

# Parliamentary Procedure

## ***New for 2018-19***

*At ILC, [photo ID](#) must be presented prior to competing in each round. Editorial updates and clarifications have been made to guidelines. Clarification added that competitors must read aloud the minutes from the previous meeting. It will not be acceptable to indicate minutes have been previously sent. For ILC, Round Two appointment times WILL NOT be distributed in hard copy to each competitor; appointment times will be posted on the HOSA App, HOSA website, and at CE Headquarters.*

- Purpose** To develop leadership skills in HOSA members 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** 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. Written test will measure knowledge and understanding at the recall, application or analysis levels. Higher-order thinking skills will be incorporated as appropriate. The top scoring teams will advance to Round Two and will be given a secret problem with motions to demonstrate during a meeting/presentation.
- 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**
1. Competitors in this event must be active members of HOSA in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate).
  2. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)
  3. 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.).
  4. [Round One Test Instructions:](#) Each team will be evaluated in Round One by a thirty five (35) item multiple choice written test. Competitors will be given thirty (30) minutes to complete the test.
    - A. All competitors shall report to the site of the event orientation at the time designated. The Round One test will immediately follow the orientation. **No proxies will be allowed for the orientation.** At ILC, [photo ID](#) must be presented prior to competing in each round.
    - B. The test will be developed to measure broad concepts connected to Parliamentary Procedure as described in the resources listed in Rule #5.
    - C. The team test score average from Round One will be used to qualify the team for the Round Two meeting. The team test score average will then be added to the meeting score to determine final results.
    - D. 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

NOTE: *States/regions may use a different process for testing, to include but not limited to pre-conference testing, online testing, and testing at a computer. Check with your Area/Region/State for the process you will be using.*

5. [Robert's Rules of Order, Newly Revised. De Capo Press. Latest edition](#) shall be the **official** parliamentary authority reference for this event. Other references used include:
  - [Study Questions for NAP Membership Exam, 11th Edition, National Association of Parliamentarians.](#)
6. The top secondary and postsecondary/collegiate teams from Round One will advance to Round Two. Number of advancing teams will be determined by criteria met in Round One and space available for Round Two. Team numbers and appointment times are pre-assigned on a random selection basis.
7. Each team prepares, in advance, minutes of a previous local chapter meeting with a treasurer's report and committee report(s) that are brought to the meeting/presentation room and used according to parliamentary law.

#### **Round Two: The Secret Problem**

8. Teams shall report to the site of the event at the appointed time. At ILC, [photo ID](#) must be presented prior to competing in each round. In the preparation room, each member of the team will be given a copy of the secret problem. Team members are permitted to write on their copy of the secret problem. The secret problem may be used by team members in both the preparation and the meeting/presentation rooms.
9. The secret problem will include at least five (5) different motions from at least three (3) of the five (5) classes of motions that must be included in the presentation: main, subsidiary, privileged, incidental and motions that bring a question before the assembly. These motions must be included in the presentation in the appropriate order of business and in the order presented on the written secret problem.
10. 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 penalized in accordance with [GRR #15-17.](#)

#### **The Preparation / Planning**

11. Teams are given twelve (12) minutes to plan their meeting.
12. 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. HOSA will provide one current edition of *Robert's Rules of Order* for the team's use in the preparation room.
13. A timekeeper will announce when one minute remains in the planning time.

#### **The Meeting/Presentation**

14. Teams will then transition from the preparation room to the meeting/presentation

room. Team will have nine (9) minutes to present their meeting for the judges.

15. Only the following items may be taken into the presentation room:
  - A. a copy of the minutes of the preceding meeting
  - B. the treasurer's report
  - C. committee report(s)
  - D. copies of the secret problem for each team member (the minutes MAY be written on the secretary's copy and teams may use these copies with notes in the preparation room).
  - E. blank paper
  - F. pen/pencil for the secretary to record the minutes of the current meeting, and for the president to take notes during the current meeting.
16. 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.
17. The team is seated so that the judges have a full view of the participants. All team members must take an active role in the meeting.
18. Each team is allowed nine (9) minutes beginning with the sound of gavel at opening and ending with the sound of the gavel at closing. The timekeeper shall stand and present a flash card advising the team when there is one (1) minute remaining. At the end of 9 minutes, the timekeeper will stop the team.
19. The secretary will be given one (1) additional minute to complete an outline of the minutes of the meeting to be given to the judges. Communication among team members is permitted during this time. **The minutes are rated for accuracy to include motion, names, and actions in an outline form and are not to be a rewritten narrative.** The judges then have two (2) minutes to complete the rating sheets.
20. In case of a tie, the highest averaged test score will be used to determine the rank.
21. At the HOSA International 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 ILC competitors who qualify for NAP membership will be announced annually at the ILC.
  - To become a member of NAP, the eligible HOSA member must complete the appropriate application and pay current membership dues plus state dues.

**Competitor Must Provide**

- Event guidelines – one per team (orientation)
- [Photo ID](#)
- Pens and #2 lead pencils with eraser
- Watch with second hand (optional)
- A copy of the minutes of the preceding meeting, the treasurer's report, and committee report(s)

**FOR SPECIFICS ON EVENT MANAGEMENT SEE [MANAGING COMPETITIVE EVENTS](#)**

### Required Personnel

- One Event Manager
- One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- One Timekeeper per section (in clear view of all team members)
- Two to three judges per section (ideally registered parliamentarians of the National Association of Parliamentarians)

### Facilities, Equipment and Materials (Per Section)

#### Round One: Written Test (Reference: All resources)

- Testing room with tables/chairs for the number of registered competitors (see [HOSA Room Set](#))
- List of competitors for check-in
- One pre-numbered test per competitor
- Scantron/answer forms- one copy per competitor
- Evaluation forms - competitor and event personnel
- #2 lead pencils with eraser to complete evaluations (event personnel)

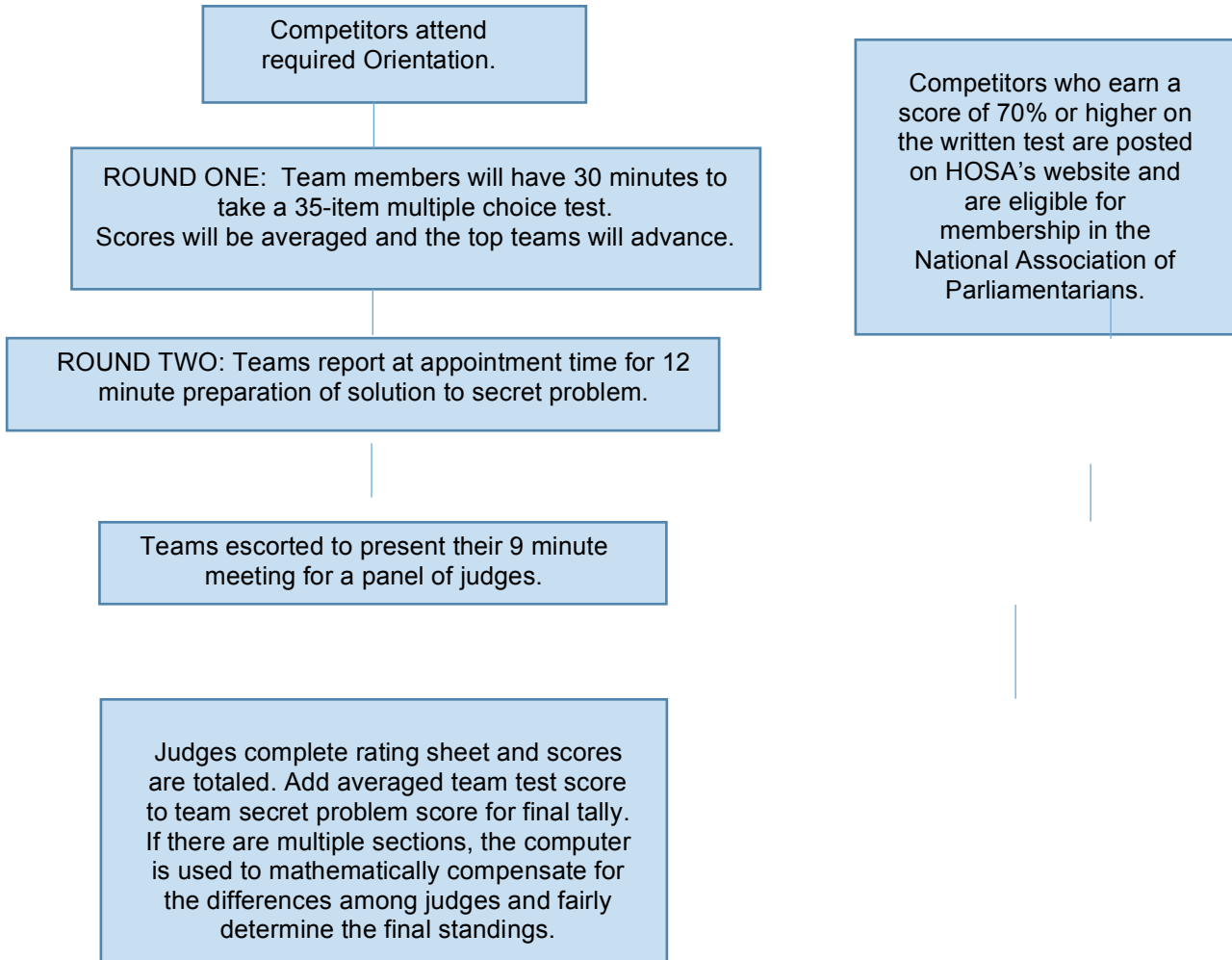
#### Round Two: The Meeting/Presentation

- Preparation room with table and chairs (see [HOSA Room Set](#))
- Meeting/Presentation room(s) (see [HOSA Room Set](#))
- List of competitors for check-in
- Robert's Rules of Order, Newly Revised* (Latest Edition)- for judges and prep room(s)
- Eight (8) copies of "secret problem" for each team, plus one copy per section for judges.
- Stopwatch/Timer (for prep room(s) and meeting rooms)
- Gavel - one per meeting room
- Blank paper to record minutes
- Rating sheets – one per judge per team
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser (judges & evaluations)
- Flash card for 1 minute remaining (for meeting room)
- Event Flowchart- one per section for event personnel
- Clipboards for judges/evaluations (optional)
- Copy of guidelines for judges
- Hand sanitizer (alcohol based handrub)

### Sample Round One Test Questions (as developed by NAP)

1. Any vacancy occurring on a committee is filled by:
  - A. the president.
  - B. the committee itself.
  - C. the appointing power.
  
2. Standing rules, except in the case of conventions, are:
  - A. generally adopted at the time a society is organized.
  - B. related to parliamentary procedure.
  - C. related to the details of the administration of a society.
  
3. Before a member in an assembly can speak in debate he must:
  - A. have paid the dues required by the organization.
  - B. get the attention of the chair by raising his hand.
  - C. obtain the floor.

## Event Flow Chart



**PARLIAMENTARY PROCEDURE  
ROUND TWO: JUDGE'S RATING SHEET**

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

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

Items Evaluated	Points Possible				Points Awarded	
	Superior	-----	Poor			
<b>A. Proper Order of Business:</b>						
1. Call to order	1		0			
2. Reading and approval of minutes*	1		0			
3. Treasurer's Report	1		0			
4. Committee report(s)	1		0			
5. Unfinished business	1		0			
6. New business	1		0			
7. Adjournment	1		0			
8. Motions are presented in appropriate order of business <i>and</i> in the order presented on the written secret problem.	5	3	1	0		
<b>B. Motions (max. 18 pts):</b>						
1. Motion #1 _____	3	2	1	0		
2. Motion #2 _____	3	2	1	0		
3. Motion #3 _____	3	2	1	0		
4. Motion #4 _____	3	2	1	0		
5. Motion #5 _____	3	2	1	0		
6. Other motion _____	3	2	1	0		
<b>C. General Parliamentary Procedure:</b>						
1. Quality of discussion	10	8	6	4	2	0
2. Proper use of parliamentary terms**	10	8	6	4	2	0
3. Clarity of expression, voice projection			6	4	2	0
4. Skill & knowledge of presiding officer			5	3	1	0
5. Members show initiative	10	8	6	4	2	0
6. Each member takes an active role			6	4	2	0
7. Poise, dignity, appearance	10	8	6	4	2	0
8. Handling of secret problem	10	8	6	4	2	0
<b>D. Minutes</b> – Accuracy of outline of motions, names and actions		8	6	4	2	0
<b>TOTAL POINTS</b>	<b>105</b>					<b>0</b>

\* The minutes from the previous meeting MUST be read aloud during the event for the judges. It is not acceptable to indicate minutes have been previously sent.

\*\* The president or chief officer of an organized society, who normally presides at its meetings, is addressed as Mr. President or Madame President. If the Vice President is presiding, then he/she is referred to as Mr./Mrs. President. If the person presiding has no official title, then Mr./Madame Chairman/Chairwoman is appropriate.

# 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 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

\* Sample room set. Actual room set may vary.

