

Parliamentary Procedure

New for 2020-2021

Competitor orientation deleted from ILC.

Event Summary

Parliamentary Procedure provides HOSA members with the opportunity to gain knowledge and skills required to conduct a simulated business meeting by using parliamentary procedure. This competitive event consists of 2 rounds and each team consists of 5-8 people. Round One is a written test and the top scoring teams will advance to Round Two to demonstrate a secret problem with motions during a business meeting/presentation. This event aims to inspire members to be proactive future health professionals by learning the importance of cooperation and working together through competitive performance.

Dress Code

Competitors shall wear the HOSA uniform or proper business attire. Bonus points will be awarded for <u>proper dress</u> in both rounds. All team members must be properly dressed to receive bonus points.

General 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).
- Competitors must be familiar with and adhere to the <u>"General Rules and Regulations of the HOSA Competitive Events Program (GRR)."</u>
- 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.).

Official References

- 4. 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 for test development include:
 - Study Questions for NAP Membership Exam, National Association of Parliamentarians.

ROUND ONE: Test

- 5. Round One Test Instructions: The competitors will be given instructions and will be notified to start the test. There will be a maximum of 30 minutes to complete the 35 item multiple choice test.
 - A. All competitors shall report to the site of the event at the time designated for each round. 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
 - 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.

TIME REMAINING ANNOUNCEMENTS: There will be a verbal announcement when there are 15 minutes, 5 minutes, and 1 minute remaining to complete the test.

- 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.
- 8. 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.
 - Pg. 56
 - 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. Pg. 87
 - 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.
 - Pg. 19

ROUND TWO: The Secret Problem

9. 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.

100%

- 10. 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 again 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.
- 11. The secret problem for this event is confidential information. Professional ethics demand that competitors <u>DO NOT discuss</u> or reveal the secret topic until after the event has concluded. Competitors who violate this ethical standard will be penalized in accordance with the GRRs.

The Preparation / Planning

- 12. Teams are given twelve (12) minutes to plan their meeting.
- 13. 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.
- 14. A timekeeper will announce when one minute remains in the planning time.

The Meeting/Presentation

- 15. 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.
- 16. 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.
- 17. 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.
- 18. 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.
- 19. 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.
- 20. 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.

Final Scoring

21. In case of a tie, the highest averaged test score will be used to determine the rank.

- 22. 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.
 - A. The National Association of Parliamentarians (NAP) recognizes a score of 70% or higher as a passing score to be eligible for NAP membership.
 - B. The process for determining and announcing the ILC competitors who qualify for NAP membership will be announced annually at the ILC.
 - C. To become a member of NAP, the eligible HOSA member must complete the appropriate application and pay current membership dues plus state dues.

Compe	etitor Must Provide
	Photo ID
	Pens and #2 lead pencils with eraser
	Watch with second hand (optional-Round Two only)
	A copy of the minutes of the preceding meeting, the treasurer's report, and committee report(s)

PARLIAMENTARY PROCEDURE ROUND TWO – JUDGE'S RATING SHEET

Section #	Judge's Signature	
Team #	Division: SS	PS/C

Items Evaluated		No 0 points		JUDGE SCORI	
Evaluated2 pointsCall to orderMeeting was called to order.			Meeting was not called to order.		
2. Reading and approval o	f Minutes were read aloud and	read aloud and approved.		Minutes were not read and/ or did not receive approval.	
3. Treasurer's Report	The treasurer's report was rea	ad and filed.		eport was not read as not filed.	
4. Committee report(s)	Committee member(s) shared to	Committee member(s) shared their report(s).		Committee member(s) did not share their report(s).	
5. Unfinished business	Unfinished business was di	hed business was discussed.		No unfinished business was discussed.	
6. New business		New business was discussed.		No new business was discussed.	
7. Adjournment	The president or chairperson adjour		The meeting wa	as not adjourned.	
. Motions (Maximur	n 18 points):	Good	Average	Fair	JUDGE SCORI
		3 points	2 points	0 points	
1. Motion #1			Motion was stated	No motion was	
		clearly and in the	and some of the	provided, or the	
·		appropriate order	items of business	order of business	
		of business to	were presented in	did not connect to	
		support the secret	order of the secret	the secret problem	
		problem.	problem.	'	
2. Motion #2		Motion was stated		No motion was	
2. WOUGH #2		clearly and in the	and some of the	provided, or the	
		•			
		appropriate order	items of business	order of business	
		of business to	were presented in	did not connect to	
		support the secret	order of the secret	the secret problem	
		problem.	problem.		
3. Motion #3		Motion was stated	Motion was stated	No motion was	
		clearly and in the	and some of the	provided, or the	
		appropriate order	items of business	order of business	
·		of business to		did not connect to	
			were presented in		
			order of the secret	the secret problem	
		problem.	problem.		ļ
4. Motion #4			Motion was stated	No motion was	
		clearly and in the	and some of the	provided, or the	
		appropriate order	items of business	order of business	
		of business to	were presented in	did not connect to	
		support the secret	order of the secret	the secret problem	
		problem.	problem.		
5. Motion #5		Motion was stated	Motion was stated	No motion was	
		clearly and in the	and some of the	provided, or the	
			items of business	order of business	
		of business to	were presented in	did not connect to	
			order of the secret		
		problem.	problem.		
6. Other motion		Motion was stated	•	No motion was	
5. Gaioi modon		clearly and in the	and some of the	provided, or the	
				order of business	
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		of business to	were presented in	did not connect to	
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C. General Parliamentary Procedure Discussion is logical detailed and relevant to the term of business. Discussion is logical, detailed and relevant to the term of business. Discussion is logical, detailed and relevant to the term of business. Discussion is logical, detailed, and relevant to the stamp of business. Discussion is logical, detailed, and relevant to the stamp of business. Discussion is logical, detailed, and relevant to the stamp of business. Discussion is logical, detailed, and relevant to the stamp of	_	A I	F114	01	A	F-'-	D	JUDGE
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D. Presentation	Excellent	Good	Average	Fair	Poor	JUDGE
Delivery	5 points	4 points	3 points	2 points	0 points	SCORE
3. Diction***, Pronunciation**** & Grammar	Delivery emphasizes and enhances message. Clear enunciation and pronunciation. No vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). Tone heightened interest and complemented the verbal message.	enhance message. Clear enunciation and pronunciation. Minimal vocal fillers (ex: "ahs," "uh/ums," or "you- knows"). Tone	Delivery adequate. Enunciation and pronunciation suitable. Noticeable verbal fillers (ex: "ahs," "uh/ums," or "youknows") present. Tone seemed inconsistent at times.	Delivery quality minimal. Regular verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Delivery problems cause disruption to message.	Many distracting errors in pronunciation and/or articulation. Monotone or inappropriate variation of vocal characteristics. Inconsistent with verbal message.	
4. Team Participation	Excellent example of shared collaboration in the presentation of the motions. Each team member spoke and carried equal parts.	N/A	The team worked together relatively well. Some team members spoke more than others.	N/A	One team member dominated the presentation.	
Items Evaluated	Excellent 10 Points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
E. Minutes	The minutes are summarized succinctly with careful attention to detail. They are organized and accurately highlight the motions including all names and action items.	Minutes neatly and accurately outlined the motions, including all names and action items.	Most of the minutes were accurate and outlined the motions to include names and action items.	Some of the minutes were accurate, or difficult to read, and outlined motions to include some names and action items.	Little to no evidence of minutes were documented, or able to be read, and/or did not include motions, names or action items.	
Total Points (97):						

^{*} 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./Ms. President. If the person presiding has no official title, then Mr./Madame Chairman/Chairwoman is appropriate.

^{***}Definition of Diction - Choice of words especially with regard to correctness, clearness, and effectiveness.

^{****}Definition of Pronunciation – Act or manner of uttering officially