

TEXAS ASSOCIATION OF FUTURE EDUCATORS COMPETITIVE EVENTS

GENERAL INFORMATION FOR ALL EVENTS

(Event specific information begins on page 4)

Failure to follow the stated guidelines may result in disqualification of student competing.

All students wishing to compete in TAFE or Educators Rising events must complete the following:

- Be an active paid member of Educators Rising for the current school year. To join as a National Active level member, [click here](#) to create your account and then complete the online application and purchase process. Additionally - your chapter must have paid its TAFE State Dues for the current school year. **TAFE State dues must be paid in full by November 1st.**
- Register to attend your TAFE Area Conference or the TAFE Teach Tomorrow Summit. **Registration for the conference does not register your students for competitive events.**
- Sign up to compete in competitive events and submit all required materials by the stated deadline on the TAFE [Guidelines & Rubrics](#) page located on the [TAFE Website](#).

GENERAL RULES & REGULATIONS

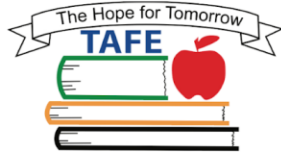
NOTE: General rules and regulations apply to all competitive events and are in addition to each event's specific guidelines.

Eligibility

- Competitors must be a paid active-level student member of Educators Rising prior to competing at an Area or State Conference.
- Competitors can only compete in 3 events of which no more than 2 can be national events. ELF Test, Student of the Year, and Breakout Session do not count as part of the 3 events.
- For Educators Rising National Events, the Top 10 highest scoring entries in each level will be eligible to compete at the Educators Rising National Conference. In addition to being in the Top 10, students must have earned 70% of available points at Area to advance to State and 80% of available points at State to advance to Nationals.
 - Students may only compete in one individual event and one team event at the Educators Rising National Conference. Dual events count as an individual event.

Competitive Event Entries

- All submitted materials must reflect original work from the 2023-2024 school year. Materials that may have been created or submitted in previous years are **ineligible**. All competitors must complete a [Statement of Originality](#) form for each event they are participating in.
- Each competitive event guideline will identify what materials are required for submission prior to the conference. Failure to submit required materials by the deadline will result in disqualification. Files should be uploaded using this template for a file name: **division.schoolinitials.eventabbreviation for example: JV.RRHS.ED**
- All video files that are submitted in advance must be uploaded to [YouTube](#). All competitors should also have the video available offline on their computer or on a flash drive.
- All presentations or presentation resources should be available for offline use. Internet access may not be available at all locations.



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Levels of Competition

- The breakdown of grades noted below is used to designate levels for competitive event entries. Not all competitive events are open to all divisions. Please refer to the event guidelines to check the levels eligible to compete in that event. Teams consisting of students from varying grade levels should be registered in the level of the most senior member.
 - **Middle School** - Grades 7 & 8
 - **Junior Varsity** - Grades 9 & 10
 - **Varsity** - Grades 11 & 12
 - **Collegiate** - Undergraduate Students
 - **Special Edition** - This is for students who have an IEP. It is specifically designed to accommodate special needs students who require accommodations to compete.

Conference Registration, Attendance, & Participation in Events

- Teacher leaders must login to the TAFE website and register for the conference they are attending. **Registration for the conference does not register your students for competitive events.** Please follow the instructions provided on the [TAFE Website](#) to register for competitive events. Students whose teacher leader fails to register for the conference or competitive events before the deadline will not be allowed to attend or compete.
- Competitors should observe professional dress as defined by the [Dress Code Compliance Form](#). Students will not be allowed to compete if they are not compliant with the dress code. By attending any TAFE sponsored event or conference, you agree to be compliant with the dress code.
- **Judges scores are final - Teacher Leaders, Chaperones, and Parents are prohibited from approaching judges to discuss scoring or feedback.** If a school/district is found in violation of this, they will lose IN GOOD STANDING status with the TAFE association. All questions or concerns should be brought to the attention of the officers and/or TAFE Staff putting on the event.
- The schedule of competitors will be followed as closely as possible. Please understand that events can run behind and ahead of schedule throughout the day. Please be sure and follow all forms of TAFE communication so you do not miss the opportunity to compete.

Designation of Awards

- Students will receive awards based on the number of points scored on the event rubric. All those receiving a certificate will be recognized on screen during the Closing General Session at the Teach Tomorrow Summit. Awards will be given as follows. The following awards will be given at Area & State Conferences:
 - **National Qualifier** (Varying criteria - State Conference Only)
 - **State Qualifier** (Area conference Only)
 - **Gold Certificate** (90% to 100% of total points awarded only at State)
 - **Silver Certificate** (80% to 89% of total points awarded only at State)
 - **Bronze Certificate** (70% to 79% of total points awarded only at State)
 - **Did Not Place** (0% to 69% of total points awarded only at State)

Area TAFE Conference To-Do List

- Register for your local conference (**September 28, 2023 - October 10, 2023**)
- Register for competitive events (**September 28, 2023 - October 10, 2023**)

State TAFE Conference To-Do List

- Register to attend the 2023 TAFE State Conference (**December 11, 2023 - January 26, 2024**)
- Register for a time to compete at the 2023 TAFE State Conference (**January 29, 2024 - February 2, 2024**)



TEXAS ASSOCIATION OF FUTURE EDUCATORS COMPETITIVE EVENTS

PARLIAMENTARY PROCEDURE COMPETITION

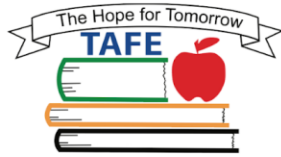
\$100 Scholarship to Judge's Choice Winner

Entries Per Chapter	1
Type of Event	Team (4-8)
State Competition	Yes
National Competition	No
National Education and Training Career Cluster Knowledge and Skill Statements TEKS	EDC01, EDC02, EDPC01, EDPC02, EDPC03, and EDPC04
Principles of Education and Training TEKS	b4; 1A-J;
Human Growth and Development TEKS	b4; 1A-J
Instructional Practices in Education and Training TEKS	b4; 1 A-J; 2 F; 4A, B; 8 A-C
Practicum in Education and Training TEKS	b4; 1 A-J; 2 A & H; 8 A-C; 10 A-C
Child Development TEKS	b4, 1 A-E; 3F
Child Guidance TEKS	b4; 1 A-B; 2E

NOTE: The TEKS were selected from the Education and Training Career Cluster and the Human Services Career Cluster (specifically child development and child guidance) that were most applicable regardless of the specific project/topics selected for each event. However, depending on the specific projects, 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.

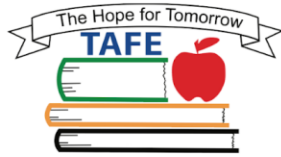
OVERVIEW: No matter what field of education you go in to, parliamentary procedure is a respectable skill to acquire. It is a time-tested method that insures the smooth operation of meetings such as PTA meetings, school board meetings, local chapter meeting, and in other public gatherings. Parliamentary 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.



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COMPETITION GUIDELINES:

- **Parliamentary Procedure**
 - Tests will be in a multiple-choice format.
 - The contestants will have thirty (30) minutes to take the test and should be stopped at the end of the thirty (30) minutes.
 - 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.
 - Each chapter may submit one (1) entry for the area competition.
 - Preparation and presentation must be done solely by the competitors.
 - Chapters must indicate on their conference registration form the number entering this event.
 - Registration will be handled according to each area's guidelines.
 - Test scores will be averaged and will be factored into the team's presentation score.
 - After receiving the Judge's Rubrics, the state qualifiers can make any needed corrections before going to state.
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- **Competition Procedure**
 - All competitors must bring blank paper, gavel, pencils.
 - 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.
 - Competitors will be given:
 - Competitors will first report to the planning room where they will be given a 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.
 - After 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.
 - The judges have the option to ask the team questions for five (5) minutes after the meeting demonstration.
 - The tables and chairs that are set up for teams meeting may not be moved.
 - 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.
 - Use of computers is not allowed in any phase of this competition.
 - The authority of this event will come from Roberts Rules of Order Newly Revised latest edition.
 - 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.
 - Proper use of Parliamentary law according to Robert's Rules of Order Newly Revised latest edition.
 - Proper procedures for recognition of Chair and All Members
 - Coverage of agenda - address all agenda items properly. items on agenda should include opening ceremony, call to order, previous meeting minutes, treasurer's report,



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committee report(s), unfinished business, new business, closing ceremony and adjournment.

- 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.
 - 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.
 - 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.
 - Poise - team conducts itself in appropriate, professional, and poised manner.
 - Impartiality of presiding officer - presiding officer uses entire team and their ideas.
 - Team Participation - all members during opening and closing ceremonies and discussion (except the secretary).
- Secretary's records: 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.

CONTEST JUDGES' INFORMATION

- **Both Area and State:**
 - The judging panel will consist of 1-3 adults.
 - 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.
 - 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.
 - After fifteen (15) minutes, the team will be escorted back to the presentation room where they will simulate a meeting. The team will be stopped after fifteen (15) minutes.
 - 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.
 - 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.
- **Area**
 - Facilitators (if there are any) and judges will follow the guidelines set up by their area.
 - 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. Tests will be given PRIOR to competitors AREA conference.
- **State**
 - Judges will follow the general instructions for judges.

PARLIAMENTARY PROCEDURE

DETAILED SCORING RUBRIC

Demonstrated Meeting				
	Accomplished	Strong	Developing	Emerging
Proper use of Parliamentary Law	6 - 5 Team carried out all Parliamentary procedures correctly according to the RRoONRLed	4 - 3 Team Incorrectly carried out Parliamentary Procedures a few times according to the RRoONRLed	2 - 1 Team lacked basic understanding of Parliamentary Law according to the RRoONRLed	0 Team did not demonstrate any Parliamentary Law according to the Robert's Rules of Order Newly Revised Latest Edition (RRoONRLed)
Proper Recognition of Chair and All Members	2 Chair and members were recognized properly at all times	1 Proper recognition of the chair and members were met some of the time		0 Members were never recognized by chair before speaking
Coverage of Agenda	3 Team addressed all agenda items properly	2 Team addressed all agenda items, but some were not done properly	1 Team did not address all agenda items	0 Team did not follow agenda
Main Motion	3 Team correctly demonstrated a main motion	2 Team stated a main motion without properly carrying it out	1 Team incorrectly attempted a main motion	0 Team did not demonstrate a main motion
Amend an Amendment	3 Team correctly Amended an Amendment	2 Team completed the Amendment of an Amendment, but did so incorrectly	1 Team did not complete the Amendment of an Amendment	0 Team did not demonstrate Amend an Amendment
Point of Order or Parliamentary Inquiry	3 Team correctly demonstrated a point of order or parliamentary inquiry	2 Team completed point of order or parliamentary inquiry, but did so incorrectly	1 Team did not complete point of order or parliamentary inquiry	0 Team did not demonstrate a point of order or parliamentary inquiry
Division of the Assembly or Division of the Question	3 Team correctly demonstrated division of the assembly or division of the question	2 Team completed division of the assembly or division of the question, but did so incorrectly	1 Team did not complete division of the assembly or division of the question	0 Team did not demonstrate division of the assembly or division of the question
Previous Question	3 Team correctly demonstrated previous question	2 Team completed previous question, but did so incorrectly	1 Team did not complete previous question	0 Team did not demonstrate previous question

Request for Information	3 Team correctly demonstrated request for information	2 Team completed request for information, but did so incorrectly	1 Team did not complete request for information	0 Team did not demonstrate request for information
Postpone to a Certain Time	3 Team correctly demonstrated postpone to a certain time	2 Team completed postpone to a certain time, but did so incorrectly	1 Team did not complete postpone to a certain time	0 Team did not demonstrate postpone to a certain time
Refer to a Committee	3 Team correctly demonstrated refer to committee	2 Team completed refer to a committee, but did so incorrectly	1 Team did not complete refer to a committee	0 Team did not demonstrate refer to a committee
Lay on the Table	3 Team correctly demonstrated lay on the table	2 Team completed lay on the table, but did so incorrectly	1 Team did not complete lay on the table	0 Team did not demonstrate lay on the table
Question of Privilege or Recess	3 Team correctly demonstrated question of privilege or recess	2 Team completed question of privilege or recess, but did so incompletely	1 Team did not complete question of privilege or recess	0 Team did not demonstrate question of privilege or recess
Demonstration Time	3 11-15 minutes	2 6-10 minutes		1 - 0 5 minutes or less
Quality of Demonstration Discussion	15 - 11 Quality of discussion, diversity of viewpoints and appropriate involvement	10 - 6 Quality of discussion and appropriate member involvement		5 - 0 Limited quality discussion and involvement of members
Clarity of Expression and Voice	3 Speech clear, projects voice, pronounces all words, no vocalized pauses, correct grammar	2 Most team members use clear speech or voice projection, or pronunciation or proper grammar	1 Few team members use clear speech or voice projection, or pronunciation or proper grammar	0 Speech unclear, weak voice projection, incorrect pronunciation, poor grammar
Poise	3 Good expression, appropriate hand gestures, good posture, good eye contact	2 Most team members use appropriate expression or hand gestures or posture or eye contact	1 Few team members use appropriate expression or hand gestures or posture or eye contact	0 Expressionless, no hand gestures, sways, no eye contact
Impartiality of Presiding Officer	3 The presiding officer always calls on all members and/or rules fairly on motions	2 The presiding officer usually calls on all members and/or rules fairly on motions	1 The presiding officer rarely calls on all members and/or rules fairly on motions	0 Did not call on all members, states own opinion
Team Participation	3 All team members were actively involved in carrying out the meeting	2 Most team members are actively involved in the meeting	1 The meeting participation relies primarily on one or two members	0 Clearly there is no team participation

Secretary's Record	2 Organized and contain all required agenda items	1 Unorganized and some agenda items not recorded	0 Most information is missing and agenda items were not recorded
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PARLIAMENTARY PROCEDURE

FEEDBACK & TALLY SHEET

Demonstrated Meeting					
	Accomplished	Strong	Developing	Emerging	Score
Proper use of Parliamentary Law	6 - 5	4 - 3	2 - 1	0	
Proper Recognition of Chair and All Members	2	1		0	
Coverage of Agenda	3	2	1	0	
Main Motion	3	2	1	0	
Amend an Amendment	3	2	1	0	
Point of Order or Parliamentary Inquiry	3	2	1	0	
Division of the Assembly or Division of the Question	3	2	1	0	
Previous Question	3	2	1	0	
Request for Information	3	2	1	0	
Postpone to a Certain Time	3	2	1	0	
Refer to a Committee	3	2	1	0	
Lay on the Table	3	2	1	0	
Question of Privilege or Recess	3	2	1	0	
Demonstration Time	3	2		1 - 0	
Quality of Demonstration Discussion	15 - 11	10 - 6		5 - 0	
Clarity of Expression and Voice	3	2	1	0	
Poise	3	2	1	0	
Impartiality of Presiding Officer	3	2	1	0	
Team Participation	3	2	1	0	
Secretary's Record	2	1		0	

Student Name	Student Score	Student Name	Student Score

TOTALS

Total Demonstration Points

J1	J2	J3

Total Team Test Scores

Divided by # of Members

Average Team Score

Final Score

Student Feedback

Judge 1	Judge 2	Judge 3