



Parliamentary Procedures

Revised 07-2017

Purpose: The Parliamentary Procedure event is designed to develop leadership ability and the opportunity to develop the basic principles of Parliamentary Procedure by conducting a simulated business meeting. This event is based on team rather than individual competition; therefore, members learn the importance of cooperation and working together through competitive performance.

Description of Event: A team of five to eight (5 - 8) FPSA student members simulate a sample business meeting using correct Parliamentary Procedures. The team is given a scenario of certain activities of Parliamentary Procedures to perform during the meeting. The team has 20 minutes preparation time prior to the 15 minutes oral demonstration of the meeting. All team members must be involved in the meeting.

Limit: One team of five to eight (5 - 8) per chapter.

Dress Code: Appropriate dress to include; business attire, chapter uniform or other attire appropriate for the competition, or as directed by your chapter advisor.

Rules:

1. To be eligible for the competition a student must be enrolled in a secondary public service education program or a program completer as recognized by Florida Department of Education.
2. Teams will identify offices or representatives thereof (*i.e.*, president, treasurer, committee chair, and member).
3. Each team prepares, in advance, minutes of a previous local chapter meeting with (1) a treasurer's report, (2) a standing committee report, and (3) a special committee report that is brought to the presentation room and used according to Parliamentary Law. The secretary's minutes of the meeting conducted during the competition are given to the judges within 10 minutes following the team's presentation. The secretary may converse with the president if needed during the completion on the minutes. The entire team remains until the minutes are submitted. The secretary's minutes are judged on content and organization. **Failure to bring all the required documents is an immediate disqualification.**
4. Contestant numbers and order of team presentation is pre-assigned on a random selection basis (computer may be used).
5. Teams from all competing teams are held in a holding room area until time for their preparation and presentation is announced.
6. Twenty (20) minutes before each team's competition scheduled time, the team's president receives an envelope from an official containing a copy of the scenario for each member of the team. The team uses the next 20 minutes to plan the meeting. They are not allowed to write on, or make notes about



their plan, which is taken into the presentation. Parliamentary reference materials may be brought and used during the preparation period, but not during the presentation.

7. The scenario will include at least 8 different motions from at least 4 of the 5 classes of motions: main, subsidiary, privileged, incidental and motions that bring a question before the assembly (Robert's Rules of Order, Newly Revised).
8. Only the following items may be taken into the presentation room: (1) one copy of the scenario for the president's use, (2) a copy of the minutes of the preceding meeting, (3) the treasurer's report, (4) a standing committee report, (5) a special committee report, and (6) blank paper to record the minutes of the meeting.
9. 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 scenario contains one or more topics that must be included in the presentation in the appropriate order of business. Other topics should also be taken up during the presentation.
10. The team is seated so that the judges have a full view of the participants.
11. Each team is allowed 15 minutes beginning with the sound of the gavel at opening and ending with the sound of the gavel at closing. The timekeeper stands at the end of 12 minutes to indicate that 3 minutes remain. At the end of 15 minutes, the timekeeper will stop the team.
12. Should a tie occur within a section, judges use the rating sections(s) with the highest point value(s), in descending order, to break the tie.
13. Robert Rules of Order, Newly Revised, (*latest edition*) by *General Henry M. Robert, Scott Foresman and Company, Glenview, IL*, shall be the official parliamentary authority reference of this event.
14. Competitors must be familiar with, and adhere to, these Rules and Procedures.

Required Personnel:

1. One Chairman
2. One Section Leader
3. One Timekeeper
4. Two to five judges. Judges should be registered or certified Parliamentarians, if possible, or persons competent in the technical aspects of Parliamentary Procedures. Judges will be allowed 15 minutes between each team presentation to complete the evaluation form.
5. Courtesy Corps Members – number to be determined by the chairman.

Facilities and Equipment:



Parliamentary Procedures Scoring Guidelines

| | | | |
|--------------------|-------|-------------------|-------|
| Section Number | _____ | FINAL SCORE | _____ |
| Team NUMBER | _____ | Competition Order | _____ |
| JUDGES' SIGNATURES | _____ | | |

(Each item will receive points as valued by the judge(s). Competitor's total may vary based on the procedures(s) selected. The judges will deduct a time penalty of 2 points for each minute, or major fraction thereof (*31+ seconds*) over the time allotted for the specific procedures judged. Clothing or equipment points, up to 5, will be added once per competitor by the official or designee for this event.)

| A | Proper Order of Business | Value | Score | Comments |
|---|------------------------------------|----------|-------|----------|
| | Call to Order | 1 | _____ | _____ |
| | Reading and Approval of Minutes | 1 | _____ | _____ |
| | Treasurer's Report filed for Audit | 1 | _____ | _____ |
| | Standing Committee Reports | 1 | _____ | _____ |
| | Special committee Reports | 1 | _____ | _____ |
| | Unfinished Business | 1 | _____ | _____ |
| | New Business | 1 | _____ | _____ |
| | Adjournment | 1 | _____ | _____ |
| | SUBTOTAL | 8 | _____ | _____ |

| B | Required Motion | Value | Score | Comments |
|---|--|-------|-------|----------|
| | <i>(3 points possible for proper action each motion--maximum of 33 points)</i> | | | |
| | #1 | 3 | _____ | _____ |
| | #2 | 3 | _____ | _____ |
| | #3 | 3 | _____ | _____ |
| | #4 | 3 | _____ | _____ |
| | #5 | 3 | _____ | _____ |

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| | | |
|---------------|----|-------|
| #6 | 3 | _____ |
| #7 | 3 | _____ |
| #8 | 3 | _____ |
| Other Motions | 9 | _____ |
| Subtotal | 33 | _____ |

| C | General Parliamentary Procedures | Value | Score | Comments |
|---|--|-------|-------|----------|
| | Quality of Debate | 10 | | _____ |
| | Proper Use of Parliamentary Terms | 10 | | _____ |
| | Clarity of Expression, Voice Projection | 6 | | _____ |
| | Skill and Knowledge of Presiding Officer | 3 | | _____ |
| | Members Show Initiative | 5 | | _____ |
| | Each member speaks at least once | 2 | | _____ |
| | Poise, Dignity, Appearance | 8 | | _____ |
| | Handling of Secret Problem | 6 | | _____ |
| | SUBTOTAL | 50 | | _____ |

| | | | | |
|---|------------------------------|-----|--|-------|
| D | Minutes | | | _____ |
| | Content | 5 | | _____ |
| | Organization | 4 | | _____ |
| | SUBTOTAL | 9 | | _____ |
| | Total Points | 100 | | _____ |
| | Deductions (IF ANY) FOR TIME | | | _____ |
| | DRESS POINTS | 5 | | _____ |
| | FINAL TOTAL | | | _____ |



Parliamentary Procedures Judge's Winner Sheet

1st Place School

Team Members

2nd Place School

Team Members

3rd Place School

Team Members

4th Place School

Team Members

5th Place School

Team Members
