

# CHAPTER BUSINESS PROCEDURE



## PURPOSE

To evaluate a chapter's ability to conduct regular SkillsUSA business meetings according to the order of business published in these regulations and correct parliamentary procedure. The contest is based on the rules found in the latest edition of *Robert's Rules of Order, Newly Revised*.

First, download and review the General Regulations at: <http://updates.skillsusa.org>.

## ELIGIBILITY (TEAM OF 6)

Open to active SkillsUSA members. The team need not be comprised of officers, but team members must be organized under one local charter. All team members must be members in the same division. Each team will consist of six registered members. The team may perform with five members without penalty in the event that a member fails to show up or is forced to withdraw within five days of the competition. (See exception policy in General Regulations.)

## CLOTHING REQUIREMENTS

### Class A: SkillsUSA Official Attire

Contestants *must* wear appropriate attire for the occupational area of the demonstration.

SkillsUSA official attire will be acceptable only if the demonstration is considered a leadership skill.

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
- Button-up, collared, white dress shirt. (accompanied by a plain, solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area or the blazer, sweater, windbreaker or jacket.
- Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin-tone seamless hose).

- Black dress shoes.

These regulations refer to clothing items that are pictured and described at:

[www.skillsusastore.org](http://www.skillsusastore.org). If you have questions about clothing or other logo items, call 1-888-501-2183.

**Note:** Contestants must wear their official contest clothing to the contest orientation meeting.

## OBSERVER RULE

Observers will be permitted in the college/postsecondary presentations on Wednesday of the competition. College/postsecondary teams must wait in a holding room. No observers will be permitted in the preliminary rounds of the high-school competition. Observers will be permitted in the final presentations on the Thursday of competition. Contestants must wait in a holding room. Observers will be instructed not to talk or gesture, or enter or exit the demonstration room, while a team is competing.

## EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
  - a. Speaker's stand (lectern).
  - b. Gavel.
  - c. Pad and pencil for secretary.
  - d. One copy of the latest edition of *Robert's Rules of Order, Newly Revised* per demonstration room.
  - e. Packet for each team, which will include:
    1. List of business items.
    2. Minutes of a previous meeting (these minutes cannot be modified).
    3. Treasurer's report.
    4. Paper for any committee report.
    5. One pencil.
  - f. Stopwatch.
  - g. Extra pencils as may be required.
2. Supplied by the contestants:
  - a. All competitors must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty.

**Note:** Your contest may also require a hard copy of your résumé as part of the actual contest. Check the Contest Guidelines and/or the updates

page on the SkillsUSA website:  
<http://updates.skillsusa.org>.

## SCOPE OF THE CONTEST

The contest consists of two parts that test knowledge of parliamentary procedure: a written exam and a chapter business procedure demonstration. During a simulated regular SkillsUSA business meeting, teams will demonstrate the procedures necessary to complete the meeting, from call to order to adjournment, using only those portions of the following order of business that are required by contest materials given to the team.

### Knowledge Performance

The written exam consists of 40 multiple-choice questions related to material found in *Robert's Rules of Order in Brief*. Scores are averaged and included as part of the team's overall score. This written test score will comprise up to 150 of the possible 1,000 points of the total score for all rounds of the competition. Visit the website of the National Association of Parliamentarians ([www.parliamentarians.org](http://www.parliamentarians.org)) to download a study guide for preparing for the NAP membership exam.

### Skill Performance

The contest consists of a demonstration of a simulated chapter business meeting.

### Contest Guidelines

1. During the presentation, the team will demonstrate the running of a typical business meeting using a standard order of business.
2. The order of business to be followed will include:
  - a. Call to order.
  - b. Reading and approval of the minutes.
  - c. Reports of officers, boards and standing committees.
  - d. Reports of special committees.
  - e. Special orders.
  - f. Unfinished business.
  - g. New business.
  - h. Adjourn.
3. During the simulated demonstration, the team must properly handle items dictated by the above order of business and materials given to the teams by the

technical committee. The demonstration must include no fewer than six motions, including at least one motion of each of the following types:

- a. Privileged.
- b. Subsidiary.
- c. Main.
- d. Incidental.
- e. Motions that bring a question before the assembly again.

**Note:** Additional points will not be given for demonstrating extra motions correctly. If extra motions are used incorrectly, points will be deducted accordingly.

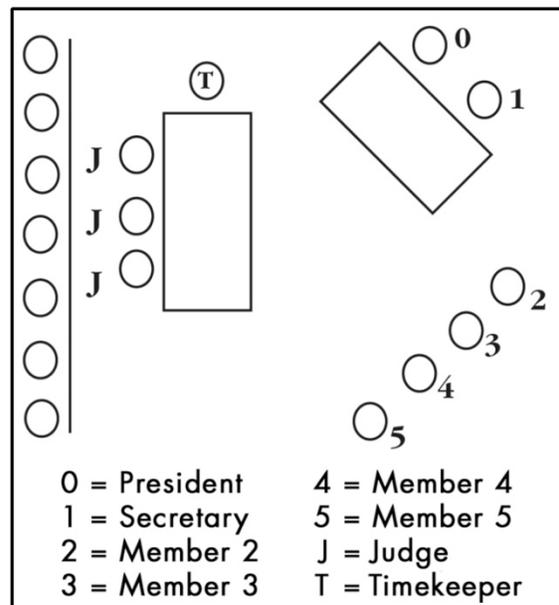
4. During contest orientation, each team member will take a written test covering basic parliamentary procedures, based on the current membership exam for the National Associations of Parliamentarians. The order of appearance for teams in the preliminary round is determined by a seeded, ranking order based upon the teams' averaged written exam score. The order of appearance for teams in the final round is determined by random drawing, with the highest test scoring teams drawing first.
5. Sixty minutes prior to the team's demonstration in front of the judges, the team will be given a list of business items to insert into the order of business: the secretary's minutes of the previous meeting, the treasurer's report and paper for preparing any committee report. Any written committee reports submitted will comply with the provisions set forth in the latest edition of *Robert's Rules of Order, Newly Revised*, and stipulated by the minutes of the previous meeting. Teams may bring their own copy of the latest edition of *Robert's Rules of Order, Newly Revised* to use in the preparation room, but it must be given to the time keeper during their demonstration.
6. During the simulated meeting presentation, the team may use only the secretary's minutes of the previous meeting, the treasurer's report, the list of business items and committee reports. The presiding officer may make notes on the list of business items; however, a team will be disqualified if any member uses notes during the simulated presentation. The secretary will be provided with a pad and pencil for recording minutes of the simulated meeting. One copy of *Robert's Rules of Order, Newly Revised* will be

in the demonstration room for team reference. There will be a 30-point penalty for each item not covered.

7. The demonstration room will be furnished with a table and three chairs for judges and contest officials. A timekeeper will be seated beside the judges' table in clear view of the demonstrating team. The demonstration area will be set with four chairs for team members and a table from which the presiding officer will conduct the meeting and the secretary will take minutes. The presiding officer *will stand, not sit* while presiding.
8. The demonstration should be at least 10 minutes in length but should not exceed 15 minutes. There will be five points deducted for each 30 seconds or fraction thereof under 10 minutes or over 15 minutes. The time required to complete the recording and reading of the secretary's minutes at the end of the presentation will not count toward a team's time. However, the secretary will have a maximum of three minutes to complete the recording and reading of the secretary's minutes after the meeting is adjourned.
9. Following adjournment of the simulated business meeting, the secretary will read the minutes covering the demonstration to the judges. The minutes will be judged for completeness as read, neither for penmanship nor sentence structure.
10. All materials given to team members, along with the minutes of the demonstration, committee reports and contest badges, will be given to a contest official in the demonstration room after the completion of the demonstration.
11. Throughout the demonstration, team members will be referred to by first name only. No reference may be made to their school name, city or state. A five-point penalty will be assessed each time any of these are identified in the presentation.
12. Tiebreakers for teams will be determined by first looking at total presentation score and second by looking at the team's average written test score.
13. The chair and secretary shall be seated at the head table, with the other team members seated in four chairs staggered in front of the table.

14. The demonstration room will be furnished with seats for judges and observers with a demonstration area at the front. The demonstration area will be set up with four chairs for team members and a table, from which the president will conduct the meeting and the secretary will take minutes. A table and three chairs will be provided for the judges and contest officials. The timekeeper will be seated beside the judge's table so as to be in clear view of participants.

**Note:** The official SkillsUSA Opening and Closing ceremonies are not to be performed during this contest.



## Standards and Competencies

### CBP 1.0 — President demonstrates the ability to conduct a meeting.

- 1.1 Demonstrates impartiality when conducting meeting.
  - 1.1.1 Does not call on the same member every time.

### CBP 2.0 — Read minutes of previous meeting.

- 2.1 Read minutes from previous meeting.
  - 2.1.1 Secretary stands.
  - 2.1.2 Secretary reads clearly and loudly enough to be heard.
  - 2.1.3 Secretary is seated.

**CBP 3.0 — Chair obtains approval of minutes.**

- 3.1 Obtain approval of minutes.
  - 3.1.1 Chair asks for corrections.
  - 3.1.2 Chair announces results.

**CBP 4.0 — Present reports of officers, boards and committees.**

- 4.1 Deliver treasurer's report.
  - 4.1.1 Treasurer stands when called upon.
  - 4.1.2 Treasurer reads so as to be heard.
  - 4.1.3 Chair asks for questions.
- 4.2 Deliver committee reports.
  - 4.2.1 Member stands when called upon.
  - 4.2.2 Member reads so as to be heard.
  - 4.2.3 Chair asks for questions.
  - 4.2.4 Chair processes motions or recommendations, if any.
- 4.3 Present reports of special committees.
  - 4.3.1 Member stands to be recognized.
  - 4.3.2 Member reads so as to be heard.
  - 4.3.3 Chair asks for questions.
  - 4.3.4 Chair processes motions or recommendations, if any.

**CBP 5.0 — Effectiveness of business meeting.**

- 5.1 Participate in meeting.
  - 5.1.1 All team members other than presiding officer make at least one motion.
  - 5.1.2 All team members other than presiding officer debate at least one debatable motion.
  - 5.1.3 More than one member debates each debatable motion.
- 5.2 Demonstrate effective organization of meeting.
  - 5.2.1 Meeting flows logically and systematically.
  - 5.2.2 Business occurs as it should according to the prescribed order of business.
- 5.3 Follow the order of business.
  - 5.3.1 Use the necessary parts of the following order of business as prescribed by the materials given them by the technical committee:
    - a. Call to order.
    - b. Reading and approval of the minutes.

- c. Reports of officers, boards and standing committees.
- d. Reports of special committees.
- e. Special orders.
- f. Unfinished business.
- g. New business.
- h. Adjourn.

- 5.4 Provide quality discussion.
  - 5.4.1 The maker of the motion has first right of debate.
  - 5.4.2 Each member may debate only twice on a pending motion unless the motion to Limit or Extend Limits of Debate is made and adopted.
  - 5.4.3 Chair does not debate.
  - 5.4.4 Team members debate only debatable motions.
  - 5.4.5 Debate provides information and insight, as opposed to asking questions or saying "I agree."
  - 5.4.6 Debate is germane to the pending motion.
  - 5.4.7 Conduct business meeting with ease.
  - 5.4.8 Motions are handled without hesitation or awkwardness.
  - 5.4.9 The business meeting runs smoothly and efficiently.

**CBP 6.0 — Demonstration of the use of the five types of parliamentary motions according to the latest edition of Robert's Rules of Order, Newly Revised.**

- 6.1 Obtain the floor.
  - 6.1.1 Member stands to be recognized.
  - 6.1.2 Member says "Mr./Madame President."
  - 6.1.3 Chair recognizes member by first name only.
- 6.2 Demonstrate proper use of privileged motions.
  - 6.2.1 Member makes the motion.
  - 6.2.2 Another member seconds the motion, if necessary.
  - 6.2.3 Chair states the motion or responds to the request or demand.
  - 6.2.4 Chair puts motion to a vote, if necessary.
  - 6.2.5 Chair announces the result of the vote, if necessary.
- 6.3 Demonstrate proper use of Subsidiary motions.

- 6.3.1 Member makes the motion.
- 6.3.2 Another member seconds the motion.
- 6.3.3 Chair states the motion and asks for debate, if permitted.
- 6.3.4 Members debate motion, if debatable.
- 6.3.5 Chair puts motion to a vote.
- 6.3.6 Chair announces the result of the vote.
- 6.4 Demonstrate proper use of Main motions.
  - 6.4.1 Member makes the motion.
  - 6.4.2 Another member seconds the motion.
  - 6.4.3 Chair states the motion.
  - 6.4.4 Chair asks, “Are you ready for the question?”
  - 6.4.5 Members debate motion and make secondary motions.
  - 6.4.6 Chair puts motion to a vote.
  - 6.4.7 Chair announces the result of the vote.
- 6.5 Demonstrate proper use of Incidental motions.
  - 6.5.1 Member makes the motion.
  - 6.5.2 Another member seconds the motion, if necessary.
  - 6.5.3 Chair states the motion or responds to the request.
  - 6.5.4 Members debate motion if debatable.
  - 6.5.5 Chair puts motion to a vote, if necessary.
  - 6.5.6 Chair announces the result of the vote, if necessary.
- 6.6 Demonstrate proper use of motions that bring a question back before the assembly.
  - 6.6.1 Member makes the motion.
  - 6.6.2 Another member seconds the motion.
  - 6.6.3 Chair states the motion.
  - 6.6.4 Members debate motion if debatable.
  - 6.6.5 Chair puts motion to a vote.
  - 6.6.6 Chair announces the result of the vote.

**CBP 7.0 — Read minutes of demonstration.**

- 7.1 Record minutes accurately.
  - 7.1.1 All essential items are included.

- 7.1.2 Minutes reflect what actually happened during the demonstration.
- 7.1.3 Debate and nonessential items are excluded.
- 7.2 Demonstrate effective reading and submission of minutes.
  - 7.2.1 Secretary stands.
  - 7.2.2 Secretary reads clearly and loudly enough to be heard.

**CBP 8.0 — Team appearance.**

- 8.1 Wear official attire.
  - 8.1.1 All members wear SkillsUSA official attire as prescribed by clothing requirements for the contest.
- 8.2 Demonstrate positive overall appearance.
  - 8.2.1 Members wear same type of official attire (i.e., all blazers, all jackets, etc.).
  - 8.2.2 Members are groomed neatly.
  - 8.2.3 Members demonstrate good posture and poise.

**CBP 9.0 — Written test.**

- 9.1 Demonstrate understanding of parliamentary procedure according to *Robert’s Rules of Order, Newly Revised*.
  - 9.1.1 Each member will complete an examination of 100 questions.
  - 9.1.2 Tests are taken individually, and the scores are averaged for the team.

**CBP 10.0 — SkillsUSA Framework.**



The SkillsUSA Framework is used to pinpoint the essential elements found in Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. Students will be expected to display or explain how they used some of these Essential Elements. Please reference the graphic above, as you may be scored on specific elements applied to your project. For more, visit: [www.skillsusa.org/about/skillsusa-framework/](http://www.skillsusa.org/about/skillsusa-framework/).

### **Committee Identified Academic Skills**

The technical committee has identified that the following academic skills are embedded in this contest.

#### **Math Skills**

- Balance a treasurer's report sheet.

#### **Science Skills**

None Identified

#### **Language Arts Skills**

- Provide information in conversations and in group discussions.
- Provide information in oral presentations.
- Demonstrate use of verbal communication skills: word choice, pitch, feeling, tone and voice.
- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information.
- Organize and synthesize information for use in written and oral presentations.
- Demonstrate knowledge of appropriate reference materials.
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing
- Write a proper set of minutes.

### **Connections to National Standards**

State-level academic curriculum specialists identified the following connections to national academic standards.

#### **Math Standards**

None Identified

**Source:** NCTM Principles and Standards for School Mathematics. For more information, visit: [www.nctm.org](http://www.nctm.org).

#### **Science Standards**

None Identified

**Source:** McREL compendium of national science standards. To view and search the compendium, visit: <http://www2.mcrel.org/compendium/browse.asp>.

#### **Language Arts Standards**

- Students read a wide range of print and nonprint texts to build an understanding of texts, of themselves and of the cultures of the United States and the world; to acquire new information; to respond to the needs and demands of society and the workplace; and for personal fulfillment. Among these texts are fiction and nonfiction, classic and contemporary works.
- Students apply a wide range of strategies to comprehend, interpret, evaluate and appreciate texts. They draw on their prior experience, their interactions with other readers and writers, their knowledge of word meaning and of other texts, their word identification strategies and their understanding of textual features (e.g., sound-letter correspondence, sentence structure, context, graphics).
- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes.
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts.
- Students conduct research on issues and interests by generating ideas and questions and by posing problems. They gather, evaluate and synthesize data from a variety of sources (e.g., print and nonprint texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience.

- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge.
- Students participate as knowledgeable, reflective, creative and critical members of a variety of literacy communities.
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information).

**Source:** IRA/NCTE Standards for the English Language Arts. To view the standards, visit: [www.ncte.org/standards](http://www.ncte.org/standards).