



# CONDUCT OF CHAPTER MEETINGS LDE

## PURPOSE

To introduce seventh, eighth and ninth grade FFA members to parliamentary procedure while learning how to conduct efficient meetings and build their communication skills.

## ELIGIBILITY

The participant must be an active member of a chartered Florida FFA Chapter and enrolled in grades 7, 8 or 9. Each chapter may enter one team of seven individuals.

## EVENT PROCEDURES

A team will consist of seven members of the same chapter. No alternates will be permitted. Members will fulfill the duties of President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, and Junior Advisor. The member who performs the advisor's role in opening ceremonies will participate in the entire event.

FFA members are to wear INDOOR FFA Official Dress, and will be scored accordingly. Recording of presentations is permitted by one person from each participant's chapter for that participant only. The room will be pre-set with a lectern, tables, chairs, station markers, and an electronic timer. All participants will be provided pencils and paper to take notes during the entire demonstration.

The student advisor will participate during the opening ceremonies for the advisor's part and then will take on the role of a member to participate in debate and may be assigned a motion and will be asked an oral question.

## PRESENTATION

Each participant will receive a card (see the sample below) with the main motion and the four required motions from the list of permissible motions. Four of the six participants on the floor will be assigned a required motion. The items will be marked in bold print and underlined on their cards to indicate the motion assigned.

## Sample Card

### MAIN MOTION:

I move that our chapter organize a district novice parliamentary procedure competitive event.

### REQUIRED MOTIONS:

Raise a Question of Privilege

Previous Question

### **Amend**

Point of Order

Underlined and bolded motion is your required motion

Required motion must be demonstrated by the officer that the motion is assigned to for points to be scored. If the assigned motion is used by another officer it must be properly renewed again if allowed by the assigned officer to score points.

Judges will score all member debates, only the top three debates per team member will impact final team score.

•If the privileged motion recess is adopted, members must stay at their officer stations and may not talk or signal each other.

Four of the six participants on the floor will be assigned a required motion. The motion will be marked in bold print and underlined on their cards to indicate the motion assigned.

The demonstration including the opening and closing ceremonies will not exceed 13 minutes. (Penalties will be assessed see starting at 13:01).

A time clock or time card will be provided so that the team can see. The clock will count up from zero minutes starting with opening ceremonies (signaled to begin by two taps of the gavel by the president) and stop when closing ceremonies are completed. If a time clock is not used, the timekeeper will signal the team with large cards at the elapsed times of nine and 11 minutes.

## MAIN MOTION

There is no pre-determined list of main motions. Main motions are determined annually by the event superintendent and must be developed for any of the three divisions of the chapter program of activities, which includes grow leaders, build communities and strengthen agriculture.

The order of business will begin at the conclusion of opening ceremonies and will begin with the consideration of new business (other items normally on the order of business are not to be considered). After opening ceremonies are completed, a member on the floor will gain recognition and state the main motion which will not be assigned to any particular officer.

The motion to adjourn is not allowed. Closing ceremonies must be performed.

Rubric should be used to determine the ranking of teams for each round.

Point of order and parliamentary inquiry may be used with no point deduction, if not listed on the motion card when used appropriately. Use of other motions not listed on the motion card have no point value and will result in a point reduction not to exceed 20 points per instance.

## EVENT MATERIALS

**MATERIALS PROVIDED:**

- Gavel (teams may use their own gavel if they so desire)
- Officer station markers
- Digital timers

**MATERIALS STUDENTS MUST PROVIDE:**

- Pencils

**TEAM PRACTICUM****PERFORMANCE PRACTICUM****TEAM PRESENTATION****ROUNDS**

The preliminary round (if needed) will have multiple sections. Each section shall be made up of no more than six teams. The top two teams from each section will advance to the final round.

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

**MEMBER RECOGNITION**

A member may speak in debate on the main motion and conclude by offering a secondary motion. While it is discouraged, judges will award points accordingly for both the debate and the secondary motion.

**DEBATE**

Only the top three debates per member will be tabulated in the presentation score. No more than two debates per member per motion will be tabulated.

Any assistance given to a team member from any source other than the leadership development event officials will be sufficient cause to eliminate the team from the career development event. Team members may have no contact with individuals other than team members from the time the event begins (when placed in a holding room) until the team has completed its participation in the event.

**INDIVIDUAL PRACTICUM****KNOWLEDGE PRACTICUMS****WRITTEN EXAM**

A written exam will consist of 25 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 25 points. The score of the seven-team members will be used to compute the total team score in each round. The exam questions will focus on the following topics:

- Permissible Motions
- Order of business
- Officer Duties and Meeting Room Preparation (FFA Manual)

**INDIVIDUAL ORAL QUESTIONS**

Judges will ask one oral question (which may contain one to two parts) per participant. Oral questions will be predetermined and related to the permissible motions, general purposes of parliamentary procedure or officer duties and responsibilities. The same set of questions will be used for each team in each flight of the event.



## SCORING

Practicum	Activity	Individual	Team
Knowledge	Written Exam	25	175
Performance	Opening Ceremony	15	105
Performance	Debate	45	315
Knowledge	Oral Questions	10	70
Performance	Required Assigned Motion		200
Performance	Conclusions Reached		65
Performance	Team Voice, Poise, Expression		50
Performance	Closing Ceremony		20
Official Dress		50	
<b>Total</b>		<b>145</b>	<b>1350</b>

Teams shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each team shall then be added, and the winner will be that whose total of rankings is the lowest. Other placings shall be determined in the same manner. (low point method of selection)

### GUIDELINES FOR SCORING DISCUSSION

- It is essential that each judge observes and maintains consistent criteria in scoring debate for the duration of the event.
- 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.

Each time a participant in the presentation discusses any motion, they may earn a score. However, an individual may never earn more than 60 points in a given presentation. 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 an extension of debate is passed.

### CHARACTERISTICS OF EFFECTIVE DEBATE

Characteristics of effective debate include the member's ability to state their position, provides reason(s) supporting their position and tells or encourages the delegation how to vote. The delivery of the debate will include:

- Completeness of thought
- Logical reasoning
- Clear statement of speaker's position
- Conviction of delivery
- Concise and effective statement of debate

### GOOD DEBATE

A good debate would be characterized by a presentation that includes the components of a good debate as well as the quality of delivery in which the debate is delivered. Those components are:

- States position
- Provides more than one reason supporting their position
- Tells delegation how to vote

### AVERAGE DEBATE

An average debate would be characterized by a presentation that includes only one supporting reason or lacks in the quality of delivery.

- States position
- Provides one reason supporting their position
- Tells delegation how to vote

### **POOR DEBATE**

A poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. As well as, the omission of one or more components of an effective debate.

## **TIE BREAKERS**

In the event of a tie in team scores, the following events will be used in order to determine award recipients:

1. Total debate score
2. Total written exam score

## **AWARDS**

Awards will be presented during a designated session at the annual State FFA Convention and Expo.

Awards will be presented to the top five teams as well as the overall high individual 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 Florida FFA Foundation.

## **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 texts will be:

- Robert's Rules of Order Newly Revised (latest edition)
- Dunbar's Manual of Parliamentary Procedure Test Questions (by Shane D. Dunbar)
- Parliamentary Procedure Oral Questions (by Shane D. Dunbar)
- Parliamentary Procedure Judging Guide (by Shane D. Dunbar & James J. Connors)
- Additional references may include FFA New Horizons magazine, the Official FFA Manual, the FFA Student Handbook and the Official Chapter Secretary's Book.



NATIONAL FFA  
CAREER AND LEADERSHIP  
DEVELOPMENT EVENTS

## Judges Rubric Worksheet

	WRITTEN TEST	OPENING CEREMONY	DEBATE	ORAL QUESTIONS	INDIVIDUAL TOTAL
President	(25)	(15)	**( 45)	(10)	(95)
Vice President	(25)	(15)	(45)	(10)	(95)
Secretary	(25)	(15)	(45)	(10)	(95)
Treasurer	(25)	(15)	(45)	(10)	(95)
Reporter	(25)	(15)	(45)	(10)	(95)
Sentinel	(25)	(15)	(45)	(10)	(95)
Advisor	(25)	(15)	(45)	(10)	(95)
<b>INDIVIDUAL TOTALS</b>	(175)	(105)	(315)	(70)	(665)
Required Assigned Motions	(4)	(50)	(65)		(200)
Conclusions Reached		(65)	(50)		
Team Voice, Poise, Expression		(50)	(20)		
Closing Ceremony		(20)			
<b>TEAM TOTAL</b>					(335)
Deductions for parliamentary errors range from 5-25 points** per error depending on the severity					
Opening Ceremonies Errors -1 point deduction per missed or added word during the opening and closing ceremony – Maximum of 15 points total per officer					
Deductions for overtime The time penalty is 2 points per second over 13 minutes.					
<b>TOTAL POINTS</b>					<b>(1000)</b>

\*\*These points are distributed based on the chair's ability to preside.



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# Rules for the Permissible Motions

Standard Descriptive Characteristics (see current edition of Robert's Rule of Order, Newly Revised)

MOTION NAMES, CLASS <sup>1</sup> AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
<b>CLASS: Privileged Motions</b> (Deals with special matters of immediate or overriding importance to the business of the assembly)					
<b>Recess</b> (Provides a brief break)	No	Yes	No	Yes <sup>2</sup>	Majority
<b>Raise a Question of Privilege</b> (Asks an urgent question regarding rights and privileges of the assembly)	Yes	No	No	No	No vote. Chair rules
<b>CLASS: Subsidiary Motions</b> (Aids the assembly in handling or disposing of a main motion)					
<b>Previous Question</b> (Closes debate and goes directly to a vote and prevents the making of subsidiary motions listed on this table)	No	Yes	No	No	Two-thirds
<b>Postpone Definitely</b> (Puts off further consideration of the main motion to a later time, not beyond the next regular scheduled meeting if within a quarterly interval)	No	Yes	Yes	Yes	Majority (Two-Thirds if made a Special Order)
<b>Commit or Refer</b> (Refers the motion to a committee)	No	Yes	Yes	Yes	Majority
<b>Amend</b> (Proposes to change a motion)	No	Yes	Yes <sup>3</sup>	Yes	Majority
<b>Postpone Indefinitely</b> (Rejects or kills the main motion)	No	Yes	Yes	No	Majority
<b>CLASS: Main Motions</b> (Introduces new business to the assembly)					
<b>Main Motions</b> (Introduce new business to the assembly)	No	Yes	Yes	Yes	Majority

*Rules for the Permissible Motions continued*

MOTION NAMES, CLASS <sup>1</sup> AND PURPOSES	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED?
<b>CLASS: Incidental Motions</b> (Related to the pending business and must be decided immediately)					
<b>Parliamentary Inquiry</b> (Allows a member to ask a question related to parliamentary law or the rules of the organization)	Yes	No	No	No	No vote. Chair answers
<b>Division of the Assembly</b> [Requires a standing (rising) vote]	Yes	No	No	No	No vote. Demand
<b>Point of Order</b> (Requests that the rules be enforced)	Yes	No	No	No	No vote. Chair usually rules <sup>4</sup>

- 1. Motions that bring a question again before the assembly are not required for this event.*
- 2. Amendable with respect to the length of the recess*
- 3. Debatable if applied to a debatable motion*
- 4. Assembly decides by a majority vote if the chair does not want to make a ruling.*



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**DEVELOPMENT EVENTS**

## Deductions for Parliamentary Procedure Errors

The table below shows the recommended deductions that judges will use for parliamentary procedure errors. If a parliamentary procedure error is made and a point of order is called at the time of the infraction and promptly ruled on by the chair correctly, points should not be deducted. “Members” are the team members other than the chair.

<b>PARLIAMENTARY PROCEDURE ERRORS</b>	<b>Severity of Point Deduction</b>	<b>Point Deduction</b>
<b>VIOLATIONS RELATED TO USING A MOTION IMPROPERLY</b>		
Postpone Indefinitely (when qualified. e.g., a time is given)	****	
Parliamentary Inquiry (when used to ask another member a question)	***	
Raise a Question of Privilege (when used to ask a question of another member or ask a question related to parliamentary procedure)	***	
<b>VIOLATIONS RELATED TO THE CHAIR</b>		
Improper use of the gavel	*	
Referring to him/herself in the first person (e.g., “I”)	*	
Failing to announce results of vote	*	
Not obtaining a second before stating or putting the motion	**	
Not calling for a negative vote	**	
Failing to call for debate on a debatable motion	**	
Ignoring a member requesting the floor	**	
Taking a hand vote after a Division of the Assembly has been called	**	
Taking a voice vote on a motion that requires a two-thirds vote	**	
Failing to take a vote on a motion	***	
Taking an incorrect vote (e.g., majority when two-thirds required or vice versa)	***	
Stating a personal opinion	****	
Not giving preference in recognition to maker of motion if he/she has not debated	**	
Not giving preference in recognition to member who has not debated	**	
Not alternating debate between those opposed and those in favor of a motion (if known)	*	
Neglecting to notify members to be seated after taking a standing (rising) vote	*	
Arbitrarily stopping debate	**	
Not completing all steps in the announcement of the vote.	**	

*Deductions for Parliamentary Procedure Errors continued*

<b>PARLIAMENTARY PROCEDURE ERRORS</b>	<b>Severity of Point Deduction</b>	<b>Point Deduction</b>
<b>VIOLATIONS RELATED TO AMENDMENTS</b>		
Adding words to middle (instead of end) of motions	*	
Striking words that result in incomplete wording for main motion	*	
Inserting “not” to make the motion a negatively worded motion	*	
Making an amendment that is not germane	**	
Amending a non-amendable motion	****	
Making a third-degree (tertiary) amendment	****	
<b>VIOLATIONS RELATED TO MOTIONS</b>		
Chair not restating the motion as it was moved by a member	*	
Member incorrectly stating a motion (e.g., “I motion that...”, using incorrect postpone, etc.)	*	
Chair restating motion before it receives a second	**	
Taking up a motion out of the order of precedence	****	
Member makes an assigned motion in the wrong class (e.g., the assigned privileged motion to Recess is made when no question is pending. It is therefore classified as an incidental main motion)	****	
Member calling out “Question” from his/her seat to stop debate	***	
Member not including special committee size and method of appointing members when making the motion to Commit or Refer	***	
<b>VIOLATIONS RELATED TO DEBATE BY MEMBERS</b>		
Not getting recognized before debating (discussing) a motion	*	
Not addressing debate through the chair	*	
Addressing other members by name	*	
Debating more than two (2) times on a single motion	**	
Debating against a motion they moved	**	
Debating a non-debatable motion	****	
Debate not germane	***	
Debating a motion after it is adopted (e.g., debating an amendment after it is adopted while the main motion it is applied to is immediately pending)	***	

**Note:** star ranking system\* = least amount of deduction to \*\*\*\* = greatest amount of deduction



# COMPETITIVE EVENT POLICIES & PROCEDURES

## PHILOSOPHY

The National FFA Organization and Florida FFA Association are dedicated to organizing experiences that will meet the future needs of students while accomplishing the current purposes of agricultural education.

The primary goal of career and leadership development events is to develop individual college and career readiness skills through personal growth and premier leadership.

Individuals will be challenged to develop critical thinking skills, effective decision making skills, foster teamwork and promote communication while recognizing the value of ethical competition and individual achievement.

The activities in each event:

- Include problem solving, critical thinking and teamwork skills, where appropriate.
- Encourage appreciation for diversity by reducing barriers to participation among members.
- Develop general leadership and recognize individual and team achievement.
- Promote concentrated focus on future needs of members and society.

Career and Leadership Development Events should reflect instruction that currently takes place in the entire agricultural education program, including classroom instruction, laboratory instruction, instruction in leadership and supervised agricultural experience. Events are intended to be an outgrowth of instruction. Also, it is appropriate for the national organization and the state association to develop events and awards that stimulate instruction in emerging areas that reflect both current and future community, national and global workforce needs. Those events should be developed with significant input from FFA members, teachers, partners, respective industry sponsors and others involved in agricultural education. The National FFA Organization and Florida FFA Association continues to encourage accessibility and provide opportunities for achievement and recognition for students with diverse backgrounds.

Events that include team activities should be based on cooperation and teamwork while recognizing the value of competition and individual achievement. Where appropriate, team activities will be included that require two or more members from one chapter working cooperatively.

## POLICIES & PROCEDURES

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

Florida FFA staff and event superintendents will use the published policies and procedures to organize and implement the Florida FFA Career and Leadership Development Events. Event activities may not be conducted due to lack of necessary materials, expertise or extreme impact to event budgets. Teams will receive the current event format prior to the event.

## ELIGIBILITY OF PARTICIPANTS

Each participant must be a current dues paying member in good standing with the local chapter, state FFA association, and National FFA Organization for the school year during which the event is held (or the previous year).

The participant must be enrolled in Agriculture, Food and Natural Resources Education, and maintain a Supervised Agricultural Experience (SAE) program.

**Note:** Certain exceptions may apply as follows. If a student is unable to enroll in an agriculture course due to extenuating circumstance, such as program closure or scheduling problems, that student may maintain active membership status for up to one membership year by paying local, chapter and state dues and by maintaining a Supervised Agricultural Experience (SAE) program and active involvement with the local FFA chapter. This period of FFA membership will be terminated at the end of that membership year if the student does not re-enroll in a systematic program of agricultural instruction.

If a student moves to a different chapter once he/she has qualified as a chapter representative in a CDE/LDE that student may be allowed to compete in the state event with the school he/she qualified with during the qualifying year. **Note:** this only applies to LDEs held at State FFA Convention.

A member who is a former state winner, either individual or team, in a particular FFA CDE/LDE is not eligible to compete in that CDE/LDE area again, with the exception of teams/individuals who win on the middle school level and then compete in the same CDE/LDE on the high school level.

The student must not have previously participated in a National Career or Leadership Development Event of the same kind.

Florida FFA will only permit students in grades 9-12 to represent Florida at national Career/Leadership Development Events, with the exception of the Creed LDE and Conduct of Chapter Meetings LDE. Creed and Conduct of Chapter Meetings will be open for students in grades 7-9

In the event that one, two, or three members of a four member team are ineligible to compete in national competition, the advisor must substitute eligible members from the chapter to compete nationally. Members serving as substitutes will be ineligible for future competition in that contest or award program area.

Few exceptions will be made in the scheduling of events for teams participating in two events, which are held simultaneously. Prior notice must be given to the Florida FFA Association office for such consideration.

## REGISTRATION

Pre-registration is required for all events at the sub-district, district and state level, unless

otherwise announced by the Florida FFA Association. Chapters should register at [www.flaffa.org](http://www.flaffa.org). Registration will open approximately four (4) weeks prior to the event and will close approximately two (2) weeks prior to the event, as published on the official Florida FFA calendar.

Following the close of registration, a list of registered teams will be distributed electronically. If a chapter's name does not appear on the list as a result of registration error, notification must be made to the Florida FFA Office within twenty-four (24) hours or by the published deadline.

Chapters not properly registered will not be eligible for competition.

## DISQUALIFICATION

A member or team may be disqualified from an event if:

- There is any communication, verbal or non-verbal, between participants during the event. The only exception to this would be communications between team members during the team activity portion of a given event.
- Any assistance is given to a team member from any source other than the event officials or assistants.
- Event superintendents stop any participants for manners they deem to be hazardous to themselves or others. Such action shall deem the individuals disqualified for that section of the event.
- Participants start the event and do not complete the event without notifying event officials at the time of departure. This can affect the overall team rank and position. In some events this will also disqualify the entire team.
- Participants 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.
- Participant, team, advisor or coach gains access to real materials that will be utilized by the event committee during competition. Any team, participant, advisor or coach reported and provento do so will be disqualified from the event.
- It is prohibited for an advisor or anyone else to register their members under another member or chapter name. If this rule is violated, the chapter(s) involved will be disqualified from the event.

## GENERAL GUIDELINES

1. Advisors should properly instruct students how to participate in a CDE/LDE prior to arrival at the event (including judging card completion, contest expectations, etc.).
2. Contestants must provide their own pens, pencils, erasers, clip boards and other necessary items necessary for competition.
3. Late arrivals may be ineligible for competition. Decisions regarding participation will be made at the discretion of the CDE/LDE superintendent.
4. FFA members should be in official dress, appropriate to the event, and will be scored accordingly. (See Official Dress Scoring for details.)
5. All participants will be assigned to a group number and are to stay with their assigned group at all times or until told otherwise by the event superintendent or group leader.
6. All participants will be given an identification number by which they will be designated for the event. It is imperative that participants make sure that the identification they were assigned matches the identification number on their materials.
7. FFA members are strongly encouraged to eat a healthy meal prior to start of the event in addition to staying properly hydrated for the duration of the event.
8. FFA members and advisors should act in a manner that will reflect favorably on the FFA chapter and the school.
9. Advisors will be expected to assist in event facilitation (i.e. act as group leaders, room

- monitors, proctors, etc.) as requested by the CDE/LDE superintendent.
10. If membership is questioned in any competitive event or award programs held above the chapter level, the advisor must then show evidence that state and national dues were paid by the member prior to the student having participated in that event or award program.
  11. Upon notification from the state office indicating the chapter's ineligibility, (i.e. the initial membership roster, dues and Quality Chapter Planning Guide have not reached the state office) all members in that chapter are ineligible for competition above the chapter level until the roster, dues and Quality Chapter Planning Guide are received in the state office.
  12. Judging cards that are incorrectly completed (i.e. contestant number not shaded in, stray marks, etc.) will not be scored.
  13. In the case that a team who has qualified at a qualifying event, not held at the State FFA Convention, notifies the State FFA Office, in writing, two (2) weeks prior to the Finals event that they are unable to compete, the State Association has the authority to allow the next qualifying team to participate.
  14. In the case that a team/individual who has qualified at a qualifying event, held at the State FFA Convention, notifies the State FFA Office, in writing, thirty days prior to the start of convention that they are unable to compete, the State Association has the authority to allow the second place team/individual from that district or the next qualifying team/individual to participate.
  15. Materials that have been used by chapters and coaches as resources for training purposes should not be presented in the same visual manner in the official CDE/LDE.

## TABULATION OF RESULTS

1. At the conclusion of each event all completed cards will be delivered to the event coordinator for tabulation.
2. Event results will be posted the first business day following the event on the Florida FFA Association website at [www.flaffa.org](http://www.flaffa.org).
3. Team scores and team names will be posted rank order as well as the names of the winning team members and high individual. Individual team results will also be provided at this time.
4. State CDE/LDE results are considered unofficial for (2) business days following publishing. It is the responsibility of the FFA Advisor to request and review individual team results. Any appeal must be made to the FFA Executive Secretary in writing for necessary adjustments to be made. At the close of business on the second business day following publishing, results will be official.
5. Sub-District and District CDE/LDE results for individual and team events are to be considered final as announced onsite at each event location.
6. Completed cards and testing materials of individual and team participants will not be returned for local, district or state competition.
7. For events with subjective scoring, participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant shall then be added, and the winner will be that whose total of rankings is the lowest. Other placings shall be determined in the same manner. (low point method of selection)

## OFFICIAL JUDGES

Official judges for each event will be selected by the CDE/LDE Superintendent or his or her representative. Careful consideration should be given to select qualified and competent judges.

Guidelines for Official Judges include:

- Official judges should make their placing in the same manner as is required of contestants with respect to handling specimens or animals.
- Official judges will give their completed official placings and scores to the event coordinator.
- Placings by the official judges must be kept confidential until the event is completed and

public announcements are made.

- Judges of Leadership Development Events are encouraged to use official comment cards provided to offer feedback to individual contestants.
- Current FFA Advisors are not permitted to serve as judges with the exception of the state Parliamentary Procedure LDE and/or other events which require certain expertise and as deemed appropriate by the event superintendent and Florida FFA Association.
- Judges decisions are considered final.

## ADVISOR ATTENDANCE

As a matter of policy set by the Board of Directors of the Florida FFA Association, it is required that an advisor or other school district approved representative accompany all students to, from and while attending any Florida FFA event or activity. In the event that the advisor is unable to attend, a school district representative must be appointed by the school principal or superintendent and permission must be provided in writing to the Florida FFA Association. In the event that this policy is not followed, the student(s) will not be permitted to attend the event.

## RULES & REVISIONS

As a matter of policy set by the FFA Board of Directors, authority is given to State FFA Staff to make technical revisions to Career and Leadership Development Event rules as necessary.

In addition, Board Policy directs CDE/LDE superintendents to follow CDE /LDE rules as closely as possible while also allowing the CDE/LDE superintendent the flexibility to make adjustments as necessary based on availability of resources.

## ACCESSIBILITY FOR ALL STUDENTS

All special needs requests and appropriate documentation must be submitted at the time of registration.

## HONESTY AND INTEGRITY

Florida FFA expects students to be honest in all of their work, including work outside of the classroom related to Career Development Events (CDE) and Supervised Agricultural Experience (SAE) programs. By participating in a competitive event, FFA members, advisors and proctors agree to adhere to high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in disciplinary action, up to and including event disqualification, loss of Quality FFA Chapter Status and termination of active FFA membership.

As an integral component of school-based agricultural education, FFA is obligated to report cases of student, teacher, chaperone or proctor dishonesty to the school district.

All FFA members and advisors have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:

I. By registering for or participating in any FFA event, FFA chapter representatives, including students and adults, agree to adhere to the following academic honesty code. FFA chapter representatives that do not agree to this policy should not register or participate. I understand that FFA expects its students and teachers to be honest in all of their work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including event disqualification, loss of Quality FFA Chapter Status and termination of active FFA membership.

II. The conduct set forth hereinafter constitutes a violation of the Academic Honesty Policies. Those adjudged to have committed such conduct shall be subject to discipline. Violations of the Honor

Code and Policies include but are not limited to the following:

### CHEATING

The improper taking or tendering of any information or material which shall be used to determine academic or competitive credit. Examples include but are not limited to the following:

- Copying from another student's test or materials.
- Allowing another student to copy from a test or materials.
- Using unauthorized materials during a test, such as the textbook, notebook, formula lists or notes, including those stored in a calculator or other electronic device.
- Collaborating during an event or activity with any other person by giving or receiving information without authority.
- Having another individual write or plan a paper, including those bought from research paper services.

### PLAGIARISM

The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression, as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student or teacher.

When a student submits oral or written work that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. It is the FFA advisor's responsibility to monitor and have an accurate understanding of the source of the students work.

Examples include:

- Quoting another person's actual words.
- Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
- Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.
- Failing to accurately document information or wording obtained on the internet.
- Submitting anyone else's work as one's own work.
- Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
- Offering, giving, receiving or soliciting of any materials, items or services of value to gain competitive advantages for yourself or another.

### BRIBERY

The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another.

### MISREPRESENTATION

Any act or omission with intent to deceive an event official for competitive advantage.

Misrepresentation includes lying to an event official or misstating the facts to increase your competitive standing.

### CONSPIRACY

The planning or acting with one or more persons to commit any form of academic dishonesty to gain competitive advantage for yourself or another.

### FABRICATION

The use of invented or fabricated information, or the falsification of research or other findings with

the intent to deceive for competitive advantage.

Examples include:

- Citing information not taken from the source indicated.
- Listing sources in a Works Cited or reference not used in the academic exercise.
- Inventing data or source information for research or other academic exercise.
- Submitting any academic exercise as one's own prepared totally or in part by another, including on-line sources.
- Taking a test for someone else or permitting someone else to take a test for you.

### COLLUSION

The act of working with another person on an competitive undertaking for which a student is individually responsible. Unless working together on an individual practicum has been prior approved, it is not allowed. On team practicums, students must stay within the guidelines set by the event coordinator. If the event coordinator provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies and Rule.

### COMPETITIVE MISCONDUCT

The intentional violation of integrity by tampering with scores or taking part in obtaining or distributing any part of a test or practicum.

Examples include:

- Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers without authorization.
- Asking or bribing any other person to obtain a test or any information about a test.
- Changing, altering, or being an accessory to changing and/or altering of an exam response or a grade recorded.
- Continuing to work on an examination or practicum after the specified time has elapsed.

### IMPROPER COMPUTER/CALCULATOR USE

Examples of improper computer and/or calculator use include but are not limited to:

- Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
- Sharing a calculator or computer while leaving answers on display or in memory.
- Submitting a duplicate printout with only the student's or chapter's name changed. This applies to all FFA events, awards and activities.

### IMPROPER ONLINE TESTING USE INCLUDE:

- Having or providing unauthorized outside help when completing online assessments.
- Obtaining access to confidential test materials or questions before online assessments.
- Agriculture Teachers being in the room during online testing and/or certification.
- Proctors must not administer tests to their family members.
- Taking a test for someone else or permitting someone else to take a test for you.

NOTE: A third-party designated proctor must administer all FFA related exams and certifications. Third-party proctor must have received notification of and agree to these policies and may be required to submit documentation certifying the integrity of the online exam process. A third-party proctor cannot be the agriculture teacher(s). Examples of acceptable third-party proctors include: school administrators, computer lab coordinators, media specialists, guidance counselors, testing coordinators, teachers not affiliated with the agriculture program, other non-instructional school or school district officials.

### DISRUPTIVE BEHAVIOR

Each chapter representative's behavior during an FFA event or activity is expected to contribute

to a positive learning/teaching/competitive environment, respecting the rights of others and their opportunity to learn or participate. No chapter representative has the right to interfere with this process, including the posting of inappropriate materials on social media sites.

FFA event officials have the authority to ask a disruptive chapter representative to leave the event or activity and will report the incident as appropriate.

### ELECTRONIC DEVICES

The use of cell phones or other electronic devices are not allowed during any FFA competitive event or activity, unless prior approval is given from the event coordinator.

## OFFICIAL DRESS, NUMBER OF PARTICIPANTS AND NUMBER OF SCORES FOR TEAM TOTAL

Competitive Event	Indoor/Outdoor	Max Participants	Scores Counted	Calculator	Preliminary	Coordinator
<b>CAREER DEVELOPMENT EVENTS</b>						
Agricultural Communications (HS)	IN	4	3	No	Yes	Dr. Ricky Telg
Agricultural Education (HS)	IN	1	N/A	No	Yes	Dr. Grady Roberts
Agricultural Sales (HS)	IN	4	3	No	No	Dr. Al Wysocki
Agricultural Technology and Mechanical Systems (HS)	^	4	3	Yes	Yes	Hal Moon & David Byrd
Aquaculture (HS/MS)	OUT	4	3	Yes	Yes	Carlos Martinez
Citrus (HS/MS)	IN	4	3	No	No	David Byrd
Dairy Cattle Evaluation and Management (HS/MS)	OUT	4	3	Yes	Yes	Chris Holcomb
Environmental Science and Natural Resources (HS)	OUT	4	3	Yes	Yes	Diane Mealo
Farm and Agribusiness Management (HS)	IN	4	3	Yes	No	Dr. Dustin Bass
Floriculture (HS/MS)	OUT	4	3	Yes	No	Merry Mott
Food Science and Technology (HS/MS)	IN	4	3	Yes	Yes	Drs. Keith & Renée Schneider
Forestry (HS/MS)	OUT	4	3	Yes	Yes	Jim Fleming
Horse Evaluation (HS/MS)	OUT	4	3	No	Yes	Dr. Sandra TenBroeck
Land Judging (HS/MS)	OUT	4	3	No	Yes	Dr. Rex Ellis
Livestock Evaluation (HS/MS)	OUT	4	3	No	Yes	Dr. Chad Carr
Meats Evaluation and Technology (HS/MS)	^	3*	3*	Yes	No	Dr. Chad Carr & Larry Eubanks
Nursery and Landscape (HS/MS)	OUT	4	3	Yes	No	Merry Mott
Ornamental Horticulture Demonstration (HS/MS)	IN	1-2	N/A	No	Yes	Dr. Ed Osborne
Poultry Evaluation (HS/MS)	OUT	4	3	No	No	Dr. Michael Davis
Safe Tractor Operations and Maintenance (HS)	OUT	1	N/A	No	Yes	Pam Walden
Tool Identification (MS)	IN	4	3	No	No	Scarlett Jackson
Vegetable Identification and Judging (HS/MS)	OUT	4	3	No	No	Lynn Nobles
Veterinary Assisting (HS)	^	4	3	Yes	Yes	Carrie Jo Anderson

\* MS Meats is a 4 member team, 3 scores counted.

^ See event rules for specific clothing requirements

<b>LEADERSHIP DEVELOPMENT EVENTS</b>						
Agricultural Issues Forum (HS)	IN	3-7	Team	No	No	Pam Walden
Conduct of Chapter Meetings (HS/MS)	IN	7	7	No	No	Charlotte Emerson
Creed Speaking (HS/MS)	IN	1	N/A	No	Yes	Becky Sharpe
Extemporaneous Public Speaking (HS/MS)	IN	1	N/A	No	Yes	Robert Raulerson
Employment Skills (HS)	IN	1	N/A	No	Yes	Shirley Carte & Doug Register
Opening and Closing Ceremony (MS)	IN	7	Team	No	Yes	Erica Hall
Parliamentary Procedure (HS/MS)	IN	6	Team	No	Yes	Charlotte Emerson
Prepared Public Speaking (HS/MS)	IN	1	N/A	No	Yes	Dr. Brian Myers



# OFFICIAL DRESS SCORING

## FFA OFFICIAL DRESS

The uniform worn by FFA members at local, state and national functions is called Official Dress. It provides identify and gives a distinctive and recognizable image to the organization and its members. Official Dress has been worn with pride by millions of FFA members since 1933.

### OFFICIAL DRESS FOR A FFA MEMBER INCLUDES:

- An official FFA jacket zipped to the top
- Black slacks or black skirt
- White collared blouse or white collared shirt
- Official FFA tie or Official FFA scarf
- Black dress shoes with a closed heel and toe
- Black socks or hosiery

Note - official garb of recognized religions may be worn with official dress

Note: the skirt is to be at least knee-length, hemmed evenly across the bottom, with a slit no higher than two inches above the knee, excluding the kick pleat. Black slacks may be appropriate for traveling and outdoor activities as outlined in the safety exceptions.

## SAFETY EXCEPTIONS

In extreme condition such as heat or inclement wether students may be asked to remove their FFA Jackets, ties and scarves.

Due to the nature of the event, some events do not require Official Dress. Participants should refer to the event rules for specific clothing instructions for the following events:

- Agricultural Technology and Mechanical Systems
- Meats Evaluation
- Veterinary Assisting

Additional safety exceptions include:

- Rubber boots may be worn during Land Judging. If desired, student can change footwear following Official Dress check prior to the start of the event.

## EVENT CLASSIFICATIONS

### INDOOR/LEADERSHIP EVENTS

- Agricultural Communications
- Agricultural Education
- Agricultural Issues Forum
- Agricultural Sales
- Citrus
- Conduct of Chapter Meetings
- Creed Speaking
- Employment Skills
- Extemporaneous Public Speaking
- Farm and Agribusiness Management
- Food Science and Technology
- Opening and Closing Ceremonies
- Ornamental Horticulture Demonstration
- Parliamentary Procedure
- Prepared Public Speaking
- Tool Identification

### OUTDOOR EVENTS

- Agricultural Technology and Mechanical Systems\*
- Aquaculture
- Dairy Cattle Evaluation and Management
- Environmental Science and Natural Resources
- Floriculture
- Forestry
- Horse Evaluation
- Land Judging
- Livestock Evaluation
- Meats Evaluation\*
- Nursery and Landscape
- Poultry Evaluation
- Safe Tractor Operations and Maintenance
- Vegetable Identification and Judging
- Veterinary Assisting\*

\* See event rules for clothing instructions.

Please review the official dress scoring rubric for specific requirements relation to indoor and outdoor events.

## OFFICIAL DRESS SCORING RUBRIC

GARMENT DESCRIPTION	POINTS
<p><b>FFA JACKET – ZIPPED TO THE TOP</b> Deduct 5 points if unwilling to zip to top</p> <p><i>Note: Points will not be deducted in cases where FFA jacket was unavailable (new members, middle school members, etc.) and all other official dress criteria is followed.</i></p>	<b>15</b>
<p><b>WHITE COLLARED SHIRT / BLOUSE</b> Deduct 5 points if shirt is not solid white or has no collar</p>	<b>10</b>
<p><b>BLACK SLACKS OR BLACK SKIRT</b> Deduct 5 points if skirt is more than 2 inches above the knee Deduct 5 points if fabric has tears or is patterned Deduct 5 points if jeans are worn in Indoor Events</p> <p><i>Note: Black Jeans are acceptable for Outdoor Events.</i></p>	<b>10</b>
<p><b>BLACK DRESS SHOES – CLOSED TOE &amp; CLOSED HEEL</b> Deduct 5 points for open toe and/or open heel</p> <p><i>Note: Dark black or brown shoes/boots are acceptable for Outdoor Events and when black dress shoes are not available.</i></p>	<b>10</b>
<p><b>BLACK SOCKS OR BLACK HOSIERY</b> Deduct 3 points for patterned hosiery</p> <p><i>Note: Students will not be asked to reveal garments that are not otherwise visible. If socks are completely covered by pants and shoes, full points will be given.</i></p>	<b>3</b>
<p><b>OFFICIAL FFA TIE OR OFFICIAL FFA SCARF</b></p> <p>Please note that not all ties and scarves purchased through National FFA are considered to be Official Dress. Please be sure that when purchasing you are purchasing ties and scarves that are listed as Official Dress in the FFA Blue catalog on or on shopffa.org.</p> <p><i>Note: Solid navy or black scarf/tie is acceptable when official FFA scarf/tie is not yet available.</i></p>	<b>2</b>