

2009 National Collegiate Agricultural Education

PARLIAMENTARY PROCEDURE CONTEST

Rules and Guidelines

Sponsored by the National Alpha Tau Alpha

Contest Summary:

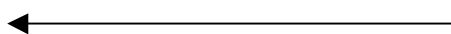
The ATA parliamentary procedure contest consists of three parts:

- a. a 25 question, written, multiple-choice test
- b. timed demonstrations of New Business at a meeting
- c. minutes

Four, 5-member teams debate main motions from assigned topics. Points are earned by the team's score on the written test, how efficiently the chairman conducts the meeting, motions made by members of the assembly, quality of debate, and a written copy of the secretary's minutes. Each team chairman conducts the meeting for ten minutes. Except for the chairing team's president who presides, all four teams are considered members of the assembly and participate in each ten-minute demonstration.

1. Any university with an agricultural education program may enter whether or not they have an Alpha Tau Alpha chapter.
2. Each team shall be composed of five (5) individuals. Each team must have a President who will act as the chair, a Vice-President, a secretary who will record the minutes, and two delegates. Professional dress is strongly recommended.
3. All team members must be undergraduate students enrolled at the same university.
4. Before the team demonstration phase of the contest, every team member will take a 30 minute, 25 question, multiple-choice written test covering parliamentary law and minutes. The team's cumulative score (5 team members x 25 points each = 125 points maximum) will be used in computing the final team score. The multiple-choice questions will be taken from a manual of test questions (see references on the last page). Even numbered questions in the manual will be used on even-numbered years, and odd numbered questions will be used on odd-numbered years.
5. Chairing Team: Each team will act as the "Chairing Team" by occupying the head table for conducting the meeting. The President of the Chairing Team will act as the meeting chair. The Secretary of the Chairing Team will act as the meeting secretary. Each team member of the Chairing Team may participate.
6. Assembly: Each team will participate as part of the assembly in a rotational order until all teams have served as the Chairing Team. Each team member of the assembly may participate.
7. Prior to the start of the contest, a representative from each team will draw a number for rotating at the head table. Team 1 will assume the head table followed by team 2, 3, and 4, etc. Four (4) teams shall comprise the assembly at any given time. As the next team chronologically assumes the head table, the next chronological team shall assume the position of the assembly.

Chairing Team Delegate 1, Secretary, President, Vice-President, Delegate 2 (Team 1)			
Assembly			
(Team 2) Delegate 1 Secretary President Vice-President Delegate 2	(Team 3) Delegate 1 Secretary President Vice-President Delegate 2	(Team 4) Delegate 1 Secretary President Vice-President Delegate 2	(Team 5) Delegate 1 Secretary President Vice-President Delegate 2



Rotation

8. Prior to the start of the contest, a representative from each team will draw three (3) numbers corresponding to predetermined topics. Topics shall cover areas of ATA, FFA, Agricultural Education, and Extension Education.
9. The National Second Vice-President of Alpha Tau Alpha will coordinate the contest.
10. Written Test Prizes: The first and second place teams will receive a plaque. The first and second place teams will receive checks for \$100.00 and \$50.00 respectively. Top two individuals will receive certificates.

Team Demonstration Prizes: The first and second place teams will receive a plaque. The first and second place teams will receive checks for \$100.00 and \$50.00 respectively. The top placing President will receive a gavel plaque. The top placing Secretary will receive a pen plaque.

Chairing New Business on the Agenda of a Business Meeting

11. The team chairing the meeting shall be allowed ten (10) minutes in which to demonstrate their knowledge of Parliamentary Law by conducting the meeting and dispensing with business. The chairing team will begin with the lowest numbered topic drawn. Pencils and paper will be supplied to take notes during the meeting for the chair. No other materials may be used by the chair.

Opening ceremonies and other preliminary information will not be used. The demonstration assumes you are beginning New Business on the meeting agenda. Start the meeting by saying, "The next business in order is New Business. Is there any new business?" (See Step Number 7, page 1 in the *Meeting Procedure Guide* brochure listed in the references.)

The conclusion of the meeting shall be with the conclusion of the main motion of the chair's last topic. A timekeeper will announce one (1) minute left. Thirty (30) seconds past 10 minutes will be allowed without penalty. A deduction of 5 points will be made for every additional 30 seconds or major fraction thereof. A digital timer showing elapsed time will be in full view of the entire assembly (including the chairing team) during the demonstrations. A timekeeper will furnish the time used by each team at the close of the event.

Elapsed Minutes	Points Deducted
10:00 - 10:30	0
10:31 - 11:00	5
11:01 - 11:30	10
11:31 - 12:00	15
12:01 - 12:30	20
12:31 - 13:00	25 Max

Each team will have a secretary take minutes of the meeting when occupying the chair. A possible score of 50 points will be allowed for the minutes. Pencils and paper will be supplied to take notes during the meeting for the secretary. No other materials may be used by the secretary. Following the meeting, the secretary will have one minute to finalize the official minutes. Notes taken by the secretary during the meeting must be turned in with the official copy of the minutes. The lowest possible score is zero (0). Judges shall use the Secretary Scoring Form to score the official minutes of the meeting.

Scoring

12. **Chair:** The chair will be evaluated using the Chair Scoring Form on the following:
- A) Ability to be Heard
 - B) Knowledge of Rules of Parliamentary Procedure
 - C) Ability to Control the Meeting
 - D) Fairness

The Chair's score will be used in computing the final team score.

13. **Secretary's Minutes:** The Secretary will be evaluated using the Secretary Scoring Form. Use the example of minutes illustrated in the current (10th) edition of *Robert's Rules of Order Newly Revised*. The minutes will begin by recording the first main motion presented. Judges will read and review the official minutes of the meeting after completion of each round. The Secretary's Minutes score will be used in computing the final team score.
14. **Assembly:** The assembly will consist of four (4) teams waiting to take the head table in rotation. Each team will consist of Delegate 1, Secretary, President, Vice-President, Delegate 2. All other teams not part of the assembly or Chairing Team will not participate during that rotation, but may be part of the audience. No team may suspend the rules or move to adjourn the meeting. Members of the assembly will be evaluated using the Assembly Scoring Form and will be used in computing the final team score.

Assembly Participation: Each team member acting as part of the assembly will be evaluated on the following*:

- a. Characteristics of effective motions-appropriate use of motion, properly moved, clearly stated. (0-5 points)
- b. Characteristics of effective debate-completeness of thought, logical reasoning, clear statement of speaker's position, conviction of delivery, and concise and effective statement of debate. (0-10 points)

Each time a member of the assembly moves and debates any motion, they may earn a score.

***Note:** Members of the Chairing Team are considered part of the assembly and are able to participate.

15. **Tie-Breakers:** In the event of a tie in the team score, the judges will use the Chair's score followed by the

Secretary's Minutes score accordingly. In the event of a tie in the Chair's score, the judges will use scores from 'Knowledge of Rules of Parliamentary Procedure' then 'Ability to Control the Meeting' of the Chair Scoring Form. In the event of a tie in the Secretary's score, the judges will use scores from 'Note Keeping Abilities' then 'Business Session Abilities' of the Secretary Scoring Form.

Ties for the written exam will be broken by the team members who have the most questions answered correctly.

16. Judges: One judge will score the Chair of the Chairing Team using the Chair Scoring Form. One judge will score the Secretary of the Chairing Team using Secretary Scoring Form. Two judges will score the assembly and Chairing Team using the Assembly Scoring Form.
17. A time keeper will be used to signal closure of the meeting.
18. Assembly Participation: Teams are not to call out "Mr./Madam President," nor wave their arms or rise in an inappropriate, disruptive manner in order to secure recognition. The principle responsibility for enforcing this and maintaining a dignified and orderly meeting lies upon the Chair.

If an assembly member's debate, is ruled to be out of order because his/her debate is not germane, the team member will be scored zero (0) on that debate. The Chair may permit him/her to continue which shall count as a new debate.

19. Main Motions: All main motions offered should merit serious consideration. The Chair should refuse to acknowledge dilatory motions. Some examples are motions that are absurd in substance, frivolous (especially amendments), calling for a division when the result is clear, and motions to obstruct business such as using a series of trivial points of order and appeals, and motions to table. Judges should not give credit on score sheets for such motions.
20. Recognition: The Chair should take care to rotate recognition among the Assembly so as to give equal opportunity to all. Judges of the Chair should be alert to check this. A severe penalty is provided for deliberate unfairness. No Assembly member shall at any time claim the privilege of yielding the floor to another Assembly member.
21. Teams are limited to the motions listed on the Permissible Motions Form. The Chairing team will be given a card, which lists three topics. Teams are required to propose at least one main motion from the topics on the card. The card will be collected at the end of the contest, which lists these topics and shall use no other papers during the contest. Teams will not be permitted to write and read motions, debates, etc. from these cards and will be scored appropriately by the judges.
22. Voting: A voice vote is normally used for most motions. However, when motions require a two-thirds vote and when a *Division of the Assembly* is called, a standing vote must be used. A vote by a show of hands in **not** a *Division of the Assembly*. Assume a quorum is present at the meeting.
23. Scoring Repeated Motions: The use of any motion a second time by the same participant is covered by the score sheet for that motion. The penalty for a second and subsequent use of the same motion will be to score that motion zero (0) (i.e., A fourth debate would result in a zero (0) for the first debate, etc.). Each Chair's session shall be complete in itself. Business must not refer to a previous session.
24. Combining Motions: Each Team Member is limited to the use of only one motion during each time he/she has the floor. If it appears to the Chair that a participant is using more than one motion during the time he/she has the floor, the Chair shall so state and shall take the first motion.

25. Equalizing Recognition: Each Chair shall recognize teams as equally as possible during the time he/she presides, and shall not be responsible for correcting inequalities which result from previous portions of the contest.
26. Automatic Recognition: Should a Chair be faced with a team not participating as vigorously as others, the Chair may call upon the team to use some motion. If that team refuses to do so, the Chair should say, "I have given team '___' recognition." After this automatic recognition, this is marked by the judges and the team may not respond to this recognition. The Chair may use this procedure only once between regular recognitions.
27. The Chair will have a gavel for his/her use and may have a pencil and paper for notes supplied by the National Second Vice-President. If notes are taken, they are required to be signed and turned into the judges.
28. The rules for the use of the gavel by the National FFA Parliamentary Procedure Career Development Event (CDE) will be followed. The gavel is rapped once after a vote, and if absolutely necessary, when a slight breach of order occurs (rapped lightly). Example for a main motion: CHAIR: "The ayes have it, and the motion is adopted. We will have an ATA picnic next Saturday from 1-2 p.m. in the City Park." Rap the gavel once. "Is there further new business?"

CHAIR SCORING FORM

University: _____

Individual: _____

Judge: _____

Institution: _____

POINTS TO BE CONSIDERED BY THE JUDGES	POSSIBLE SCORE	JUDGE'S SCORE
Ability to be Heard	15	
Does the Chair speak distinctly, clearly, and loudly enough? Judge's Notes:		
Knowledge of Rules of Parliamentary Procedure	40	
Does the Chair keep the group informed at all times? Does the Chair conduct business in the proper order? Does the Chair state, put to vote all appropriate motions moved and announce results? Does the Chair protect the assembly from frivolous or dilatory motions by ruling them out of order? Judge's Notes:		
Ability to Control the Meeting	10	
Tact: Is the Chair firm, but pleasant, & courteous to all? Does the Chair allow only one at a time to have the floor? Require observance of order and decorum among the members?		
Information; Is the Chair correct, clear, informative and concise in conducting business? Judge's Notes:	15	
Fairness	20	
Does the Chair give an equal opportunity to all from the front to the back of the room? Does the Chair prevent members from monopolizing business? Judge's Notes:		
Time Deduction →		
TOTAL SCORE →	100	

Use one sheet for each Chair and carry scores to Team Scoring Sheet

SECRETARY SCORING FORM

University _____ Individual _____

Judge _____ Institution _____

POINTS TO BE CONSIDERED BY THE JUDGES	POSSIBLE SCORE	JUDGE'S SCORE
1. Business Session Abilities	15	
Does the Secretary keep the Chair and member informed?	5	
Does the Secretary accurately and readily respond when called upon?	5	
Does the Secretary's note taking ability enable the meeting to operate smoothly and timely?	10	
Can the Secretary be heard clearly when responding?		
Does the Secretary remind the Chair of points which are neglected?		
Judge's Notes:		
2. Note-Keeping Abilities	35	
All main motions (except such as were withdrawn) and motions that bring a main question again before the assembly, stating the name of the mover, wording as adopted or disposed of, and the disposition--including temporary disposition (with any primary and secondary amendments and adhering secondary motions then pending;	20	
Secondary motions not lost or withdrawn where needed for clarity of the minutes;	10	
Previous notice of motions;		
Points of order and appeals, and reasons the chair gives for the ruling;		
Are the minutes brief and orderly?	5	
Are the minutes easily read?		
Are the minutes dated and signed?		
Judge's Notes:		
TOTAL SCORE →	50	

Use one sheet for each Secretary and carry scores to Team Scoring Sheet