

The Parliamentary Procedure event immerses competitors in a simulated business meeting environment. Participants will engage in discussions on undisclosed topics, navigating through an agenda while adhering to parliamentary rules and motions.

Entry Requirements

- Teams must be composed of a minimum of 4 and a maximum of 8 member(s).
- Chapters can only register 2 teams to compete.

Materials

Competitors can/should provide the following materials. Competitors are only permitted to bring in the below materials to the competition. TPSA does not provide the below materials.

Competitor Provided Materials

- **Photo Identification:** Reference the rulebook (<https://tpsa.info/rulebook>) for details.
- **Minutes from Previous Meeting:** These are mock minutes created by the team to present during the meeting in part 2.
- **Committee Report:** This is a mock committee report created by the team to be read during the meeting in part 2.
- **Treasurer's Report:** This is a mock treasurer's report created by the team to be read during the meeting in part 2.
- **Blank Notebook Paper:** Blank sheet of notebook paper for the Secretary to take minutes during the meeting in part 2.
- **Pen/Pencil:** 1 per team member
- **Robert's Rules of Order (optional):** Team may bring 1 copy for part 1
- **Gavel (Optional):** TPSA will provide but a team may choose to provide their own.

Procedures and Timeline

- **Prior to Competition:** Prior to arriving at their designated check-in time at the event, teams will create and bring with them:
 1. mock minutes from a previous meeting to be read during part 2
 2. mock committee report to be read during part 2
 3. mock Treasurer's report to be read during part 2
- **Check In (10 min Time Limit):** Competitors must check in to their event at their designated **check-in time**. Competitors that arrive **ten (10) minutes** after their designated check-in time will be marked as no-shows and not be allowed to compete out of respect for the time commitment made by our Judges and Volunteers.
- **Pre-Event Briefing (5 min Time Limit):** After check-in, Competitors will be guided to the designated event area. Once there, the Moderator will provide a comprehensive briefing, detailing the event's instructions, rules, and procedures. This briefing ensures that each Competitor is well-informed and prepared for the subsequent stages of the competition.
- **Part 1 (15 min Time Limit):** After providing the Competitors with the secret topics, the Moderator will call "START" and begin a fifteen (15) minute timer. Teams will immediately begin reviewing the secret topics and discuss them together as a team and plan their meeting. Teams will be allowed to use the book "Robert's Rules of Order" and each team member will be allowed to take individual notes on the secret topics during this time. The timekeeper will give both a five-minute warning and a one-minute warning.
- **Part 2 (16 min Time Limit)**
 - Teams will transition over to the meeting room. Teams will have 15 minutes to present their meeting to the judges.
 - Teams may take the following items into the presentation room: a copy of the previous minutes, a treasurer's report, committee report(s), copies of the secret topics with notes for each team member, blank paper for the Secretary, and one writing utensil per team member.
 - The presentation will consist of procedures used in regular business meetings, from Call to Order through Adjournment. The secret topics contain motions that must be included in the presentation.
 - The team is seated, except for the "Chair", so that the judges can fully view the participants. All team members must take an active role in the presentation.
 - Each team is allowed 15 minutes to present, beginning with the sound of the gavel at the opening and ending with the sound of the gavel at closing. The timekeeper will give a five (5)-minute and a one (1)-minute warning. At the end of the 15 minutes, the timekeeper will stop the team if they are not finished and the judge shall check "DNF" on the scoring rubric. The rubric will be scored on an as-is basis with point deductions for items not completed.
 - When the meeting has concluded, the team's secretary will have one minute to complete the minutes.
 - Teams must turn in all reports, minutes, and secret topic papers to the Judges before exiting the meeting room.

- **Evaluation and Scoring (5 min Time Limit):** After the completion of the event, the judges will convene to assess each competitor's/team's performance based on a standardized rubric. This stage is conducted without the presence of the competitors. Judges will evaluate the criteria outlined in the rubric to ensure a fair and objective scoring process. Once all assessments are finalized, scores will be recorded for each competitor/team.

Professional Dress Guidelines

To secure professionalism points, competitors should dress in attire that accurately reflects what professionals in the respective public safety careers would wear while performing the tasks associated with the event. Competitors are also expected to consult and follow the professional dress guidelines in the rulebook to qualify for points. Additionally, participation is contingent upon meeting all prescribed safety protocols.

Judge Qualifications

- The judge must be familiar with Roberts Rule of Order and conducting a business meeting.

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Professionalism						
Professional Dress Presents a neat, professional appearance in attire consistent with any recognized industry standard for the career and event tasks. Team members reasonably match in color and style.	0 Attire does not reasonably reflect a recognized industry standard for the career and tasks, or team members do not reasonably match.		3 Attire reflects a recognized industry standard, but noticeable issues with neatness or how clothing is worn detract from professional appearance.		5 Appearance is neat and professional. Attire reflects a recognized industry standard, is worn properly, and reasonably matches among team members.	
Professional Behavior Maintains a professional demeanor, stays attentive and engaged, and communicates appropriately for the role and situation throughout the event.	0 Professional demeanor and role-appropriate engagement are not demonstrated.	1 2 Shows limited professional demeanor. Communication or engagement remains too casual or disconnected from the role.	3 Generally presents professionally, but communication, attentiveness, or engagement is inconsistent.	4 Maintains a professional demeanor, stays engaged, and communicates appropriately for the role.	5 Sustains a professional demeanor and attentive engagement throughout. Communicates with tact and adapts appropriately to the people and situation.	
Call to Order						
Call to Order The Chair must call the meeting to order in proper form. The gavel is tapped 2 times to call the meeting to order. Time begins at the sound of the gavel.	0 The competitors did not demonstrate the required elements.	1 The competitors demonstrated less than 50% of the required elements.	2 The competitors demonstrated at least 50% of the required elements.	3 The competitors demonstrated at least 75% of the required elements.	4 The competitors demonstrated 100% of the required elements.	
Establish a Quorum						
Establish a Quorum Use the roll call method to establish a quorum, with a quorum being half (50%) of your members present.	0 No quorum was established	1 A quorum was established, but done incorrectly.	2 3 A quorum was established, but minor mistakes were made.	4 A quorum was established and all rules were followed.		
Approval of Minutes						

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Approval of Minutes The Chair will ask the Secretary to read the minutes. After the minutes are read, the Chair will ask if there are corrections. The Chair will approve the minutes as read or corrected. The reading of minutes and corrections to minutes must be done in accordance to Robert's Rule of Order.	0 The competitors did not demonstrate the required elements.	1 The competitors demonstrated less than 50% of the required elements.	2 The competitors demonstrated at least 50% of the required elements.	3 The competitors demonstrated at least 75% of the required elements.	4 The competitors demonstrated 100% of the required elements.	
Treasurer's Report						
Treasurer's Report The Chair will ask the Treasurer for the Treasurer's Report. The Treasurer's report is presented and filed for audit. The Treasurer's Report must be read and filed in accordance with Robert's Rules of Order.	0 The Treasurer's Report was not presented or filed for audit.	1 The Treasurer's Report was presented.	2 The Treasurer's Report was presented and filed for audit.			
Committee Report(s)						
Committee Report(s) The Chair will call for committee reports. The Team will present at least 1 committee report on an item from the previous meeting. Committee reports must be addressed according to Robert's Rules of Order.	0 Committee member(s) did not share their report(s).		1 The team provided a committee report on at least one item from a previous meeting.			
Unfinished Business						
Unfinished Business The topic of unfinished business must be addressed, but there do not have to be items discussed.	0 Unfinished business was not addressed.		1 Unfinished business was addressed.			
New Business (Secret Topic)						
New Business (Secret Topics) The secret topics must be presented as new business, be discussed and action taken.	0 New business (secret topics) was not presented.	1 Only one secret topic was presented and acted on under new business.	2 Both secret topics were presented and acted on under new business			
Secret Topic #1						

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Motion	0 Team did not demonstrate a main motion.	1 Team incorrectly attempted a main motion.	3 Team stated a main motion, but did not properly carry it out.	5 Team correctly demonstrated a main motion.		
Amend Main Motion	0 Team did not demonstrate an amendment.	1 Team did not complete the amendment.	2 3 Team completed the amendment, but did so incorrectly.	4 Team correctly demonstrated an amendment.		
Point of Order, Previous Question, or Refer to a Committee The team must complete one of these items. They will be informed at the beginning of Stage One which item they must include.	0 Team did not demonstrate required item.	1 Team did not complete required item.	2 3 Team did complete required item, but did so incorrectly.	4 Team correctly demonstrated required item.		
Secret Topic #2						
Motion	0 Team did not demonstrate a main motion.	1 Team incorrectly attempted a main motion.	2 3 Team stated a main motion, but did not properly carry it out.	4 Team correctly demonstrated a main motion.		
Amend Main Motion	0 Team did not demonstrate an amendment.	1 Team did not complete the amendment.	2 3 Team completed the amendment, but did so incorrectly.	4 Team correctly demonstrated an amendment.		
Postpone, Question of Privilege, Recess, or Amend an Amendment The team must complete one of these items. They will be informed at the beginning of Stage One which item they must include.	0 Team did not demonstrate required item.	1 Team did not complete required item.	3 Team did complete required item, but did so incorrectly.	5 Team correctly demonstrated required item.		
Quality of Discussion						

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Quality of Discussion	0 The team did not accomplish the goals of the secret topic and judges had a hard time finding quality points.	2 The team experienced challenges accomplishing the goals of the secret topic. There was limited discussion and diversity of viewpoints.	3 The meeting accomplished only some of the goals of the secret topic. Quality of discussion and diversity of viewpoints were somewhat lacking	4 The team accomplished most of the goals of the secret topic. There was quality discussion and some diversity of viewpoints	5 The team accomplished all of the goals of the secret topic. There was quality discussion and diversity of viewpoints.	
Adjournment						
Adjournment At the end of the meeting, a motion must be made to adjourn the meeting. The Chair must address the motion in proper form. If approved, the Chair must give 1 rap of the gavel. Time stops at the sound of the gavel.	0 The meeting was not adjourned.	1 The President or Chairperson adjourned the meeting incorrectly.	2 The President or Chairperson adjourned the meeting correctly.			
Voice						
Voice Pitch, tempo, inflection, quality	0 There is no variety in pitch, tempo, or voice inflection or tone.	2 Little variety in pitch, tempo, voice inflection or tone.	3 The team could be heard most of the time. The competitors attempted to use some variety in vocal quality, but not always successfully. Tone seemed inconsistent at times.	4 The team spoke loudly and clearly enough to be understood. The competitors varied voice inflection, (rate, pitch) volume to enhance the speech. Tone complemented the verbal message. Pauses were attempted.	5 The team's voice was clear. The competitors varied rate & volume to enhance the speech. Tone heightened interest and complemented the verbal message. Appropriate pausing was employed.	
Diction						
Diction Pronunciation and Grammar	0 Many distracting errors in pronunciation and/or articulation. Inconsistent with verbal message	2 Delivery quality minimal. Regular verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Delivery problems cause disruption to message.	3 Delivery adequate. Enunciation and pronunciation suitable. Noticeable verbal fillers (ex: "ahs," "uh/ums," or "youknows") present.	4 Delivery helps to enhance message. Clear enunciation and pronunciation. Minimal vocal fillers (ex: "ahs," "uh/ums," or "youknows").	5 Delivery emphasizes and enhances message. Clear enunciation and pronunciation. No vocal fillers (ex: "ahs," "uh/ums," or "you-knows").	
Team Participation						

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Team Participation Each member must speak at least twice.	0 One team member dominated the meeting presentation.	2 The team did not work effectively together.	3 The team worked together relatively well. Some team members spoke more than others.	4 Most of the team was actively engaged in the meeting and meeting presentation.	5 Excellent example of shared collaboration in the meeting presentation of the motions. Each team member spoke and carried equal parts.	
Stage Presence						
Stage Presence Poise, Posture, Eye Contact, and Enthusiasm	0 No attempt was made to use body movement or gestures to enhance the message. No interest or enthusiasm for the topic came through in the presentation.	2 The team's posture, body language, and facial expressions indicated a lack of enthusiasm for the topic. Movements were distracting.	3 Stiff or unnatural use of nonverbal behaviors. Body language reflects some discomfort interacting with audience. Limited use of gestures to reinforce verbal message. Facial expressions and body language are used to try to generate enthusiasm but seem somewhat forced.	4 The team maintained adequate posture and non-distracting movement during the speech. Some gestures were used. Facial expressions and body language sometimes generated an interest and enthusiasm for the topic.	5 Movements & gestures were purposeful and enhanced the delivery of the speech and did not distract. Body language reflects comfort interacting with audience. Facial expressions and body language consistently generated a strong interest and enthusiasm for the topic.	
Parliamentary Procedure						
Proper Recognition The Chair and all members must be recognized properly. The Chair only refers to themselves in third person.	0 Neither the Chair nor members were properly recognized before speaking.	1 The Chair or members were improperly recognized before speaking the majority of the time.	3 The Chair or members were improperly recognized before speaking 6-10 times.	4 The Chair or members were improperly recognized before speaking 3-5 times.	5 The Chair or members were properly recognized before speaking the majority of the time with only 1-2 mistakes.	

Criteria	Unattempted	Unsatisfactory	Satisfactory	Proficient	Exemplary	Points
Proper Use of Parliamentary Procedure Team is expected to carry out all Parliamentary procedures correctly according to Robert's Rules of Order 12th Edition (RRoONRLed).	0 Team did not demonstrate any Parliamentary procedures according to RRoONRLed.	1 Team lacked a basic understanding of Parliamentary procedures according to RRoONRLed.	3 Team correctly carried out Parliamentary procedures with more than 3 mistakes according to RRoONRLed.	4 Team correctly carried out Parliamentary procedures with 1-3 mistakes according to RRoONRLed.	5 Team correctly carried out Parliamentary procedures with no errors according to RRoONRLed.	
Minutes						
Minutes for Current Meeting	0 Minutes from the current meeting were not submitted and/or did not include motions, names, or action items.	2 Some of the minutes were accurate and outlined motions to include some names and action items.	3 Most of the minutes were accurate and outlined the motions to include names and action items.	4 Minutes neatly and accurately outlined the motions, including all names and action items.	5 The minutes from the current meeting are summarized succinctly with careful attention to detail. They are organized and accurately highlight the motions including all names and action items.	
Other Documents						
Other Documents Must submit Treasurer's report, minutes from previous meeting, committee report, and all notes made during Stage One.	0 Did not submit any documents	1 Submitted 1 of these documents	2 Submitted 2 of these documents	3 Submitted 3 of these documents	4 Submitted all of these documents	
Total Score: _____						/ 100 pts