

NJ SkillsUSA Championships

Proposed Contest - Chapter Business Procedure Novice Level

Contest Coordinator: Sandee Reinhardt

PURPOSE

To evaluate a chapter's ability to conduct the "New Business" portion of a regular SkillsUSA business meeting according to parliamentary procedure. The contest is based on the rules found in the latest edition of Robert's Rules of Order Newly Revised.

ELIGIBILITY (TEAM OF 4-6)

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 four to six registered members.

CLOTHING REQUIREMENT

For men: Official blazer, jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie; black socks and black shoes. For women: Official blazer, jacket or sweater; black dress slacks or knee-length skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone seamless hose and black dress shoes. These regulations refer to clothing items that are pictured and described at: www.skillsusastore.org. If you have questions about clothing or other logo items, call 800-401-1560 or 703-956-3723

EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
 - a. Speaker's stand (lectern)
 - b. Gavel
 - c. One copy of the latest edition of Robert's Rules of Order, Newly Revised per demonstration room
 - d. Packet for each team, which will include:
 - i. List of 2 new business items for teams to perform

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 New Business to adjournment.

Knowledge Performance

The written exam consists of multiple-choice questions related to material found in Robert's Rules of Order. 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) to download a study guide for preparing for the NAP membership exam.

Contest Guidelines

1. During the presentation, the team will demonstrate the running of the "New Business" portion of a standard business meeting.
2. During the simulated demonstration, the team must properly handle items dictated by the materials given to the teams by the technical committee. The demonstration must include:
 - a. Two new main motions
 - b. The successful completion of the following secondary motions:
 - i. Postpone Indefinitely *or* Postpone To a Certain Time
 - ii. Amend *or* Commit/Refer
 - iii. Previous Question *or* Limit/Extend Limits of Debate
 - iv. Request for Information, Parliamentary Inquiry, Point of Order, *or* Question of Privilege
 - c. Note: Additional points will not be given for demonstrating extra motions correctly. If extra motions are used incorrectly, points will be deducted accordingly.
3. 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.
4. Sixty minutes prior to the team's demonstration in front of the judges, the team will be given a list of two (2) business items to complete during the New Business portion of the meeting.
5. 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. 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.
7. 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.
8. 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 five chairs for team members and a table from which the presiding officer will conduct the meeting. The presiding officer will stand, not sit while presiding.
9. The demonstration should be at least 6 minutes in length but should not exceed 12 minutes. There will be five points deducted for each 30 seconds or fraction thereof under 6 minutes or over 12 minutes.
10. All materials given to team members 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 shall stand at the head table, with the other team members seated in five chairs staggered in front of the table.

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 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:

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

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 questions related to parliamentary procedure

9.1.2 Tests are taken individually and the scores are averaged for the team