

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.

**NEW JERSEY CORE CURRICULUM STANDARDS**

- 2.2.12.C.1 Analyze the impact of competition on personal character development.
- 3.1 Understand and apply the knowledge of sounds, letters, and words in written English to become independent and fluent readers, and will read a variety of materials and texts with fluency and comprehension.
- 3.3 Speak in clear and concise organized language that varies in content and form for different audiences and purposes.
- 3.4 Listen actively to information from a variety of sources in a variety of situations.
- 3.5 Access, view, evaluate, and respond to print, nonprint, and electronic texts and resources.
- 8.1.12.A.3 Participate in online courses, learning communities, social networks, or virtual worlds and recognize them as resources for lifelong learning.
- 9.1.12.A.1 Apply critical thinking and problem solving strategies during structured learning experiences
- 9.3.12.C.2 Characterize education and skills needed to achieve career goals, and take steps to prepare for postsecondary options, including course selections, assessments, and extra-curricular activities.
- 9.3.12.C.3 Develop personal interests and activities that will support declared career goals and plans.
- 9.1.12.F2 Demonstrate a positive work ethic in various settings, including the classroom and during structures learning experiences.
- 9.3.12.C.5 Identify transferable skills in career choices and design alternative career plans based upon those skills.
- 9.3.12.C.6 Develop job readiness skills by participating in structures learning experiences and employment seeking opportunities.
- 9.3.12.C.7 Pursue a variety of activities related to career preparation (e.g., volunteer, seek employment, apply for training grants, higher education grants and loans.)
- 9.4.12.E(2).8 Develop learning organizational vision by employing community-building skills and strategies.
- 9.4.12.E.17 Interpret verbal and nonverbal cues/behaviors to enhance communication.
- 9.4.12.E.18 Apply active listening skills to obtain and clarify information

**EVENT CATEGORIES**

**Junior:** through grade 9

**Senior:** grades 10-12

**Occupational:** grades 10-12

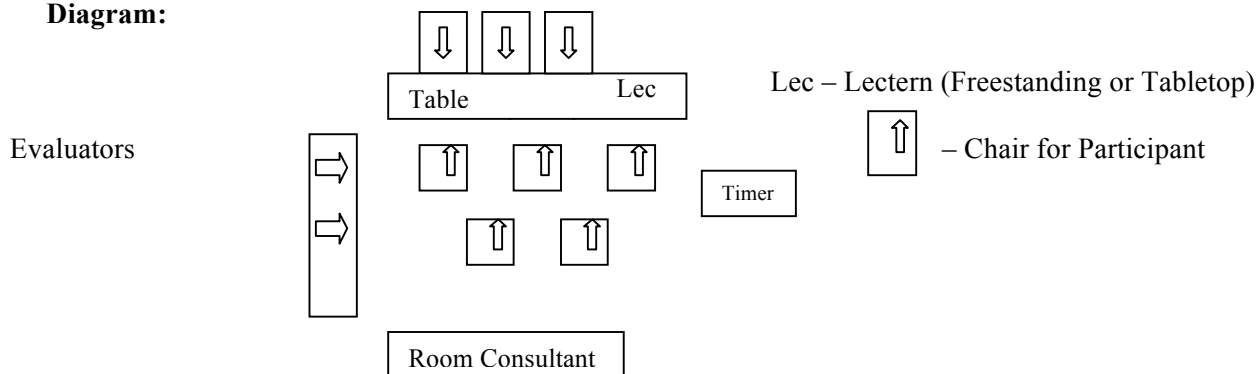
**ELIGIBILITY**

1. A chapter may enter one (1) team in each event category. An event category is determined by members' grade in school and affiliation status.
2. Participation is open to affiliated FCCLA chapters.
3. The Parliamentary Procedure project must be planned and prepared by the participants only. Supporting resources are acceptable as long as participants are coordinating their use and resources are cited appropriately verbally and/or in print during the presentation to avoid false credit for unoriginal or non-participant work.
4. 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.

**PROCEDURES & REGULATIONS**

1. At the designated time, all participants will take the Parliamentary Procedure Knowledge Test, prior to competition. 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 10<sup>th</sup> 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).
5. Following adjournment of the meeting, the secretary will turn in the secretary's record.
6. Following the meeting, evaluators may question the participants on the meeting and basic principles of parliamentary law.
7. Evaluators will use the rating sheet to score and write comments for participants.
8. A table and eight chairs, as well as the planning packet consisting of agenda, secretary report/minutes, blank secretary's record and treasurer's report will be provided. Participants must bring a gavel, blank paper and pencils for taking notes.
9. Teams enter the demonstration room and sit according to the following diagram. Tables and chairs may not be moved.

**Diagram:**



10. 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.
11. Use of computers is not allowed in any phase of this competition.

12. **Robert’s Rules of Order Newly Revised 10<sup>th</sup> Edition** will be used as the authority for this event.
13. Spectators may not observe any portion of this event.
14. One (1) team may be chosen from each event category to represent New Jersey at the National Leadership Conference.

**PARLIAMENTARY PROCEDURE SPECIFICATIONS**

**Knowledge Test**

All participants will have 30 minutes during the allocated time 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% (at the NLC it is worth 25%) 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 <b>Robert’s Rules of Order Newly Revised 10<sup>th</sup> Edition.</b>
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	<p>Demonstrate each ability correctly, in proper sequence, and at an appropriate time during the meeting.</p> <p>NOTE: To receive credit for demonstrating each ability correctly, amendments may apply to one or more motions.</p>
Amend a Motion	
Amend an Amendment	
Point of Order or Parliamentary Inquiry	
Division of the Assembly or Division of the Question	
Previous Question	
Point of Information	
Postpone to a Certain Time	
Refer to a Committee	
Question of Privilege or Recess	
Demonstration Time and Quality	Conduct and overall high quality demonstration which lasts an appropriate amount of time required for content, 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	Team conducts itself in appropriate, professional, and poised manner.
Impartiality of Presiding Officer	Presiding officer uses entire team and their ideas.
Team 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.
Responses to Evaluators’ Questions	Provide accurate, clear and concise answers to evaluators’ questions regarding subject matter. Questions are asked after the demonstrated meeting.

**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 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.

**Parliamentary Procedure Rating Sheet**

Name(s) of Participant(s) \_\_\_\_\_ School \_\_\_\_\_

Category: \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Occupational

**INSTRUCTIONS:** Write the appropriate rating in the “Score” columns. Make comments to help participants identify their strengths and areas for improvement. Use the back of the sheet if necessary. Total points.

Evaluation Criteria	Very					Score	Comments
	Poor	Fair	Good	Good	Excellent		
<b>KNOWLEDGE TEST</b>							
Team Average	(up to 20 points)						
<b>DEMONSTRATED MEETING</b>							
Proper Use of Parliamentary Law	0	1	2	3			
Proper Recognition of Chair and All Members	0	1	2	3			
Coverage of Agenda	0	1	2	3			
Main Motion	0	1	2	3			
Amend a Motion	0	1	2	3			
Amend an Amendment	0	1	2	3			
Point of Order or Parliamentary Inquiry	0	1	2	3			
Division of the Assembly or Division of the Question	0	1	2	3			
Previous Question	0	1	2	3			
Point of Information	0	1	2	3			
Postpone to a Certain Time	0	1	2	3			
Refer to Committee	0	1	2	3			
Question of Privilege or Recess	0	1	2	3			
Demonstration Time and Quality	0-3	4-6	7-9	10-12	13-15		
Clarity of Expression and Voice	0	1	2	3			
Poise	0	1	2	3			
Impartiality of Presiding Officer	0	1	2	3			
Team Participation	0	1	2	3			
Debate included FCCLA Purposes, Mission or Facts	0-1	2	3	4	5		
Responses to Evaluators' Questions	0-1	2	3	4	5		
<b>SECRETARY'S RECORD</b>							
Secretary's Record	0	1	2	3	4		

**Total Score** \_\_\_\_\_

**Verification of Total Score** (please initial)

Evaluator \_\_\_\_\_

Room Consultant \_\_\_\_\_

Lead Consultant \_\_\_\_\_

**Circle Rating Achieved:**

Gold: 90-100

Silver: 75-89

Bronze: 60-74

**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 is 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 expressions 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.)

### FCCLA Secretary's Record

Chapter Name \_\_\_\_\_ Presiding Officer \_\_\_\_\_

# of members present \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Opening Ceremony  YES  NO Quorum present  YES  NO

Minutes of the previous meeting were read  YES  NO Approved  YES  NO

Corrections  YES  NO Notes: \_\_\_\_\_

Treasurer Report  YES  NO Attached  Filed for Audit  Balance on Hand \_\_\_\_\_

REPORTS, MOTIONS, ETC.	Motion by	Second	Results, Actions
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Committee Report

Written reports attached

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Unfinished Business

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New Business

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Meeting adjourned at \_\_\_\_\_ Submitted by \_\_\_\_\_

Closing Ceremony  YES  NO Position held \_\_\_\_\_