

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 LEARNING STANDARDS

- NJSLSA.L1 Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.
- NJSLSA.SL1 Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
- NJSLSA.SL3 Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric.
- NJSLSA.SL6 Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.
- NJSLSA.L6 Acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when encountering an unknown term important to comprehension or expression.
- RST.11-12.7 Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem.
- RST.11-12.9 Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.
- WHST.11-12.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- SL.11-12.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with peers, building on others' ideas and expressing their own clearly and persuasively.
- SL.11-12.5 Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.
- SL.11-12.6 Adapt speech to a variety of contexts and tasks, demonstrating a command of formal English when indicated or appropriate.
- 9.2.8.B.3 Evaluate communication, collaboration, and leadership skills that can be developed through school, home, work, and extracurricular activities for use in a career.
- 9.2.12.C.3 Identify transferable career skills and design alternate career plans

CAREER READY PRACTICES

- ✓ Act as a responsible and contributing citizen and employee.
- ✓ Apply appropriate academic and technical skills
- ✓ Communicate clearly and effectively with reason
- ✓ Consider the environmental, social and economic impacts of a decision.
- ✓ Demonstrate creativity and innovation.
- ✓ Employ valid and reliable research strategies.
- ✓ Utilize critical thinking to make sense of problems and persevere in solving them.
- ✓ Model integrity, ethical leadership and effective management.
- ✓ Use technology to enhance productivity.
- ✓ Work productively in teams while using cultural global competencies.

NATIONAL STANDARDS FOR FAMILY AND CONSUMER SCIENCES

- 1.1 Analyze strategies to manage multiple roles and responsibilities.
- 1.2.3 Apply communication skills in school, community and workplace settings.
- 1.2.6 Demonstrate leadership skills abilities in school, workplace and community setting.

EVENT LEVELS

Level 1: Participants through grade 8

Level 2: Participants in grades 9 – 10

Level 3: Participants in grades 11 – 12

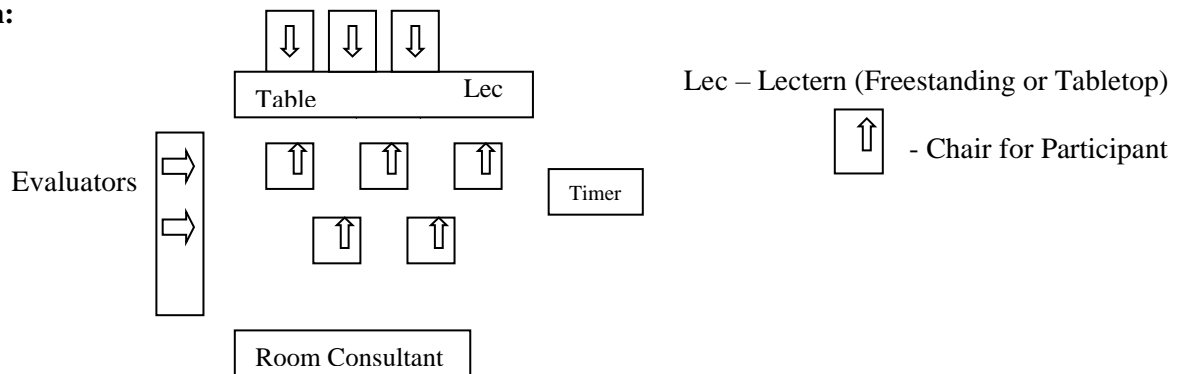
ELIGIBILITY

1. A chapter may register one (1) entry in each event level.
2. An entry is defined as one (1) team comprised of four (4) to eight (8) members.
3. An event level is determined by a member’s grade in school and affiliation status.
4. Participation is open to affiliated FCCLA chapters.

PROCEDURES & REGULATIONS

1. The Parliamentary Procedure *team* will consist of four (4) to eight (8) members, including a president who will serve as the chair, a secretary, a treasurer, and up to five (5) others who will serve as chapter members. The chair will designate the members of the *team* who will serve as secretary and treasurer.
2. 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.
3. 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.
4. The *team* enters the demonstration room and is seated according to the following diagram. Tables and chairs may not be moved.

Diagram:



5. 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.
6. Use of computers is not allowed in any phase of this competition.
7. Participants may wear watches, but no cell phones or timers may be used.
8. **Robert’s Rules of Order, Newly Revised, 11th Edition** will be used as the authority for this event.
9. Spectators may not observe any portion of this event.
10. Two (2) teams may be chosen from each event level to represent New Jersey at the National Leadership Conference.

All participants will take the Parliamentary Procedure Knowledge Test prior to competition at a time and location designated in the State Leadership Conference program. Participants will have thirty (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 (1) copy of each of the following: a skeleton agenda, minutes from a previous meeting, treasurer’s report, two (2) 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, <i>community</i> service projects and participation in FCCLA <i>National Programs</i> .	
15 minutes	Participants will have fifteen (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 <i>FCCLA Opening Ceremonies</i> to final gavel rap of <i>FCCLA Closing Ceremonies</i>).
Following adjournment of the meeting, the secretary will turn in the secretary’s record.	
Following the meeting, evaluators may question the participants on the meeting and basic principles of parliamentary law.	
Evaluators will use the rating sheet to score and write comments for each entry.	

General Information					
Individual or Team Event	Prepare Ahead of Time	Participant Set Up/ Prep Time	Maximum Oral Presentation Time	Equipment Provided	Electrical Access
Team of 4 to 8 members	Bring gavel, blank paper & pencils	15 minutes prep time	20 minutes	Table, planning packet, Robert’s Rules Book	Not provided

Presentation Elements Allowed									
Audio	Costumes	Easel(s)	File Folder	Large Newsprint Chart(s)	Portfolio	Props/ Pointers	Skits	Presentation Equipment	Visuals

PARLIAMENTARY PROCEDURE SPECIFICATIONS

Knowledge Test

All participants will have thirty (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% of the team’s final score.

Demonstrated Meeting

The demonstrated meeting may be up to twenty (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	
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.
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, 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.

Parliamentary Procedure Rating Sheet

Name of Participant(s) _____

School _____ Event Level _____

INSTRUCTIONS:

1. Before student presentation, evaluators must check the participants' portfolio using the criteria and standards in the guidelines. If there is a discrepancy over or under the required number of items, please complete the Point Deduction sheet as necessary.
2. Write the appropriate rating in the "Score" column. Points given may range between 0 and the maximum number indicated. Total the points and enter under "TOTAL SCORE". Make comments to help participants identify their strengths and areas for improvement. Use the back of the sheet if necessary.

Evaluation Criteria	Very					Score	Comments
	Poor	Fair	Good	Good	Excellent		
KNOWLEDGE TEST							
Team Average	(up to 20 points)						
DEMONSTRATED MEETING							
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			
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			
Request for Information	0	1	2	3			
Postpone to a Certain Time	0	1	2	3			
Refer to Committee	0	1	2	3			
Lay on the Table	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 includes FCCLA Purposes, Mission or Facts	0-1	2	3	4	5		
Responses to Evaluators' Questions	0-1	2	3	4	5		
SECRETARY'S RECORD							
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: 79-89

Bronze: 70-78

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's 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

Unfinished Business

New Business

Meeting adjourned at _____ Submitted by _____

Closing Ceremony YES NO Position held _____