



**IOWA**  

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**FFA ASSOCIATION**

**PARLIAMENTARY PROCEDURE**  
**Career Development Event**  
**This is a Leadership CDE**

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## **LEADERSHIP CAREER DEVELOPMENT EVENT (CDE) GENERAL POLICIES, RULES, RESULTS AND STANDARDS**

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

### **Board Policies**

The following board policies (<http://www.iowaffa.com/ffaboardpolicies.aspx>) apply directly or in part to Leadership CDEs:

- Board Policy #3: Changes to Judging Event Results
- Board Policy #7: Substitution of Team Members
- Board Policy #17: Advancement of Teams to National FFA Competition
- Board Policy #18: Use of Electronic Storage/Transmission Devices

### **Eligibly of Chapters and Participants**

1. 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.
2. 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.dmac.edu/fmi/webd#>) seven (7) days prior to the initial event.
3. 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
4. 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.
5. 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.dmac.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/home>). 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.
6. A participant, at the time of his/her participation in the state event and selection as a national team member, must:
  - a. 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 career development event in which he/she participat
  - b. Be a middle school or high school FFA member. A graduating senior is considered eligible to compete in state and national career development events 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.
  - c. Currently be an active FFA member of the chapter making entry into the event.
7. A member may not participate in both a state 4-H and state FFA event when said events are held on the same day.
8. If an entry in a leadership CDE is not able to advance, the designated alternate(s) will become the participant(s).

9. Members are eligible to participate for up to two years in the following CDEs 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
  - Job Interview
  - Parliamentary Procedure
  - Public Speaking
10. 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
11. No student may participate in more than one CDE each year at the national level.
12. 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 career development event officials or assistants will be sufficient cause to eliminate the team from the career development event.
13. 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 Leadership CDE's rules.
14. Items needed for specific phases of each CDE will be noted under their specific rules.
15. 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/>).
16. 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**

17. Only holding room supervisor(s) and FFA participants are allowed in the holding area while competitive events are in session.
18. Participants will be escorted to the bathroom by an official FFA student or courtesy corps member. If participants are in possession of electronic storage or transmission devices, participants will hand over technology to student escort during that time.
19. 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.
20. 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.
21. 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**

22. 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.

23. First, second, and third place shall be designated in every event at the state level.
24. 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.
25. Judges:
  - a. 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.
  - b. Of all events should make every effort to supply comments on individuals and team events.
  - c. Must obtain permission from the CDE Chairperson before issuing a “participation” rating.
26. 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.
27. 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.
28. 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.
29. 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.
30. 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. AFNR Career Cluster Content Standards**

AFNR Content Standards are specifically outlined within each respective Leadership CDE.

# Parliamentary Procedure CDE

2022 Chairperson: Ellen Doese, Retired

2022 Assistants: Monty Collins, Pleasantville; Louise Fleming, Vinton; Jon Doese, Winthrop

## 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.

**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. Rules**

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

1. Each team shall be composed of five active members; any five of whom will be selected to be a chair, and any five of whom will be selected to answer questions.
2. Each team shall demonstrate five of the following abilities to be designated by the adult event chairperson. (Sub-district and district events)
  - To receive and dispose of a main motion
  - To adjourn
  - To lay a motion on the table
  - To amend a motion
  - To appeal from the decision of the chair
  - To rise to a point of order
  - To refer to a committee
  - To suspend the rules
  - To receive a motion to reconsider
  - To take from the table
  - To call for a question of privilege
  - Division of the assembly

3. The State Event may also include the following activities in addition to the 12 listed above:
  - To recess
  - To call for the orders of the day
  - To call for previous question
  - To postpone definitely
  - To postpone indefinitely
  - To object to the consideration of a question
  - To withdraw a motion
  - To rescind
  - To limit debate
  - To call for a parliamentary inquiry
4. All privileged and incidental motions **cannot** be demonstrated as incidental main motions.
5. The time for each team demonstration shall be limited to ten minutes with the time displayed to the team. Points will be deducted for presentation exceeding ten minutes (.1 point per second overtime). Time will start after the reading of the first ability and item of business. Time will end at the conclusion of demonstrating the fifth ability.
6. The event chairperson shall select the ability to be demonstrated, shall designate the item of business to be used as the basis of the motion or discussion and will read the ability and the item of business for each of the five abilities. The item of businesses 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.
7. A writing utensil will be provided at the chairperson's station for the presiding officer to use, 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.
8. The event chairperson will select the first participant chairperson and the four succeeding chairpersons prior to their entry into the room. It is recommended that the team will not move seats during their presentation. The event chairperson will obtain the approval of the team to begin the demonstration.
9. 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.
10. 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.
11. A 3-minute clarification round of questions will be allowed at the STATE level to be conducted by the event judges. These will relate to the team's demonstration and may impact other aspects of the scorecard. Team members may volunteer to answer the 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.
12. 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.
13. The judges in each District shall designate the top two teams to compete in the State event. The judges shall also name an alternate.
14. 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.
15. 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

Contact information for resources 1-3: Parliamentary Procedure Instructional Material Center, PO Box 13753, Mill Creek, WA 98082. Shane Dunbar: 425-337-9307. <https://www.dunbarparlipro.com/>

1. Official Parliamentary Procedure Source: “Dunbar’s Parliamentary Procedure Competitive Event Handbook Package” Product Number “PARL-30.”
2. Official Parliamentary Procedure Questions Source: “Parliamentary Procedure Oral Questions” on CD. Product Number “PARL-24B.”
3. Great Classroom Reference Material: “Parliamentary Procedure Made Easy” (2011 Edition) Product Number “PARL-3.”
4. Iowa FFA Parliamentary Procedure Questions Bank:  
<http://www.iowaffa.com/leadershipcdematerials.aspx>
5. Robert’s Rules of Order Newly Revised (*12<sup>TH</sup> edition-published September 2020*)

#### V. Awards

<b><i>Sub-District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b><i>District:</i></b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b><i>State:</i></b>	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)
		CDE Pins	(Awarded in Chapter Packet at SLC)
	Reserve Team:	Travel Money	(Awarded after SLC)
		Plaque	(Awarded on Stage at SLC)
3 <sup>rd</sup> Place Team:	Cash Award	(Awarded in Chapter Packet at SLC)	
	Plaque	(Awarded on Stage at SLC)	

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

#### 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
- \_\_\_ 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.**

#### VII. Event Forms



**Judge's Score Form**  
**FFA Parliamentary Procedure Event**

Sub-District: \_\_\_\_\_  
 District: \_\_\_\_\_  
 State: \_\_\_\_\_

FFA Chapter: \_\_\_\_\_  
 Judge: \_\_\_\_\_  
 Date: \_\_\_\_\_

Chair Qualities	Debate Qualities	
Gavel Usage	Concise	Germane
Leadership Shown (tactful, firm, understanding, voice)	Convincing	Logical
	Delegation Encouraged How To Debate	Orderly
		Position Stated
Members are Informed	Efficient	Realistic
Motions Put To A Vote	Free of Repetition Per Motion	
Motion Stated Correctly	Reason(s) stated supporting debate	
Results of Vote Announced	Severity of errors in debate (see supporting document)	
Rules of Debate Followed		
Severity of chair errors (see supporting document)		

QUESTIONS (20 points)		
Answered correctly and completely		
#	Score	Comments
1		
2		
3		
4		
5		
Total	/20	

CHAIR SCORE (35 POINTS)						
	MOTION 1	MOTION 2	MOTION 3	MOTION 4	MOTION 5	TOTAL
CHAIR (7 points/motion)						
DEBATE QUALITY (8 points/motion)						
TOTAL	/15	/15	/15	/15	/15	/75
TEAM OVERALL PRESENCE (5 Points)						
Stage presence, Poise, Self-confident, Politeness, Voice						/5

OVERALL SCORE (100 POINTS)	
Chair (35)	/35
Debate (40)	/40
Presence (5)	/5
Questions (20)	/20
Deductions	
<ul style="list-style-type: none"> <li>8 points per required motion not completed</li> <li>0.10 point per second exceeding 10 minutes</li> </ul>	
Total	/100



## 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
<b>VIOLATIONS RELATED TO USING A MOTION IMPROPERLY</b>		
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)	***	
<b>VIOLATIONS RELATED TO THE CHAIR</b>		
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*

<b>PARLIAMENTARY PROCEDURE ERRORS</b>	<b>Severity of Point Deduction</b>	<b>Point Deduction</b>
<b>VIOLATIONS RELATED TO AMENDMENTS</b>		
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	****	
<b>VIOLATIONS RELATED TO MOTIONS</b>		
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	***	
<b>VIOLATIONS RELATED TO DEBATE BY MEMBERS</b>		
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 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 CDE**

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1	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						
2											
3											
4											
5											
6											
7											
8											

Event Chairperson: Display this card at 8 minutes.

# 8 Minutes