

CHAPTER BUSINESS PROCEDURE (VIRTUAL)



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.

Contest Clothing Notes (Apply ONLY to Virtual Competitions):

- Official SkillsUSA Competition Clothing recommended but NOT required.
- Contestant clothing options include the following:
 1. Official Competition Clothing.
 2. Trade Appropriate Clothing.
 3. Professional Dress.
 4. Business Casual.
- Clothing must meet industry safety standards.
- No identification of the contestant, school or state is allowed on clothing.
- No offensive, vulgar or inappropriate images or text are allowed on contestants clothing.
- No shorts or sleeveless shirts are allowed.
- Skirts must be at least knee-length.
- Proper Personal Protective Equipment (PPE) must be worn by contestant to meet all state, local and school requirements due to COVID-19.

Scoring deductions may only be given and/or disqualification of contestant if clothing safety standards are not met.

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 1-888-501-2183.

OBSERVER RULE

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. 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

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 an electronic copy at least seven (7) days in advance of the competition. Failure to do so will result in a 10-point penalty.

Instructions for submission of the electronic résumé copy will be provided on the SkillsUSA website at <http://updates.skillsusa.org>.

- b. Speaker's stand (lectern)
- c. Gavel
- d. Pad and pencil for secretary
- e. One copy of the latest edition of Robert's Rules of Order, Newly Revised per demonstration room
- f. Packet for each team, which will include:
 1. Paper for any committee report
 2. One pencil
- g. Extra pencils as may be required
- h. Computer with high speed internet capability and camera to use applications such as Zoom and Teams, etc. The minimum recommended internet bandwidth speeds for joining Zoom meetings, accessing on-demand curriculum and other online operations is 2.0 Mbps up and down. You can test your current internet speeds by following this link. Allow the page to load and click on GO.
- i. A secondary camera(s) may be required to provide judges with the ability to view contestants from different angles. Additional camera requirements will be located on the SkillsUSA website at <http://updates.skillsusa.org>.
- j. A contest Proctor will be required to be on site to assist judges. A local industry expert is preferred to serve as the Proctor and shall not be an individual that has been involved with the training of the contestant(s). The Proctor will serve as the onsite "hands and eyes" for the judges. Proctor will follow instructions from the judges for safety and operations related to the competition. Proctor may be asked by judges to perform several tasks such as

operating a portable camera to show specific components or steps, measure parts, or any task that will provide judges with information needed to assist in accurate scoring of the contestant's work or presentation. However, the Proctor shall not serve as a judge nor have any influence in contestant scores.

- k. The contestant's instructor or advisor shall be on site to observe all competition activities to ensure a safe and healthy competition experience for all participants. That instructor or advisor will not be allowed to interact or interfere with the competitor unless a safety issue arises that requires interaction. Any other support or interaction between the contestant and the instructor/advisor will result in disqualification.

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 online 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) 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. At least seven (7) days in advance of the competition, each team member will take a online 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. Instruction for taking the online written test will be posted on the SkillsUSA website at

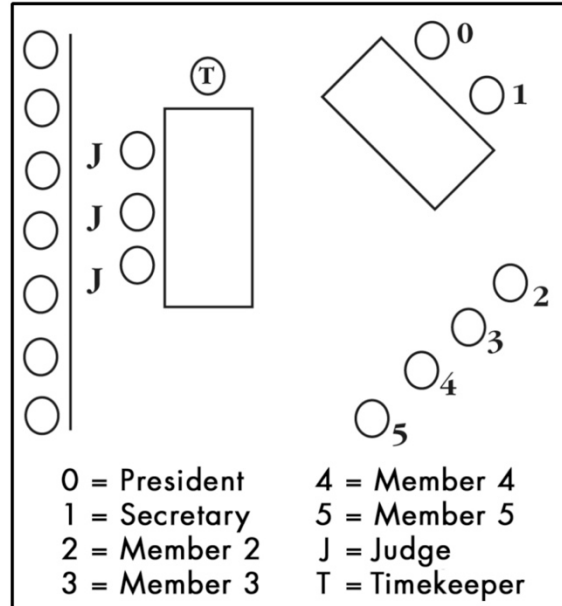
<http://updates.skillsusa.org> and/or sent to the contestants advisor by email.

5. Sixty minutes prior to the team's demonstration in front of the judges in a zoom holding room, 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. A computer with a camera will be placed on the judges' table, the location of which is shown in the diagram on Page 4. This camera will be used for broadcasting the presentation to the judges. Camera must be set up to allow judges to view all contestants. 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 proctor 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 table for the judges' camera 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

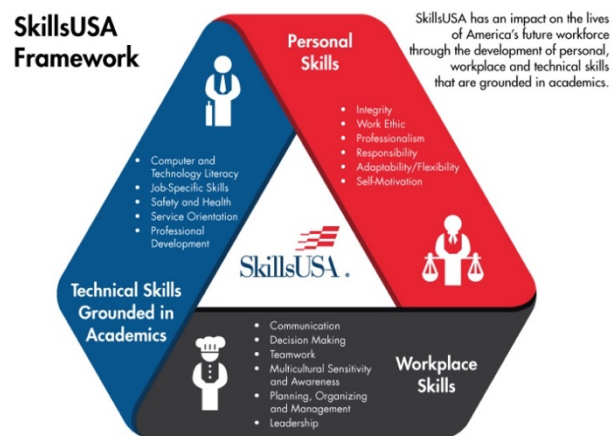
- 8.1 Wear official attire
 - 8.1.1 All members wear SkillsUSA official attire as prescribed by clothing requirements for the contest
- 8.2 Demonstrate positive overall appearance

- 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/.

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.

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.