

2021

WISCONSIN FFA

**PARLIAMENTARY
PROCEDURE
WORKSHOPS**



WISCONSIN
FFA ASSOCIATION

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Parliamentary Procedure Contest for Wisconsin

The National FFA Rules will be used in most cases for the State of Wisconsin FFA Parliamentary Procedure Contest.

- Just like any of the contests, not all activities will be accomplished at each level.
 - The Written test will only be used at the State Level
 - The practicums will not be done in Wisconsin at this time...only at Nationals
- The Rubric is different than the National Contest. The State of Wisconsin Parliamentary Procedure Rubric attached will be the one used for Districts, Sectionals and State
- Please read the National FFA Rules! And please read the statements below.

In an effort to help teams improve, the below statements are to help train your teams and talk about changes from last year to this year.

#1 – No salient points need to be announced during the presentation. Team must show the proper techniques during presentation. Team will not receive extra points if they announce them.

#2 – Note in National rules how the meeting starts: Pg. 14 rule #5

The team demonstrating shall assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The chair shall start the presentation by saying, “Is there any new business?”

- A team may tap the gavel first to signify that an item of business just finished and then say “Is there any new business?”

#3 – Note in National rules how to end the meeting: Pg. 14 rule #5

“Time will stop when the chair declares the meeting adjourned.”

- This means if no items of business are left...the chair can simply say “seeing that there is no further business, this meeting stands adjourned.” And then tap the gavel
- A team may also adjourn formally and use it as an extra motion for one of the members
- Either way is acceptable

#4 – The main motion will be used as one of the “extra” motions. Adjourn can be made as an “extra” motion but does not have to be...please refer to #3

#5 – Note that only the top 4 debates will be counted and they must be legal according to Roberts Rules of Order. Example: one can only do 2 debates on Refer or commit even if limit or extend time for debates is used. (Pg: 15 #10 from National rules)

- This also means that a team member may debate more than 4 times...only the top 4 debates will be counted.

#6 – No Secretary notes will be taken. This was taken out of the National Contest.

- At state however, there will be 15 of the 50 written questions that will be about taking secretary notes, the agenda and organizational minutes and other records. Body of Knowledge for Leaders of Organizations Domain 2: Minutes and Other Records and Robert’s Rules of Order Newly Revised, pages 354 to 355 and 468 to 480.

#7 – Written test will be given at State on Monday night. This test will be used to seed the teams. This test will also count for the team as part of the competition. The points will be the cumulative of the entire team score. Written test will only be given at the State level.

#8 – A running clock for time that is visible to all of the members is the preferred way of showing the teams what their time is. This can be done by have a computer screen that is visible to the team members. Simply go to <https://www.online-stopwatch.com/> This has a stopwatch timer that is easy to view and use.

- If this cannot be accomplished... the timers will hold up a sheet of paper showing the time at 8 mins, 9 mins, 10 mins, 10 mins and 30 seconds and then 11 minutes. One of the timers will hold the correct one up at all times visible to all team members.

#9 – The National Rules say there is a time not to exceed 11 mins. (Pg. 15 #11 on National Rules)

#10 – The National Rules say that you cannot use Reconsider, Rescind or Take from the Table as one of the extra motions. They call these the “Bring Back” motions and they are only used if it will be one of the required motions.

#11 – The new “Green Sheet” is from Nationals – Note that there are less motions used and that will count. No Method of Voting, etc. Look at the National Rules for what motions can be used

Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
PRIVILEGED MOTIONS					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
SUBSIDIARY MOTIONS					
Lay on the Table	Yes	No	No	Majority	Neg. Only
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Time of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm only
Main Motion	Yes	Yes	Yes	Majority	Yes
INCIDENTAL MOTIONS					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote, chair rules	No
Request for Information	No	No	No	No vote, chair responds	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No	No	No	Majority	Neg. Only
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
Reconsider	Yes	Yes (1)	No	Majority	No
Rescind	Yes	Yes	Yes	Majority with notice, 2/3 or majority of entire membership	Neg. Only
Take from The Table	Yes	No	No	Majority	No

(1) If applied to a debatable motion. (2) Rules of Order 2/3 vote, standing rules = --majority (3) Refer to Robert's Rules of Order Newly Revised, current edition for rule(s).

(4) Refer to parliamentary procedure LDE rules before using these motions in the demonstration.

(5) Only motions listed in the permissible motions chart will be utilized as required motions and allowed as additional motions.

Object & Effect of Permissible Motions

Motion	Object	Effect
PRIVILEGED MOTIONS		
Fix the Time to Which to Adjourn	To have a legal continuation of the meeting	Sets definite continuation time
Adjourn	To end the meeting	Adjourns the meeting
Recess	To secure an intermission	Delays action
Raise a Question of Privilege	To correct undesirable condition	Corrects undesirable condition
Call for the Orders of the Day	To secure adherence to order of business	Secures adherence to order of business
SUBSIDIARY MOTIONS		
Lay on the Table	To clear the floor for more urgent business	Delays action
Previous Question	To secure immediate vote on pending question	Ends debate
Limit or Extend Time of Debate	To provide more or less time for discussion	Shortens or lengthens discussion period
Postpone to a Certain Time	Often, to give more time for informal discussion and for securing followers (if someone has critical information)	Delays action
Commit or Refer	To enable more careful consideration to be given	Delays action
Amend	To improve the motion	Changes the original motion
Postpone Indefinitely	To prevent a vote on the question	Suppresses the question
Main Motion	To introduce item of business to assembly	Proper way to handle & introduce business
INCIDENTAL MOTIONS		
Appeal	To determine the attitude of the group on the ruling made by the chair	Secures ruling of the group rather than by the chair
Division of the Assembly	To determine the accuracy of a voice vote & secure expression of individual member's voices	Secures an accurate check on vote
Division of a Question	To secure more careful consideration of parts	Secures action by parts
Objection to the Consideration of a Question	To prevent wasting time on unimportant business	Suppresses the motion
Parliamentary Inquiry	To obtain parliamentary information	Facilitates proper use of parliamentary rules
Point of Order	To call attention to violation of rules	Keeps the organization functioning according to parliamentary procedure
Request for Information	To secure information & be excused from a duty	Provides information
Suspend the Rules	To permit action not possible under the rules	Secures action which otherwise would be prevented by rules
Withdraw a Motion	To eliminate a motion	Eliminates motion allowing for a new motion
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY		
Reconsider	To reconsider the question	Secures further consideration & another vote on question
Rescind	To repeal action previously taken	Repeals action previously taken
Take from The Table	To continue the consideration of the question	Continues consideration of the question

Chairmanship Tips

The chair is responsible for ensuring that the business is moved along throughout the meeting properly and that discussion from the assembly happens.

Gavelling:

- One tap:
 - Pass motion
 - Adjourn meeting
- Two taps:
 - Open meeting

Salient points:

- Salient points are important. They show how to properly move and present each motion.
- Salient points **do not need** to be stated during the contest, however, they may help some stay on the same page and know how to properly present each motion. They will take up more time and therefore may take time away from other motions and debates.
- Possible salient point wording is below if wanting to practice them.
 - “This motion (**requires/does not require**) a second, (**is/is not**) debatable, and requires a (**majority/two-thirds/decision of the chair**) vote.”
- ** - This goes where the ** are in Chair Dialogue on (p. 8)

Chair Dialogue

-2 gavel taps-

“Is there any new business?”

“Chair recognizes _____.”

“It has been properly moved and seconded to _____ (motion)_____.”

(Where it says (motion), the chair restates the motion so that everyone is on the same page and so the motion can be brought in front of the assembly for debate.)

**

“Is there any debate?”

(During this time, members can debate or amend. If no one, debates, make sure to ask again and/or if debate has slowed down, ask again using the next phrase.)

“Is there any further debate? Seeing none, we will proceed to vote.”

“All those in favor of _____ (motion)_____ - signify by **(saying aye) (standing/be seated)**. All those opposed **(say no) (please stand/be seated)**.”

“The motion **(passes/fails)** by a # to # vote.”

-1 gavel tap-

Restate the motion that was just voted on.

Example: If the motion was for the chapter to send 10 students to Washington Leadership Workshop, then the chair would say:

“The chapter will send 10 students to Washington Leadership Conference.”

Member's Dialogue

I move _____ (motion) _____.

Basic Debate Phrasing:

- See the following Debate Tips (p. 10) to enhance your debating even more. This is just a simple shell or formula that could be used; however, it is important to use strong wording.

- In favor:

I am in favor of this motion because... **(2 reasons)** ...therefore I urge you to vote in favor of this motion (or vote yes).

- Opposed:

I am opposed to this motion because... **(2 reasons)** ...therefore I urge you to vote in opposition to this motion (or vote no).

I second the motion.

Debate Tips

Every member is evaluated on debate and are scored on the four highest debates. Each debate should include an opening statement, one or two points, and a closing statement. And no member is allowed to debate on a motion more than four times.

Practices and Customs:

- Maker of the motion has rights to the first debate
- Address all remarks through the chair
- Avoid using other member's names
- Refrain from speaking against one's own motion
- Read from reports, quotations, etc., only without objection or with permission

Example Debate Topics:

- Finances: funds, budgets, sponsors, grants, school referendum
- Scheduling: Member availability, conflicting schedules, other organizations with same activity
- Location
- Transportation
- Alumni support
- More opportunities: Chapter Program of Activities (POA), SAE for all, leadership
- Surveys & Statistics

Opening Statement Examples:

- *"I am in favor of this motion..."*
- *"I rise in support of this motion..."*
- *"I support this motion..."*

Closing Statement Examples:

- *"Please vote in favor of this motion."*
- *"Vote yes."*
- *"Therefore, I encourage all to vote down this motion."*

Debate Examples:

Example #1: “Our chapter should do this. We need to show our teachers that we appreciate them. It’s a good idea.”

Evaluation: Poor- The opening statement is weak, and there was not an ending statement. Only one reason was given supporting the motion. “It’s a good idea” is a vague, ineffective statement.

Example #2: “I’m in favor of this motion. We need to show our appreciation to the teachers because they have helped us in many ways over the years. Not only do they teach us during the day, but they spend many long hours in the evenings correcting our assignments. I feel that a teacher appreciation day would show how grateful we are to them for their hard work. I urge you all to vote in favor of this motion.”

Evaluation: Average- Used beginning and ending statements. Inadequate number of reasons for adopting the motion. Used personal feeling statements like “I feel” instead of stronger stated statements.

Example #3: “This motion that our chapter sponsor a teacher appreciation day should be adopted for several reasons. Not only do they teach us during the day, but they spend time after school preparing for their classes and correcting our assignments. In addition, many of the teachers are coaches and advisors of clubs, which demand a great deal of their time. Teacher appreciation day would show how grateful we are to them for their hard work. Our school has never held a teacher appreciation day. For these reasons, I hope the motion will be adopted.”

Evaluation: Good- Used beginning and ending statements. Stated several reasons for voting in favor of the motion that were presented in a logical sequence.

Example #4: I encourage every member to vote in favor of this motion that our chapter sponsor a teacher appreciation day for the following reasons: First, not only do they teach us during the day, but many spend long hours after school preparing for their classes and correcting our assignments. Second, many teachers put in extra time as coaches and as advisors to clubs. We all know that our advisor has devoted many hours after school and on Saturdays for chapter activities. For the reasons I have just outlined, our chapter should take the lead and sponsor a teacher appreciation day. Let's all get behind the motion and adopt it. Vote **YES!**

Evaluation: Excellent- Used beginning and ending statements. Stated at least two reasons for supporting the motion and arguments clearly outlined and easy to follow.

Sample Ability Cards

<p>Motion: The chapter will send 10 students to WLC this summer.</p> <p>Required motions:</p> <p><u>Amend</u> Parliamentary Inquiry Previous Question Adjourn Main motion</p>	<p>Motion: The chapter will send 10 students to WLC this summer.</p> <p>Required motions:</p> <p>Amend <u>Parliamentary Inquiry</u> Previous Question Adjourn Main motion</p>
<p>Motion: The chapter will send 10 students to WLC this summer.</p> <p>Required motions:</p> <p>Amend Parliamentary Inquiry <u>Previous Question</u> Adjourn Main motion</p>	<p>Motion: The chapter will send 10 students to WLC this summer.</p> <p>Required motions:</p> <p>Amend Parliamentary Inquiry Previous Question <u>Adjourn</u> Main motion</p>
<p>Motion: The chapter will send 10 students to WLC this summer.</p> <p>Required motions:</p> <p>Amend Parliamentary Inquiry Previous Question Adjourn <u>Main motion</u></p>	<p>Motion: The chapter will send 10 students to WLC this summer.</p> <p>Required motions:</p> <p>Amend Parliamentary Inquiry Previous Question Adjourn Main motion</p> <p style="text-align: right;">*Chair Copy*</p>

Practice Questions

Once a main motion is made, what must be done before debate begins?

MAIN ANSWER: A MAIN MOTION MUST BE SECONDED BY ANOTHER MEMBER AND STATED BY THE CHAIR.

Who must sign the minutes once they are approved?

MAIN ANSWER: THE PRESIDENT MUST SIGN THE MINUTES WHEN THEY ARE APPROVED.

When is motion “rejected” or “lost”?

MAIN ANSWER: WHEN THE ASSEMBLY DECIDES NOT TO DO WHAT A MOTION PROPOSES (A MOTION DOES NOT RECEIVE THE APPROPRIATE NUMBER OF VOTES FOR IT TO PASS).

What would a member wish to do if they move the Previous Question?

MAIN ANSWER: THEY ARE WANTING TO CLOSE DEBATE AND VOTE ON THE MOTION AT HAND.

Name three ways to take a vote during a small assembly or meeting.

MAIN ANSWER: RISING, BALLOT, ROLL CALL, GENERAL CONSENT, SHOW OF HANDS, AND BY MAIL.

Name two ways that a main motion may be amended.

MAIN ANSWER: INSERTING OR ADD WORDS, STRIKING OUT WORDS, STRIKING OUT AND INSERTING WORDS, SUBSTITUTING A NEW MOTION.

What is the term for this definition: The formal parliamentary name given to any form of discussion on the merits of a motion?

MAIN ANSWER: DEBATE

If you were the chairman and a member was giving debate on a motion and made an amendment to the motion, how would you handle this procedure?

MAIN ANSWER: CHAIRMAN ASKS FOR A SECOND TO THE AMENDMENT AND PROCESSES THE AMENDMENT

If there are 25 members present in a meeting, what is the number of votes that must be cast for a motion to pass with majority?

MAIN ANSWER: 13 OF 25 VOTES

What is a motion to reconsider?

MAIN ANSWER: A MOTION TO ASK FOR A NEW VOTE ON A MOTION. ALLOWS MEMBERSHIP TO BRING BACK A MOTION THAT WAS VOTED ON HASTILY OR WHEN A SITUATION HAS CHANGED. MOTION TO RECONSIDER CAN ONLY BE MADE DURING THE MEETING WHEN THE ORIGINAL MOTION WAS MADE.

What are three regular methods that voting may be conducted?

MAIN ANSWER: VOICE VOTE, SHOW OF HANDS, RISING/STANDING

What does it mean to Abstain?

MAIN ANSWER: TO REFRAIN FROM VOTING

Define secondary amendment.

MAIN ANSWER: AN AMENDMENT THAT AMENDS A PENDING AMENDMENT.

What is the definition of a standing committee?

MAIN ANSWER: A COMMITTEE THAT PERFORMS A CONTINUING FUNCTION AND REMAINS IN EXISTENCE PERMANENTLY OR FOR THE LIFE OF THE CLUB OR ASSEMBLY THAT ESTABLISHES THEM.

Is a motion in order if a member moves to amend the motion to reconsider?

MAIN ANSWER: THIS MOTION WOULD BE OUT OF ORDER SINCE TO RECONSIDER IS NOT AMENDABLE.

During your March monthly meeting, a member rises and moves to “take from the table” a motion that was tabled during your monthly meeting in January. Is this motion in order?

MAIN ANSWER: THIS MOTION WOULD BE OUT OF ORDER SINCE THIS MOTION WASN’T TAKEN OFF THE TABLE DURING THE JANUARY OR FEBRUARY MONTHLY MEETING, AND THEREFORE IT DIED ON THE TABLE.

A member raises to debate against a motion which he had seconded. Is this motion in order?

MAIN ANSWER: ALLOW THE DEBATE SINCE HIS DEBATE WOULD BE IN ORDER. THE PROPOSER OF THE MOTION HOWEVER, CAN’T DEBATE AGAINST HIS/HER OWN MOTION.

During the debate of the motion to “Refer to a Committee” a member rises and moves to postpone indefinitely the main motion. Is this motion in order?

MAIN ANSWER: THIS MOTION IS OUT OF ORDER SINCE IT HAS A LOWER PRIORITY THAN REFERRAL AND THUS CAN’T BE MADE WHEN REFERRAL IS PENDING

The vote on the motion to “Call for the Previous Question” resulted in 25 in favor and 13 opposed. What is the result of the vote?

MAIN ANSWER: SINCE A 2/3 VOTE IS NEEDED THE MOTION FAILS.

While a member is debating a pending motion, another member interrupts by rising and moves to adjourn. Is this motion in order?

MAIN ANSWER: THIS MOTION WOULD BE OUT OF ORDER SINCE YOU CAN’T INTERRUPT A SPEAKER TO MOVE TO ADJOURN.

Name TWO privileged motions which are NOT debatable.

MAIN ANSWER: (1) QUESTION OF PRIVILEGE, (2) CALL FOR THE ORDERS OF THE DAY, (3) ADJOURN, (4) RECESS, (5) FIX THE TIME TO WHICH TO ADJOURN

A member rises and moves to take from the table a motion when another member has the floor and is speaking. Is the members actions in order?

MAIN ANSWER: THE MEMBER’S ACTIONS WOULD BE OUT OF ORDER SINCE YOU CAN’T INTERRUPT THE SPEAKER TO MOVE TAKE FROM THE TABLE.

A vote on the motion to lay on the table resulted in 15 in favor and 15 opposed.. What is the result of the vote?

MAIN ANSWER: IF YOU ABSTAIN, THE MOTION WOULD FAILS, IF YOU VOTE IN THE AFFIRMATIVE THE MOTION PASSES.

True or False. All debatable motions can be debated twice by each member.

MAIN ANSWER: FALSE. DEBATABLE APPEAL AND POINT OF ORDER CAN ONLY BE DEBATED ONCE BY THE MEMBERS AND TWICE BY THE CHAIR.

A member objects to the consideration of the question. After you have stated the motion and before you can vote on it, a member rises to debate this motion. Is this motion in order?

MAIN ANSWER: THE MEMBER'S ACTIONS WOULD BE OUT OF ORDER SINCE THIS MOTION IS NOT DEBATABLE.

A member rises to debate the motion to take a 15 minute recess. Is this member in order?

MAIN ANSWER: THIS MEMBER WOULD BE OUT OF ORDER IF RECESS WAS A PRIVILEGED MOTION, THAT IS IF IT WAS MADE WHEN ANOTHER MOTION WAS PENDING. IF NO MOTION WAS PENDING WHEN RECESS WAS MADE, DEBATE WOULD BE IN ORDER SINCE RECESS WOULD BECOME AN INCIDENTAL MAIN MOTION.

In order to conduct a meeting, there are a minimum number of officers necessary to be present. Please name these officers by the position they would hold.

MAIN ANSWER: PRESIDENT (CHAIRPERSON) AND SECRETARY (CLERK).

What motions can the motion to *Recess* be applied to?

MAIN ANSWER: NONE

Name two motions that can be applied to the motion to *Recess*.

MAIN ANSWER: AMEND AND PREVIOUS QUESTION

Why is the motion to *Commit or Refer* used?

MAIN ANSWER: TO PLACE A QUESTION IN THE HANDS OF A COMMITTEE SO THAT IT CAN BE INVESTIGATED CAREFULLY.

How is the motion to recommit used?

MAIN ANSWER: THE MOTION TO RECOMMIT PLACES A MOTION IN A COMMITTEE A SECOND TIME.

If the motion *Commit or Refer* is made when no question is pending, what kind of motion is it?

MAIN ANSWER: INCIDENTAL MAIN MOTION.

Is the motion to *Withdraw* in order when another member has the floor? Why or why not?

MAIN ANSWER: YES, THE MOTION TO *WITHDRAW* IS IN ORDER IF IT REQUIRED IMMEDIATE ATTENTION.

What subsidiary motions can be applied to the motion to *Withdraw*?

MAIN ANSWER: NO SUBSIDIARY MOTIONS CAN BE APPLIED TO THE MOTION TO *WITHDRAW*.

Why should the chair refrain from speaking in debate on most questions?

MAIN ANSWER: To maintain his/her impartiality in an assembly.

Name two motions on which the presiding officer is not required to relinquish the chair in order to debate.

MAIN ANSWER: *APPEAL AND POINT OF ORDER* THAT HAS BEEN SUBMITTED TO THE JUDGEMENT OF THE ASSEMBLY.