



## PARLIAMENTARY PROCEDURE

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**Purpose:** To develop leadership skills by using parliamentary procedure to conduct a simulated business meeting. This event is based on team competition; therefore, members learn the importance of cooperation and working together through competitive performance.

**Description of Event:** This event will involve two rounds of competition. Round One will consist of a written test to evaluate the team's understanding of parliamentary procedure. The top scoring teams will advance to Round Two and will be given a secret problem with motions to perform during the meeting. The team has ten (10) minutes preparation time prior to the ten (10) minute demonstration of the meeting. All team members must be involved in the meeting.

**Dress Code:** Competitors shall wear the HOSA uniform or proper business attire. Bonus points will be awarded for proper dress in both rounds. All team members must be properly dressed to receive bonus points.

- Rules and Procedures**
1. Competitors in this event must be active members of HOSA in good standing in the category in which they are registered to compete (Secondary or Postsecondary/Collegiate).
  2. Teams shall be composed of five (5) to eight (8) members with identified offices or representative thereof (i.e., president, treasurer, committee chairman, member, etc.)
  3. Each team will be evaluated in Round One by a one hundred (100) item multiple choice written test. Competitors will be given 1 ½ hours to complete the test given during the event orientation session. **No proxies are allowed for this event.** Team scores will be averaged to determine who will qualify for Round Two.

Test Plan: From the National Association of Parliamentarians.....100%

- Basic Rules, Procedures and Handling of a Motion
- Basic Classifications & Descriptions
- Meeting, Session, Recess & Adjournment
- Main Motion
- Subsidiary Motions
- Privileged Motions
- Incidental Motions
- Motions That Bring a Question Again Before the Assembly
- Quorum and Order of Business
- Debate & Voting
- Officers & Officer Reports

4. A maximum of twenty (20) Secondary and ten (10) Postsecondary/Collegiate teams will advance to Round Two. Team numbers and appointment times are pre-assigned on a random selection basis.
5. Each team prepares, in advance, minutes of a previous local chapter meeting with a treasurer's report and committee report that are brought to the presentation room and used according to parliamentary law.
6. In the preparation room, each member of the team will be given a copy of the secret problem and will have ten (10) minutes to plan their meeting. Team members are permitted to write on their copy of the secret problem.

7. Teams will then have ten (10) minutes to present their meeting for the judges. All members of the team will be allowed to have a copy of the secret problem during the competition. Minutes MAY be written on the secretary's copy.
8. Parliamentary references (including but not limited to *Robert's Rules of Order, Newly Revised*) may be used by the team during this preparation period but not during the presentation.
9. The secret problem will include at least six (6) different motions from at least three (3) of the five (5) classes of motions: main, subsidiary, privileged, incidental and motions that bring a question before the assembly.
10. Only the following items may be taken into the presentation room: a copy of the minutes of the preceding meeting, the treasurer's report, a committee report, copies of the secret problem for each team member, blank paper and pen to record the minutes of the meeting, and pencil for president to take notes during the meeting.
11. The presentation is to consist of procedures that should be used in a complete regular business meeting (i.e., call to order through adjournment). The secret problem contains motions that must be included in the presentation in the appropriate order of business and in the order presented on the written secret problem. Other topics may also be taken up during the presentation.
12. The secret problem for this event is confidential information. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic until after the event has concluded. Competitors who violate this ethical standard will be disqualified.
13. The team is seated so that the judges have a full view of the participants.
14. Each team is allowed ten (10) minutes beginning with the sound of gavel at opening and ending with the sound of the gavel at closing. The timekeeper stands at the end of the 8 minutes and remains standing to indicate that 2 minutes remain. At the end of 10 minutes, the timekeeper will stop the team. The secretary will be given two (2) minutes to complete an outline of the minutes of the meeting to be given to the judges. **The minutes are rated for accuracy to include motion, names, and actions in an outline form and are not to be a rewritten narrative.**
15. ***Robert's Rules of Order Newly Revised (Latest Edition)*, by General Henry M. Robert, Scott Foresman and Company: Glenview, IL, shall be the official parliamentary authority reference for this event.** Other references included are:
  - *Study Questions for NAP Membership Exam, 10<sup>th</sup> Edition*, National Association of Parliamentarians.
16. Should a tie occur, the highest team average from the written test will be used to break the tie.

17. At the HOSA National Leadership Conference, the National Association of Parliamentarians ([www.parliamentarians.org](http://www.parliamentarians.org)) offers special recognition for HOSA members who score a 70 or higher on the Round One test.
  - The National Association of Parliamentarians (NAP) recognizes a score of 70 or higher as a passing score to be eligible for NAP membership.
  - The process for determining and announcing the NLC competitors who qualify for NAP membership will be announced annually at the NLC.
  - To become a member of NAP, the eligible HOSA member must complete the appropriate application and pay current membership dues plus state dues.
18. Competitors must be familiar with and adhere to "**General Rules and Regulations of the National HOSA Competitive Events Program.**"

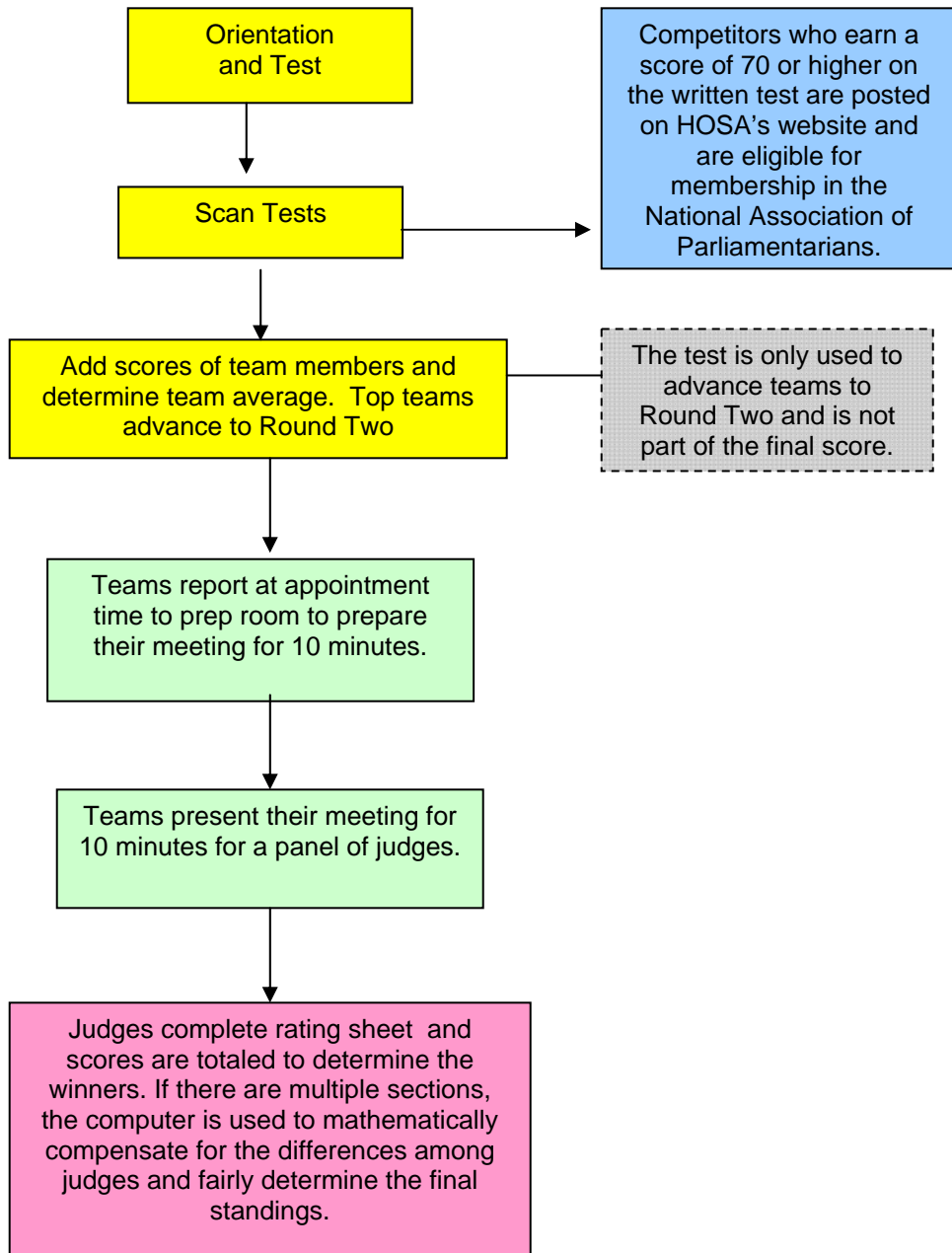
**Required Personnel (Per Section):**

1. One Event Manager (per event)
2. One Section Leader
3. One Timekeeper (in clear view of all team members)
4. Two (2) to three (3) judges (judges for the presentation should be registered parliamentarians of the National Association of Parliamentarians or certified by American Association of Parliamentarians if possible, or persons competent in the technical aspects of parliamentary procedures).
5. Courtesy Corps Members

**Facilities, Equipment and Materials (Per Section):**

1. Table and chairs for judges and the timekeeper.
2. Rating sheets for each team to be completed by each judge
3. Robert's Rules of Order, Newly Revised (Latest Edition)
4. Eight (8) copies of parliamentary procedure "secret problem" for each team in a sealed envelope.
5. Table, chairs and flag for parliamentary procedure team.
6. Stopwatch
7. Gavel
8. Blank paper to record minutes
9. Time schedule form and appointment cards
10. Pads/pencils for judges; pencils for participant evaluation
11. Competitor certificates for all who complete Round One
- \*\*\* 12. A copy of the minutes of the preceding meeting, the treasurer's report, and a committee report
- \*\*\* 13. Paper/Pencil for all team members

## Event Flow Chart



## PARLIAMENTARY PROCEDURE JUDGE'S RATING SHEET

Section #: \_\_\_\_\_  
Team #: \_\_\_\_\_

Level \_\_\_\_\_ SS \_\_\_\_\_ PS/C \_\_\_\_\_  
Judge's Signature: \_\_\_\_\_

Items Evaluated		Points Possible	Allocated	Comments
A.	<b>Proper Order of Business</b>			
	• Call to order	1		
	• Reading and approval of minutes	1		
	• Treasurer's Report	1		
	• Committee report(s)	1		
	• Unfinished business	1		
	• New business	1		
	• Adjournment	1		
<b>SUBTOTAL – SECTION A</b>		<b>7</b>		
B.	<b>Motions</b> (3 points possible for proper action on each motion with a maximum of 21 points in this section.)			
	• Motion #1 _____	3		
	• Motion #2 _____	3		
	• Motion #3 _____	3		
	• Motion #4 _____	3		
	• Motion #5 _____	3		
	• Motion #6 _____	3		
	• Other motion _____	3		
<b>SUBTOTAL – SECTION B</b>		<b>21</b>		
C.	<b>General Parliamentary Procedure</b>			
	Quality of debate	12		
	Proper use of parliamentary terms	10		
	Clarity of expression, voice projection	6		
	Skill & knowledge of presiding officer	4		
	Members show initiative	10		
	Each member speaks at least once	2		
	Poise, dignity, appearance	8		
	Handling of secret problem	12		
<b>SUBTOTAL – SECTION C</b>		<b>64</b>		
D.	<b>Minutes</b> – Outline of motions, names and actions	<b>8</b>		
<b>TOTAL POINTS (Sum of Sections A, B, C and D)</b>		<b>100</b>		

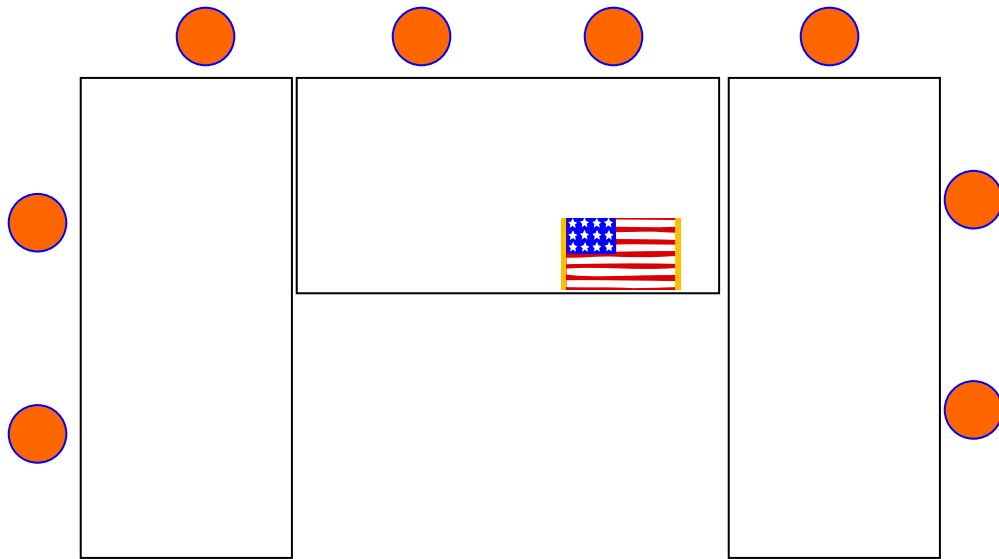
# PARLIAMENTARY PROCEDURE

## SAMPLE PROBLEM

- #1 Main Motion (the content for the main motion will be given – the team will create the wording for the motion)
- #2 Amend
- #3 Secondary Amendment
- #4 Point of Order
- #5 Parliamentary Inquiry
- #6 Postpone Definitely

The preceding motions must be presented in the order listed above. The team may make additional motions at any time during the meeting.

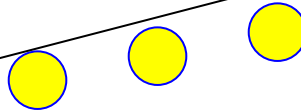
# Parliamentary Procedure Room Arrangement



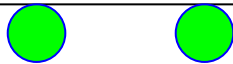
Timekeeper



Judges



Section Leader



Door