



Chapter Team

OVERVIEW

Participants in Chapter Team take and pass a parliamentary procedures test to proceed to the finals, and then perform an opening ceremony, dispose of three items of business, and perform a closing ceremony within a specified time period.

PURPOSE

Chapter Team gives members the opportunity to demonstrate their understanding of parliamentary procedures relative to business meetings.

ELIGIBILITY

Entries are limited to one (1) team of six (6) members per chapter. Team members do not have to be elected officers of the local chapter.

TIME LIMITS

All teams are allowed one (1) hour to complete a written parliamentary procedures test. Finalist teams have a time limit of fifteen (15) minutes, which includes a review of parliamentary abilities, items of business, set-up time, presentation, and completion of secretary's minutes. Teams are penalized five (5) points per thirty (30) seconds on each evaluator's score sheet for going over the allotted time, based on the following scale:

Time over fifteen minutes Penalty

15:01 to 15:30	five points per evaluator	15:31 to 16:00
15:30 to 16:01	ten points per evaluator	
16:01 to 16:30	fifteen points per evaluator	
16:31 to 17:00	twenty points per evaluator	

Each additional thirty-second period over the time limit is a five-point penalty.

PROCEDURE

- A. Participants report for the written test at the time and place stated in the conference program.
- B. A written parliamentary procedures test is administered at the same time to all team members.
- C. The teams with the top ten (10) averaged scores are selected as finalists for the oral presentation. A finalist list is posted.



- D. Finalist teams report for oral presentations at the time and place stated in the conference program.
- E. Each team follows the procedure for opening and closing a local chapter meeting (see below). Each team follows an order of business to conduct three (3) items of business furnished by the event coordinator, and close the meeting according to the prescribed procedure. (Concerning the reading of the creed by the secretary during the closing ceremony, a chapter has the option to recite the creed using one or more of its team's members.)

REGULATIONS

- A. Team members take the written test individually.
- B. Teams consist of a president, vice president, secretary, treasurer, reporter, and sergeant-at-arms.
- C. Finalist teams must be the same six-member team that took the written test.
- D. The event includes the call to order, pledge to the flag, roll call, order of business, and closing ceremony.
- E. Written materials, other than those provided, may not be taken into the event room by any member.
- F. A set of secretary's minutes, a treasurer's report, a copy of the creed, and a list of parliamentary actions are provided by the event coordinator when the team members enter the performance room.
- G. Any 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 event evaluators and event coordinator if time permits.
- H. Official TSA dress is required.
- I. Chapter paraphernalia is placed on a long table with the flag of the United States of America standing on the right of the president's rostrum and the host state flag to the left. The president's rostrum should be centered between the two flags. The symbols of the officers should be placed in front of the respective officers. The host state banners are optional and do not add to or subtract from the event evaluators' point totals.
- J. A timepiece may be used by a chapter team if desired.
- K. All materials given to team members, as well as the minutes recorded during the demonstration, must be given to the event evaluators before the team leaves the room.
- L. No reference should be made to a team's school, chapter name, city, or state.

EVALUATION

Each team's average written test scores are used to determine the ten finalist teams. The team's average test score is included in the final results. Finalist teams are evaluated according to the criteria on the official rating form.



CHAPTER TEAM

EVENT COORDINATOR INSTRUCTIONS

PERSONNEL

- A. Event coordinator
- B. Event evaluators, three (3)
- C. Assistants, two (2)
- D. Timekeeper

MATERIALS

- A. Coordinator's box, containing:
 - 1. Event guidelines, four (4) copies
 - 2. Official rating forms
 - 3. Entry list
 - 4. Opening and closing ceremonies script
 - 5. The TSA Creed
 - 6. List of parliamentary actions
 - 7. Copies of secretary's minutes
 - 8. Copies of treasurer's report
 - 9. Lined paper for minutes
 - 10. Finalist list for posting
 - 11. Results envelope
- B. Officer's symbols and gavel
- C. United States flag
- D. State flag
- E. Stopwatches
- F. One (1) table and three (3) chairs for event evaluators
- G. One (1) long table or two (2) tables and six (6) chairs for chapter team members
- H. Table rostrum

PROCEDURE

- A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator's box. Review the event guidelines and check to see that enough evaluators/assistants have been scheduled.
- B. Inspect the area or room in which the event is being held for appropriate set-up, including room size, chairs, tables, outlets, etc. Notify the event manager of any potential problems.
- C. One (1) hour before the event is scheduled to begin, meet with your evaluators/assistants to review time limits, procedures, regulations and all other details related to the event. If questions arise that cannot be answered, speak to the event manager before the event begins.



- D. Begin the event at the scheduled time by closing the doors and checking the entry list.
All participants and event evaluators should be in the room at this time. Any participant not present is disqualified. In order to compete, participants must be on the entry list or must have approval of the CRC chairman.
- E. Administer the written test.
- F. Average the scores for each team.
- G. Prepare a list of the ten (10) finalists and submit it to the CRC chairman for posting.
- H. Check in finalists in the holding room at the time stated in the conference program.
Inform the teams of their order of performance and review the procedure to be followed.
- I. When each team enters the performance room, pass out the three (3) items of business.
At this point the team's allotted time begins.
- J. The event coordinator or an assistant is responsible for introducing each team by entry number only, when the evaluators have finished with the previous team.
- K. Teams may take chapter paraphernalia into the performance room if desired, or they may use what is provided by the event coordinator.
- L. For participating teams that violate the rules, the decision either to deduct twenty (20) points or disqualify the entry must be discussed and verified with the event evaluators, event coordinator, and a CRC manager.
- M. Event evaluators average the scores from the three (3) evaluators to determine rankings. Any ties that affect these finalists should be broken by using the highest average score for evaluative criteria.
- N. Complete the finalists report, including evaluators' signatures. Evaluators discuss and break any ties that affect the top three placements.
- O. Submit the finalists report and all related forms in the results envelope to the CRC room.
- P. If necessary, manage security and the removal of materials from the area.



CHAPTER OPENING AND CLOSING CEREMONIES

OPENING CEREMONY

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

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 three 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) 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 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 competition, the creed may be presented in some 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. Taps 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 minutes of the preceding meeting are read by the secretary. 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.
The chair so states.
5. Committee and officer reports are called for by the chairperson, as necessary. If a committee has no report, let them 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.



TOTAL ~~~~~ 100 pts.																				
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I certify these results to be true and accurate to the best of my knowledge.

Evaluator's signature _____