

# CATA Curricular Code Change Proposal

**Make a copy** of this document. In order to input information.

<b>Contest:</b>	Parliamentary Procedure and Debate
<b>Proposed by:</b> (Name, School, Email)	Jonathan Moules, Escalon HS, jmoules@escalonusd.org

<b>Issue:</b> (Describe the reason/rationale for the proposed change.)
<p><b>Change 1. Novice Contest Expectations</b> There is a lack of clearly defined and consistently enforced expectations for novice teams regarding parliamentary knowledge, particularly concerning the scope of written test and oral questions. While novice teams are permitted to use all 24 permissible motions, only the 12 motions outlined in Rule 11 will be used by the contest officials for demonstration. The content of written tests and oral questions should align with this limitation to ensure consistency and fairness.</p> <p><b>Change 2. Judge's Scoring Guidelines</b> 250 of the points awarded to teams are undefined. While their are labels such as "conclusion" or "debate logic," the code lacks actual definitions of what these entail. In addition, varying RONR knowledge of judges/coaches result in misguided point deductions. While RONR is the main reference to cite errors, it can be a conundrum to find citations quickly in between judging teams. Therefore, the proposed changes hope to quash these scoring concerns with actual definitions of score categories and a standardize reference cite common errors.</p>

**Please answer yes or no to ALL the questions below.**

This proposal will require a contest to open out of rotation	Yes
The change will affect General Rules	No
The change will affect the awards needed.	No
Which JudgingCard scorecard will be used for tabulations.	N/A <i>Judging Card used for Test</i>
The proposed change will affect contest forms.	Yes
The proposed change will affect contest hosting site. (e.g. additional facilities, new sections, additional scoring, etc.)	No <i>I do not believe these changes can be implemented without significant training</i>

**If you answered yes to any of the above questions, you need to include the following signatures:** [Click here](#) for link to CDE Contest Advisor and Coordinator list.

CATA Approved Contest Advisor's Signature	<i>Hugh Mooney</i>
CDE Host Site Contest Coordinator's Signature agreeing that changes are able to be accommodated by the host site.	<i>Hugh Mooney</i>

**If you answered yes to any of the above questions, please explain.**

\*It is highly recommended that you, or a representative, attend the pre-conference governing board meeting to answer any questions regarding proposed curricular code changes to contests that are requested to be opened out of rotation.

<p>These proposed changes are intended to support the leadership and ongoing efforts of CATA by formalizing long-standing, yet previously unspoken, practices that judges and coaches have typically followed. By codifying these expectations, the goal is to minimize discrepancies and reduce the burden on the Contest Advisor, Host, or Arbitrator when resolving issues. Ultimately, this is about making contests run smoother, not just for participants, but for those tasked with overseeing them.</p> <p><b>Out-of-Rotation Requests:</b> There is currently a lack of consistency in expectations for novice contests and in the scoring guidelines used by judges. The existing code does not fully outline the expectations for this contest, particularly for novice teams and first-time coaches.</p> <p><b>Impact on Contest Forms:</b> Unlike CDEs, some LDEs are known for not releasing a full breakdown of contestant scores. Thanks to a few dedicated agricultural educators, some score forms have been shared following contests; however, these forms are not standardized or regulated through CATA. The proposed changes include the addition of new, standardized forms to the code—aligned with Change 2 described above—to ensure transparency across all event scoring categories.</p>
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CATA Approved Contest Advisor's Signature	 <small>Bryan Dodson (May 30, 2025 08:23 PDT)</small>
CDE Host Site Contest Coordinator's Signature agreeing that changes are able to be accommodated by the host site.	

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**Description:** (Describe what is changing.)

**Proposed CATA Code Change:** (Only include the section that the proposed change pertains to – do not include the entire contest. Reference numbered section. If editing text, show new text with old text in parenthesis. For large changes, set track changes in the Word document and attach the file, with edits, to this document when submitting.)

**Instructions for Submitting Curricular Code Change**

- Make sure the form is complete.
- Download and Submit this document as a PDF
  - Click File → Download → Download as a PDF
- If your proposal requires signatures make sure to contact the contest advisor and contest host. **Tip:** Docusign, Doc Hub are great sources for digital signature requests.
  - [Click Here](#) for contest Host and Advisor List
- Email completed Curricular Change Proposal **PDF** to [cata@calagteachers.org](mailto:cata@calagteachers.org) by June 1st.

**Warning:** Make sure you add all the topics or concerns you would like to discuss at the Curricular Code CDE meeting. If it's not posted on the CATA Curricular Code Changes website by June 1st, it **cannot** be discussed.

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# PARLIAMENTARY PROCEDURE AND DEBATE

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**Revised 06/2024**

## **Purpose and Standards**

The purpose of this contest is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills.

Foundation Standards: 2.0 Communications: 2.4 Listening and Speaking, 1.1, 1.8, 2.2. 9.0 Leadership and Teamwork, 9.1, 9.2, 9.3, 9.6.

Objectives – Students will be able to:

- Use parliamentary procedure to conduct an orderly and efficient meeting.
- Demonstrate knowledge of parliamentary law.
- Present a logical, realistic, and convincing discussion.
- ~~Record complete and accurate minutes.~~

## **Contestants**

A team representing a region will consist of six members and two designated alternates listed at the state and national levels from the same chapter. The alternates are not permitted to observe competing teams but may observe their own team. The alternates may replace a regular team member prior to the start of the event.

## **Tie Breaker**

Tiebreakers for teams will be:

1. The team's total presentation score.
2. The team's average score on the written test, and
3. The team's total score for questions.

## **Rules**

- I. Competition shall be at two levels. There shall be a novice contest and a varsity contest. Seventh and 8th grade members are eligible to compete in the novice contest. Ninth or 10th grade members are also eligible to compete in the novice contest but are restricted to competing one year in either 9th or 10th grade. For a 10th grade member to be eligible to participate in the novice contest they must not have taken part in a parliamentary procedure contest beyond the chapter level as a 9th grader. Varsity team members may be from any grade level. A member of the novice team may be moved to the varsity team at any time but loses his/her novice standing after participating above the chapter level.
- II. A member of a state winning novice team does not lose his/her eligibility to compete on an advanced team in subsequent years. Rules and scoring procedures shall be the same for both levels of participation, with the following exception. The five required motions for novice teams will be selected from the following list of 12 motions. Postpone Indefinitely, Amend, Refer to Committee, Postpone Definitely, Limit or Extent Limits of Debate, Previous Question, Lay on the Table, Division of Assembly, Object to the Consideration of the Question, Parliamentary Inquiry, Point of Order and Appeal. A novice team can use all 24 motions allowed in the advanced contest if they choose. The five required motions would come from the above list.
- III. If an unassigned member makes a required motion prior to the assigned member, it will be counted as an omission at the bottom of the team scorecard. A member's required motion will be counted as an addition motion for another member.

- IV. Each section will determine how many chapter teams may participate at the section level. Each region will determine how many sectional teams may compete at the regional level. Participation at the state level is limited to a maximum of four (4) teams per region.
- V. The event will have three phases: written examination, a ten-minute team presentation of parliamentary procedure, and oral questions following the presentation.
- VI. The advisor shall not consult with the team after the event begins.
- VII. All participants must bring their own pencils (a minimum of two No. 2 pencils).
- VIII. One week prior to the date of State FFA Finals, or immediately after the last region has had their regional contest (whichever comes later), all participating coaches, contest coordinators, and judges will hold Zoom meeting outlining the aspects of the contest, and allow for questions regarding contest layout or judging inquiries

### Event Format

- I. Written Test (100 points)
  - A. A written test will consist of 25 objective-type multiple-choice questions covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes. Questions will come from *Dunbar's Manual of Parliamentary Procedure Test Questions*. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. The average score of the six team members will be used to compute the total team score in each round.
  - B. Novice Teams: Test questions related to permissible motions shall be limited to the 12 approved novice motions listed in Rule II. Questions covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes are allowed. No references to motions outside the approved novice list, whether in the question or answer choices, shall appear on the written test.
- II. Oral Questions (100 points)
  - A. **Required Questions.** Each of the six team members will be asked a planned question relating to their assigned motion. No one may step forward to help correct answers on the first six questions. These questions will come from Dunbar's Parliamentary Procedure Oral Questions Challenge Questions Bank. ~~Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which time will be called.~~
  - B. Novice Teams: No explicit references to motions outside this the list of 12 approved motions—whether in the question or answer—shall be asked. Questions may include answer questions outside the novice list only if members can provide a complete and accurate response using novice motions, and they are not required to include the advanced options to receive full points.

1. Example:

Question	Answer(s)	Permissibility Rationale
Name three unamendable privileged motions that take precedence over the motion to Lay on The Table.	-Adjourn -Raise a Question of Privilege -Call for the Orders of the Day	Not permissible. Answer requires use of advanced motions.
Can an Objection to the Consideration of the Question be applied to a motion to Reconsider?	No	Not permissible. Question refers to an advanced motion.

- C. **Additional Questions.** Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which time will be called. These questions should strictly focus on how the team demonstrated parliamentary law, including how motions were handled, how precedence was observed, how debate was managed, and why certain procedural decisions were made.
- III. Presentation (750 points)
  - A. Teams will be seeded in the round based on test scores.

- B. The event official will assign the main motion on an index card. This is to be the first item of business on the agenda. All teams in each round will use the same main motion. It is suggested that this main motion should be the first motion presented.
- C. The event officials will select **five required motions to be demonstrated. In the advanced contest, these five motions will consist of** two subsidiary, two incidental and one privileged or unclassified motion from the list of permissible motions. **The novice contest motions will be selected exclusively from the list of 12 approved motions outlined in Rule II. In both contests,** the officials will select no more than two debatable subsidiary motions OR non debatable subsidiary motions, and the remaining motions **will come** from the list of motions found in “Event Rule #1. These motions will be on an index card and will be randomly assigned to each team member. All teams in each round will be assigned the same motions.
- D. Team members will have one minute to review the main motion and the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting).
- E. There shall be no limitation to the number of subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate ~~at least two subsidiary, two incidental and one privileged or unclassified motion designated by the official in charge~~ the required motions outlined in Event Format C. Each member of the team must demonstrate the motion assigned to them before any other team member demonstrates it. Once a motion is presented by a member, it will result in no points if a member attempts to use it again during the same demonstration. The team may use more than one main motion as long as it pertains to the assigned main motion.
- F. If the event officials designate the privileged motion “call for the orders of the day,” as a motion to be demonstrated, an alternate motion not pertaining to the main motion may be used to facilitate the correct demonstration of the motion.
- G. Motions that bring a question again before the assembly if the officials in charge designate Take from the Table, Rescind or Reconsider as a motion to be demonstrated, a scenario will be included on the event card. These motions shall not be used unless listed on the event card as a required motion.
- H. The demonstrating team shall assume that a regular chapter meeting is in progress, and the chairperson shall start the presentation by saying, “Is there any further business that should be presented to the chapter at this time?” A team member will then move the main motion assigned to the team.
- I. The state event will have three rounds: a preliminary round, a semifinal round and a final round. The preliminary round will have four sections. A section shall be made up of up to six teams. Three teams will advance from each of the sections for a total of 12 teams that will advance to the semifinal round. The semifinal round is composed of two sections with six teams in each section. Three teams in each semifinal section will advance to the final round of six teams. Teams for quarter and semi-final rounds will be seeded according to their test score (Form ~~5~~ 6) and will then draw for order of appearance within their seed group. See Form ~~5~~ 6.
- J. Each team will address a local chapter item of business selected from nationally or state recognized FFA activities (i.e. National Chapter Food, Food for America, PALS, Program of Work activities, Proficiency Awards and National FFA Convention – consult the Official FFA Manual and handbook). The motion will be specific and must be stated and moved as it is written.
- K. Time Limit and Deductions - A team shall be allowed 11 minutes in which to demonstrate knowledge of parliamentary law. A timer will be displayed so that each member can see. If a timer is not available an 8 minute and 10 minute warning sign will be shown to the team. A deduction of two

points/second for every second over 11 minutes will be assessed. Example: 11:05 = 10-point deduction. A timekeeper will furnish the time used by each team at the close of the event.

L. Time Penalties

	Points		Points
Minutes	Deducted	Minutes	Deducted
11:00	0	11:06	12
11:01	2	11:07	14
11:02	4	11:08	16
11:03	6	11:09	18
11:04	8	11:10	20
11:05	10	11:11	22

M. Sample Motion Card

Main Motion: I move to start the Food for America program on December 1.

**Required Motions:**

Lay on the Table

Amend

Appeal

Suspend the Rules

Reconsider

- IV. The judges will use Form 2 to score the event. Once all scores are totaled on the scorecards, the teams will be given points as outlined on the tabulations sheet, Form 4 3 or like computer tabulations program, by the judges. These points will be added to determine teams advancing and semifinal and final placings. The two teams with the highest number of points based on rating score will advance to the next round. The judges will use Form 4 3 or like tabulations program to determine teams advancing and final placing.

V. Recommended References

- A. The official text will be the latest revised edition of Robert's Rules of Order available as of January 1 of the competitive year.
- B. Additional references may include *FFA New Horizons* magazine, the *Official FFA Manual*, and the *FFA Student Handbook*. ~~and the Official Chapter Secretary's Book.~~
- C. Dunbar, Shane D., and Al Gage. *Parliamentary Procedure Oral Questions (Challenge)*. 2013.
  1. Shall be hyperlinked on CATA Curricular Code webpage.
- D. Dunbar, Shane D. *Parliamentary Procedure Multiple-Choice Tests*. 2nd ed., 2008.
  1. Shall be hyperlinked on CATA Curricular Code webpage.

## Judges' Scoring Guidelines

### I. Guidelines for Scoring Discussion

#### A. Judges for the parliamentary procedure event should observe the following guidelines.

1. It is essential that each judge observe and maintain consistent criteria in scoring discussion for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion should be scored at the time it is delivered.
3. Characteristics of effective discussion include:
  - a) completeness of thought,
  - b) logical reasoning,
  - c) clear statement of speaker's position
  - d) conviction of delivery, and
  - e) concise and effective statement of discussion.
4. A suggest grading scale is as follows:

Excellent	16-20 points
Good	11-15 points
Average	06-10 points
Poor	01-05 points

- a) An excellent discussion would be extremely unusual and would be characterized by a truly stirring delivery and brilliance in terms of information provided and/or suggestions for action offered.
- b) Good discussion would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.
- c) An example of an average discussion might be: "I think this is a very significant motion that should be passed for the following reasons (new, informative and logically related). For these reasons, I urge everyone to vote for this motion."
- d) Poor discussion would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. An example might be: "I think this is a good idea."
5. Only the highest four debates for each participant in the demonstration may earn a score. However, an individual may never earn more than 60 points in a given presentation. Furthermore, no more than 20 points may be earned during one recognition by the chair.
6. Debate scores will be given for debates on all motions unless the said motion to which it is attached is not germane.

### II. Guidelines for Scoring the Chair

- A. Ability to preside-handling of motions, keeping members informed, use of the gavel, distribution of discussion (80 points)
- B. Leadership-stage presence, poise, self-confidence, politeness and voice. (20 points).

### III. Guidelines for Scoring Required Oral Questions (12pts per member) and Additional Oral Questions (28pts)

- A. While judges may initially score answers based on their individual evaluations, they shall confer and reach a consensus on the final score for each response. Only scores agreed upon through this process shall be recorded and included in the team's official Event Score. Partial points shall be awarded when a team member accurately responds to one or more components of the question.

### IV. Guidelines of Scoring General Effect of Team



- A. Conclusion (50pts). The conclusion of a presentation immediately begins after debate ends on the last question (i.e. last item of business being debated). It continues until the team formally ends the presentation. Teams are evaluated by their procedural ability to dispose of all pending motions in an orderly, timely, and professional manner.
- B. Debate Logic (50pts). Debate was convincing, logical, realistic, orderly, efficient, germane, and free from repetition.
- C. Voice, Poise, Expression (50pts).
  - 1. Voice: Assessed based on volume, enunciation, pitch, pace, and grammar.
  - 2. Poise: Reflected through confidence, professionalism, and eye contact.
  - 3. Expression: Demonstrated through conviction and gestures.
- V. Guidelines of Point Deductions
  - A. Required Motion Omission: If a team member is not the first to present their assigned required motion, they will receive zero points in the Required Motion category. The member who performs the motion instead will receive 20 points in their Additional Motion category. If the originally assigned member later presents their required motion, they will regain the 20 points in their Required Motion score. However, regardless of whether the assigned member eventually performs the motion, the team will incur a 50-point deduction from the overall team score for each required motion not initially made by the correct member.
  - B. Deduction for overtime: A deduction of 2 points will be made for every second over 11 minutes.
  - C. All parliamentary errors shall result in a 5-20-point deduction, depending on the severity of the error. Judges shall use the Deductions for Parliamentary Procedure Errors table to determine appropriate deductions for commonly occurring errors. For errors not listed in the table, judges shall use the table as a guide to determine severity and point deductions. Regardless, judges shall confer and reach a consensus on the appropriate deduction.
  - D. Errors solely made by the chair will result in a deduction of points from the chair's "Ability to Preside" score. Errors made solely by any of the 5 members will be noted in "Team Deductions."
  - E. If an error occurs and a Point of Order is promptly raised at the time of the infraction, and the chair correctly rules on it, no points shall be deducted. However, if the breach is neither addressed by the chair nor challenged by a member through a Point of Order, a deduction shall be applied to both the team's overall score under "Team Deductions" and the chair's "Ability to Preside" score. If a Point of Order is raised but the chair rules incorrectly, the deduction shall apply only to the chair's "Ability to Preside" score.
  - F. All errors—regardless of whether they appear in the table—must be explicitly cited by the judges using the latest version of *Robert's Rules of Order* or this CATA Curricular Code. Failure to cite an error by the judges, no matter how common, shall result in no deduction of points.
- VI. Guidelines for Contest Officials
  - A. All judges will participate in a contest orientation from the contest coordinator, or appropriate State Staff, before the presentation judging begins, outlining the motions for each contest and how they are to be scored. If a judge should encounter a questionable demonstration, the contest coordinator, or appropriate State Staff, would be consulted to determine a consistent scoring for that situation.
  - B. Use of qualified, pre-determined judges to judge the finals rounds and even some of the semi-finals rounds of the event.
  - C. At the conclusion of a qualifying event (i.e. section, region, state), ~~the State FFA Parliamentary Procedure Finals Contest~~, all results will be given to the coaches and their teams using Forms 2-4, as well as posted on the website or printed with points and ranking of teams as listed by judges anonymously.

**FORM 1: EVENT SCORING**

Phase	Breakdown	Section	Total
	Of Points	Points	Points
Written Test [Average score of six members (6x100/6)]			100
Oral Questions			100
12 points possible for each member's question	72		
Questions in the additional two minutes	28		
Presentation			750
Total for five members on the floor		500	
Required motion presentation	20		
Discussion (max. Of 20 pts./Discussion)	60		
Additional motions made (including main and alternate main)	20		
Chair		100	
Ability to preside	80		
Leadership	20		
General Effect of Team		150	
Conclusion of the team	50		
<del>Discussion-Debate Logic</del>	50		
Teams' voice, poise and expression	50		
<b>TOTAL POINTS POSSIBLE</b>			<b>950</b>

~~Deduction for parliamentary mistakes: 5-20 pts. Per mistake.~~

~~If a team member omits their assigned motion, there will be a 50-point deduction.~~

~~Deduction for overtime: A deduction of 2 points will be made for every second over 11 minutes.~~

**TEAM NAME** \_\_\_\_\_

**JUDGE NAME** \_\_\_\_\_

**CIRCLE ONE:**      **NOVICE**      **ADVANCED**

**MEMBER SCORES**

CHAIR	REQ. MOTION	20 PTS.	ALL DEBATE SCORES	TOP 4 DEBATE SCORES (60 PTS.)	ADD. MOTION	20 PTS.	REQ. QUESTION (12 PTS.)	MEMBER TOTAL (112 PTS.)
1								
2								
3								
4								
5								

**CHAIR SCORES**

ABILITY TO PRESIDE		80 PTS.	NOTES:	ERROR DESCRIPTION	CITATION	PT. VALUE	SUB TOTAL (112 PTS.)
LEADERSHIP		20 PTS.					
REQ. QUESTION		12 PTS.					

**TEAM EFFECT**

CONCLUSION		50 PTS.	NOTES:	SUB TOTAL (112 PTS.)
DEBATE LOGIC		50 PTS.		
VOICE, POISE, EXPRESSION		50 PTS.		
ADD. QUESTIONS		28 PTS.		

**TEAM DEDUCTIONS**

OMISSIONS (50PTS./REQ. MOTION)	LIST OMISSIONS			- _____PTS.	TOTAL DEDUCTIONS
ERRORS (5-20PTS./ERROR)	DESCRIPTION	CITATION	PT. VALUE	- _____PTS.	
TIME (2PTS./SEC > 11MIN)	_____MIN _____SEC			- _____PTS.	

TEST SCORE (100 PTS.)	(Average Team Test Score) X 4	
TEAM TOTAL (950 PTS.)		

	TEAM	POINT TOTAL	JUDGES' RANKINGS		
			JUDGE 1	JUDGE 2	JUDGE 3
1 <sup>ST</sup>					
2 <sup>ND</sup>					
3 <sup>RD</sup>					
4 <sup>TH</sup>					
5 <sup>TH</sup>					
6 <sup>TH</sup>					
7 <sup>TH</sup>					
8 <sup>TH</sup>					
9 <sup>TH</sup>					
10 <sup>TH</sup>					

TEAMS: (NUMBER OF TEAMS)

POINT VALUES OF EACH RANKING	
RANKING	POINTS
1 <sup>ST</sup>	9
2 <sup>ND</sup>	8
3 <sup>RD</sup>	7
4 <sup>TH</sup>	6
5 <sup>TH</sup>	5
6 <sup>TH</sup>	4
7 <sup>TH</sup>	3
8 <sup>TH</sup>	2
9 <sup>TH</sup>	1

FORM 4: TABULATIONS SHEET OF WRITTEN TEST SCORES

SCHOOL	MEMBER 1	MEMBER 2	MEMBER 3	MEMBER 4	MEMBER 5	CHAIR	WRITTEN TEST TEAM AVG.
SCHOOL A							
SCHOOL B							
SCHOOL C							
SCHOOL D							
SCHOOL E							
SCHOOL F							

FORM 5: TABULATIONS SHEET OF EVENT SCORES

SCHOOL	MEMBER 1	MEMBER 2	MEMBER 3	MEMBER 4	MEMBER 5	CHAIR	TEAM EFFECT	WRITTEN TEST TEAM AVG.	SUB TOTAL	TOTAL DEDUCTIONS	TOTAL
SCHOOL A											
SCHOOL B											
SCHOOL C											
SCHOOL D											
SCHOOL E											
SCHOOL F											

**FORM 6: ROOM SEEDING AND ROUND PROGRESSION****First Round: Quarterfinals**

<u><b>Group A</b></u>	<u><b>Group B</b></u>	<u><b>Group C</b></u>	<u><b>Group D</b></u>
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
8 <sup>th</sup>	7 <sup>th</sup>	6 <sup>th</sup>	5 <sup>th</sup>
9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
16 <sup>th</sup>	15 <sup>th</sup>	14 <sup>th</sup>	13 <sup>th</sup>
17 <sup>th</sup>	18 <sup>th</sup>	19 <sup>th</sup>	20 <sup>th</sup>
24 <sup>th</sup>	23 <sup>rd</sup>	22 <sup>nd</sup>	21 <sup>st</sup>

**Second Round: Semifinals**

<u><b>Group E</b></u>	<u><b>Group F</b></u>
1 <sup>st</sup>	2 <sup>nd</sup>
4 <sup>th</sup>	3 <sup>rd</sup>
5 <sup>th</sup>	6 <sup>th</sup>
8 <sup>th</sup>	7 <sup>th</sup>
9 <sup>th</sup>	10 <sup>th</sup>
12 <sup>th</sup>	11 <sup>th</sup>

**Team Progression Chart**

Quarterfinal Round	4 sections of 6 teams of 6 participants
Semifinal Round	2 sections of 6 teams of 6 participants
Final Round	1 section of 6 teams of 6 participants

**Chart of Permissible Motions for the  
California FFA Parliamentary Procedure Contest**

<b>Motion</b>	<b>Debate</b>	<b>Amend</b>	<b>Vote Required</b>	<b>Second</b>	<b>Reconsider</b>
<b>Privileged</b>					
Fix time to which to adjourn	No	Yes	Majority	Yes	Yes
Adjourn	No	No	Majority	Yes	No
Recess	No	Yes	Majority	Yes	No
Question of privilege	No	No	None	None	No
Call for orders of the day	No	No	2/3 not to follow	None	No
<b>Incidental</b>					
Appeal	Yes/No	No	Majority	Yes	Yes
Point of order	No	No	None	No	No
Parliamentary inquiry	No	No	None	No	No
Suspend the rules	No	No	2/3	Yes	No
Withdraw a motion	No	No	Usually none	No	No
Object consideration of question	No	No	2/3	No	Yes, negative vote only
Division of the question	No	Yes	Majority	Yes	No
Division of the assembly	No	No	No	No	No
Request for Information (Point of Information)	No	No	None	No	No
<b>Subsidiary</b>					
Lay on table	No	No	Majority	YES	No
Previous question	No	No	2/3	Yes	Yes before voting
Extend or limit debate	No	Yes	2/3	Yes	Yes
Postpone definitely	Yes	Yes	Majority	Yes	Yes
Refer to committee	Yes	Yes	Majority	Yes	Yes
Amend	Yes	Yes	Majority	Yes	Yes
Postpone indefinitely	Yes	No	Majority	Yes	Yes vote only
<b>Main motion</b>	Yes	Yes	Majority	Yes	Yes
<b>Unclassified</b>					
Take from table	No	No	Majority	Yes	No
Reconsider	No/Yes	No	Majority	Yes	No
Rescind	Yes	Yes	Majority, 2/3 if not in writing	Yes	Negative vote only

**Deductions of Parliamentary Procedure Errors**  
**Adopted from the 2025 National FFA Conduct of Chapter Meetings LDE Handbook**

PARLIAMENTARY PROCEDURE ERRORS	Citation	Severity	Deduction
<b>VIOLATIONS RELATED TO USING A MOTION IMPROPERLY</b>			
Postpone Indefinitely (when qualified. e.g., a time is given)	RONR (12th ed.) §11:2-3	****	20
Parliamentary Inquiry (when used to ask another member a question)	RONR (12th ed.) §33:3; §43:22	***	15
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	RONR (12th ed.) §19:1-2; §19:7; §43:22	***	15
<b>VIOLATIONS RELATED TO THE CHAIR</b>			
Improper use of the gavel <sup>a</sup>	RONR (12th ed.) §20:9; §21:20; §61:9-10	*	5
Referring to him/herself in the first person (e.g., "I")	RONR (12th ed.) §3:13	*	5
Failing to announce results of vote	RONR (12th ed.) §4:41-43	*	5
Not obtaining a second before stating or putting the motion	RONR (12th ed.) §4:10; §4:15	**	10
Not calling for a negative vote	RONR (12th ed.) §4:35; §4:41	**	10
Failing to call for debate on a debatable motion	RONR (12th ed.) §43:4; §43:7	**	10
Ignoring a member requesting the floor	RONR (12th ed.) §3:31-33; §42:2-22	**	10
Taking a hand vote after a Division of the Assembly has been called	RONR (12th ed.) §4:52; §4:55; §29:1-2	**	10
Taking a voice vote on a motion that requires a two-thirds vote	RONR (12th ed.) §44:5	**	10
Failing to take a vote on a motion	RONR (12th ed.) §4:34-35	***	15
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)	Chart of Permissible Motions; RONR (12th ed.) p. t6-33	***	15
Stating a personal opinion	RONR (12th ed.) §43:29	****	20
Not giving preference in recognition to maker of motion if he/she has not debated	RONR (12th ed.) §3:33; §42:9	**	10
Not giving preference in recognition to member who has not debated	RONR (12th ed.) §3:33; §42:9	**	10
Not alternating debate between those opposed and those in favor of a motion (if known)	RONR (12th ed.) §3:33; §42:9	*	5
Neglecting to notify members to be seated after taking a standing (rising) vote	RONR (12th ed.) §4:38-39	*	5
Arbitrarily stopping debate	RONR (12th ed.) §4:32; §43:6-9	**	10
Not completing all steps in the announcement of the vote.	RONR (12th ed.) §4:43-49	**	10
<b>VIOLATIONS RELATED TO AMENDMENTS</b>			
Adding words to middle (instead of end) of motions	RONR (12th ed.) §12:26-30	*	5
Striking words that result in incomplete wording for main motion	RONR (12th ed.) §12:47; §12:50	*	5
Inserting "not" to make the motion a negatively worded motion	RONR (12th ed.) §12:22	*	5
Making an amendment that is not germane	RONR (12th ed.) §12:6; §12:16-22	**	10
Amending a non-amendable motion	Chart of Permissible Motions; RONR (12th ed.) p. t6-33	****	20
Making a third-degree (tertiary) amendment	RONR (12th ed.) §12:12	****	20
<b>VIOLATIONS RELATED TO MOTIONS</b>			
Chair not restating the motion as it was moved by a member	RONR (12th ed.) §4:15	*	5
Member incorrectly stating a motion (e.g., "I motion that...", using incorrect postpone, etc.)	RONR (12th ed.) p. t35-43	*	5
Chair restating motion before it receives a second	RONR (12th ed.) §4:12-13	**	10



## CATA Curricular Activities Code

## Parliamentary Procedure and Debate

Taking up a motion out of the order of precedence	RONR (12th ed.) p. t3-5	****	20
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to Recess is made when no question is pending. It is therefore classified as an incidental main motion)	Chart of Permissible Motions	****	20
Member calling out "Question" from his/her seat to stop debate	RONR (12th ed.) §16:20	***	15
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	RONR (12th ed.) §13:8	***	15
<b>VIOLATIONS RELATED TO DEBATE BY MEMBERS</b>			
Not getting recognized before debating (discussing) a motion	RONR (12th ed.) §42:2	*	5
Not addressing debate through the chair	RONR (12th ed.) §43:22	*	5
Addressing other members by name	RONR (12th ed.) §43:23	*	5
Debating more than permitted on a single motion	RONR (12th ed.) §4:28; §15:2; §43:8; §43:17 §43:12	**	10
Debating against a motion they moved	RONR (12th ed.) §43:25	**	10
Debating a non-debatable motion	Chart of Permissible Motions; RONR (12th ed.) p. t6-33	****	20
Debate not germane	RONR (12th ed.) §4:30; §43:20	***	15
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	RONR (12th ed.) §43:7	***	15

Note: Star ranking system. \* = least amount of deduction (5 pts) to \*\*\*\* greatest amount of deduction (20 pts).

Citations are not exhaustive. Citations may describe proper procedure in the error's context rather than the exact citation of the error (i.e. cites the opposite/reverse of the error).

<sup>a</sup>RONR 12th ed. states that gavels are used to signal a recess or an adjournment, if the chair desires. The *Official FFA Manual* allows a single tap of the gavel to symbolize the completion of a business item. Gavel use in these cases is optional.