IOWA
FFA ASSOCIATION

PARLIAMENTARY PROCEDURE
LEADERSHIP DEVELOPMENT EVENT

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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

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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. Video Recording

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. AFNR Career Cluster Content Standards

AFNR Content Standards are specifically outlined within each respective LDE.

Parliamentary Procedure

2027 Chairperson: Ellen Doese, Retired
Committee: Louise Fleming, Vinton; Jon Doese, Winthrop, Gabrielle Power, Vinton

I. Overview

This event is intended to recognize the importance of developing leadership abilities. It provides trained officers and informed members on the correct conduct of organization affairs. It provides training in democratic procedure. This demonstration will indicate the abilities to be mastered. It also suggests ways in which chapters may organize their own training program in parliamentary procedure. The event is a test of parliamentary procedure abilities and discussions and thus more limited than in usual business meetings.

This is a Sub-District, District, State, & National 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.

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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 shall be composed of five active members.
B. Each team shall demonstrate five of the following abilities to be designated by the adult event chairperson. (Sub-district and district events)
   - Main
   - Amend
   - Refer
   - Point of Order
   - Division of the assembly
   - Postpone Indefinitely
   - Postpone Definitely
   - Adjourn
   - Parliamentary Inquiry
   - Lay on the Table
   - Take off the Table
C. The State Event may also include the following activities in addition to the 1~~2~~ listed above:
   - Reconsider
   - Limit Debate
   - Previous Question
   - Recess
   - Suspend
D. All privileged and incidental motions demonstrated as incidental main motions will receive a points deduction.
E. The team will designate a president (presiding officer) and secretary, which shall remain the same throughout the entire presentation.
F. The team demonstrating shall start their demonstration by calling the presentation/meeting to order followed by saying, “Madam/Mr. Secretary, what is our first ability and item of business?”
G. The time for each team demonstration shall be limited to ten minutes. The timekeeper will hold up a card with an eight on it when the demonstration is at 8 minutes. Points will be deducted for presentation exceeding ten minutes (.1 point per second overtime).
H. Time will start after the secretary states the first ability and item of business. Time will end at the conclusion of demonstrating the fifth ability.

I. The team may adjourn the presentation, if desired. This is not included in the team time unless asked to demonstrate the motion to adjourn as the fifth ability.
J. The abilities and items of business will be located at the secretary's station. The presiding officer shall ask the secretary for the ability and item of business for each motion. The items of business will be provided, in writing, to the team at the time of demonstration. They will be located on the table or chairs at the time of the demonstration. 8 points will be deducted for each required motion that is not completed.
K. Writing utensils will be provided at the chairperson's station for the presiding officer to use as well as the secretary, if desired, at the time of presentation. Any notes and the item of businesses given will be left on the presentation chairs/table at the conclusion of the presentation. These will be retrieved by the room chairperson and a clean copy placed for each succeeding presentation. All members will not remove the papers at the conclusion of the presentation.
L. A motion may be defeated and this will be considered as appropriate in demonstrating the ability. A member may speak in debate on the main motion and conclude by offering a secondary motion.
M. The chairperson shall ask one question of each of five team members on parliamentary procedure without explanation at the conclusion of the five abilities demonstrated. The judges are to designate the team member to respond. Additional team members may add or modify another team member's answer.
N. The judges in each Sub-District shall designate the top two teams to compete in the District event. The judges shall also name an alternate.
O. The judges in each District shall designate the top two teams to compete in the State event. The judges shall also name an alternate.
P. The judges at the State level shall designate the top three teams. The top team will compete in the National event. The judges shall also name an alternate team and a third-place team.
Q. Judges at the State level shall not ask clarifying questions.
R. The decision of the judges shall be final. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event. 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.

IV. Resource Information

A. NEW RESROUCES COMING IN 2027
B. Parliamentary Procedure Handbook by Christopher G. Yorke M. Ed. (available on Amazon)
C. Parliamentary Procedure Handbook Instructor's Guide by Christopher G. Yorke M. Ed. - (available on Amazon)
D. Scripts provided in resources (PDF)
E. Help Document provided in resources (PDF)
F. Table of key points provided in resources (PDF)
G. Iowa FFA Parliamentary Procedure Questions Bank and Parliamentary Procedure Guiding Principles: Parliamentary Procedure - Google Drive
H. Robert's Rules of Order Newly Revised *(12TH edition-published September 2020)*

V. Awards

Sub-District:	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
District:	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
State:	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)

Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
Champion Team:	Plaque	(Awarded on Stage at SLC)
	Cash Award	(Awarded in Chapter Packet at SLC)
	LDE Pins	(Awarded in Chapter Packet at SLC)
	Travel Money	(Awarded after SLC)
Reserve Team:	Plaque	(Awarded on Stage at SLC)
	Cash Award	(Awarded in Chapter Packet at SLC)
3rd Place Team:	Plaque	(Awarded on Stage at SLC)

All awards subject to available sponsorship.

VI. Event Hosting Guidelines/Checklists

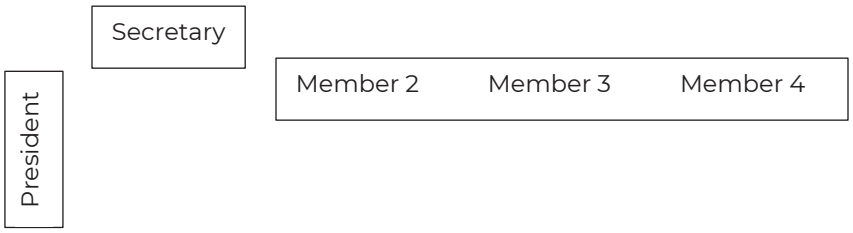
Needed Materials Checklist:

____ Sealed envelope of event abilities, items of business, and questions from the Iowa FFA Association
____ Gavel
____ Paper and pen/pencil for the participant chairperson station
____ Paper and pen/pencil for the participant secretary station
____ Parliamentary Procedure Score Form (1 copy x 3 judges x Total Number of Teams)
____ Parliamentary Procedure Summary Form on yellow (1 copy)
____ 2 Tables for Judges
____ 3 Chairs for Judges
____ 1 Table for Participants
____ 5 Chairs for Participants
____ 3 copies of "Parliamentary Procedure Made Easy"
____ "8 Minutes" Time Card
____ Stopwatch
____ Pens/Pencils for Judges

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

SUGGESTED SET UP FOR ROOM FOR PARLIAMENTARY PROCEDURE

Due to the secretary having the abilities and item of business, it is best to have the secretary at a separate table or distance between the other members and the chair. All 5 members of the team will have the items of business.



VII. Event Forms

NATIONAL FFA
CAREER AND LEADERSHIP DEVELOPMENT EVENTS

Deductions for Parliamentary Procedure Errors

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

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

Deductions for Parliamentary Procedure Errors continued

PARLIAMENTARY PROCEDURE ERRORS	Severity of Point Deduction	Point Deduction
VIOLATIONS RELATED TO AMENDMENTS		
Adding words to middle (instead of end) of motions	*	
Striking words that result in incomplete wording for main motion	*	
Inserting "not" to make the motion a negatively worded motion	*	
Making an amendment that is not germane	**	
Amending a non-amendable motion	****	
Making a third-degree (tertiary) amendment	****	
VIOLATIONS RELATED TO MOTIONS		
Chair not restating the motion as it was moved by a member	*	
Member incorrectly stating a motion (e.g., "I motion that...", using incorrect postpone, etc.)	*	
Chair restating motion before it receives a second	**	
Taking up a motion out of the order of precedence	****	
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to Recess is made when no question is pending. It is therefore classified as an incidental main motion)	****	
Member calling out "Question" from his/her seat to stop debate	***	
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	
VIOLATIONS RELATED TO DEBATE BY MEMBERS		
Not getting recognized before debating (discussing) a motion	*	
Not addressing debate through the chair	*	
Addressing other members by name	*	
Debating more than two (2) times on a single motion	**	
Debating against a motion they moved	**	
Debating a non-debatable motion	****	
Debate not germane	***	
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	***	

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

Judge's Score Form

FFA Parliamentary Procedure Event

Sub-District: _____ FFA Chapter: _____

District: _____ Judge: _____

State: _____ Date: _____

PRESIDENT (40 Points)			MEMBER (80 Points)				TEAM EFFECT (24 Points)			Motion Deduction
	Leadership (President)	Ability to Preside (President)	Secretary Member 1	Member 2	Member 3	Member 4	Conclusion Reached by Team	Team Use of Debate	Team Presence	*Deduction* per motion not completed
Points Possible	4 pts/motion	4 pts/motion	4 pts/motion	4 pts/motion	4 pts/motion	4 pts/motion	8 Pts Overall	8 Pts Overall	8 Pts Overall	8 Pts Per Motion
Motion 1										
Motion 2							QUESTIONS (20 Points) 4 points per question			
Motion 3							1			
Motion 4							2			
Motion 5							3			
TOTAL							4			
SECTION TOTAL (40):			SECTION TOTAL (80):				5			
							TOTAL (20)			

Time Deduction: 0.10 point per second overtime Motion Deduction: 8 points per motion not completed

Suggested Scoring for 4 Point Scale and 8 Point Scale:

4 or 7-8 = Excellent 3 or 5-6 = Good 2 or 3-4 = Fair 1 or 1-2 = Poor 0=Not Shown

GRAND TOTAL (164):

PRESIDENT–*Leadership:* stage presence, poise, self-confidence, politeness, and voice. ***Ability to Preside***: being able to state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of a vote, use the gavel correctly, and maintain awareness of business on the floor. **MEMBERS–**Debate Quality: Clear Statement of Delivery, Logical Reasoning, Completeness of Thought, Delivery. **TEAM EFFECT–*Conclusion:*** Motions were well analyzed. ***Team Use of Debate:*** debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition. ***Team Presence***: voice, poise, expression, grammar, gestures and professionalism.

Judge's Parliamentary Procedure FFA Event Summary

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

Judge Names:

_____

_____

_____

Event: Parliamentary Procedure

_____ 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											
7											
8											

Event Chairperson: Display this card at 8 minutes.

8 Minutes