

**TEXAS FARM BUREAU
YOUNG FARMER AND RANCHER
2016 DISCUSSION MEET**

**DISCUSSION MEET MANUAL
RULES & PROCEDURES**

Texas Farm Bureau

2016 Young Farmer & Rancher Discussion Meet

Registration and Information Sheet

Note: The applicant should carefully read through this application form before filling out any part of it. This application and entry form must be in the office of the Texas Farm Bureau, P.O. Box 2689, Waco, Texas 76702-2689 on or before November 1, 2016. Attention: Young Farmer and Rancher Coordinator.

(Type or Print)

(As it should appear in a program)

Contestant's Name: _____

Phonetic Pronunciation: _____

Spouse's Name: _____

Address: _____

City & State: _____ Zip Code _____

Phone Number: _____

E-Mail Address: _____

County: _____

Social Security Number: _____

Farm Bureau Membership Number: _____

Sex: _____ Age: _____ Date of Birth: _____
Month/Day/Year

BIOGRAPHICAL INFORMATION

1. Please give a 5 – 7 line biographical sketch for use during the Award & Recognition Program, should you be chosen our state winner.

We certify that the above named applicant has met all the contestant qualifications to participate in this year's YF&R Discussion Meet.

Signed _____
County President or Secretary

Mail to: Texas Farm Bureau
Attn: YF&R Coordinator
PO Box 2689,
Waco, TX 76702

Email to: Scan and email to youngfarmers@txfb.org

Texas Farm Bureau Young Farmer and Rancher 2016 Discussion Meet

The Discussion Meet is the presentation of well thought-out opinions and ideas for the purpose of problem solving. Five agricultural related topics are selected prior to the contest. Contestants are provided information about the topics once their entry form is submitted. The contest process is outlined below.

- The contest is conducted in panels of four or five contestants
- One of five topics is chosen for each panel and a 25 minute roundtable discussion ensues.
- The discussion is not a debate or a prepared speech, but rather an exchange of ideas and opinions in a moderated format
- See the complete Discussion Meet Manual for all processes and rules

Prizes and Awards

All Applicants

1. Up to \$200 in travel expenses reimbursed for each contestant participating in the state contest during the December 2016 TFB State Convention in San Antonio (provided by Texas Farm Bureau)
2. \$200 service voucher (sponsored by Chevrolet Certified Service)

Three Finalists

1. Pair of Justin boots (sponsored by Justin Brands, Inc.)
2. Power tool (sponsored by Grainger)
3. \$500 cash (sponsored by Southern Farm Bureau Life Insurance Company)

State Winner

1. Polaris Sportsman ATV (sponsored by Southern Farm Bureau Life Insurance Company)
2. \$5,000 cash (sponsored by Farm Credit)
3. \$750 service voucher (sponsored by Chevrolet Certified Service)
4. Expense paid trip for the state winner and spouse to compete in the national Discussion Meet during the 2017 AFBF Convention in Phoenix, AZ (provided by Texas Farm Bureau)

National Winner

1. Prizes representative of the AFBF Discussion Meet are also awarded (not available at time of this document creation)

Important Points about the Texas Farm Bureau State Discussion Meet:

1. The information contained in this manual outlines specifics of the American Farm Bureau Discussion Meet competition in which Texas Farm Bureau competes and aligns our state contest.
2. TFB will conduct one statewide Discussion Meet contest to be held at the Texas Farm Bureau annual meeting on Saturday, December 3, 2016.
3. One state winner, a runner-up and two finalists will be chosen from the discussion meet participants.
4. The state winner will represent Texas at the AFBF Discussion Meet Competition in Phoenix, Arizona, in January 2017.
5. In the event the TFB state Discussion Meet winner wins more than one TFB YF&R Award Program in the same year (either the Outstanding YF&R or Excellence in Agriculture), they will compete in the non-Discussion Meet award at the AFBF level and not the AFBF Discussion meet. The runner-up in the TFB Discussion Meet has the option to compete in the AFBF Discussion Meet. If the runner-up competes in the AFBF contest, then he/she is ineligible to compete in future TFB Discussion Meet contests.
6. Our state contest will be administered according to the rules set forth in this manual except for the county and district competitions, which TFB will not conduct.
7. Interested parties should fill out the Discussion Meet Registration and Information Sheet and send it to the address listed on the entry form before November 1, 2017.
8. Discussion Meet study material, a short video of last year's AFBF finals and other contest information will be mailed to contestants after registration forms are received.

For more information contact:

YF&R Coordinator:

Phone : 254-751-5030

Email : youngfarmers@txfb.org

Topics for 2016 Discussion Meet

1. American agriculture depends on a foreign-born labor force. How would you draft a national immigration policy?
2. How can we ensure that farmers and ranchers, not government agencies, are driving the management of natural resources?
3. How can we as farmers and ranchers maintain "ownership" of our intellectual and proprietary information? (Big data, unmanned aerial vehicles, unauthorized videos)
3. The nation's tax policy has become increasingly complicated and cumbersome. What should a balanced and beneficial tax policy look like for agriculture?
5. Today's food companies employ many tactics to gain a marketing edge. What is the purpose of food labels? How can Farm Bureau work to ensure that consumers understand the labels and have confidence in the safety and quality of their food?

*These questions will be used as the AFBF Discussion Meet topics during the AFBF Annual Convention in Phoenix, AZ, January 2017.

DISCUSSION MEET MANUAL

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Competition Objectives

Farm Bureau's strength depends on its members' ability to analyze agricultural issues and decide on solutions that best meet their needs. The Discussion Meet is an activity designed to build these crucial skills in young, active farmers and ranchers. By participating, members build basic discussion skills, develop a keen understanding of important agricultural issues and explore how groups can pool knowledge to reach consensus and solve problems.

As a leadership training and self-improvement activity, the Discussion Meet experience will:

- Stimulate logical thinking and a desire for accurate information.
- Develop a concise and direct manner of speaking.
- Improve the ability to listen.
- Aid the participant in overcoming timidity or stage fright.
- Assist the individual in the practice of giving and receiving criticism in a helpful manner.
- Teach the value of compromise.
- Develop leaders for effective problem solving through group discussion.

Background Information

- The Discussion Meet is a competition promoted by the American Farm Bureau Federation Young Farmers & Ranchers Committee.
- The Discussion Meet is designed to simulate a committee meeting where discussion and active participation are expected from each committee member.
- The competitors will discuss pre-selected topics.
- The four fundamental bases of general discussion:
 - Cooperation
 - Constructive Criticism
 - Problem Solving
 - Communication
- The discussion should not be "conversation" or aimless talk, nor should the participant take the role of a persuasive speaker. The participant should try to cooperatively shed light on the problem and tentatively retain a flexible position.
- A successful participant is a productive thinker rather than an emotional persuader. Sometimes it's reasonable to change positions whenever new information and ideas are presented.
- This is not a panel symposium wherein each participant, in turn, makes a presentation, with the moderator ending the session with a summary. Rather, it is an exercise in cooperative problem solving, with the questions, answers and statements coming from any person at any time. The moderator plays an inactive role during the discussion.

Competitor Qualifications

- The Texas Farm Bureau Discussion Meet is for Texas Farm Bureau members who are interested in and/or engaged in production agriculture.
- Competitors shall be a Farm Bureau member in good standing with their county Farm Bureau between the ages of 18 and 35. They shall not have reached their 36th birthday on or before January 31st of the year in which they will compete at the AFBF Annual Meeting.
- Individuals who have competed in a previous AFBF Discussion Meet are ineligible.
- Past and present AFBF YF&R committee members are ineligible.
- Competitors must be actively involved in agriculture to be eligible.
- Professional speakers are ineligible to compete. Professional speakers are those who have received a fee, royalty or honorarium for speaking (i.e., paid speaking appearances or speaking engagements) within 24 months prior to this annual competition. This excludes reimbursement for travel or expenses attendant to the appearance.
- County, State and American Farm Bureau employees are not eligible; this also includes affiliated companies.
- Official competitor application, signed by state Farm Bureau officials, must be turned in to American Farm Bureau Federation on or before December 8, 2016. Competitors not registered by this deadline will not be allowed to participate. No late on-site applications will be accepted.

Helpful Hints for Competitors

- Study as much material as possible relating to the overall topic. Sources: internet, library, newspapers, magazines, Farm Bureau policies, county, state, and American Farm Bureau publications and conversations with experts or knowledgeable people.
- **Remember this is a discussion, not a debate.**
- Be prepared to ask questions, state facts and opinions, and urge others to be specific.
- Be aware of the audience, but generally address the panel. Speak loud enough to be heard by the whole audience.
- Participate whenever your contribution will further the discussion. Do not monopolize the discussion.
- Make notes of key points as the discussion proceeds for use in summary statement.
- Use the one minute of quiet time to organize your closing statement.
- Stand and make your closing statement to the audience. Use accepted speech techniques. Stay within the time limit.

Competition Format

1. All competitive event facilitators and competitors will meet in the pre-assigned competition room fifteen minutes prior to the start of the competition to receive last minute comments by the room chairman.
2. Competitors may not take prepared notes of any form with them to the competition table. After all competitors have been introduced, notes may be written on the paper provided. At the point a note is brought to the table and is noticed by the competition facilitator, there will be a disqualification called at the end of the round.
3. Discussion Meet questions will not be provided at the competition table.
4. The moderator will call the meeting to order, announce the topic to be discussed, and introduce the timekeeper. Any competitor not present at this time will be disqualified.
5. The moderator will introduce the competitors and re-announce the topic to be discussed. He/she will give each of the competitors, in voluntary order, the opportunity to make a 30-second opening statement directed to the audience.
6. The timekeeper will flash a red time card indicating when 30 seconds has elapsed. Judges may subtract points at their discretion for competitors who abuse the time limit.
7. The moderator will then indicate the opportunity for open discussion, which will continue for a total of 20 minutes in the preliminaries rounds and 25 minutes in the Final Four competition. The discussion should be directed to the fellow competitors during open discussion.
8. The timekeeper will indicate to the moderator when five minutes of open discussion time remains in the preliminaries and in the Final Four.
9. If the discussion is lagging, the moderator may close the discussion at this time.
10. The timekeeper will indicate to the moderator when 20 min. in the prelims. and 25 min. in the Final Four competition have elapsed with a red time card.
11. The moderator will call for open discussion to stop and for one minute of quiet time allowing the competitors to consider a closing statement.
12. The moderator will give each of the competitors, in voluntary order, the opportunity to make a one-minute closing statement directed to the audience.
13. The moderator will recognize the judges and request them to leave the room with the room chairman to finalize the tabulation of their score sheets. Judges are not to confer with each other until the room chairman has collected their tabulated score sheets.
14. The next round topic to be discussed will be announced.
15. The preliminary rounds may be extended by 5 minutes if there are 5 or 6 contestants in the round.
16. The moderator will thank the panel and ask the audience to recognize their efforts. The moderator may then request the competitors to each discuss their personal farming/ranching operations for the audience.

Competition Structure

Orientations

- **Discussion Meet Orientation**

- a) Held prior to the 1st Round Robin.
- b) All competitors are required to attend.
- c) Roll call of competitors.
- d) Release of Discussion Meet topic time schedule.
 - First Round topic will be announced during the Competitor Orientation and again in competition room by Room Chair 10 minutes prior to start of First Round
 - Each subsequent round topic announced at close of prior round with the exception of the Final 4 question. The Final 4 question will be announced at the official Final 4 Announcement the morning of the Final 4.
- e) Distribute room locations.

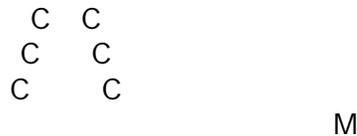
- **Judges' Orientation**

- a) Held prior to the 1st round.
- b) Review judge's duties in **Roles and Responsibilities of Competition Facilitators** along with any announcements.
- c) Review timing sequences.
- d) Allow time for questions.
- e) Roll call of judges.
- f) Distribute competition room locations.

Competition

- All competitors will compete in the first two rounds of the competition, known as preliminaries. Preliminaries will have four to six competitors. The top 4 competitors from the preliminaries—Based on cumulative rankings—will advance to the final four round. The four finalists will compete in the “Final Four” round to determine the winner.
- Final Four Judges are not permitted to attend any rounds preceding those in which they judge.
- The physical arrangements of the Discussion Meet rooms should provide for two tables at the front of the room facing each other and the audience. Half the participants should be seated at each table with the moderator on the side. Name cards identifying Competitors should be visible. Cards should show only the Competitor’s name, not their county.

Room Layout



M = Moderator C = Competitor J = Judge T = Timer X = Audience

Flow of Competition

Generally speaking, the discussion should follow these steps:

1. State problem or need.
2. Explore, define, and understand problem or need.
3. Identify causes of problem or need.
4. Elaborate all possible alternative solutions.
5. Evaluate and compare alternatives.
6. Test and project what appears to be the best solution.
7. Arrive at ways to implement the solution.

Facilitators Roles and Responsibilities

1. Duties of the Competition Chairman

- a. Familiarize yourself with the Discussion Meet Manual.
- b. Conduct Discussion Meet Orientation Session at the Annual Meeting for Competitors and judges.
 1. Make introductions.
 2. Give brief explanation of Discussion Meet competition procedures.
 3. Distribute room locations.
 4. Allow time for questions.
 5. Draw and announce topics to determine sequence to be used for the competition.
 6. Announce First Round topic during Orientation.
 7. Settle any and all disputes during the competition.

2. Moderator's Duties

- a. Familiarize yourself with the Discussion Meet Manual.
- b. Become acquainted with competitors.
- c. Open the competition with the following to ensure that all understand the format:
 1. Welcome the audience.
 2. Introduce competitors from left to right by name.
 3. Announce topic to be discussed.
 4. Ask for competitors to make a 30-second opening statement in voluntary order.
 5. After the last opening statement, say "You have heard the opening statements; you may proceed with the discussion."
 6. When alerted by timekeeper, set up five minute yellow table tent and ensure each competitor has seen it before taking it down.
 7. End discussion at timekeeper's signal.
 8. Call for one-minute quiet time used to prepare closing statements.
 9. Call for one-minute closing statement, in a voluntary order.
 10. Thank competitors.
 11. Dismiss room chairman and judges for tabulation.
 12. Announce topic for next round.
 13. Give competitors the opportunity to introduce themselves and describe their operations.
 14. Announce time of next competition.

Note: The moderator should not comment on the topic or encourage discussion. This is the responsibility of the competitors. However, if the discussion seems to really be lagging, the moderator should use their best judgment to end the discussion early.

3. Timekeeper's Duties

- a. Familiarize yourself with the Discussion Meet Manual.
- b. Go to assigned Competition room fifteen minutes prior to scheduled starting time.
- c. Meet with room chairman, moderator and competitors for last-minute questions.
- d. Indicate following timing points to the moderator and competitors as follows:

Preliminary

1. The end of each 30 second opening statement. (Time elapsed - red card)
2. Warning at 15 minutes of open discussion. (Five minutes remaining - yellow card). Hold up card until all competitors have noted the warning.
3. The end of 20 minutes of open discussion. (Time elapsed - red card)
4. The end of one-minute quiet time. (Time elapsed - red card)
5. **The end of each competitor's one-minute closing statement. (Time elapsed - red card)**

Final Four

1. The end of each 30-second opening statement. (Time elapsed - red card)
2. The end of 20 minutes of open discussion. (Five minutes remaining - yellow card) Hold up card until all competitors have noted the warning.
3. The end of 25minutes of open discussion. (Time elapsed - red card)
4. The end of one-minute quiet time. (Time elapsed - red card)
5. The end of each competitor's one-minute closing statement. (Time elapsed - red card)

4. Judges' Duties

- a. Familiarize yourself with the Discussion Meet Manual.
- b. Review discussion topics.
- c. Review Rating Sheet.
- d. Attend the Discussion Meet Judges Orientation Session.
- e. Go to assigned room ten minutes prior to scheduled starting time.
- f. Meet with room chairman and moderator for last minute questions.
- g. Judges should:
 1. List competitors on Rating Sheet from left to right for ease in identification.
 2. Score competitors using the Rating Sheet.
 3. Total the scores.
 4. **Note: There are 700 points available**
 5. Determine and record ranking.
 6. Sign Rating Sheet.
- h. Judges should not:
 - a) Sit near a fellow judge.
 - b) Judge by applause.
 - c) Confer with each other until all scores are tabulated.
- i. Remain seated until your room chairman calls for you to leave the room to do the final tabulating of your score sheet.
- j. Select winners. (See **Scoring**)

Scoring

The room chairman will supervise the final tabulation by the judges. Judges will use the point system indicated on the score sheet to assist in selecting their winners. Each judge will be instructed to total his/her score sheet and rank the competitors. Each judge is to break ties that occur on his/her own score sheet. The room chairman will assist the judges in determining the final ranking of the competition.

1. The winner will be determined by judges' ranking, and ties will be resolved before the judges are dismissed.
 - a) Ties will be broken at the end of each of the preliminary rounds and final four by an automatic procedure. In the event of an unresolvable tie between all three categories, total points from judges' score sheets will be used to resolve the tie. The room chairman will assist with this process.
2. When possible, the above procedure should be conducted in a private room, with only the judges and Discussion Meet chairman present.

Discussion Meet Rating Sheet

Participants' Names
(Left of Moderator)

Participants' Names
(Right of Moderator)

			Total of 700 points possible.	Superior - 100 Excellent - 80 Good - 60 Fair - 40 Poor - 20			
┌	┌	┌	(2) PROBLEM SOLVING AND IMPLEMENTATION: (200 points) Ability and judgment in seeking answers and solutions, planning and organizational understanding, and the inclusion of Farm Bureau in implementing action programs.		┌	┌	┌
┌	┌	┌	(4) ANALYSIS OF TOPIC OR PROBLEM: (150 points) Does a contestant attempt to identify problem causes and remain on topic? Knowledge, extent and accuracy of facts.		┌	┌	┌
┌	┌	┌	(1) COOPERATIVE ATTITUDE (100 points) Listening, asking pertinent questions, airing all points of view, securing major agreement, minimizing major differences. Courtesy to other participants, encourage discussion from other participants.		┌	┌	┌
			(3) DELIVERY: (100 points) Voice quality, loudness, clear enunciation, communication skills, desirable sentence structure and interesting choice of words.				
			(5) OPENING STATEMENT (50 points) Definition of problems, importance, causes, effects, relevancy of problems.				
			(6) CLOSING STATEMENT (100 points) Ability to summarize discussion and formulate direction for the future.				
			Total score for each contestant is to be tabulated by Judge.				
			← TOTAL Any tie scores are to be broken by Judge. TOTAL →				
			← RANK Rank contestants: 1 (highest) – 6 (lowest) RANK →				

Signed: _____
Room Chairman

Signed: _____
Judge