

Prior to the event

- Read all information provided from the Missouri FCCLA State office for the event thoroughly.
- Bring a calculator to the State Leadership Conference for totaling points. A phone with a calculator feature/app is acceptable, but please place phone in “airplane mode” during the competition times.

At the State Leadership Conference

- Attend room consultant orientation to review specific responsibilities.
- Please place phone in “airplane mode” during competition times.
- Prior to the event, check the room setup and materials. Review room consultant information and organize evaluator materials.
- Serve as doorkeeper for the event and enforce the no spectator policy. (Exception: Media Team may be escorted into events)
- Check off participant names on time schedule following the presentation.
- Record results of the test on the Point Summary form. Total and average the test score before the team conducts their demonstrated meeting.
- Following the participants’ presentations, encourage evaluators to make constructive and thorough comments on the rubrics or provided comment sheets.
- Keep evaluators on schedule and check for blank areas on rubrics.
- Try to “dovetail” time allotment if possible
- Total points on rubrics and point summary form and indicate final rating. Show evaluators final ratings for each participant and have evaluators initial the rubric next to the Total Points box and in the space provided on the point summary form. If ratings are not consistent, remind evaluators that evaluation team is asked to be within a 10-point range. Level 1 cannot be below 60.
- Do not allow participants to take any materials used during the prep time.
- Make sure participants take all materials with them at the end of their presentation.
- Collect and return rubrics and point summary forms to the Lead Consultant as completed.
- At the end of the day complete the volunteer evaluation form and submit to the youth room consultant.
- Collect and return supplies to the Lead Consultant.
- Assist with Recognition Session as needed.

DO NOT DISCUSS RATINGS WITH ANYONE PRIOR TO RECOGNITION SESSION.

Prior to the event

- Read all information provided from the Missouri FCCLA State office for the event thoroughly.
- Bring a calculator to the State Leadership Conference for totaling points. A phone with a calculator feature/app is acceptable, but please place phone in “airplane mode” during the competition times.

At the State Leadership Conference

- Attend room consultants orientation to review specific responsibilities.
- Please place phone in “airplane mode” during competition times.
- Assist adult room consultants as needed.
- Escort teams from the planning room to the competition room at the appropriate time and introduce each team to the evaluators.
- Serve as timekeeper for the event.
 - participants will have 20 minutes from gavel to gavel to demonstrate their knowledge of parliamentary procedure
 - hold up warning card at 15 minutes (five minute warning) and at 19 minutes (one minute warning)
 - stop participants at 20 minutes
 - evaluators are allowed up to 15 minutes to discuss among themselves and complete rubric. Evaluators are not allowed to interview participants.
- Following the demonstration, make sure the secretary turns in the meeting notes to evaluators.
- Do not allow participants to take any materials used during the prep time.
- Make sure participants take all materials with them at the end of their presentation.
- Direct participants outside of the event room presentation so evaluators may complete rubrics. Make sure participants take any materials with them.
- Have participants complete STAR Events evaluation form and return to room consultants before leaving the event area.
- Allow evaluators time to write comments and discuss the entry before bringing in the next team.
- At the end of the day complete the volunteer evaluation form and collect completed evaluations from the evaluators and adult room consultant. Return evaluations to the Lead Consultant with the other competition materials.
- Thank evaluators at the end of the event.
- Assist with Recognition Session.

DO NOT DISCUSS RATINGS WITH ANYONE PRIOR TO RECOGNITION SESSION.

Prior to the event

- ❑ Read all information provided from the Missouri FCCLA State office for the event thoroughly.
- ❑ Bring a calculator to the State Leadership Conference for totaling points. A phone with a calculator feature/app is acceptable, but please place phone in “airplane mode” during the competition times.

At the State Leadership Conference

- ❑ Attend room consultants orientation to review specific responsibilities.
- ❑ Assist with participant orientation.
- ❑ Make sure all handouts and resources are in the room before the event begins.
- ❑ Greet participants and distribute necessary handouts/resources.
- ❑ Allow 15 minutes preparation time for teams. Give a one minute warning at 14 minutes.
- ❑ Check off the participant’s names on the time schedule as the team completes preparation for demonstration.
- ❑ Ensure that participants are not making unacceptable notes for the demonstrated meeting.
- ❑ Keep all individuals who are not participating or volunteering with the Parliamentary Procedure event out of the planning room and do not allow participants to talk to other people between the planning and competition rooms.
- ❑ At the end of the preparation time collect Robert’s Rules of Order Newly Revised 11th Edition and any items besides the agenda, secretary report/minutes, a blank secretary’s record, treasurer’s report, committee reports, main motions, and gavel. All other items or documents are not allowed in the competition room and no other notes should be made.
- ❑ Ensure that the appropriate competition room youth room consultant is ready to escort the team to presentation room for their demonstrated meeting.
- ❑ Assist with Recognition Session.

DO NOT DISCUSS RATINGS WITH ANYONE PRIOR TO RECOGNITION SESSION.

PARLIAMENTARY PROCEDURE

EVALUATOR

Prior to the event

- ❑ Read all information provided from the Missouri FCCLA State office for the event thoroughly.
- ❑ Bring a calculator to the State Leadership Conference for totaling points. A phone with a calculator feature/app is acceptable, but please place phone in “airplane mode” during the competition times.

At the State Leadership Conference

- ❑ Please place phone in “airplane mode” during competition times.
- ❑ Robert’s Rules of Order Newly Revised 11th Edition is used as the authority for this event.
- ❑ Participants will demonstrate a meeting for up to 20 minutes in order to present their working knowledge of basic parliamentary law by running a business meeting.
- ❑ Following adjournment of the meeting the secretary will turn in the meeting notes.
- ❑ Evaluators will NOT be given time to ask questions of the team following the demonstrated meeting.
- ❑ Evaluators have up to 15 minutes to score the entry and discuss in private with the other evaluators on the team
- ❑ Spend a few minutes reviewing strengths and areas for improvement of the presentation. Make written remarks on the rubric or the provided comment sheets.
- ❑ Complete the rubric and initial the rubric next to the “Total Score” box at the bottom of the second page.
- ❑ Submit the final rubric and any additional comment sheets to the adult room consultant for review.
- ❑ Once the adult room consultant has finished reviewing and totaling the participants’ score, double check for accuracy and initial the Point Summary Form where directed.
- ❑ At the end of the day complete the volunteer evaluation form and submit to the youth room consultant.
- ❑ Thank the room consultants for their assistance and work throughout the day.

DO NOT INFORM PARTICIPANTS OF THEIR SCORE OR RATING!

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 LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12



See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 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 signed proof of submission at the assigned participation time.

4. A 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 and pencils for taking notes. Calculators are not allowed.
5. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and pertain to information received during planning time. Acceptable notes made on provided planning materials 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. **Any teams using prepared materials will receive 0 points for Quality of Demonstration Discussion.**
6. Use of computers is not allowed. Participants may wear watches, but no cell phones or timers may be used.
7. National Leadership Conference participants will view the online orientation video found on the official FCCLA YouTube channel, available in early June. Each entry must complete and submit the required form to the event room consultant at the time of competition. Only one form per entry is required. Contact State Advisers for orientation procedures for competitions prior to National Leadership Conference.



GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
4-8	Online Test; bring gavel and pencils	Table and 8 chairs—yes Electrical Access – no Planning packet, Robert’s Rules Book - yes	Official dress - or-Professional dress appropriate to event	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

PARLIAMENTARY PROCEDURE

Procedures and Time Requirements

All National Leadership Conference participants will take the Parliamentary Procedure Knowledge Test during the online testing window, May 4-20, 2020, 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.

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 <i>Robert's Rules of Order Newly Revised 11th Edition</i> . 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, <i>community</i> service projects, and participation in FCCLA <i>national programs</i> .	
15 minutes	Participants will have 15 minutes to prepare for the meeting. (Planning may only happen during this 15-minute time frame.)
20 minutes	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.
	Following adjournment of the meeting, the secretary will turn in the secretary's record.
15 minutes	Evaluators will have up to 15 minutes to provide feedback, discuss, complete the rubric and write comments for participants.

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 a Motion	
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	

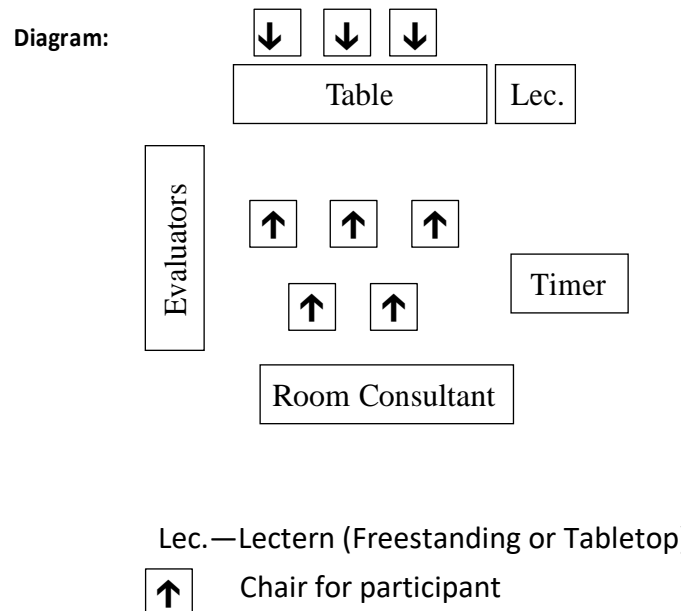
Parliamentary Procedure Specifications (continued)

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.

The *team* enters the demonstration room and is seated. Tables and chairs may not be moved.





PARLIAMENTARY PROCEDURE Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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 a Motion 0-3 points	0 Team did not demonstrate amending a motion	1 Team did not complete the amendment of a motion	2 Team completed the amendment of a motion, but did so incorrectly	3 Team correctly amended a motion	
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 incorrectly	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	
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	

Parliamentary Procedure Rubric (continued)

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

Evaluator's Comments – include two things done well and two opportunities for improvement:

Points

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.)



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's Report YES NO Attached Filed for audit

Balance on hand _____

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

Committee Report

Written reports attached

Unfinished Business

New Business

Meeting adjourned at _____ Submitted by _____

Closing Ceremony YES NO Position held _____