New for 2022 – 2023
Digital upload requirement of the meeting minutes has been removed.
Time remaining announcements in testing have been clarified.
Editorial updates have been made to the guidelines for clarity.

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.

Competitor Must Provide
- Photo ID
- Pens and #2 lead pencils (NOT mechanical) with eraser
- 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.

General Rules
1. Competitors in this event must be active members of HOSA in good standing.
2. **Eligible Divisions:** Secondary and Postsecondary/Collegiate divisions are eligible to compete in this event.
3. Competitors must be familiar with and adhere to the “General Rules and Regulations of the HOSA Competitive Events Program (GRR).”
   - Per the GRRs #11 and Appendix H, HOSA members may request accommodation in any competitive event. To learn the definition of an accommodation, please read Appendix H. To

HOSA Parliamentary Procedure Guidelines (August 2022)
To request accommodation for any regional/state level conferences, please work with your local and state advisor directly. Accommodations must first be done at state in order to be considered for ILC.

4. 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**

5. References used for test development include:


8. *Study Questions for NAP Membership Exam, National Association of Parliamentarians*.

9. 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**

10. **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 #6-9.

   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.

**11. 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

12. **TIME REMAINING ANNOUNCEMENTS**: There will be NO verbal announcements for time remaining during ILC testing. All ILC testing will be completed in the Testing Center and competitors are responsible for monitoring their own time.

13. 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.
14. 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.

15. **Sample Round One Test Questions** (RONR In Brief, 3rd Edition)
   1. How are special committee members chosen? (pp 56)
      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.**

   2. In which of these circumstances is a two-thirds vote required? (pp 67)
      A. **To close debate or extend limits of debate.**
      B. To adopt the main motion.
      C. To refer to a committee

   3. The highest level of rules contained in a document of the organization is called: (pp 85)
      A. Special rules of order.
      B. **Bylaws**
      C. Standing Rules

**ROUND TWO: The Secret Topic**

16. 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.

17. 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.

18. 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.

19. 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**

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


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

**The Meeting/Presentation**

23. 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.

24. 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.

25. 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.
26. 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.

27. 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.

28. The judges then have four (4) minutes to complete the rating sheets, including a review of the team’s minutes of the previous meeting.

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

30. After the HOSA International Leadership Conference, the National Association of Parliamentarians offer special recognition for HOSA members who score a 70% or higher on the Round One test. Competitors scoring 70% or higher may be contacted by NAP after ILC to determine interest in NAP Membership.
PARLIAMENTARY PROCEDURE
ROUND TWO – JUDGE’S RATING SHEET

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

### A. Proper Order of Business:

<table>
<thead>
<tr>
<th>Items Evaluated</th>
<th>Yes 3 points</th>
<th>No 0 points</th>
<th>JUDGE SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to order</td>
<td>Meeting was called to order.</td>
<td>Meeting was not called to order.</td>
<td></td>
</tr>
<tr>
<td>2. Approval of minutes* (see asterisk note below)</td>
<td>Minutes were approved.</td>
<td>Minutes were not approved.</td>
<td></td>
</tr>
<tr>
<td>3. Treasurer’s Report</td>
<td>The treasurer’s report was presented.</td>
<td>The treasurer’s report was not presented.</td>
<td></td>
</tr>
<tr>
<td>4. Committee report(s)</td>
<td>Committee(s) presented.</td>
<td>Committee member(s) did not share their report(s).</td>
<td></td>
</tr>
<tr>
<td>5. Unfinished business</td>
<td>Unfinished business was presented.</td>
<td>No Unfinished business was not presented.</td>
<td></td>
</tr>
<tr>
<td>6. New business (Secret Topic)</td>
<td>New business (Secret Topic) was presented.</td>
<td>New business (Secret Topic) was not presented.</td>
<td></td>
</tr>
<tr>
<td>7. Adjournment</td>
<td>The president or chairperson adjourned the meeting.</td>
<td>The meeting was not adjourned.</td>
<td></td>
</tr>
</tbody>
</table>

### B. Motions (Maximum 56 points):

<table>
<thead>
<tr>
<th>Items Evaluated</th>
<th>Good 8 points</th>
<th>Average 4 points</th>
<th>Fair 0 points</th>
<th>JUDGE SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Main Motion</td>
<td>Team correctly demonstrated a main motion.</td>
<td>Team did not correctly demonstrate a main motion.</td>
<td>Team did not demonstrate a main motion.</td>
<td></td>
</tr>
<tr>
<td>2. Motion #1 (from Secret Topic)</td>
<td>Team correctly demonstrated motion.</td>
<td>Team did not correctly demonstrate the motion.</td>
<td>Team did not demonstrate the motion.</td>
<td></td>
</tr>
<tr>
<td>3. Motion #2 (from Secret Topic)</td>
<td>Team correctly demonstrated motion.</td>
<td>Team did not correctly demonstrate the motion.</td>
<td>Team did not demonstrate the motion.</td>
<td></td>
</tr>
<tr>
<td>4. Motion #3 (from Secret Topic)</td>
<td>Team correctly demonstrated motion.</td>
<td>Team did not correctly demonstrate the motion.</td>
<td>Team did not demonstrate the motion.</td>
<td></td>
</tr>
<tr>
<td>5. Motion #4 (from Secret Topic)</td>
<td>Team correctly demonstrated motion.</td>
<td>Team did not correctly demonstrate the motion.</td>
<td>Team did not demonstrate the motion.</td>
<td></td>
</tr>
<tr>
<td>6. Additional motion (optional)</td>
<td>Team correctly demonstrated motion.</td>
<td>Team did not correctly demonstrate the motion.</td>
<td>Team did not demonstrate the motion.</td>
<td></td>
</tr>
<tr>
<td>7. Additional motion (optional)</td>
<td>Team correctly demonstrated motion.</td>
<td>Team did not correctly demonstrate the motion.</td>
<td>Team did not demonstrate the motion.</td>
<td></td>
</tr>
</tbody>
</table>
### C. General Parliamentary Procedure

<table>
<thead>
<tr>
<th>Excellent 10 points</th>
<th>Good 8 points</th>
<th>Average 6 points</th>
<th>Fair 4 points</th>
<th>Poor 0 points</th>
<th>JUDGE SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Proper recognition of chair and members</strong></td>
<td>Chair and members were recognized properly at all times.</td>
<td>Chair and members were recognized properly most of the time.</td>
<td>Chair and members were only recognized properly once or twice.</td>
<td>Members were never recognized properly by the chair.</td>
<td></td>
</tr>
<tr>
<td><strong>2. Proper use of parliamentary terms</strong></td>
<td>Used proper parliamentary terminology to process all 4 required motions.</td>
<td>Used proper parliamentary terminology to process 3 motions.</td>
<td>Used proper parliamentary terminology to process 2 motions.</td>
<td>Used proper parliamentary terminology to process none of the motions.</td>
<td></td>
</tr>
<tr>
<td><strong>3. Agenda</strong></td>
<td>Team addressed all agenda items correctly.</td>
<td>Team addressed all agenda items, but some were not done properly</td>
<td>Team did not address all agenda items.</td>
<td>N/A</td>
<td>Team did not follow agenda.</td>
</tr>
<tr>
<td><strong>4. Skill &amp; knowledge of presiding officer</strong></td>
<td>The presiding officer demonstrated great knowledge and skill of parliamentary procedure and used terms and actions with a natural confidence.</td>
<td>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.</td>
<td>The presiding officer showed some knowledge of parliamentary procedure and appeared to be gaining comfort in leading an official meeting.</td>
<td>The presiding officer was able to showcase little knowledge of parliamentary procedure and will require additional practice to build confidence leading the meeting.</td>
<td>The presiding officer did not demonstrate knowledge or skill regarding parliamentary procedure.</td>
</tr>
</tbody>
</table>

### D. Presentation Delivery

<table>
<thead>
<tr>
<th>Excellent 5 points</th>
<th>Good 4 points</th>
<th>Average 3 points</th>
<th>Fair 2 points</th>
<th>Poor 0 points</th>
<th>JUDGE SCORE</th>
</tr>
</thead>
</table>
| **1. Voice**
  *Pitch, tempo, volume, quality*
 | The team’s voice was loud enough to hear. The competitor’s varied rate & volume to enhance the speech. Appropriate pausing was employed. | The team spoke loudly and clearly enough to be understood. The competitors varied rate or volume to enhance the speech. Pauses were attempted. | The team could be heard most of the time. The competitor’s attempted to use some variety in vocal quality, but not always successfully. | The team’s voice is 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. |
| **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 team 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. | The team’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

<table>
<thead>
<tr>
<th>Excellent 10 Points</th>
<th>Good 8 points</th>
<th>Average 6 points</th>
<th>Fair 4 points</th>
<th>Poor 0 points</th>
<th>JUDGE SCORE</th>
</tr>
</thead>
</table>

### E. Minutes

<table>
<thead>
<tr>
<th>Excellent 10 Points</th>
<th>Good 8 points</th>
<th>Average 6 points</th>
<th>Fair 4 points</th>
<th>Poor 0 points</th>
<th>JUDGE SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Minutes from previous meeting.</td>
<td>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.</td>
<td>Minutes neatly and accurately outlined the motions, including all names and action items. The treasurers’ report and committee reports are included.</td>
<td>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.</td>
<td>Some of the minutes were accurate and outlined motions to include some names and action items. The treasurers’ report and committee reports are missing.</td>
<td>Minutes from the preceding meeting were not submitted and/or did not include motions, names or action items.</td>
</tr>
</tbody>
</table>

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*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.