IOWA
FFA ASSOCIATION

CONDUCT OF MEETINGS
LEADERSHIP DEVELOPMENT EVENT

Table of Contents

Section	Page
General Leadership Development Event Rules	2
Overview	5
AFNR Career Cluster Content Standards	5
Event Rules	6
Resource Information	7
Awards	8
Event Hosting Guidelines/Checklists	8
Event Forms	9

1055 SW Prairie Trail Pkwy
Ankeny, IA 50023
P: 515-965-7376
F: 515-965-7373
iowaffa.com

LEADERSHIP DEVELOPMENT EVENT (LDE)
GENERAL POLICIES, RULES, RESULTS AND STANDARDS

*Violations of any of the following rules may be grounds for the disqualification of the participants.

I. Board Policies

The following board policies (https://www.iowaffa.com/about.aspx, "Governing Documents" link on the right) apply directly or in part to LDEs:

- Board Policy #2-2: Changes to Judging Event Results
- Board Policy #2-3: Use of Electronic Storage/Transmission Devices
- Board Policy #2-4: Substitution of Team Members
- Board Policy #2-5: Advancement of Teams to National FFA Competition

II. Eligibly of Chapters and Participants

A. Events are open to all FFA chapters in good standing with the Iowa FFA Association. The first qualifying level of participation varies among sub-district, district, and state levels. Refer to event specific rules to identify the initial level of participation.

B. It is recommended, but not required, to have local FFA advisors or their designee enter teams in the initial level of an event their intent to have a team on Iowa FFA On-Line (http://anfmp01.dmacc.edu/fmi/webd#) seven (7) days prior to the initial event.

C. Participants in the following events may compete in only one sub-district, one district and one state FFA event:

- Ag Broadcasting
- Ag CSI
- Ag Impact
- Ag Issues & Perceptions
- Ag Sales (Individual)
- Chapter Program
- Chapter Website (Event Day Presenter)
- Conduct of Meetings
- Experience the Action
- Extemporaneous Speaking
- FFA Creed Speaking
- Job Interview
- Parliamentary Procedure
- Public Speaking

D. Only one entry per chapter is permitted in each official event with the following exceptions: Ag CSI and Ag Impact. It is strongly recommended that local events be utilized to determine the local winner to broaden the base of competition at the local level.

E. After an FFA Advisor registers the chapter's intent to enter an event, it is suggested, but not required, to enter the names of the participants on Iowa FFA On-Line (http://anfmp01.dmacc.edu/fmi/webd#) by noon three (3) days prior to the event. Any member not listed on Iowa FFA On-Line will need to be registered as an FFA member on the National FFA Roster (https://www.ffa.org/). Changes to online entries may be made the day of the event. State and National FFA Dues will be invoiced in accordance with Iowa FFA Association policies and by-laws.

F. A participant, at the time of his/her participation in the state event and selection as a national team member, must:

1. Be a current bona fide dues paying FFA member in good standing with the local chapter, state FFA Association and the National FFA Organization at the time of the LDE in which he/she participates.
2. Be a middle school or high school FFA member. A graduating senior is considered eligible to compete in state and national LDEs up to and including their first national convention following graduation. Middle school refers to students in grades 7-8 and high school refers to students in grades 9-12.
3. Currently be an active FFA member of the chapter making entry into the event.

G. A member may not participate in both a state 4-H and state FFA event when said events are held on the same day.

H. If an entry in an LDE is not able to advance, the designated alternate(s) will become the participant(s).

I. Members are eligible to participate for up to two years in the following LDEs on the sub-district/district level. Once they have participated in one of those events on the state level they are ineligible to participate in that event in future years.

- Ag Broadcasting
- Ag CSI
- Ag Impact
- Ag Issues & Perceptions
- Ag Sales (Individual)
- Chapter Program
- Conduct of Meetings
- Experience the Action
- Extemporaneous Speaking
- FFA Creed Speaking
- Job Interview
- Parliamentary Procedure
- Public Speaking

J. At the Sub-District and District level, it is permissible to deliver the written materials to the Sub-District Advisor or District Advisor respectively. Written materials will be returned following the respective event and may be revised before the next event. Written materials advancing to the State event must be postmarked to the FFA Enrichment Center seven (7) business days following the District event. Events with written materials include:
   - Ag CSI
   - Ag Impact
   - Ag Sales (Individual)
   - Chapter Program
   - Experience the Action
   - Job Interview
   - Public Speaking

K. No student may participate in more than one LDE/CDE each year at the national level.
L. Accommodations for participants can be made upon request of the FFA Advisor. The accommodation form must be submitted no less than 14 days prior to the respective event. Any assistance given to a team member from any source other than the LDE officials or assistants will be sufficient cause to eliminate the team from the LDE.
M. Proctors that are identified for online or virtual components shall have proper credentials to deliver educational programs to youth and shall not have a conflict of interest with participants in the event. The FFA advisor(s) and/or assistant FFA advisor(s) shall not serve as a proctor.
N. Participants shall not initiate contact with the judges. Doing so will result in a 5% deduction of points. Interactions allowed between the judges and participants are identified in each respective LDE's rules.
O. Items needed for specific phases of each LDE will be noted under their specific rules.
P. Participants are expected to observe the National FFA Code of Ethics and the Proper Use of the FFA Jacket during the career development events found in the Official FFA Manual (https://www.ffa.org/official-manual/).
Q. Official FFA dress is expected for all participants when appropriate. If official dress is not appropriate, official casual dress should be worn. Official casual dress shall consist of 1) FFA t-shirt or polo shirt and 2) khaki or nice denim pants or shorts.

III. Holding Room Operating Procedures

A. Only holding room supervisor(s) and FFA participants are allowed in the holding area while competitive events are in session.
B. Participants will be escorted to the bathroom by an official FFA student or courtesy corps member. If participants are in procession of electronic storage or transmission devices, participants will hand over technology to student escort during that time.
C. In case of emergency, the sub-district or district advisor will be notified immediately, as well as the participant's advisor(s) and holding room supervisors.
D. In the event of an emergency contact which must be made with a participant, the message will be relayed to the participant by means of the holding room supervisor(s), and/or the holding room supervisor accompanying the advisor(s) delivering the message.
E. In the event that participants are arriving late, the participants will be met at the main entrance of the event and escorted by an event official to the holding room area and immediately check in with the holding room supervisor(s). Allowance of a late arrival is at the discretion of the host advisor.

IV. Judging Results and Awards

A. All events at sub-district, district and state levels are to be judged on a group ranking basis of Gold Emblem, Silver Emblem, and Bronze Emblem. Members placing below the three rankings will be listed as participants. Only if a written rule is violated will a "participation" ranking be given. This will prevent that entry from advancing. If necessary for entry in a regional or national event, one or more of the winners will be selected.
B. First, second, and third place shall be designated in every event at the state level.
C. In sub-district, district and state events, effort will be made to secure three (Ag Sales and Job Interview events shall have four) qualified and impartial persons to serve as judges whose decisions shall be final.
D. Judges:
   1. Effort will be made to make the comments of judges on strong and weak features available to all advisors for their participants, after the placings have been made.
   2. Of all events should make every effort to supply comments on individuals and team events.
   3. Must obtain permission from the LDE Chairperson before issuing a "participation" rating.
E. The results of all district FFA events will be released only by the District FFA Advisor, upon completion of the events at the district level.

F. Results of sub-district, district, and state events are to be released to the press and radio services so that parents and others at home may know of the outcome of the FFA events at the earliest opportunity. Release dates should be STRICTLY observed.
G. All references to awards to be provided by the National FFA Foundation, Inc. or Iowa FFA Foundation, Inc., are tentative, pending final announcement by the organization.
H. Should an unusual interruption occur while an event is in progress it is expected that good judgment will be exercised in maintaining fairness to all participants.
I. Officer books advancing to the state level of competition will not be displayed at the district event in order to assist the district advisors in meeting their obligations to preserve the materials for further competition. They will be displayed at the state leadership conference.

V. <u>Video Recording</u>

A. Recording performances at the sub-district and district level is strictly prohibited.

B. Requests to record a performance at the state competition shall be submitted to state FFA staff for consideration at least 3 weeks before the event date.

C. Approval for a request to record a performance at state competitions shall be at the discretion of state FFA staff.

V. <u>AFNR Career Cluster Content Standards</u>

AFNR Content Standards are specifically outlined within each respective LDE.

Conduct of Meetings

2027 Chairperson: Jacob Fox, Sheldon
Committee: Kaitlin Porter, Sheffield; Brady Eischeid, Carroll

I. Overview

This event is intended to develop the skills of young members in properly conducting an FFA meeting. Participants must be FFA members in grades 7-10. This event aids the development of leadership abilities of young members for present and future chapter activities.

This is a Sub-District, District & State Level Event.

II. AFNR Career Cluster Content Standards

CRP.01. *Standard*: Act as a responsible and contributing citizen and employee.
- **CRP.01.01.** *Indicator:* Model personal responsibility in the workplace and community.
- **CRP.01.02.** *Indicator:* Evaluate and consider the near-term and long-term impacts of personal and professional decisions on employers and community before taking action.
- **CRP.01.03.** *Indicator:* Identify and act upon opportunities for professional and civic service at work and in the community.

CRP.02. *Standard*: Apply appropriate academic and technical skills.
- **CRP.02.01.** *Indicator:* Use strategic thinking to connect and apply academic learning, knowledge and skills to solve problems in the workplace and community.
- **CRP.02.02**. *Indicator:* Use strategic thinking to connect and apply technical concepts to solve problems in the workplace and community.

CRP.04. *Standard:* Communicate clearly, effectively and with reason.
- **CRP.04.01.** *Indicator:* Speak using strategies that ensure clarity, logic, purpose and professionalism in formal and informal settings.
- **CRP.04.02.** *Indicator:* Produce clear, reasoned and coherent written and visual communication in formal and informal settings.
- **CRP.04.03.** *Indicator:* Model active listening strategies when interacting with others in formal and informal settings.

CRP.05. *Standard*: Consider the environmental, social and economic impacts of decisions.
- **CRP.05.01.** *Indicator*: Assess, identify and synthesize the information and resources needed to make decisions that positively impact the workplace and community.
- **CRP.05.02.** *Indicator:* Make, defend and evaluate decisions at work and in the community using information about the potential environmental, social and economic impacts.

CRP.06. *Standard:* Demonstrate creativity and innovation.
- **CRP.06.01.** *Indicator:* Synthesize information, knowledge and experience to generate original ideas and challenge assumptions in the workplace and community.
- **CRP.06.02.** *Indicator*: Assess a variety of workplace and community situations to identify ways to add value and improve the efficiency of processes and procedures.
- **CRP.06.03.** *Indicator:* Create and execute a plan of action to act upon new ideas and introduce innovations to workplace and community organizations.

CRP.07. *Standard*: Employ valid and reliable research strategies.
- **CRP.07.01.** *Indicator*: Select and implement reliable research processes and methods to generate data for decision-making in the workplace and community.
- **CRP.07.02.** *Indicator:* Evaluate the validity of sources and data used when considering the adoption of new technologies, practices and ideas in the workplace and community.

CRP.08. *Standard:* Utilize critical thinking to make sense of problems and persevere in solving them.
- **CRP.08.01.** *Indicator:* Apply reason and logic to evaluate workplace and community situations from multiple perspectives.
- **CRP.08.02.** *Indicator:* Investigate, prioritize and select solutions to solve problems in the workplace and community.
- **CRP.08.03.** *Indicator:* Establish plans to solve workplace and community problems and execute them with resiliency.

CRP.09. *Standard:* Model integrity, ethical leadership and effective management.
- **CRP.09.01.** *Indicator:* Model characteristics of ethical and effective leaders in the workplace and community (e.g. integrity, self-awareness, self-regulation, etc.).

CRP.09.02. *Indicator:* Implement personal management skills to function effectively and efficiently in the workplace (e.g., time management, planning, prioritizing, etc.).
CRP.09.03. *Indicator:* Demonstrate behaviors that contribute to a positive morale and culture in the workplace and community (e.g., positively influencing others, effectively communicating, etc.).

CRP.10. *Standard:* Plan education and career path aligned to personal goals.
CRP.10.03. *Indicator:* Develop relationships with and assimilate input and/or advice from experts (e.g., counselors, mentors, etc.) to plan career and personal goals in a chosen career area.
CRP.10.04. *Indicator:* Identify, prepare, update and improve the tools and skills necessary to pursue a chosen career path.

CRP.11. *Standard:* Use technology to enhance productivity.
CRP.11.01. *Indicator:* Research, select and use new technologies, tools and applications to maximize productivity in the workplace and community.
CRP.11.02. *Indicator:* Evaluate personal and organizational risks of technology use and take actions to prevent or minimize risks in the workplace and community.

CRP.12. *Standard:* Work productively in teams while using cultural/global competence.
CRP.12.01. *Indicator:* Contribute to team-oriented projects and builds consensus to accomplish results using cultural global competence in the workplace and community.
CRP.12.02. *Indicator:* Create and implement strategies to engage team members to work toward team and organizational goals in a variety of workplace and community situations (e.g., meetings, presentations, etc.).

III. Event Rules

The rules governing Sub-District, District and State events, in addition to general rules for all LDEs, are as follows:

A. Each team will be composed of seven (7) active members who may **NOT** be past their **sophomore** year in high school. Each team will be organized so that they will have representatives acting as:
- President
- Vice President
- Secretary
- Treasurer
- Reporter
- Sentinel
- Advisor

The seventh (7th) member will take the part of Chapter Advisor. This member shall accept the role of the Chapter Advisor in an official FFA meeting and will participate in the discussion as an Advisor.

B. Upon entering the room, each team member is responsible for placing their specific paraphernalia. Each team member is responsible for returning their paraphernalia after the questions. Points will be deducted if this rule is not followed according to the scoring rubric found in the Scoring Rubrics/Judging Sheets section of this document for this event. The event chairperson will designate the front of the room to the Sentinel.

C. The secretary is responsible for getting the secretary document when the room is being setup. All other team members are responsible for getting the form with the abilities.

D. Each team member is responsible for setting their paraphernalia and returning it at the conclusion of the demonstration.

E. The team members will open the meeting demonstration with the Official Opening Ceremony as printed in the edition of the Official FFA Manual for the previous school year, will conduct a short demonstration of the two parliamentary procedure abilities and close the meeting with the Official Closing Ceremony.

F. The demonstration of parliamentary procedure abilities should be limited to the abilities that are assigned. Demonstration of additional abilities will be viewed as a distraction. The "Knowledge of Correct Parliamentary Procedure" will be evaluated by the judges as follows:
1. First preference to teams that accurately demonstrate the assigned abilities without error.
2. Next preference to teams that demonstrate the assigned abilities, with errors, but proper corrective action was used (example: rise to a point of order).
3. Last preference to teams that unnecessarily added abilities beyond the assigned abilities.

G. Each team will be asked to demonstrate two (2) of the following abilities:
- To receive and dispose of a main motion
- To amend a motion
- To rise to a point of order
- To refer to a committee
- Table a motion
- Division of the assembly

H. The State event may also include the following abilities in addition to the six listed above.
   - Take a motion from the table
   - To reconsider a motion
   - To suspend the rules
   - To postpone definitely
   - To postpone indefinitely

I. No props are allowed during the event.

J. **The section of the Opening Ceremony pertaining to the roll call of members will be omitted.** Failure to complete these tasks will result in point deductions. The team will determine the most businesslike method for the presentation of the different abilities.

K. The item of businesses will be provided, in writing, to each member of the team at the time of demonstration. They will be located on the tables or chairs at the time of the demonstration.

L. The time for each demonstration will be ten (10) minutes with a warning given after eight (8) minutes have elapsed. The timekeeper will hold up a card with an eight (8) on it. Points will be deducted for presentations exceeding ten (10) minutes (0.1 point per second overtime). Time will start at the rap of the gavel by the team's President.

M. At the conclusion of the demonstration, the event chairperson will read five (5) questions, without explanation, to each team. Any team member may respond; however, maximum points can only be awarded for team participation. If more than one team member wishes to respond to a specific question, the judges will designate which member to answer first. The previous year's Official FFA Manual and/or the latest edition of the FFA Student Handbook shall be the reference source for questions. If there is a discrepancy between the two references, the Official FFA Manual shall take precedence.

N. In the Sub-District event, the judges will designate the two (2) highest chapter teams to compete in the District event. In each District, the judges will designate the two (2) highest chapter teams to compete in the State event. The judges at both the Sub-District and District levels shall name an alternate team. The judges at the state level shall rank the top three (3) teams. The top team will compete in the National event. **NOTE:** eligibility at the National FFA event is limited to members in grades 7-9 at the time of qualifying.

O. There shall be no participation by the audience.

IV. Resource Information

Official Parliamentary Procedure Source:
"Dunbar's Parliamentary Procedure Competitive Event Handbook" Product Number "PARL-30" found at:
http://pzen.northwest.net/index.php?main_page=product_info&products_id=41&zenid=07jlk946trhh5pk09ni4pc0lo5

Great Classroom Reference Material:
"Parliamentary Procedure Made Easy" Product Number "PARL-3" found at:
http://pzen.northwest.net/index.php?main_page=product_info&products_id=18

Official FFA Resource:
"Official FFA Manual" found at: http://shopffa.org/products/126/MANUALS/
Available on-line: https://www.ffa.org/about/who-we-are/official-manual

Secondary FFA Resource:
"FFA Student Handbook" found at: http://shopffa.org/products/127/HANDBOOKS/

Suggestions For a Quality Demonstration:
- Members are encouraged to remain at their respective officer stations after the demonstration to answer questions. This allows for easier recognition of members that wish to answer a question as the facilitator of the questions can address the member by their officer position.
- Teams are encouraged, when a question is intended to be answered by multiple members, to start the initial answer with "May we answer this question as a group" and proceed to answer all desired parts of the question from the group without additional acknowledgement.
- Members are encouraged to avoid unnecessary interactions (example: handshakes) with the judges. Judges may have scores and information from other teams in their work area and approaching them can make them uncomfortable.

Questions will be asked from the following categories of the2026-2027 Official FFA Manual (Refer to the Conduct of Meetings Questions Bank for the full list)

- Chapter Operations
- Parliamentary Procedure
- Officer Questions
- FFA Knowledge

V. Awards

Sub-District:	Chapters:	FFA Certificate	(Available online)
	Individuals:	FFA Certificates	(Available online)
District:	Chapters:	FFA Certificate	(Available online)
	Individuals:	FFA Certificates	(Available online)
State:	Chapters:	FFA Certificate	(Available online)
	Individuals:	FFA Certificates	(Available online)
	Champion Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded after SLC)
		CDE Pins	(Awarded in Chapter Packet at SLC)
		Travel Money	(Awarded after SLC)
	Reserve Team:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded after SLC)
	3rd Place Team:	Plaque	(Awarded on Stage at SLC)

All awards subject to available sponsorship.

VI. Event Hosting Guidelines/Checklists

Needed Materials Checklist:

____ Sealed envelope of event abilities, items of business, and questions from the Iowa FFA Association
____ Room with an obvious front
____ Copies of Opening and Closing Ceremonies for judges
____ A chair and small tables for each officer station
____ FFA paraphernalia and gavel
____ Conduct of Meetings Score Form (1 copy x 3 judges x Total Number of Teams)
____ Conduct of Meetings Critique Form on green (1 copy x 3 judges x Total Number of Teams)
____ Conduct of Meetings Summary Form on yellow (1 copy)
____ 2 Tables for Judges
____ 3 Chairs for Judges
____ 1 Table by the door for the paraphernalia and list of abilities and items of business
____ 3 copies of "FFA Student Handbook", the "Official FFA Manual", and "Parliamentary Procedure Made Easy"
____ "8 Minutes" Time Card
____ Stopwatch
____ Pens/Pencils for Judges

Event Chairperson: Refer to the "Advisor's Handbook" for specific directions.

VII. Event Forms

Iowa FFA Association
FFA Enrichment Center
1055 SW Prairie Trail Parkway
Ankeny, IA 50023
www.iowaffa.com

Judge's Score Form

FFA Conduct of Meetings Event

Judge _____

_____ Sub-District of the _____ District (list)

_____ District (list)

_____ Date of Judging

	School P.O. (Town)	Members of Team	Demonstration of Opening and Closing Ceremonies	Knowledge of Correct Parliamentary Procedure (demonstrated)	Correct arrangement and return of paraphernailain meeting room	Poise and Manner	Grammar and Sentence Structure	Voice and Expression	Correct Use of Gavel	Questions Concerning Conduct of Meetings	Deduct .1 point per second over 10 minutes	TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation	Advanced to Next Level
			15	20	5	10	15	10	5	20		100					
1																	
2																	
3																	
4																	
5																	
6																	

FFA Conduct of Meetings Event

Critique Sheet

(Strong, Average, Weak)

Chapter:				**Judge:**	
Officer	**Opening Ceremonies**	**First Ability**	**Second Ability**	**Closing Ceremonies**	**Answers to Questions**
President					
Vice President					
Secretary					
Treasurer					
Reporter					
Sentinel					
Advisor					

Did the team properly set-up the meeting room?	
Did the team return the paraphernalia to the table?	
Did the team return the abilities and items of business to the table?	
Did the Advisor refrain from voting?	
Additional Comments:	

Judge's Conduct of Meetings FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Judge Names:

_____

_____

_____

Event: Conduct of Meetings

_____ Sub-District of _____ District

District/State: _____

Date of Event: _____

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											

Event Chairperson: Display this card at 8 minutes.

8 Minutes