

Parliamentary Procedure

New for 2021-2022

Thank you to the National Association of Parliamentarians for their assistance in the event updates.

The test plan has been updated.
The preparation time has been increased to 15 minutes, and the meeting time to 11 minutes.
The secret topic will include four motions, instead of five.
The motions that accompany the secret topic no longer have to be presented in the order listed.
The judges will score minutes from a previous meeting (via a Tallo upload).
Meeting minutes will no longer be taken by the Secretary during competition.
The rating sheet has been updated.

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 two rounds and each team consists of 5-8 members. Round One is a written test and the top-scoring teams will advance to Round Two to conduct a demonstrated meeting with a secret topic. The demonstrated meeting should show the participant's knowledge of parliamentary procedure and should follow the agenda given. The secret topic will include four subsidiary and privileged motions commonly used during a business meeting. This event aims to inspire members to be proactive future health professionals by learning the importance of cooperation, fair decision-making, and competitive performance.

Sponsorship This event is sponsored by the [National Association of Parliamentarians](#)

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.

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).
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.).

Official References

4. [Robert's Rules of Order, Newly Revised. De Capo Press. Latest edition](#)
5. [Robert's Rules of Order Newly Revised In Brief, Latest edition.](#)
6. Other references used for test development include:
 - [Study Questions for NAP Membership Exam, National Association of Parliamentarians.](#)

7. The [National Association of Parliamentarians](#) is available as a resource and support for HOSA teams wanting to prepare for this event. Webinars will be offered during the HOSA membership year to help teams prepare.

ROUND ONE: Test

8. [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 measures broad concepts of parliamentary procedure as described in the resources listed in Rule #4-#6.
 - 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: National Association of Parliamentarians 100%
 - Why Have Rules
 - What Happens at a Meeting?
 - Handling Motions
 - Debate
 - Amendments
 - Postponing and Referring to a Committee
 - How a Group Can Change Its Mind
 - Voting and Elections
 - Bylaws and Other Rules and How to Use Them
 - How Rules are Enforced and Suspended
 - Table of Rules
 - Officers, Committee Chairman or Member

NOTE: Chartered associations 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 Chartered Association 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.

9. 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.
10. Each team prepares minutes of a previous local chapter meeting in advance, including a treasurer's report and committee report(s). The minutes are brought to the meeting/presentation room and used according to parliamentary law. The minutes are also uploaded digitally to Tallo, prior to competition. See item #25 for details.

11. **Sample Round One Test Questions** (RONR In Brief, 3rd Edition)
1. How are special committees members chosen?
 - A. They are always appointed by the presiding officer.
 - B. They are always elected by the members in a meeting.
 - C. The method is included in the motion to commit if the bylaws are silent on the method.**

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 2. In which of these circumstances is a two-thirds vote required?
 - A. To close debate or extend limits of debate.**
 - B. To adopt the main motion.
 - C. To refer to a committee

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 3. The highest level of rules contained in a document of the organization is called:
 - A. Special rules of order.
 - B. Bylaws**
 - C. Standing Rules

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ROUND TWO: The Secret Topic

12. 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.

13. In the preparation room, each member of the team will be given a copy of the secret topic. Team members are permitted to write on their copy of the secret topic. Team members may use the secret topic in both the preparation and the meeting/presentation rooms.

14. The secret topic will include four (4) subsidiary and privileged motions commonly used during a business meeting. The four (4) motions must be included in the presentation.

15. The secret topic 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

16. Teams are given fifteen (15) minutes to plan their meeting.

17. Teams may use *Robert's Rules of Order In Brief, 3rd Edition* or *Robert's Rules of Order, Newly Revised, 12th Edition* during this preparation period but NOT during the presentation. HOSA will provide one copy of *Robert's Rules of Order, Newly Revised, 12th Edition* for use in the preparation room.

18. A timekeeper will announce when one (1) minute remains in the planning time.

The Meeting/Presentation

19. Teams will then transition from the preparation room to the meeting/presentation room. Teams will have eleven (11) minutes to present their meeting for the judges.

20. Teams may take the following items into the presentation room:
 - A. a copy of the minutes of a previous meeting
 - B. the treasurer's report
 - C. committee report(s)

- D. copies of the secret topic for each team member, teams may use these copies with notes from the preparation room
 - E. blank paper
 - F. pen/pencil for the president to take notes during the meeting.
21. The presentation consists of procedures used in a regular business meeting (i.e., call to order through adjournment). The secret topic contains motions that must be included in the presentation.
 22. 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.
 23. Each team is allowed eleven (11) 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 one (1) minute remains. At the end of 11 minutes, the timekeeper will stop the team.
 24. The judges then have four (4) minutes to complete the rating sheets, including a review of the team's digitally submitted (via Tallo) minutes of the previous meeting.

Required Digital Uploads

25. The previous meeting's minutes must be uploaded to Tallo by ONE member of the team, as a single document, .pdf preferred.
 - I. Minutes will be succinct, with careful attention to detail, and will accurately highlight the motions including names and action items.
 - II. Uploads for ILC will be open from April 15th - May 15th for ILC qualified competitors only.
 - III. Instructions for uploading materials to Tallo (Secondary/Postsecondary divisions only) can be found [HERE](#).

NOTE: Chartered associations have the option to use hard copy submissions instead of digital submissions. Please check with your State Advisor to determine what process is used in your chartered association. For ILC, only digital submissions will be used for judging if uploaded by May 15th.

Final Scoring

26. In case of a tie, the highest averaged test score will be used to determine the rank.
27. At the HOSA International Leadership Conference, the [National Association of Parliamentarians](#) 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 NAP membership dues.

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 previous meeting, the treasurer's report, and committee report(s) to help the team complete the meeting demonstration for judges.
- A .pdf of the previous meeting's minutes, as a single document, by ONE *team member*, uploaded to Tallo by published deadline – for judge scoring

PARLIAMENTARY PROCEDURE ROUND TWO – JUDGE’S RATING SHEET

Section # _____ Judge’s Signature _____
 Team # _____ Division: SS ____ PS/C ____

One .pdf file of the previous meeting’s minutes uploaded online to Tallo: YES ____ NO ____
**If the materials are not uploaded, the applicable items on the rating sheet below (item E) cannot be judged.*

A. Proper Order of Business:					
Items Evaluated	Yes 3 points	No 0 points	JUDGE SCORE		
1. Call to order	Meeting was called to order.	Meeting was not called to order.			
2. Approval of minutes*	Minutes were approved.	Minutes were not approved.			
3. Treasurer’s Report	The treasurer’s report was presented.	The treasurer’s report was not presented.			
4. Committee report(s)	Committee(s) presented.	Committee member(s) did not share their report(s).			
5. Unfinished business	Unfinished business was presented.	No -Unfinished business was not presented.			
6. New business (Secret Topic)	New business (Secret Topic) was presented.	New business (Secret Topic) was not presented.			
7. Adjournment	The president or chairperson adjourned the meeting.	The meeting was not adjourned.			
B. Motions (Maximum 56 points):		Good 8 points	Average 4 points	Fair 0 points	JUDGE SCORE
1. Main Motion _____	Team correctly demonstrated a main motion.	Team did not <u>correctly</u> demonstrate a main motion.	Team did not demonstrate a main motion.		
2. Motion #1 (from Secret Topic) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.		
3. Motion #2 (from Secret Topic) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.		
4. Motion #3 (from Secret Topic) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.		
5. Motion #4 (from Secret Topic) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.		
6. Additional motion (optional) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.		
7. Additional motion (optional) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.		

C. General Parliamentary Procedure	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
1. Proper recognition of chair and members	Chair and members were recognized properly at all times	Chair and members were recognized properly most of the time	Chair and members were recognized properly some of the time	Chair and members were only recognized properly once or twice.	Members were never recognized properly by the chair	
2. Proper use of parliamentary terms**	Used proper parliamentary terminology to process all 4 required motions.	Used proper parliamentary terminology to process 3 motions.	Used proper parliamentary terminology to process 2 motions.	Used proper parliamentary terminology to process 1 motion.	Used proper parliamentary terminology to process none of the motions.	
3. Agenda	Team addressed all agenda items correctly.	Team addressed all agenda items, but some were not done properly	Team did not address all agenda items.	N/A	Team did not follow agenda.	
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.	
D. Presentation Delivery	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. Voice Pitch, tempo, volume, quality	Each competitor's voice was loud enough to hear. The competitor s varied rate & volume to enhance the speech. Appropriate pausing was employed.	Each competitor spoke loudly and clearly enough to be understood. The competitors varied rate OR volume to enhance the speech. Pauses were attempted.	Each competitor could be heard most of the time. The competitor s attempted to use some variety in vocal quality, but not always successfully.	Judges had difficulty hearing /understanding much of the speech due to little variety in rate or volume.	The competitor's voice is too low or monotone. Judges struggled to stay focused during the majority of presentation.	
2. Stage Presence 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 competitors 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 competitor'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.	

D. Presentation Delivery	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE 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.	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.	
	Excellent 10 Points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
4. Team Participation	Excellent example of shared collaboration in the meeting presentation of the motions. Each team member spoke and carried equal parts.	Most of the team was actively engaged in the meeting and meeting presentation.	The team worked together relatively well. Some team members spoke more than others.	The team did not work effectively together.	One team member dominated the meeting presentation.	
5. Quality of discussion	The team accomplished all of the goals of the secret topic. There was quality discussion and diversity of viewpoints.	The team accomplished most of the goals of the secret topic. There was quality discussion and some diversity of viewpoints.	The meeting accomplished only some of the goals of the secret topic. Quality of discussion and diversity of viewpoints were somewhat lacking.	The team experienced challenges accomplishing the goals of the secret topic. There was limited discussion and diversity of viewpoints.	The team did not accomplish the goals of the secret topic and judges had a hard time finding quality points.	
E. Minutes	Excellent 10 Points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
1. Minutes from previous meeting.	The minutes from the preceding meeting are summarized succinctly with careful attention to detail. They are organized and accurately highlight the motions including all names and action items. The treasurers' report and committee reports are included.	Minutes neatly and accurately outlined the motions, including all names and action items. The treasurers' report and committee reports are included.	Most of the minutes were accurate and outlined the motions to include names and action items. The treasurers' report or committee reports may be missing or incomplete.	Some of the minutes were accurate, and outlined motions to include some names and action items. The treasurers' report and committee reports are missing.	Minutes from the preceding meeting were not submitted and/or did not include motions, names or action items.	
Total Points (162):						

* It is acceptable to indicate minutes have been previously sent. Teams do not have to read the minutes aloud during the meeting.

** 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