

Parliamentary Procedure



New for 2016-17

*Editorial updates and clarifications have been made to guidelines.
The Round One NAP test is 35 items and 30 minutes will be allowed to complete the test.*

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 perform during the meeting. The team has twelve (12) minutes preparation time prior to the nine (9) 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**
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 National 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 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, and added to the final secret problem score for a final tally.

- Test Plan: From the National Association of Parliamentarians100%
- 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 included are:
 - [Study Questions for NAP Membership Exam, 11th Edition, National Association of Parliamentarians.](#)
6. A selected number of teams will advance to 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 presentation room and used according to parliamentary law.
8. In the preparation room, each member of the team will be given a copy of the secret problem and will have twelve (12) minutes to plan their meeting. Team members are permitted to write on their copy of the secret problem. A timekeeper will announce when one minute remains in the planning time.
9. Teams will then have nine (9) 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.
10. 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.
11. The secret problem will include at least five (5) 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.
12. Only the following items may be taken into the presentation room: a copy of the minutes of the preceding meeting, the treasurer's report, committee report(s), 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.
13. 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.
14. 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.
15. The team is seated so that the judges have a full view of the participants.
16. 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 stands at the end of the 8 minutes and remains standing to indicate that 1 minute remains. At the end of 9 minutes, the timekeeper will stop the team. 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.

17. In case of a tie, the highest averaged test score will be used to determine the rank.
18. At the HOSA International Leadership Conference, the National Association of Parliamentarians (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)
- 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)

Required Personnel (Per Section):

- One Event Manager (per event)
- One Section Leader
- One Timekeeper (in clear view of all team members)
- Two (2) to three (3) judges (judges for the presentation should be registered parliamentarians of the National Association of Parliamentarians or certified by American Institute of Parliamentarians if possible, or persons competent in the technical aspects of parliamentary procedures).
- One-two event assistants per section
- One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.

Facilities, Equipment and Materials Checklist (Per Section):

- Table and chairs for judges and the timekeeper
- Table and chairs for parliamentary procedure team –see room set diagram.
- Competitor list by team/school for EM, QA, Section Leaders, & Timekeepers
- Robert's Rules of Order, Newly Revised* (Latest Edition)- for judges and prep room(s)
- Eight (8) copies of parliamentary procedure "secret problem" for each team in a sealed envelope, plus additional copies for judges.
- Stopwatch
- Gavel
- Blank paper to record minutes
- Pads/pencils for judges
- Rating sheets – one per judge per team
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser to complete evaluations
- Flash card for 1 minute remaining
- Flowchart
- Clipboards for judges/evaluations (optional)
- Copy of guidelines for judges

Sample Round One Test Questions (as developed by NAP)

MATCHING. Match each term in Column A with a meaning in Column B by placing the letters from Column B in the proper blank spaces in Column A.

Column A

1. _____ Regular meeting
2. _____ Rescind
3. _____ Second
4. _____ Take from the Table
5. _____ State the question

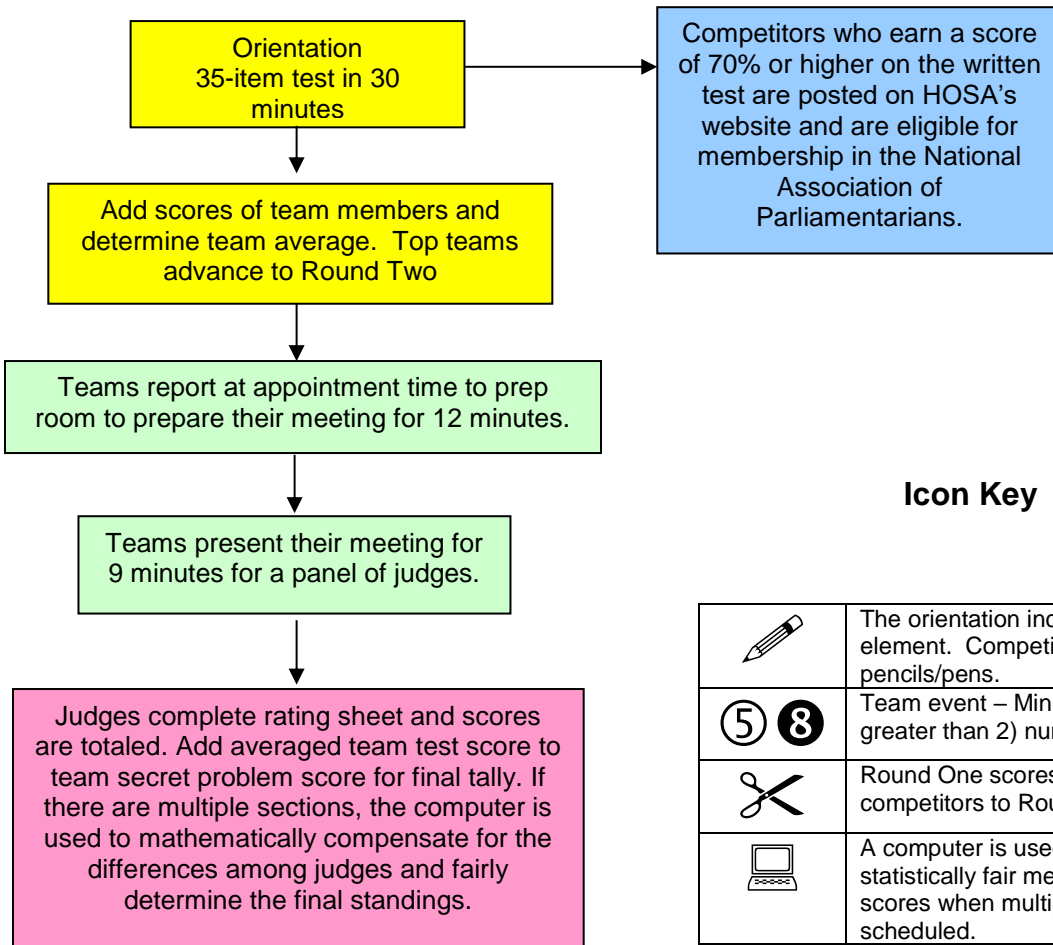
Column B

- A. Resume consideration of a main motion
- B. Periodic business meeting
- C. Repeal
- D. Agreement that motion be considered
- E. Place the motion before the assembly






6. When a decision is to be based on more than a majority vote, a common requirement is
 - a
 - A. two-thirds vote and/or previous notice.
 - B. show of hands.
 - C. ballot vote.

- T F 7. The name of the seconder should be included in the minutes.
- T F 8. A member in an assembly may make a *main motion* or speak in debate without obtaining the floor.

Event Flow Chart



Icon Key

	The orientation includes an event element. Competitors must bring pencils/pens.
	Team event – Minimum and maximum (if greater than 2) number of team members.
	Round One scores are used to advance competitors to Round Two at the ILC.
	A computer is used at the ILC to provide a statistically fair method for balancing scores when multiple sections are scheduled.
	Includes a secret topic that may not be discussed or revealed to others until the event has concluded.

PARLIAMENTARY PROCEDURE JUDGE'S RATING SHEET

Section #: _____
Team #: _____

Division: _____ SS _____ PS/C
Judge's Signature: _____

Items Evaluated		Points Possible	Points Awarded
A.	Proper Order of Business		
	• 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	
SUBTOTAL – SECTION A		7	
B.	Motions (3 points possible for proper action on each motion with a maximum of 18 points in this section.)		
	• Motion #1 _____	3	
	• Motion #2 _____	3	
	• Motion #3 _____	3	
	• Motion #4 _____	3	
	• Motion #5 _____	3	
	Other motion _____	3	
• SUBTOTAL – SECTION B		18	
C.	General Parliamentary Procedure		
	• Quality of debate	10	
	• Proper use of parliamentary terms	10	
	• Clarity of expression, voice projection	6	
	• Skill & knowledge of presiding officer	5	
	• Members show initiative	10	
	• Each member takes an active role	6	
	• Poise, dignity, appearance	10	
• Handling of secret problem	10		
D.	Minutes – Outline of motions, names and actions	8	
SUBTOTAL – SECTION C and D		67	
TOTAL POINTS (Sum of Sections A, B, C and D)		100	

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.

