WASHINGTON FFA ASSOCIATION

Parliamentary Procedure Handbook

2017-2021

Purpose

The purpose of the parliamentary procedure leadership development event is to encourage students to learn to effectively participate in a business meeting and to assist in the development of their leadership, research, problem solving skills and critical thinking skills.

Objectives

Upon completion of participation in the event, 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 debate on motions.
- Evaluate minutes and organizational documents.
- Utilize parliamentary resources to solve problems of organizational management and operations.

National Association of Parliamentarians Body of Knowledge: In consultation with the National Association of Parliamentarians and the American Institute of Parliamentarians this event has been aligned with the National Association of Parliamentarians Bodies of Knowledge for members and leaders of organizations

Partnership for 21st Century Learning: This skills, knowledge and disposition cultivated in this event are aligned with the P21 Framework.

Event Rules

If there are any questions or issues, the State FFA Advisor will make the final decision.

A team representing a state will consist of six members from the same chapter. All practicums will involve all six team members.

- It is highly recommended that participants wear FFA Official Dress for each event.

- The advisor will not consult with the team after entering the holding room prior to each round of the event.

- Any participant in possession of an electronic device in the event area is subject to disqualification.

EQUIPMENT

Materials the student needs to provide:

- Each participant must bring a minimum of two sharpened No. 2 pencils for each team member

- A copy of the current edition of *Robert's Rules of Order Newly Revised*

Materials provided by the event committee:

- A gavel will be supplied for the chair.

- Teams may choose to use their own gavel if they so desire.

- Paper and pencils will be provided to chair and secretary stations.

- A searchable current edition of the *Robert's Rules of Order Newly Revised* may be provided. Please see team orientation on *FFA.org*

THE EVENT WILL HAVE FOUR PHASES

- Written examination

- An 11 minute team presentation of parliamentary procedure

- Oral questions following the presentation

- Team problem solving practicum (Finals round only)

Event Format

WRITTEN TEST (200 POINTS)

Fifty multiple choice questions taken from *Robert's Rules of Order Newly Revised.* Participants will have one hour to complete the multiple choice test. **NOTE:** References and materials cannot be used for this part.

Exam content will be guided by Dunbar's Manual of Parli Pro Test Questions- Dunbar's Manual of Parli Pro Test Questions PRL-2. There are 4 points per question to the 50 question sentence.

The average score of the six-team members will be used to compute the total team score that will be utilized for each round. The team average score will be used to determine flights utilizing the Zig Zag pattern method.

All teams must complete the test at the designated time

PRESENTATION (500 POINTS)

The state event will have two rounds:

- **Sub-state round**
  - The sub-state will have four flights. A flight shall be made up of up to nine teams.
- **State Finals round**
  - The top two teams from each sub-state flight will advance to the final round of eight teams.

SEEDING PROCESS

Teams will be placed into sub-state flights 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. All teams in each section will be assigned the same motions.

There are 25 permissible motions in the national FFA event. Team members will have one minute to review the main motion, the motions to be demonstrated and to identify his/her motion (which may be noted by bolding, underlining or highlighting). Members may not confer, use nonverbal communications during the one-minute time period or during the demonstration.

SAMPLE CARD

Main Motion:

I move that our chapter send two delegates to WLC.

Required Motions:

Lay on the Table

Amend

Suspend the Rules

Appeal

Recess

OPENING AND CLOSING 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 start the presentation by saying, "Is there any new business?" Time will stop when the chair declares the meeting adjourned.

- Original Main Motion: The event official will assign the main motion on an index card, no other original main motions may be used. Making other original main motions that are not on the event card will result in a 50 point deduction from overall team presentation score.

- The assigned original main motion is to be the first item of business presented, unless, take from the table, reconsider or rescind are required on the event card. If this is the case, an alternative main motion for take from the table, reconsider or rescind will be provided.

- The person who makes the assigned main motion will be given credit for an additional motion.

SECONDARY MOTIONS

- No limit to the number of subsidiary, incidental and privileged motions that a team may demonstrate.

- A member's required motion will not be counted as an additional motion for another member. No motion may count for an additional motion for more than one member.

- Incidental and privileged motions cannot be demonstrated as incidental main motions.

INDIVIDUAL MEMBER RECOGNITION

A member may speak in debate on the main motion and conclude by offering a secondary motion. Judges will award points accordingly for both the debate and the secondary motion.

Omission of the assigned motion by the assigned member on the event card will result in a 50 point deduction from overall team presentation score.

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

If the officials in charge designate take from the table, rescind or reconsider as a motion to be demonstrated, scenario will be included on the event card. These motions shall **not** be used unless listed on the event card as a required motion.

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.

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 (100 POINTS)

Individual Questions (100 points)

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 other general parliamentary procedures. Each member will be scored a maximum of 16 points for responses to questions. Chair will be scored at a maximum of 20 points.

Clarifying Questions: The judges will have three minutes to ask clarifying questions related to the team's demonstration that may impact other aspects of team demonstration scores. Questions may be directed to the team or an individual member. Team members may volunteer to answer the question for the team or to help another member. This round of questions are not scored separately.

TEAM PROBLEM SOLVING PRACTICUM (150 POINTS)

In the final round the top 8 teams will complete a team problem solving practicum. Teams will be provided a short parliamentary procedure scenario outlining a practical problem. Working as a team, they will have 30 minutes to research the problem and write a short solution with reference to specific page and line numbers in *Robert's Rules of Order Newly Revised*. All team members are required to provide their own copy of the most current edition of *Robert's Rules of Order Newly Revised*.

Scoring

GUIDELINES FOR SCORING DISCUSSION (60 POINTS PER MEMBER)

- 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.

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 even if an extension of debate is passed.

CHARACTERISTICS OF EFFECTIVE DEBATE

Characteristics of effective debate include the member's ability to state their position, provides reason(s) supporting their position and tells or encourages the delegation how to vote. The delivery of the debate will include:

- Completeness of thought

- Logical reasoning

- Clear statement of speaker's position

- Conviction of delivery

- Concise and effective statement of debate

GOOD DEBATE

- A good debate would be characterized by a presentation that includes the components of a good debate as well as the quality of delivery in which the debate is delivered. Those components are:
  - States position
  - Provides more than one reason supporting their position
  - Tells delegation how to vote

AVERAGE DEBATE

- An average debate would be characterized by a presentation that includes only one supporting reason or lacks

in the quality of delivery.

- States position

- Provides one reason supporting their position

- Tells delegation how to vote

POOR DEBATE

- A poor debate would be characterized by a lack of effective delivery, poor grammar, reasoning and substance. As well as, the omission of one or more components of an effective debate.

Suggested grading scale for debates:

- **Good:** 15-20 points

- **Average:** 8-14 points

- **Poor:** 0-7 points

GUIDELINES FOR SCORING THE CHAIR (80 POINTS)

The chair is evaluated by his/her ability to preside and his/her leadership.

ABILITY TO PRESIDE (65 POINTS)

Ability to preside state motions correctly, follow rules of debate, keep members informed, put motions to a vote, announce results of vote, use of gavel and awareness of business on the floor.

A suggested grading scale is as follows:

- **Excellent:** 51-60 points

- **Good:** 26-50 points

- **Poor:** 0-25 points

LEADERSHIP (15 POINTS)

Leadership is stage presence, poise, self-confidence, politeness and voice.

A suggested grading scale is as follows:

- **Excellent:** 1-15 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.

WRITTEN EXAM (200 POINTS, 20%)

- Dunbar's Manual of Parli Pro Test Questions PRL-2

- 50 multiple-choice questions x 4 points each = 200 points

PRESENTATION (500 POINTS, 50%)

- **Required motion:** 10 points x 5 members = 50 points (10%)

- **Additional motion:** 10 points x 5 members = 50 points (5%)

- **Debates:** 300 points (30%)

  - 20 points maximum per debate

  - Four debates/member included

  - Five members

  - **Chair:** 80 points (10%)

    - Ability to preside: 65 points

    - Leadership: 15 points

  - **Team effect:** 20 points (12%)

    - Conclusions reached by team

    - Team use of debate

    - Team presence

ORAL QUESTIONS (100 POINTS, 10%)

INDIVIDUAL QUESTIONS (100 POINTS)

- Five team members 16 points maximum per question

- Chair 20 points maximum

TEAM PROBLEM SOLVING —FINALS ONLY (150 POINTS)

TIEBREAKERS

Tiebreakers for teams will be:

- Total final presentation score out of 500 possible points.

- Team average score on the written exam.

- Total team practicum, problem solving score.

References

This list of references is not intended to be all-inclusive.

Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

WASHINGTON LISTED RESOURCES – REFLECT RESOURCES FOR EACH COMPONENT USED

- Dunbar's Manual of Parliamentary Procedure Test Questions PRL-2

- Dunbar's Parliamentary Procedure Problem Solving

- Team Activities Manual Parl-32

- Parliamentary Procedure Oral Questions CD (Parl-24B)

FOR NATIONAL COMPETITION AND RESOURCES OUTSIDE OF STATE COMPETITION:

NATIONAL FFA CORE CATALOG

- CDE Q&A's: *FFA.org*

- Additional parliamentary procedure resources, including those formally offered in the National FFA Education Resources Catalog can now be found on-line at http:// shop.ffa.org/parliamentary-procedure-c1412.aspx

- The official text will be the most current of *Robert's Rules of Order Newly Revised*.

- Additional references may include FFA New Horizons magazine, the Official FFA Manual and the FFA Student Handbook.

NATIONAL RESOURCES:

- The most recent edition of *Robert's Rules of Order Newly Revised*

- Past National FFA Event Finals Recordings (available online at no cost)

- American Institute of Parliamentarians –Presiding: You Can Do It, found on Amazon at: http://astore.amazon.com/americinsti0a-20/detail/0942736338

- National FFA Manual

- National FFA Student Handbook

INDIVIDUAL QUESTIONS

- The most recent edition of *Robert's Rules of Order Newly Revised*

- Past National FFA Event Exams, Questions and Practicums (available online at no cost)

- National Association of Parliamentarians Body of knowledge found at: http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf

- Dunbar's Parliamentary Procedure Oral Questions (PARL-24c) available from the Parliamentary Procedure Instructional Materials Center (http://pzen.northwest.net/)

TEAM PRACTICUM, PROBLEM SOLVING

- The most recent edition of *Robert's Rules of Order Newly Revised*

- Searchable *Robert's Rules of Order Newly Revised* online database from the National Association of Parliamentarians, found at: https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=nap&webcode=shopping&prd_key=725ff724-0fa6-446d-8197-0d060e04a889

- National Association of Parliamentarians Body of knowledge found at: http://www.parliamentarians.org/wp-content/uploads/2015/05/BOK-Booklet3-a.pdf

- Dunbar's Parliamentary Procedure Oral Questions (PARL-32) available from the Parliamentary Procedure Instructional Materials Center (http://pzen.northwest.net/)

- Past National FFA Event Exams, Questions and Practicums (available online at no cost)

Chart of Permissible Motions

MOTION	Second Required	Debatable	Amendable	Vote Required	Reconsider
PRIVILEGED MOTIONS					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, Demand	No
SUBSIDIARY MOTIONS					
Lay on the Table	Yes	No	No	Majority	Neg only (3)
Previous Question	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	2/3	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm only
Main Motion	Yes	Yes	Yes	Majority	Yes
INCIDENTAL MOTIONS					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	2/3	Neg only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point Of Order	No	No	No	Normally no vote Chair rules	No
Request for Information	No	No	No	No Vote. Chair responds	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Majority with notice 2/3, or majority of entire membership (3)	Neg. Only
Take From The Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order 2/3 vote, standing rules – majority vote

(3) Refer to Robert's Rules of Order Newly Revised, current edition for rule(s)

(4) Refer to LDE Parliamentary Procedure event rules before using these motions in the demonstration

National FFA Parliamentary Procedure Career Development Event

Form 2 Team Score Sheet

FFA Chapter: _____

Participant	Required Motion 10 pts/person	Discussion (60 pts. max./member, 20 pts.max./Item) Excellent 15-20 pts., Good 10-14 pts., Average 5-9 pts., Poor 0-4 pts.							Additional Motion	Individual Questions 10 pts / person	Total 16 pts/person 96 pts/person
		Pts	Main	PP Indef	Amend	Refer	PP Def	Bring Back	Total			
1												
2												
3												
4												
5												

Chair — Ability to Preside (65 pts.)
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.
Excellent = 51-65 pts., Good = 26-50 pts., Poor = 0-25 pts.

Points: ____

Chair Questions (20 pts.) — 10 pts / person

Leadership (15 pts.)
Tactful, sensitive, firm, understanding, good voice, proper pace
Excellent = 10-15 pts., Good = 6-10 pts., Poor = 0-5 pts.

Points: ____

Team Effect (20 pts)

Conclusions	Discussion	Team Voice
Main motion was well analyzed. What, When, Where, Who, How was answered	Convincing, logical, realistic, orderly and efficient, germane and free from repetition	Voice: Volume, enunciation, pitch, pace, grammar
Poise: confidence, professional, eye contact
Expression: conviction, gestures

Exam — Average of all 6 individual exam scores (200 pts.)

Minutes — Minutes taken from Individual Minutes and Other Records Practicum (50 pts)

Research — Team Problem Solving Research (150 pts.) (Preliminaries & Semis)

Deductions (List mistakes) 5-20 pts per mistake
Omitting assigned motion - 50 pts

Time
Deduction for overtime. -2pts/second after 11:00

Total Deductions

Team Score

Notes:

Team Problem Solving Activity Scorecard

(Final Rounds)

CHAPTER   TEAM NUMBER

SCORING CRITERIA	Possible Points	Points Earned
Reference ▪ Team accurately identified the correct page(s) and line number(s) in *Robert's Rules of Order Newly*, Revised (11th ed.)	60	
Solution to the Problem ▪ Team provided logical justification and reasoning to develop, using citations listed from above to solve the parliamentary procedure problem/issue.	75	
Grammar, Style and Legibility ▪ Complete sentences ▪ Correct spelling (deduction of 1 point/error) ▪ Correct punctuation (deduction of 1 point/error) ▪ Legibility and clarity	15	
TOTAL POINTS	**150**	

Comments:

Sample Team Problem Solving Activity

The following is a sample team problem similar to what a team might be asked to solve during the team portion of the National FFA Parliamentary Procedure LDE.

The Lakeville FFA Chapter is facing a parliamentary problem and needs advice. At its last meeting of the school year, the chapter planned to hold officer elections. The chapter president, Jason, was presiding at the elections meeting. The chapter vice president, Elizabeth, chose not to run for office again and served as chair of the nominating committee. Elizabeth will be a senior next year and decided to devote more of her time to career and leadership development events than to serving as a chapter officer. Elizabeth gave the nominating committee's report at the meeting. The nominating committee nominated Lisa for chapter president. No other nominees were offered and Lisa was elected by a voice vote. The nominating committee nominated David for vice president. Another member nominated Claire for vice president from the floor. Jason, the president, asked both David and Claire if they objected to taking the vote by voice. Neither objected and Jason took the vote by voice. Claire was the clear winner of the election and Jason declared Claire elected vice president. All other nominees suggested by the nominating committee were unopposed and were each elected by voice vote. At the conclusion of the election, Jason passed the gavel to Lisa, who declared the meeting adjourned. The next chapter meeting will take place when school resumes in the fall.

One week after the election, Lisa held the first meeting of the new officer team. She arrived at the meeting noticeably upset, and as soon as the meeting began Lisa announced that her father had taken a new job in a neighboring state, and she and her family would be moving away from Lakeville immediately. Lisa handed each officer a copy of her resignation as president and then handed a copy to the chapter advisor. To make matters worse, each officer had been instructed to bring copies of their last two report cards to the meeting so that the chapter advisor could verify the grade point average for each officer. All the officers had grade point averages above 3.0 except Claire, whose last two grade cards indicated a grade point average of 2.35.

The new officer team was clearly disappointed that Lisa would be leaving, and the remainder of the meeting became more of a farewell party for Lisa than an actual meeting. When the group left the meeting later that afternoon, the chapter advisor wished all the officers well and indicated that she would call another meeting for later in the summer. Several questions were lingering on her mind, however, and she has called your team for help.

- Who is president of the Lakeville FFA Chapter?
- What must be done now to complete the Lakeville FFA chapter officer team?
- Was the election for vice president conducted properly?

The chapter bylaws only discuss chapter officers in Article IV. That article from the chapter bylaws appears below. The chapter's parliamentary authority is *Robert's Rules of Order Newly Revised* (11th Edition). Please provide the Lakeville FFA chapter advisor with an answer to her questions, including appropriate citations, based on the chapter bylaws and the chapter's parliamentary authority.

ARTICLE IV – OFFICERS

Section 1: The officers of the chapter shall be a president, vice president, secretary, treasurer, reporter and sergeant-at-arms. All officers shall serve for a term of one year or until their successors are elected.

Section 2: The president shall be a senior and must have been a chapter member for at least two full years prior to election. All other officers must have been a chapter member for at least one full year prior to election.

Section 3: Any vacancy in any office other than that of president shall be filled by the other officers for the remainder of the unexpired term.

Section 4: All elections shall be held by ballot, except in cases where only one nominee has been made, in which case a voice vote may be taken.

Section 5: All officers shall have a minimum grade point average of 2.5 at the time of their election and shall maintain at least a 2.5 grade point average throughout their term of office.

Sample Team Problem Solving Answers

- Who is president of the Lakeville FFA Chapter?

Elizabeth is president of the chapter. When Lisa was elected chapter president, Jason's term as president ended and Lisa became the duly elected president. Lisa's resignation means that the office of president would immediately be filled by the vice president. (Article IV, Section 3. *Robert's Rules of Order Newly Revised* p. 442, ln. 2-7.) Claire was apparently elected vice president, but review of her grade point average after the election revealed that she was ineligible to be elected. (Article IV, Section 5.) The election for vice president actually never happened since Claire was ineligible at the time of the vote, so the election for vice president remains incomplete. (*Robert's Rules of Order Newly Revised* p. 430, ln. 11-13 and p. 543, ln. 19-22.) Because Elizabeth was serving as vice president at the time of the election, and because her term of office does not expire until her successor is elected (Article IV, Section 1.), Elizabeth remained the actual vice president at the conclusion of the elections meeting. Elizabeth was also the actual sitting vice president at the time of Lisa's resignation from the office of president, meaning that Elizabeth became president of the Lakeville FFA Chapter upon Lisa's resignation.

- What must be done now to complete the Lakeville FFA chapter officer team?

The chapter officers must select a new vice president to serve until the chapter meets again in the fall. (Article IV, Section 3.) When Elizabeth became president of the chapter following Lisa's resignation, a vacancy was created in the office of vice president. The chapter bylaws require the remaining officers to fill the vacancy for the remainder of the unexpired term. The person appointed by the chapter officers will fill the position of vice president until the chapter can meet to hold another election for vice president. (*Robert's Rules of Order Newly Revised* p. 429-30.) The new election is necessary because the new vice president chosen by the officers will only be completing Elizabeth's term of office as vice president, which should have ended at the elections meeting, but because no election was completed, the newly chosen vice president will continue in office until his or her successor is elected by the chapter. Since there are no prohibitions against reelection, the person chosen by the officers can be elected to the office of vice president by the chapter for a complete term.

- Was the election for vice president conducted properly?

No. The election for vice president should have been conducted by ballot. (Article IV, Section 4.) A requirement that a vote be taken by ballot cannot be suspended, even by unanimous consent. (*Robert's Rules of Order Newly Revised* p. 398, ln. 28 – p. 399, ln. 1.) Claire should also not have been a candidate since she was ineligible for election to the office. (*Robert's Rules of Order Newly Revised,* p. 543, ln. 19-22.)

Agriculture, Food and Natural Resources Content Standards

Measurement Assessed	Where measured in event	Academic Content Standards Addressed
CRP.01.01. Performance Indicator: Model personal responsibility in the workplace and community.		
CRP.01.01.01.c. Evaluate past workplace and community situations and determine how personal responsibility positively or negatively impacted outcomes.	Event Exam Presentation Individual Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving Entire Event – Total Team Score	
CRP.01.02 Performance Indicator: Evaluate and consider the near-term and long-term impacts of personal and professional decisions on employers and community before taking action.		
CRP.01.02.01.b. Assess the pros and cons of personal decisions based on their anticipated impact on self and others.	Presentation	
CRP.01.02.02.b. Analyze the pros and cons of professional decisions based upon impact on employers and community.	Presentation	
CRP.02.01. Performance Indicator: Use strategic thinking to connect and apply academic learning, knowledge and skills to solve problems in the workplace and community.		
CRP.02.01.01.b. Assess workplace problems and identify the most appropriate academic knowledge and skills to apply.	Event Exam Presentation Individual Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.02.01.02.b. Assess community problems and identify the most appropriate academic knowledge and skills to apply.	Event Exam Presentation Individual Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.02.02. Performance Indicator: Use strategic thinking to connect and apply technical concepts to solve problems in the workplace and community.		
CRP.02.02.01.b. Assess workplace problems and distinguish the most appropriate technical concepts to apply.	Event Exam Presentations Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.02.02.02.b. Assess community problems and identify the most appropriate technical concepts to apply.	Event Exam Presentation Individual Practicum, Minutes and Other Records	

	Team Practicum, Problem Solving Entire Event – Total Team Score	
CRP.04.01. Performance Indicator: Speak using strategies that ensure clarity, logic, purpose and professionalism in formal and informal settings.		
CRP.04.01.01.c. Evaluate other's verbal and non-verbal communications (e.g., speeches, presentations, oral reports, etc.) and propose recommendations for improvement in clarity, logic, purpose and professionalism.	Presentation	
CRP.04.01.02.b. Apply strategies for speaking with clarity, logic, purpose and professionalism in a variety of situations in formal and informal settings.	Presentation	
CRP.04.02. Performance Indicator: Produce clear, reasoned and coherent written communication in formal and informal settings.		
CRP.04.02.01.c. Evaluate the effectiveness of different forms of written communication for achieving their intended purpose.	Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.04.02.02.b. Apply techniques for ensuring clarity, logic and coherence to edit written communications (e.g., emails, reports, presentations, technical documents, etc.).	Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.04.03. Performance Indicator: Model active listening strategies when interacting with others in formal and informal settings.		
CRP.04.03.01.b. Apply active listening strategies (e.g., be attentive, observe non-verbal cues, ask clarifying questions, etc.).	Presentation	
CRP.04.03.02.b. Assess active listening strategies by observing others in formal and informal settings.	Presentation	
CRP.04.03.02.c. Model active listening strategies in formal and informal settings.	Presentation	
CRP.05.01. Performance Indicator: Assess, identify and synthesize the information and resources needed to make decisions that positively impact the workplace and community.		
CRP.05.01.01.c. Evaluate workplace and community decision-making processes and devise strategies for improvement.	Presentation Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	

CRP.05.01.02.c. Evaluate workplace and community situations and recommend the information and resources needed to support good decisions.	Presentation	
CRP.05.01.03.c. Synthesize information and resources and apply to workplace and community situations to make positive decisions.	Presentation	
CRP.06.01. Performance Indicator: Synthesize information, knowledge and experience to generate original ideas and challenge assumptions in the workplace and community.		
CRP.06.01.01.c. Evaluate workplace and community situations and devise strategies to apply original ideas.	Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.06.01.02.c. Devise strategies (e.g., ask questions, brainstorm ideas, present facts and information etc.) to challenge common assumptions in workplace and community situations.	Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.06.02. Performance Indicator: Assess a variety of workplace and community situations to identify ways to add value and improve the efficiency of processes and procedures.		
CRP.06.02.01.c. Evaluate past workplace and community situations and determine how processes and procedures impacted outcomes.	Individual Practicum, Minutes and Other Records	
CRP.06.03. Performance Indicator: Create and execute a plan of action to act upon new ideas and introduce innovations to workplace and community organizations.		
CRP.06.03.01.c. Design a plan of action to introduce a new idea or innovation into the workplace and community.	Presentation	
CRP.06.03.02.c. Evaluate and execute strategies for using stakeholder input and feedback to improve a plan of action for introducing a new idea or innovation into the workplace or community..	Presentation	
CRP.08.01. Performance Indicator: Apply reason and logic to evaluate workplace and community situations from multiple perspectives.		
CRP.08.01.01.c. Evaluate how applying critical thinking skills can impact workplace and community situations.	Presentation Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	

CRP.08.01.02.c. Devise strategies to apply reason, logic and input from multiple perspectives to solve workplace and community problems.	Presentation Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.08.02. Performance Indicator: Investigate, prioritize and select solutions to solve problems in the workplace and community.		
CRP.08.02.01.b. Assimilate and prioritize potential solutions to solve problems in the workplace and community.	Presentation	
CRP.08.02.02.c. Evaluate and select solutions with greatest potential for success to solve workplace and community problems.	Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.08.03. Performance Indicator: Establish plans to solve workplace and community problems and execute them with resiliency.		
CRP.08.03.01.b. Analyze and determine the best problem-solving model to apply to workplace and community problems.	Presentation	
CRP.09.01. Performance Indicator: Model characteristics of ethical and effective leaders in the workplace and community (e.g. integrity, self-awareness, self-regulation, etc.).		
CRP.09.01.02.c. Model characteristics and actions of ethical and effective leaders in workplace and community situations (e.g., integrity, self-awareness, etc.).	Presentation	
CRP.09.03. Performance Indicator: Demonstrate behaviors that contribute to a positive morale and culture in the workplace and community (e.g., positively influencing others, effectively communicating, etc.).		
CRP.09.03.01.a. Identify and summarize respectful and purposeful behaviors that contribute to positive morale and culture in workplace and community settings (e.g., positively influencing others, effectively communicating, etc.).	Presentation	
CRP.09.03.02.c. Model respectful and purposeful behaviors that contribute to positive morale and culture in the workplace and community (e.g., effectively communicating, recognizing accomplishments of others, etc.).	Presentation	

CRP.10.02. Performance Indicator: Examine career advancement requirements (e.g., education, certification, training, etc.) and create goals for continuous growth in a chosen career.		
CRP.10.02.01.a. Categorize career advancement requirements for potential careers (e.g., degrees, certification, training, etc.).	Event Exam	
CRP.12.01. Performance Indicator: Contribute to team-oriented projects and builds consensus to accomplish results using cultural global competence in the workplace and community.		
CRP.12.01.01.c. Evaluate the effectiveness of team-oriented projects at work and in the community and make recommendations for future improvements.	Presentation	
CRP.12.01.02.b. Apply consensus building techniques to accomplish results in team-oriented situations.	Presentation Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving	
CRP.12.02. Performance Indicator: Create and implement strategies to engage team members to work toward team and organizational goals in a variety of workplace and community situations (e.g., meetings, presentations, etc.).		
CRP.12.02.01.c. Create novel strategies to engage team members based on the situation.	Event Exam Presentation Individual Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving Total Event Score	
CRP.12.02.02.b. Select strategies to engage team members and apply in a variety of situations.	Event Exam Presentation Individual Individual Practicum, Minutes and Other Records Team Practicum, Problem Solving Total Event Score	