

OVERVIEW

Participants take a written parliamentary procedures test in order to qualify for the semifinals, in which they perform an opening ceremony, dispose of five (5) items of business, and perform 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. Teams that take the written test and advance to the semifinalist portion of the event must be comprised 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 team members other than 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 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
15:31 to 16:00	ten (10) points
16:01 to 16:30	fifteen (15) points
16:31 to 17:00	twenty (20) points

No team may go beyond seventeen (17) minutes.

 Chapter Team is one of TSA's most popular events, attracting as many as 400 participants (middle and high school combined) at the national conference.

 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, be sure to read the National TSA Dress Code section in the front of this guide. Especially note the specific attire requirements for Chapter Team.

 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 any competition that involves a written test.

ATTIRE

TSA competition attire, as described in the National TSA Dress Code section of this guide, is required. Note the specific attire requirements for Chapter Team.

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. Semifinalists 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.

It is essential that students and advisors routinely check the TSA website (www.tsaweb.org) for updated information about TSA general rules and competitive event guidelines. This information is found on the website under Competitions/ Competition Updates. When students participate in any TSA competitive event, they are responsible for knowing of all updates, changes, and clarifications related to that event.

REGULATIONS

- A. Team members take the written test individually.
- 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 in 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 will also supply each team with paper, six (6) pens, a calculator, and six (6) 3" x 5" note cards.
- 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 symbols and gavel (only) 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 score.
- H. A timepiece and/or a non-programmable calculator may be used by a 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. Official timing will begin as soon as the problem is given 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).
- 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. The coordinator will begin timing the five (5) minutes when the secretary is seated at the area designated for writing of the minutes.
- L. All materials given to team members, and the chapter minutes recorded during the presentation, must be handed 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 a state name on an official TSA patch is acceptable.

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. 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 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 has connections to the STEM areas noted below. Please refer to the STEM INTEGRATION section of this guide.

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.

LEADERSHIP SKILLS

Leadership skills promoted in this event:

- Communication: Students perform an opening and closing ceremony. Suggested leadership activities: *Listening Skills* and *Put it Together*
- Self-esteem: Students exhibit confidence during the performance portion of the event. Suggested leadership activities: *Define U!* and *Paper Plate Awards*
- Teamwork: Students effectively work together as a team. Suggested leadership activities: *Effective Meetings* and *Stepping Stones*

Additional leadership skills promoted in this event:

- Decision making
- Organization
- Problem solving

TSA AND CAREERS

This competition has connections 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 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

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 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; six (6) for the officers and two (2) for the judges
 - 7. Copies of secretary's minutes
 - 8. Copies of treasurer's report
 - 9. Paper, pens, one (1) calculator, and six (6) 3" x 5" note cards, per team
 - 10. Results envelope with coordinator forms
- B. Officer's symbols and gavel
- C. United States flag
- D. State flag (optional)
- E. Stopwatches
- F. Table rostrum, if available
- G. One (1) long table or two (2) tables and six (6) chairs for team members
- H. One (1) table and three (3) chairs for evaluators

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 to be 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 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.
- 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, pass out the five (5) items of business to all members. (one [1] to each member other than the president). There is no consultation between members. 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 1) deduct twenty percent (20%) of the total possible points or 2) disqualify the entry, must be discussed and verified with the evaluators, event coordinator, and CRC manager, who all must initial either of these actions on the rating form.
- M. Evaluators determine the ten (10) finalists. Any ties should be broken by using the teams' written test scores.
- N. Complete and submit the finalist results and all related forms in the results envelope to the CRC room.

 Scoring on the Chapter Team 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.



- 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 this 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) The meeting will 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 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 in some 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 preceding 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. The chair so states.
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.



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

2016 & 2017 OFFICIAL RATING FORM

MIDDLE 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 right. The X1, X2, or X3 (or up to X5) 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, etc.)

Preparation for Meeting (30 points)

Competition attire/poise (X2)	Appearance is untidy; grooming is lacking; clothing is not consistent in coloration and visual appearance; shoes are the wrong color; poise is missing.	Overall appearance is neat and consistent; grooming is good, and professional appearance is adequate.	Overall appearance is cohesive, polished, professional, and businesslike.
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 disorganized 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 symbols are in proper order but are out of alignment, and/or officers are seated in the proper arrangement, but the 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)

Opening ceremony (X1)	Many items of sequence and order are incorrect; 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; everything progresses as it should.
Closing ceremony (X1)	Officers make several mistakes; creed recitation is sloppy; the 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 very polished and professional.

Knowledge of Parliamentary Procedure (120 points)

Order of business (X1)	Order of business is incorrect; officers appear confused and unprepared.	Officers follow correct order of business, but some appear distracted or unprepared.	Officers follow efficient, orderly, and correct order of business.
Voting procedures (X1)	Several obvious mistakes are made in voting procedures.	Only a few mistakes are made in voting procedures.	All voting procedures are correct, smooth, and efficient.

Record scores in the column spaces below.



Knowledge of Parliamentary Procedure (continued)			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
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 they are generally convincing.	All officers participate in and present a very cohesive debate.
Parliamentary actions (X5)	Only one of the required actions is completed correctly.	Three of the actions are completed correctly, with adequate, but not inspiring, effort.	All five 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, etc.).	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; poor grammar and spelling errors are evident.	The format of the minutes is generally correct, with few grammar and/or spelling errors.	The minutes are formatted correctly, are complete, and have no grammar or spelling errors.
			SUBTOTAL (170 points)

Rules violations (a deduction of 20% of the total possible points for the above sections) 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: _____

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 correctly.	All five of the supplementary actions are completed correctly in an efficient and effective manner.
			SUBTOTAL (20 points)

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)

(To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary.) **TOTAL (200 points)**

Comments:

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

Evaluator

Printed name: _____ Signature: _____