

# CDE/LDE General Rules

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Rules and events are evaluated and changes recommended by CVATA CDE/LDE Committee. The committee should meet at CVATA Summer and Mid-Winter Conference. Major CDE/LDE changes will only happen during event revision cycles.

## Event Rules

- All participants must turn in to the State FFA Advisor the following completed (with all signatures) forms:
  - Authorization Form
  - Medical Release Form
  - Parent Consent Form
- All forms are a requirement to participate at the Colorado FFA Career Development Events. This requirement is for CSU liability. Your local liability forms will not be accepted. The form will be available on the website.
- No electronic devices are allowed at the events. These can be cause for disqualification.
- This competitive events activity is approved by the Colorado Community College and Occupational Education System and will be hosted by and held at Colorado State University and the location of the annual State FFA convention.
- Any student is eligible, who is a bona fide FFA member, enrolled in secondary agricultural education. If any ineligible participant competes in any event, the team from which the participant is a member shall be declared ineligible for any awards. If a student is entered and is not a dues-paid FFA member on the state roster, they cannot participate. All protests concerning participant eligibility should be made by an instructor and directed to the Chair of the State CVATA CDE/LDE Committee.
- The FFA awards and events are conducted in order to put to use the skills learned in agriculture/agricultural education and to create interest and provide incentive and recognition to members in the different fields of agriculture. Further, it is the purpose of the Colorado Agricultural Education Career Development Event to:
  - Stimulate interest and enhance the instructional program.

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- Stimulate interest and awareness of agriculture occupations.
- Recognize FFA members at the local, state and national levels for exceptional accomplishments in progressing toward specific occupational objectives in agriculture.
- Provide students with experience in developing skills necessary for employment in agriculture.
- Assistance will be provided to students who have special needs if the school notifies the event coordinator by submitting the special needs request form by the deadline.
- Individual departments of Colorado State University will be in charge of the events, which are hosted by CSU. Each department will be responsible for the selection and appointment of an event superintendent and judges. Superintendents will present awards.
- The State CVATA CDE/LDE Committee will reserve the right to change or amend rules. Changes in rules will be coordinated through the contest coordinator at Colorado State University or others facilitating the contest.
- Each event will have a specified number of participants with each school limited to one team per event, but a school may be represented by less than a full team.
- All coaches and other adult advisors, parents, drivers, etc. must remain away from the CDE event and other demonstration events and tabulating areas during the competition, unless volunteering as an Ag Teacher Helper through CVATA. LDEs are open for public observation for particular portions of the events see event coordinator for clarification.
- Members of the State CVATA CDE/LDE Committee and other Ag Teacher volunteers will be present at all events to help in the management of the events. If they cannot be present, they will find a suitable substitution and will communicate this to the CSU Contest Coordinator. These will be the only advisors/coaches present at the events while they are running. Any other advisor attending must be on a pre-determined list.
- Superintendents and teachers who are assisting in the management of the events and witness incidents, which violate the rules, may file the "Incident Report Form" to the contest coordinator or the State FFA Advisor. If issues cannot be resolved, the State FFA Executive Committee will be asked to consult and rule on the incident.

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- As this is a sanctioned FFA Event, all protests regarding CDE/LDEs (participation or scores) shall be made in writing to the State FFA Advisor who will work with the Colorado FFA Executive committee to make any necessary rulings needed.

## **Participation and Dress**

- Any FFA member attending the CSU State Events not competing in one of the events or who is not a state officer, will be disqualified from any further participation. No alternates or other members will be allowed. Requests for exception to this rule must be made to the FFA Advisor (CCCS) prior to the state events occurring.
- Per the CDE/LDE Committee (2/28/18) a team from another state may make a formal request to be allowed to participate in the State CDE Event if their home state does not offer a state qualifying event. Participation will be determined on a case-by-case basis by the CDE/LDE Committee following the formal request and based upon consultation of the superintendent offering the event to determine capacity. The team will pay regular fees, receive scores, but will not be eligible for awards.
- No FFA member may drive a car to, from, or during the events unless accompanied by an adult sponsor approved by the school administration. This does not apply to state FFA officers.
- Advisors are required to stay with their members in the motel or hotel and be with them when members are not competing. The event activities are considered an extension of the classroom.
- Student Attire
  - See Ag Teacher Grid for appropriate attire for each event, since events are held outside and there may be inclement weather, students should bring warm clothing. The official dress will be required for attendance at the awards presentations. All attire disputes will be referred to the State FFA Advisor.
- All livestock, crop samples, or other materials that may be used in the state event will not be available for practice work by any active agriculture student or instructor six weeks prior to the dates of the actual event. In the event that a University-sponsored event involves the use of CSU livestock or material and is scheduled during this six-week period, a determination will be made by the State FFA Advisor whether participation by agriculture students or instructors will be

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permitted. If there is a question as to whether participation in such an event will be permitted, correspondence should be directed to the State Advisor and written permission must be granted before such participation. In the event that this rule is violated, the school will not be eligible for any awards in the event area in which the violation occurred. All determinations of event violations will be made by the event committee upon submission of a written protest to the State FFA Advisor and State CVATA CDE/LDE Committee.

- No supplementary materials that assist a student will be allowed in any event unless approved by the respective event superintendent and/or state Ag Ed staff.
- Any participant who confers with other individuals without authorization while the event is in progress will be immediately barred from the event by the event personnel. This policy will be strictly enforced.
- Late arrivals:
  - Teams arriving after the judging commences will not be scored for official placing.
- If one or more members are unable to continue the CDE due to sickness or accident, the remaining team member(s) will be able to continue and compete for individual awards.
- When a student is registered as an event participant in any state event, the teacher's submission of the entry form shall be considered a certification that the student has received training and safety instruction for that event. When, in the judgement of an event superintendent, a participant in any state finals event demonstrates incompetency or operates in a manner considered hazardous, that participant may be removed from the event. The judgement of the event superintendent shall be final.
- In the event a student is eligible for membership in two or more chapters; the student can compete as a member of one chapter only and compete only for that chapter during that school year. The chapter they are eligible to compete will be the one where they are enrolled at the time of the competition.
- All results are final unless otherwise notified by the State FFA office.
- Schools are to be responsible for having someone pick up awards in their absence per the policy adopted by the State CVATA CDE/LDE Committee (11/5-6/92).

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- Students who have previously been a member (generated a score) of a State Winning team or have competed at national competition in that event are NOT eligible to compete in the same event.
- In events requiring participants to perform in official dress, a 10% overall point deduction will be applied if requirement is not met.

### **Cancellation of Events**

- In order to hold the event the participation levels must be 5 full teams, 20 individuals on CDE's or 10 individuals on LDE's, any less will result in event cancellation. Three years in a row of cancelled events will become permanently canceled and must go through a petitioning process to get reinstated.
- In order to start a new event (or reinstate a cancelled event) the following procedures should be followed:
  - At least one exploratory event should be offered at a district or state-wide level to generate sufficient interest in the event.
  - The exploratory event would include at least 2 components of the proposed state event. After such offering, a written proposal must be presented to the State FFA Executive Committee one year prior to the first offering of the event.
  - The event must meet the minimum participation levels. The event must be approved by the State FFA Executive Committee as a reasonable event to offer in Colorado.
- A final list of CDEs being offered for the year will be announced at the Mid-Winter conference and published in the handbook in the week following Mid-Winter conference.

### **Responsibility of Conduct: (Please review Colorado FFA Discipline Policy and Procedures Handbook)**

- No team will be permitted to register or compete in the event unless chaperoned during the entire stay by the FFA advisor/team coach, principal, or superintendent or other designee of the local high school.
- The person in charge of each FFA group will be responsible for the entire group at all times.
- All team members and coaches will conduct themselves in such a manner that will not bring criticism to their chapter and to Colorado FFA.

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## **Scoring Rules**

- Team and individuals will be scored on a point basis. Individual awards will be as follows:
  - Approximately 15% rated Gold receiving a gold plaque.
  - Approximately 15% rated Silver receiving a silver plaque.
  - Approximately 15% rated Bronze
- CDEs with low participation (fewer than 10 teams) will be awarded with natural breaks.
- State winning teams will each receive special recognition plaques.
- As approved by the State CVATA CDE/LDE Committee, high individual and team awards will be announced and presented in ranked order.

# Agriscience Fair

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**NO ELECTRONIC DEVICES (CELL PHONE, IPOD, TABLET, ETC.) ALLOWED AT THE EVENTS. *These can be cause for disqualification.***

Students are encouraged to read the rules in the [Agriscience Handbook](#) from the National FFA Organization for clarification of the components listed below. The National FFA Handbook will be consulted for clarification of processes and procedures.

Students are highly encouraged to develop agriscience projects in consultation with their Agricultural Education instructor. References and curriculum for Colorado Projects are available at:

<http://ffa.cccs.edu/agriscience-research-curriculum/>

Students must select one of the following categories and one of the following divisions.

## **Agriscience Fair Categories**

- Animal Systems
- Environmental Services/Natural Resource Systems
- Food Products and Processing Systems
- Plant Systems
- Power, Structural and Technical Systems
- Social Science

## **Agriscience Fair Divisions**

- Division 1- individual member in grades 7 and 8
- Division 2 – team of two members in grades 7 and 8
- Division 3 – individual member in grades 9 and 10
- Division 4 – team of two members in grades 9 and 10
- Division 5 – individual member in grades 11 and 12
- Division 6 – team of two members in grades 11 and 12

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As per CDE/LDE Committee Meeting (2/28/18) chartered middle school members are allowed to participate in this event.

### **Components:**

The Colorado FFA Agriscience Fair project consists of four parts:

1. Log Book
2. Written Report
3. Display
4. Interview

All four components must be completed, must be original work, and must follow protocols of academic and research integrity in order to participate in the event. Each of these components are explained below.

### **Scoring**

Convention Scoresheet – 120 points (weighted to be 75% of the score)

Written Report – scored on the “Pre-Qualifying Rubric” – 100 points (weighted to be 25% of the score)

The written report will be worth 25% of the total score. The rubric used to score the written report is the “Prequalifying Scoresheet: Division XX” found on page 32 or 35 (according to the correct division) of the National Agriscience Fair Program Handbook 2017-2021. The remaining 75% will be determined by the “Convention Scoresheet: Divisions 1-6” found on page 38 of the National Agriscience Fair Program Handbook 2017-2021. The logbook, display and interview will all be utilized in determining the score on the “Convention Scoresheet”.

The event will happen at the Colorado State FFA Convention. All four parts will occur at this time. Students may be disqualified if they do not have/complete one of the required components.

### **Disqualification**

A project will be disqualified if:

1. Teams or participants arrive after the designated interview time.

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2. Any assistance is given to a team or participant from any source other than the agriscience fair officials or assistants once judging has begun.
3. The superintendent stops any participants for manners they deem to be hazardous to themselves or others. Such removal will constitute immediate disqualification.
4. The participant does not complete the event he/she starts, unless prior permission from the superintendent has been obtained.
5. Participants access and/or utilize personal electronic communication device during the entire course of the event. Participants who access personal electronic communication devices without prior approval of the superintendent will be disqualified (examples include, iPads, tablets, computers, cell phones, WiFi devices, etc.).
6. If an advisor, coach, parent or fellow chapter member is in the judging area once judging officially begins. Any advisor, coach, parent or fellow chapter member found to do so may disqualify their participant.
7. Any participant, advisor or chapter member tampers with another participant's display.
8. The display fails to meet the requirements. See the "Display" section of this handbook for more information.
9. Participant files to meet any rules or participation guidelines set forth in this handbook.
10. The following will result in disqualification:
  - a. Plagiarism
  - b. Unethical research
  - c. Students(s) previously placed in the top three of a division and category at the national level and competes in the same division and category again
  - d. Altering of application and/or written report template

## **Explanation of Components:**

### **Log Book**

The log book is one of the most important pieces of a research project. It will contain accurate and detailed notes of a well-planned, implemented research project. The notes should be a consistent and thorough record of the project. These notes will be the greatest aid when composing the written report. The Log Book should be brought and on display at the State Convention.

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## Written Report

The report should be printed on 8 ½"x11" white paper. The report will have 1" margins. Font size must be 12 using Arial, Courier or Times New Roman font. The written report template is required and is available on [www.FFA.org/agrisciencefair](http://www.FFA.org/agrisciencefair) by division. A full written report is necessary and required. The written reports of the state winners will be utilized as the prequalifying components at national convention. Written report should be brought and on display at the State Convention.

## Displays at Convention

Please review the following requirements/checklist to help ensure your successful participation:

- Each exhibit must include information relevant to the study. All projects must have the following information included:
  - Name of student(s) responsible for developing the project
  - Chapter name
  - Title of category
  - Division (1, 2, 3, 4, 5, or 6)
- Preferred Display Requirements:
  - It is preferred that participants display results of their study utilizing a standard printed poster with dimensions of 36 inches (height) by 48 inches (width). Poster can be created utilizing Microsoft PowerPoint slide format. This display should be stable and free standing on the provided tabletop. Participants are responsible for providing backing for their poster. The display may include any objects the student wishes to exhibit as long as they adhere to safety guidelines as outlined in the National FFA Agriscience Fair Handbook.
- Standard Display Requirements:
  - A standard display should consist of one or more panels of information. The exhibit panels must be constructed to be stable and free standing.
- The maximum size for a project is 48 inches wide by 30 inches deep (the distance from front to back) by 108 inches high (from floor to top of display, this includes the table and project). At the National FFA Agriscience Fair, tables will be provided and will not exceed the height

of 36 inches. Failure to meet these requirements will result in disqualification.

- Ensure that you review the [National Agriscience Fair Handbook](#) for additional information on what is considered acceptable and unacceptable for displays. Pages 6, 14-15 provide safety.

## **Interview**

All participants are required to meet face to face with the judges to explain their projects. Explanation and questioning may not exceed 15 minutes. The interview is an opportunity for judges to ask questions about the project. Interview and questions for agriscience fair participants will normally be 5-10 minutes. A team project must be presented by a team of two. If only one team member is present, the team cannot rank higher than bronze overall.

Judges will ask questions to determine the extent of the knowledge gained, your understanding of your project, how it relates to your SAE and possibly how your project relates to other FFA activities. The following is a list of example questions that may be asked:

1. How and why was the project selected?
2. What was your goal? What did you plan to accomplish in your project?
3. Were there any surprises in your project? How did you handle them?
4. What did you learn from the experience?
5. How much time did you devote to the project?
6. What kept you from being discouraged?
7. How did you manage time for this project in relation to your other activities?
8. How would you advise others doing a project? What is the value of completing an agriscience fair project?
9. How can your findings and conclusions be applied in the agriculture, food and natural resources industry?

# Creed Speaking

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***NO ELECTRONIC DEVICES ALLOWED AT THE EVENTS (CELL PHONE, IPOD, TABLET, ETC.). These can be cause for disqualification.***

## **Event Rules**

- Each FFA district will be allocated one position in the state competition. The participant representing the district will be selected by the district schools via a competition set up and conducted by the schools of that FFA district.
- If an eligible district individual fails to enter the contest or does not attend the state convention, the next eligible individual from that district will be allowed to compete.
- The creed speaker must be enrolled in the approved program's first agricultural education class, be meeting the requirements for the FFA greenhand degree and not be elevated above the tenth grade in school, for the Colorado event. The National eligibility may differ.
- Students who win the state contest that are in the 10<sup>th</sup> grade are not eligible to compete at the National contest.
- The creed speaker must present himself/herself in official FFA dress as defined in the official FFA Manual.
- No middle school participants are currently allowed to compete in the state event.

## **Event Format**

The event will include an oral presentation and answering critical thinking questions directly related to the Creed.

- Each participant will be asked three questions per round with a five-minute total time limit. The questions will be formulated annually by the Creed Speaking Coordinator and will avoid multiple part questions.
- Members will present the Creed from the current year's Official FFA Manual.

- The event will be a timed activity with four minutes for presentation. After four minutes, the participant will have one point deducted for every second over set time.
- Each participant must recite the Creed from memory. Each participant shall begin the presentation by stating, "The FFA Creed by E.M. Tiffany". Each CDE participant shall end the presentation with the statement, "...that inspiring task, Thank you". Additional introductory or concluding remarks will result in accuracy deductions as indicated on the scorecard.
- Participants will be held in isolation until their presentation. Participants will not be allowed to have contact with any outside persons.
- At the time of the event, the judges will be seated in a designated section of the room in which the event is held. They will score each participant on the delivery of the Creed and responses using the rubric provided (on Moodle).
- The National FFA Creed Speaking LDE Presentation Rubric will be used.
- Timekeepers will be designated to record the time used by each participant in delivering his/her speech. Content accuracy judges will record the number of recitation errors during delivery.
- When participants have finished the presentation and answering of questions, each judge will total the score of each speaker. The timekeepers' and accuracy judges' records will be used in computing the final score for each participant. The judges' score sheets will then be submitted to event officials to determine final rankings of participants.
- No deductions are taken on questioning time, but participants will be stopped at the five-minute time limit for questions.

## **Scoring**

Participants will 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 then will be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low point score method of selection).

Contest will be scored in three areas

1. Oral Communication – 30 points
2. Non Verbal Communication – 30 points
3. Question & Answer – 40 points

## **Tie Breakers**

- Greatest number of low ranks
- Judges rank responses to questions
- Raw score totals

# Extemporaneous Speaking

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***NO ELECTRONIC DEVICES ALLOWED AT THE EVENTS (CELL PHONE, IPOD, TABLET, ETC.). These can be cause for disqualification.***

## **Event Rules**

- Each FFA district will be allocated one position in the state competition. The participant representing the district will be selected by the district schools via a competition set up and conducted by the schools of that FFA district.
- If an eligible individual fails to enter the contest or does not attend the state convention, the next eligible individual will be allowed to compete.
- The state contest will be open only to students who were regularly enrolled in Agricultural Education during the current school year or who are still in high school but have completed all the Agricultural Education offered. When selected, contestants must be active members of chartered FFA chapters in good standing with the State Association.
- Participants will present entirely original material in each round.
- Canned or pre-prepared material will be discounted in the scoring.
- Members cannot participate in both the State Extemporaneous Speaking Contest and the State Public Speaking Contest within the same year.
- Members who have been previously named the State winner in the State Extemporaneous Speaking Contest are ineligible for participation in other state level Extemporaneous Speaking Contest.
- A contestant shall be in official FFA dress when participating in the contest.
- Use of visual aids is discouraged at the national level.

## **Event Format**

Event officials will randomly draw speaking order. The event coordinator will announce each participant by name and in order of the drawing.

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- The selection of topics will be held 30 minutes before the event. The participants will draw three specific topics, selected at random from the pool of 18, relating to the industry of agriculture. After selecting the topic they desire to speak on, all three topics will be returned for the next drawing.
- Eighteen topics will be prepared by the event coordinator and will include three each from the following categories:
  - Agricultural literacy and advocacy
  - Current agricultural issues
  - Advancing agriculture through agriculture science
  - Current technology uses and applications in agriculture
  - Agrimarketing and international agriculture
  - Food and fiber systems
- Participants will be admitted to the preparation room at 15 minute intervals and given exactly 30 minutes for topic selection and preparation.
- The officials in charge of the event will screen reference material on the following basis:
  - Must be limited to five items
  - Printed material such as books or magazines
  - Printed compilations of materials collected from Internet research
    - Participants may have 10 minutes to conduct online research. Computers may be provided. Access to email, Google Drive, Dropbox, etc. or any prepared materials are prohibited.
  - To be counted as one item, a notebook or folder of collected materials may contain no more than 100 single-sided pages or 50 pages double-sided numbered consecutively.
  - References should be in original format.
  - There can be no notes or speeches prepared by the participant or by another person for the purpose of use in this event. Cutting and pasting into a Microsoft Word document will be considered prepared notes.
  - Students will be allowed access to a computer for 10 minutes. Dropbox, Google Drive, email, or pre-prepared material will not be allowed.



- Each speech should be the result of the participant's own effort using approved reference material which the participant may bring to the preparation room. No other assistance may be provided. Participants must use the uniform note cards provided. Any notes for speaking must be made during the 30 minute preparation period. A participant will be permitted to use notes while speaking, but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation.
- A list of all possible topics will be given to and reviewed by the judges prior to the beginning of the event.
- Each speech should be no less than four and no more than six minutes in length. An additional five minutes will be allowed for the judges to ask related questions. The room coordinator of the event will introduce the participant by name and chapter. The participant may introduce his or her speech by title only. Participants will be penalized one point per second on each judge's score sheet for being over six minutes or under four minutes. Time commences when the speaker begins talking. Speakers may use a watch to keep a record of their time. Event officials or observers will give no time warnings.
- The contest shall consist of two rounds, a preliminary round with speakers seeded into pools based upon random draw and a final round consisting of three (3) speakers from each pool. Three judges will be used in the each pool and in the final round. Judges may judge preliminary and final round.
- Time keepers will record the time for each participant in delivering his or her speech, noting under time or over time, if any, for which deductions should be made.
- At the time of the event, the judges will be seated in a designated section of the room in which the event is held. They will score each participant on the delivery of the production using the score sheet provided.
- Each judge shall formulate and ask questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided. Judges will score each contestant on their ability to answer all questions asked by all judges. The full five minutes for questions will be used.
- When all participants have finished speaking, each judge will total the score on each participant. The timekeepers' record will be used in

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computing the final score for each participant. The judges' score sheets will then be submitted to event officials to determine final ratings of participants.

- The National FFA Extemporaneous Speaking LDE Presentation Rubric will be used.

## **Scoring**

Participants will 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 then will be added, and the winner will be the participant whose total ranking is the lowest. Other placings will be determined in the same manner (low rank method of selection).

## **Tie Breakers**

- Questions
- Oral Presentation Totals
- Non Verbal Presentation Scores.

# Parliamentary Procedure

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***NO ELECTRONIC DEVICES ALLOWED AT THE EVENTS (CELL PHONE, IPOD, TABLET, ETC.). These can be cause for disqualification.***

## **Event Rules**

- Each FFA district in Colorado shall hold an elimination parliamentary procedure demonstration and select winning team/teams from among its chapters. The winning teams in each district will compete at the State Convention.
- If an eligible team fails to enter the contest or does not attend the state convention, the next eligible team will be allowed to compete.
- A competing team shall not be allowed to listen to other competing teams until that team has given its demonstration.
- Each member of the state competing team must wear full Official FFA dress during the demonstration portion of the contest.
- Reference material may be in the holding room, but cannot be allowed in contest room or demonstration.

## **Eligibility**

- A team shall be composed of six members. An alternate can be specified in case a team member is unable to attend, prior to the start of the event. Team members cannot change between preliminary and final rounds.
- Use of a written script by a member during the state demonstration will disqualify the team.
- A member who has previously participated on a winning team at the state level is ineligible to compete.
- Advisors will not consult with team after the beginning of that days' event.
- Team members must be FFA members in good standing and enrolled in agricultural education courses.

## **Event Format**

### **Written Test**

- Forty-five multiple choice questions taken from Dunbar's Manual of Parliamentary Procedure Test Questions and Robert's Rules of Order Newly Revised. Participants will have one hour to complete the exam. Note: References and materials cannot be used for this part.
- The average score of the six team members will be used to compute the total team score that will be utilized for each round.

### **Presentation**

#### **Rounds**

- There will be 3 portions: test, preliminary and final round of the state contest. The test scores will count in the preliminary and final round team tabulation. The preliminary round will include the presentation, and individual oral questions. The final round will include presentation, individual oral questions and open oral questions.

#### **Seeding Process**

- Teams will be placed into preliminary rounds based on the teams' exam scores, which is the average score of the six team members.

#### **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 (consult FFA.org, the Official FFA Manual and Student Handbook for specific activities and current programs.) The motion will be specific and must be moved as an original main motion as it is written on the event card.
- Motions not on the chart of permissible motions, or secondary motions and debate applied to them, will not be scored.

#### **Event Card**

- The event officials will select two subsidiary, two incidental and one privileged 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.
- There are 25 permissible motions in this event. Team members will have one minute to review the main motion, the motions to be

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demonstrated and to identify his/her motion (which may be noted by bolding, underlining and/or highlighting). Members may not confer or use nonverbal communications during the one-minute time period or during the demonstration.

### **Opening the Demonstration**

- The team demonstrating shall 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?"

### **Original Main Motion**

- The event official will assign the 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.

### **Individual 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.

### **Take from the Table**

- If the officials in charge designate "Take from the Table" as a motion to be demonstrated, you will be provided the motion to take from the table. Example: "I move to take from the table the motion that our chapter sells Christmas trees." The original main motion, assigned on the card, cannot be taken from the table. The motion shall not be used unless it is a required motion.

### **Reconsider**

- If the officials in charge designate "Reconsider" as a motion to be demonstrated, you will be provided the motion to reconsider. Example; "I move to reconsider the motion passed earlier to sell Christmas trees." This motion shall not be used unless it is a required motion. Unrealistic or "canned" debate on the motion to reconsider may be penalized at the judge's discretion.

## **Rescind**

- If the officials in charge designate “Rescind” as a motion to be demonstrated, you will be provided the motion to rescind. Example: “I move to rescind the motion that was adopted at our last meeting to sell Christmas trees.” This motion shall not be used unless it is a required motion. Unrealistic or “canned” debate on rescind may be penalized at the judge’s discretion.

## **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, a scenario will be provided on the event card. Participants are to assume that a motion was postponed at the last meeting and made a special order for a time during the current demonstration.

## **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.

## **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 main motion will be given credit for an additional motion (10 points). If an alternate main motion is used, the member will NOT be given credit for an additional motion. No motion may count for an additional motion for more than one member.

## **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 passed.

## **Time Limit and Deductions**

- A team shall be allowed eleven minutes in which to demonstrate knowledge of parliamentary law. A deduction of two points/second for every second over 11 minutes will be assessed. Example: 11:05=10 point deduction. A timekeeper will furnish the time used by each team at the close of the event.

## **Oral Questions**

- Individual Questions
  - The team members (not including the chair) will be asked a planned question, which may include one to three 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 to other general parliamentary procedures.
- Clarifying/Open Questions (FINAL ROUND ONLY)
  - The clarifying judge may ask 1-3 clarifying/open questions which any team member may answer. These questions will be scored by the clarifying judge and will be worth up to 20 points total.

## **Presentation of Minutes**

### **Minutes**

- Minutes will be broken into two parts:
  - A minutes practicum in which ALL team members complete individually (25 points)
  - A presentation of minutes from the team demonstration (25 points).
- The averaged practicum score and the presentation of the minutes score will be added together for a total of 50 points. These points will be added to the total team score.

### **Minutes Practicum**

- Each participant will be given a mock set of minutes from a meeting to review individually.
- After reviewing the minutes participants will answer 25 questions regarding the minutes provided and/or general questions regarding minutes according to Robert's Rules of Order.
- An average of the team member's scores will be taken for a

total score of 25 points for this section.

### **Presentation of the Minutes**

- The secretary of each team will take minute of 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. Notes taken by the Secretary during the presentation must be turned in with the official copy of the minutes.
- Following the presentation, 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.
- Event officials will score the official minutes utilizing the minutes' rubric and the points added to the total team score. Minutes may receive a zero score, but will not receive a negative score.
- Use the example of proper minutes as illustrated in Robert's Rules of Order Newly Revised.
- A dictionary will be provided for writing the official minutes of the presentation.
- The minutes will begin by recording the first item of business presented. Example: "It was moved by John Smith to conduct a Food for America program during the month of April."

### **Scoring Guidelines**

#### **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.
- Characteristics of effective debate include:
  - Completeness of thought
  - Logical reasoning
  - Clear statement of speaker's position
  - Conviction of delivery
  - Concise and effective statement of debate
- A suggested grading scale is as follows:

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- Good 15-20 points
- Average 8-14 points
- Poor 0-7 points
- An excellent debate 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."
- Most debate would fall in the range of 6-12 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.
- 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.

## **Guidelines for Scoring the Chair**

### **Ability to preside (65 points):**

- State motions correctly
- Follow rules of debate
- Keep members informed
- Put motions to a vote
- Announce results of vote
- Use of gavel
- Awareness of business on the floor
  - A suggested scale is as follows:
    - Excellent 51-65 points
    - Good 26-50 points
    - Poor 0-25 points

### **Leadership (15 points):**

- Stage presence
- Poise
- Self-confidence

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- Politeness & voice
  - A suggested scale is as follows;
    - Excellent 10-15 points
    - Good 6-10 points
    - Poor 0-5 points

### **Guidelines for Scoring Team Effect (20 points):**

- Conclusions reached by the team: Main motion was well analyzed which may include: Who, what, when, where, why and how.
- Team use of debate: degree to which debate was convincing, logical, realistic, orderly and efficient, germane and free from repetition.
- Team presence: voice, poise, expression, grammar, gestures and professionalism.

## **Scoring**

### **Written Exam (180 points)**

- Society for Agricultural Education Parliamentarians Accreditation Exam
- 45 multiple-choice questions x 4 pts. Each = 180

### **Presentation (500 points)**

- Required motion = 10 pts. X 5 members = 50 pts.
- Additional motion = 10 pts. X 5 members = 50 pts.
- Debates = 300 pts.
  - 20 pts max per debate
  - 4 Debates/member included
  - 5 members
- Chair = 80 pts.
  - Ability to Preside = 65 pts.
  - Leadership = 15 pts.
- Team Effect = 20 pts.
  - Conclusions Reached by Team
  - Team Use of Debate
  - Team Presence

### **Oral Questions (100 points)**

- Individual Questions = 80 pts.
  - 5 team members at 16 pts max per question

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- Chair 20 points max

## **Minutes (50 points)**

### **Total Points**

- Preliminary Rounds – 830 points
- Final Round – 850 points

### **Finals**

- Clarifying/Open Questions – 20 points

### **Tie Breaker**

- Written Test
  - In case of a tie, the average test score for the team will be used to break the tie.

### **Tallying the Scores**

- Scoring will be done in the following manner:
  - Each judge will be given one (1) score sheet for each participating team in the first round.
  - Judges will not score the pool in which their district's team is competing.
  - Using the score sheets, (one for each team) each judge will score the teams' demonstrations.
  - The low point system will be used to determine the winner. Rank 1-8 in the first round, rank 1-6 in the final round, one being the winner.
  - In case of a tie, the team's test score will be used to break tie.
- The six test scores of each team will be averaged together. This will be the team's total test score.
- When judging the demonstration, the judges should score any team down for the following:
  - Failure of the chairman to give equal recognition to the team members.
  - Failure of the team to transact the main motion in a logical way.
  - Unrealistic measures used in demonstrating parliamentary procedure.

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- Inactivity on the part of certain members of the team.
- Unsportsmanlike conduct of team members or their coach.
- Final authority in parliamentary questions shall be Roberts Rules of Order.
- Failure to dispose of a motion properly (i.e.: require a vote, amendments may be referred, postponed, or tabled).
- Failure of chairman to re-state the motion after it was seconded and before debate (for motions, applied debates of additional motions).
- Failure to wear proper Official FFA Dress.

### **Selecting the Winner**

- The contest will have two rounds, a preliminary round consisting of two pools with a maximum of eight teams per pool, and a final round consisting of the three highest ranking teams from each pool. Pool for the preliminary round will be selected by the written test scores and the 16<sup>th</sup> team will always be placed in Pool #1. The two pools will run simultaneously. The final six teams (top three teams based on rank from each pool) will perform in the final round with a different set of cards. Written test scores will carry forward. A random drawing will determine the order for the final round.
- The contest coordinator will develop individual oral questions and answers prior to the state contest for each round.
- Judges for the state event will be instructors of the teams qualifying for the state event. Instructors will not judge a pool containing their own teams.
- Judges for the final round will consist of judges from teams represented in the final round. All judges will score all teams, but they will not rank their own team. Rankings will be disclosed amongst the judges and contest tabulator.

# Prepared Public Speaking

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***NO ELECTRONIC DEVICES ALLOWED AT THE EVENTS (CELL PHONE, IPOD, TABLET, ETC.). These can be cause for disqualification.***

## **Event Rules**

- Each FFA district will be allocated one position in the state competition. The participant representing the district will be selected by the district schools via a competition set up and conducted by the schools of that FFA district.
- If an eligible individual fails to enter the contest or does not attend the state convention, the next eligible individual will be allowed to compete.
- The state contest will be open only to students who were regularly enrolled in Agricultural Education during the current school year or who are still in high school, but have completed all the Agricultural Education offered. When selected, contestants must be active members of chartered FFA chapters in good standing with the State Association. A state winner is eligible to compete only in the next succeeding national contest.
- Each contestant's speech is to be the result of his/her own efforts. It is expected that they will take advantage of all available training facilities in the local school to develop their speaking ability. Facts and working data may be secured from any source. No props or visual aids are to be used during the Prepared Public Speaking Contest.
- Members who have been previously named the state winner in the State Prepared Public Speaking Contest are ineligible for participation in another State level FFA Prepared Public Speaking Contest.
- Members cannot participate in both the State Extemporaneous Speaking Contest and the State Public Speaking Contest within the same year.
- Follow APA style manual for developing references and bibliography.
- Contestants shall wear Official FFA dress.
- Visual Aids are not allowed at the state or national state level.

## **Event Format**

### **Manuscript**

Manuscripts are to be uploaded in PDF format by the designated deadline. No late submissions of the manuscript are allowed.

### **Manuscript Requirements:**

- Formatted to 8½" x 11" double spaced with a 1" margin
- Cover page including the speech title, participant's name, state and year
- Font size must be 12 point using a serif (Times New Roman, Cambria, etc.) or sans serif font (Ariel, Calibri, etc.)
- Follow most current APA style guide for developing reference list and in text citations
- Manuscripts not meeting these guidelines will be penalized

A complete and accurate reference list should be included in manuscript. All participants in the Prepared Public Speaking Leadership Development Event should give credit to others where any direct quotes, phrases or special dates are used in the manuscript, in order not to be guilty of plagiarism.

### **Subjects**

- Participants may choose any current subject of an agricultural nature for their speeches.
- This may include the areas of agribusiness, animal systems, plant systems, environmental services, food products and processing, natural resource systems and power, structural and technical systems.

### **Time Limit**

Each speech will be a minimum of six minutes in length and a maximum of eight minutes. Participants are to be penalized one point per second on each judge's score sheet for being under six minutes or over eight minutes. Each participant will be allowed five additional minutes in which he or she will be asked questions relating to his or her speech and/or manuscript content. No time warnings will be given.

### **Scoring**

- Prior to the event, the content and composition of all manuscripts will be scored by qualified individuals using the manuscript rubric.

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Manuscript scores will be averaged and supplied to the presentation judges after they have scored the oral presentation. Manuscript comments will be completed by manuscript judges and presented to the participants, at conclusion of the event.

- Presentation judges will be furnished with copies of the participants' manuscripts, which they will use to formulate questions. Questions shall pertain directly to the speaker's subject. Questions containing two or more parts should be avoided.
- Flights will be seeded by manuscript scores. Event officials will randomly determine the speaking order and ensure that prior to giving the speech, each speaker is properly introduced. A participant will be permitted to use notes while speaking but deductions in scoring may be made for this practice if it detracts from the effectiveness of the presentation. No props are to be used.
- A designated timekeeper will record the time used by each participant in delivering his or her speech, noting under time or over time, if any, for which deductions will be made.
- At the time of the event, the judges will use the official rubric to score each participant on the delivery of the speech. They will also complete a judge's comment card which will be presented to the participant at conclusion of the event.
- Each judge will ask questions at the conclusion of the oral presentation of the speech. Judges will score each participant on the ability to answer all questions asked by judges. The full five minutes for questions should be used.
- When all participants have finished speaking, each judge will total the score on composition, delivery and response to questions for each participant. The timekeeper(s) record will be used in computing the final score for each participant. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation rankings. The judges' score sheets will then be submitted to event officials to determine final ratings of participants.
- The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placing will be determined in the same manner (low rank method of selection).

## **Points**

- Manuscript – 200 points
- Oral and non-verbal communication – 500 points
- Response to Questions – 300 points
- Total Points – 1,000 points

## **Tie Breakers**

- Response to Questions score
- Oral and non-verbal communication score
- Manuscript score



# Quiz Bowl Event Rules

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***NO ELECTRONIC DEVICES ALLOWED AT THE EVENTS (CELL PHONE, IPOD, TABLET, ETC.). These can be cause for disqualification.***

## **Event Rules**

- Each district in Colorado shall hold elimination Quiz Bowls and select winning team/teams to represent that district at the state contest.
- If an eligible district team fails to enter the contest or does not attend the state convention, the next eligible team will be allowed to compete.
- A team shall consist of three members. An alternate can be specified in case a team member is unable to attend.
- The team members must be first year Agriculture Education students, have received the Greenhand Degree, and not be elevated above the tenth grade in school, as of May 1 of the current year.
- Advisors will not be allowed with their team after the bracket seating test.
- Team members must be in good standing with the FFA and be currently enrolled in Agriculture Education courses.
- Teams will not be allowed to use notes or reference materials during the contest, or in the holding room.

## **Event Format**

- The contest will consist of a sixteen team single elimination bracket. Each contestant will take a 25 question multiple choice test. Teams will be seated on the bracket according to the total team score of the seating test.
- Each round will consist of 21 questions. In the event of a tie, questions will be asked until one team is the winner.
- Points will be awarded to a team at the rate of one point per correct answer. Points will be lost from the team score at the rate of one point per incorrect answer. The accuracy judge will determine if a question is correct or incorrect.

- A lock out buzzer system will be used to determine the person and the team buzzing in first. At the time of buzzing in, the person reading the question will stop reading.
- The reader will repeat the question for up to 20 seconds if a team has not buzzed in. At that time, the question will expire and the reader will go to the next question. The question will count as one of the 21 questions in the round.
- A team has 20 seconds in which they can confer with team members after buzzing in, but prior to answering the question. Questions will not be repeated for the first team has buzzed in. No answer in the 20 seconds will constitute an incorrect answer.
- Teams may confer prior to buzzing in as long as they buzz prior to the 20 second reading period.
- Teams may confer after buzzing in as long as they respond within the 20 second time period.
- The team may not answer until called upon.
- Any team member may respond, but only one should respond to each question so one doesn't give a correct answer and one give an incorrect answer at the same time.
- If the first team gives an incorrect answer, the other team can answer or pass. The question will be read again if the second team requests it. They can wait to decide whether to answer or pass until after the question has been read. If they choose to answer, they will have 20 seconds to respond.
- Questions that have two parts will be indicated prior to the actual reading of the question. No opposite answer questions will be used.
- Questions in each of the five rounds shall be divided into the following areas: Animal Science, FFA/Ag Ed, Agribusiness, Plant Science, Natural Resources/Environmental Science, and Agricultural Power, Structure & Technical Systems. Each round shall have no less than 3 and no more than 4 questions from each category listed for a total of 21 questions in the round.
- Questions will be written based on level I (a) outcomes in the Colorado AFNR standards document.
- Questions will be validated prior to the event by state Ag Ed staff and contest coordinator.
- There will be no opportunity to challenge a question during the event. No interruptions of the event will be allowed.

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- The scorekeeper, reader of the questions, buzzer operator and accuracy judge will be appointed by the contest coordinator.

## **Awards**

A plaque and a cash award will be given to the contest winner and runner up at the state convention.

## **Subject Area and References**

The questions will be comprised of these six areas:

- Animal Science
- FFA/Ag Ed (AFNR Cluster)
- Agribusiness Systems
- Plant Science
- Natural Resources & Environmental Science Systems
- Agricultural Power Structure & Technical Systems

## **Suggested Resources & References**

- FFA Manual
- Gillespe's Animal Science
- Delmar's Ag Mechanics
- Delmar's Agriscience
- Taylor's Animal Science
- Colorado Curriculum
- John Deere-Agriculture Business Management
- Doans' Agricultural Business Management
- Robert Rules of Order
- FFA Charlie Greenhand Game
- FFA Blue & Gold Game
- iCEV