

# Parliamentary Procedure

## *New for 2019 – 2020*

Competitors will not be required to show event guidelines at ILC. Time remaining announcements have been added to the test. The event rubric has been updated to a new format. Scholarship information has been added to the guidelines. [Robert's Rules of Order Newly Revised In Brief, Latest edition](#) has been added as a resource for test question development.

- Purpose** To develop leadership skills in HOSA members by using parliamentary procedure to conduct a simulated business meeting. This event is based on team competition; therefore, members learn the importance of cooperation and working together through competitive performance.
- Description** This event will involve two rounds of competition. Round One will consist of a written test to evaluate the team's understanding of parliamentary procedure. Written test will measure knowledge and understanding at the recall, application or analysis levels. Higher-order thinking skills will be incorporated as appropriate. The test score from Round One will be used to qualify the team for Round Two, and will be used as part of the final score. The top scoring teams will advance to Round Two and will be given a secret problem with motions to demonstrate during a meeting/presentation.
- Dress Code** Competitors shall wear the HOSA uniform or proper business attire. Bonus points will be awarded for [proper dress](#) in both rounds. All team members must be properly dressed to receive bonus points.
- 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).
  2. Competitors must be familiar with and adhere to the ["General Rules and Regulations of the HOSA Competitive Events Program \(GRR\)."](#)
  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.).
  4. [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 test. Competitors should leave the testing site promptly after submitting all testing materials and evaluations.
    - A. The test will be developed to measure broad concepts connected to Parliamentary Procedure as described in the resources listed in Rule #5.
    - B. 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.
    - C. Test Plan: From the National Association of Parliamentarians 100%
      - 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.*

5. **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. [\*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, 11th Edition, National Association of Parliamentarians.\*](#)
  - [\*Robert's Rules of Order, Newly Revised In Brief, Latest edition.\*](#)
7. 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.
8. 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.

#### **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.
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 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 DO NOT discuss 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.
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](http://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.
23. HOSA offers numerous scholarships every year to its members interested in pursuing a variety of health careers. As you consider participating in this competitive event, please keep in mind there may be a HOSA Scholarship offered that fits your interests! For more information on the HOSA Scholarship program, please visit <http://www.hosa.org/scholarships>.

**Competitor 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)

**FOR SPECIFICS ON EVENT MANAGEMENT SEE [MANAGING COMPETITIVE EVENTS](#)**

**Required Personnel**

- One Event Manager
- One Judge Manager (JM) to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- One Timekeeper per section (in clear view of all team members)
- Two to three judges per section (ideally registered parliamentarians of the National Association of Parliamentarians)

**Facilities, Equipment and Materials (Per Section)****Round One: Written Test** (Reference: All resources)

- Testing room with tables/chairs for the number of registered competitors (see [HOSA Room Set](#))
- List of competitors for check-in
- One pre-numbered test per competitor
- Scantron/answer forms- one copy per competitor
- Evaluation forms - competitor and event personnel
- #2 lead pencils with eraser to complete evaluations (event personnel)

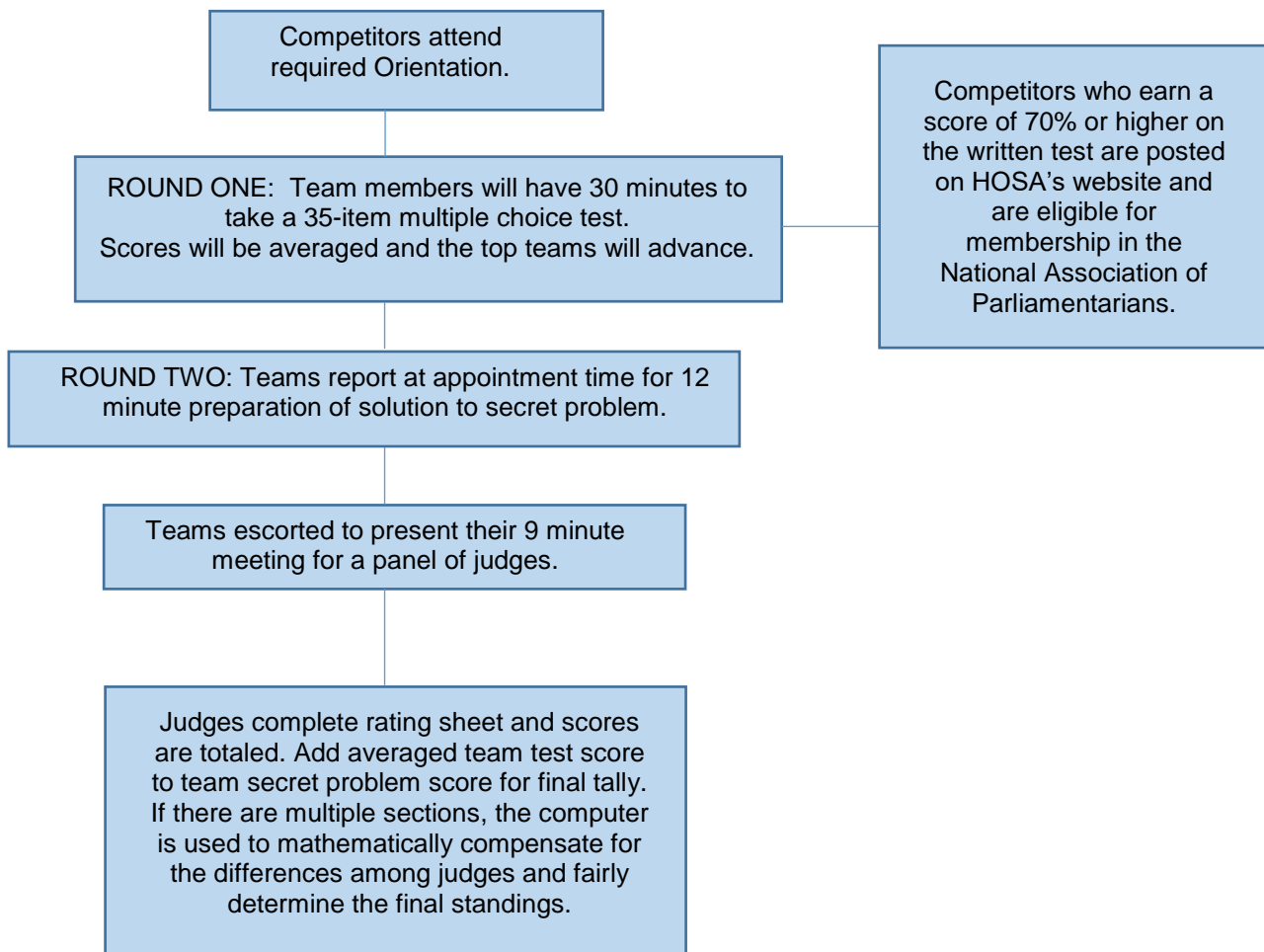
**Round Two: The Meeting/Presentation**

- Preparation room with table and chairs (see [HOSA Room Set](#))
- Meeting/Presentation room(s) (see [HOSA Room Set](#))
- List of competitors for check-in
- Robert's Rules of Order, Newly Revised* (Latest Edition)- for judges and prep room(s)
- Eight (8) copies of "secret problem" for each team, plus one copy per section for judges.
- Stopwatch/Timer (for prep room(s) and meeting rooms)
- Gavel - one per meeting room
- Blank paper to record minutes
- Rating sheets – one per judge per team
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser (judges & evaluations)
- Flash card for 1 minute remaining (for meeting room)
- Event Flowchart- one per section for event personnel
- Clipboards for judges/evaluations (optional)
- Copy of guidelines for judges
- Hand sanitizer (alcohol based handrub)

### 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.
  
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.
  
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.

### Event Flow Chart



## PARLIAMENTARY PROCEDURE ROUND TWO – JUDGE’S RATING SHEET

Section # \_\_\_\_\_ Judge’s Signature \_\_\_\_\_  
 Team # \_\_\_\_\_ Division: SS \_\_\_\_ PS/C \_\_\_\_

| <b>A. Proper Order of Business:</b>    |   |   |  |  |             |
|--|---|---|--|--|-------------|
| Items Evaluated                        | Yes<br>2 points                                     | No<br>0 points  | JUDGE SCORE  |  |             |
| 1. Call to order                       | Meeting was called to order.                        | Meeting was not called to order.  |  |  |             |
| 2. Reading and approval of minutes*    | Minutes were read aloud and approved.               | Minutes were not read and/ or did not receive approval.   |  |  |             |
| 3. Treasurer’s Report                  | The treasurer’s report was read and approved.       | The Treasurer’s report was not read and/or was not approved.                                      |  |  |             |
| 4. Committee report(s)                 | Committee member(s) shared their report(s).         | Committee member(s) did not share their report(s).  |  |  |             |
| 5. Unfinished business                 | Unfinished 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 adjourned the meeting. | The meeting was not adjourned.  |  |  |             |
| <b>B. Motions (Maximum 18 points):</b> |   | Good<br>3 points  | Average<br>2 points  | Fair<br>1 point  | JUDGE SCORE |
| 1. Motion #1                           | _____   | Motion was stated clearly and in the appropriate order of business to support the secret problem. | Motion was stated and some of the items of business were presented in order of the secret problem. | No motion was provided, or the order of business did not connect to the secret problem |             |
| 2. Motion #2                           | _____   | Motion was stated clearly and in the appropriate order of business to support the secret problem. | Motion was stated and some of the items of business were presented in order of the secret problem. | No motion was provided, or the order of business did not connect to the secret problem |             |
| 3. Motion #3                           | _____   | Motion was stated clearly and in the appropriate order of business to support the secret problem. | Motion was stated and some of the items of business were presented in order of the secret problem. | No motion was provided, or the order of business did not connect to the secret problem |             |
| 4. Motion #4                           | _____   | Motion was stated clearly and in the appropriate order of business to support the secret problem. | Motion was stated and some of the items of business were presented in order of the secret problem. | No motion was provided, or the order of business did not connect to the secret problem |             |
| 5. Motion #5                           | _____   | Motion was stated clearly and in the appropriate order of business to support the secret problem. | Motion was stated and some of the items of business were presented in order of the secret problem. | No motion was provided, or the order of business did not connect to the secret problem |             |
| 6. Other motion                        | _____   | Motion was stated clearly and in the appropriate order of business to support the secret problem. | Motion was stated and some of the items of business were presented in order of the secret problem. | No motion was provided, or the order of business did not connect to the secret problem |             |

| <b>C. General Parliamentary Procedure</b>                               | <b>Excellent<br/>10 points</b>   | <b>Good<br/>8 points</b>   | <b>Average<br/>6 points</b>   | <b>Fair<br/>4 points</b>   | <b>Poor<br/>2 points</b>   | <b>JUDGE<br/>SCORE</b> |
|---|--|--|---|--|--|------------------------|
| 1. Quality of discussion  | Discussion is logical, detailed and relevant to the item of business.  | Most of the discussion is logical, detailed, and relevant to the item of business.   | Some of the discussion is logical, detailed, and/or relevant to the item of business.   | Little of the discussion is logical, detailed and/or relevant to the item of business.   | Little of the discussion is logical, detailed, and/or relevant to the item of business.  |                        |
| 2. Proper use of parliamentary terms**                                  | Used proper parliamentary terminology to complete 5 (all) motions.   | Used proper parliamentary terminology to complete 4 motions.   | Used proper parliamentary terminology to complete 3 motions   | Used proper parliamentary terminology to complete 2 motions  | Used proper parliamentary terminology to complete 1 or zero motions  |                        |
| 3. Handling of secret problem   | The meeting accomplished the goals of the secret problem and the team provided fruitful discussion surrounding the secret problem.   | The meeting accomplished most of the goals of the secret problem and the team participated in good conversation surrounding the secret problem.  | The team accomplished some of the goals of the secret problem and was able to share a few details surrounding the secret problem..  | The team experienced challenges handling the secret problem and did not provide many details surrounding the secret problem.   | The team did not provide details related to the secret problem.  |                        |
|   | <b>Excellent<br/>5 points</b>  | <b>Good<br/>4 points</b>   | <b>Average<br/>3 points</b>   | <b>Fair<br/>2 points</b>   | <b>Poor<br/>1 point</b>  | <b>JUDGE<br/>SCORE</b> |
| 4. Skill & knowledge of presiding officer                               | The presiding officer demonstrated great knowledge and skill of parliamentary procedure and used terms and actions with a natural confidence.  | The presiding officer demonstrated modest knowledge and skill of parliamentary procedure and seemed to be mostly confident with the terms and actions used in the meeting.   | The presiding officer showcased some knowledge of parliamentary procedure and appeared to be gaining comfort in leading an official meeting.  | The presiding officer was able to showcase little knowledge of parliamentary procedure and will require additional practice to build confidence leading the meeting. | The presiding officer did not demonstrate knowledge or skill regarding parliamentary procedure.  |                        |
| <b>D. Presentation Delivery</b>   | <b>Excellent<br/>5 points</b>  | <b>Good<br/>4 points</b>   | <b>Average<br/>3 points</b>   | <b>Fair<br/>2 points</b>   | <b>Poor<br/>1 point</b>  | <b>JUDGE<br/>SCORE</b> |
| <b>1. Voice</b><br>Pitch, tempo, volume, quality                        | Each speaker's voice was loud enough to hear. The speakers varied rate & volume to enhance the speech. Appropriate pausing was employed.   | Each speaker spoke loudly and clearly enough to be understood. The speakers varied rate OR volume to enhance the speech. Pauses were attempted.  | Each speaker could be heard most of the time. The speakers attempted to use some variety in vocal quality, but not always successfully.   | Most of the speaker's voices were low. Judges have difficulty hearing the presentation.  | Judge had difficulty hearing and/or understanding much of the speech due to low volume. Little variety in rate or volume.                          |                        |
| <b>2. Stage Presence</b><br>Poise, posture, eye contact, and enthusiasm | Movements & gestures were purposeful and enhanced the delivery of the speech and did not distract. Body language reflects comfort interacting with audience. Facial expressions and body language consistently generated a strong interest and enthusiasm for the topic. | The speakers maintained adequate posture and non-distracting movement during the speech. Some gestures were used. Facial expressions and body language sometimes generated an interest and enthusiasm for the topic. | Stiff or unnatural use of nonverbal behaviors. Body language reflects some discomfort interacting with audience. Limited use of gestures to reinforce verbal message. Facial expressions and body language are used to try to generate enthusiasm but seem somewhat forced. | Most of the speaker's posture, body language, and facial expressions indicated a lack of enthusiasm for the topic. Movements were distracting.                       | No attempt was made to use body movement or gestures to enhance the message. No interest or enthusiasm for the topic came through in presentation. |                        |

| <b>D. Presentation Delivery</b>                       | <b>Excellent<br/>5 points</b>  | <b>Good<br/>4 points</b>  | <b>Average<br/>3 points</b>  | <b>Fair<br/>2 points</b>   | <b>Poor<br/>1 point</b>   | <b>JUDGE<br/>SCORE</b> |
|---|--|---|--|--|---|------------------------|
| <b>3. Diction***, Pronunciation**** &amp; Grammar</b> | 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. | Delivery helps to enhance message. Clear enunciation and pronunciation. Minimal vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). Tone complemented the verbal message | Delivery adequate. Enunciation and pronunciation suitable. Noticeable verbal fillers (ex: "ahs," "uh/ums," or "you-knows") 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. |                        |
| <b>4. Team Participation</b>                          | 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.   |                        |
| <b>Items Evaluated</b>                                | <b>Excellent<br/>10 Points</b>   | <b>Good<br/>8 points</b>  | <b>Average<br/>6 points</b>  | <b>Fair<br/>4 points</b>   | <b>Poor<br/>2 points</b>  | <b>JUDGE<br/>SCORE</b> |
| <b>E. Minutes</b>                                     | 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.                                  |                        |
| <b>Total Points (97):</b>                             |  |   |  |  |   |                        |

\* 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