

# PARLIAMENTARY PROCEDURE COMPETITION

\$100 Scholarship to Judge's Choice Winner



All TAFE competitors must be Educators Rising affiliated to compete at the region and state levels.

Entries Per School	1
Type of Event	Team (4-8)
State Competition	Yes
National Competition	No
National Education and Training Career Cluster Knowledge and Skill Statements <u>TEKS</u>	EDC01, EDC02, EDPC01, EDPC02, EDPC03, and EDPC04
Principles of Education and Training <u>TEKS</u>	b4; 1A-J;
Human Growth and Development <u>TEKS</u>	b4; 1A-J
Instructional Practices in Education and Training <u>TEKS</u>	b4; 1 A-J; 2 F; 4A, B; 8 A-C
Practicum in Education and Training <u>TEKS</u>	b4; 1 A-J; 2 A & H; 8 A-C; 10 A-C
Child Development <u>TEKS</u>	b4, 1 A-E; 3F
Child Guidance <u>TEKS</u>	b4; 1 A-B; 2E
College and Career Readiness Skills	ELA: I A, II A-B, III A-B, IVA-B Depending on the lesson plan and type of presentation, Math and Science Standards may be included. Social Studies: VA-B Depending on topic, others may be included. Cross-Disciplinary: I A-F, II A-E

NOTE: The members of the Competitive Events/Service Committee selected TEKS from the Education and Training Career Cluster and the Human Services Career Cluster (specifically child development and child guidance) that they thought were most applicable regardless of the specific project/topics selected for each event. However, depending on the specific topic, other TEKS might also apply.

## OBJECTIVE:

- To challenge individuals who will be working in the education system to develop leadership skills and a working knowledge of parliamentary law and the ability to conduct a simulated meeting among TAFE members using provided planning materials and to prepare minutes of the meeting.

## OVERVIEW:

No matter what field of education you go in to, parliamentary procedure is a respectable skill to acquire. It is a time-tested method that insures the smooth operation of meetings such as PTA meetings, school board meetings, local chapter meeting, and in other public gatherings. Parliamentary Procedure will help build teamwork, communication and leadership skills within each member.

This event will involve two rounds of competition. Round 1 will consist of a written test (30 min) to evaluate the team's understanding of parliamentary procedure. Written test will measure knowledge and understanding at the recall, application or analysis levels. Higher-order thinking skills will be incorporated as appropriate.

The top scoring teams will advance to Round two and will be given one copy of each of the following: skeleton agenda, minutes from previous meeting, treasurer's report, two topics of new business, and a copy of Robert's Rules of Order Newly Revised Latest Edition. Participants will have fifteen (15) minutes to prepare for the meeting. Participants will move to the presentation room and demonstrate a meeting with a minimum of ten (10) minutes and up to fifteen (15) minutes in length. All team members MUST be involved in the meeting.

## COMPETITION GUIDELINES:

### I. General Competitive Events Guidelines must be followed.

### II. Region:

- A. Tests will be in a multiple-choice format.
- B. The contestants will have thirty (30) minutes to take the test and should be stopped at the end of the thirty (30) minutes.
- C. Teacher Leader must have a laptop or own device setup for contestants to take test. no cell phones, bags or purses may be taken into the testing room.
- D. Each chapter may submit one (1) entry for the region competition.
- E. Preparation and presentation must be done solely by the competitors.
- F. Chapters must indicate on their conference registration form the number entering this event.
- G. Registration will be handled according to each region's guidelines.
- H. Test scores will be averaged and will be factored into the team's presentation score.
- I. After receiving the Judge's Rubrics, the state qualifiers can make any needed corrections before going to state.

### III. Parliamentary Procedure:

- A. All competitors must bring blank paper, gavel, pencils
- B. Competitors will be given:
- C. Team shall be composed of four (4) to eight (8) members with identified offices or representative thereof (i.e., president who will serve as the chair, secretary, treasurer, and up to five (5) others who will serve as chapter members.
- D. Competitors will first report to the planning room where they will be given skeleton agenda, minutes from previous meeting, treasurer's report, two topics of new business, and a copy of Robert's Rules of Order Newly Revised Latest Edition. They will have fifteen (15) minutes to prepare for the meeting.
- E. After the fifteen (15) minutes the team will be escorted to the presentation room and demonstrate a meeting with a minimum of ten (10) minutes and up to fifteen (15) minutes in length. All team members MUST be involved in the meeting.
- F. The judges have the option to ask the team questions for five (5) minutes after the meeting demonstration.

- G. Tables and chairs that are set up for teams meeting may not be moved.
- H. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and that pertain to information received during the planning time. Acceptable notes include committee reports and main motions. Notes regarding incidental and subsidiary motions are not allowed. All planning materials and notes will be collected at the end of the event.
- I. Use of computers is not allowed in any phase of this competition.
- J. The authority of this event will come from Roberts Rules of Order Newly Revised latest edition.
  - 1. Meeting demonstration must show teams knowledge of parliamentary law and their ability to perform designated skills and should follow the agenda given during the preparation time.
  - 2. Proper use of Parliamentary law according to Robert's Rules of Order Newly Revised latest edition.
  - 3. Proper procedures for recognition of Chair and All Members
  - 4. Coverage of agenda - address all agenda items properly. items on agenda should include opening ceremony, call to order, previous meeting minutes, treasurer's report, committee report(s), unfinished business, new business, closing ceremony and adjournment.
  - 5. Main motion, amend an amendment, point of order or parliamentary inquiry, division of the assembly or division of the question, previous question, request for information, postpone to a certain time, refer to a committee, lay on the table, question of privilege or recess - demonstrate each ability correctly, in a proper sequence and at an appropriate time during the meeting
  - 6. Demonstration of time and quality - conduct an overall high quality of demonstration which lasts an appropriate amount of time required for content, debate, and involvement
  - 7. Clarity of expression and voice - use appropriate grammar, pronunciation, pitch, tempo, and volume. discussion should flow naturally from one item to the next on the agenda.
  - 8. Poise - team conducts itself in appropriate, professional, and poised manner.
  - 9. Impartiality of presiding officer - presiding officer uses entire team and their ideas.
  - 10. Team Participation - all members during opening and closing ceremonies and discussion (except the secretary).
- K. Secretary's record: will be taken by the secretary during the meeting on the paper the team brings. the record, upon completion, will be presented to the evaluators immediately following adjournment of the meeting. The secretary's record may NOT be rewritten after the meeting; it will not be evaluated as final minutes. the record will be evaluated for coverage of all meeting activities.

**Competition Judges' Information:**

**I. Both Region & State:**

- a. The judging panel will consist of 1-3 adults.
- b. The team will first report to the planning room where they will be given the skeleton agenda, minutes from previous meeting, treasurer's report, two topics of new business, and a copy of Robert's Rules of Order Newly Revised Latest Edition. They will have fifteen (15) minutes to plan.
- c. As soon as one team is finished in the planning room, the next team should be given the skeleton agenda, minutes from previous meeting, treasurer's report, two topics of new

- business, and a copy of Robert's Rules of Order Newly Revised Latest Edition, and have the runner escort the team to the planning room so they can begin planning.
- d. After fifteen (15) minutes, the team will be escorted back to the presentation room where they will simulate a meeting. Team will be stopped after fifteen (15) minutes.
  - e. The timekeeper will give a one (1) minute warning, and a thirty (30) second warning when thirty (30) seconds are remaining. At the end of twenty (20) minutes, a STOP sign will be held up and the team will be asked to stop.
  - f. After the presentation, judges will have five (5) minutes to ask questions and finish their rubric. Each judge will prepare a Judge's Rubric for each team.

**II. Region:**

- a. Facilitators (if there are any) and judges will follow the guidelines set up by their region
- b. TEST ONLY - The contestants will have 30 minutes to take the test and should be stopped at the end of the 30 minutes. The timekeeper will give a 5-minute warning and a 1-minute warning to inform the testers that time is almost over. Contestants will be stopped at the end of 30 minutes.

**III. State:**

- a. Judges will follow the general instructions for judges.