



MICHIGAN FFA

## *Contest Details*

Team Event  
Participants: 7  
7-8<sup>th</sup> Grade  
Official Dress Required: Yes  
National Qualifying Event: No

# JUNIOR HIGH CONDUCT OF MEETINGS

## Leadership Development Event

### **OBJECTIVES**

To develop the ability of junior high FFA members to conduct meetings effectively according to correct parliamentary procedure and to improve the leadership skills of members.

### ***EDUCATIONAL STANDARDS***

Education standards are the same as those for the Conduct of Chapter Meetings Contest. To view standards, please refer to the Conduct of Chapter Meetings Handbook located at <https://www.ffa.org/participate/ides/conduct-of-chapter-meeting/>

### ***TEAM MAKE-UP/ELIGIBILITY***

#### ***Number of students***

Junior High Conduct of Meetings teams must consist of seven members.

Members must either be in 7<sup>th</sup> or 8<sup>th</sup> grade.

Alternates must be listed on the district entry form submitted to the state office.

All participants (including alternates) must be members in good standing with the Michigan FFA Association and on the official roster.

## ***Equipment needed by students/provided by contest***

Tables and chairs will be provided by the contest.

The contest will also provide officer paraphernalia.

## ***Official Dress***

Official Dress is required for this contest.

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
  - a. *Skirt should be a minimum of knee length*
  - b. *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. **Junior high FFA members are allowed to wear FFA jackets, but it is optional. Participants in junior high contests should not be judged differently for wearing or not wearing a jacket.***

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.

## ***CONTEST PERSONNEL***

### ***Judges***

A total of three competent and unbiased judges will be provided.

Educators and industry representatives are recommended.

During the contest, the judges will seat themselves apart from one another in different sections of the room.

## ***Contest Chair***

The chair will monitor the contest room and assist the judges as they compile their final placing.

The chair will adequately prepare the judges before the event competition.

## ***Timekeeper***

The timekeeper should use a stopwatch and the guidelines provided on the Michigan FFA website. The timekeeper should also use the 8 ½" x 11" cards available at <https://michiganffa.org/awards/leadership-contests/>

## ***Holding Room Monitor***

The holding room should be monitored at all times.

## ***Prep Room***

The preparation room must be monitored at all times.

The preparation room should be in a location that minimizes distractions for the participants.

## ***PROCEDURE***

### ***Team Makeup***

Each team will be composed of seven active members. Each team will be organized to have members acting as president, vice-president, secretary, treasurer, reporter, and sentinel. The seventh member will take the part of the chapter advisor in the opening ceremonies and then will participate as a regular team member.

There is a 15-point deduction per missing team member. The president and secretary positions must be covered to compete.

### ***Items of Business***

Abilities to be demonstrated and items of business to be used in district, regional, and state contests will be furnished to the contest chair.

The "Things to Consider" will be used at district, regional, and the state level.

Teams are not to be penalized for not completing the list of things to consider or completing additional items.

## ***Contest Procedures***

Teams will draw for order of presentation. The contest chair will introduce each team in order of drawing.

Teams will be held in a holding room until they are to appear in the prep room. Once the team is taken to the prep room, the adult supervisor will read the items of business to the group and then the team will be given five minutes to look over the items of business and abilities to perform and prepare for the contest. Students may ask questions about the meaning of words in the item of business.

No team discussion in the prep room.

A team may be disqualified if anyone other than the contest chair, holding room, or prep room monitor enters the holding room or the prep room at any time during the competition.

## ***Room Set Up***

The entire team will be led to the contest room where they will wait for the sentinel to set up the room.

Without assistance, the sentinel will be required to arrange the station markers for the meeting according to the Conduct of Meetings Seating Diagram. The sentinel is also to set the items of business at each station. The contest chair will determine the sentinel's location which should be labeled at the table where the contestants are seated.

After the questioning period, the sentinel will return the station markers and items of business to the storage table. Two points will be deducted if this rule is not followed.

## ***Presentation***

Prior to the presentation the team should introduce:

1. Team members
2. FFA chapter competing
3. Items of business
4. Abilities to perform

5. Teams may not read the list of things to consider
6. **Immediately proceed with, “Timekeeper, we are ready to begin our presentation,” or “Honorable Timekeeper, we are ready to begin our presentation.”**

The team members will open the meeting with the official opening FFA ceremonies, will conduct a short demonstration of three parliamentary procedure abilities and close the meeting with the official closing ceremonies.

Teams have two options to use to transition into closing ceremonies:

1. Option 1: Have a slight pause between the last item of business and the closing ceremonies and then start closing ceremonies.

or

2. Option 2: Pass the adjourn motion (but do not say meeting adjourned). The president after saying motion carried (for the adjourn motion), then will enter into closing ceremonies.

***At the conclusion of the demonstration, the president should conclude their presentation with, “Timekeeper, this concludes our presentation,” or “Honorable Timekeeper, this concludes our presentation.”***

As of May 2023, the National FFA Board of Directors approved the following language for use in Opening/Closing Ceremonies and addressing officers. **This additional terminology is approved for use in all Michigan FFA Leadership Development Events. If used correctly, full points should be awarded.**

- In addition to upholding the tradition of using “Mister Officer Position”/“Madam Officer Position” in all official FFA ceremonies, the option of using “Officer Position (Last Name)” may be considered for use in Opening and Closing Ceremonies. This option can also be used when addressing officers.
- Examples of approved terminology:
  - “Mister President” or “President Barnum”
  - “Madam Vice President” or “Vice President Gusa”

## Abilities

Each team will be asked to demonstrate three of the following abilities (the actual abilities to perform will be written on the item of business sheet given to the team in the prep and contest room).

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.

### **ABILITIES FOR DEMONSTRATION**

1. To receive and dispose of a motion of business (main motion).
2. To call for a division of the assembly.
3. To rise to a point of order.
4. To receive a motion of business with or without an amendment and receive a motion to lay it on the table.
5. To consider an item of business and receive a motion to refer it to a committee.
6. To receive a motion to suspend the rules.
7. To move the previous question.
8. To direct a question of parliamentary inquiry.

## **Questions**

Contest judges will then ask ten questions, one at a time, without explanation, to each team. Only the team member which is asked to answer the question may respond for points.

These questions will be taken from the *Parliamentary Procedure Oral Questions* blue manual and/or the *Official FFA Manual* by the state FFA office and will be provided to the judges.

The first seven questions will be directed to specific offices/spots consistently to all teams. For example, each president gets the same question; each secretary gets the same question, etc.

All questions past seven will be open to all members to answer. Of the volunteers to answer the question one person will be selected by the judges to provide the answer. Any team member may respond; however, maximum points can only be awarded for total team participation.

If more than one team member wishes to respond to a specific question, the judges will designate which member shall answer.

This question-and-answer period will not be timed.

## **Parliamentary Authority**

The authority for the abilities will be *Robert's Rules of Order 10th Edition* while the *Official FFA Manual* and the *FFA Student Handbook* will be the authorities for the remainder of the contest.

## Minutes

Secretary's minutes are not required for this contest.

## TIME

The timekeeper will record the length of the presentation. This time will be reported to the judges. The exact total minutes and seconds must be recorded showing under time or overtime for which deductions will be made.

**Official time does not include the time required for the team's introductions.**

The presentations will be a maximum of 10 minutes in length and a minimum of 8 minutes.

The presenters will receive a signal at 8 minutes and at 9:30 minutes.

At 9:30 minutes, the timekeeper will stand and remain standing until the presentation is done.

The question-and-answer period will not be timed.

For deductions, see time deductions chart.

<b>PRESENTATION LENGTH</b>	<b>POINT DEDUCTION</b>
4:31 - 5:30	-12 points
5:31 - 6:30	-8 points
6:31 - 7:30	-4 points
7:31 - 10:30	No deduction
10:31 - 11:30	-2 points
11:31 - 12:30	-4 points
12:31 - 13:30	-6 points

## SCORES

The presentation will be scored on the following criteria.

<b>SCORES FOR PRESENTATION</b>	
<b>Opening Ceremonies:</b>	30 points

<ul style="list-style-type: none"> <li>Based on correct memorization only</li> </ul> <p><i>9 points for president</i>  <i>6 points for vice president</i>  <i>3 points for other officers</i></p>	
<p><b>Debate:</b></p> <ul style="list-style-type: none"> <li>It should be difficult to receive all points possible</li> <li>Voice, poise &amp; grammar</li> <li>All members should participate nearly equally</li> </ul> <p><i>5 points per member (except president)</i></p>	30 points
<p><b>Debate – Overall effect and quality:</b></p> <ul style="list-style-type: none"> <li>It should be difficult to receive all points possible</li> <li>Convincing, realistic, logical, orderly &amp; efficient</li> </ul>	10 points
<p><b>Closing Ceremonies:</b></p> <ul style="list-style-type: none"> <li>Based on correct memorization only</li> <li>Teams are to move into one of the two options listed above</li> </ul> <p><i>4 points for president</i>  <i>1 point for secretary</i></p>	5 points
<p><b>Demonstrated Knowledge of Parliamentary Procedure:</b></p> <ul style="list-style-type: none"> <li>Based on rubric supplied in judges' packet</li> </ul> <p><i>10 points per ability</i></p>	30 points
<p><b>Conduct of Business/Solving the Problem:</b></p> <ul style="list-style-type: none"> <li>Completeness (who, what, when, where)</li> <li>Realistic</li> <li>Responsibilities are delegated</li> <li>Finality</li> </ul> <p><i>No points deducted for not completing things to consider</i></p>	30 points
<p><b>Correct Arrangement of Station Markers:</b></p> <ul style="list-style-type: none"> <li>Done by sentinel</li> </ul> <p><i>2-point deduction if sentinel does not return items to storage table</i></p>	5 points
<p><b>Correct Use of the Gavel:</b></p> <ul style="list-style-type: none"> <li>3 taps: standing during opening and closing ceremonies</li> <li>2 taps: start meeting</li> </ul> <p>1 tap: sit during ceremonies, announcement of result of motion (pass/fail), meeting adjourned</p>	5 points
<p><b>Ability of President to Preside</b></p>	5 points
<p><b>Response to Questions:</b></p> <p><i>2 points per questions</i></p>	20 points



## **Determining Awards**

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.

## **ADDITIONAL MATERIALS**

In addition to these rules, please review the following documents:

- General Rules Governing Michigan FFA Leadership Contests
- Junior High Conduct of Meetings Scorecard
- Guide to Ranking Teams
- Junior High Conduct of Meetings Timekeeper Instructions
- Contest Chair Instructions
- Conduct of Meetings Seating Diagram
- Junior High Conduct of Meetings Guide to Scoring Secretary's Minutes

## **REFERENCES**

References for this contest include but are not limited to the following. Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available.

- Junior High Conduct of Meetings Rubric for Handling Motions
- National FFA Opening Ceremonies
- *Robert's Rules of Order 10<sup>th</sup> Edition*
- *Parliamentary Procedure Oral Questions* by: Shane D. Dunbar
- [FFA Student Handbook](#)
- [FFA Official Manual](#)