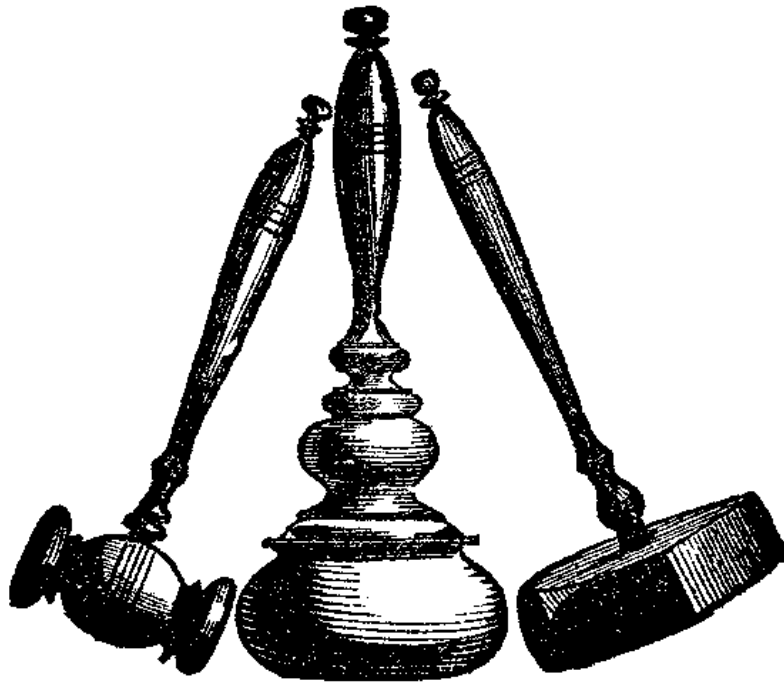


Parliamentary Procedure Guidelines

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North Dakota FFA Association

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This guide is to help make the parliamentary procedure contest more uniform. We hope that we can make the contest more uniform by following *Robert's Rules of Order*. This guide will be used as an abbreviated version serving as an aide in training students in parliamentary procedure. All of the motions are very complex with a great deal of rules and exceptions. This guide is designed to help you perform all abilities properly. If we would include all exceptions this manual would be over 600 pages long just like *Robert's Rules of Order*.

Rick Vannett

Parliamentary Procedure Award

District Parliamentary Procedure Events are held during the eight District Leadership Meetings. The purpose of this career development event is to encourage the effective use of the official FFA opening and closing ceremonies and to provide recognition to the chapters excelling in the proper use of parliamentary procedure in conducting chapter meetings.

General Plan

District and State events will use the same basic format which will include:

- a. Use of the official ceremonies for opening and closing chapter meeting.
- b. Demonstration shall consist of parliamentary procedure abilities to be presented using an activity format.
- c. A written test of 25 questions on parliamentary procedure according to Robert's Rules of Order. Participants in this event shall meet all eligibility requirements for FFA members as outlined in the General Section of the North Dakota Career Development Events Guide.
- d. The Parliamentary Procedure Guides written by Rick Vannett & "Robert's Rules of Order" will serve as the official references.

Format

1. Each chapter shall enter one team consisting of the six chapter officers and not more than five additional active members. The elected chapter officers shall comprise the team unless a valid reason for substitution is given and approved by the State FFA Advisor or State FFA Executive Secretary.
2. Ten minutes of preparation time will be allowed for each team. A team shall be allowed ten minutes in which to complete their demonstration. Opening and closing ceremonies are not included in the ten minute time period. For each minute or major fraction thereof over ten minutes, the team will be penalized 25 points.
3. Adequate copies of the problem will be given to the chapter President at the beginning of the preparation period. Only the abilities included with the problem are to be demonstrated. Unnecessary abilities used will penalize the team score. The advisor shall not consult with the team after the beginning of the preparation period. Contestants will not listen to competing teams. No references will be allowed by the team in the contest or during preparation. Points of clarification, not parance, may be given in the ready room by the advisor in charge of the contest.
4. All officers with the exception of the President will have two required abilities that they must demonstrate. These required abilities will be clearly marked on the practice problem. Each of these abilities will have a Ten point value, they will be scored according to how correctly they were demonstrated. Omitting a required motion will result in a 50 point deduction from the team score, Along with the 10 point deduction from the officers individual score
5. All contestants, with the exception of the President, will be provided a copy of the problem in the demonstration room. These copies will not leave the demonstration room and will not be written on, folded or otherwise defaced. Order of appearance will be determined randomly at registration. No reference materials will be used in the ready room or demonstration room. The Secretary and President are allowed to have a blank sheet of paper for taking notes during the demonstration.
6. Selection of judges for the contest shall be left up to the discretion of the district. There shall be a minimum of three judges for parance and officer ratings. If chapter advisors are to be used as judges, none shall judge their own team. The composite score of the other judges shall be used for the team score. Judges shall be given instructions on proper procedures expected prior to the start of the contest. Additional judges may be obtained to evaluate chapter officers separately using the chapter officer evaluation form.
7. Chapters will be grouped into three levels of achievements – gold, silver and bronze.

8. Chapter officers will be ranked gold, silver and bronze using the chapter officer evaluation form. Officers shall be ranked 1, 2, 3, etc. by each judge. The officer with the lowest score will be the officer of the day in each position. Natural breaks in the total score will be used to determine award ratings. (A minimum of two officers per award area so no one is singled out, e.g. 1 bronze.)
9. Secretary, Treasurer, Reporter and Vice-President (Program of Activities) books shall be submitted when the chapter registers in the morning. These books shall be rated satisfactory or unsatisfactory based on the attached ratings sheets. Officers whose books are rated unsatisfactory are not eligible for Officer of the Day designation.
10. A 25 question written test worth 100 points on general parliamentary procedure knowledge will be given to the six chapter officers including President, Vice-President, Secretary, Treasurer, Reporter and Sentinel. The total score of the six officers shall be added to the teams score by each judge.
11. Judges shall be given a minimum of five minutes between teams to review number of debates and parliamentary errors. Judges shall agree on number of debates along with parliamentary errors. Ensuring that all members receive credit for their debates. Also all judges should make deductions for parlance error. This will provide all teams with an equal and fair scoring system.

State Parliamentary Procedure Event

The State Parliamentary Procedure Event shall be held within one month of the district events in a central location. The format shall be the same as the district events with the addition of a written test. The state event is open to both the eight District Parliamentary Procedure Winners and the eight District Runner-ups.

General Plan

1. The same team that competes in the district event shall complete in the state event unless a valid reason is given and approved by the State FFA Advisor/State FFA Executive Secretary. The top two teams from each district will be invited to participate in the state contest.
2. A 25 question written test worth 100 points on general parliamentary procedure knowledge will be given to the six chapter officers including President, Vice-President, Secretary, Treasurer, Reporter and Sentinel. The total score of the six officers shall be added to the teams score by each judge.
3. The advisors of the state qualifying teams shall be used to evaluate the state event. Judges will be provided with an information session prior to the event. Teams shall be ranked in numerical order on the basis of final score determined by each judge. Prior to ranking teams the judges will take a few minutes for any clarification needed on parlance errors made by the competing teams. Final team placing will be determined by adding all judges rankings and the winning team will be the team with the lowest ranking score. An Advisor will not score his/her own team.
4. Officers will not be evaluated individually in the state event using the officers evaluation form. No Officer of the Day awards or officer ratings will be determined. Officer books will not be turned in or evaluated.
5. The top teams will be rated gold and will receive state plaques and gold individual medals, teams will receive silver team rosettes and silver individual ribbons and bronze teams will receive bronze team rosettes and bronze individual ribbons. Natural breaks will be used in determining award levels.
6. The high team will be eligible to compete in the National Parliamentary Procedure Career Development Event. In the event the high team cannot participate, the next highest ranked team will be offered the opportunity to represent ND.

Order of Business

- | | |
|------------------------------------|---|
| 1. Opening Ceremonies | 6. Unfinished Business |
| 2. Minutes of the previous meeting | 7. New Business |
| 3. Officer Reports | 8. Ceremonies - Degree |
| 4. Special Features | 9. Closing Ceremonies |
| 5. Committee Reports | 10. Entertainment, Recreation and Refreshment |

Sample Problem Sets

TOPIC #1 – To Establish A Chapter Fund Raising Activity

Example Motion: “Mr/Madam President, I move that our chapter sell candy bars as a chapter fund raiser.”

Assigned Motion:

Lay on the Table
Amendment
Postpone Definitely
Main Motion
Rescind

To Be Demonstrated By:

Vice President
Secretary
Treasurer
Reporter
Sentinel

TOPIC #2 – To Pay a Member’s Travel Costs To The National FFA Convention

Example Motion: “Mr/Madam President, I move that our chapter pay the costs of sending our Chapter Ambassador to the National FFA Convention.”

Assigned Motion:

Division of the House
Refer to Committee
Rise to a Point of Order
Postpone Indefinitely
Question of Privilege

To Be Demonstrated By:

Vice President
Secretary
Treasurer
Reporter
Sentinel

TOPIC #3 – To Establish A Chapter Scholarship Fund

Example Motion: “Mr/Madam President, I move that our chapter establish a scholarship fund.”

Assigned Motion:

Amendment
Rise to a Point of Order
Main Motion
Refer to Committee
Amendment to the Amendment

To Be Demonstrated By:

Vice President
Secretary
Treasurer
Reporter
Sentinel

TOPIC #4 – To Pay The State FFA President’s Travel Costs To The Chapter Banquet

Example Motion: “Mr/Madam President, I move that our chapter pay the costs of the State FFA President to attend our banquet.”

Assigned Motion:

Main Motion
Limit Debate
Division of the House
Question of Privilege
Parliamentary Inquiry

To Be Demonstrated By:

Vice President
Secretary
Treasurer
Reporter
Sentinel

Official FFA Dress

Females

- *Black Skirt – knee length with neutral colored nylons (black slacks may be worn for traveling and outdoor activities)
- *White Blouse
- *Official FFA Scarf (the FFA tie is not acceptable)
- *Black Shoes
- *Official FFA Jacket (zipped to the top)

Males

- *Black Slacks
- *White Dress Shirt
- *Official FFA Tie
- *Black Shoes
- *Black Socks
- *Official FFA Jacket (zipped to the top)

Medals

Medals worn on jacket must be beneath the name on the right side with the exception that a single State FFA Degree charm or American FFA Degree Key should be worn above the name or on an awards chain.

No more than three medals should be worn on the jacket:

- *highest degree earned
- *current office held
- *highest award earned

Official FFA Ceremonies

Opening the Meeting

- President: "The meeting will come to order. We are now holding a meeting of the _____ FFA Chapter. Mr/Madam Vice President, are all officers at their stations?"
- Vice President: (rising and facing the president) "I shall call the roll of officers, determine if they are at their stations and report back to you, Mr/Madam President."
"The Sentinel"
- Sentinel: "Stationed by the door."
- Vice President: "Your duties there?"
- Sentinel: "Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the President in maintaining order."
- Vice President: "The Reporter"
- Reporter: "The Reporter is stationed by the flag."
- Vice President: "Why by the flag?"
- Reporter: "As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to Puerto Rico and from the state of Maine to Hawaii."
- Vice President: "The Treasurer"
- Treasurer: "Stationed at the emblem of Washington"
- Vice President: "Your duties there?"
- Treasurer: "I keep a record of receipts and disbursements just as Washington kept his farm accounts carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent."
- Vice President: "The Secretary"
- Secretary: "Stationed by the ear of corn."
- Vice President: "Your duties there?"
- Secretary: "I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet."
- Vice President: "The Advisor"
- Advisor: "Here by the owl."

Vice President: "Why stationed by the owl?"

Advisor: "The owl is a time honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advise will always be based on true knowledge and ripened with wisdom."

"Mr/Madam Vice President, why do you keep a plow at your station?"

Vice President: "The plow is a symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our President, whose place is beneath the rising sun."

Advisor: "Why is the President so stationed?"

Vice President: "The rising sun is a token of a new era in agriculture. If we will follow the leadership of our President, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation. Mr/Madam President, all officers are at their stations."

President: (rises and faces the Vice President) "Thank you Mr/Madam Vice President." (All take seats at the tap of gavel.) "The Secretary will call the roll of members."

Secretary: "There are _____ members and _____ guests present, Mr/Madam President."

President: "Thank you. FFA members, why are we here?" (all members stand at three taps of the gavel)

All members in unison: "To practice brotherhood, honor agricultural opportunities and responsibilities, and develop those qualities of leadership which an FFA member should possess." (all members are seated at 1 tap of the gavel)

President: "May we accomplish our purposes. I now declare this meeting of the _____ FFA _____ duly opened for the transaction of business or attention to any matters which may be properly presented."

Closing the Meeting

President: "Mr/Madam Secretary, do you have a record of any further business which should be transacted?"

Secretary: (rises, replies and is seated) "I have none Mr/Madam President."

President: "Does any member know of any new or unfinished business which should properly come before this meeting?" (If no answer proceed as follows)

"We are about to adjourn this meeting of the _____ FFA _____. As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone and above all honest and fair in the game of life. Fellow members and guests, join me in a salute to our flag." (3 taps of the gavel and all members rise)

All in unison: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

President: "I now declare this meeting adjourned." (tap gavel once to adjourn the meeting)

Implementing Parliamentary Procedure

Revised 8/03

Uses of the Gavel

- 1 Tap – Sit down, adjourn or after the announcement of a vote or a ruling made by the chairperson
- 2 Taps – Call the meeting to order
- 3 Taps – Stand up
- Several Sharp Taps – Restore order

Methods of Voting

1. Roll Call – has the effect of placing on the record how each member votes. It is usually confined to representative bodies, where the proceedings are published, since it enables constituents to know how their representatives voted on certain issues. It should not be used in a mass meeting or in any assembly where members are not responsible to a constituency. (The FFA would not likely use this method of voting.)
2. Secret Ballot – is used when secrecy of the members' votes is desired. A vote by secret ballot can be ordered by a majority vote. This method of voting is popular with officer elections.
3. Rising – used in verifying an inconclusive voice vote and in voting on motions requiring a two-thirds vote for adoption. A show of hands is an alternative method that can be used in place of a rising vote in very small assemblies if no member objects. A show of hands is not acceptable when voting on a division of the house.
4. Voice – (viva voce) the normal method of voting on a motion. It cannot be used on any vote which requires a vote other than a majority vote. Before taking the vote the chair should repeat and clearly identify the motion. The form to use when taking a voice vote, after the chair has clearly restated and identified the motion is: "As many as are in favor of say "aye", all those opposed say "no".

Example: The president would say, "we will now proceed to vote on the motion which states that we send our chapter President and Vice President to the Washington Leadership Conference. This motion requires a majority vote, as many as are in favor say, "aye", all those opposed say, "no". The Ayes have it, motion passes." The chair would then tap the gavel once after announcing the outcome of the vote.

Discussion

The quality of your discussion is a very important tool in the evaluation of both your officer ratings and your team score. Each discussion can earn you between 0-20 points. The following breakdown will be used:

15-20 points – Excellent	10-15 points – Good
5-10 points – Average	0-5 points – Poor

When working on the quality of your discussion you should not concern yourself with trying to receive a discussion rating of excellent. In order for you to receive between 15-20 points you would probably take up too much of the precious time your team will need to complete the entire demonstration. You should concentrate your efforts on discussion that will be worth between 10-15 points. No more than 20 points can be earned on any one debate, no more than 2 debates per member per motion is allowed and only the first 4 debates per member will be scored.

On the score sheet the maximum points that any member of the team can earn is fifty points for their total discussion during the entire demonstration. During the team demonstration you will have time for each member to discuss three times if all discussions are of the 10-15 point range. It is possible for a fourth time if you press it. Remember when you are discussing your motion to keep track of the time factor.

Deductions for Overtime

Under 10 minutes 30 seconds	0 point deduction
10 minutes 31 seconds to 11 minutes	25 point deduction
11 minutes 1 second to 11 minutes 30 seconds	50 point deduction
11 minutes 31 seconds to 12 minutes	75 point deduction
12 minutes 1 second to 12 minutes 31 seconds	100 point deduction

Examples of Discussion (This should be read by all judges prior to judging.)

Motion – That the chapter send the officers to the MFE Conference and pay all of their expenses.

Sample Discussion (15-17 points) – “Sending our chapter Officers to the MFE Conference is an exceptional idea. I went to the MFE Conference last year and had an experience I will always remember. If our officers go to this conference they will be able to pick up ideas from other chapters that they will be able to bring back to our chapter and share with our members. Fellow FFA members, sending our officers to the MFE Conference is an opportunity we cannot afford to pass.”

Recognition (obtain the floor)

Anytime a member wishes to get recognition from the chair they should first stand and then address the chair in one of the following ways: “Mr. President”, “Mr. Chairman”, “Madam President” or “Madam Chairman”. Once the chair has granted recognition then they may proceed. The chair should recognize the member by saying, “The chair recognizes John.”

If more than one member rises, the chair should recognize the member who was the first to rise; or if both members rise at the same time, it is up to the chair to decide who speaks first. It is proper for the chair to rotate debate from those in favor to those against. If a member makes a motion he/she in return has the first right to debate.

Rules Governing Debate

The motion must be moved, seconded and the chair must repeat the motion before debate is in order. Once the motion is opened for debate, the mover of the motion has the first right to debate.

You are only allowed to debate a motion twice per day and not more than ten minutes per time, unless the group moves to extend your time of debate. No member can speak for a second time on a motion until everyone who wishes to speak has spoken at least once. All debate should be related to the question at hand. During discussion you should try to refrain from using names when making comments related to what a member had said earlier. You should instead refer to them as the “previous speaker” or “a previous speaker”.

Motion Classification

There are five different classifications of motions. We will take a look at each and give examples of how they should be handled.

- a. Privileged
- b. Incidental
- c. Subsidiary
- d. Main
- e. Other Motions (unclassified)

**CHART OF PERMISSIBLE MOTIONS FOR THE
FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT**

Motion

Privileged Motions	Second Required	Debatable	Amendable	Vote Required	Reconsider
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 (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes(l)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes(l)	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
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
Other Motions That Bring a Question Again Before the Assembly					
Reconsider (4)	Yes	Yes(l)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3, or majority of membership (3)	Neg. Only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(3) Refer to Robert's Rules of Order Newly Revised (10th edition) for rule(s)

(2) Rules of Order - 2/3 vote, standing rules - majority vote

(4) Refer to CDE rule #9 (National CDE Guide) before using these motions in the demonstration

The parliamentary procedure career development event committee developed information on the chart by using Robert's Rules of Order. For more information on parliamentary procedure, see the FFA Student Handbook, which contains a complete chapter on the subject. Even more detail on the subject is available in parliamentary procedure books such as Robert's Rules of Order. In North Dakota we use the abbreviated "Parliamentary Procedure Guidelines" written by Rick Vannett at the primary contest reference.

Guide to Parliamentary Abilities

PRIVILEGED – motions – *Do not relate to the pending business, but have to do with special matters of immediate and over-riding importance which should be allowed to interrupt the consideration of anything else.*

1. **Fix A Time To Which To Adjourn** – is the most powerful motion, it can be made at any time prior to the tap of the gavel adjourning the meeting. It should not be made while another member has the floor.

The intent of the motion is to provide for a continuance of the current meeting when it is obvious that the meeting will not end in the allowable time frame. If during the course of your meeting you finish all items that are on the agenda there would be no reason to carry out this ability. If this would happen, you would not be parliamentarily correct. Why would we need to continue a meeting that has been completed?

To carry out this ability you would first need to obtain the floor and then say: “Mr./Madam President, seeing that we will be unable to finish today’s business in the time we have allotted, I move that when we adjourn we stand adjourned until tomorrow at 3:00 pm.” This motion is non-debatable but is amendable as to time and place of the meeting. If the meeting place is not a regular meeting place, you would then need to name the place of the meeting in your motion. It is also a must that your time for the continuance of this meeting is before the time of your next regularly scheduled meeting. This motion needs a second and requires a majority vote.

This motion has no affect on the actual adjournment of the current meeting. You can even make the motion after adjourn has passed provided you do it before the President taps the gavel.

When it comes time to adjourn the meeting, the President before tapping the gavel should say, “When we adjourn we will stay adjourned until 3:00 pm tomorrow.” The President should then tap the gavel and announce the meeting adjourned.

2. **Adjourn** - Adjourn requires a second and is not debatable or amendable and a majority vote is needed for passage. You should not pass this motion because if you do so your meeting is officially over. This would not allow you to finish any unfinished business that you have. Closing ceremonies are part of the evaluation and this would take that away from your team. The proper method of performing this ability would be (after obtaining the floor): “Mr./Madam President, I move to adjourn the meeting.” Adjourn can be made at any time, however, it is not acceptable to make this motion when another member has the floor. Adjourn requires a second and a majority vote is needed for passage.

The motion to adjourn is a privileged motion in all cases except when it is used to adjourn a committee or any other group that does not ever plan on meeting again. In this case, adjourn becomes a main motion and is debatable and amendable.

3. **Recess** – is a short intermission in the assembly’s proceedings which does not close the meeting, and after which business will be resumed at exactly the point where it was interrupted. A recess may be taken to count ballots, to secure information or to allow for informal consultation. As a privileged motion a recess can be called while a motion is pending, but is not in order while another has the floor.

An example of how to demonstrate this ability would be to obtain the floor and say, “Mr./Madam President, I move that we take a ten minute recess so that we can check into the details on attending the National FFA Convention.” After the motion is seconded the President should ask if there are any amendments as to time, if none, then you should proceed with the vote. The motion will need a majority vote for passage. This motion is not debatable.

If the motion carries, the chair can simply tap the gavel once and declare the meeting recessed for ten minutes. When the recess has concluded the President should obtain the attention of the members and announce that the meeting will come to order and then continue from where they were at the time of the recess.

4. **Question of Privilege** – may also be made at any time, providing no other member has the floor at the current time, unless the question of privilege is urgent or related to the speaker at the current time. One does not need recognition from the chair. The member would rise and say: “Mr/Madam President, I rise to a question of privilege.” The President should then ask, “What privilege do you request.” Upon hearing the request from the member, it is the President who has the authority to announce if the privilege is granted or denied. After stating his/her decision, the President should tap the gavel once. If the members do not agree with the ruling made by the President, they then could appeal the decision of the chair.

There are two different types of questions of privilege:

- a. Group Question of Privilege – this is where the privilege would affect the group. Example: the member rises and without receiving recognition from the chair says: “Mr/Madam President, I rise to a group question of privilege.” The President would then say, “Please state your privilege.”

“Mr/Madam President, it is very difficult for us in the back to hear you, could you please speak louder.” The President would then respond, “Yes, I would be glad to, question of privilege granted.” Then tap the gavel once.

- b. Personal Question of Privilege – this is where the privilege would affect only the person making the request. Example: the member rises and without receiving recognition from the chair says: “Mr/Madam President, I rise to a personal question of privilege.” The President would then say, “Please state your privilege.” “Mr/Madam President, may I use the phone to make an important call?” The President would then respond, “Yes you may. Privilege granted.” Tap the gavel once.

Any time the President denies the privilege granted he/she should give an explanation for their decision. If the group disagrees with the President’s reasoning, they can call for an appeal.

5. **Call For The Orders Of The Day** – is used when the group deviates from the agenda and you would like to follow the agenda. This motion does not require you to obtain the floor, nor do you need a second. When demonstrating this ability you seldom ever need to take a vote.

To perform this ability you would have a member rise and present a motion on any topic not a part of the specified problem or agenda. After the member has deviated from the agenda you would have a member (usually your secretary) rise and without obtaining the floor say, “I call for the orders of the day.” The President would then say, “Mr/Madam Secretary, what are the orders of the day?” The Secretary would then read the orders of the day, after which the President would say, “Are there any objections to following the orders of the day?” Seldom does anyone object, if someone does you would then take a vote. You need a 2/3 vote not to follow the orders of the day. If NO objection the chair would then say “seeing no objection we shall follow the orders of the day what are the wishes of the group concerning.....”

INCIDENTAL – is a main motion that is incidental to or relates to the business of the assembly or its past or future action.

1. **Appeal** – appealing the decision of the chair can be done a number of ways. You would use this ability when you feel the President has made a decision that is not in agreement with that of yours or the groups. Examples of different situations where you could use the appeal motion are:

- a. When a member requests a question of privilege and the President denies the request and you as a member feel that the request should have been granted, you would rise even if another member has the floor and say, “I appeal from the decision of the chair.” This must be done immediately following the ruling of the chair. If seconded, the President must bring it before the group for a vote. The appeal is not debatable in this case because the question of privilege is not debatable. The only time in a meeting where the President has the right to debate while presiding is on the appeal of a debatable question. The President is allowed to debate; first to explain the reason for his/her decision and then once again after all other debate has finished. When all debate has expired, the vote is taken. A tied vote sustains the decision of the chair and if the chair is

overruled the decision is reversed. The President would either state, “The decision of the chair has been reversed or the decision of the chair is sustained.”

- b. Another example would be if the President exceeds his/her authority. The President could say, “I was talking to the school administration and they informed me that the school could really use some landscaping. I told the administration that the FFA would be glad to take on this task.” In this situation you would rise and appeal the decision of the chair, because you did not feel that the President should speak on behalf of the entire chapter without first consulting the members. This example would be debatable.

This motion is debatable (only if the motion you are appealing is debatable) non-amendable, needs a second and requires a majority vote.

2. **Division Of The House Or Division Of The Assembly** - This is an incidental motion that is used when you disagree with the vote result stated by the chair. This pertains to a voice vote only. The chair can also request this motion if he/she is not certain of which way the vote went. The President would say, “I call for a Division of the House” and then proceed to take a rising vote. This must be done by rising and not by a show of hands. A show of hands is not considered a rising vote according to *Robert’s Rules of Order*.

Any member of the assembly may call for a division if they do not agree with the results given by the chair. Having a member rise without recognition and say, “Mr./Madam President, I call for a Division of the House.” The President would then say, “A Division of the Assembly has been called, all those in favor of the motion please rise, be seated, all those opposed please rise, be seated, the motion passes or the motion fails.” The motion is not debatable, non-amendable, needs no second and does not need a vote.

3. **Division of the Question** – This motion is made when you feel that the motion before the group is actually two different motions in one.

Example: A member rises and obtains the floor, after which he/she makes the following motion: “Mr/Madam President, I move that our chapter send both the President and Vice-President to the Washington Conference Program this summer.” After the motion has been made, seconded, and restated by the president, another member would rise and say, “Mr./Madam President, I feel that this motion is really two motions in one. Therefore I move to divide the question so that we consider sending the President to the Washington Conference Program and then next we consider sending the Vice-President to the Washington Conference Program.”

Be careful when performing this ability, it is a must that your original motion can be divided. Make certain that when you divide the question that if the first part of the question fails the second part can still be considered. Example of a motion that cannot be divided would be: “I move that we have a chapter BOAC Project and that we plant trees at the park for our project.” If the first part fails then we need not discuss the planting of trees.

This motion cannot interrupt the speaker, must be seconded, is not debatable, but is amendable as to how you want to divide the question, the motion requires only a majority vote

4. **Object to the Consideration of the Question** – enables the group to avoid a particular motion all together when it believes that it would be strongly undesirable for the motion to come before the group.

- * Must be made after the President has restated the motion and before discussion has begun. If the president has not restated the motion it is not officially on the floor. There is no reason to object.
- * You do not need to be recognized by the chair and you can interrupt the current speaker. This motion is not debatable or amendable.
- * In order for this motion to pass you need a 2/3 vote against the consideration of the question. Only a negative vote to object to the consideration of the question can be reconsidered. Example: A member rises and moves that the chapter give ten cases of oranges to the school lunch program. It receives a second and is restated by the chair. A member would rise without obtaining the floor and say, “Mr./Madam President, I object to the consideration of the question.” In order for this objection to pass you would need 2/3 of the members in favor of objecting to the question.

5. **Parliamentary Inquiry** – You would use this when you have a question concerning parliamentary law. Questions related to the type of vote required, whether a motion is debatable or amendable, or any other questions related to parliamentary law. Example: A member rises without receiving recognition from the chair and says, “Mr/Madam President, I rise to a parliamentary inquiry.” The President response by saying, “Please state your inquiry.” The member then states his/her inquiry, “Mr/Madam President, is the motion to refer to a committee debatable?” At this time the President would answer the question or refer it to the parliamentarian or membership. The motion is non-debatable, non-amendable, needs no second and does not need a vote. If unsure of the answer the chair can refer the matter to the membership for a vote.

6. **Point of Order**– is made when a member makes a parliamentary error. When a member detects another member making an error in parlance they would rise quickly and without receiving recognition from the President would say, “Mr./Madam president, I rise to a point of order.” To which the President would reply, “State your point.” After hearing the member’s point, the President would either agree or disagree with the member’s point. Agreement with the member would render the President to say, “Point well taken” and then proceed to ask the member if they would care to try again. However, if the President feels that everything is correct they would simply say, “Point not well taken” and explain why to the member. Point of Order does not require a second, is not debatable or amendable and is not voted on by the assembly. If the chair is uncertain on a point of order they can take a vote of the membership

Suspend The Rules – A member must first obtain the floor, a second is required. This motion is not debatable, nor amendable. When suspending the order of business a 2/3 vote is needed. When suspending chapter rules, only a majority vote is required. Rules relating to the constitution, bylaws, charter, or parliamentary rules are not capable of being suspended.

Example: “Mr./Madam President, I move to suspend the rules so that our guest speaker may speak at this time. If the motion is seconded and passes with a 2/3 vote the President would then call for the speaker and after he/she has finished would say, “Is there any other new business?”

Example: Obtaining the floor member says, “I move to suspend the standing chapter rule which states a member must stand to second a motion” only a majority vote is needed.

7. **Withdraw A Motion**– only the member who makes the motion can withdraw the motion. If the member withdraws the motion before the chair has restated it then the motion is withdrawn. However, if the chair restates the motion it would then need the approval of the assembly to withdraw the motion. If the entire assembly does not want to withdraw the motion it then comes before the group and needs a majority vote before it can be withdrawn.

The way you would go about withdrawing your motion would be to rise without recognition and say, “Mr/Madam President, I withdraw the motion.” However, if the chair has restated the motion, the member must stand without receiving recognition from the chair and say, “Mr/Madam President, I request permission to withdraw the motion.” The chair would then ask for any objection. If there is none, he will say, “Motion withdrawn.” However, if there is objection, the chair must then take a vote to withdraw the motion. If a majority vote is received the chair would say, “Motion withdrawn.” If you do not receive a majority vote then the motion stays before the assembly. Once a motion has been withdrawn it is then omitted from the Secretary’s minutes as if it was never made. The motion to withdraw a motion can be reconsidered, but only by the original maker of the motion. Once a motion has been withdrawn, any other member can later bring it before the assembly.

SUBSIDIARY – are motions applied to other motions for the purpose of disposing of them. They yield to higher ranking motions, those that are privileged or incidental.

1. **Lay on the Table** – The motion to lay on the table is to remove the main motion from consideration and entrust it to the care of the Secretary until its consideration is resumed by the assembly at an unspecified future time. It cannot be tabled past the end of the next regularly scheduled meeting or it dies. If the group does not meet within a quarter of the calendar year it cannot be laid on the table past the current meeting.

Lay on the table is the highest ranking of all subsidiary motions. When it passes, it not only affects the main motion but it brings along all amendments or other subsidiary or incidental motions pending at the time with it to the table.

The proper way of laying a motion on the table would be to rise, get recognition from the chair and then say: “Mr/Madam President, I move to lay the motion on the table.” This motion requires a second, is non-debatable, non-amendable, requires a majority vote and it cannot be reconsidered.

2. **Previous Question** – is used when you want an immediate vote. This motion takes precedence over every debatable or amendable motion to which it is applied and over the subsidiary motion to limit debate. It yields to lay on the table and all privileged motions. Previous question is not in order when another member has the floor. It needs a second, is not debatable or amendable and it requires a 2/3 vote. It can be reconsidered, but only if the vote is affirmative and before it has been executed even in part.

The proper way of demonstrating this ability would be to rise and then say, “Mr/Madam President, I move the previous question.” If more than one motion is on the floor the mover of the motion must specify what motions he/she wants the previous question to cover.

If the previous question is moved and is not qualified to which motions you want the previous question on, then it is only to affect the motion, which is being debated at the present time. For instance, if you had a motion, an amendment, an amendment to an amendment, and refer to a committee all on the floor at the same time and a member moves the previous question without qualifying it, then it would only apply to refer to a committee. When qualifying the previous question you can qualify it to part of the motions pending or all of the motions pending, but you cannot skip motions. You could not qualify it for the refer to a committee and the main motion itself because you skipped the amendments.

3. **Limit or Extend Debate** – as stated earlier, each member’s rights to debate are limited. Those limits are two debates per member per day on a motion for a total of ten minutes per debate. These limits can either be reduced or extended by the motion to limited or extended debate.

This motion requires a 2/3 vote and is not debatable but amendable as to length or number of debates. When moving to limit debate a member must obtain the floor and receive recognition from the chair. After doing so the member may move to either limit or extend debate in the way that they desire. There are two different ways of doing this. You can limit debate according to time or according to the number of speakers. It is proper if limiting the number of speakers that you allow an equal number of speakers on each side of the issue. Below are different ways of handling this ability. Remember, you must first obtain the floor and receive recognition.

- a. “Mr./Madam President, I move to limit the debate to five minute.”
- b. “Mr./Madam President, I move to extend debate to three debates per member.
- c. “Mr./Madam President, I move to limit debate to two speakers on each side of the issue.”

A second is required, and the chair needs to ask for amendments before the vote is taken. If this motion passes, the President would then instruct the Secretary to keep track of time. When the time period has expired the Secretary would simply say “time” and this would end all debate and bring on a vote.

4. **Postpone Definitely** – is used to remove an item of business from the floor and place it back before the members at a later time. This motion requires a second, is debatable, amendable (as to time only), and requires a majority vote. You cannot postpone past the next meeting, if that meeting is not within at least a quarter of a year you cannot postpone it. When you postpone definitely you are doing one of two things:
- a. In our state contest you are postponing the motion until the next regularly scheduled meeting at which time it will appear on the agenda as a general order. This can be done as follows: obtain the floor, receive recognition and say, “Mr/Madam President, I move to postpone this motion to our next regularly scheduled meeting.” Postponing as a general order needs only a majority vote.
 - b. Once again obtain the chair, be properly recognized and say, “Mr/Madam President, I move to postpone the motion to our next regularly scheduled meeting, where at 7:00 pm it will appear on the agenda as a special order.” If this is done, the Secretary will bring up the motion at the exact time even if other business is on the floor at that time. When postponing as a special order a 2/3 vote is required.
5. **Refer To A Committee** – When referring a motion to a committee you have to state several things in your motion. Each of the following topics must be addressed:
- a. Type of committee
 1. Standing – such as those that already exist in the program of work for example.
 2. Special Committee – those that cease to exist after they have carried out the duties they were assigned.
 3. Committee of the whole.
 4. Quasi committee of the whole
 5. To consider informally
 - b. Number of members on the committee if it is a special committee
 - c. The power the committee is to be given
 1. The power to act
 2. Report back at the next meeting
 - d. How the committee is to be appointed
 1. Standing committees
 2. By a volunteer basis
 3. Appointed by the member making the motion
 4. Appointed by the chair
 5. Combination of appointed and volunteered
 - e. The chairperson of the committee if it is a special committee. Whenever appointing a committee, the first member appointed to the committee should be the chairperson. If the first person turns down the chairmanship the second person appointed would become the chair. Be careful when appointing your committee.

All of the above should be covered when referring the motion to a committee. The member once again must obtain the floor and receive recognition from the chair. Example: “Mr/Madam President, I move to refer the motion to a committee of three, appointed by the chair, the chair appointed by the Chair and give the committee the power to act” or “Mr/Madam President, I move to refer the motion to the Earnings and Savings Committee and have them report back to our next meeting.”

Refer to a committee is both debatable and amendable, requires a second and needs a majority vote for passage.

6. **Amendment** – is debatable (when the motion you are amending is debatable), amendable and requires a majority vote for passage. The maker of the motion can not amend their own motion. The motion to amend can be made in one of four different ways. Using the following motion, below are examples of the four different methods of amending the motion: “I move that we send our chapter officers to the National FFA Convention and pay half their way.”
- a. Amend by Addition – Example: After obtaining the floor, “I move to amend the motion by adding the words providing they represent the ND FFA in a positive manner.
 - b. Amend by Subtraction (Striking Out) – Example: After obtaining the floor, “I move to amend the motion by striking out the words that we “pay half of their way”.”
 - c. Amend by Substitution or Commonly Stated as Striking Out and Inserting – Example: After obtaining the floor, “I move to amend the motion by striking out the words “chapter officers” and inserting the words “program of work-committee chairpersons.”
 - d. Amend by inserting – example : “I move to amend the motion by inserting after the word officers” and POA chairs

A motion cannot be amended more than twice. No amendment to a motion can change the original intent of the motion. When amending an amendment make sure you are amending the amendment not the motion.

7. **Postpone Indefinitely** – is the second lowest ranking motion; it only has power over only the main motion. The motion is debatable, not amendable and requires a majority vote for passage. If this motion passes, the main motion is terminated for that particular meeting, but it can be brought up again at another meeting as a new motion. Example: after a motion has come before the group for discussion, a member would rise during discussion and obtain the floor and then say, “I move to postpone the motion indefinitely.”

The motion to postpone indefinitely can only be applied to the main question itself. If the main motion has been amended, you have to vote on the amendment before you can move to postpone indefinitely.

The discussion on the motion to postpone indefinitely may go into the merits of the question itself. During discussion, you may apply any other ability to the main motion, but not to the motion to postpone indefinitely. If you apply a motion to the main motion during the discussion on postpone indefinitely, the motion to postpone indefinitely will ride with the motion until the time in which the main question is back on the floor in its debatable form. If the motion to postpone indefinitely is applied to a motion made at a convention or conference, it kills that motion for the duration of the convention or conference. Debate can go into the merits of the main motion because the intent is to kill the motion.

MAIN MOTION – *can only be made while no other business is pending and its intent is to bring items of business before the group.*

The Main Motion is both debatable and amendable and requires a majority vote. It is usually inadvisable to attempt to include reasons for a motions adoption within the motion itself. To do so may encumber the motion and weigh against its adoption.

No main motion is in order which conflicts with national, state or local law, or with the bylaws (or constitution), rules of the organization or assembly. If such a motion is adopted, even by a unanimous vote, it is null or void.

No motion is in order which is essentially the same as a motion which was defeated earlier at the meeting.

Other - unclassified

1. **Take From The Table** – is not debatable or amendable, needs a second and requires a majority vote.
 - a. Takes precedence over no pending motions and therefore cannot be moved while any other motion is pending.
 - b. It can be moved after a main motion has been made as long as the main motion itself has not been restated by the chair.
 - c. A motion cannot be taken from the table until at least some other business has been transacted since the motion was tabled.
 - d. A motion that has been taken from the table can be re-tabled as long as debate has taken place and progress has been made.
 - e. Cannot be reconsidered.
 - f. Tabled motions must be taken from the table before the next meeting is adjourned or the motion dies and fails to exist. If your group does not meet at least quarterly you cannot table a motion past current meeting.

Example: A member rises and obtains the floor, “I move to take from the table the motion concerning the FFA raffle which was tabled (state when the motion was tabled, either the last meeting or earlier this meeting).” If the motion passes, the President would say, “The motion concerning the FFA raffle is back on the floor in its debatable and amendable form. Is there any discussion?”

2. **Reconsider** – is debatable (when the motion being reconsidered is debatable), requires a second and a majority vote. Enables a majority in an assembly, within a limited time and without notice, to bring back for further consideration a motion, which has already been voted on. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information of a changed situation that has developed since the taking of the vote.
 - a. It can only be made by a member who voted on the prevailing side.
-In standing or special committees anyone can reconsider
 - b. If the session, meeting or convention is a one day convention, meeting or session (typical FFA meeting), then you have to reconsider the motion before the end of that day.
 - c. If the session, meeting or convention is longer than one day, then the motion must be reconsidered the day of the motion or the very next day.
 - d. The debate on this motion can go into the merits of the motion that is to be reconsidered.
 - e. The motion to reconsider can be made at any time, even after the motion to adjourn has been made and passed as long as the chair has not announced the meeting adjourned. Once the motion to reconsider has been made, seconded, debated, and passed, the assembly then needs to go back and continue from the point in the agenda at which the motion to reconsider was made. If the motion to adjourn had passed then you would actually reconsider the motion at the following meeting.
 - f. In reality we could not demonstrate this motion in our contest since we begin with opening ceremonies, since you can only reconsider a motion from the current meeting.

Example: A member rises and obtains the floor, “Mr/Madam President, I move to reconsider the motion regarding the FFA Christmas party.” (the President must now ask the member if he/she was on the prevailing side, if yes, then the motion would be treated as a regular motion.) If the motion to reconsider passes, the President would then say, “The motion concerning the FFA Christmas party is back on the floor in its debatable and amendable form. Is there any discussion?”

3. **Rescind** – is debatable, amendable and requires a 2/3 vote for passage.
 - a. The effect of rescind is to strike out an entire main motion, resolution, rule, bylaws, section, or paragraph that has been adopted at some previous time..
 - b. The debate of the motion may go into the merits of the question.
 - c. A positive vote to rescind cannot be reconsidered.

Example: A member would rise, obtain the floor and say, “I move to rescind the motion which states we send the chapter President and Secretary to the Washington Leadership Conference Program, which was adopted at our last FFA meeting.”

- d. When you rescind something from the Secretary’s minutes, this only requires a majority vote if you present written notice one meeting prior to the meeting that you plan on rescinding a certain motion. However, if previous notice is not given then a 2/3 vote is needed.