



Parliamentary Procedure

Parliamentary Procedure, a *team event*, recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting. Participants must take a **Parliamentary Procedure Knowledge Test**, present a **demonstration meeting** using provided planning materials, and prepare **minutes** of the meeting.

Parliamentary Procedure is sponsored in part by National Association of Parliamentarians

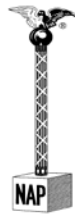
EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10–12

Occupational: grades 10–12

See page 85 for more information on event categories.



STANDARDS ALIGNMENTS

See STAR Events Resources Page for detailed event alignment information to national educational initiatives and standards.

CAREER CLUSTERS

- Business Management & Administration
- Government & Public Administration
- Law, Public Safety, Corrections & Security

PROCEDURES & TIME REQUIREMENTS

1. All National Leadership Conference participants will take the Parliamentary Procedure Knowledge Test during the online testing window, May 7-23, 2018, following the online testing specifications. Participants will have 30 minutes to complete the test. Tests will be evaluated and the results will be factored into the *team's* final score.
2. At the designated time, participants will report to the planning room where they will be given one copy of each of the following: a skeleton agenda, minutes from a previous meeting, treasurer's report, two topics of new business, and a copy of **Robert's Rules of Order Newly Revised 11th Edition**. Possible topics of new business include, but are not limited to, the following: plans to increase chapter membership, fundraising ideas for local chapter, public relations or promotional projects, *community* service projects, and participation in FCCLA *national programs*.
3. Participants will have 15 minutes to prepare for the meeting. (Planning may only happen during this 15 minutes.)
4. Participants will move to a demonstration room to present. The demonstrated meeting **may be up to 20** minutes in length (rap of gavel for **FCCLA Opening Ceremonies** to final gavel rap of **FCCLA Closing Ceremonies**). A five-minute and a one-minute warning will be given. Participants will be stopped at 20 minutes.

(continued next page)

GENERAL INFORMATION

Individual or Team Event	Prepare Ahead of Time	Equipment Provided	Electrical Access	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
Team of 4 to 8 members	Online Test; bring gavel, blank paper, and pencils	Table, planning packet, Roberts' Rules Book	Not provided	15 minutes prep time		20 minutes	15 minutes	50 minutes

PRESENTATION ELEMENTS ALLOWED

Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/Pointers	Skits	Presentation Equipment	Visuals

5. Following adjournment of the meeting, the secretary will turn in the secretary's record.
6. Evaluators will have up to 15 minutes to provide feedback, discuss, complete the rubric and write comments for participants.

ELIGIBILITY & GENERAL INFORMATION

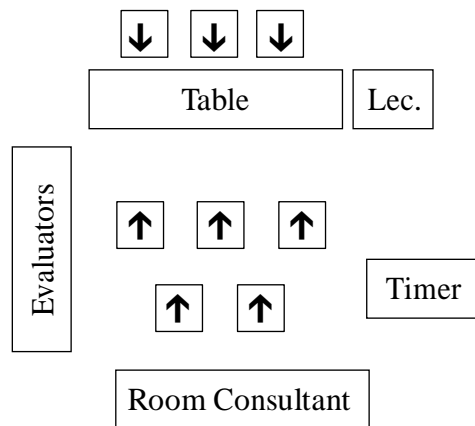
1. Review "Eligibility and General Rules for All Levels of Competition" on page 87 prior to event planning and preparation.
2. The Parliamentary Procedure *team* will consist of four to eight members including a president who will serve as the chair, a secretary, a treasurer, and up to five others who will serve as chapter members. The chair will designate the members of the *team* who will serve as secretary and treasurer.
3. Each team must complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and provide proof of submission at the assigned participation time.
4. A table and eight chairs, as well as the planning packet consisting of agenda, secretary's record/minutes, blank secretary's record, treasurer's report, two



topics of new business, and a copy of **Robert's Rules of Order, Newly Revised, 11th Edition**, will be provided. Participants must bring a gavel, blank paper, and pencils for taking notes.

5. The *team* enters the demonstration room and is seated. Tables and chairs may not be moved.
6. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and that pertain to information received during planning time. Acceptable notes include committee reports and main motions. Notes regarding incidental and subsidiary motions are not allowed. All planning materials and notes will be collected at the end of the event.
7. Use of computers is not allowed in any phase of this competition.
8. Participants may wear watches, but no cell phones or timers may be used.
9. **Robert's Rules of Order Newly Revised 11th Edition** will be used as the authority for this event.

Diagram:



Lec.—Lectern (Freestanding or Tabletop)



Chair for participant



PARLIAMENTARY PROCEDURE Specifications

Knowledge Test

During the online testing window, all participants will have 30 minutes to take a test derived from questions and answers submitted by the National Association of Parliamentarians. The test scores of all participants on a team will be averaged to determine a team test score. This average will be worth 20% of the team's final score.

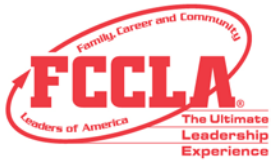
Demonstrated Meeting

The demonstrated meeting **may be up to** 20 minutes in length and is presented to evaluators. The demonstrated meeting should show the participants' knowledge of parliamentary law and their ability to perform designated skills and should follow the agenda given during the preparation time.

Proper Use of Parliamentary Law	Use parliamentary law according to <i>Robert's Rules of Order Newly Revised 11th Edition</i> .
Proper Recognition of Chair and All Members	Use proper procedure when addressing chair or members.
Coverage of Agenda	Address all agenda items properly. Items on agenda should include FCCLA opening ceremony, call to order, previous meeting minutes, treasurer's report, committee report(s), unfinished business, new business, FCCLA closing ceremony, and adjournment.
Main Motion	Demonstrate each ability correctly, in a proper sequence, and at an appropriate time during the meeting. NOTE: To receive credit for demonstrating each ability correctly, amendments may apply to one or more motions.
Amend an Amendment	
Point of Order or Parliamentary Inquiry	
Division of the Assembly or Division of the Question	
Previous Question	
Request for Information	
Postpone to a Certain Time	
Refer to a Committee	
Lay on the Table	
Question of Privilege or Recess	
Demonstration Time and Quality	Conduct an overall high quality demonstration which lasts an appropriate amount of time required for <i>content</i> , debate, and involvement.
Clarity of Expression and Voice	State ideas and comments completely; use appropriate grammar, pronunciation, pitch, tempo, and volume. Discussion should flow naturally from one item on agenda to the next.
Poise	<i>Team</i> conducts itself in appropriate, <i>professional</i> , and poised manner.
Impartiality of Presiding Officer	Presiding officer uses entire <i>team</i> and their ideas.
<i>Team</i> Participation	Active participation by all members during opening and closing ceremonies and discussion (except the secretary).
Debate Includes FCCLA	Conduct meeting with accurate use of FCCLA Purposes, Mission, and facts throughout debate.

Secretary's Record

Secretary's record of the demonstrated meeting will be taken by the secretary during the meeting on the provided form. The record, upon completion, will be presented to the evaluators immediately following adjournment of the meeting. The secretary's record may not be rewritten after the meeting; it will not be evaluated as final minutes. The record will be evaluated for coverage of all meeting activities.



STAR Events Point Summary Form

PARLIAMENTARY PROCEDURE

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Category _____

DIRECTIONS:

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show" across the top and return with other forms. Do **NOT** change team or station numbers.
2. Before the presentation begins, room consultants should fill out the form below to calculate the registration points and average team test score.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.
5. Please check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

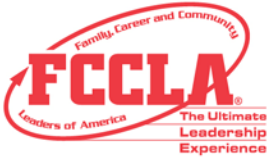
ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	Official documentation not provided at presentation time or signed by adviser	Official documentation provided at presentation time and signed by adviser	
Proof of Online Project Summary Form 0-1 point	Not provided to Room Consultant at Orientation	Provided to Room Consultant at Orientation	
Test Scores 0-20 points	Participant 1 _____ Participant 2 _____ Participant 3 _____ Participant 4 _____ Participant 5 _____ Participant 6 _____ Participant 7 _____ Participant 8 _____	Total Team Score _____ ÷ Number of participants on team _____ = Average Team Score: (20 points possible)	

EVALUATORS' SCORES	ROOM CONSULTANT TOTAL	
Evaluator 1 _____ Initials _____	(26 points possible)	
Evaluator 2 _____ Initials _____	AVERAGE EVALUATOR SCORE	
Evaluator 3 _____ Initials _____	(74 points possible)	- - . - -
Total Score _____ divided by number of evaluators	FINAL SCORE	
_____ = AVERAGE EVALUATOR SCORE	(Average Evaluator Score plus Room Consultant Total)	- - . - -
<i>Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)</i>		

RATING ACHIEVED (circle one) **Gold:** 90-100 **Silver:** 70-89.99 **Bronze:** 1-69.99

VERIFICATION OF FINAL SCORE AND RATING (please initial)

Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____ Adult Room Consultant _____ Event Lead Consultant _____



PARLIAMENTARY PROCEDURE Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Category _____

DEMONSTRATED MEETING					
Proper Use of Parliamentary Law 0–5 points	0 Team did not demonstrate any Parliamentary Law according to <i>Robert's Rules of Order Newly Revised 11th edition</i>	1–2 Team lacked basic understanding of parliamentary law according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>	3–4 Team incorrectly carried out parliamentary procedures twice according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>	5 Team carried out all procedures correctly according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>	
Proper Recognition of Chair and All Members 0–3 points	0 Members were never recognized by chair before speaking	1 Proper recognition of the chair and members were met some of the time	2 Proper recognition of the chair and members were met most of the time	3 Chair and members were recognized properly at all times	
Coverage of Agenda 0–3 points	0 Team did not follow agenda	1 Team did not address all agenda items	2 Team addressed all agenda items, but some were not done properly	3 Team addressed all agenda items properly	
Main Motion 0–3 points	0 Team did not demonstrate a main motion	1 Team incorrectly attempted a main motion	2 Team stated a main motion without properly carrying it out	3 Team correctly demonstrated a main motion	
Amend an Amendment 0–3 points	0 Team did not demonstrate amend an amendment	1 Team did not complete the amendment of an amendment	2 Team completed the amendment of an amendment, but did so incorrectly	3 Team correctly amended an amendment	
Point of Order or Parliamentary Inquiry 0–3 points	0 Team did not demonstrate a point of order or parliamentary inquiry	1 Team did not complete point of order or parliamentary inquiry	2 Team completed point of order or parliamentary inquiry, but did so incorrectly	3 Team correctly demonstrated a point of order or parliamentary inquiry	
Division of the Assembly or Division of the Question 0–3 points	0 Team did not demonstrate division of the assembly or division of the question	1 Team did not complete division of the assembly or division of the question	2 Team completed division of the assembly or division of the question, but did so incorrectly	3 Team correctly demonstrated division of the assembly or division of the question	
Previous Question 0–3 points	0 Team did not demonstrate previous question	1 Team did not complete previous question	2 Team completed previous question, but did so incorrectly	3 Team correctly demonstrated previous question	
Request for Information 0–3 points	0 Team did not demonstrate request for information	1 Team did not complete request for information	2 Team completed request for information, but did so incorrectly	3 Team correctly demonstrated request for information	
Postpone to a Certain Time 0–3 points	0 Team did not demonstrate postpone to a certain time	1 Team did not complete postpone to a certain time	2 Team completed postpone to a certain time, but did so	3 Team correctly demonstrated postpone to a certain time	
Refer to a Committee 0–3 points	0 Team did not demonstrate refer to a committee	1 Team did not complete refer to a committee	2 Team completed refer to a committee, but did so incorrectly	3 Team correctly demonstrated refer to committee	
Lay on the Table 0–3 points	0 Team did not demonstrate lay on the table	1 Team did not complete lay on the table	2 Team completed lay on the table, but did so incorrectly	3 Team correctly demonstrated lay on the table	

Parliamentary Procedure Rubric (continued)

Points

Question of Privilege or Recess 0-3 points	0 Team did not demonstrate question of privilege or recess	1 Team did not complete question of privilege or recess	2 Team completed question of privilege or recess, but did so incompletely	3 Team correctly demonstrated question of privilege or recess	
Demonstration Time 0-3 points	0-1 10 minutes or less	2 10 – 15 minutes	3 15 – 20 minutes		
Quality of Demonstration Discussion 0-15 points	0-1-2-3-4-5 Limited quality discussion and involvement of members	6-7-8-9-10 Quality of discussion and appropriate member involvement	11-12-13-14-15 Quality of discussion, diversity of viewpoints and appropriate involvement		
Clarity of Expression and Voice 0-3 points	0 Speech unclear, weak voice projection, incorrect pronunciation, poor grammar	1 Few team members use clear speech or voice projection, or pronunciation or proper grammar	2 Most team members use clear speech or voice projection, or pronunciation or proper grammar	3 Speech clear, projects voice, pronounces all words, no vocalized pauses, correct grammar	
Poise 0-3 points	0 Expressionless, no hand gestures, sways, no eye contact	1 Few team members use appropriate expression or hand gestures or posture or eye contact	2 Most team members use appropriate expression or hand gestures or posture or eye contact	3 Good expression, appropriate hand gestures, good posture, good eye contact	
Impartiality of Presiding Officer 0-3 points	0 Did not call on all members, states own opinion	1 The presiding officer rarely calls on all members and/or rules fairly on motions	2 The presiding officer usually calls on all members and/or rules fairly on motions	3 The presiding officer always calls on all members and/or rules fairly on motions	
Team Participation 0-3 points	0 Clearly there is no team participation	1 The meeting participation relies primarily on one or two members	2 Most team members are actively involved in the meeting	3 All team members were actively involved in carrying out the meeting	
Debate includes FCCLA Purposes 0-1 point	0 Team did not include FCCLA Purposes, Mission or facts		1 Team used FCCLA Purposes, Mission or facts in a majority of debate		
SECRETARY'S RECORD					
Secretary's Record 0-2 points	0 Most information is missing and agenda items were not recorded	1 Unorganized and some agenda items not recorded	2 Organized and contain all required agenda items		

Points

Evaluator's Comments:

TOTAL
(74 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



FCCLA Opening Ceremony



President:

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating, “We are members of Family, Career and Community Leaders of America®. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education.”

Officers:

“Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.”

Members:

“As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service.”

President:

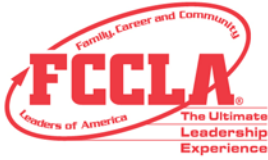
“This meeting of the _____ Chapter of Family, Career and Community Leaders of America® is now in session. You may be seated.”

BRIEF FCCLA OPENING CEREMONY

The following is a short alternative opening ceremony.

President:

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating, “We are members of Family, Career and Community Leaders of America®. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. This meeting of the ____ Chapter of Family, Career and Community Leaders of America® is now in session. You may be seated.”



FCCLA Closing Ceremony

President:

“Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed.”

Members:

(Repeat Creed)

CREED

*We are the Family, Career and Community Leaders of America®.
We face the future with warm courage and high hope.*

*For we have the clear consciousness of seeking old and precious
values. For we are the builders of homes,
Homes for America’s future,
Homes where living will be the expression of everything that is good and
fair, Homes where truth and love and security and faith will be realities, not
dreams.*

*We are the Family, Career and Community Leaders of America®.
We face the future with warm courage and high hope.*

President:

“This meeting of the _____ Chapter of Family, Career and Community Leaders of America® is now adjourned.” (Raps gavel.)

BRIEF FCCLA CLOSING CEREMONY

The following is a short alternative closing ceremony.

President:

“Members, please stand. FCCLA members are challenged to make a difference in the world by making decisions daily to assume responsibilities in their personal growth, family life, community involvement, and career and technical education. This meeting of Family, Career and Community Leaders of America® is now adjourned.” (Raps gavel.)