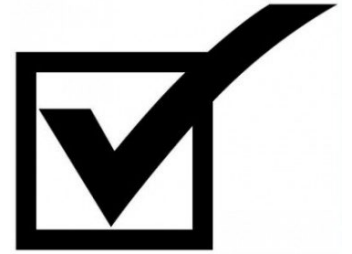


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



PARLIAMENTARY PROCEDURE TEAM (550)

REGIONAL 2024

TOTAL POINTS *(refer to rubric)*

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 for 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 the 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, longhand 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
Subject/Abilities to be Demonstrated						
1. <i>That all summer chapter meetings be held virtually</i>						
A. Main Motion		S	D	A	M	R
B. Amend		S	D	A	M	R
C. Request for Information	I				C	
2. <i>Host a career fair in the spring</i>						
A. Main Motion		S	D	A	M	R
B. Postpone Definitely		S	D*	A	M*	R*
C. Recess						
<i>If privileged</i>		S		A	M	
<i>If main motion</i>		S	D	A	M	
3. <i>Coordinate a local blood drive</i>						
A. Main Motion		S	D	A	M	R
B. Point of Order	I				C*	
C. Adjourn		S			M	

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 for 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 reference 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. What is the purpose of the subsidiary Motion to Amend?

ANSWER: To modify the wording of a pending motion before the pending motion itself is acted upon. (RONR 12:1)

2. Robert's Rules of Order Newly Revised gives three examples of when a recess may be taken. Please name two of those reasons.

ANSWER: Count ballots, secure information, or informal consultation. (RONR 20:1)

3. Robert's Rules of Order lists 5 classes of motions. Please name 3 of these classes.

ANSWER: Main Motion, Subsidiary Motions, Privileged Motions, Incidental Motions, Motions That Bring a Question Again Before the Assembly (RONR 5:2)