



Coach Webinar

National FFA Conduct of Chapter Meetings
Leadership Development Event

Welcome!

We will begin at 6:00 pm EDT

Hosted by:

Dr. P. Troy White, PRP, CP-T, LDE Interim Superintendent





Committee Introductions



P. Troy White, PhD, PRP, CP-T
Interim Superintendent



Josh Allen, GA State Staff



C. J. Cavin, JD, CPP-T, PRP



Kevin Dahlman, PRP, PAP



Sarah LaRose, PhD, PAP



Kate Skirvin, IN Ag Teacher

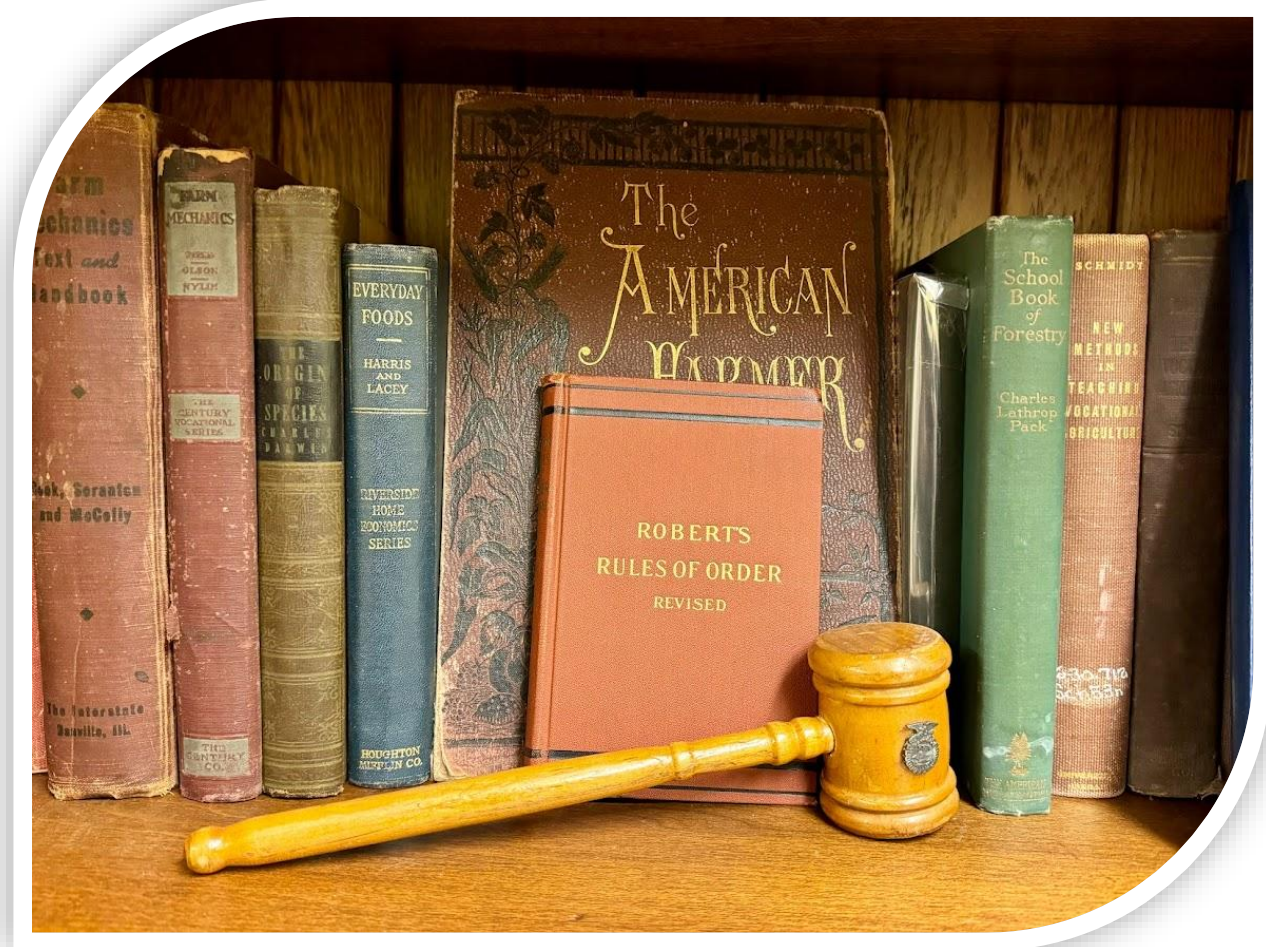


Al Gage, CPP-T, PRP, PAP
LDE Superintendent



Meeting Agenda

- ☐ Review the Event schedule
- ☐ Room & Demonstration Format
- ☐ Tips & Reminders
- ☐ Questions?



2025 National Conduct of Chapter Meetings LDE Team Orientation



Schedule of Events

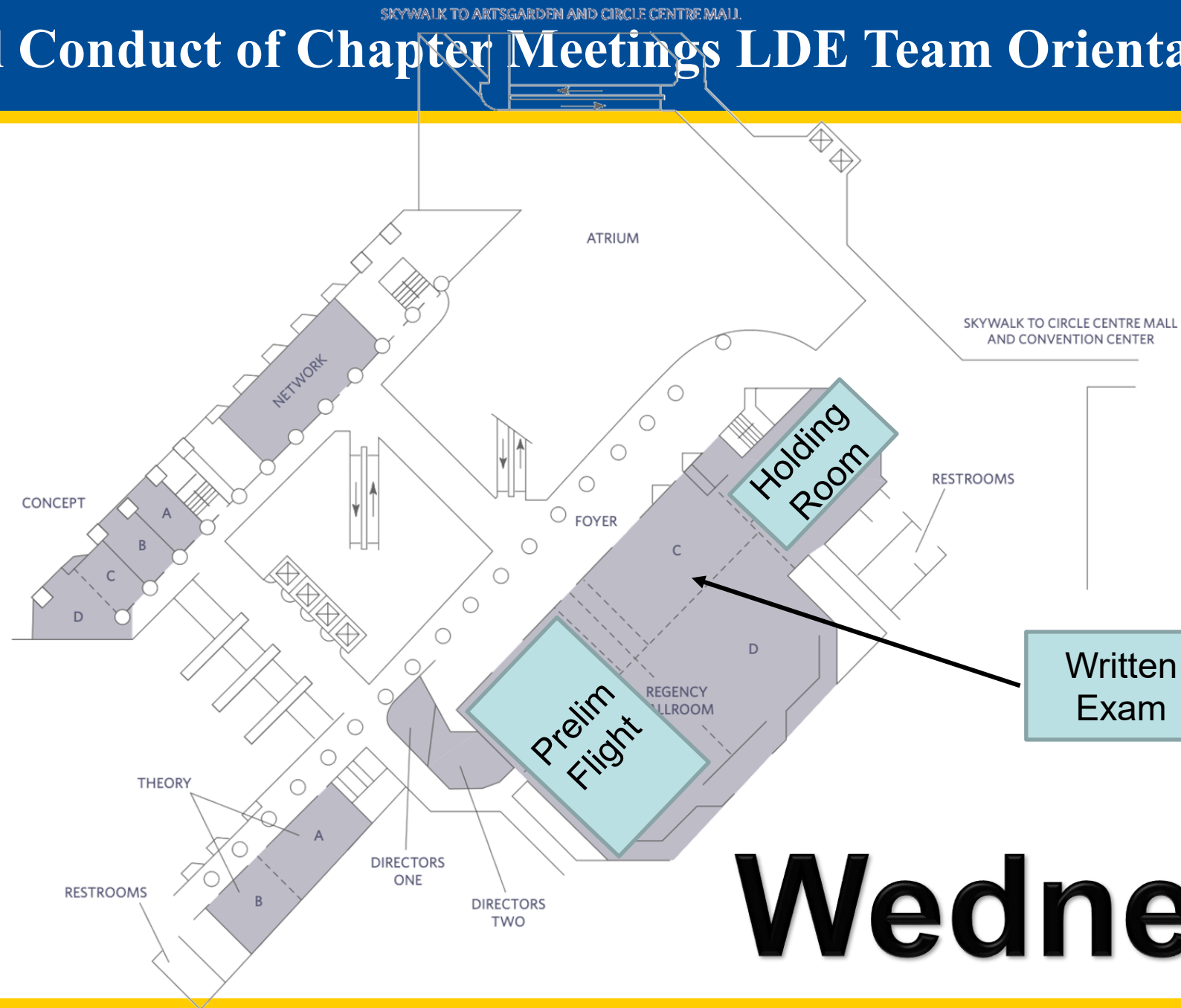
Wednesday AM	7:30-7:50	Registration	Hyatt Regency Ballroom C-F
	8:00-8:30	Exam	Hyatt Regency Ballroom C-F
	9:00-3:30	Holding Room	Hyatt Regency Ballroom EF
	9:30-12:30	Prelim A	Hyatt Cosmopolitan A, Cosmopolitan CD, Regency A/B
Wednesday PM	1:15-3:30	Holding Room	Hyatt Regency EF
	1:30-4:00	Prelim B	Hyatt Cosmopolitan A, Cosmopolitan CD, Regency A/B
	5:00	Advancement Announcement	Hyatt Cosmo Ballrooms A
Thursday PM	11:30-3:30	Holding Room	Hyatt Discovery
	12:00-4:00	Semi-Finals	Hyatt Cosmo Ballrooms A & CD
Friday	8:00-9:00	Awards Program	ICC 500 Ballroom
	9:00-11:00	Finals	ICC 500 Ballroom
	2:30	Main Stage Awards	LUCAS OIL SESSION 5

**Holding
Room is
Regency E &
F (2nd Floor)**

2025 National Conduct of Chapter Meetings LDE Team Orientation



2nd
Floor

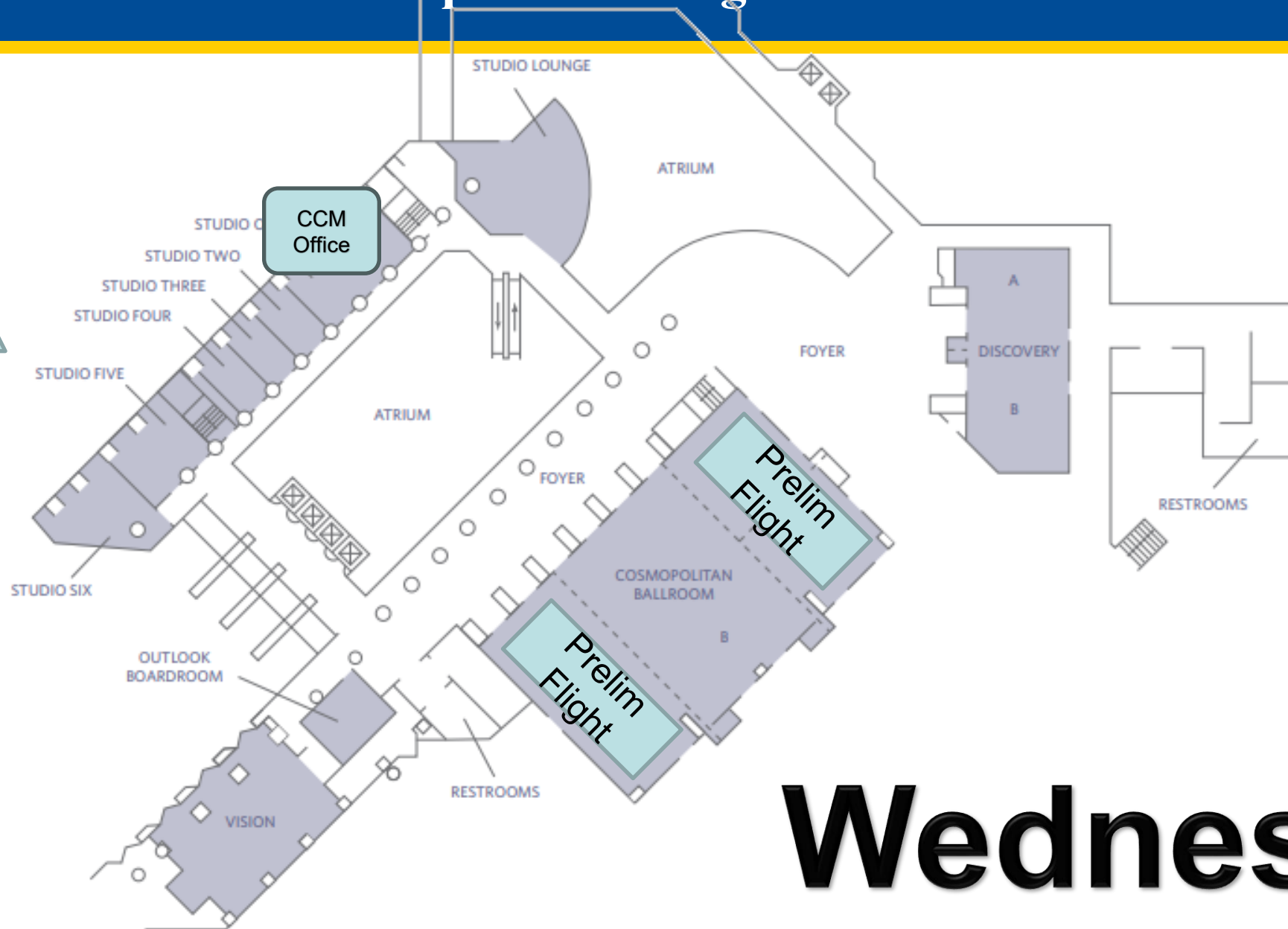


Wednesday

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3rd
Floor



Wednesday

2025 National Conduct of Chapter Meetings LDE Team Orientation



3rd
Floor



Thursday

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Friday



EVENT SCHEDULE

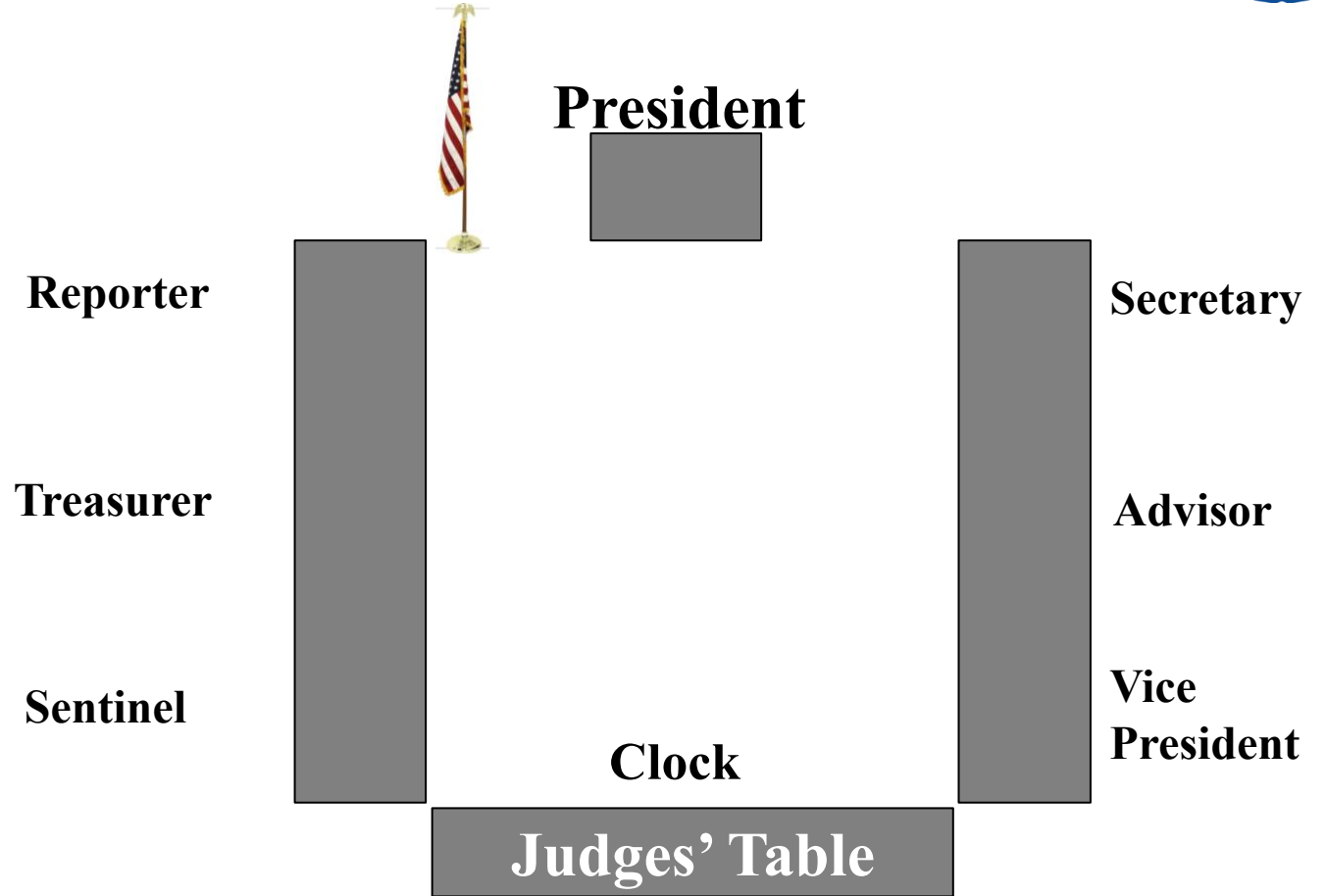
Friday

Time	Activity	Location
8:00 am	- All Team Recognition - Awards Ceremony - Announce Final Teams	ICC 500 Ballroom
8:50 am	Final Teams to holding room	ICC 500 Ballroom
9:00 am	Final Demonstrations begin	ICC 500 Ballroom
2:30 pm	Winners announced on Main Stage at Fifth General Session	Session 5 Lucas Oil Stadium



ROOM ARRANGEMENT

- President stands at the podium.
- Other officers have chairs.
ALL members will be provided with paper and pencil and can make notes.
- The clocks are on a table in front of the judges, visible to all.
- Timekeepers will be at the judges' table.



HOW YOU WALK IN IS NOT JUDGED! JUST TRY NOT TO FALL DOWN.



DEMONSTRATION FLOW

- Team will enter quietly and take their stations. Teams are **NOT** being judged at this moment in time. **There isn't time for the sentinel to do a walk-around.**
- Once all are in place, the Chair indicates (with a gavel tap) that they can take their seats and look at their cards. The one-minute countdown begins.
- During the 1-minute, members can read their cards and make notes but **CANNOT** speak or signal to one another.
- At the conclusion of 1 minute, the timer sounds and **IMMEDIATELY** starts timing and the demonstration begins with two taps of the gavel followed by opening ceremonies.
- **JUDGING BEGINS AT THIS TIME WITH THE TWO GAVEL TAPS.**
- The demonstration ends (and timing stops) with the conclusion of closing ceremonies.
- Members stand and individually answer questions from the judges. Questions do not necessarily align with their office or assigned motion.
- **Members should not approach the judges to thank them.**



Not part of the event:

- Official Dress (preferred)
- Hair Color
- Hair Style
- Fingernail color/appearance
- Uniformity of apparel
- The style of your shoes (bows, buckles, ties, white soles, length of the laces, etc.)

2025 National Conduct of Chapter Meetings LDE Team Orientation



Review of Scoresheet

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.										Ind. Quest	
	10 Pts/Member	Main Motion	Postpone Indefinitely	Amend	Commit or Refer	Postpone Definitely	Debate Total	10 pts ea.	Individual Totals				
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	TREASURER		REPORTER		SECRETARY		VICE PRESIDENT						
Required Motion													
Technical Correctness, Maker of the motion (Worded correct, permissible)	/30		/30		/30		/30		/120				
Disposal of the Motion (Team disposed of the motion correctly)	/10		/10		/10		/10		/40				
Chair (Processing the motion)	/20		/20		/20		/20		/80				
Chair Ability to Preside (Voice & disposal of motions)												/30	
Conclusions Reached	Main motion was thoroughly analyzed. Conclusions reached were consistent with 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	



REMINDERS

- ✓ Only four members are assigned motions.
- ✓ Only the top three debates for each member will count.
- ✓ No other motions may be used except for:
 - Division of the Assembly
 - Point of Order
 - Parliamentary Inquiry
- ✓ These are to be used only if necessary and **will not receive a score** (discouraged unless needed).
- ✓ No canned debates!
- ✓ Opening and Closing Ceremonies are not just exercises in accuracy!
- ✓ The member to whom the motion is assigned (on the card) **MUST** be the one to make it.
- ✓ If a member makes another member's required motion, and the member with the required motion makes it again, and it is in order, it will be counted.
- ✓ The main motion is not assigned and can be made by any member.
- ✓ One point will be deducted for each error on opening ceremonies (adding, deleting, transposition of words, or deviation from the text).



REMINDERS

- The motion to adjourn is not allowed.
- Use of motions not listed on the card will be penalized (with the exceptions of division of the assembly, point of order, or parliamentary inquiry).
- IF the privileged motion to recess is adopted, members must remain at their stations and may not talk or signal each other.
- There is no test bank for CCM. We intentionally try to avoid any questions asked in prior years.
 - Emphasis is on applying RONR, not memorizing a set of questions. Some of the most missed questions come from the standard descriptive characteristics.



Sample Card

2023 National Finals CCM

REPORTER

DO NOT MARK ON THIS CARD

MAIN MOTION: I move we hold an environmental awareness workshop for the Building Communities category of our Program of Activities.

REQUIRED MOTIONS:

Division

Refer to a Committee.

Amend

Point of Order



What Questions do you have?



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Emphasis – Abandon Tradition

Emphasis- The single biggest problem most teams have is abandoning incorrect traditions that are not supported by RONR, especially those prevalent in their states.

Advice:

1. Don't look for unique or novel approaches; they rarely work.
2. READING IS FUNDAMENTAL. What does RONR actually state?
3. Just because your state does it, that doesn't mean it is correct. (See #2)
4. Just because you saw it in a finals video doesn't mean it is correct. (See #2)
5. Just because you had to do it to win your state doesn't mean it is correct. (See #2)



Emphasis - Stating an Amendment

Emphasis- The maker of the amendment does not state the motion as it would read with their proposed amendment. That is the responsibility of the chair.

Pending Question: To host a BBQ

CHAIR: Secretary Brown.

Sec. White: I move to amend the motion by striking BBQ and inserting Potluck.

CHAIR: It is moved and seconded to amend the motion by striking BBQ and inserting potluck. If adopted, the motion would read that we host a potluck. The question is on amending the motion by striking BBQ and inserting potluck. Are you ready for the question?



Emphasis – Point of Order

Emphasis- When a member thinks that the rules of the assembly are being violated, he can make a Point of Order, thereby calling upon the chair for a ruling. §23:1

Pending Question: To host a BBQ

Member A (without waiting for recognition): Point of Order!

CHAIR: State your point.

Member A: This motion isn't debatable.

CHAIR: Your point is not well taken. This is a debatable motion.

The rules do not state that an actual breach must occur.



Emphasis - Recess

Emphasis- There are an unlimited number of reasons to take a recess, not just the three examples in RONR. While a member may state their reason for wanting to recess when making the motion, it is not required.

Pending Question: To host a BBQ

CHAIR: Secretary White

Sec. White: I move to take a 15-minute recess.

CHAIR: It is moved and seconded to take a 15-minute recess. Are there any amendments? (pause) Are you ready for the question? The question is on taking a 15-minute recess. All those in favor say “aye” (pause), all those opposed say “no” (pause)



Emphasis – Question of Privilege

Emphasis- Questions of personal privilege are rare and usually involve slander or misrepresentation. QP affecting the assembly “may relate the comfort of its members with respect to heating, ventilation, lighting, and noise or other disturbance” (RONR §19:7)

Examples:

- Turn down the temperature
- Remedy a noise/sound problem
- Fix lighting/AV

Non-Examples:

- Take off our jackets
- Answer a cell phone

MANY of the motions brought under question of privilege are requests to suspend a rule, like to take off your jacket.



Emphasis – A.M.P. for Amendments

A

Emphasis- RONR requires three parts to be included by the chair when stating and putting an amendment.

M

A: The Amendment as stated by the member

M: The Motion as it would read if amended

P

P: The immediately Pending question.

Pending Question: To host a BBQ on February 19th

CHAIR: “It is moved and seconded to amend the motion by striking '19th' and inserting '26th'. If the amendment is adopted, the motion will read that we 'host a BBQ on February 26th'. The question is on amending the motion by striking “19th” and inserting “26th.” Is there any debate?



Emphasis – A.M.P. for Amendments cont.

A

Emphasis- RONR requires three parts to be included by the chair when stating and putting an amendment.

M

CHAIR: “It is moved and seconded to amend the motion by striking '19th' and inserting '26th'. If the amendment is adopted, the motion will read that we 'host a BBQ on February 26th'. **The question is on amending the motion by striking “19th” and inserting “26th.”** Is there any debate?

P

[Handles Debate]

CHAIR: “Is there any further debate? The question is on amending the motion by striking '19th' and inserting '26th'. If the amendment is adopted, the motion will read that we 'host a BBQ on February 26th'. **The question is on amending the motion by striking “19th” and inserting “26th.”** Those in favor of amending the motion by striking the “19th” and inserting the “26th”, say AYE! (pause) . . . Those opposed say No! (pause)



Emphasis – Canned and non-Germane Amendments

Emphasis- RONR requires an amendment to be closely related to a motion in such a manner that it could not be brought as a separate motion should the pending question be adopted.

- Amendments should improve the motion and not be something that can be applied to any motion. Judges will look more favorably on an original amendment that fits with the main motion rather than something that is universal and has been practiced many times.
- An amendment can change the intent of the motion and even be hostile to the original intent, but they **must be related** to the main motion in some way!
- If an amendment could stand alone as a separate main motion, it is probably not germane to the original main motion.



Emphasis – Scope of Authority

Emphasis- RONR prohibits motions that are outside the scope of the organization's object or authority. §10:26(2)

- Motions that imply the ability to require action by an outside organization or a higher body are out of order.
 - School orgs., alumni chapters, city councils, parents' businesses, National FFA, State FFA Associations, etc.
- For example, A motion to have the Alumni or another organization pay for something or participate in something is out of order. You do not have the authority to bind another organization. You can request assistance, but cannot have a motion such as “with the assistance of the Alumni,” “with the BPA,” etc.



Emphasis – Stating & Putting the Question

Emphasis- RONR utilizes the PRESENT tense for motions. “It is moved.” Votes are called for with “aye” for the affirmative and “no” for the negative.

MEMBER A: I move that we host a BBQ.

CHAIR: **It is** moved and seconded to host a BBQ. Is there any debate? (or “Are you ready for the question”)

[Handles Debate]

CHAIR: “Is there any further debate? (pause) Those in favor of hosting a BBQ say “**Aye!**” (pause) . . . Those opposed say “**No!**” (pause)

CHAIR: [Announces the result, they should restate it entirely if the motion is adopted!] “The ayes/noes have it, the motion is adopted/passed/carried/lost/failed, we will/will not host a BBQ.”



Debate

A good debate starts an introduction (“I rise in favor,” or “I rise in opposition” or any of the dozens of similar statements which immediately tell the group your position.

Characteristics of effective discussion include:

- completeness of thought
- logical reasoning
- clear statement of speaker’s position
- conviction of delivery
- conciseness
- effectiveness of the statement

We do not have any requirement for a specific number of points. A quality discussion can be delivered with one, two or three points. Emphasis is generally more on the quality and comprehensiveness of the discussion on the point(s) provided in the debate than on the mere number of unique points brought up.

A good debate concludes with a statement reaffirming the members position (“For these reasons I urge you to vote (in favor or against) this motion”).



Points for debate are negatively impacted by:

- Repetitive discussion
 - Once an item has been brought up in debate by any member, repeating the point is counterproductive to the conducting of business in a fast and efficient manner.
- Discussion which is not germane to the IMMEDIATELY pending motion, unless RONR rules for the immediately pending motion allow for discussion of the merits of the motion on which it is applied (i.e., *§11 Postpone Indefinitely*).
 - Common violations include discussion on amendments where the debate does not focus on the language being considered for the amendment, and not the motion that is being amended.
 - Roberts' instruction on debating Postpone Definitely stated, "The debate on this motion is limited to the propriety of the postponement and the suitability of the time. The merits of the question are not open to discussion while the motion to postpone is pending, unless they are essentially involved in the question of the propriety of the postponement" (Parliamentary Law, p. 57).



Points for debate are **negatively** impacted by:

- On *Commit*, Roberts stated, “**debate is limited to the reasons for and against referring the main question to the designated committee, and for and against its size, the method of appointment, and instructions.**”
- When an amendment is offered, the debate is limited to that amendment. Thus, if it is moved to amend by striking out "three" and inserting "five," no debate is allowed except on the relative merits of three and five . . . **it will be seen that the debate on the motion to commit is very limited, just as it is with the motion to postpone**” (Parliamentary Law, p. 51)



Points for debate are negatively impacted by:

Points for debate are negatively impacted by the following (cont.):

- Discussion on a motion which is not in order will result in zero points for all discussion on the impermissible motion.
- Addressing other members of the assembly or using the names of other members. Since all members of the CCM team have an assigned office, addressing other officers' remarks by their office (i.e. "as the Secretary previously stated") is permitted.



What Questions do you have?



Free Resource:

https://go.unl.edu/parli_pro_game



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