



PARLIAMENTARY PROCEDURE TEAM (71)

Regional – 2013

KEY

TOTAL POINTS _____ (*Refer to Judge's Scoring Rubric/Rating Sheets*)

Judges/Graders: Please double-check and verify all scores!

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Workplace Skills Assessment Program competition.



Teams will conduct the official BPA opening and closing ceremonies. Refer to the *Workplace Skills Assessment Program Guidelines* to obtain a copy of these ceremonies.

After the official opening ceremony, the chairman will ask for general consent to dispense with the reading of minutes, officer reports, and committee reports; the secretary will then read the first item of new business from the test/agenda. Once all the skills have been demonstrated, the team will conclude with the official closing ceremony.

Up to five (5) minutes will be allowed each team for questions by the judges. These questions will be directed to the chairman for any team member to answer. The team members may caucus to determine the answer they wish to provide to the judges.

The items listed in this answer key are the order of new business for each subject listed. Each team will be limited to a maximum of 15 minutes for parliamentary demonstration to the judges. A warning card should be shown five (5) minutes before the maximum time and one (1) minute before the maximum time.

Each team member is allowed to use one 3" x 5" index card during the presentation. In addition, the secretary will use a blank sheet of paper to record the proceedings of the meeting in English, long hand for submission to the judges immediately after the presentation. The secretary will be permitted to use the contest agenda into the presentation room; this is to be submitted with the minutes. The parliamentary authority, *Robert's Rules of Order Newly Revised (11th Edition)*, or any other reference materials may not be used during the parliamentary demonstration. Please obtain the secretary's handwritten notes and contest agenda before the students leave the room. These notes will be verified for content only.

Items under "Abilities to be Demonstrated" may be rearranged within subject areas.

Use the Judge's Scoring Rubric/Rating Sheets to evaluate and score each team. Please double-check and verify all scores!



Refer to *Robert's Rules of Order Newly Revised (11th Edition)* for precedence of motions as needed.

	Interrupt	Second	Debate	Amend	Vote	Reconsider
Subject/Abilities to be Demonstrated						
1. <i>Plan a field trip to New York to visit New York Stock Exchange</i>						
A. Main Motion		S	D	A	M	R
B. Request for Information	I				C+	
C. Extend Debate		S		A	2/3	R*
D. Postpone Indefinitely		S	D		M	R*
2. <i>Plan a fundraiser for Valentine's Day</i>						
A. Main Motion		S	D	A	M	R
B. # Recess (as a privileged motion)		S		A	M	
C. Refer to special committee		S	D	A	M	R*
D. Raise a Question of Privilege	I				C	
3. <i>Purchase a new laptop and portable printer for the chapter</i>						
A. Main Motion		S	D	A	M	R
B. Previous Question (on all pending motions)	I	S			2/3	R*
C. Amend (by inserting)		S	D	A	M	R
D. Amend the amendment		S	D		M	R

Meaning of Symbols

– A main motion when no other motion is pending.

I – Is in order when another has the floor.

S – Requires a second.

D – Is debatable.

A – Can be amended.

M – Requires a majority vote (i.e., more than half the votes cast).

2/3 – Requires a 2/3 vote (i.e., at least twice as many in the affirmative as in the negative); must be taken by a rising vote.

C – Usually no vote is taken. The chair decides.

C+ – No vote is taken. The chair responds.

R – Can be reconsidered.

* See *Robert's Rules of Order Newly Revised (11th Edition)* for specific rule. Consult index and tinted pages for further information and page references.

** An incidental main motion which usually requires a majority vote with previous notice, a 2/3 vote without previous notice, or a majority of entire membership.



QUESTIONS BY THE JUDGES

Up to five (5) minutes will be allowed each team for questions by the judges. Three or more of the following questions will be directed to the chairman for any team member to answer. The team members may caucus. Questions will have reference to the abilities demonstrated during the event.

EACH JUDGE IS TO ASK THE SAME QUESTION(S) OF EACH TEAM. EACH TEAM MUST BE ASKED THE SAME NUMBER OF QUESTIONS.

1. What is the purpose of the privileged motion to *Recess*?

ANSWER: To take a short intermission in the assembly's proceedings.

2. Can any subsidiary motion be applied to the privileged device to *Raise a Question of Privilege*?

ANSWER: No.

3. Name three subsidiary motions that the *Previous Question* take precedence over.

ANSWER: 1) *Limit or Extend Limits of Debate*; 2) *Postpone Definitely* (or *Postpone to a Certain Time*); 3) *Commit or Refer*; 4) *Amend*; or 5) *Postpone Indefinitely*.

4. What class of motions does the motion to *Commit* or *Refer* belong to if made when a main motion is pending?

ANSWER: Subsidiary.

5. Name three processes of amendment

ANSWER: 1) Insert or add; 2) Strike out; 3) Strike out and insert and to substitute.