CHAPTER TEAM

OVERVIEW

Teams take a written parliamentary procedures test in order to qualify for the semifinals, in which they complete an opening ceremony, items of business, parliamentary actions, and a closing ceremony within a specified time period.

ELIGIBILITY

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

TIME LIMITS

PRELIMINARY ROUND: All teams are allowed one (1) hour to complete a written parliamentary procedures test.

SEMIFINAL ROUND

1. Semifinalist teams have fifteen (15) minutes with no penalty and up to seventeen (17) minutes with penalty (see below) to complete required parliamentary actions, items of business, set-up time, and a presentation.
   a. The time begins when the team is handed the prompt; the time ends when the gavel is rapped to close the meeting, or at seventeen (17) minutes.
   b. At that point the LEAP interview will be conducted for a maximum of five (5) minutes.
   c. The secretary will then have five (5) additional minutes to complete the minutes of the meeting.
      i. After the five (5) minutes is over, the secretary must turn in their team's minutes, regardless if they are completed.
      ii. No team may go beyond seventeen (17) minutes.

iii. Teams are penalized five (5) points per thirty (30) seconds by each judge for going over the time allotted for the oral performance, based on the following scale:

Time over fifteen (15) minutes	Penalty
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

2. The LEAP interview will last a maximum of five (5) additional minutes and will be conducted immediately following the semifinalist performance and prior to the time when the secretary completes the minutes of the meeting.

LEAP

A team LEAP Report is required for this event and must be submitted at event check-in (see LEAP Program).

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

1. Teams report for the written test at the time and place stated in the conference program.
2. Teams must submit a LEAP Report prior to taking the test.

3. A written parliamentary procedures test is administered at the same time to all team members.

    a. Each individual on the team will take the written test. All six (6) members must be present to take the test.

    b. All six (6) of the individual written test scores will be averaged together to determine the team's score.

4. Twelve (12) teams with the highest averaged scores are selected as semifinalists for the oral presentation.

5. A semifinalist list in random order is posted.

SEMIFINAL ROUND

1. Semifinalist teams report for oral presentations at the time and place stated in the conference program.

2. Each team follows the procedure for opening and closing a local chapter meeting.

3. Each team follows an order of business to dispose of five (5) given parliamentary actions provided by the event coordinator and then closes the meeting according to the prescribed procedure.

4. There is a possibility for three (3) additional actions to be demonstrated for bonus points. If the actions are demonstrated correctly, then bonus points will be awarded.

5. The LEAP interview will be conducted immediately following the semifinalist performance.

6. The top ten (10) finalists will be announced at the awards ceremony.

REGULATIONS

PRELIMINARY ROUND

A. Teams consist of a president, vice president, secretary, treasurer, reporter, and sergeant-at-arms.

B. Team members take the written test individually. These same six (6) team members will compete in the semifinalist portion of the event, should the team qualify.

SEMIFINAL ROUND

A. The semifinalist portion of the event includes the 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) parliamentary actions are provided by the event coordinator when the team members enter the performance room.

3. The event coordinator also will supply 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.

B. Meeting Setup

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. For the parliamentary actions, the Sergeant-at-Arms will receive and distribute six (6) index cards, each with the name of an office on one side and the five (5) actions of parliamentary procedure on the other side, with each office responsible for the required action indicated on the card.

1. Official timing begins as soon as the parliamentary actions are provided and will stop at the team's final gavel to end the meeting.

2. Five (5) points will be deducted for every thirty (30)-second interval over the allotted time (see TIME LIMITS).

3. 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.

D. Bonus points will be awarded for additional motions and parliamentary actions by the officers, other than the president.

E. At the conclusion of the oral presentation, and after the LEAP interview, each team secretary has five (5) minutes to write a copy of chapter minutes that will be submitted to a judge. The coordinator will begin timing the five (5) minutes when the secretary is seated at the area designated for the writing of the minutes.

F. 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.

   1. No reference should be made to a team's school, chapter name, city, or state.

   2. The state name on a TSA patch is acceptable.

G. 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.

H. The LEAP Report

   1. Teams document the leadership skills the team has developed and demonstrated while working on this event, and on a non-competitive event leadership experience.

   2. Teams will respond to questions about the content of the LEAP Report as part of the LEAP interview, which will be conducted as part of semifinalist presentation/interview.

   3. Specific LEAP Report regulations can be found in the LEAP Program section of this guide and on the TSA website.

EVALUATION

PRELIMINARY ROUND

   1. Scores on a test of fifty (50) questions determine the semifinalist teams for the oral presentation.

      a. Each team's average written test score is used to determine the twelve (12) semifinalist teams.

      b. A team's average test score is included in the final results.

SEMIFINAL ROUND

   1. The demonstration of a chapter business meeting

   2. The content and quality of the LEAP Report and interview

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 parliamentary procedure websites may be found online at www.rulesonline.com/parliamentary_procedure_websites.htm.

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

STEM INTEGRATION

This event aligns with the STEM educational standards of Science, Technology, and Engineering.

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 _____ , 2018 $_____

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.

<div align="center">

HOST STATE BANNER (OPTIONAL)

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

(OFFICERS FACING AUDIENCE)

AUDIENCE

</div>

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
2019 & 2020 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.

☐ Completed LEAP Report is present.
☐ ENTRY NOT EVALUATED

Record scores in the column spaces below.

TEAM WRITTEN 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	

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: _____

TEAM WRITTEN TEST SUBTOTAL (10 points)

Record scores in the column spaces below.

BUSINESS MEETING DEMONSTRATION (190 points)

CRITERIA	Minimal performance	Adequate performance	Exemplary performance	
	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.	

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 of the required actions is completed correctly.	At least three of the actions are completed correctly, with adequate effort.	All five 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).	Communication is generally clear, with appropriate volume of voices and only minor problems with articulation or verbal expression.	Communication is clear, concise, and easy to understand; voices are well modulated, and speakers are articulate.	
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)		

BONUS

For additional motions and parliamentary actions (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.	

TIME DEDUCTIONS (NO TEAM MAY GO BEYOND 17 MINUTES)

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.

# of intervals X 5 = _____ (total deduction)

SEMIFINAL INTERVIEW (22 points)				Record scores in the column spaces below.
CRITERIA	Minimal performance	Adequate performance	Exemplary performance	
	1-4 points	5-8 points	9-10 points	
LEAP Report/ Interview (10% of total event points)	The team's efforts are not clearly communicated, lack detail, and/ or are unconvincing; few, if any, attempts are made to identify and/ or incorporate SLC Practices and Behaviors.	The team's efforts are adequately communicated, include some detail, are clear, and/or are generally convincing; identification and/or incorporation of the SLC Practices and Behaviors is adequate.	The team's efforts are clearly communicated, fully-detailed, and convincing; identification and/ or incorporation of the SLC Practices and Behaviors is excellent.	
			SEMIFINAL INTERVIEW SUBTOTAL (22 points)	

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: _____	

SEMIFINAL SUBTOTAL (22 points)	

To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary. **TOTAL (242 points)**	

Comments:

_____

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

JUDGE

Printed name: _____   Signature: _____

CHAPTER TEAM
EVENT COORDINATOR INSTRUCTIONS

PERSONNEL

A. Event coordinator

B. Judges, two (2) or more

C. Assistants, two (2) or more for the written test and two (2) or more for the oral presentations

D. Timekeeper

MATERIALS

A. Coordinator's packet, containing:

1. Event guidelines, one (1) copy for the coordinator and each judge

2. TSA Event Coordinator Report

3. List of judges/assistants

4. Copies of parliamentary procedures written test

5. Opening and closing ceremonies script

6. List of parliamentary actions; one (1) copy for each semifinalist team and copies for the judges

7. Copies of secretary's minutes

8. Copies of treasurer's report template

9. Copies of the Chapter Team Official Minutes template

10. Paper, pens, one (1) calculator, and six (6) 3" x 5" note cards, per team

11. Results envelope with coordinator forms

12. Envelopes for LEAP Reports

13. LEAP Interview Judging Protocol

B. Officer's symbols and gavel

C. United States flag

D. State flag (optional)

E. Stopwatches

F. Table rostrum, if available

G. One (1) long table or two (2) tables, and six (6) chairs for team members

H. One (1) table and three (3) chairs for judges

RESPONSIBILITIES

AT THE CONFERENCE

1. Attend the mandatory coordinator's meeting at the designated time and location.

2. Report to the CRC room and obtain the coordinator's packet; check the contents.

3. Review the event guidelines and check to see that enough judges/assistants have been scheduled.

4. Inspect the area or room in which the event is to be held for appropriate set-up, including room size, chairs, tables, outlets, etc. Notify the event manager of any potential problems.

5. At least one (1) hour before the event is scheduled to begin, meet with judges/assistants to review time limits, procedures, and regulations. If questions arise that cannot be answered, speak to the event manager before the event begins.

PRELIMINARY ROUND

1. Begin the event at the scheduled time by closing the doors and checking the entry list.

2. All participants and judges should be in the room at this time.

3. Anyone reporting who is not on the coordinator's report may check in only after official notification is received from the CRC.

4. Late entries are considered on a case-by-case basis and only when the delay is caused by events beyond participant control.

5. Administer the written test.

6. Determine team scores.

7. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and CRC manager to determine either:

   a. To deduct twenty percent (20%) of the total possible points in this round or

   b. To disqualify the entry

   c. The event coordinator, judges, and CRC manager must all initial either of these actions on the rating form.

8. Review and submit semifinalist results and all related items/forms in the results envelope to the CRC room.

SEMIFINAL ROUND

1. Check in semifinalists at the time stated in the conference program. Inform the teams of their order of performance and review the procedure to be followed.

2. When the team enters the oral performance room, the materials (secretary's minutes, copy of Chapter Team Official Minutes form for secretary's minutes, a treasurer's report, a copy of the TSA creed, and a list of parliamentary actions) are provided to the president. At this point, begin the allotted time.

3. The event coordinator or an assistant is responsible for introducing each team by entry number only when the previous team has finished its presentation.

4. Teams may take chapter paraphernalia (officer symbols and gavel only) into the performance room if desired, or they may use what is provided by the event coordinator.

5. Conduct the LEAP interview.

   a. The LEAP interview will be conducted immediately following the semifinalist performance and will last a maximum of five (5) additional minutes.

   b. After the LEAP interview the secretary will have five (5) additional minutes to complete the minutes from the meeting.

6. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and CRC manager to determine either:

   a. To deduct twenty percent (20%) of the total possible points in this round or

   b. To disqualify the entry

   c. The event coordinator, judges, and CRC manager must all initial either of these actions on the rating form.

7. Judges determine the ten (10) finalists. Any ties should be broken by using the teams' written test scores.

8. Complete and submit the finalist results and all related forms in the results envelope to the CRC room.

9. If necessary, manage security and the removal of materials from the area.