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FFA makes a positive difference in the lives of students by developing their potential for **premier leadership, personal growth and career success** through agricultural education. National FFA Online, www.ffa.org, FFA's Internet web site, can provide information about the National FFA Organization.

Prepared and published by the National FFA Organization. The National FFA Organization is a resource and support organization that does not select, control or supervise state association, local chapter or individual member activities except as expressly provided for in the National FFA Organization Constitution and Bylaws. The National FFA Organization affirms its belief in the value of all human beings and seeks diversity in its membership, leadership and staff.

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GENERAL INFORMATION

Contact Career Development Events
Education Specialist
National FFA Center
PO Box 68960
Indianapolis, Indiana
46268-0960
(317) 802-4288

Technical Writer Carol L. Herl
51 Snowbird Trail
Fairfield, PA

The National FFA Career Development Events are educational activities organized by the National FFA Organization and sponsored through the National FFA Foundation and special industry sponsors.

This is your copy of the official rules and regulations for National FFA Career Development Events for 2006–2010. Please retain this manual throughout the five-year period. Refer to the Local Program Resource CD-ROM or FFA online for the most up-to-date edition of the Career Development Event Handbook.

CDE Event	Superintendent	Phone	E-mail
Agricultural Communications	Mr. Richard Gearhart	805-305-3944	rgearhar@calpoly.edu
Agricultural Issues Forum	Dr. Jerry Peters	765-494-8423	peters@purdue.edu
Agricultural Mechanics	Mr. Von Peavy	229-386-3868	vpeavy@gaaged.org
Agricultural Sales	Mr. Troy Selman	936-661-9195	TLselman@gmail.com
Agronomy	Mr. Harold Brown	614-836-7694	hbrown@synagro.com
Creed Speaking	Dr. Kimberly Bellah	254-968-9202	bellah@tarleton.edu
Dairy Cattle Evaluation	Mr. Jim Ertl	651-582-8347	jim.ertl@state.mn.us
Dairy Cattle Handlers' Activity	Ron Tilford	513-293-4180	rtilfordconsultant@hotmail.com
Dairy Foods	Dr. Freddie Scott	479-575-2035	FScott@uark.edu
Environmental and Natural Resources	Mr. Billy Sumrall	601-785-9602	glbbeef@yahoo.com
Extemporaneous Public Speaking	Mr. Dennis Wallace	360-458-6543	dennis_wallace@yca.wednet.edu
Farm Business Management	Mr. Colby Blair	859-576-2428	colby@burleytobacco.com
Floriculture	Mr. David Kercheval	254-854-2952	KerchBar3@aol.com
Food Science and Technology	Dr. Lori Moore		llmoore@tamu.edu
Forestry	Mr. Marion Fletcher	501-682-2561	marion.fletcher@arkansas.gov
Horse Evaluation	Mr. Joe Cunningham	918-479-6221	jcunningham@lg.k12.ok.us
Job Interview	Ms. Linda Story	270-733-4173	ljstory@bellsouth.net
Livestock Evaluation	Mr. Van Smith	(205) 755-1629	vsmith@autaugacountyschool.org
Marketing Plan	Ms. Gail Kiley Sanders	(802) 649-3869	gkileys@aol.com
Meats Evaluation and Technology	Dr. Randy Harp	254-968-9212	harp@tarleton.edu
Nursery/Landscape	Dr. Alan McDaniel	540-231-5781	alanmcd@vt.edu
Parliamentary Procedure	Dr. James Connors	614-292-3386	jconnors@uidaho.edu
Poultry Evaluation	Dr. Jason Emmert	479-575-3595	j Emmert@illinois.edu
Prepared Public Speaking	Mr. Dustin DeVries	703-727-9866	ddevries@falconpro.net

PHILOSOPHY FOR NATIONAL FFA CAREER DEVELOPMENT EVENTS

Students are important customers of agricultural education and FFA who recognize quality and value in products and activities. When provided an opportunity to fashion their educational experiences, they generally make wise decisions based on needs. Perceptions, images and opinions of others influence students. They value change based on their perceived personal needs as well as the needs of others. They sometimes value change for the sake of variety. Adults are concerned about the experiences of students and want to help organize experiences that will meet the future needs of students while accomplishing the purposes of agricultural education and the National FFA Organization. The National FFA Organization should assume the leadership role in developing and continuously improving relevant FFA career development events. Although the National FFA Organization should be aware of the needs of state associations and should react to those needs, it should help initiate opportunities that reflect relevant and emerging technology. National FFA Career Development Events should be developed with significant input from FFA members, teachers, partners, respective industry sponsors and others involved in agricultural education.

National career development events should reflect instruction that currently takes place in the entire agricultural education program, including classroom instruction, laboratory instruction, individualized instruction, and/or supervised agricultural experience. However, it is appropriate for the national organization to develop career development events and awards that stimulate instruction in emerging areas that reflect both current and future community, national and global work force needs. The authority for insuring the relevance of an FFA

activity is ultimately vested in the National FFA Board of Directors.

The national organization should promote career development events. Career development events that include team activities should be based on cooperation and teamwork while recognizing the value of competition and individual achievement. The role of career development events is to motivate students and encourage leadership, personal growth, citizenship and career development.

Students should be recognized for achievement in career development events. Quality standards should be used as a basis for achievement. The national organization should ensure that the recognition is appropriate and meaningful. Recognition for achievement should be reflective of the total effort required by the chapter/team/individual and should take place at all levels of participation.

The National FFA Organization shall encourage accessibility and provide opportunities for achievement and recognition for students with diverse backgrounds. High expectations should be consistently communicated to those who are involved in career development events and awards.

GENERAL RULES AND OFFICIAL POLICIES

Violations of any of the following rules may be grounds for the event superintendent to disqualify the participants.

National FFA staff and event superintendents will use the published rules and procedures to organize and implement the National FFA Career Development Events. Event activities may not be conducted, modified or substituted due to lack of necessary materials, expertise or extreme impact to event budgets. Every effort will be taken to

maintain the quality and integrity of the event. In this case notification will be provided at the team orientation meeting. Teams that qualify to compete will be mailed the current format for the specific event in a team orientation packet prior to the convention for which they have qualified.

Team Activities

The primary goal of career development events is to develop individual responsibilities, foster teamwork and promote communications while recognizing the value of ethical competition and the value of individual achievement. Where appropriate team activities will be included that requires two or more members from one chapter working cooperatively. Career development events and awards are intended to be an outgrowth of instruction.

Career development events should:

- include problem solving and critical thinking.
- promote an appreciation for diversity by reducing barriers to participation.
- promote new directions and focus on future needs of members and society.
- include cooperative activities, where appropriate.
- encourage broad participation among members and recognize excellence within levels of experience.
- recognize individual and team achievement, develop general leadership and recognize levels of ability.
- provide local recognition for superior performance at the state and national level.

Eligibility of Participants

1. Each participant must be a current bona fide dues paying FFA member in good standing

with the local chapter, state FFA association and the National FFA Organization at the time of his/her certification and at the time of the national career development event in which he/she participates.

If the participant's name is not on the chapter's official roster for the years in which the dues were payable to the National FFA Organization, a past due membership processing fee of \$25, in addition to the dues must be paid **prior** to certification.

2. The participant, at the time of his/her certification as a national team member:
 - a. must be a *high school* FFA member, (a graduating senior is considered eligible to compete in state and national career development events up to and including his/her first national convention following graduation). (High school refers to grades 9–12.)
 - b. must have qualified as either a 7th, 8th or 9th grade member to compete in the creed speaking event.
 - c. while in school, must be enrolled in at least one agricultural education course during the school year and/or follow a planned course of study; either course must include a supervised agricultural experience program, the objective of which is preparation for an agricultural career.

The National FFA Constitution provides flexibility to meet the needs of students enrolled in non-traditional programs. For this purpose a student needs to be enrolled in at least one agricultural education course during the year they qualified for the event.
 - d. must have qualified as a state representative in a respective career development event; if he or she moves to a

different chapter or a different state, they may be allowed to compete in the national event with the school they qualified with during the qualifying year. Certification forms submitted to the national FFA will be the list that will be accepted.

3. A student may not participate more than once in the same official National FFA Career Development Event. No student may participate in more than one National FFA Career Development Event each year.
4. CDE participants who start an event and do not complete the event without notifying event officials at the time of departure will be disqualified. This can affect the overall team rank and position. In some events this will also disqualify the entire team.

Official Dress

1. Participants are expected to observe the National FFA Code of Ethics and the Proper Use of the FFA Jacket during the career development events. (Please see the latest edition of the Official FFA Manual.) Official dress is highly recommended for all participants where appropriate and is required for the awards presentation and recognition.

SELECTION AND CERTIFICATION OF STATE TEAMS

1. Each state team may be composed of four members except for agricultural communications, agricultural issues, marketing plan and parliamentary procedure. The members of a state team must be from the same chapter. Members must qualify in the career development event in which they are to participate at the national level. With extenuating circumstances a teacher may substitute another

student from the chapter who may not have participated at a state qualifying event.

2. Each team will be composed of the number of members determined by the specific event committee. See chart on next page for number of team members and number of scores used to comprise the team score.
3. Teams must be selected at a state or interstate career development event held between the immediate previous National FFA Career Development Event Convention and prior to the National FFA Convention in which they are participating. States that qualify more than one year out must request and submit a written waiver for approval at least 110 days prior to the national event.
4. Each state will submit a team declaration form by June 1st prior to the national FFA convention. A \$35 entry-processing fee will be charged for participation in each declared event with the exception of the Dairy Cattle Handlers' Activity. Processing fee must be paid in conjunction with certification of each team.
5. The state supervisor of agricultural education or the executive secretary must certify that participants are eligible. If an ineligible student participates in any career development event, the member will be disqualified and may result in the disqualification of the team as well.
6. All students must be certified by the designated deadline. Once original certification has been completed, no member may be added without first deleting a member.
7. Electronic certification forms will be made available each year to the state supervisor of agricultural education and the executive secretary through the National FFA CDE Website. States must declare teams by June 1, and the declared teams must be certified to the National FFA Organization by July 1.

**OFFICIAL DRESS RECOMMENDATIONS, NUMBER OF PARTICIPANTS
AND NUMBER OF SCORES FOR TEAM TOTAL**

Event	Official Dress Appropriate	Number of Participants Allowed(per team)	Number of Scores for Team Total
Agricultural Communications	Yes	5	5
Agricultural Issues	Optional	3-7	Team Score Event
Agricultural Mechanics	No	4	Top 3 Scores
Agricultural Sales	Yes	4	4
Agronomy	Yes	4	4
Creed Speaking	Yes	1	N/A
Dairy Cattle	Yes	4	Top 3 Scores
Dairy Handler	Yes	1	N/A
Dairy Foods	Yes	4	Top 3 Scores
Environmental and Natural Resources	Yes	4	4
Extemporaneous Speaking	Yes	1	NA
Farm Business Management	Yes	4	Top 3 Scores
Floriculture	Yes	4	4
Food Science and Technology	Yes	4	4
Forestry	No	4	Top 3 Scores
Horse	Yes	4	Top 3 Scores
Job Interview	Yes	1	N/A
Livestock	Yes	4	Top 3 Scores
Marketing Plan	Yes	3	Team Score Event
Meats Evaluation and Technology	No	4	Top 3 Scores
Nursery/Landscape	Yes	4	Top 3 Scores
Parliamentary Procedure	Yes	6	Team Score Event
Poultry	Yes	4	Top 3 Scores
Prepared Speaking	Yes	1	N/A

For teams that qualify after the July 1 deadline, names and certification forms must be submitted at least 10 business days prior to the official start (Wednesday) of the national FFA convention. Certification forms will only be accepted via e-mail in the original Excel format. The names of all participants must be submitted at least 10 business days prior to the official start (Wednesday) of the national FFA convention in which they are to participate.

8. Any additions or deletions of participants must be submitted by noon (EST) on Tuesday before the official start (Wednesday) of the national FFA convention.

- No member may be added without deleting a member listed on the certification form.
- All add/delete and waiver forms must be received by the CDE staff at the National FFA Center via e-mail or hard-copy mail up to 10 business days prior to the official start (Wednesday) of the national FFA convention. Faxes will not be accepted due to unreliable delivery.
- During the 10 business days prior to the official start (Wednesday) of the convention, add/delete and waiver forms may be submitted via e-mail to the national FFA CDE staff until noon (EST) on Tuesday before the official start of national FFA convention. If not submitted electronically, advisors may submit add/delete and waiver forms in person at a CDE convention registration desk during CDE registration hours on the Monday and Tuesday before the official start of the national FFA convention (refer to team orientation packets for exact registration dates, locations and hours).

- Membership: National FFA membership will be verified for all added participants upon receipt of add/delete forms. If the added participant does not meet membership eligibility requirements, his/her chapter will be invoiced for the appropriate dues. These participants must also meet all other requirements of eligibility printed in this handbook including previous participation in the same national event. If a member is found to have participated previously in the same national event, he/she will be disqualified.

- State Staff Approval: Participants listed on add/delete forms submitted within the 10 business days prior to the convention will have state staff approval verified after the convention. If at that time a member is not approved by state staff, the team will be disqualified if the member who is in question had an effect on the team placing. Regardless, the member in question will be disqualified.

9. Each member participating in a National FFA Career Development Event must submit the proper Waiver, Release of Liability and Consent to Medical Treatment Form. The form must be sent to the National FFA Center within 30 days prior to the event. If a team does not qualify for participation in the national event until after this deadline, the waiver form must be submitted with the certification form. Participants who do not submit this form will not be allowed to participate.

National FFA staff highly recommend that all liability waiver forms be submitted with the event certification form prior to the certification deadline. Liability waivers must be submitted with all add/delete forms.

Emergency Conditions

1. Under emergency conditions, a state team participating in a National FFA Career Development Event may be made up of less than the required members. States must still certify teams prior to the national FFA convention, but fewer than the required number could compete if an emergency condition such as illness, death in the family or an act of God would occur. Those individuals competing would still be eligible to qualify for individual awards.
2. Event committees will strive to divide teams into groups so that no two participants from a team will be in the same group. In any case no two members will be placed side-by-side.

Disqualification

1. Any communication, verbal or non-verbal, between participants during a career development event will be sufficient cause to eliminate the team member involved from the career development event. The only exception to this would be communication between team members during the team activity portion of a given career development event.
2. Teams or participants arriving after the career development event has begun may be disqualified or penalized.
3. Any assistance given to a team member from any source other than the career development event officials or assistants will be sufficient cause to eliminate the team from the career development event.
4. Event superintendents may stop any participant if they deem their manner to be hazardous either to themselves or others. Such stoppage shall deem the individuals disqualified for that section of the career development event.

5. CDE participants who start an event and do not complete the event without notifying event officials at the time of departure will be disqualified. This can affect the overall team rank and position. In some events this will also disqualify the entire team.
6. Participants will not be allowed to utilize personal electronic communication devices, other than those approved by the event officials, during the entire course of the event. Participants who access personal electronic communication devices without prior approval of the event officials will be disqualified.
7. No team, participant, advisor or coach shall visit the event facilities from September 1 to the end of the event. Any team, participant, advisor or coach reported and proven to do so will cause the elimination or disqualification of that team from the national event.
8. Assess a penalty of 10% of the total points allotted for the written documents post-marked after the postmarked deadline in the following events; Agricultural Communications, Agricultural Issues, Job Interview, Marketing Plan and Prepared Public Speaking. If the document is still not received seven days after the postmarked deadline, the team/individual may be subject to disqualification.

Waiver of FFA Rules

Any local chapter seeking a waiver of a National FFA Board Policy or Procedure must submit in writing to the chapter's state FFA association office. If the request is approved at the state level, it must be forwarded, under the signature of the state FFA advisor or executive secretary, to the national FFA advisor. After study by the appropriate staff, the waiver request must be submitted to the national FFA staff at least 30 days prior to the scheduled event or due date for which the

waiver is requested. This policy does not supersede any current FFA policy for appeals already established for a particular FFA program.

Rules Committee of the National FFA Award, Recognition and Career Development Events Advisory Committee

1. The committee will meet only when needed at the national FFA convention and will make all final decisions on interpretation of the rules and regulations of the National FFA Career Development Events. The committee will be chaired by the National FFA Awards, Recognition and Career Development Events Advisory Committee chairperson who will in turn appoint a representative of each of the following organizations: National Association of Supervisors of Agricultural Education (NASAE), National Association of Agricultural Educators (NAAE) and the American Association for Agricultural Education, (AAAE). The program manager responsible for career development events will also serve. All five committee members will have one vote each.
2. The rules committee will resolve detailed written appeals associated only with scoring errors. Official judges' decisions are final. The announced results are the official results and awards may be duplicated as a result of the appeal. The written appeal must be filed with the education division staff responsible for career development events within seven (7) calendar days of the results announcement and accompanied with a \$50 filing fee. The fee will be returned if the appeal is justified.

Additional Operational Procedures and Policies

Check-in

Participants will check-in at the individual event sites at the national FFA convention as indicated in the annual team orientation packet. Dates, hours and location will be sent annually to the state supervisor of agricultural education and to each team advisor in the team orientation packet. All participants will be given an identification number by which they will be designated throughout the event.

Assistants, Group Leaders and Officials

Each state agricultural education department is encouraged to provide staff and students to help administer and conduct specific National FFA Career Development Events. *States with prepared, extemporaneous and creed speaking participants must provide a judge.* States entering a team may recommend a person or persons to serve as an assistant in the career development event in which a team will participate. These persons may be supervisors, teacher educators, teachers of agriculture or other qualified individuals. A person designated as an assistant, group leader or official for a career development event must neither be the coach, advisor or agricultural instructor of a team/individual in that same career development event; nor shall they have had any direct part in training/coaching the team/individual in preparation for the event after qualification for nationals has occurred. If an individual wishes to train/coach their team/individual, they must excuse themselves from the committee and event preparation for that convention year.

Special Need

Accessibility for all students—All special needs requests and appropriate documentation as outlined in the special needs request procedure must be submitted with appropriate career development event certification form by certification deadline. National FFA staff and the event superintendent will be responsible for scheduling assistance from a different state association to assist participants.

Scoring

Continuous revisions of scoring sheets, due to computer scoring, will be necessary. Copies of any revised sheets will be sent to the state supervisor/executive secretary of agricultural education 60 days prior to the career development event.

TEAM AND INDIVIDUAL AWARDS

The ranking of teams and individuals in each of the career development events will be on the basis of three logical groups within the total range of scores. These groups will be designated as gold emblem, silver emblem and bronze emblem. Teams and individuals participating in each of the career development events will be rated gold, silver and bronze emblem through a specific procedure that will be predetermined. However, officials will honor natural breaks in scores. In the final written announcement of results, teams and individuals will be ranked from top to bottom in the order of their placing. Awards will be distributed to the winning teams and individuals at award programs following the completion of the career development events.

1. All awards will be provided by a cooperating industry sponsor(s) as a special project, and/or by the general fund of the National FFA Foundation.
2. The team having the highest ranking in each career development event will receive an

award and members will receive individual high team awards provided they are present at the time of the awards ceremony.

3. The high individual in each of the National FFA Career Development Events will be announced at the time the awards are distributed and presented with a special award.
4. Results of all National FFA Career Development Events will be released through the education division, National FFA Organization office at the appropriate event award ceremonies.

Career Development Event Scholarships

1. Scholarships may be awarded in the National FFA Career Development Events, *as funding is available*.

Scholarships will be held for a full year beyond the student's graduation date. If the scholarship is not requested within one year after graduation from high school, the scholarship will be forfeited. Information on availability of scholarships will be sent annually along with the "Program for National FFA Career Development Events" to state participating teams and state agricultural education officials. Only one career development event scholarship may be awarded per student per year.

2. Additional scholarships may be available to top FFA members who have participated in National FFA Career Development Events at local, state and/or national levels through the National FFA Collegiate Scholarship Program. Students must meet the criteria for each specific area as outlined in the national scholarship application and complete the application that is mailed to each chapter in order to be considered for these scholarships.

3. Farm Business Management Career Development Event Fellows Program is for the advisors of the top two National FFA Farm Business Management Career Development Event teams. The advisor of the first place team will receive a \$1,500 award and the advisor of the 2nd place team will receive a \$1,000 award. The advisors may use the awards for **a)** in-service or continuing education **b)** farm business management instructional materials **c)** a scholarship fund for the local FFA chapter. The Fellows awards will be awarded on an “as available” basis. Fellows awards may only be awarded to a FFA advisor for a total lifetime amount of \$2,500. These awards are provided by the National FFA Organization through National FFA Foundation sponsorship by the career development event sponsor.

Written Tests

All written tests used in National FFA Career Development Events will be available for sale through the National FFA Catalog effective the January following each career development event. Please request Item NCQ (year).

Career Development Events Additions/Deletions

- a. National FFA staff in cooperation with the National FFA Board of Directors is expected to be proactive in developing new or initiating changes within existing career development events to ensure they meet the needs of FFA members.
- b. Three years following the initiation of a new career development event, 15 states should be participating and 26 states should be participating after the next three-year period in order to retain the event at the national level.
- c. In addition, if 15 state supervisors/executive secretaries develop a proposal for a new

career development event, the national FFA staff will conduct a study for the validity of the career development event and make a recommendation to the National FFA Board of Directors. Representatives of these states must be from each of the FFA regions. The same process may be used to eliminate a national career development event.

- d. The national organization will certify National FFA Career Development Event winners for international competition when states request, with the understanding that the state team will provide their own travel expenses.
- e. The National FFA Board of Directors and national officers shall approve all changes in the general plan, rules and methods of selecting winners.

NATIONAL FFA AWARD, RECOGNITION AND CAREER DEVELOPMENT EVENTS ADVISORY COMMITTEE

Purpose: To advise the National FFA Board of Directors on issues impacting both National FFA Career Development Events and Awards to ensure:

1. all activities are consistent with industry needs.
2. all activities are available to all members.
3. all activities are conducted openly, fairly and in a quality manner.
4. cooperation among various activities occurs, to the degree possible, to promote the interconnectedness of agriculture (i.e. forestry and agricultural mechanics or farm business management and dairy or livestock) and agricultural education (classroom, SAE, FFA).

5. new and innovative activities are being put forward for consideration.
6. as many students as possible have the opportunity to participate.
7. a constant process of local advisor in-service on proper use of these activities as tools for learning is being championed.
8. all activities are operated consistently with national FFA board policy.
9. activities are conducted within available budgets approved by the FFA board and, if appropriate, FFA foundation board.

Membership

1. Two members of the National FFA Board of Directors, selected by the board, one of which will be a state supervisor (preference may be given for the second position to be held by the teacher acting as the USDE representative).
2. Two members, who are agricultural education instructors, selected by National Association of Agricultural Educators, (NAAE) through a process of their choosing.
3. Two members, who are state staff, selected by National Association of Supervisors of Agricultural Education, (NASAE) through a process of their choosing.
4. Two members, who are teacher educators, selected by American Association of Agricultural Education, (AAAE) through a process of their choosing.
5. Two FFA members who are or were delegates selected by the FFA national officers through a process of their choosing.
6. One member who is a career development event superintendent selected by the CDE superintendents through a process of its choosing.

Consultants

The current superintendent of each FFA career development event area will serve as a consultant.

Term

Members serve a three-year term except for the two FFA member representatives who will serve a one-year term.

Chair

The chair of the national advisory committee on awards and career development events will be the state staff member selected by the National FFA Board of Directors.

Meeting Schedule

1. Annual national convention meeting will be held to report on the completion of activities at convention and provide input into the winter meeting agenda.
2. The annual winter meeting will allow for most of the committee's work to be conducted as a whole group and in sub-groups focused on specific issues or specific types of activities (e.g., team career development events, individual awards, chapter awards).

Costs for all official members and consultants:

- convention meeting cost is borne by each participant.
- the winter meeting cost will be borne by the National FFA Organization, education division budget and the National FFA Foundation special project budgets for career development events.

National FFA Career Development Event Committee Responsibilities

The National Career Development Event Committee should:

1. broadly represent agriculture teachers, agriculture educators, subject matter specialists and industry personnel.
2. be appointed/confirmed by the chief operating officer with authority to manage the team activities and events.
3. build on the principles of volunteerism and individual members should be recognized for their contributions.
4. elect a superintendent to a five-year term that is confirmed by the FFA chief operating officer.
5. develop and propose a three-year budget to be approved by the appropriate FFA staff subject for submission to the National FFA Board of Directors.
6. develop committee assignments cooperatively with FFA staff.
7. be structured to encourage member development within the committee and be sensitive to, and represent the needs of diverse populations and cultures.

8. be large enough to adequately manage the team activities.
9. be responsible for the identification of the number of teams eligible to participate at the national level. They should encourage equal opportunity for members of teams to participate from across the states.

Conflict of Interest

Any career development event committee member who has a team qualify for or choose to train a team that qualifies for national competition in the event related to their committee assignment shall excuse themselves from their committee duties and event preparation for that convention year to eliminate the conflict of interest. It is the committee member's responsibility to inform the event superintendent and national FFA staff of their involvement with a team that has qualified for national competition. A person designated as an assistant, group leader or official for a career development event must neither be the coach, advisor or agricultural instructor of a team/individual in that same career development event; nor shall they have had any direct part in training/coaching the team/individual in preparation for the event, after qualification for nationals has occurred.

22 CHAPTER

NATIONAL FFA

PARLIAMENTARY PROCEDURE

CAREER DEVELOPMENT EVENT

A Special Project of the National FFA Foundation

IMPORTANT NOTE

Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all National FFA Career Development Events.

I. PURPOSE

The purpose of the Parliamentary Procedure Career Development Event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills.

II. OBJECTIVES

Students will be able to:

1. Use parliamentary procedure to conduct an orderly and efficient meeting.
2. Demonstrate knowledge of parliamentary law.
3. Present a logical, realistic and convincing debate on motions.
4. Record complete and accurate minutes.

III. EVENT RULES

1. Team Make-up- A team representing a state will consist of six members from the same chapter.
2. The event is open to one team per state as certified by the State Supervisor to the Education Division Program Manager responsible for National Career Development Events.
3. The event will have four phases: A written examinations, a ten minute team presentation of parliamentary procedure, oral questions following the presentation and minutes prepared by the team secretary in consultation with the team chair.
4. The advisor shall not consult with the team after beginning the event.
5. Official FFA dress is highly recommended for participation in the parliamentary procedure career development event. Official FFA dress is required for the awards banquet.

IV. EVENT FORMAT

A. Equipment

Materials student must provide- Each participant must bring a minimum of two sharpened No. 2 pencils.

A gavel will be supplied for the President. Teams may choose to use their own gavel if they so desire.

B. Team Activity

Presentation (750 points)

1. Rounds

The national event will have three rounds: a preliminary round, a semi-final round and a final round. The preliminary round will have four to six sections. A section shall be made up of six to nine teams. Two teams from each of the sections, for a total of twelve teams will advance to the semi-final round. The semi-final round is composed of two sections with six teams in each section. Two teams in each semi-final section will advance to the final round of four teams.

2. Seeding Process

Teams will be placed into preliminary and semi-final rounds based on a procedure determined by the officials in charge of the event.

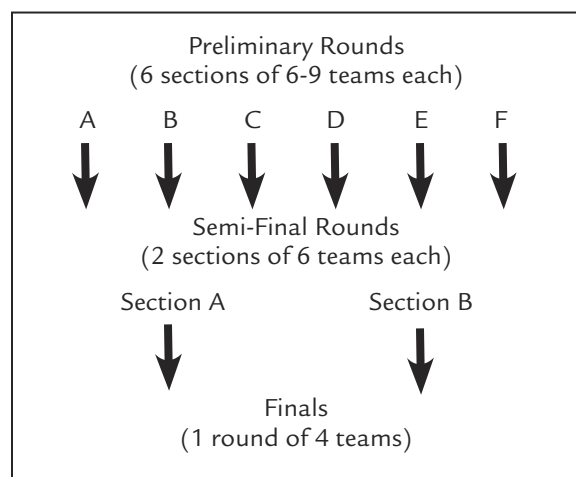
3. Item of Business

Each team will address a local chapter item of business, which would normally be a part of a chapter's Program of Activities (e.g., Food for America, PALS, GLOBAL, fundraisers, recreation, etc.) Consult the Official FFA Manual and Student Handbook for specific activities. The motion will be specific and must be moved as an original main motion as it is written on the card.

4. Event Card

The event officials will select two subsidiary, two incidental and one privileged motion or a motion that brings a question again before the assembly from the list of permissible motions. These motions will be on an index card and one will be randomly assigned to each team member, except the chair. All teams in each section will be assigned the same motions. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). Members may not confer during the one-minute time period or during the demonstration.

TEAM PROGRESSION CHART



SAMPLE CARD

<p>Main Motion: I move that our chapter sell citrus as a fundraiser.</p> <p>Required Motions: Lay on the Table Amend Suspend the Rules Appeal Reconsider</p>

5. **Opening the Demonstration**
The team demonstrating should assume that a regular chapter meeting is in progress and new business is being handled on the agenda. The Chair shall tap the gavel once to signify the end of the previous item of business then start the presentation by saying, “Is there any new business that should be presented at this time?” A team member should then move the assigned main motion as written on the card.
6. **Original Main Motion**
The event official will assign the original main motion on an index card. This is to be the first item of business presented. All teams in each section will use the same main motion. This original main motion must be the first motion presented, unless orders of the day, take from the table, reconsider or rescind are required.
7. **Alternative Main Motion**
An alternate main motion not pertaining to the assigned main motion may be used to facilitate the correct demonstration of the motion, “Call for the orders of the day,” should that privileged motion be designated as one to be demonstrated by the officials in charge. If an alternative main motion is used, the member will NOT be given credit for an additional motion.
8. **Take from the Table**
If the officials in charge designate Take from the Table as a motion to be demonstrated, you should assume that you would take from the table a motion that was laid on the table earlier in the present meeting. Example: “I move to take from the table the motion to hold an FFA hayride.” The original main motion, assigned on the card, cannot be taken from the table. The motion should not be used unless it is a required motion.
9. **Reconsider**
If the officials in charge designate Reconsider as a motion to be demonstrated, you should assume that you would reconsider a motion you did earlier in the present meeting. Example: “I move to reconsider the motion adopted earlier to hold an FFA hayride.” This motion should not be used unless it is a required motion. Unrealistic or canned debate on the motion to reconsider may be penalized at the judges discretion.
10. **Rescind**
If the officials in charge designate Rescind as a motion to be demonstrated, you should assume that you would rescind a motion adopted at the last meeting. Example: “I move to rescind the motion that was adopted at our last meeting to hold an FFA hayride.” This motion should not be used unless it is a required motion. Unrealistic or canned debate on the motion to rescind may be penalized at the judges’ discretion.

11. Call for the Orders of the Day

If the event officials designate Call for the Orders of the Day as a motion to be demonstrated, you may use an alternative main motion not pertaining to the assigned main motion to facilitate the correct demonstration of the motion. If an alternative main motion is used, the member will not be given credit for an additional motion.

12. Number of Motions

There shall be no limitation to the number of subsidiary, incidental, privileged motions or a motion that brings a question again before the assembly demonstrated by the team. However, the team must demonstrate two subsidiary, two incidental and one privileged or a motion which brings a question again before the assembly designated by the officials in charge. The team may use more than one original main motion as long as it pertains to the assigned main motion. While acceptable, this practice is strongly discouraged.

13. Using a Motion Twice

A member's required motion will not be counted as an additional motion for another member. The person who makes the assigned original main motion will be given credit for an additional motion (20 pts). If an alternative main motion is used, the member will NOT be given credit for an additional motion.

14. Debate

The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated, even if the subsidiary motion to extend the limits of debate has been adopted.

15. Time Limit and Deductions

A team shall be allowed 10 minutes in which to demonstrate knowledge of parliamentary law. Thirty (30) seconds past 10 minutes will be allowed without penalty. A deduction of 2 points/second for every second over 10:30 will be assessed. Example: 10:35 =10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

Oral Questions (100 points)

Individual Questions

The team members (not including the chair) will be asked a planned question, which may include 1-3 parts, relating to their assigned motion. No one may step forward to help another member answer their individual question. The Chair will be asked a question relating to presiding, debate, assigning the floor or other general parliamentary procedures.

General Questions

The judges will have three minutes to ask general questions to clarify the team's demonstration. Questions may be directed to the team or an individual member. Team members may volunteer to answer the question for the team or to help another member.

Presentation Minutes (50 points)

Each team will have a secretary take minutes of the presentation. A possible score of 50 points will be allowed for the minutes. Pencil and paper will be supplied to take notes during the presentation. **If paper and pencil are not present it is the secretary's responsibility to request these items from the judges or event officials. Following the presentation, the secretary, in consultation with the president, will have 20 minutes to prepare the official minutes.** Notes taken by the secretary during the presentation must be turned in with the official copy of the

minutes on Form 1. (The lowest possible score for the section is zero (0).) Event officials shall use Form 3 to score the official minutes of the presentation.

Instructions on Minutes

1. Use the example of proper minutes as illustrated in the Official FFA Secretary’s Book and/or outlined in *Robert’s Rules of Order Newly Revised*.
2. A dictionary will be permitted for writing the official minutes of the presentation.
3. The minutes will begin by recording the first item of business presented. Opening ceremonies and other preliminary information will not be used. Example: “It was moved by John Smith to conduct a Food for America program during the month of April.”
4. The chair and the secretary may consult in preparing the official minutes of the presentation. A total of 20 minutes will be allowed to prepare the minutes.
5. A judge will read, review and grade the official minutes of the presentation after completion of each round of the event. The scores will be provided to the presentation judges for use in computing final scores.

C. Individual Activity

Written Test (100 points)

A written test will consist of 25 objective-type multiple choice questions covering basic parliamentary law and information pertaining to minutes. 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.

V. SCORING

A. Guidelines for Scoring Debate

1. It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score debate in an unbiased manner. All debate should be scored at the time it is delivered.
3. Characteristics of effective debate 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 debate.
4. A suggested grading scale is as follows:

Excellent	16–20 points
Good	11–15 points
Average	6–10 points
Poor	0–5 points

5. An excellent debate would be extremely unusual and would be characterized by a truly stirring delivery and brilliant in terms of information provided and/or suggestions for action offered. Poor debate 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.”
6. Most debate would fall in the range of 6–15 points. An example of a debate might be: “I think this is a very significant motion which should be adopted for the following reasons (new, informative and logically related).” Each debate should have a logical conclusion. Good debate would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.

7. Each time a participant in the presentation debates any motion, they 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.
8. The top four debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

B. Guidelines for Scoring the Chair

1. Ability to preside – handling of motions, keeping members informed, use of the gavel, distribution of discussion. (80 points)
2. Leadership – stage presence, poise, self-confidence, politeness and voice. (20 points)

The judges will use Form 2 to score the event. The top four teams will be ranked based on the judges' lowest combined rank. The remaining teams will be designated gold, silver or bronze awards.

SCORING

Phase	Breakdown of Points	Section Points	Total Points
Written Test (average of 6 members scores).....			100
Presentation			750
Total of 5 members on the floor.....	500		
Required motion	20		
Debate (max. of 4 debates @ 20 pts. each)	60		
Additional motion	20		
Chair		100	
Ability to preside	80		
Leadership	20		
Team's General Effect.....		150	
Conclusions Reached by Team	50		
(Team's use of motions and debate support disposal of the main motion)			
Team Effect (Degree to which debate	50		
was convincing, logical, realistic, orderly, and efficient)			
Team's voice, poise, expression and appearance	50		
Oral Questions.....			100
Total for members' questions (6 × 12 pts)	72		
Additional clarification questions	28		
Presentation Minutes			50
Completeness and accuracy	25		
Format	10		
Grammar, style, legibility	15		
Deductions			
Deductions for parliamentary mistakes		5–20 pts/minor mistake	
Deductions for omitting assigned motion		50	
Deductions for going overtime		2 pts. /second over 10:30	
TOTAL			1000

VI. TIEBREAKERS

Tiebreakers for teams will be:

1. the total presentation score
2. the team's average score on the written test
3. the total score for oral questions

VII. AWARDS

Awards will be presented at an awards ceremony. Awards are presented to teams and individuals based upon their rankings. Awards are sponsored by a cooperating industry sponsor(s) as a special project, and/or by the general fund of the National FFA Foundation.

Each state will be provided a plaque for their state winning team. The first place national team will be presented a trophy plaque. Each member of the first place team will be presented an individual team member plaque. A national gold plaque and individual medals will be presented to the top 12 teams competing in the event; silver plaques and individual medals to the middle 18; and remaining teams and individuals competing will receive bronze. The top four teams will each receive a designated gold plaque.

Scholarships may be awarded as funded by special project sponsors. Collegiate scholarships awarded to FFA members competing at or above the local level in parliamentary procedure events may be available.

VIII. REFERENCES

This list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

The official text will be the latest edition of *Robert's Rules of Order Newly Revised*.

Additional parliamentary procedure resources, The Core Catalog from National FFA Organization at www.ffaunlimited.org. Go to "The Core", the new name of education resource offerings, and look for the link to other instructional aids and materials.

Parliamentary Procedure Oral Questions (reference for oral questions) Manual of Parliamentary Procedure Test Questions. (reference for written exam) from Parliamentary Procedure Instructional Materials Center: Shane Dunbar, (425) 337-9307; 12731 25th Ave. S.E.; Everett, Washington 98208.

Additional references may include *FFA New Horizons* magazine, the Official FFA Manual, the FFA Student Handbook and the Official Chapter Secretary's Book.

CHART OF PERMISSIBLE MOTIONS FOR THE NATIONAL FFA PARLIAMENTARY PROCEDURE CAREER DEVELOPMENT EVENT

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions					
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
Subsidiary Motions					
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
Incidental Motions					
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
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
Motions That Bring A Question Again Before The Assembly					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Maj. with notice, 2/3, or maj. of 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 (10th edition) for rule(s)
- (4) Refer to CDE rules #8-10 before using these motions in the demonstration

Parliamentary Procedure Form 1

Chapter: _____ Date: _____

State: _____ Place: _____

NATIONAL PARLIAMENTARY PROCEDURE EVENT

Official Minutes

Chair's Signature: _____ Secretary's Signature: _____

Add Additional Pages if Needed

Parliamentary Procedure Form 3

Chapter: _____ Team No.: _____

State: _____

TABULATION SHEET FOR SCORING MINUTES

	POSSIBLE POINTS	POINTS EARNED
Completeness and Accuracy <ul style="list-style-type: none"> • Minutes accurately reflect all business transacted during presentation. 	25	
Format of Minutes <ul style="list-style-type: none"> • Chapter Name • State Name • Date • Place • Signatures 	10	
Grammar, Style and Legibility <ul style="list-style-type: none"> • Complete Sentences [0-5 pts] • Correct Spelling [deduct 1 pt/mistake] • Correct Punctuation [deduct 1 pt/mistake] • Legibility/Clarity [0-10 pts] 	15	
Total Score:	50	

Judge's Name: _____ Signature/Date: _____

National FFA Parliamentary Procedure CDE Form 2 Team Score Sheet

Chapter: _____ State: _____ Team No.: _____

Participants	Required Motion [20 pts. max/ member]	Debate [60 pts. max/member] [20 pts. max/ debate]	Additional Motion [20 pts. max/ member]	Individual Questions [12 pts. max/ member]	Individual Total 112 pts. max/ member
1					
2					
3					
4					
5					
Chair	Chair's Question ~ [12 points maximum]				
	Ability to Preside ~ handling of motions, keeping members informed, use of the gavel, distribution of debate. [80 points maximum]				
	Leadership ~ stage presence, poise, self-confidence, politeness and voice [20 points maximum]				
Team's General Effect	Conclusions Reached by Team ~ [50 points maximum]				
	Team Effect ~ [50 points maximum]				
	Team's voice, poise, expression and appearance ~ [50 points maximum]				
General Questions	Questions for clarification of the presentation [28 points maximum]				
Written Test	Average of the six individual test scores [100 points maximum]				
Secretary Minutes	Score for presentation minutes ~ [50 points maximum]				
	Subtotal				
Deductions	Deductions for parliamentary mistakes ~ [5 to 20 points per mistake] [omitting assigned motion - 50 points]				
	Deductions for overtime ~ [2 pts./second over 10:30]				
	Total Team Score				

Judge's Name: _____ Signature/Date: _____