

Description & Eligibility

Demonstrate the use of correct parliamentary procedure through a chairperson's ability to conduct a business meeting in a democratic manner that allows the members of the team to effectively participate in this judged event. Examine the team's knowledge of parliamentary procedure through oral questions and the objective test. Any secondary division contestant may enter this team event. A team consists of 4-8 contestants. Contestants that participate in this event at the national level are eligible for twelve (12) years of paid membership offered by the American Institute of Parliamentarians.

Team Must Supply

- *Robert's Rules of Order Newly Revised* (current edition)
- Sharpened pencils, pens for secretary's minutes
- Gavel
- Published and/or unpublished reference materials in the preparation room only
- Open and Closing a Meeting scripts in the preparation room only

Equipment/Supplies Provided

- Test/Agenda (one per team)
- Blank sheet of paper for Secretary's minutes
- One 3"x5" index card for each team member
- American flag

Contest Notes

- Method of evaluation: judged.
- All team members must take an objective parliamentary procedure test. The test should be administered to all team members at the same time. The average score will be added to the team score. The test is specific to this event. Reference materials are NOT allowed.
- Suggested resource for objective portion: Dunbar's Manual of Parliamentary Procedure
- Length of event: no more than fifteen (15) minutes preparation time, no more than fifteen (15) minutes parliamentary demonstration, and no more than five (5) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Demonstrate understanding of parliamentary procedure
- Apply understanding of a democratic process in decision making
- Apply effective practices for conducting a business meeting
- Demonstrate ability to process specified motions
- Demonstrate understanding of time management
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business meeting setting
- Demonstrate effective communication and presentation skill

Contest Specifications for this Event

- Each team will be given a test/agenda containing three (3) subjects related to Business Professionals of America; each subject is to be used to demonstrate one or more abilities in parliamentary procedure. This becomes the order of new business for each team.
- The team will be expected to conduct the meeting according to correct parliamentary procedure beginning with the opening ceremony.
- Suggested Procedure - officers should be seated at the head table; the Secretary should be seated to the right of the Chairperson and Parliamentarian to the left.
- After the opening ceremony, the Chairperson must acknowledge a quorum and then ask for general consent to dispense with the reading of minutes, officer reports, and committee reports; the Secretary will read the first item of new business from the test/agenda. Proceed directly with the skills asked to demonstrate and conclude with the official closing ceremony.

- The Secretary will be permitted to take the contest agenda into the presentation room. The Secretary will record the proceedings of the meeting in English, long hand, on a blank sheet of paper, and submit his/her handwritten notes and contest agenda to the judges immediately after the presentation. Secretary's notes will be verified for content only.
- A warning card will be shown five (5) minutes before the maximum presentation time and one (1) minute before the maximum time.
- Judge questions will be directed to the Chairperson for any contestant to answer. Questions from the judges will have reference to the abilities demonstrated during the event.
- Each team contestant may have one 3" x 5" notecard during the presentation but may *not* refer to the authority during the presentation.
- Judges' comments will be returned digitally through the online judging system at the national level.

Opening a Meeting

The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the contestants a well-planned and organized meeting. This will make meetings more orderly and effective.

The Opening Ceremony

President

(Stands and raps the gavel once for attention.) The meeting will come to order. We are now holding a meeting of the Business Professionals of America. Mr. /Madam Vice President, what are the major purposes of our professional organization?

Vice President

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

President

May we accomplish these objectives? Mr. /Madam Vice President, will you please present the other officers?

Vice President

With pleasure, I introduce:

(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)

Mr. /Madam President, the officers are at their stations.

President

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag? *(Raps the gavel three times to call the members and guests to stand.)* The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

Everyone

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

President

Fellow members and guests, join me in stating why we are here.

Everyone

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

President

Please be seated.

Closing a Meeting

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted.

Equipment and Supplies

Gavel

The Ceremony**President**

Mr. /Madam Secretary, do you know of any further business which should be transacted at this time?

Secretary

(Rises, replies, and sits down.) I have none, Mr. /Madam President.

President

We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*

(550) Parliamentary Procedure Team
Presentation Scoring Rubric/Criteria

Judge 1 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Chairperson's presiding ability						
Subject #1	O	1-5	6-10	11-15	16-20	/20
Subject #2	O	1-5	6-10	11-15	16-20	/20
Subject #3	O	1-5	6-10	11-15	16-20	/20
Clarity and correctness of business transactions						
Subject #1	O	1-5	6-10	11-15	16-20	/20
Subject #2	O	1-5	6-10	11-15	16-20	/20
Subject #3	O	1-5	6-10	11-15	16-20	/20
Total Points Awarded by Judge 1 Only (120 points maximum)						/120

Judge 2 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
Followed voting procedures						
Subject #1	O	1-5	6-10	11-15	16-20	/20
Subject #2	O	1-5	6-10	11-15	16-20	/20
Subject #3	O	1-5	6-10	11-15	16-20	/20
Judges' questions						
Question #1	O	1-3	4-6	7-9	10	/10
Question #2	O	1-3	4-6	7-9	10	/10
Question #3	O	1-3	4-6	7-9	10	/10
Total Points Awarded by Judge 2 Only (90 points maximum)						/90

Judge 3 Only

Evaluation Criteria	Non-Participation in Subject	Below Average	Average	Good	Excellent	Points Awarded
General participation by contestants, excluding secretary.						
Subject #1	0	1-5	6-10	11-15	16-20	/20
Subject #2	0	1-5	6-10	11-15	16-20	/20
Subject #3	0	1-5	6-10	11-15	16-20	/20
Quality of discussion and power of expression, communication skills, and poise.						
Subject #1	0	1-5	6-10	11-15	16-20	/20
Subject #2	0	1-5	6-10	11-15	16-20	/20
Subject #3	0	1-5	6-10	11-15	16-20	/20
All points or none are awarded per item below.						
Included Opening and Closing ceremonies					10	/10
Followed designated order of business					10	/10
Secretary's handwritten notes of the meeting prepared in a legible manner					10	/10
At least four original team members were present during the presentation					10	/10
Total Points Awarded by Judge 3 Only (160 points maximum)						/160

TOTAL MAXIMUM POINTS = 370 + the average of the team members' scores from the Objective Test