

PARLIAMENTARY PROCEDURE AND DEBATE CONTEST

Revised 6/2009

Purpose and Standards

The purpose of this contest is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership skills.

Foundation Standards: 2.0 Communications : 2.4 Listening and Speaking, 1.1, 1.8, 2.2. 9.0 Leadership and Teamwork, 9.1, 9.2, 9.3, 9.6.

Objectives – Students will be able to:

- Use parliamentary procedure to conduct an orderly and efficient meeting.
- Demonstrate knowledge of parliamentary law.
- Present a logical, realistic and convincing discussion.
- Record complete and accurate minutes.

Contestants

A team representing a region will consist of six members and two designated alternates listed at the state and national levels from the same chapter. The alternates are not permitted to observe competing teams, but may observe their own team. The alternates may replace a regular team member prior to the start of the event.

Tie Breaker

Tiebreakers for teams will be:

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

Rules

- I. Competition shall be at two levels. There shall be a novice contest and a varsity contest. Only FFA members in the 9th or 10th grade may take part in the novice contest. To be eligible to participate as a novice, team members must not have taken part in a parliamentary procedure contest beyond the chapter level other than a novice contest. A member may compete only one year as a novice. Varsity team members may be from any grade level. A member of the novice team may be moved to the varsity team at any time, but loses his/her novice standing after participating above the chapter level.
- II. A member of a state winning novice team does not lose his/her eligibility to compete on an advanced team in subsequent years. Rules and scoring procedures shall be the same for both levels of participation, with the following exception. The five required motions for novice teams will be selected from the following list of 12 motions. Postpone Indefinitely, Amend, Refer to Committee, Postpone Definitely, Limit or Extent Limits of Debate, Previous Question, Lay on the Table, Division of Assembly, Object to the Consideration of the Question, Parliamentary Inquiry, Point of Order and Appeal. A novice team can use all 24 motions allowed in the advanced contest, if they choose. The five required motions would come from the above list.

- III. The required motions must be demonstrated by the contestant the motion was assigned to first. Then the motion can be used by other teammates as an additional motion. If an unassigned member makes the motion first, it will be penalized as an omission.
- IV. Each section will determine how many chapter teams may participate at the section level. Each region will determine how many sectional teams may compete at the regional level. Participation at the state level is limited to the top 50% of those that participate in the regional contest (or major portion thereof), with a maximum of four (4) per region.
- V. Teams must be from chapters in good standing with the California Association of Future Farmers, and each team member must also be in good standing.
- VI. The event will have four phases: written examination, a ten-minute team presentation of parliamentary procedure, oral questions following the presentation, and minutes prepared by the team secretary in consultation with the team chairperson.
- VII. Participants must appear in official FFA dress during all rounds of the event and at the awards.
- VIII. The advisor shall not consult with the team after the event begins.
- IX. All participants must bring their own pencils (a minimum of two No. 2 pencils).

Event Format

- I. Written Test (100 points)
 - A. A written test will consist of 25 objective-type multiple-choice questions covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes. Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. The average score of the six team members will be used to compute the total team score in each round.
- II. Oral Questions (100 points)
 - A. Each of the six team members will be asked a planned question relating to their assigned motion. No one may step forward to help correct answers on the first six questions. Following these six questions, the judges will have two additional minutes to ask questions for clarification of the presentation, after which time will be called.
- III. Presentation (750 points)
 - A. Teams will draw for order of appearance.
 - B. The event official will assign the main motion on a 3" x 5" card. This is to be the first item of business on the agenda. All teams in each round will use the same main motion. It is suggested that this main motion should be the first motion presented.
 - C. The event officials will select two subsidiary, two incidental and one privileged or unclassified motion from the list of permissible motions used in the advanced contest. For the novice contest the five required motions will be selected from the list of motions found in "Event Rule #1." These motions will be on a 3" x 5" card and will be randomly assigned to each team member. All teams in each round will be assigned the same motions.
 - D. Team members will have one minute to review the main motion and the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting).
 - E. There shall be no limitation to the number of subsidiary, incidental, privileged and unclassified motions demonstrated except that the team must demonstrate at least two subsidiary, two incidental and one privileged or unclassified motion designated by the official in charge. Each member of the team must demonstrate the motion assigned to

- them before any other team member demonstrates it. The team may use more than one main motion as long as it pertains to the assigned main motion.
- F. If the event officials designate the privileged motion “call for the orders of the day,” as a motion to be demonstrated, an alternate motion not pertaining to the main motion may be used to facilitate the correct demonstration of the motion.
- G. If the officials in charge designate “rescind, reconsider or take from the table” as a motion to be demonstrated, you could assume that you would rescind, reconsider or take from the table a motion that you did at your last meeting. Example: “I move to rescind the motion that passed at our last meeting about having an FFA hayride.” These motions should not be used unless designated by the official in charge. Teams are discouraged from having a canned debate on rescind or reconsider.
- H. The demonstrating team shall assume that a regular chapter meeting is in progress, and the chairperson shall start the presentation by saying, “Is there any further business that should be presented to the chapter at this time?” A team member will then move the main motion assigned to the team.
- I. The state event will have three rounds: a preliminary round, a semifinal round and a final round. The preliminary round will have four sections. A section shall be made up of up to six teams. Three teams will advance from each of the sections for a total of 12 teams that will advance to the semifinal round. The semifinal round is composed of two sections with six teams in each section. Three teams in each semifinal section will advance to the final round of six teams. Teams will draw for section and order of appearance in each round.

Team Progression Chart	
Preliminary Round	4 sections of 6 teams of 6 participants
Semifinal Round	2 sections of 6 teams of 6 participants
Final Round	1 section of 6 teams of 6 participants

- J. Judges for the Final Round of Parli-Pro should not have judged in either the Preliminary or Semifinal Rounds of the same State Finals Contest. (Rationale: Judges have a predetermined idea of what the teams are like before they see them at the Final Round which is unfair. In many other speaking contests there is a completely different set of judges for the Finals, so that fresh eyes, ears and opinions are given the opportunity to judge the students.)
- K. Each team will address a local chapter item of business selected from nationally recognized FFA activities (i.e. National Chapter Food, Food for America, PALS, Program of Work activities, Proficiency Awards and National FFA Convention – consult the Official FFA Manual and handbook). The motion will be specific and must be stated and moved as it is written.
- L. A team shall be allowed a maximum of ten minutes in which to demonstrate its knowledge of parliamentary law without penalty. The ten minutes will begin when the chair states “Is there any further business that should be presented to the chapter at this time?” and end when the chair adjourns the meeting by the tap of the gavel. A digital time keeping device large enough for contestants and judges to see will be used in each demonstration room. Judges will record each team’s demonstration time on their scorecard. ~~A deduction of 50 points will be made for every 30 seconds over the first 30 seconds or major fraction thereof. A timekeeper will furnish the time used by each team at the close of the event.~~ **A deduction of 2 points per second over 10:30**

and a deduction of 50 points for teams concluding their demonstration before 8 minutes. A timekeeper will keep time both digitally and manually and will furnish the time to the judges at the end of each round. (Rationale: the time penalties are aligned with the National Contest for going over time; however, teams that cannot debate for at least 8 minutes should also be penalized.)

M. Time Penalties

	Points		Points
Minutes	Deducted	Minutes	Deducted
10:00-10:30	0	11:31-12:00	150
10:30-11:00	50	12:01-12:30	200
11:01-11:30	100	12:31-13:00	250

Proposed Deductions:

Minutes	Points Deducted	Minutes	Points Deducted
10:30	0	10:39	18
10:31	2	10:40	20
10:32	4	10:41	22
10:33	6	10:42	24
10:34	8	10:43	26
10:35	10	10:44	28
10:36	12	10:45	30
10:37	14	10:46	32
10:38	16	10:47	34

N. Sample Motion Card

Main Motion: I move to start the Food For America program on December 1.

Required Motions: Lay on the Table Amend
 Appeal Suspend the Rules
 Reconsider

IV. Presentation Minutes (50 points)

- A. Each team will have a secretary take minutes of the presentation. A possible score of 50 points will be allowed for the minutes. Adequate paper will be supplied to take notes during the presentation. Following the presentation the secretary, in consultation with the chairperson, will have 30 minutes to write and submit the official minutes with the secretary's and president's meeting notes for the meeting attached. Time in and time out of the area set aside to prepare minutes will be noted by a timekeeper. The final copy of the minutes will be written on Form 1. (The lowest possible score for this section is zero.) Event officials shall use Form 3 to score the official minutes of the presentation.
- B. Instructions on Minutes

1. Use the example of proper minutes as illustrated in the *Official FFA Secretary Book* and/or outlined in *Roberts Rules of Order*.
 2. A dictionary will be permitted for writing the official minutes of the presentation.
 3. The minutes will begin by recording the first item of business presented. Opening ceremonies and other preliminary information will not be used.
 4. EXAMPLE: John Smith moved to start the Food For America program on December 1.
 5. The chairperson and the secretary may consult in preparing the official minutes of the presentation. A total of 30 minutes will be allowed to prepare the minutes
 6. The time at which the official minutes were begun and the time when they were finished will be noted on the official minutes by the timekeeper.
 7. A judge will read, review and grade the official minutes of the presentation.
- V. The judges will use Form 2 to score the event. Once all scores are totaled on the scorecards, the teams will be given points as outlined on the tabulations sheet, Form 4 or like computer tabulations program, by the judges. These points will be added to determine teams advancing and semifinal and final placings. The two teams with the highest number of points based on rating score will advance to the next round. The judges will use Form 4 or like tabulations program to determine teams advancing and final placing.
- VI. Recommended References
- A. The official text will be the latest revised edition of Robert's Rules of Order available as of January 1 of the competitive year.
 - B. Additional references may include *FFA New Horizons* magazine, the *Official FFA Manual*, the *FFA Student Handbook* and the *Official Chapter Secretary's Book*.

Judges' Scoring Guidelines

I. Guidelines for Scoring Discussion

A. Judges for the parliamentary procedure event should observe the following guidelines.

1. It is essential that each judge observe and maintain consistent criteria in scoring discussion for the duration of the event.
2. Judges must overlook personal opinions and beliefs and score discussion in an unbiased manner. All discussion should be scored at the time it is delivered.
3. Characteristics of effective discussion include:
 - a) completeness of thought,
 - b) logical reasoning,
 - c) clear statement of speaker's position
 - d) conviction of delivery, and
 - e) concise and effective statement of discussion.
4. A suggest grading scale is as follows:

Excellent	16-20 points
Good	11-15 points
Average	06-10 points
Poor	01-05 points

- a) An excellent discussion would be extremely unusual and would be characterized by a truly stirring delivery and brilliance in terms of information provided and/or suggestions for action offered.
 - b) Good discussion would be characterized by effective delivery, substance, creative and visionary thought delivered in a convincing and compelling manner.
 - c) An example of an average discussion might be: "I think this is a very significant motion that should be passed for the following reasons (new, informative and logically related). For these reasons, I urge everyone to vote for this motion."
 - d) Poor discussion 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."
5. Only the highest four debates for each participant in the demonstration may earn a score. However, an individual may never earn more than 60 points in a given presentation. Furthermore, no more than 20 points may be earned during one recognition by the chair.

II. Guidelines for Scoring the Chair

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

III. Guidelines for Contest Officials

- A. All judges will participate in a contest orientation from the contest coordinator, or appropriate State Staff, before the presentation judging begins, outlining the motions

- for each contest and how they are to be scored. If a judge should encounter a questionable demonstration, the contest coordinator, or appropriate State Staff, would be consulted to determine a consistent scoring for that situation.
- B. At the section, region and state levels of competition the coach of each team will receive an anonymous hard copy of each judge's score or one will be made available online.
 - C. At the conclusion of the State FFA Parli-Pro Finals Contest all participating teams will receive an anonymous hard copy of each judge's score or one will be made available online.
 - D. At the conclusion of the State FFA Parli-Pro Finals Contest all teams participating in the finals shall receive a hard copy of the judge's scorecards and a list of the tabulations showing the final outcomes of all teams in the finals. (Rationale: I know this restates the above; however, the online scores only show the final placing and not the actual scores from the judges. Actual scorecards have not been received for the past couple of years.)

EVENT SCORING

Phase	Breakdown Of Points	Section Points	Total Points
Written Test [Average score of six members (6x100/6)]			100
Minutes Presentation			50
Completeness and accuracy	25		
Format	10		
Grammar/style/legibility	15		
Oral Questions			100
12 points possible for each member's question	72		
Questions in the additional two minutes	28		
Presentation			750
Total for five members on the floor		500	
Required motion presentation	20		
Discussion (max. Of 30 pts./Discussion)	60		
Additional motions made (including main and alternate main)	20		
Chair		100	
Ability to preside	80		
Leadership	20		
General Effect of Team		150	
Conclusion of the team	50		
Discussion	50		
Teams' voice, poise and expression	50		
Deduction for parliamentary mistakes: 5-20 pts. Per mistake.			
If a team member omits their assigned motion there will be a 50-point deduction.			
Deduction for overtime: 50 pts. for every 30 seconds, or major fraction thereof, over the first 30 seconds.			
TOTAL			1,000

**Chart of Permissible Motions for the
California FFA Parliamentary Procedure Contest**

Motion	Debate	Amend	Vote Required	Second	Re-consider
Privileged					
Fix time to which to adjourn	No	Yes	Majority	Yes	Yes
Adjourn	No	No	Majority	Yes	No
Recess	No	Yes	Majority	Yes	No
Question of privilege	No	No	None	None	No
Call for orders of the day	No	No	2/3 not to follow	None	No
Incidental					
Appeal	Yes/No	No	Majority	Yes	Yes
Point of order	No	No	None	No	No
Parliamentary inquiry	No	No	None	No	No
Suspend the rules	No	No	2/3	Yes	No
Withdraw a motion	No	No	Usually none	No	No
Object consideration of question	No	No	2/3	No	Yes, negative vote only
Division of the question	No	Yes	Majority	Yes	No
Division of the assembly	No	No	No	No	No
Subsidiary					
Lay on table	No	No	Majority	YES	No
Previous question	No	No	2/3	Yes	Yes before voting
Extend or limit debate	No	Yes	2/3	Yes	Yes
Postpone definitely	Yes	Yes	Majority	Yes	Yes
Refer to committee	Yes	Yes	Majority	Yes	Yes
Amend	Yes	Yes	Majority	Yes	Yes
Postpone indefinitely	Yes	No	Majority	Yes	Yes vote only
Main motion	Yes	Yes	Majority	Yes	Yes
Unclassified					
Take from table	No	No	Majority	Yes	No
Reconsider	No/Yes	No	Majority	Yes	No
Rescind	Yes	Yes	Majority, 2/3 if not in writing	Yes	Negative vote only

Form 1
California FFA Parliamentary Procedure Contest
Official Minutes

Date	FFA Chapter Name	Place
Time Entering Minutes Room	Time Leaving Minutes Room	

Rationale:

It would be nice to see a sample set of minutes, because there are so many discrepancies between the different sources. A sample with an attached scorecard.

Chairperson	Secretary
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Form 2 - CALIFORNIA FFA PARLIAMENTARY PROCEDURE TEAM SCORE SHEET CHAPTER NAME: _____

Team number in this round: _____ Form 2 Judge's Name: _____ Advanced Novice

Contestants	20 Pts. Max./Member		60 Pts. Max./Member, 20 Pts. Max/Debate		20 Pts. Max./Member		Presentation Sub-Total (100 Max/Member)	12 Pts. Max./Member		Total Points 112 Max/Member
	Req. Motion	Points	Debates	Circle & Total 4 Highest Debates	Add. Motions	Points		Indv Questions	Points	
1										
2										
3										
4										
5										
Chair	Ability to Preside 80 Points Maximum			Leadership 20 Points Maximum						
			Degree to which discussion was convincing, logical, realistic, orderly, and efficient		Presentation Sub-Total			Indv Questions Sub-Total		
Team's General Effect	Conclusion 50 Pts. Max		50 Points Maximum		Team's voice, poise and expression 50 Points maximum					
Questions at large	Questions for clarification of the presentation (2 minutes allowed) - 28 Points Maximum			Notes:						
Written Test	Average of the six individual scores - 100 Points Maximum									
Minutes	Score for written presentation of minutes - 50 Points Maximum									
Deductions	Parliamentary Errors (Minus 5 - 20 points per error)					OMISSION OF REQUIRED MOTION - Minus 50 pts.			(-)	
	Note Errors -									
	Overtime	Time:		50 Points for every 30 seconds over the first 30 seconds or a major fraction thereof					(-)	
TEAM TOTAL SCORE:										

Score Sheet	Scoring Debate	Tiebreakers	Motions for the contest are:			
Presentation- 600 General Effect- 150 Oral Questions- 100 Written Test- 100 Minutes 100 TOTAL 1000	1-5 Poor 6-10 Average 11-15 Good 16-20 Excellent	A. Total Presentation Score B. Average Score on Written Test C. Total Questions	I. Privileged Motions a. FTA - Fix the Time at Which to Adjourn b. AdJ - Adjourn c. Rec - Recess d. QP - Questions of Privilege e. COD - Call for the Orders of the Day	II. Incidental Motions a. Ap - Appeal b. PO - Point of Order c. PIQ - Parliamentary Inquiry d. SR - Suspend the Rules e. W - Withdraw a Motion f. OCQ - Object to Consideration g. DQ - Division of Question h. Div - Division of Assembly	III. Subsidiary Motions a. LT - Lay on the Table b. PQ - Previous Question c. ELD - Limit or Extend debate d. PD - Postpone Definitely e. RC - Refer to Committee f. A - Amend g. PI - Postpone Indefinitely	IV. Unclassified a. R - Reconsider b. RES -Rescind c. TT - Take from the Table V. MM - Main Motion

CATA Curricular Activities Code

Tabulation Sheet for Scoring Minutes

Form 3

Chapter Name: _____

Novice

Advanced

Description	Possible Points	Actual Points
Content of the Minutes - Completeness and Accuracy (30)		
1. Minutes start with the first recordable motion from the round	0 or 3	
2. All motions pertaining to an original and/or incidental main motion are contained in its own paragraph.	0 or 5	
3. First and last names of individuals are used.	0 or 5	
4. Closing/Adjournment paragraph is included.	0 or 3	
5. All demonstrated motions are to be recorded in the minutes. (-5 points per discrepancy from the submitted notes; maximum of two penalties)	10	
6. President's AND Secretary's notes are submitted for verification of the round's minutes. (2 points per set)	4	
Format of Minutes (5)		
1. Date	1	
2. Time in secretaries holding room	1	
3. Place	1	
4. Presiding Officer Signature	1	
5. Secretary Signature	1	
Grammar/Style/Legibility (15)		
1. Complete sentences and correct grammar;	10	
2. Legibility (able to read writing); uses a pen; uses margins	5	
SUB -TOTAL OF POINTS EARNED	50	
Minus Points for Errors:		
1. Correct spelling (deduct 1 point / mistake)	---	
2. Correct punctuation (deduct 1 point/mistake)		
a. motions use correct quotation marks		
TOTAL OF POINTS EARNED		

CATA Curricular Activities Code

Tabulation Sheet for Ranking Teams

Form 4

Final

Team	Rankings for Highest-Scoring Team Ranking			
	Judge 1	Judge 2	Judge 3	
Team 1				
Team 2				
Team 3				
Team 4				
Team 5				
Team 6				
Team 7				
Team 8				
Team 9				

Ranking	Points	Ranking	Points
1 st	9	6 th	4
2 nd	8	7 th	3
3 rd	7	8 th	2
4 th	6	9 th	1
5 th	5		

The Following Change Proposal is for the Parliamentary Procedure Contest.
Proposed by:

Ron Hardin
West Valley H.S. FFA
Cottonwood, Ca 96022
530-347-7171, ext. 2728

Rationale:

My proposal is to align our time limit rule with the National Contest. I would like to strike out our current rule (section L) and insert the National Rule.(see highlighted verbiage below, rule 15) Currently if our teams go over time at minimum it is a 50 point deduction which essentially eliminates them from the contest. The National Rules deduct 2 points for every second the team goes over time. In the real world most meetings run over time. I would rather have my students end a round if needed by taking a smaller point deduction than lowering the presentation quality by speaking 90 miles an hour. This rule change would enhance the quality of the contest for the contestants and spectators.

Current California Rule

L. Time Penalties

	Points		Points
Minutes	Deducted	Minutes	Deducted
10:00-10:30	0	11:31-12:00	150
10:30-11:00	50	12:01-12:30	200
11:01-11:30	100	12:31-13:00	250

Current National Rule

15. Time Limit and Deductions

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

RATIONALE FOR KEEPING NOVICE ELIGIBILITY FOR ALL 10TH GRADE STUDENTS IN THE PARLIAMENTARY PROCEDURE CONTEST:

Submitted by Katie Alling

Rule I of the Parliamentary Procedure Curricular Code states that while 9th and 10th graders may participate on a novice team, a member who competes above the chapter level may only be a novice for one year. My chapter tends to lose 10th grade members who participated as ninth graders. These students have lost novice eligibility and must try out for the “varsity” team as a sophomore. These sophomores lose interest in participating in Parli Pro because their often is little opportunity for them to “play” in contests, as we have many 11th and 12th grade students competing for the six spots, while we are often desperately recruiting new 9th and 10th grade students to participate on the novice team. Allowing all 10th graders (that were not part of the state winning team) novice eligibility would not only help fill the novice team, but would result in more students “sticking with” the contest to compete on varsity teams.

Rules

- I. Competition shall be at two levels. There shall be a novice contest and a varsity contest. Only FFA members in the 9th or 10th grade may take part in the novice contest. ~~To be eligible to participate as a novice, team members must not have taken part in a parliamentary procedure contest beyond the chapter level other than a novice contest. A member may compete only one year as a novice.~~ Varsity team members may be from any grade level. A member of the novice team may be moved to the varsity team at any time, but loses his/her novice standing after participating above the chapter level.
- II. A member of a state winning novice team **loses eligibility as a novice**, but does not lose his/her eligibility to compete on an advanced team in subsequent years. Rules and scoring procedures shall be the same for both levels of participation, with the following exception. The five required motions for novice teams will be selected from the following list of 12 motions. Postpone Indefinitely, Amend, Refer to Committee, Postpone Definitely, Limit or Extent Limits of Debate, Previous Question, Lay on the Table, Division of Assembly, Object to the Consideration of the Question, Parliamentary Inquiry, Point of Order and Appeal. A novice team can use all 24 motions allowed in the advanced contest, if they choose. The five required motions would come from the above list.

Parliamentary Procedure and Debate Curricular Code Changes

Submitted by: *Austin Large – Minarets High School*

1. Rules # III

Remove: The required motions must be demonstrated by the contestant the motion was assigned to first. Then the motion can be demonstrated by other teammates as an additional motion. If an unassigned member makes the motion first, it will be penalized as an omission.

Replace with: **If an unassigned member makes a required motion prior to the assigned member, they will receive no points, and it will be counted as an omission at the bottom of the team scorecard. A member's required motion will not be counted as an additional motion for another member. The contestant who is assigned the required motion must demonstrate the motion to receive credit.**

Rationale: At every state and regional competition, there is a discussion about how omissions/use of required motions should be scored. This change helps to clarify so that every team is scored consistently. Also helps to align CA code with National Code (pg. 283 National CDE Handbook #7)

2. Event Format X. Written Test (100 points)

Insert: A written test will consist of 25 objective-type multiple-choice questions covering basic parliamentary law as related to the permissible motions of the event and pertaining to minutes. **Questions should be developed using Robert's Rules of Order Newly Revised and taken from Dunbar's Manual of Parliamentary Procedure Test Question.** Thirty minutes will be allowed to complete the test. Each participant may score a maximum of 100 points. The average score of the six team members will be used to compute the total team score in each round.

Rationale: This change ensures that all test questions are developed from consistent sources and not developed from personal memory, or interpreted meanings of RORN.

3. Event Format XII. Presentation (750 points) Letter K

Remove and insert: A team shall be allowed a maximum of ten minutes in which to demonstrate its knowledge of parliamentary law without penalty. The ten minutes will begin when the chair states "is there any further business that should be presented to the chapter at this time?" and end when the chair adjourns the meeting by the tap of the gavel. **A digital time-keeping device large enough for contestants and judges to see will be used in each demonstration room.** Judges will record each team's demonstration time on their scorecard. A deduction of **50 points will be made for every 30 seconds over the first 30 seconds or major fraction thereof 2 points will be made for every second over 10 minutes and 30 seconds.** A timekeeper will furnish the time used by each team at the close of the event