

Wisconsin FFA Conduct of Meetings Leadership Development Event

Summary of Competition and Entry Form

The Wisconsin Association of FFA will conduct the Conduct of Meetings FFA Leadership Development Event at the State FFA Convention. **This LDE will be limited to the first 10 teams that submit an entry form.** The entry form is attached. The LDE will be held Wednesday of the State Convention at 12:45 p.m. in the Alliant Energy Center. A summary of the competition is listed below. More specific details and rubrics are located in the National FFA Conduct of Meetings Handbook. There will no longer be an Opening and Closing Ceremonies Contest for Junior High and High School Students. The Conduct of Meetings LDE will replace that competition and is only open to 7th, 8th and 9th grade members.

Purpose and Objectives: To introduce seventh, eighth and ninth grade FFA members to parliamentary procedure while learning how to conduct efficient meetings and build their communication skills.

The objectives of the Conduct of Meetings LDE are to:

- Demonstrate correct use of FFA opening and closing ceremonies.
- Demonstrate parliamentary procedure to conduct an orderly and efficient meeting.
- Communicate and participate effectively as a team member.
- Demonstrate critical thinking and teamwork for effective decision making.

Conduct of Meetings FFA Leadership Development Event Rules:

1. Teams wanting to compete in the State Conduct of Meetings LDE must submit an official entry form (attached) and be accepted as one of the first 10 chapters to enter in order to compete.
2. Team make-up: Each team will consist of seven members from the same chapter. Members will fulfill the duties of president, vice president, secretary, treasurer, reporter, sentinel and advisor. The member who performs the advisor role in opening ceremonies will participate as a member for the remaining time of the event.
3. Team members must be enrolled in the seventh, eighth or ninth grade at the time competition. When competing at State FFA Convention this is based on the grade the student would have just completed before the start of the State FFA Convention.
4. Members of the state winning team will advance to National Competition and may not compete in subsequent years.
5. Participating team members are recommended to wear official FFA dress. The judges will use their discretion in penalizing a team for lack of official dress.
6. The Wisconsin Association of FFA will provide the gavel and officer station symbols, blank note paper, stopwatches and flags.
7. The competition will consist of a 25-question written exam consisting of questions regarding officer duties, meeting room preparation and parliamentary procedure; Presentation of the Opening Ceremonies; Team Demonstration of Parliamentary Procedure; Presentation of the Closing Ceremonies; and Oral Questions.
8. The room will be pre-set with a lectern, tables, chairs, station markers and a timer prior to the event. All teams will use identical room set. All participants will be provided paper to take notes during the entire demonstration. Pencils must be provided by the team.
9. Participants will have one minute immediately before their demonstration to read their card silently and take notes. Team members may not mark or write on the cards and may not confer or signal each other during the one minute time period or during the demonstration, except when seeking recognition from the chair.
10. The student advisor will participate during the opening ceremonies for the advisor's part and then will take on the role of a member to participate in debate and may be assigned a motion and will be asked an oral question.

11. Every participant will receive a card with the main motion and the four required motions from the list of permissible motions. No other motions may be used. However, a point of order and parliamentary inquiry may be used if it is not listed on the motion card. Points will not be awarded if it is not on the motion card, and an appeal may not be made on the president's ruling. Included in the four required motions, will be a minimum of one debatable subsidiary motion.
12. Required motion must be demonstrated by the officer that the motion is assigned to for points to be scored. If the assigned motion is used by another officer it must be properly renewed again if allowed by the assigned officer to score points.
13. Judges will score all member debates, only the top three debates per team member will impact final team score.
14. If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.
15. Four of the six participants on the floor will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned.
16. The demonstration including the opening and closing ceremonies will not exceed 13 minutes. (Penalties will be assessed see starting at 13:01).
17. A time clock or time card will be provided so that the team can see. The clock will count up from zero minutes starting with opening ceremonies (signaled to begin by two taps of the gavel by the president) and stop when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of nine and 11 minutes.
18. Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure or officer duties and responsibilities. The same set of questions will be used for each team in each flight of the event. Separate sets of questions will be developed for each round of the event.
19. Main Motion: There is no pre-determined list of main motions. Main motions are determined annually and must be developed for any of the three divisions of the chapter program of activities, which includes grow leaders, build communities and strengthen agriculture.
20. The order of business will begin at the conclusion of opening ceremonies and will begin with the consideration of new business (other items normally on the order of business are not to be considered). After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion which will not be assigned to any particular officer.
21. The motion to adjourn is not allowed. Closing ceremonies must be performed.
22. Rubric should be used to determine the ranking of teams for each round.
23. Point of order and parliamentary inquiry may be used with no point deduction, if not listed on the motion card when used appropriately. Use of other motions not listed on the motion card have no point value and will result in a point reduction not to exceed 20 points per instance.
24. Advisors or their assistants will not be allowed to contact their teams after the event begins. Advisors may be seated in the room, but back of the contest judges. No one except judges, hosts, state staff or assigned event assistants may communicate in any way with the team waiting to participate after the event has begun.
25. For review of the rubrics, please refer to the National FFA Conduct of Meetings Handbook 2017-2021.

**Wisconsin Association of FFA
Conduct of Meetings
Leadership Development Event**

State Entry Form

This entry form is only a notification to the State FFA Office that your FFA chapter wants to compete.

All FFA members participating in this event must be 7th , 8th or 9th grade in the school year just completed before State FFA Convention.

Chapter: _____

Chapter Advisor (s): _____

Yes. We would like to compete in the Wisconsin FFA Conduct of Meetings Leadership Development Event.

Chapter Advisor's Signature

The first 10 teams which enter to compete in this Leadership Development Event will receive further information about the competition.

Return Entry Form to:

**Wisconsin FFA Center
P.O. Box 110
Spencer, WI 54479**

Entry forms must be postmarked on or before April 1.