



PARLIAMENTARY PROCEDURE VIRTUAL



Parliamentary Procedure, a *team event*, recognizes participants recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting. Participants must prepare **minutes of the meeting**, and a **recorded demonstration meeting** utilizing all planning materials provided.

****Parliamentary Procedure is sponsored in part by National Association of Parliamentarians at the National level.**

EVENT LEVEL:

Level One through grade 8

Level Two (grades 9-10)

Level Three (grades 11-12)

CONTENT STANDARDS ALIGNMENT

See OhioFCCLA.org (Adviser Tab) for detailed event alignment information to course content standards, national educational initiatives, and standards.

CAREER CLUSTERS

- Education and Training
- Hospitality and Tourism
- Human Service
- Information Technology

ELIGIBILITY & PROCEDURES

1. Review “Eligibility and General Rules for All Levels of Competition” in national STAR event manual prior to event planning and preparation.
2. Each entry must post all required documents (as specified below) to their online folder.
3. All projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year and must be the work of the participants.
4. A 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 and pencils for taking notes. Calculators are not allowed.
5. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and pertain to information received during planning time. Acceptable notes made on provided planning materials 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. **Any teams using prepared materials will receive 0 points for Quality of Demonstration Discussion.**
6. Chapters must verify accessibility of documents to the public, as Ohio FCCLA will not be able to assist with this verification. Each entry must have the following items posted to their project folder:
 - One (1) Recorded Demonstration video needs to be available for public view and the URL should be included in the PDF file. Options include:
 - i. Embedded video
 - ii. Video link provided to direct source such as YouTube, Vimeo, or Google Drive
 - iii. Video files which require the reviewer to download are NOT allowed due to their potential size
 - Upload all required documents into one folder



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TECHNOLOGY TIPS

1. Documents must be available and publicly accessible (check settings to ensure they can be viewed outside of the school district network)
2. All files must be clearly labeled using a descriptive file name, e.g. “Leadership – Level 2 – Gonzales.”
3. Be sure to publish all content. Have someone outside of your network check for access. Any document requiring additional access (such as Google doc) will not be able to be reviewed. Only documents that can be opened and viewed by the evaluation team can be scored!

GENERAL INFORMATION

Submission of Project	There will be a specific timeline to upload documents/videos into the competition folder If the deadline is missed the project will not be evaluated Folder Name will be Chapter Name & Number_ Event Name_Level
Scoring Breakdown	Each team member will take the test – scores will be averaged Demonstration Video – team score

Number of Participants per Entry	Prepare Ahead of Time	Competition Dress Code	Maximum Number of slides	Maximum Oral Presentation Time
4 - 8	Demonstration Video File of required documents	Official FCCLA jacket preferred		20 minutes

VIDEO DEMONSTRATED MEETING SPECIFICATIONS	
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/ 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/Recess	



PARLIAMENTARY PROCEDURE VIRTUAL



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.
Team 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.
Secretary's Record	The record will be evaluated for coverage of all meeting activities.



CAREER DEVELOPMENT EVENTS POINT SUMMARY FORM PARLIAMENTARY PROCEDURE



Name of Member(s) _____

Chapter Name _____ Chapter Number _____ State _____

Team # _____ Station # _____ Level _____

1. Make sure all information at top is correct. If a student named is not participating, cross their name (s) off. If a team does not show, write "No Show" across the top and return with other forms. Do **NOT** change team or station number.
2. At the conclusion of evaluation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in folder with the completed rubrics.
3. At the end of the evaluation, double check all scores, names, and team numbers to ensure accuracy. Be sure there is **NOT** a 15-point discrepancy.
4. Make sure comments have been added.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Event Online Orientation Documentation	0 Official documentation not provided at presentation time	2 Official documentation provided at presentation time with adviser signature	
Folder	8 points Labeled correctly Documents/Video labeled correctly Public accessible All documents uploaded by designated date		
TOTAT SCORE ABOVE			
Test Scores	Participant _____ Participant _____ Participant _____ Total Team Score _____	Total Team Score _____ Divided by # of participants on team _____ -Average Team Score _____ (20 points possible)	
Evaluators' Scores	Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____		Average
Final Points	100 points <i>Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)</i>		

RATED ACHIEVED (*mark one*)

_____ Gold 90 – 100

_____ Silver 70 – 89.99

_____ Bronze 1 – 69.99

Room Consultant Signature (*electronic*) _____



PARLIAMENTARY PROCEDURE RUBRIC



Participants Name _____

Chapter # _____ State _____ Team # _____ Station # _____ Level _____

DOCUMENTS FOLDER	Possible Points 5 /Comments	Points
Agenda included Secretary's Record Minutes of last meeting Treasures report New Business Topics		
GENERAL PARLIAMENATRY SKILLS	Possible Points 10 /Comments	
Proper use of Parliamentary Law Impartiality of Presiding Officer Secretary's Record complete with all agenda items FCCLA Opening Ceremony FCCLA Closing Ceremony		
MOTIONS DEMONSTRAED	Possible Points 20 /Comments	
Coverage of Agenda Main Motion Amend a Motion Point of Order/Parliamentary Inquiry Division of the Assembly/Division of the Question Previous Question Request for Information Postpone to a Certain Time Refer to a Committee Question of Privilege/Recess		
DEMONSTRATION DISCUSSION	Possible Points 20 /Comments	
Quality of discussion Diversity of viewpoints Appropriate involvement Proper recognition of Chair and All Members Team Participation		



PARLIAMENTARY PROCEDURE RUBRIC



PRESENTATION	Possible Points 5 /Comments	
Clothing Choice Voice- pitch, tempo, volume Body Language Grammar – Word usage -pronunciation Meets presentation time requirement		
PRESENTATION CONTENT	Possible Points 10 /Comments	
Knowledge of Subject Matter Discussion flows naturally from one item on the agenda to the next Debate includes FCCLA Purposes, Mission, or facts Poise, good expression, appropriate hand gesture Delivery, eye contact, holds audience interests		



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 in 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 expression 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 _____