

PARLIAMENTARY PROCEDURE

Rubric

Name(s) of Participant(s) _____

State _____ Team # _____ Group # _____ Category _____

Instructions

Fill in the correct score. Write the appropriate rating in the “Score column.” Comments can be written in the comment section and should help participants identify their strengths and areas for improvement. Record total points. Verify point total and initial.

DEMONSTRATED MEETING					Points
Proper Use of Parliamentary Law 0–3 points	0 Team did not demonstrate any Parliamentary Law according to <i>Robert's Rules of Order Newly Revised 10th edition</i>	1 Team lacked basic understanding of parliamentary law according to <i>Robert's Rules of Order Newly Revised 10th Edition</i>	2 Team incorrectly carried out parliamentary procedures twice according to <i>Robert's Rules of Order Newly Revised 10th Edition</i>	3 Team carried out all procedures correctly according to <i>Robert's Rules of Order Newly Revised 10th Edition</i>	
Proper Recognition of Chair and All Members 0–3 points	0 Members were never recognized by chair before speaking	1 Proper recognition of the chair and members were met some of the time	2 Proper recognition of the chair and members were met most of the time	3 Chair and members were recognized properly at all times	
Coverage of Agenda 0–3 points	0 Team did not follow agenda	1 Team did not address all agenda items	2 Team addressed all agenda items, but some were not done properly	3 Team addressed all agenda items properly	
Main Motion 0–3 points	0 Team did not demonstrate a main motion	1 Team incorrectly attempted a main motion	2 Team stated a main motion without properly carrying it out	3 Team correctly demonstrated a main motion	
Amend a Motion 0–3 points	0 Team did not demonstrate amend a motion	1 Team did not complete the amendment	2 Team completed an amendment, but did so incorrectly	3 Team correctly amended a motion	
Amend an Amendment 0–3 points	0 Team did not demonstrate amend an amendment	1 Team did not complete the amendment of an amendment	2 Team completed the amendment of an amendment, but did so incorrectly	3 Team correctly amended an amendment	
Point of Order or Parliamentary Inquiry 0–3 points	0 Team did not demonstrate a point of order or parliamentary inquiry	1 Team did not complete point of order or parliamentary inquiry	2 Team completed point of order or parliamentary inquiry, but did so incorrectly	3 Team correctly demonstrated a point of order or parliamentary inquiry	
Division of the Assembly or Division of the Question 0–3 points	0 Team did not demonstrate division of the assembly or division of the question	1 Team did not complete division of the assembly or division of the question	2 Team completed division of the assembly or division of the question, but did so incorrectly	3 Team correctly demonstrated division of the assembly or division of the question	
Previous Question 0–3 points	0 Team did not demonstrate previous question	1 Team did not complete previous question	2 Team completed previous question, but did so incorrectly	3 Team correctly demonstrated previous question	
Point of Information 0–3 points	0 Team did not demonstrate point of information	1 Team did not complete point of information	2 Team completed point of information, but did so incorrectly	3 Team correctly demonstrated point of information	
Postpone to a Certain Time 0–3 points	0 Team did not demonstrate postpone to a certain time	1 Team did not complete postpone to a certain time	2 Team completed postpone to a certain time, but did so incorrectly	3 Team correctly demonstrated postpone to a certain time	
Refer to a Committee 0–3 points	0 Team did not demonstrate refer to a committee	1 Team did not complete refer to a committee	2 Team completed refer to a committee, but did so incorrectly	3 Team correctly demonstrated refer to committee	

Parliamentary Procedure Rubric (continued)

Points

PARLIAMENTARY PROCEDURE

Question of Privilege or Recess 0–3 points	0 Team did not demonstrate question of privilege or recess	1 Team did not complete question of privilege or recess	2 Team completed question of privilege or recess, but did so incorrectly	3 Team correctly demonstrated question of privilege or recess	
Demonstration Time and Quality 0–15 points	0–5 Demonstrated meeting lasted 10 minutes or less with limited quality discussion and involvement of members	6–10 Demonstrated meeting lasted 10–15 minutes with quality of discussion and appropriate member involvement.	11–15 Demonstrated meeting lasted 15–20 minutes with quality of discussion, diversity of viewpoints and appropriate involvement.		
Clarity of Expression and Voice 0–3 points	0 Speech unclear, weak voice projection, incorrect pronunciation, poor grammar	1 Few team members use clear speech <i>or</i> voice projection <i>or</i> pronunciation <i>or</i> proper grammar	2 Most team members use clear speech <i>or</i> voice projection <i>or</i> pronunciation <i>or</i> proper grammar	3 Speech clear, projects voice, pronounces all words, no vocalized pauses, correct grammar	
Poise 0–3 points	0 Expressionless, no hand gestures, sways, no eye contact	1 Few team members use appropriate expression <i>or</i> hand gestures <i>or</i> posture <i>or</i> eye contact	2 Most team members use appropriate expression <i>or</i> hand gestures <i>or</i> posture <i>or</i> eye contact	3 Good expression, appropriate hand gestures, good posture, good eye contact	
Impartiality of Presiding Officer 0–3 points	0 Did not call on all members, states own opinion	1 The presiding officer rarely calls on all members and/or rules fairly on motions	2 The presiding officer usually calls on all members and/or rules fairly on motions	3 The presiding officer always calls on all members and/or rules fairly on motions	
Team Participation 0–3 points	0 Clearly, there is no team participation.	1 The meeting participation relies primarily on one or two members	2 Most team members are actively involved in the meeting	3 All team members were actively involved in carrying out the meeting	
Debate include FCCLA Purposes 0–2 points	0 Team did not include FCCLA Purposes, Mission or facts	1 Team used FCCLA Purposes, Mission or facts 1/2 of the time	2 Team used FCCLA Purposes, Mission or facts in all debate		
SECRETARY'S RECORD					
Secretary's Record 0–2 points	0 Most information is missing and agenda items were not recorded	1 Unorganized and some agenda items not recorded	2 Organized and contain all required agenda items		

Evaluator's Comments:

TOTAL
(70 points possible)

Evaluator Initial _____

Room Consultant Initial _____