

# CHAPTER TEAM



## OVERVIEW

Applying leadership and or 21<sup>st</sup> century skills participants take a parliamentary procedures test in order to qualify for the semifinals. Semifinalist teams are challenged to complete an opening ceremony, items of business, parliamentary actions, and a closing ceremony within a specified time period.

## ELIGIBILITY

- A. One (1) team of six (6) members per chapter may participate.
- B. Team members do not have to be elected officers of the local chapter.
- C. Team members who take the test and advance to the semifinalist portion of the event must be the same six (6) members.

## TIME LIMITS

### PRELIMINARY ROUND

- A. One (1) hour to complete a parliamentary procedures test.

### SEMIFINAL ROUND

- A. Fifteen (15) minutes with no penalty, and up to seventeen (17) minutes with penalty (see Time over chart) to complete required set-up time, parliamentary actions, items of business, and a presentation.
- B. The time begins when the team is handed the event materials; the time ends when the gavel is rapped to close the meeting, or at seventeen (17) minutes (at that point all team members other than the secretary must leave the room; the secretary may then be taken to another room to complete the minutes).
- C. The secretary has five (5) additional minutes to complete the minutes of the meeting.

- D. Teams are penalized five (5) points per thirty (30) seconds for going over the allotted time, based on the following scale:

<u>Time over fifteen (15) minutes</u>	<u>Penalty</u>
15:01 to 15:30	five (5) points per evaluator
15:31 to 16:00	ten (10) points per evaluator
16:01 to 16:30	fifteen (15) points per evaluator
16:31 to 17:00	twenty (20) points per evaluator

## ATTIRE

TSA competition attire, with additional requirements that apply for the Chapter Team event, is required. Refer to the National TSA Dress Code section of this guide or the [TSA website](#).

## PROCEDURE

### PRELIMINARY ROUND

- A. Participants report for the test at the time and place stated in the conference program for the parliamentary procedures test.
- B. TSA competition attire, with additional requirements that apply for the Chapter Team event, is required for the preliminary round.
- C. A parliamentary procedures test is administered at the same time to all team members.
- D. Twelve (12) teams with the highest averaged scores are selected as semifinalists for the oral presentation. A semifinalist list in random order is posted.

### SEMIFINAL ROUND

- A. A semifinalist team representative will report at the time and place stated in the conference program to receive an oral presentation time.
- B. Semifinalist teams report at the assigned time and place for the oral presentation.
- C. Each team follows the procedure for opening and closing a local chapter meeting.

- D. Using knowledge of parliamentary procedures, each team follows an order of business to dispose of five (5) given officer-specific parliamentary actions provided by the event coordinator and then closes the meeting according to the prescribed procedure.
- E. There is a possibility for three (3) additional actions to be demonstrated for bonus points. If the actions are demonstrated correctly, then bonus points are awarded.
- F. The top ten (10) finalists are announced at the awards ceremony.

### REGULATIONS AND REQUIREMENTS

Students will work to develop their leadership and 21<sup>st</sup> century skills in the process of preparing for and participating in this TSA competitive event. The development and application of those skills must be evident in their submission, demonstration, and/or communication pertaining to the entry.

#### PRELIMINARY ROUND

- A. Team members take the test individually.
- B. TSA Competition attire, with additional requirements that apply for the Chapter Team event, is required for the preliminary round.
- C. Teams consist of a president, vice president, secretary, treasurer, reporter, and sergeant-at-arms.
- D. Tests may be administered online or via a scan-type answer sheet. Please review the *Competition Updates* page on [TSA website](#).
- E. Participants are responsible for bringing two (2) sharpened No. 2 pencils to the test site.
- F. If scan-type answer sheets are used, failure to correctly complete the scantron form will result in a test score of zero.
- G. The same six (6) team members compete in the semifinal round, should the team qualify.

#### SEMIFINAL ROUND

- A. TSA Competition attire, with additional requirements that apply for the Chapter Team event, is required for the semifinal round.

#### B. Meeting Set-up:

1. Officer symbols and a gavel are placed on a long table with the United States flag standing to the right of the president's rostrum and the host state flag to the left.
  2. The president's rostrum should be centered between the two (2) flags.
  3. The symbols of the officers should be placed in front of the respective officers.
  4. The host state banners are optional and do not add to or subtract from a team's scores.
- C. Teams demonstrate a call to order, pledge to the flag, roll call, order of business, and closing ceremony.
1. Written materials, other than those provided by national TSA, may not be taken to the event room.
  2. A set of secretary's minutes, a treasurer's report, a copy of the TSA creed, and a list of five (5) officer-specific parliamentary actions are provided by the event coordinator when the team members enter the performance room.
    - a. For the parliamentary actions, the list identifies the five (5) officer-specific actions of parliamentary procedure.  
Examples of office-specific parliamentary actions include:
      - i. President: Putting the Question and Announcing the Vote
      - ii. Vice President: Amend
      - iii. Treasurer: Divide the Question
      - iv. Secretary: Take from the Table
      - v. Reporter: Postpone Indefinitely
      - vi. Sergeant-at-Arms: Suspend the Rules
    - b. Bonus points are awarded for additional motions and parliamentary actions by the officers, other than the president.
  3. The event coordinator also supplies each team with paper, six (6) pens, a calculator, and six (6) 3" x 5" notecards.

4. A timepiece may be used by the team, if desired.
    - a. Official timing begins as soon as the parliamentary actions are provided and stop at the team's final gavel to end the meeting.
    - b. Five (5) points will be deducted for every thirty (30)-second interval over the allotted time (see Time Limits).
  5. Concerning the reading of the [TSA creed](#) by the secretary during the closing ceremony, a chapter has the option to recite the creed using one (1) or more of its team members.
  6. No reference should be made to a team's school, chapter name, city, or state.
  7. The state name on a TSA patch is acceptable.
- D. At the conclusion of the oral presentation, each team secretary has five (5) minutes to write a copy of chapter minutes that are submitted to a judge. The coordinator begins timing the five (5) minutes when the secretary is seated at the area designated for the writing of the minutes.
- E. All materials given to team members, as well as the chapter minutes and a completed treasurer's report, must be handed to the judges before the team leaves the room.
- F. Any semifinalist team that fails to appear at the designated time is placed at the end of the list and allowed to participate at the discretion of the judges and event coordinator if time permits.

## EVALUATION

### PRELIMINARY ROUND

- A. Each team's average test score.

### SEMIFINAL ROUND

- A. The demonstration of a chapter business meeting.  
Refer to the official rating form for more information.

## NOTE

There are a number of ways to learn about parliamentary procedure. The standard reference is *Robert's Rules of Order, Newly Revised*. Information about the latest edition of parliamentary procedure may be found online at [robertsrules.com](http://robertsrules.com). Additional information may be found online at [www.parliamentarians.org](http://www.parliamentarians.org).

For writing proper minutes, also refer to *Robert's Rules of Order, Newly Revised*.

## STEM INTEGRATION

This event aligns with the STEM (Science, Technology, Engineering, and Mathematics) educational standards.

## LEADERSHIP AND 21<sup>ST</sup> CENTURY SKILL DEVELOPMENT

This event provides opportunity for students to build and develop leadership and 21<sup>st</sup> century skills including but not limited to:

- Communication
- Collaboration/Social Skills
- Initiative
- Problem Solving/Risk Taking
- Critical Thinking
- Perseverance/Grit
- Creativity
- Relationship Building/Teamwork
- Dependability/Integrity
- Flexibility/Adaptability

## CAREERS RELATED TO THIS EVENT

Careers will vary, based on the student's area of interest.

## CHAPTER TEAM OFFICIAL MINUTES

Team ID number \_\_\_\_\_

Date \_\_\_\_\_

Location of conference \_\_\_\_\_

Use the back of this page, if necessary.

Secretary's signature \_\_\_\_\_ Date \_\_\_\_\_

## CHAPTER TEAM TREASURER'S REPORT

Team ID number \_\_\_\_\_

Date \_\_\_\_\_

Location of conference \_\_\_\_\_

Balance as of \_\_\_\_\_ \$ \_\_\_\_\_

Receipts:

Total receipts \$ \_\_\_\_\_

Expenditures:

Total expenses \$ \_\_\_\_\_

Balance as of \_\_\_\_\_ \$ \_\_\_\_\_

Submitted by \_\_\_\_\_

## CHAPTER OPENING AND CLOSING CEREMONIES

### OPENING CEREMONY

At the prescribed time for meetings, the president assumes his/her position behind the rostrum in the front center of the room. Other officers are seated to the left and right of the president. They are seated in the following order from stage left to right: vice president, treasurer, secretary, president, reporter, and sergeant-at-arms.

#### HOST STATE BANNER (OPTIONAL)

**U.S. FLAG SGT.-AT-ARMS REPORTER PRESIDENT SECRETARY TREASURER VICE PRES. STATE FLAG**

**(OFFICERS FACING AUDIENCE)**

#### AUDIENCE

- President: (raps gavel twice) Will the meeting please come to order. Mr./Ms. Sergeant-at-Arms, are all the officers in their places?
- Sergeant-at-Arms: They are, Mr./Ms. President.
- President: (raps gavel three [3] times for assembly to rise) Mr./Ms. Sergeant-at-Arms, please lead the assembly in the Pledge to the Flag of the United States of America.
- Sergeant-at-Arms: (leads Pledge to the Flag)
- President: (raps once and assembly is seated) Mr./Ms. Secretary, will you please call the roll.
- Secretary: Mr./Ms. Sergeant-at-Arms.
- Sergeant-at-Arms: Present. The symbol of my office is the “hearty handshake” (officer points to symbol), and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.
- Secretary: Mr./Ms. Reporter.
- Reporter: Present. The symbol of my office is the beacon tower (officer points to symbol), and it is my duty to see that our school, community, and national association have a complete report of our organization’s activities.
- Secretary: Mr./Ms. President.
- President: Present. The symbol of my office is the gavel (officer points to symbol). The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization. Mr./Ms. Secretary.
- Secretary: Present. The symbol of my office is the pen (officer points to symbol), and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this association. Mr./Ms. Treasurer.
- Treasurer: Present. The symbol of my office is a balanced budget (officer points to symbol), and it is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.
- Secretary: Mr./Ms. Vice President.

- Vice President: Present. The symbol of my office is a star (officer points to symbol), and it is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter.
- Secretary: Mr./Ms. President, all officers are present and in their place.
- President: Mr./Ms. Sergeant-at-Arms, do we have guests present?
- Sergeant-at-Arms: (If so, introduce guest[s]. If not, state the following:) No, Mr./Ms. President.
- President: Mr./Ms. Secretary, we are ready to transact our business.
- Teams dispose of the assigned business following the suggested order of business.

## CLOSING CEREMONY

- President: (raps three [3] times; assembly rises) Mr./Ms. Secretary, will you please (read) or (lead us in) the TSA Creed.
- Secretary: (recites the TSA Creed) (When presented at state and national competitions, the creed may be presented using a more original method.)
- President: Will the assembly repeat the TSA Motto after me. (motto is spoken) Does anyone know of any reason why this assembly should not adjourn? If not, I will entertain a motion to adjourn. (following motion to adjourn, a second, and a vote) I now declare this meeting adjourned until a special meeting is called or until our next regular meeting. (raps once with gavel)

## SUGGESTED ORDER OF BUSINESS FOR CHAPTER MEETINGS

1. The president calls the meeting to order with opening ceremonies.
2. Roll call is taken and a quorum is established.
3. The secretary reads the minutes of the previous meeting. Any necessary corrections and/or additions are made and the minutes are approved as read or corrected.
4. The treasurer's report is received as read and placed on file, subject for audit.
5. The chairperson calls for committee and officer reports, as necessary. If a committee has no report, it should so state.
6. Unfinished business is addressed.
7. New business is addressed.
8. The program, if any, is held at this time. The chairperson presides with the assistance of the program chairperson or the committee chairperson.
9. Announcements.
10. Adjournment with closing ceremonies.

# CHAPTER TEAM

## 2023 & 2024 OFFICIAL RATING FORM

### HIGH SCHOOL

Judges: Using minimal (1-4 points), adequate (5-8 points), or exemplary (9-10 points) performance levels as a guideline in the rating form, record the scores earned for the event criteria in the column spaces to the right. The X1 or X2 notation in the criteria column is a multiplier factor for determining the points earned. (Example: an "adequate" score of 7 for an X1 criterion = 7 points; an "adequate" score of 7 for an X2 criterion = 14 points.) A score of zero (0) is acceptable if the minimal performance for any criterion is not met.

#### Go/No Go Specifications

- Before judging the entry, ensure that the items below are present; indicate presence with a check mark in the box.
- If an item is missing, leave the box next to the item blank and place a check mark in the box labeled ENTRY NOT EVALUATED.
- If a check mark is placed in the ENTRY NOT EVALUATED box, the entry is not to be judged.

☐ ENTRY NOT EVALUATED

#### TEAM TEST (10 points)

Record the scores of the six (6) team members in the boxes below. Calculate the average of their scores. Divide the average by five (5) for the score that the team will receive out of ten (10) points. Record the score in the column space to the right.

#1	#2	#3	#4	#5	#6	

Record scores  
in the column  
spaces below.

Rules violations (a deduction of 20% of the total possible points for the above sections) must be initialed by the judge, coordinator, and manager of the event. Record the deduction in the space to the right.

Indicate the rule violated: \_\_\_\_\_

#### PRELIMINARY ROUND SUBTOTAL (10 points)

#### BUSINESS MEETING DEMONSTRATION (190 points)

CRITERIA	Minimal performance	Adequate performance	Exemplary performance	Record scores in the column spaces below.
	1-4 points	5-8 points	9-10 points	
PREPARATION FOR MEETING (30 points)				
Official Attire/Poise (X2)	Appearance is untidy; grooming is lacking; clothing is not consistent in coloration and visual appearance; shoes are the wrong color; poise and confidence are missing.	Overall appearance is neat and consistent; grooming is good, and professional appearance is adequate.	Overall appearance is cohesive, polished, and businesslike.	
Placement of Flags and Officer Symbols; Officer Seating (X1)	Flags are not placed in the correct order; and/or officer symbols are not in the correct order; and/or are not aligned properly on the table; and/or not all officers are seated in the proper arrangement, resulting in a sloppy and haphazard appearance.	Placements and seating are generally businesslike and professional, with some inconsistencies (e.g., flags are in the correct order but are not aligned with other aspects of the officer gear; and/or several of the officer symbols are in proper order, but some are misaligned; and/or officers are seated properly, but some chairs are misaligned, etc.).	Flags are completely aligned and in proper order and placement; officer gear is placed in the correct order and in proper alignment on the table; the seating arrangement is precise, businesslike, and professional.	

Record scores  
in the column  
spaces below.



BUSINESS MEETING DEMONSTRATION (190 points) – continued					
KNOWLEDGE OF TSA (20 points)					
Opening Ceremony (X1)	Many items of sequence and order are incorrect and officers make several mistakes.	Officers make few, if any, sequence and order mistakes, resulting in a fairly smooth opening ceremony.	The opening is smooth and efficient; the opening ceremony progresses as it should.		
Closing Ceremony (X1)	Officers make several mistakes; creed recitation is sloppy, and the overall effort is unpolished.	Appropriate procedures are followed, with some mistakes made (e.g., creed recitation).	The closing is outstanding, with no mistakes; the presentation is highly polished.		
KNOWLEDGE OF PARLIAMENTARY PROCEDURE (140 points)					
Voting Procedures (X1)	Several obvious mistakes are made in voting procedures.	Few mistakes are made in voting procedures.	All voting procedures are correct, smooth, and efficient.		
Debate (exclude president) (X3)	Only a few officers participate effectively in the debate, which is loosely presented.	Most officers participate in the debate process and are somewhat convincing.	All officers participate in and present a highly cohesive debate.		
Parliamentary Actions (X5)	Only one (1) of the required actions is completed correctly.	At least two (2) of the actions are completed correctly, with adequate effort.	All five (5) actions are completed correctly, with notable and inspiring effort.		
Communication (X2)	Communication is unclear; some mumbling occurs and/or voices are too loud or too soft; and/or problems occur with verbal expression (e.g., grammar, sentence structure); leadership and/or 21 <sup>st</sup> century skills are not evident.	Communication is generally clear, with appropriate volume of voices and only minor problems with articulation or verbal expression; leadership and/or 21 <sup>st</sup> century skills are somewhat evident.	Communication is clear, concise, and easy to understand; voices are well modulated, and speakers are articulate; leadership and/or 21 <sup>st</sup> century skills are clearly evident.		
Treasurer's Report (X1)	The report is incorrect or not complete; math and spelling errors are evident.	The report generally is correct and complete, with few math and/or spelling errors.	The report is correct and complete, with no math or spelling errors.		
Chapter Minutes (X2)	The format of the minutes is incorrect or not complete; grammar and spelling errors are evident.	The format of the minutes is generally correct and complete, with few grammar and/or spelling errors.	The minutes are formatted correctly, are complete, and have no grammar or spelling errors.		
BUSINESS MEETING DEMONSTRATION SUBTOTAL (190 points)					
<p>Rules violations (a deduction of 20% of the total possible points for the above sections) must be initialed by the judge, coordinator, and manager of the event. Record the deduction in the space to the right.</p> <p>Indicate the rule violated: _____</p>					
TIME DEDUCTIONS (NO TEAM MAY GO BEYOND 17 MINUTES)					
<p>A five-(5) point deduction will be incurred for every thirty (30)-second interval over the allotted time. Multiply the number of intervals by five (5) and record the total deduction in the column to the right.</p> <p># of intervals X 5 = _____ (total deduction)</p>					
SEMIFINAL SUBTOTAL (190 points)					

BONUS (20 POSSIBLE POINTS)				
<b>For Additional Motions and Parliamentary Actions</b> (by officers other than the president) (X2)	One (1) additional action is completed correctly.	Two (2) additional actions are completed correctly.	Three (3) additional actions are completed correctly.	

<b>To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary.</b>	<b>TOTAL (200 points)</b>
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Comments:

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I certify these results to be true and accurate to the best of my knowledge.

**JUDGE**

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

