the meeting. The nominating committee nominated Lisa for chapter president. No other nominees were offered, and Lisa was elected by a voice vote. The nominating committee nominated David for vice president. Another member nominated Claire for vice president from the floor. Jason, the president, asked both David and Claire if they objected to taking the vote by voice. Neither objected and Jason took the vote by voice. Claire was the clear winner of the election, and Jason declared Claire elected vice president. All other nominees suggested by the nominating committee were unopposed and were each elected by voice vote. At the conclusion of the election, Jason passed the gavel to Lisa, who declared the meeting adjourned. The next chapter meeting will take place when school resumes in the fall.

One week after the election, Lisa held the first meeting of the new officer team. She arrived at the meeting noticeably upset. As soon as the meeting began, Lisa announced that her father had taken a new job in a neighboring state, and she and her family would be moving away from Lakeville immediately. Lisa handed each officer a copy of her resignation as president and then handed a copy to the chapter advisor. To make matters worse, each officer had been instructed to bring copies of their last two report cards to the meeting so that the chapter advisor could verify the grade point average for each officer. All the officers had grade point averages above 3.0 except Claire, whose last two report cards indicated a grade point average of 2.35.

The new officer team was clearly disappointed that Lisa would be leaving, and the remainder of the meeting became more of a farewell party for Lisa than an actual meeting. When the group left the meeting later that afternoon, the chapter advisor wished all the officers well and indicated that she would call another meeting for later in the summer. Several questions were lingering on her mind, however, and she has called your team for help.

1. Who is president of the Lakeville FFA Chapter?
2. What must be done now to complete the Lakeville FFA chapter officer team?
3. Was the election for vice president conducted properly?

The chapter bylaws only discuss chapter officers in Article IV. That article from the chapter bylaws appears below. The chapter's parliamentary authority is *Robert's Rules of Order Newly Revised* (12th Edition). Please provide the Lakeville FFA chapter advisor with an answer to her questions, including appropriate citations, based on the chapter bylaws and the chapter's parliamentary authority.

ARTICLE IV – OFFICERS

Section 1: The officers of the chapter shall be a president, vice president, secretary, treasurer, reporter and sergeant-at-arms. All officers shall serve for a term of one year or until their successors are elected.

Section 2: The president shall be a senior and must have been a chapter member for at least two full years prior to election. All other officers must have been a chapter member for at least one full year prior to election.

Section 3: Any vacancy in any office other than that of president shall be filled by the other officers for the remainder of the unexpired term.

Section 4: All elections shall be held by ballot, except in cases where only one nominee has been made, in which case a voice vote may be taken.

Section 5: All officers shall have a minimum grade point average of 2.5 at the time of their election and shall maintain at least a 2.5 grade point average throughout their term of office.

Sample Team Problem-Solving Answers

1. Who is president of the Lakeville FFA Chapter?

Elizabeth is president of the chapter. When Lisa was elected chapter president, Jason's term as president ended and Lisa became the duly elected president. Lisa's resignation means that the office of president would immediately be filled by the vice president. (Article IV, Section 3. *Robert's Rules of Order Newly Revised* 56:67) Claire was apparently elected vice president, but review of her grade point average after the election revealed that she was ineligible to be elected. (Article IV, Section 5.) The election for vice president actually never happened since Claire was ineligible at the time of the vote, so the election for vice president remains incomplete. (*Robert's Rules of Order Newly Revised* 46:49) Because Elizabeth was serving as vice president at the time of the election, and because her term of office does not expire until her successor is elected (Article IV, Section 1.), Elizabeth remained the actual vice president at the conclusion of the elections' meeting. Elizabeth was also the actual sitting vice president at the time of Lisa's resignation from the office of president, meaning that Elizabeth became president of the Lakeville FFA Chapter upon Lisa's resignation.

2. What must be done now to complete the Lakeville FFA chapter officer team?

The chapter officers must select a new vice president to serve until the chapter meets again in the fall. (Article IV, Section 3.) When Elizabeth became president of the chapter following Lisa's resignation, a vacancy was created in the office of vice president. The chapter bylaws require the remaining officers to fill the vacancy for the remainder of the unexpired term. The person appointed by the chapter officers will fill the position of vice president until the chapter can meet to hold another election for vice president. (*Robert's Rules of Order Newly Revised* 46:46-50) The new election is necessary because the new vice president chosen by the officers will only be completing Elizabeth's term of office as vice president, which should have ended at the elections' meeting, but because no election was completed, the newly chosen vice president will continue in office until his or her successor is elected by the chapter. Since there are no prohibitions against reelection, the person chosen by the officers can be elected to the office of vice president by the chapter for a complete term.

3. Was the election for vice president conducted properly?

No. The election for vice president should have been conducted by ballot. (Article IV, Section 4.) A requirement that a vote be taken by ballot cannot be suspended, even by unanimous consent. (*Robert's Rules of Order Newly Revised* 46:31) Claire should also not have been a candidate since she was ineligible for election to the office. (*Robert's Rules of Order Newly Revised*, 54:23)