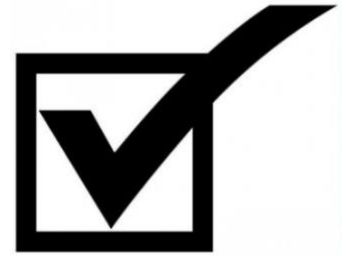




**BUSINESS  
PROFESSIONALS**  
of **AMERICA**  
Giving Purpose to Potential



# **PARLIAMENTARY PROCEDURE TEAM**

**(550)**

**REGIONAL 2023**

Teams will conduct the official BPA opening and closing ceremonies. Refer to the *Workplace Skills Assessment Program Guidelines* to obtain a copy of these ceremonies.

After the official opening ceremony, the chairman will ask for general consent to dispense with the reading of minutes, officer reports, and committee reports; the secretary will then read the first item of new business from the test/agenda. Once all the skills have been demonstrated, the team will conclude with the official closing ceremony. **The “Followed designated order of business” section of the Specification Points on the judges’ scoring sheet relates to the test/agenda NOT the standard order of business as prescribed by *Robert’s Rules of Order Newly Revised*.**

Up to five (5) minutes will be allowed each team for questions by the judges. These questions will be directed to the chairman for any team member to answer. The team members may caucus to determine the answer they wish to provide to the judges. The secretary is *not* required to participate in the caucus or assist with answering questions if he/she voluntarily decides to continue writing his/her secretary’s notes.

The items listed in this answer key are the order of new business for each subject listed. Each team will be limited to a maximum of 15 minutes for parliamentary demonstration to the judges. A warning card should be shown five (5) minutes before the maximum time and one (1) minute before the maximum time.

Each team member is allowed to use one 3” x 5” index card during the presentation. In addition, the secretary will use a blank sheet of paper to record the proceedings of the meeting in English, long hand for submission to the judges immediately after the presentation. The secretary will be permitted to use the contest agenda in the presentation room; this is to be submitted with the minutes. The parliamentary authority, *Robert’s Rules of Order Newly Revised* (12th Edition), or any other reference materials may *not* be used during the parliamentary demonstration. Please obtain the secretary’s handwritten notes and contest agenda before the contestants leave the room. These notes will be verified for content only.

The items (motions) under “**Abilities to be Demonstrated**” may be rearranged within subject areas; therefore, they *cannot* be transferred and conducted under a different subject area.

Use the Judge’s Scoring Rubric/Rating Sheets to evaluate and score each team. Please double-check and verify all scores!

Refer to <i>Robert's Rules of Order Newly Revised (12th Edition)</i> for precedence of motions as needed.	Interrupt	Second	Debate	Amend	Vote	Reconsider
<b>Subject/Abilities to be Demonstrated</b>						
1. <i>Organize a teacher appreciation event</i>						
A. Main Motion		S	D	A	M	R
B. Division of the Assembly	I				C+	
C. Request for Information	I				C	
2. <i>Plan a chapter officer retreat</i>						
A. Main Motion		S	D	A	M	R
B. Postpone Indefinitely		S	D		M	R (affirmative vote only)
C. Recess						
<i>If privileged</i>		S		A	M	
<i>If main motion</i>		S	D	A	M	
3. <i>Schedule the annual community service project</i>						
A. Main Motion		S	D	A	M	R
B. Point of Order	I				C*	
C. Call for Orders of the Day	I				C	

### Meaning of Symbols

\* – See *Robert's Rules of Order Newly Revised (12th Edition)* for specific rule. Consult index and tinted pages for further information and page references.

# – A main motion when no other motion is pending.

I – Is in order when another has the floor.

S – Requires a second.

D – Is debatable.

A – Can be amended.

M – Requires a majority vote (i.e., more than half the votes cast).

M+ – Requires either of the following: (a) majority vote with notice; (b) two-thirds; or (c) majority of the entire membership.

2/3 – Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative); must be taken by a rising vote.

C – Usually no vote is taken. The chair responds.

C+ – No vote is taken. The chair decides.

R – Can be reconsidered.

## QUESTIONS BY THE JUDGES

Up to five (5) minutes will be allowed each team for questions by the judges. The following three questions will be directed to the chairman for any team member to answer. The team members may caucus. The secretary is *not* required to participate in the caucus or assist with answering questions if he/she voluntarily decides to continue writing his/her secretary's notes. Judges are not allowed to make up additional questions.

Questions will have reference to the abilities demonstrated during the event.

EACH JUDGE IS TO ASK THE SAME QUESTION(S) OF EACH TEAM. EACH TEAM MUST BE ASKED THE SAME NUMBER OF QUESTIONS.

**1. Name two subsidiary motions to which an amendment may be applied.**

ANSWER: Postpone to a Certain Time (Definitely), Commit or Refer, Amend, Limit or Extend Limits of Debate. (RONR (12<sup>th</sup> ed.) 6:7)

**2. What is the purpose of the motion *Call for the Orders of the Day*?**

ANSWER: *Call for the Orders of the Day* is a privileged motion by which a member can require the assembly to conform to its agenda, program, or order of business, or to take up a special order that is due to come up at the time. (RONR (12<sup>th</sup> ed.) 18:1)

**3. Who rules on a Point of Order?**

ANSWER: The Chair. (RONR (12<sup>th</sup> ed.) 23:1)