



PARLIAMENTARY PROCEDURE TEAM (550)

—Secondary—

REGIONAL – 2017



NATIONAL ASSOCIATION OF
PARLIAMENTARIANS®

**Judges/Graders: Please double check and verify all
scores and answer keys!**

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Workplace Skills Assessment Program competition.



Teams will conduct the official BPA opening and closing ceremonies. A copy of these ceremonies has been included with this key. Judges may also refer to the *Workplace Skills Assessment Program Guidelines* to obtain a copy of these ceremonies.

After the official opening ceremony, the chairman will ask for general consent to dispense with the reading of minutes, officer reports, and committee reports; the secretary will then read the first item of new business from the test/agenda. Once all the skills have been demonstrated, the team will conclude with the official closing ceremony. **The “Followed designated order of business” section of the Specification Points on the judges’ scoring sheet relates to the test/agenda NOT the standard order of business as prescribed by *Robert’s Rules of Order Newly Revised*.**

BPA scoring guidelines requires all students to participate in each item of business. Therefore, although it is not in alignment with *Robert’s Rules of Order Newly Revised*, **if a team has a parliamentarian as an officer, the parliamentarian is allowed to fully participate in the meeting (i.e., debate, vote, etc.).**

Each team will be allowed up to five (5) minutes for questions by the judges. These questions will be directed to the chairman for any team member to answer. The team members may caucus to determine the answer they wish to provide to the judges. The secretary is *not* required to participate in the caucus or assist with answering questions if he/she voluntarily decides to continue writing his/her secretary’s notes.

The items listed in this answer key are the order of new business for each subject listed. Each team will be limited to a maximum of 15 minutes for parliamentary demonstration to the judges. A warning card should be shown five (5) minutes before the maximum time and one (1) minute before the maximum time.

Each team member is allowed to use one 3” x 5” index card during the demonstration. In addition, the secretary will use a blank sheet of paper to record the proceedings of the meeting in English, longhand for submission to the judges immediately after the presentation. The secretary will be permitted to use the contest agenda in the presentation room; this is to be submitted with the minutes. The parliamentary authority, *Robert’s Rules of Order Newly Revised* (11th Edition), or any other reference materials may *not* be used during the parliamentary demonstration. Please obtain the secretary’s handwritten notes and contest agenda before the contestants leave the room. These notes will be verified for content only.

The items (motions) under “**Abilities to be Demonstrated**” may be rearranged within subject areas; however, they *cannot* be transferred and conducted under a different subject area.

Use the Judge’s Scoring Rubric/Rating Sheets to evaluate and score each team. Please double-check and verify all scores!



	Interrupt	Second	Debate	Amend	Vote	Reconsider
Refer to <i>Robert's Rules of Order Newly Revised (11th Edition)</i> for precedence of motions as needed.						
Subject/Abilities to be Demonstrated						
1. <i>Safety Awareness Program</i>						
A. Main Motion		S	D	A	M	R
B. Division of the Assembly	I				C+	
C. Postpone to a Certain Time and Make it a Special Order		S	D*	A	2/3	R* (neg. only)
D. Adjourn (as privileged motion)		S			M	
2. <i>Alumni Activity</i>						
A. Main Motion		S	D	A	M	R
B. Amend		S	D	A	M	R
C. Amend the amendment		S	D*		M	R
D. Recess (as privileged motion)		S			M	
3. <i>Plan activity for senior citizens</i>						
A. Main Motion		S	D	A	M	R
B. Refer to Special Committee (with full power to report at next meeting)		S	D	A	M	R
C. Extend Limits of Debate (2 speakers: 1 pro, 1 con)		S		A	2/3	R* (if vote affirmative, only executed part of order)
D. Division of a Question		S		A	M	

Meaning of Symbols

– A main motion when no other motion is pending.

I – Is in order when another has the floor.

S – Requires a second.

D – Is debatable.

A – Can be amended.

M – Requires a majority vote (i.e., more than half the votes cast).

M+ – Requires either of the following: (a) majority vote with notice; (b) two-thirds; or (c) majority of the entire membership.

2/3 – Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative); must be taken by a rising vote.

C – Usually no vote is taken. The chair responds.

C+ – No vote is taken. The chair decides.

R – Can be reconsidered.

* See *Robert's Rules of Order Newly Revised (11th Edition)* for specific rule. Consult index and tinted pages for further information and page references.



QUESTIONS BY THE JUDGES

Each team will be allowed up to five (5) minutes for questions by the judges. The following three questions will be directed to the chairman for any team member to answer. The team members may caucus. The secretary is *not* required to participate in the caucus or assist with answering questions if he/she voluntarily decides to continue writing his/her secretary's notes. Judges are *not* allowed to make up additional questions.

Questions will have reference to the abilities demonstrated during the event.

EACH JUDGE IS TO ASK THE SAME QUESTION(S) OF EACH TEAM. EACH TEAM MUST BE ASKED THE SAME NUMBER OF QUESTIONS.

1. To what motion does Postpone to a Certain Time (or Definitely) apply to?

ANSWER: Postpone to a Certain Time (or Definitely) applies to the pending question.

2. Can the privileged motion to Recess be made when another motion is pending?

ANSWER: Yes.

3. When can a motion to Divide the Question be made?

ANSWER: If a pending main motion, or a pending amendment, contains two or more parts capable of standing as separate questions.



Opening a Meeting

The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the members a well-planned and organized meeting. This will make meetings more orderly and effective.

The Opening Ceremony

President

(Stands and raps the gavel once for attention.) The meeting will come to order. We are now holding a meeting of Business Professionals of America. Mr. /Madam Vice President, what are the major purposes of our professional organization?

Vice President

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

President

May we accomplish these objectives? Mr. /Madam Vice President, will you please present the other officers?

Vice President

With pleasure, I introduce:

(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)

Mr. /Madam President, the officers are at their stations.

President

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag?
(Raps the gavel three times to call the members and guests to stand. The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

Everyone

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

President

Fellow members and guests, join me in stating why we are here.

Everyone

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

President

Please be seated.



Closing a Meeting

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted.

Equipment and Supplies

Gavel

The Ceremony

President

Mr. /Madam Secretary, do you know of any further business which should be transacted at this time?

Secretary

(Rises, replies, and sits down.) I have none, Mr. /Madam President.

President

We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*