



Preparing a Conduct of Chapter Meetings LDE Team

Sarah LaRose

University of Florida

CCM LDE Committee Member

October 27, 2017

3 – 4pm

Room 140 ICC





Objectives for Today!

- 1. Describe the format and rules of the Conduct of Chapter Meetings LDE**
- 2. Identify resources and strategies for coaching the Conduct of Chapter Meetings LDE**
- 3. Participate in a mock contest demonstration**



Event Purpose & Objectives

Purpose:

- To introduce 7th, 8th, and 9th grade FFA members to parliamentary procedure while learning how to conduct efficient meetings and build their communication skills.

Objectives: (SWBAT)

1. Demonstrate correct use of FFA opening and closing ceremonies
2. Demonstrate parliamentary procedure to conduct an orderly and efficient meeting
3. Communicate and participate effectively as a team member.
4. Demonstrate critical thinking and teamwork for effective decision making.



Contest Format

- ***7 students per team***
- ***Each student assumes role of an officer (including advisor)***

Team Demonstration

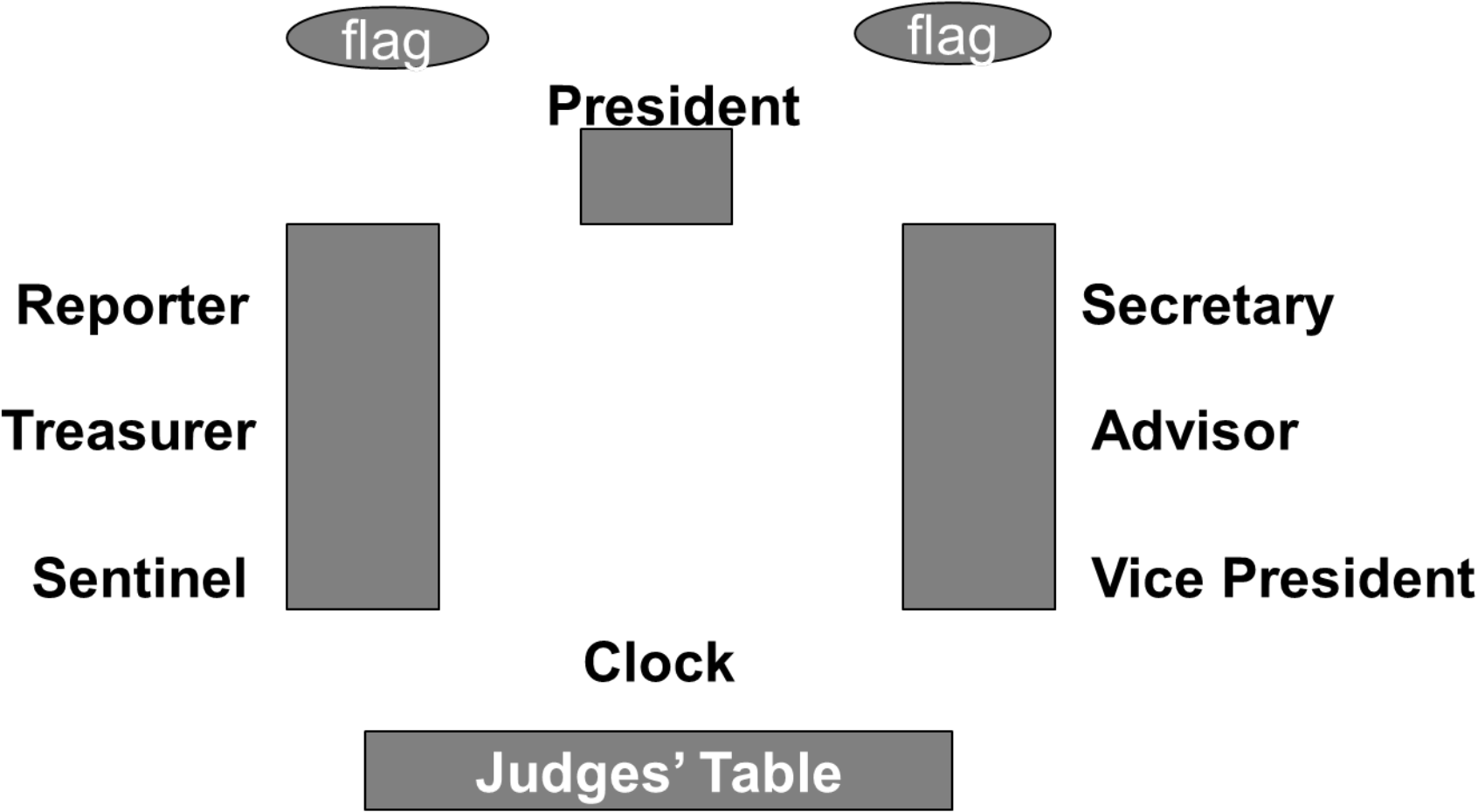
- Perform OC followed by demonstration of proper handling of an assigned motion.
- Each member required to debate at least 3x
- Conclude business meeting with CC
- Individual oral questions

General Knowledge Test

- 25 Questions
- Officer Duties and Meeting Room Preparation (3)
- Parliamentary Procedure (22)



Room Layout





Demonstration Flow

- Team will enter quietly and take their stations.
- Once all are in place, the Chair indicates (suggest with one gavel tap) that they can take their seats and look at their cards. The one minute countdown begins.
- During the one 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 will sound and the demonstration begins with two taps of the gavel followed by opening ceremonies.
- JUDGING BEGINS AT THIS TIME WITH THOSE GAVEL TAPS.
- The demonstration ends (and timing stops) with the conclusion of closing ceremonies.
- Members stand and answer questions from the judges.



Chart of Permissible Motions

- **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





Sample Card

SENTINEL

MAIN MOTION:

I move that our chapter organize a district novice parliamentary procedure competitive event.

REQUIRED MOTIONS:

Raise a Question of Privilege

Previous Question

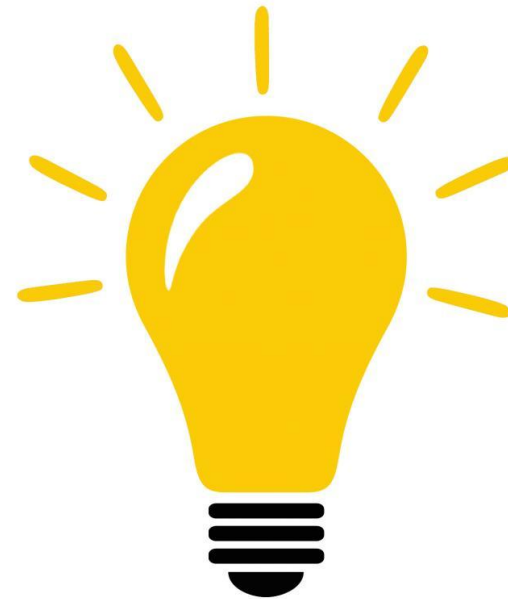
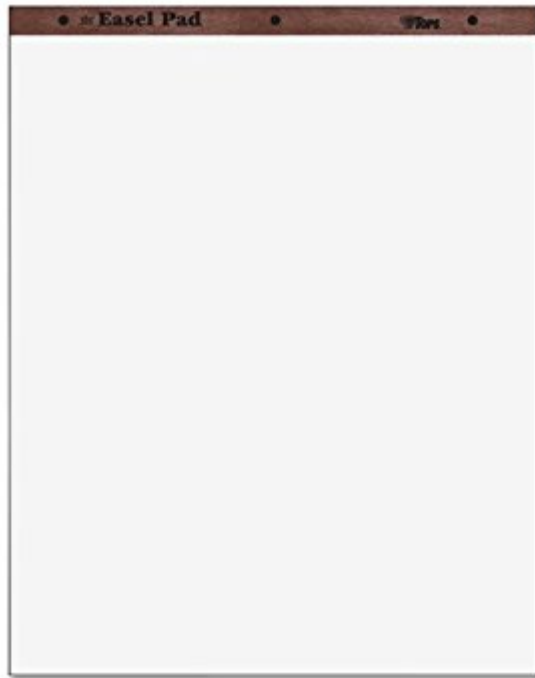
Amend

Point of Order



How do I prepare a team?

- **Gallery Walk Posters**
 - **Place stickers by strategies you'd most like to learn about**





How do I prepare a team?

- **Start with the basics**
 - **Elements of quality debate**
 - **In favor/Against**
 - **“I move to end practice early and buy Dunkin’ Donuts”**
 - **Intro, body, conclusion**
- **Show sample video clips**
- **Teach students how to track meeting progress**
- **Watch video and track progress**
- **Practice demonstrations**
- **Develop practice questions/tests with students**

Positives	Negatives



Tracking Meeting Progress

	Sentinel	Treasurer	Reporter	Secretary	Advisor	Vice President
Ability:		P.O.O.	MM		Refer	Parli ?
1	✓ + MM	✓ - MM	✓ + MM	✓ + MM	✓ - MM	✓ + MM
2	✓ + MM	✓ + Refer			✓ + Refer	
3					✓ - MM	



Keeping notes during the meeting

	Sentinel	Treasurer	Reporter	Secretary	Advisor	Vice President
Ability:						
1						
2						
3						

In Favor	Against



Sample Videos

- National Champion Video (Kansas) from 2016:
<https://youtu.be/Q7DTTt2o5uI?list=PLaT5KcD8LuMX6lbLdpWNQvasjLZsuQhcV>
- Example Video (Texas) from 2015:
<https://youtu.be/pevdOUkHLQY>



Things to keep in mind...



Objectives of Parliamentary Procedure

- **F**ocus on one thing at a time.
- **O**bserve the rule of the majority.
- **E**xtend courtesy to everyone.
- **P**rotect the rights of the minority.





Types of Voting

- 1.** Voice
- 2.** Rising
- 3.** Secret Ballot
- 4.** Roll Call



Ways to Amend

- **Add**
- **Subtract/Striking Out**
- **Substitute**

(These are simplified wordings. For a more accurate wording, see RRONR)



Debate

- Each speaker is limited to only 2 debates per motion
 - Be Germane!
 - Helps the assembly work through the nuts and bolts of planning
 - Practice Debating: Pros and cons
- **Quality Debate Structure:**
 1. Be recognized by the chair and stand up
 2. State if you are for or against the motion
 3. Explain why you feel that way
 4. Closing statement/tell the rest of the assembly how you want them to vote
 5. Sit down



**I move to end the workshop
early and go to Dunkin'
Donuts.**



Mock Contest Demonstration

- **Get into groups of 7**
- **Decide who will be which of the following offices**
 - **President**
 - **Vice President**
 - **Secretary**
 - **Treasurer**
 - **Reporter**
 - **Sentinel**
 - **Advisor**
- **Arrange chairs to allow for practice meeting space and await distribution of motion cards.**
- **Be sure to keep notes!**



Review of objectives

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https://www.dropbox.com/sh/id4iuj4alrtzk5d/AAAD453LtPTv3ofh1pYl5Y_Ba?dl=0

What questions are there?

Sarah LaRose

PhD Candidate, University of Florida

slarose@ufl.edu

Twitter: @sarah3larose

