Activity 1.02.04

**Parliamentary Procedure Mock Business Meeting Practicum**

Objectives:

* Discuss parliamentary procedure guidelines
* Demonstrate knowledge of parliamentary procedure abilities.
* Collaborate to develop a script that outlines a business meeting.

Instructions:

1. The teacher will divide the class into groups of 6-7 students. Every student in the group will select an “officer” position. Please remember the president will be presiding over the meeting and helping lead your group through a mock parliamentary procedure business meeting. Each group will practice and present the FFA opening and closing ceremony as a part of their business meeting. You ***do not*** need to memorize the officer parts!
2. As an “officer team,” you will work to create a flow chart script that includes 5 of the following abilities:
   * Main Motion
   * Amend
   * Refer to a Committee
   * Point of Order
   * Division of House
   * Previous Question
   * Suspend the Rules
   * Lay on the Table
   * Adjourn
     1. The president can use the script during the mock business meeting, but members must participate from memory.
3. Grading Rubric:
   * To complete the assignment students must work together to create the script and PRACTICE it prior to the presentation date.
   * The student “president” is scored based on their ability to lead the officer team through the meeting following parliamentary procedure rules.
   * Each student receives an individual **TEST** grade based on the following rubric:

**Parliamentary Procedure Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ability** | **Points Awarded** | **Points Possible** | **Comments** |
| **Opening Ceremony** |  | **10** |  |
| **Closing Ceremony** |  | **10** |  |
| **Main Motion** |  | **10** |  |
| **Refer to Committee** |  | **5** |  |
| **Amend** |  | **5** |  |
| **Lay on the Table** |  | **5** |  |
| **Suspend the Rules** |  | **5** |  |
| **Division of the House** |  | **5** |  |
| **Point of Order** |  | **5** |  |
| **Previous Question** |  | **5** |  |
| **Discussion** |  | **10** |  |
| **Adjourn** |  | **5** |  |
| **Team Work** |  | **15** |  |
| **Accuracy** |  | **10** |  |