



CHAPTER TEAM

OVERVIEW

Participants take a written parliamentary procedures test in order to qualify for the semifinals, where they perform an opening ceremony, dispose of three (3) items of business, and perform a closing ceremony within a specified time period.

PURPOSE

Students have the opportunity to demonstrate an understanding of parliamentary procedures relative to business meetings.

ELIGIBILITY


Participants are limited to one (1) team of six (6) members per chapter. Team members do not have to be elected officers of the local chapter. Teams that take the written test and advance to the semifinalist portion of the event must be composed of the same six (6) members.


TIME LIMITS


- A. All teams are allowed one (1) hour to complete a written parliamentary procedures test.
- B. Semifinalist teams have fifteen (15) minutes with no penalty and up to seventeen (17) minutes with penalty (see below) to complete required parliamentary actions, items of business, set-up time, and a presentation. The time begins when the team is handed the prompt; the time ends when the gavel is rapped to close the meeting, or at seventeen (17) minutes. (At that point all other team members must leave the room.) The secretary will then have five (5) additional minutes to complete the minutes of the meeting. Teams are penalized five (5) points per thirty (30) seconds on each evaluator's score sheet for going over the allotted time, based on the following scale:

Time over fifteen (15) minutes	Penalty
15:01 to 15:30	five (5) points per evaluator
15:31 to 16:00	ten (10) points per evaluator
16:01 to 16:30	fifteen (15) points per evaluator
16:31 to 17:00	twenty (20) points per evaluator

No team may go beyond seventeen (17) minutes.

 Read the General Rules and Regulations in the front of this guide for information that applies to all of TSA's competitive events.

 For a complete description of TSA Competition attire, including specifics for the Chapter Team event, be sure to read the section in the front of this book called National TSA Dress Code.

 Participants must provide—and bring to the test site—two (2) pencils (sharpened standard #2/HB grade with an eraser, or #2 mechanical with an eraser) for this competition.

ATTIRE

TSA Competition attire, with additional requirements that apply for the Chapter Team event, as described in the National TSA Dress Code (www.tsaweb.org/Dress-Code) section of this guide, is required.


PROCEDURE

- A. Participants report for the written test at the time and place stated in the conference program.
- B. A written parliamentary procedures test is administered at the same time to all team members.
- C. Twelve (12) teams with the highest averaged scores are selected as semifinalists for the oral presentation. A semifinalist list in random order is posted.
- D. Semifinalist teams report for oral presentations at the time and place stated in the conference program.
- E. Each team follows the procedure for opening and closing a local chapter meeting. Each team follows an order of business to dispose of three (3) given parliamentary items or actions provided by the event coordinator and then closes the meeting according to the prescribed procedure. Concerning the reading of the creed by the secretary during the closing ceremony, a chapter has the option to recite the creed using one (1) or more of its team's members.

REGULATIONS

- A. Team members take the written test individually. These same six (6) team members will compete in the oral portion of the event, should the team qualify.
- B. Teams consist of a president, vice president, secretary, treasurer, reporter, and sergeant-at-arms.
- C. The event includes the call to order, pledge to the flag, roll call, order of business, and closing ceremony.
- D. Written materials, other than those provided, may not be taken into the event room.
- E. A set of secretary's minutes, a treasurer's report, and a list of parliamentary actions are provided by the event coordinator when the team members enter the performance room. The event coordinator also will supply each team with paper, six (6) blank index cards, and a calculator.

- F. Any team that fails to appear at the designated time is placed at the end of the list and allowed to participate at the discretion of the evaluators and event coordinator if time permits.
- G. Officer paraphernalia (officer symbols and a gavel only) is placed on a long table with the United States flag standing to the right of the president's rostrum and the host state flag to the left. The president's rostrum should be centered between the two (2) flags. The symbols of the officers should be placed in front of the respective officers. The host state banners are optional and do not add to or subtract from the evaluators' point totals.
- H. A timepiece may be used by the team if desired.
- I. Semifinalist teams have a time limit of fifteen (15) minutes to complete required parliamentary actions, items of business, set-up time, and a presentation. (These are all part of the Business Meeting Demonstration.) Official timing will stop at the team's final gavel to end the meeting. Five (5) points will be deducted for every thirty (30)-second interval over the allotted time (see TIME LIMITS).
- J. Bonus points will be awarded for additional motions and parliamentary actions by the officers, other than the president.
- K. At the conclusion of the oral presentation, each team secretary has five (5) minutes to write a copy of chapter minutes that will be submitted to an evaluator.
- L. All materials given to team members, including the chapter minutes recorded during the presentation, must be given to the evaluators before the team leaves the room.
- M. No reference should be made to a team's school, chapter name, city, or state. However, the state name on a TSA patch is acceptable.

 Teams are asked not to reveal their school, chapter name, or city, but the state name on an official TSA patch is acceptable.

EVALUATION

Each team's average written test scores are used to determine the twelve (12) semifinalist teams. A team's average test score is included in the results. Semifinalist teams are evaluated according to the criteria on the official rating form.

NOTE

There are plenty of ways to learn about parliamentary procedure. The standard reference is *Robert's Rules of Order, Newly Revised*. Information about parliamentary procedure websites may be found online at http://www.rulesonline.com/parliamentary_procedure_websites.htm.

In preparation for writing proper minutes, also refer to *Robert's Rules of Order, Newly Revised*.

STEM INTEGRATION

This event aligns with the STEM educational standards noted below. Please refer to the STEM Integration section of this guide for more information.

Technology, Engineering

COMMON CORE STATE STANDARDS (CCSS) INTEGRATION

Please refer to the Common Core State Standards (CCSS) Integration section of this guide for more information.

PRIMARY LEADERSHIP SKILLS

Leadership skills promoted in this event:

- COMMUNICATION — Students perform an opening and closing ceremony. Suggested leadership lessons: *Listening Skills* and *Put It Together*
- SELF-ESTEEM — Students exhibit confidence during debate. Suggested leadership lessons: *Define U!* and *Paper Plate Awards*
- TEAMWORK — Students effectively work together as a team. Suggested leadership lessons: *Effective Meetings* and *Stepping Stones*

Additional leadership skills promoted in this event: decision making, organization, problem solving

TSA AND CAREERS

This competition connects to one or more of the career areas featured in the TSA AND CAREERS section of this guide. Use *The 16 Career Clusters* chart and the *TSA Competitions and The 16 Career Clusters* grid as resources for information about careers.

CAREERS RELATED TO THIS EVENT

Careers will vary, based on the student's area of interest.

TSA CREED:

I believe that Technology Education holds an important place in my life in the technical world. I believe there is a need for the development of good attitudes concerning work, tools, materials, experimentation, and processes of industry. Guided by my teachers, artisans from industry, and my own initiative, I will strive to do my best in making my school, community, state, and nation better places in which to live. I will accept the responsibilities that are mine. I will accept the theories that are supported by proper evidence. I will explore on my own for safer, more effective methods of working and living. I will strive to develop a cooperative attitude and will exercise tact and respect for other individuals. Through the work of my hands and mind, I will express my ideas to the best of my ability. I will make it my goal to do better each day the task before me, and to be steadfast in my belief in my God, and my fellow Americans.

The TSA Creed also may be found on the TSA website (<http://www.tsaweb.org/Our-Mission>).

CHAPTER TEAM


EVENT COORDINATOR INSTRUCTIONS

PERSONNEL

- A. Event coordinator
- B. Evaluators, two (2) or more
- C. Assistants, two (2) or more for the written test and two (2) or more for the oral presentations
- D. Timekeeper

MATERIALS

- A. Coordinator's notebook, containing:
 - 1. Event guidelines, one (1) copy for the coordinator and for each evaluator
 - 2. Official rating forms
 - 3. List of entries with finalist report
 - 4. List of evaluators/assistants
 - 5. Copies of parliamentary procedures test
 - 6. Opening and closing ceremonies script
 - 7. List of parliamentary actions
 - 8. Copies of secretary's minutes
 - 9. Copies of treasurer's report
 - 10. Paper, pens, one (1) calculator
 - 11. Six (6) 3" x 5" note cards per team
 - 12. Semifinalist list for posting
 - 13. Results envelope
- B. Officer symbols and gavel
- C. United States flag
- D. State flag (optional)
- E. Stop watches
- F. One (1) table and three (3) chairs for evaluators
- G. One (1) long table or two (2) tables and six (6) chairs for chapter team members
- H. Table rostrum, if available

 Scoring on this test of fifty (50) questions is as follows: All six (6) team members take the written test. An average of their scores is calculated. That average is divided by five (5), and the resulting number is the score the team will receive out of ten (10) points.

RESPONSIBILITIES

- A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator's notebook. Review the event guidelines and check to see that enough evaluators/assistants have been scheduled.
- B. Inspect the area or room in which the event is being held for appropriate set-up, including room size, chairs, tables, outlets, etc. Notify the event manager of any potential problems.
- C. One (1) hour before the event is scheduled to begin, meet with your evaluators/assistants to review time limits, procedures, and regulations. If questions arise that cannot be answered, speak to the event manager before the event begins.
- D. Begin the event at the scheduled time by closing the doors and checking the entry list. All participants and evaluators should be in the room at this time. Participants not present may be disqualified. In order to compete, participants must be on the entry list or must have approval of the CRC chairperson.
- E. Administer the written test.
- F. Average the scores for each team.
- G. Prepare a list of the twelve (12) semifinalists and submit it to the CRC chairperson for posting.
- H. Check in semifinalists at the time stated in the conference program. Inform the teams of their order of performance and review the procedure to be followed.
- I. When each team enters the performance room, pass out the three (3) items of business. At this point the team's allotted time begins.
- J. The event coordinator or an assistant is responsible for introducing each team by entry number only when the evaluators have finished with the previous team.
- K. Teams may take chapter paraphernalia (officer symbols and gavel only) into the performance room if desired, or they may use what is provided by the event coordinator.
- L. For participants who violate the rules, the decision either to deduct 20% of the total possible points or to disqualify the entry must be discussed and verified with the evaluators, event coordinator, and a CRC manager; all must initial either of these actions on the rating form.
- M. Evaluators average their scores to determine rankings. Any ties that affect these semifinalists should be broken by using the team average score on the written exam.



- N. Complete and submit the finalist report and all related forms in the results envelope to the CRC room.
- O. If necessary, manage security and the removal of materials from the area.

CHAPTER OPENING AND CLOSING CEREMONIES

OPENING CEREMONY

(At the prescribed time for meetings, the president assumes his/her position behind the rostrum in the front center of the room. Other officers are seated to the left and right of the president. They are seated in the following order from stage left to right: vice president, treasurer, secretary, president, reporter, and sergeant-at-arms.)

Host State Banner (Optional)

U.S. Flag Sgt.-at-Arms Reporter President Secretary Treasurer Vice Pres. State Flag
(Officers facing audience)

Audience

President: (raps gavel twice) Will the meeting please come to order. Mr./Ms. Sergeant-at-Arms, are all the officers in their places?

Sergeant-at-Arms: They are, Mr./Ms. President.

President: (raps gavel three [3] times for assembly to rise) Mr./Ms. Sergeant-at-Arms, please lead the assembly in the Pledge to the Flag of the United States of America.

Sergeant-at-Arms: (leads Pledge to the Flag)

President: (raps once and assembly is seated) Mr./Ms. Secretary, will you please call the roll.

Secretary: Mr./Ms. Sergeant-at-Arms.

Sergeant-at-Arms: Present. The symbol of my office is the “hearty handshake” (officer points to symbol), and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.

Secretary: Mr./Ms. Reporter.

Reporter: Present. The symbol of my office is the beacon tower (officer points to symbol), and it is my duty to see that our school, community, and national association have a complete report of our organization’s activities.

Secretary: Mr./Ms. President.

President: Present. The symbol of my office is the gavel (officer points to symbol). The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization. Mr./Ms. Secretary.

Secretary: Present. The symbol of my office is the pen (officer points to symbol), and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this association. Mr./Ms. Treasurer.



Treasurer: Present. The symbol of my office is a balanced budget (officer points to symbol), and it is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

Secretary: Mr./Ms. Vice President.

Vice President: Present. The symbol of my office is a star (officer points to symbol), and it is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter.

Secretary: Mr./Ms. President, all officers are present and in their place.

President: Mr./Ms. Sergeant-at-Arms, do we have guests present?

Sergeant-at-Arms: (If so, introduce guest[s]. If not, state the following:) No, Mr./Ms. President.

President: Mr./Ms. Secretary, we are ready to transact our business.

Teams dispose of the assigned business following the suggested order of business.

CLOSING CEREMONY

President: (raps three [3] times; assembly rises) Mr./Ms. Secretary, will you please (read) or (lead us in) the TSA Creed.

Secretary: (recites the TSA Creed) (When presented at state and national competitions, the creed may be presented using a more original method.)

President: Will the assembly repeat the TSA Motto after me. (motto is spoken) Does anyone know of any reason why this assembly should not adjourn? If not, I will entertain a motion to adjourn. (following motion to adjourn, a second, and a vote) I now declare this meeting adjourned until a special meeting is called or until our next regular meeting. (raps once with gavel)

SUGGESTED ORDER OF BUSINESS FOR CHAPTER MEETINGS

1. The president calls the meeting to order with opening ceremonies.
2. Roll call is taken and a quorum is established.
3. The minutes of the preceding meeting are read by the secretary. Any necessary corrections and/or additions are made and the minutes are approved as read or corrected.
4. The treasurer's report is received as read and placed on file subject for audit. The chair so states.
5. Committee and officer reports are called for by the chairperson, as necessary. If a committee has no report, let the committee so state.
6. Unfinished business is addressed.
7. New business is addressed.
8. The program, if any, is held at this time. The chairperson presides with the assistance of the program chairperson or the committee chairperson.
9. Announcements.
10. Adjournment with closing ceremonies.



CHAPTER TEAM OFFICIAL MINUTES

Team number _____

Date _____

Location of conference _____

Use the back of this page, if necessary.

Secretary's signature _____ Date _____



Participant ID#1 _____ ID#2 _____ ID#3 _____ ID#4 _____ ID#5 _____ ID#6 _____
 Team ID#1 _____

CHAPTER TEAM

2015 & 2016 OFFICIAL RATING FORM

HIGH SCHOOL

Team Written Test (10 points)

Record the scores of the six (6) team members in the boxes below. Calculate the average of their scores. Divide the average by five (5) for the score that the team will receive out of ten (10) points. Record the score in the column space to the far right.

#1	#2	#3	#4	#5	#6	
						SUBTOTAL (10 points)

Business Meeting Demonstration (170 points)

CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
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Evaluators: Using minimal (1-4 points), adequate (5-8 points) or exemplary (9-10 points) performance levels as a guideline, record the scores earned for the event criteria in the column spaces to the far right. The X1, X2 or X3 notation in the criteria column is a multiplier factor for determining the points earned. (Example: an "adequate" score of 7 for an X1 criterion = 7 points; an "adequate" score of 7 for an X2 criterion = 14 points; an "exemplary" score of 7 for an X3 criterion = 21 points)

Preparation for Meeting (30 points)

Official attire/poise (X2)	Appearance is untidy; grooming is lacking; clothing is not consistent in coloration and visual appearance; shoes are the wrong color; poise and confidence are missing.	Overall appearance is neat and consistent; grooming is good, but confidence could be improved.	Overall appearance is cohesive and polished (official, professional, confident and business like).
Placement of flags and officer symbols; officer seating (X1)	Flags are not placed in the correct order; and/or officer symbols are not in the correct order and/or are not aligned properly on the table; and/or not all officers are seated in the proper arrangement, resulting in a sloppy and haphazard appearance.	Placements and seating are generally businesslike and professional, with some inconsistencies (e.g., flags are in correct order but not aligned with other aspects of officer gear; and/or officer symbols are in proper order, but some are misaligned; and/or officers are seated properly, but some chairs are misaligned, etc.).	Flags are completely aligned and in proper order and placement; officer gear is placed in the correct order and in proper alignment on the table; the seating arrangement is precise, business like and professional.

Knowledge of TSA (30 points)

Opening ceremony (X1)	Many items of sequence and order are incorrect and officers make several mistakes.	Officers make few, if any, sequence and order mistakes, resulting in a fairly smooth opening ceremony.	The opening is smooth and efficient and everything progresses as it should.
Treasurer's report (X1)	The format of the report is incorrect or not complete; math and spelling errors are evident.	The format of the report generally is correct and complete, with few math and/or spelling errors.	The report is formatted correctly; it is complete, with no math or spelling errors.
Closing ceremony (X1)	Officers make several mistakes; creed recitation is sloppy and the overall effort is unpolished.	Appropriate procedures are followed, with some mistakes made (e.g., creed recitation).	The closing is outstanding, with no mistakes; the presentation is highly polished.

Record scores in the column spaces below.



CHAPTER TEAM (continued)				
Knowledge of Parliamentary Procedure (120 points)				
Order of business (X1)	Order of business is incorrect; officers appear confused and unprepared.	Officers generally follow correct order of business, while some appear distracted or unprepared.	Officers consistently follow efficient, orderly, and correct order of business.	
Voting procedures (X1)	Several obvious mistakes are made in voting procedures.	Few mistakes are made in voting procedures.	All voting procedures are correct, smooth, and efficient.	
Debate (exclude president) (X3)	Only a few officers participate effectively in the debate, which is loosely presented.	Most officers participate in the debate process and are somewhat convincing.	All officers participate in and present a highly cohesive debate.	
Parliamentary actions (X3)	Only one of the required actions is completed correctly.	Two or more of the actions are completed correctly, with adequate effort.	All three actions are completed correctly, with notable and inspiring effort.	
Communication (X2)	Communication is unclear; some mumbling occurs and/or voices are too loud or too soft; and/or problems occur with verbal expression (e.g., grammar, sentence structure).	Communication is generally clear, with appropriate volume of voices and only minor problems with articulation or verbal expression.	Communication is clear, concise, and easy to understand; voices are well modulated, and speakers are articulate.	
Chapter minutes (X2)	The format of the minutes is incorrect or not complete; grammar and spelling errors are evident.	The format of the minutes is generally correct and complete, with few grammar and/or spelling errors.	The minutes are formatted correctly, are complete, and have no grammar or spelling errors.	
SUBTOTAL (120 points)				

Rules violations (a deduction of 20% of the total possible points) must be initialed by the evaluator, coordinator, and manager of the event. Record the deduction in the space to the far right.

Indicate the rule violated: _____

TIME DEDUCTIONS (NO TEAM MAY GO BEYOND 17 MINUTES.)				
15:01 to 15:30 five (5)	15:31 to 16:00 ten (10)	16:01 to 16:30 fifteen (15)	16:31 to 17:00 twenty (20)	
	Oral presentation time	Intervals over	Total point deduction	
	Secretary's minutes	Intervals over	Total point deduction	

BONUS For additional motions and parliamentary actions (by officers other than the president) (X2)	Only one or two of the additional actions is/are completed correctly; the effort is uninspiring.	Three or four of the actions are completed in an acceptable manner.	All five of the supplementary actions are completed in a highly efficient and effective manner.	
SUBTOTAL (20 points)				

**CHAPTER TEAM (continued)**

(To arrive at TOTAL score, add any subtotals and subtract rules violation points, as necessary. Check your math twice!) **TOTAL (210 points)**

Comments:

I certify these results to be true and accurate to the best of my knowledge.

Evaluator

Printed name: _____

Signature: _____