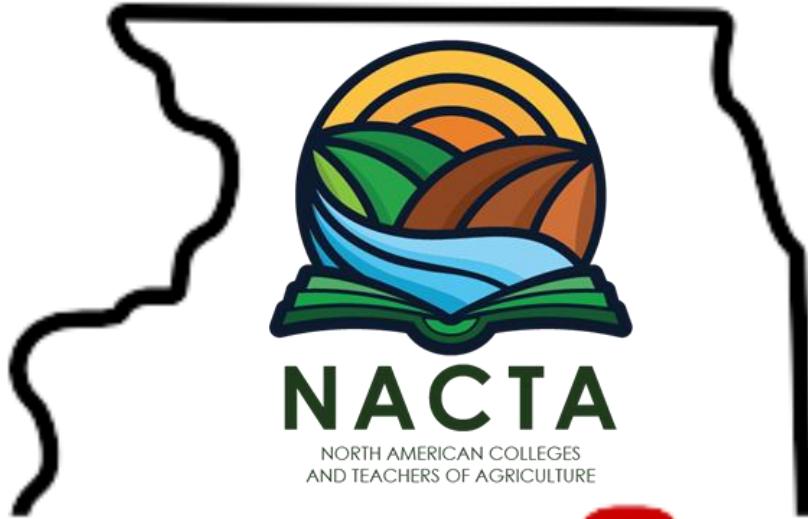


2026 NACTA JUDGING CONFERENCE ILLINOIS STATE UNIVERSITY



ILLINOIS STATE

Agriculture

Parliamentary Procedure

Contest Official Rules

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Parliamentary Procedure Contest Official Rules

The Parliamentary Procedure Contest will consist of three parts:

1. A written, multiple-choice test, with 25 questions
2. A timed demonstration of New Business at a meeting
3. Meeting notes

This contest is adapted from the Alpha Tau Alpha Agricultural Education Conclave Parliamentary Procedure competition.

Teams will consist of five members from the same institution. Each team will have a President who will chair the meeting, a secretary who will record meeting notes, and three delegates.

2-Year and 4-Year divisions will compete at the same time, but will be scored in their respective divisions. Awards will be given to the top teams in each division.

All 5-member teams will serve as the assembly and debate the main motions from assigned topics. Points are earned by the team's score on the written test, the efficiency with which the chairperson conducts the meeting, the number of motions made by members of the assembly, the quality of debate, and the quality of the written meeting notes. Each team's chairperson will conduct a ten-minute mock meeting.

1. Written Test:

Before the team demonstration phase of the contest, every team member will take a 30-minute, 25-question multiple-choice written test covering parliamentary law. The team's cumulative score (5 scores x 25 points each = 125 points maximum) will be used in computing the final team score in this portion of the contest. The multiple-choice test will be written with questions from Dunbar's Manual of Parliamentary Procedure Test Questions.

2. Timed Demonstration:

Chairing Team: Each team's President will chair one 10-minute session. The Secretary of the Chairing Team will act as the meeting secretary. The chairing team's delegates will present the main motions. None of the chairing team's delegates may debate or present any other motions during their chairperson's session. They may only present main motions as necessary to continue the session for a full 10 minutes.

Prior to the start of the contest, a representative from each team will draw three predetermined topics that represent business items a collegiate agriculture club or

society would handle at a business meeting. Pencils and paper will be supplied for the Chair to take notes during the meeting. No other materials may be used by the chair.

The demonstration will begin assuming the meeting is at the beginning of the New Business section on the meeting agenda. The Chair will start the meeting by saying, “The next business in order is New Business. Is there any new business?”

Chairing Team Order: Before the start of the contest, a representative from each team will draw a number indicating the order of participation as the Chairing Team. Four teams will comprise the assembly at any given time. As the next team chronologically assumes the head table, the next team in chronological order shall assume the position of the assembly.

Chairing Team				
Delegate 1, Delegate 2, Delegate 3, Secretary, President, (Team 1)				
Assembly				
(Team 2)	(Team 3)	(Team 4)	(Team 5)	
Delegate 1	Delegate 1	Delegate 1	Delegate 1	
Delegate 2	Delegate 2	Delegate 2	Delegate 2	
Delegate 3	Delegate 3	Delegate 3	Delegate 3	
Secretary 4	Secretary 4	Secretary 4	Secretary 4	
Chairperson 5	Chairperson 5	Chairperson 5	Chairperson 5	

Assembly: Each team will participate as part of the assembly until all teams have served as the Chairing Team. Each team member of the assembly may participate.

A timekeeper will keep track of each session and will call “time” to end a session. If a delegate is presenting or debating a motion, the timekeeper will allow the delegate to finish before time is called. If the assembly completes action on the first main motion, the chairing team’s delegates will present another main motion to continue the session until the ten-minute session is completed. The chairing team will not be scored for presenting main motions.

3. **Secretary Notes:**

Each team will have a Secretary take meeting notes when their team occupies the chair. Pencils and paper will be supplied for note-taking during the meeting for the Secretary. No other materials may be used by the Secretary. Following the meeting, the Secretary will have 15 minutes to finalize the notes. Any notes taken by the secretary during the meeting must be turned in with the official copy of the notes to be scored.

Scoring

Chair: The chair will be evaluated using the Chair Scoring Form on the following:

- A. Ability to be heard
- B. Knowledge of the Rules of Parliamentary Procedure
- C. Ability to control the meeting
- D. Fairness

The Chair's score will be used in computing the final team score.

Secretary: The Secretary will be evaluated using the Secretary Scoring Form. The secretary's notes will begin by recording the first main motion presented by the chairing team. A possible score of 50 points will be allowed for the secretary's notes. The lowest possible score is zero. The Secretary's notes score will be used in computing the final team score.

Assembly: The assembly will consist of all of the teams competing, excluding the delegates of the chairing team. Teams will rotate to take the head table. No team may suspend the rules or propose a motion to adjourn the meeting. Members of the assembly will be evaluated using the Assembly Scoring Form, which will be used in computing the final team score.

Each member of the team will be evaluated on the following:

- A. Characteristics of effective motions- appropriate use of motions, properly moved, clearly stated (0-5 points).
- B. Characteristics of effective debate- completeness of thought, logical reasoning, clear statement of the speaker's position, conviction of delivery, and concise and effective statement of the debate. (0-10 points)

Each time a member of the assembly moves and debates any motion, they may earn a score.

Tie-breakers: In the event of a tie in the team score, the judges will use the Chair's score followed by the Secretary's notes score to break the tie. In the event of a tie in the Chair's score, judges will use scores from the 'Knowledge of Rules or Parliamentary Procedure' and then 'Ability to Control the Meeting' of the Chair Scoring Form. In the event of a tie in the Secretary's score, the judges will use scores from the 'Note Keeping Ability' and then 'Business Session Abilities' of the Secretary Scoring Form.

Judges: One judge will score the Chair of the Chairing Team using the Chair Scoring Form. One judge will score the Secretary of the Chairing Team using the Secretary Scoring Form. Two judges will score the assembly and the Chairing Team using the Assembly Scoring Form. A timekeeper will keep and announce the time throughout the contest.

Contest Procedures

1. Assembly participation: Members of the assembly are not to scream or shout “Mr./ Madam President,” nor wave their arms or rise in an inappropriate, disruptive manner to secure recognition. The principal responsibility for enforcing this and maintaining a dignified and orderly meeting lies upon the Chair.

If an assembly member’s debate is ruled to be out of order because it is not germane, the assembly member will score zero on that debate. The Chair should state that the debate is out of order and may permit the assembly member to continue to make a germane debate, which shall count as a new debate.

Each assembly member is allowed three debates throughout the contest. The penalty for making a fourth or subsequent debate will be that the first debate score will default to zero, and the score of the fourth debate will replace the first. If a member makes a fifth debate, that score will replace the second debate score, and so on.

2. Motions: All motions offered should merit serious consideration. The Chair should refuse to acknowledge dilatory motions. Some examples are motions that are absurd in substance, frivolous (especially amendments), calling for a division when the result is clear, and motions to obstruct business, such as using a series of trivial points of order and appeals, and motions to the table. Judges should not give credit on score sheets for such motions.

Teams are limited to motions listed on the Permissible Motions Form. The Chairing Team will be given a card that lists three topics. Teams are required to propose at least one main motion from the card. The cards will be collected at the end of the contest. No other materials are allowed during the contests. Teams will not be permitted to write on the cards.

Assembly members are only allowed to make each motion once throughout the contest. If an assembly member makes a motion a second time, the penalty will be that the score for the first time will be replaced by the score earned for the second time. For example, if an assembly member made a motion to amend during the first main motion of one session and then made the motion to amend again for the second main motion, the score for the first motion to amend would default to zero, and the score for the second motion to amend would replace it.

Each Assembly Member is limited to the use of only one motion during each time they have the floor. If it appears to the Chair that a participant is using more than one motion during the time they have the floor, the Chair shall so state and shall take the first motion only.

3. Recognition: The Chair should ensure that recognition is rotated among the Assembly to provide equal opportunities for all. Judges of the Chair should pay attention to this point. A severe penalty is provided for deliberate unfairness. No Assembly member shall at any time claim the privilege of yielding the floor to another Assembly member.

Each Chair shall recognize teams as equally as possible during the time they preside and shall not be responsible for correcting inequalities that result from previous sessions of the contest.

4. **Voting**: A voice vote is normally used for most motions. However, when motions require a two-thirds vote and when a *Division of the Assembly* is called, a standing vote must be used. A vote by a show of hands is **not** a *Division of the Assembly*. Assume a quorum is present at the meeting.
5. **Rules of the gavel**: The rules for the use of the gavel are: the gavel is rapped once after a vote, and **if absolutely necessary**, when a slight breach of order occurs (rapped lightly). Example for a main motion: CHAIR: “The ayes have it, and the motion is adopted. We will have an Ag Department picnic next Saturday from 1-2 PM at the City Park.” *Rap the gavel once*. “Is there any further new business?”

Score Sheets

CHAIR SCORING FORM

University: _____ Individual: _____

Judge: _____ Institution: _____

POINTS TO BE CONSIDERED BY THE JUDGES	POSSIBLE SCORE	JUDGE'S SCORE
Ability to be Heard Does the Chair speak distinctly, clearly, and loudly enough? Judge's Notes:	15	
Knowledge of Rules of Parliamentary Procedure Does the Chair keep the group informed at all times? Does the Chair conduct business in the proper order? Does the Chair state, put to vote all appropriate motions moved and announce results? Does the Chair protect the assembly from frivolous or dilatory motions by ruling them out of order? Judge's Notes:	40	
Ability to Control the Meeting Tact: Is the Chair firm, but pleasant, & courteous to all? Does the Chair allow only one at a time to have the floor? Require observance of order and decorum among the members? Information; Is the Chair correct, clear, informative and concise in conducting business? Judge's Notes:	10 15	
Fairness Does the Chair give an equal opportunity to all from the front to the back of the room? Does the Chair prevent a team or teams from monopolizing business? Does the chair encourage or call upon teams that aren't participating to participate Judge's Notes:	20	
Time Deduction ➔		
TOTAL SCORE ➔	100	

Use one sheet for each Chair and carry scores to Team Scoring Sheet

SECRETARY SCORING FORM

University _____

Individual _____

Judge _____

Institution _____

POINTS TO BE CONSIDERED BY THE JUDGES	POSSIBL E SCORE	JUDGE'S SCORE
1. Business Session Abilities	10	
Does the Secretary keep the Chair and member informed? Does the Secretary accurately and readily respond when called upon? Does the Secretary's note taking ability enable the meeting to operate smoothly and timely? Can the Secretary be heard clearly when responding?	10	
Judge's Notes:		
2. Note-Keeping Abilities	40	
All main motions (except such as were withdrawn) and motions that bring a main question again before the assembly, state the number of the mover, worded as adopted or disposed of, and the disposition--including temporary disposition (with any primary and secondary amendments and adhering secondary motions then pending);	10	
Secondary motions not lost or withdrawn where needed for clarity of the minutes;	10	
Points of order and appeals, and reasons the chair gives for the ruling;	10	
Discussions made and if the discussions were for or against the motion	10	
Are the notes brief and orderly? Are the notes easily read? Are the notes dated and signed?	10	
Judge's Notes:		
TOTAL SCORE <input type="checkbox"/>	50	

Use one sheet for each Secretary and carry scores to Team Scoring Sheet

ASSEMBLY SCORING FORM

Judge: _____

Institution: _____

Round: _____

Judges will score the participants' motions from zero (0) to five (5) points based on the following: A) Pertaining to the topic; B) Be introduced by "I move that ..."; C) Be concise; D) Be distinct; and E) Be Clear in meaning and forceful. It is suggested that most main motions have how, who, what, when, and where. Judges should give special consideration to contestant's effectiveness, ability to speak clearly and to the point, to his/her ability to be heard, and knowledge of procedures. Judges will score participants' debate from zero (0) to ten (10) points based on the following: A) State your position in favor or against the motion; B) First reason for support; C) Second reason for support; D) Third reason for support; and E) Encouragement of the assembly to vote in favor (or against) of the motion.

Scoring Example

Classes and Names of Motions	University					
	d1 11	d2 12	d3 13	S 14	C 15	Total
Privileged						
Raise a Question of Privilege	3	2		4	5	14
Incidental						
Point of Order	1	3	3	3	5	15
Division of the Assembly		1	3	5		9
Appeal		1			5	6
Parliamentary Inquiry	3	2	3			8
Withdraw a Motion		3				3
Subsidiary						
Lay on the Table	5	5				10
Previous Question	5	5			5	15
Postpone to a Certain time (or Definitely)	4	3				7
Limit or Extend Limits of Debate	5	2				7
Commit or Refer		2		3		5
Amend		2		3		5
Postpone Indefinitely		5		5		10
Discussion 1 (10)	5	2	3	5	3	18
Discussion 2 (10)	4	3		5	3	15
Discussion 3 (10)	3	3		1	3	10
TOTALS ➔	38	44	12	34	29	157

In this example, the University scored 157 points, total, for this round. Each member is represented by abbreviations according to how they were seated (as outlined in the rules); d1 = delegate 1, S = secretary; P = president. For this round, delegate 1 earned a total of 38 points. You see that delegate 3 was not very involved in the competition during this round, earning only 12 points.

The full score sheet is organized such that all four teams serving as the assembly are scored at the same time. Each university participating will be scored as the assembly four times.

TEAM SCORING FORM

University _____

		Score
Part 1. Written Test	From Team's Cumulative Score	
Part 2. Chair	From Chair Scoring Form	Judge No. 1
Part 3. Secretary	From Secretary Scoring Form	Judge No. 2
Part 4. Assembly	From Assembly Scoring Form	
	Judge No. 3	
	Judge No. 4	Divided by 2
	Total Team Score ➔	

Resources

PERMISSIBLE MOTIONS FORM

Handling Main Motions

Details for handling main motions and amendments are listed in *Dunbar's Meeting Procedure Guide*. See the references listed on the last page.

1. A member rises and addresses the chair (chairperson)
2. The member is recognized by the chair
3. The member proposes a main motion
4. Another member seconds the main motion
5. The chair states the main motion to the assembly
6. The assembly debates the main motion
7. The chair takes a voice vote on the main motion
8. The chair announces the result of the vote on the main motion and the effect of the action

BASIC RULES RELATING TO MOTIONS					
Motion Classes and Names	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Raise a Question of Privilege	No	No	No	(1)	No
Incidental Point of Order Division of the Assembly Appeal Parliamentary Inquiry Withdraw a Motion	No No Yes No *	No No * No No	No No No No No	(1) * (2) (3) (1) Majority *	No No Yes No Yes (neg. only)
Subsidiary Lay on the Table Previous Question Postpone to a Certain Time (or Definitely) Limit or Extend Limits of Debate Commit or Refer Amend Postpone Indefinitely	Yes Yes Yes Yes Yes Yes Yes	No No Yes No Yes Yes Yes	No No Yes Yes Yes Yes No	Majority 2/3 Majority 2/3 Majority Majority Majority	Yes* (neg. only) Yes* Yes Yes Yes Yes Yes (affirm. only)
Main Main Motion	Yes	Yes	Yes	Majority	Yes

*Refer to *Robert's Rules of Order Newly Revised* or the *Parliamentary Procedure Judging Guide* for rule (s)

- (1) The chair decides. Normally no vote taken.
- (2) The chair can complete a *Division of the Assembly* (standing vote) without permission of the assembly and any member can demand it.
- (3) Majority or tie vote sustains the chair
- (4) Debatable when applied to a debatable motion.
- (5) Majority with notice; or 2/3 without notice or majority of entire membership