



## OVERVIEW

Participants take a written parliamentary procedures test in order to qualify for the semifinals, in which they complete an opening ceremony, items of business, parliamentary actions, and a closing ceremony within a specified time period.

## 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. Team members who take the written test and advance to the semifinalist portion of the event must be 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 the LEAP interview will be conducted for a maximum of five (5) minutes. Then all team members except the secretary 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 by each evaluator for going over the time allotted for the oral performance, 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.

- C. The LEAP interview will last a maximum of five (5) additional minutes and will be conducted immediately following the

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

 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.

 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.

semifinalist performance and prior to the time when the secretary completes the minutes of the meeting.

### LEAP LEADERSHIP RESUME/INTERVIEW

A Team LEAP Leadership Resume is required for this event and must be submitted at event check-in. Semifinalists will respond to interview questions related to their submitted LEAP Resume for a maximum of five (5) minutes.

### ATTIRE


Competition attire, with additional requirements that apply for the Chapter Team event, as described in the [National TSA Dress Code](#) section of this guide, is required for this event.


### PROCEDURE

- A. Participants report for the written test at the time and place stated in the conference program. Teams must submit a LEAP Leadership Resume prior to taking the test.
- 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 five (5) 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 [TSA 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.
- F. The LEAP interview will be conducted immediately following the semifinalist performance and will last a maximum of five (5) additional minutes.
- G. The secretary will have five (5) additional minutes to complete the minutes of the meeting.

## REGULATIONS

- A. Team members take the written test individually. These same six (6) team members will compete in the semifinalist 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 semifinalist portion of 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 by national TSA, may not be taken to the event room.
- E. A set of secretary's minutes, a treasurer's report, a copy of the TSA creed, 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) pens, a calculator, and six (6) 3" x 5" notecards.
- F. Any semifinalist 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 symbols and a gavel are 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 a team's scores.
- H. A timepiece and/or a non-programmable calculator 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 (such as treasurer's report, committee reports, etc.), set-up time, and a presentation. For the parliamentary actions, the Sergeant-at-Arms will receive and distribute five (5) index cards, each with the name of an office (except the office of president) on one side and an action of parliamentary procedure on the other side. Official timing begins as soon as the parliamentary actions are provided and 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).

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

 Individuals who score in the top ten on the Chapter Team written test will be recognized at the TSA awards ceremony. Semifinalist teams that score in the top ten in the oral portion of Chapter Team also will be recognized at the awards ceremony.



- 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, and after the LEAP interview, each team secretary has five (5) minutes to write a copy of chapter minutes that will be submitted to an evaluator. The coordinator will begin timing the five (5) minutes when the secretary is seated at the area designated for the writing of the minutes.
- L. All materials given to team members, as well as the chapter minutes and a completed treasurer's report, must be handed to the evaluators before the team leaves the room. The chapter minutes and the treasurer's report will be evaluated.
- 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.
- N. LEAP Leadership Resume (see Forms Appendix or TSA website)/Interview — Teams document, in the LEAP leadership resume (see resume template), the leadership skills that the team has developed and demonstrated while working on this event. Semifinalists will respond to questions about the content of their resume as part of their LEAP interview. The LEAP Leadership Resume/Interview guidelines and other resources can be found on the [TSA website](#).

### EVALUATION

Scores on a test of fifty (50) questions determine the individual winners of the written exam and the semifinalist teams for the oral presentation portion of the event. (Each team's average written test score is used to determine the twelve (12) semifinalist teams.) A team's average test score is included in the final results. The LEAP requirements will also be evaluated. Semifinalist teams are evaluated according to the criteria on the official rating form. Please refer to the official rating form for more information.

### NOTE

There are a number 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](http://www.rulesonline.com/parliamentary_procedure_websites.htm).

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.

Science, Technology, Engineering

### 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 Career Clusters* chart and the *TSA Competitions and The 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.



## CHAPTER TEAM OFFICIAL MINUTES

Team ID number \_\_\_\_\_

Date \_\_\_\_\_

Location of conference \_\_\_\_\_

Use the back of this page, if necessary.

Secretary's signature \_\_\_\_\_ Date \_\_\_\_\_



## CHAPTER TEAM TREASURER'S REPORT

Team ID number \_\_\_\_\_

Date \_\_\_\_\_

Location of conference \_\_\_\_\_

Balance as of \_\_\_\_\_ \$ \_\_\_\_\_

Receipts:

Total receipts \$ \_\_\_\_\_

Expenditures:

Total expenses \$ \_\_\_\_\_

Balance as of \_\_\_\_\_, 2016 \$ \_\_\_\_\_

Submitted by \_\_\_\_\_



## 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 packet, containing:
  - 1. Event guidelines, one (1) copy for the coordinator and for each evaluator
  - 2. TSA Event Coordinator Report
  - 3. List of evaluators/assistants
  - 4. Copies of parliamentary procedures test
  - 5. Opening and closing ceremonies script
  - 6. List of parliamentary actions
  - 7. Copies of secretary's minutes
  - 8. Copies of treasurer's report
  - 9. Paper, pens, one (1) calculator
  - 10. Six (6) 3" x 5" note cards per team
  - 11. Pre-populated flash drives for evaluators
  - 12. Results envelope
  - 13. Envelope for LEAP Leadership Resumes
  - 14. LEAP Interview Judging Protocol
- B. Officer symbols and gavel
- C. United States flag
- D. State flag (optional)
- E. Stopwatch
- 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



## RESPONSIBILITIES

- A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator's packet. 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 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 coordinator's report. Collect LEAP Leadership Resumes. Teams who do not submit the required team resume are not permitted to compete. 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 coordinator's report or must have approval of the CRC.
- E. Administer the written test.
- F. Determine individual and team scores.
- G. Submit semifinalist results to the CRC 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, items of business/parliamentary actions should be distributed. At this point the team's allotted time begins.
- J. The LEAP interview will be conducted immediately following the semifinalist performance and will last a maximum of five (5) additional minutes.
- K. After the LEAP interview the secretary will have five (5) additional minutes to complete the minutes from the meeting.
- L. The event coordinator or an assistant is responsible for introducing each team by entry number only when the evaluators have finished scoring the previous team.
- M. 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.
- N. 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.
- O. Evaluators determine the ranking of the ten (10) finalists and discuss and break any ties. Ties should be broken by using the written test scores for teams.
  - P. Review and submit the finalist results and all items/forms in the results envelope to the CRC room.
  - Q. 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 secretary reads the minutes of the previous meeting. 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.
5. The chairperson calls for committee and officer reports, 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.



Participant ID#1 \_\_\_\_\_ ID#2 \_\_\_\_\_ ID#3 \_\_\_\_\_ ID#4 \_\_\_\_\_ ID#5 \_\_\_\_\_ ID#6 \_\_\_\_\_  
 Team ID#1 \_\_\_\_\_

# CHAPTER TEAM

2017 & 2018 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 right.

#1	#2	#3	#4	#5	#6	
						<b>SUBTOTAL (10 points)</b>

## Business Meeting Demonstration (190 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 right. The X1 or X2 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.) A score of zero (0) is acceptable if the minimal performance for any criterion is not met.

### Preparation for Meeting (30 points)

<b>Official attire/poise</b> (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, and professional appearance is adequate.	Overall appearance is cohesive, polished, and businesslike.
<b>Placement of flags and officer symbols; officer seating</b> (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 the correct order but are not aligned with other aspects of the officer gear; and/or several of the 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, businesslike and professional.

### Knowledge of TSA (20 points)

<b>Opening ceremony</b> (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; the opening ceremony progresses as it should.
<b>Closing ceremony</b> (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.



<b>Business Meeting Demonstration (continued) (190 points)</b>			
<b>Knowledge of Parliamentary Procedure (140 points)</b>			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
<b>Voting procedures</b> (X1)	Several obvious mistakes are made in voting procedures.	Few mistakes are made in voting procedures.	All voting procedures are correct, smooth, and efficient.
<b>Debate (exclude president)</b> (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.
<b>Parliamentary actions</b> (X5)	Only one of the required actions is completed correctly.	At least three of the actions are completed correctly, with adequate effort.	All five actions are completed correctly, with notable and inspiring effort.
<b>Communication</b> (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.
<b>Treasurer's report</b> (X1)	The report is incorrect or not complete; math and spelling errors are evident.	The report generally is correct and complete, with few math and/or spelling errors.	The report is correct and complete, with no math or spelling errors.
<b>Chapter minutes</b> (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.
			<b>SUBTOTAL (190 points)</b>

### TIME DEDUCTIONS (NO TEAM MAY GO BEYOND 17 MINUTES.)

A five-(5) point deduction will be incurred for every thirty (30)-second interval over the allotted time. Multiply the number of intervals by five (5) and record the total deduction in the column to the right.

# of intervals X 5 = \_\_\_\_\_ (total deduction)

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

Indicate the rule violated: \_\_\_\_\_

<b>BONUS</b> <b>For additional motions and parliamentary actions (by officers other than the president)</b> (X2)	One additional action is completed correctly.	Two additional actions are completed correctly.	Three additional actions are completed correctly.
			<b>SUBTOTAL (20 points)</b>



Semifinalist LEAP Interview (20 points)			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
<b>LEAP Leadership Resume/Interview</b> See Regulation N and instructions on TSA website (X2)	The team's efforts are not clearly communicated, lack detail, and/or are unconvincing; few, if any, attempts are made to identify and/or incorporate the LEAP Be. Know. Do. criteria.	The team's efforts are adequately communicated, include some detail, are clear, and/or are generally convincing; identification and/or incorporation of the LEAP Be. Know. Do. criteria is adequate.	The team's efforts are clearly communicated, fully-detailed, and convincing; identification and/or incorporation of the LEAP Be. Know. Do. criteria is excellent.
			<b>SUBTOTAL (20 points)</b>

(To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary.) **TOTAL (230 points)**

Comments:

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

Evaluator

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_