

# GREENHAND CONDUCT OF MEETINGS SCORECARD

CHAPTER	TEAM NAME (IF NEEDED)
---------	-----------------------

	Pres	VP	Sec	Treas	Rep	Sent	Adv	Pts. Poss.	Pts. Given	
<b>Demonstration of opening ceremonies</b>	9	6	3	3	3	3	3	30		
Based only on correct memorization										
<b>Debate</b>		5	5	5	5	5	5	30		
Voice, poise, & grammar All members should participate nearly equally <i>It should be difficult to receive all points</i>										
Convincing, realistic, logical, orderly, & efficient								10		
<b>Demonstration of closing ceremonies</b>	4		1					5		
Based only on correct memorization <i>Teams are to move into closing ceremonies using one of the two options listed in the Rules under Presentation</i>										
<b>Demonstrated knowledge of parliamentary procedure</b> <i>See Rubric for Handling Motions</i>										
<b>Required Ability</b>	<i>This area is optional for judges to use if it helps with scoring</i>						<b>Pts. Poss.</b>	<b>Pts. Given</b>		
	<b>Second</b>	<b>Amend</b>	<b>Debate</b>	<b>Vote</b>	<b>Notes</b>					
1.								10		
2.								10		
3.								10		
<i>Teams may use their discretion to pass or fail the abilities to demonstrate. Full points can be awarded to teams who carry out the rules of the ability in either format correctly.</i>										
<b>Conduct of business/solving the problem</b>										
Completeness: who, what, when, & where; realistic; responsibilities are delegated; finality <i>No points are to be deducted for not completing the Things to Consider</i>								30		
<b>Chairperson</b>										
Correct use of gavel 3 taps: standing during opening and closing ceremonies 2 taps: start meeting 1 tap: sit during ceremonies, announcement of result of motion (pass/fail), meeting adjourned								5		
Ability of president to preside								5		
<b>Room Set Up</b>										
Correct arrangement of station markers by sentinel or designated team member if sentinel is absent <i>2 point deduction if sentinel does not return items to storage table</i>								5		
<b>Questions</b>										
10 questions concerning the conduct of meeting (2 pts./question)								20		
<b>Minutes</b> <i>See Guide to Scoring Secretary's Minutes</i>										
Completeness & accuracy (6 pts.) Format: date, time started, presiding officer, place, Secretary signature (2 pts.) Legibility: clarity (2 pts.) <i>Minutes that exceed the minimum criteria should not be marked down (e.g., discussion could be included)</i>								10		
<b>Subtotal</b>										
Incomplete Team Deduction*										
Official Dress Deductions**										
Time Deductions***										
<b>Grand Total</b>				<b>Total points possible</b>				<b>180</b>		
<i>See Guide to Ranking Teams</i> <b>RANKING****</b>										

### Incomplete Team Deduction\*

Deduction of 15 points per missing team member. The president and secretary positions must be covered to compete.

### Official Dress Deductions\*\*

If warranted, deductions for non-compliance with official dress guidelines will be determined by the contest chair and enforced equally by all judges. The chair may make a deduction of 0, 2, 5, 7, or 10 points.

Official Dress for an FFA member includes: 1. An official FFA jacket zipped to the top, 2. black slacks and black socks/nylons or black skirt and black nylons (*skirt should be a minimum of knee length and slacks should be full length*), 3. white collared blouse or white collared shirt, 4. official FFA tie or official FFA scarf, 5. black dress shoes with closed heel and toe.

*Note: Medical or cultural adjustments to required official dress may be made with prior approval of contest/event chair. Also, appropriate personal protective equipment may be used with Official Dress.*

### Time Deductions\*\*\*

See *Greenhand Conduct of Meetings Rules* for detailed explanation of time deductions.

PRESENTATION LENGTH	POINT DEDUCTION
4:31 - 5:30	-12 points
5:31 - 6:30	-8 points
6:31 - 7:30	-4 points
7:31 - 11:30	No deduction
11:31 - 12:30	-2 points
12:31 - 13:30	-4 points
13:31 - 14:30	-6 points

### Ranking\*\*\*\*

After scoring presentations, each judge will use their total score to rank the teams numerically without consultation among judges. All judges' rankings for each team will then be totaled together. The winner will be the team whose total of rankings is the lowest (low point score method of selection).

District and regional teams will be rated **gold** or **silver**. State semi-finals teams will be rated **silver** or **bronze**. State finals teams will be rated **gold** or **silver**. The top team and an alternate will be selected to move on to another contest level.

Placing and awards shall be determined utilizing the Guide to Ranking Teams and General Rules Governing Michigan FFA Leadership Contests.