

# Parliamentary Procedure Contest

## Notification of Team Entry: August 15th

### Purpose

The purpose of this contest is to encourage Grange youth and young adults to learn to effectively participate in a business meeting and to assist in the development of their leadership, public speaking, and problem-solving skills.

Grange youth and young adult members will use parliamentary procedure to conduct an orderly and efficient meeting, following the meeting format, including the Grange opening and closing as prescribed in the subordinate Grange manual. Teams can follow the opening and closing ceremonies from the 2012 National Grange Subordinate Manual. The Parliamentary Authority for the contest shall be the most current edition of Robert's Rules of Order, Newly Revised.

As part of the contest, they will:

- Demonstrate knowledge of parliamentary law
- Conduct Grange business effectively
- Present a logical, realistic and convincing debate on motions
- Record complete and accurate minutes
- Present memorized speaking parts during the opening and closing ceremonies

Team members will be needed to fill the offices of President, Overseer, Steward, Chaplain, Secretary and Gatekeeper. During the contest, the offices of Lady Assistant Steward, Assistant Steward, Lecturer, Treasurer, Ceres, Flora, Pomona and Executive Committee will be filled by non-competing Grange members. State Grange Youth Departments will host the state contest and may choose up to two teams to represent their state. Multi- state teams are permitted.

### Event Rules

1. Notification of having a team is due to the National Youth Director by August 15 of the contest year.
2. Team members must be qualified Grange members at the time of qualification. They must be between the ages of 14 - 35 as of January 1 of the contest year.
3. Teams will consist of a President, Overseer, Steward, Gatekeeper, Chaplain, and Secretary. Additional offices will be filled by the Youth Officer Team.
4. The event will consist of the following activities: a.) Written Examination; b.) Opening Ceremonies; c.) Team Demonstration; d.) Closing Ceremonies; e.) Oral Questions.
5. Members will conduct a regular subordinate Grange meeting and demonstrate a designated main motion and four additional parliamentary procedure motions.
6. It is recommended that the meeting be conducted according to the most current Grange Subordinate Manual. Teams may use whichever opening version they prefer. Opening and Closing Ceremonies should be memorized.
7. The most current edition of Robert's Rules of Order, Newly Revised will be the Parliamentary Authority for the contest. If there is a discrepancy between RONR, the Grange Subordinate Manual, and the Digest of Laws, the Digest, followed by the Manual will override RONR.

## Event Procedures

1. Team members should arrive at the contest location at least one hour prior to listed event start time to take the exam. Ex. if demonstration begins at 9 am, all team members should arrive by 8 am.
2. The room will be set up according to the Grange Manual. Station markers, cloths, and a timer will be provided.
3. All team members will be provided with paper and pencils to take notes during their demonstration.
4. Team members will have one minute immediately before their team's demonstration to look at their cards. They may not write on or mark the cards or confer/signal to each other during that time or the rest of the demonstration. This one minute will begin when the President taps the gavel and will be timed by a timer provided by contest coordinators.
5. Each member will receive a card listing the main motion and four additional permissible motions. An individual's required secondary motion will be marked by underlining and bolding that motion. The unmarked motions will be made by the other team members.
6. The Secretary will not be given a required motion. It is recommended that the secretary make the main motion for contest purposes. Minutes will only be judged in the event of a tie.
7. The demonstration will not be over 15 minutes. A time clock will be provided so the team can see. Time will begin when the President signals with two raps of the gavel and will end at the conclusion of the Closing Ceremonies. A time keeper will hold up cards at the 10 and 14 minute marks if no clock can be provided.
8. Teams will begin Opening Ceremonies with team members seated at their stations. No Opening or Closing Drill will be performed. Assistants will walk room to examine and report and assume all members present are correct. The Salute to the Flag and Roll Call of Officers will be performed.
9. Team members should have opening and closing ceremonies memorized. Manuals will be available if they are not. However, 5 points will be deducted for each team member who uses assistance during opening ceremonies.
10. The order of business will begin at the conclusion of Opening Ceremonies and begin with the consideration of New Business. The motion to adjourn is not allowed.
11. Each team member will be required to present two debates. Each debate will be worth a maximum of points. If the member exceeds two debates during the demonstration, the top two debates will be counted.
12. Only one debate is allowed per motion per team member. The exception to this rule is the motion maker who may make two debates on that motion.
13. Only votes from the team should be counted. The additional officers (filled seats) will be instructed not to vote. Should they vote, their votes should be ignored for contest purposes.
14. Following the disposal of all New Business, the team will perform Closing Ceremonies.
15. Judges will ask one oral question (containing 1 -2 parts) of each team member at the conclusion of their demonstration. Members may not consult with or receive help from team members and must answer individually.
16. Business casual dress is highly recommended.

17. It is recommended that Opening Ceremonies take no more than 5 minutes, and Closing Ceremonies no more than 3 minutes. The remaining time should be used for the demonstration of New Business.

**Written Test:**

The 45-minute written test will consist of 25 questions covering:

- Opening and Closing Ceremonies
- Standard Order of Business
- Grange Knowledge
- Permissible Motions

Questions will be drawn from the most current editions of the Grange Subordinate Manual and Robert's Rules of Order, Newly Revised.

**References/Resources:**

- Robert's Rules of Order, Newly Revised (11th Edition)
- National Grange Digest of Laws
- Grange Subordinate Manual
- Dunbar's Manual of Parliamentary Procedure Test Questions
- Robert's Rules of Order, Newly Revised (11th Edition) in Brief

**Awards:**

Awards will be presented to the 1st Place Team, High Scoring Individual, and High Scoring Chair. Participatory awards may be presented to other participants.

**Parliamentary Procedure Contest Judges Score Card Worksheet**

	<b>Written Test</b>	<b>Opening Ceremony</b>	<b>Debate (2x, 15pts each)</b>	<b>Required Motion</b>	<b>Oral Questions</b>	<b>Individual Total</b>
President	25	15	30		10	80
Overseer	25	15	30	50	10	130
Steward	25	15	30	50	10	130
Chaplain	25	15	30	50	10	130
Secretary	25	15	30		10	80
Gatekeeper	25	15	30	50	10	130
<b>Individual Totals</b>	150	90	180	200	10	680
Main Motion						50
Conclusions Reached						65
Team Voice, Poise, Expression						50
Closing Ceremony						20
<b>Team Total</b>						135
Deductions for Overtime						
<b>Total Points</b>						1000

### **Additional Rules**

President's debate points = Ability to preside, use of the gavel

Only the top 2 debates will be scored

Time limit-deduct 2 points per second over 15 minutes

Conclusions reached = did team deal with business appropriately; no motions left on the floor;

do the decisions make sense?

Opening Ceremonies Memorization – 5 points deducted for each person not having memorized these

Tie Breakers for Teams will be in the following order:

Secretary's Minutes

Written Test-Sum of all scores

Oral Questions-Sum of all scores (will also be used to break ties for the team written test award)

### **Example Oral Questions:**

President: What type of vote is required to postpone definitely?

Overseer: Is a second needed to refer a motion to a committee?

Steward: What vote is needed for a point of order?

Chaplain: What is the purpose of (Call the) Previous Question?

Secretary: What are the three motions that may interrupt the speaker?

Gatekeeper: What is the purpose of Division of the Assembly?