

# CATA Curricular Code Change Proposal

## Submission Instructions, please read in full before submitting your proposal:

1. Fill in all the below information.
2. Download the current code from the CATA Website: [Curricular Activities Code](#)
  1. Do not delete anything from the code. Strikethrough parts to delete. Any new wording, type into the code and highlight in yellow.
  2. Upload "Proposed Code" below.
  3. Upload any additional documents if needed
  4. Scroll all the way to the bottom and sign the form.
3. **IMPORTANT - Answering "Yes" to any of the questions requires the Host Site's Contest Coordinator's signature.**
  1. After all information is filled out, codes are updated and you have signed the form, hit "Save" on the bottom right-hand corner. **DO NOT** hit "SUBMIT".
  2. Once you hit "Save" a box will appear with a link. This link is specific to your proposal. You can email the link to yourself and also copy from this box.
  3. Email this link to the Host Site coordinator to review your proposal. When emailing the Host Site, request that they review your proposal and sign in the "Host Site Coordinator's" Signature box. Request that they hit "Save" after signing the document and let you know that the signature is complete.
  4. Using the link, pull up your proposal and confirm that the signatures are complete and hit "Submit". Once you hit "Submit", you will no longer be able to make any changes to your submission.

### **Name of Contest:**

Parliamentary Procedure and Debate

### **Curricular Codes Open - List A**

Parliamentary Procedure and Debate

### **Out of Rotation Curricular Codes**

**Revive a Contest: Please enter the name of the contest below and contact the CATA office for a copy of the Code.**

N/A

### **Proposed by:**

Jonathan Moules

### **School:**

Escalon High School

### **Email:**

[jmoules@escalonusd.org](mailto:jmoules@escalonusd.org)

### **Issue:**

Change 1. General Rewording and Restructuring of Text for Clarification

Change 2. 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 II 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. Despite being the proposer of these changes, I know that the additional sections regarding the novice contest make the Parli Pro code even

more cumbersome, but they are needed.

Change 3. Due to varying levels of experience among coaches and judges, there is not always a consistent understanding of certain scorecard components. Definitions from the National FFA Handbook are included to provide greater clarity and consistency in scoring. Additional provisions are included in the proposed code to ensure teams have appropriate flexibility in demonstrating motions and their permissible variations.

**This proposal will require a contest to open out of rotation: (Please note: 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.)**

No

**The change will affect General Rules:**

No

**The change will affect the awards needed:**

No

**The proposed change will affect contest forms:**

No

**The proposed change will affect contest hosting site (e.g. additional facilities, new sections, additional scoring, etc.)**

No

**If you answered YES to any of the above questions, please explain:**

N/A

**Which JudgingCard scorecard will be used for tabulations?**

N/A

**Is this a New Contest Proposal?**

No

**If you answered YES to this being a New Contest Proposal, please indicate who will be sponsoring the contest. New Contest Proposals require a 3-year sponsor.**

N/A

**If you answered yes to any of the above questions, you need to include the following signature:**

**Host Site Contest Coordinator's Name:**

N/A N/A

**CDE Host Site Contest Coordinator's Signature (agreeing that changes are able to be accommodated by the host site.)**

**Upload code with tracked changes:**  
Moules\_Parli Pro Code Proposal\_2026.pdf

**Upload any additional information you would like:**

**Please sign below:**

*Jonathan Moules*

## PARLIAMENTARY PROCEDURE AND DEBATE

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 oral~~ ~~for~~ questions.

### Rules

- Competition shall be at two levels. There shall be a novice contest and **an advanced a- varsity** contest. **Seventh, 7th** and 8th grade members are eligible to compete in the novice contest. **Ninth, 9th** 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, Advanced** team members may be from any grade level. A member of the novice team may be moved to the **varsity, advanced** team at any time but loses his/her novice standing after participating above the chapter level.
- 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.~~
- 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.

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- 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, **with each question worth 4 points**, 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.

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**A-1. Novice Teams: Questions on permissible motions shall be limited to the 12 approved novice motions listed in Event Format X.C. No motion outside the approved novice list shall appear in a question or answer choice, nor shall members be required to apply explicit or implicit knowledge of any non-approved motion to answer a question correctly.**

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IX. 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 **the most recent version of Dunbar’s Parliamentary Procedure Oral Questions Challenge Questions Bank. Questions on permissible motions shall be limited to the 12 approved novice motions listed in Event Format X.C. No motion outside the approved novice list shall appear in a question or answer choice, nor shall members be required to apply explicit or implicit knowledge of any non-approved motion to answer a question correctly.**

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**A-B. 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.

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X. 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.~~ **The assigned original main motion is to be the first item of business presented, unless, Take from the Table, Reconsider, or Rescind are required on the event card. If any of these motions are on the event card, the team may choose to demonstrate the motion at the beginning of their demonstration or at the end of the demonstration, after they have disposed of the original main motion.**

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C. The event officials will select **five Required Motions to be demonstrated. In both novice and advanced contests, the officials will select two subsidiary, two incidental and one privileged or unclassified motion from the list of permissible motions used in the advanced contest. The officials will select no more than two debatable subsidiary motions OR non debatable subsidiary motions. The remaining motions will come from the subsections below.** and the remaining motions from the

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list of motions found in "Event Rule #1. In addition, both contests are permitted to demonstrate all 24 motions in the Chart of Permissible Motions as Additional Motions unless otherwise noted in this code. These Required 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.

1. Advanced Contest. The five required motions will be composed of two subsidiary motions, two incidental motions, and one privileged motion or motion that brings a question again before the assembly as listed in the Chart of Permissible Motions.

C. Novice Contest. The five required motions will be composed of 2 or 3 subsidiary motions and 2 or 3 incidental motions, chosen from the following list of 12 motions coming from the Chart of Permissible Motions: Postpone Indefinitely, Amend, Refer to Committee, Postpone Definitely, Limit or Extend Limits of Debate, Previous Question, Lay on the Table, Division of the Assembly, Objection to the Consideration of the Question, Parliamentary Inquiry, Point of Order, and Appeal.

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).

1. Sample Motion Card

<b>Main Motion</b> I move that our chapter host an agriculture field day for the local middle school.
<b>Required Motions</b>
<u>Lay on the Table</u>
<u>Appeal</u>
<u>Amend</u>
<u>Suspend the Rules</u>
<u>Reconsider</u>
<b>Scenario</b>
The following motion was disposed of earlier in the meeting: That the chapter officers create a leadership workshop for new chapter members.

- D.
- E. There shall be no limitation to the number of secondary motions subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate the required motions listed on the card at least two subsidiary, two incidental and one privileged or unclassified motion designated by the official in charge. 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

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on the ~~event Motion Card~~. These motions shall not be used unless listed on the event card as a required motion.

~~H. Event officials shall not require teams to demonstrate motions only in particular circumstances, forms, or application unless expressly required by this code. Examples include:~~

- ~~1. Whether previous notice was given for a motion to Rescind.~~
- ~~2. Whether the member making a motion to Reconsider voted on the prevailing affirmative or opposing side.~~
- ~~3. Whether a motion is used in the qualified or unqualified form.~~
- ~~4. Whether a motion to Suspend the Rules applies to standing or special rules.~~
- ~~4. Whether a motion becomes a general or a special order using Postpone Definitely.~~
- ~~5.~~

~~G.I. 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.~~

~~H.J. 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) and will then draw for order of appearance within their seed group. See Form 5.~~

~~I.K. 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.~~

~~J.L. 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.~~

~~K.M. 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

~~L. Sample Motion Card~~

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

~~Required Motions: Lay on the Table Amend~~

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~~Appeal~~  
~~Reconsider~~

~~Suspend the Rules~~

- XI. 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 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 or like tabulations program to determine teams advancing and final placing.
- XII. 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*, the *FFA Student Handbook* and the *Official Chapter Secretary's Book*.

### 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:

<b>Excellent</b>	<b>16-20 points</b>
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.

#### XIII. Guidelines for Scoring the Chair

- A. **Ability to Preside. State motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel, awareness of business on the floor.** Ability to preside-handling of motions, keeping members informed, use of the gavel, distribution of discussion-(80 points)
- B. **Leadership. Leadership**-stage presence, poise, self-confidence, politeness and voice. (20 points).

#### XIV. Guidelines for Scoring General Effect of Team

- A. **Conclusion (50pts).** The main motion was well analyzed, which may include answering who, what, when, where, why, and how.

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B. Debate Logic (50pts). Debate was germane, convincing, logical, realistic, orderly, efficient, 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.

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XIV-XV. 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 the State FFA Parliamentary Procedure Finals Contest, all results will be given to the coaches and their teams, as well as posted on the website or printed with points and ranking of teams as listed by judges anonymously.

**EVENT SCORING**

Phase	Breakdown Of Points	Section Points	Total 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		
Discussion	50		
Teams' voice, poise and expression	50		

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.

**TOTAL POINTS POSSIBLE**

**950**

## Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
<b>PRIVILEGED MOTIONS</b>					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
<b>SUBSIDIARY MOTIONS</b>					
Lay on the Table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm only
Main Motion	Yes	Yes	Yes	Majority	Yes
<b>INCIDENTAL MOTIONS</b>					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg. only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote, chair rules	No
Request for Information	No	No	No	No vote, chair responds	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
<b>MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY</b>					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice, 2/3 or majority of entire membership (3)	Neg. Only
Take from The Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion.

(2) Rules of Order 2/3 vote, standing rules -- majority vote.

(3) Refer to Robert's Rules of Order Newly Revised, current edition for rule(s).

(4) Refer to parliamentary procedure LDE rules before using these motions in the demonstration.

(5) Only motions listed in the permissible motions chart will be utilized as required motions and allowed as additional motions

**Insert Chart of Permissible Motions from the 2026 National FFA Parliamentary Procedure Handbook.**

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Team Name \_\_\_\_\_

Circle One

Form 2

Judges Name \_\_\_\_\_

Novice    Advanced

**MEMBER SCORES**

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

**CHAIR SCORES**

ABILITY TO PRESIDE		80 PTS. MAX	NOTES:	SUBTOTAL (112 PTS.)
LEADERSHIP		20 PTS. MAX		
REQUIRED QUESTIONS		12 PTS. MAX		

**TEAM SCORES**

CONCLUSION		50 PTS. MAX	NOTES:	SUBTOTAL (178 PTS.)
DEBATE LOGIC		50 PTS. MAX		
VOICE, POISE		50 PTS. MAX		
ADDITIONAL QUESTIONS		28 PTS. MAX		

**DEDUCTIONS**

OMMISSIONS	50 PTS. FOR EACH REQ. MOTION	NOTES:	
ERRORS	5-20 PTS. / ERROR		
TIME DEDUCTIONS	2 PTS. PER SECOND BEYOND 11 MINUTES		

TEST SCORE	100 PTS. MAX	AVERAGE SCORE _____ X 4	
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TEAM TOTALS	950 PTS. MAX	
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NOTES:

**Tabulation Sheet for Ranking Teams**

**Form 4**

Team	Rankings for Highest-Scoring Team			Final
	Judge 1	Judge 2	Judge 3	
Team 1				
Team 2				
Team 3				
Team 4				
Team 5				
Team 6				
Team 7				
Team 8				
Team 9				

Ranking	Points	Ranking	Points
1 <sup>st</sup>	9	6 <sup>th</sup>	4
2 <sup>nd</sup>	8	7 <sup>th</sup>	3
3 <sup>rd</sup>	7	8 <sup>th</sup>	2
4 <sup>th</sup>	6	9 <sup>th</sup>	1
5 <sup>th</sup>	5		

**Form 5**

## First Round – Quarter-Finals

The test given the night before the contest will be used to seed the quarter final rooms for teams, similar to the National Parliamentary Procedure Contest.

<b><u>Group A</u></b>	<b><u>Group B</u></b>	<b><u>Group C</u></b>	<b><u>Group D</u></b>
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 – Semi-Finals

<b><u>Group E</u></b>	<b><u>Group F</u></b>
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>

<b>Team Progression Chart</b>	
Preliminary 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