

CHAPTER TEAM



OVERVIEW

Participants 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

- A. Participants are limited to one (1) team of six (6) individuals per chapter.
- B. Team members do not have to be elected officers of the local chapter.
- C. Teams that take the written test and advance to the semifinalist portion of the event must be comprised of the same six (6) members.

TIME LIMITS

PRELIMINARY ROUND

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

SEMIFINAL ROUND

1. Teams have fifteen (15) minutes with no penalty, and up to seventeen (17) minutes with penalty (see Time over chart) to complete required parliamentary actions, items of business, set-up time, and a presentation.
2. 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).
3. The secretary will have five (5) additional minutes to complete the minutes of the meeting.

4. Teams are penalized five (5) points per thirty (30) seconds for going over the allotted time, 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

LEAP

A team LEAP Response is required for this event and must be submitted at event check-in.

ATTIRE

TSA competition attire is required. Note additional specific attire requirements for Chapter Team found in the General Rules and Regulations and on the [TSA website](#).

PROCEDURE

PRELIMINARY ROUND

1. Participants report for the test at the time and place stated in the conference program and submit a hard copy of the LEAP Response with no report cover.
2. A parliamentary procedures test is administered at the same time to all team members.
3. 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

1. A semifinalist team representative reports to sign-up for an oral presentation slot at the time and place stated in the conference program.
2. Semifinalist teams report for oral presentations at the time and place stated in the conference program.

3. Each team follows the procedure for opening and closing a local chapter meeting:
 - a. A list of three (3) parliamentary actions will be provided by the event coordinator and given to each team for the oral demonstration.
 - b. Each team then closes the meeting according to the prescribed procedure.
 - c. 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's members.
 - d. The secretary will have five (5) additional minutes to complete the minutes of the meeting.
 - e. The LEAP Response will be judged for semifinalist teams.
 - f. Ten (10) finalists will be announced during the conference awards ceremony.

REGULATIONS

PRELIMINARY ROUND

- A. Participants are responsible for bringing two (2) sharpened No.2 pencils to the test site.
- B. The test may be administered online or via a scan-type answer sheet.
- C. Team members take the written test individually.
 1. These same six (6) team members will compete in the semifinal round of the event, should the team qualify.
 2. Teams consist of a president, vice president, secretary, treasurer, reporter, and sergeant-at-arms.
 3. Written materials, other than those provided by National TSA, may not be taken in the event room.

SEMIFINAL ROUND

- A. 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 evaluators and event coordinator if time permits.
- B. Materials provided to teams:
 1. A set consisting of 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
 2. Paper, six (6) pens, a calculator, and six (6) 3" x 5" note cards
- C. Optional materials: A timepiece and/or a non-programmable calculator may be used by a team.
- D. Room setup:
 1. Officer symbols and gavel (only) are placed on a long table with the United States flag positioned to the right of the president's rostrum (if available) and the host state flag to the left.
 2. The president's rostrum (if available) 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 score.
- E. The semifinal portion of the event includes:
 1. The call to order
 2. The pledge to the flag
 3. Roll call
 4. Order of business
 5. Closing ceremony
- F. Semifinal time limits and rules:
 1. Teams have a time limit of fifteen (15) minutes to complete required parliamentary actions, items of business, set-up time, and a presentation.
 2. Official timing will begin when the materials are given to the president and will stop at the team's final gavel to end the meeting.

3. Five (5) points will be deducted for every thirty (30)-second interval over the allotted time (see TIME LIMITS).
 4. Bonus points will be awarded for additional motions and parliamentary actions by the officers, other than the president.
 5. At the conclusion of the oral presentation, each team secretary has five (5) minutes to write a copy of chapter minutes that will be submitted to an evaluator. The coordinator will begin timing the five (5) minutes when the secretary is seated at the area designated for writing of the minutes.
 6. All materials given to team members, and the chapter minutes recorded during the presentation, must be handed to the evaluators before the team leaves the room.
 7. No reference should be made to a team's school, chapter name, city, or state. Exception: The state name on a TSA patch is acceptable.
- G. The LEAP Response:
1. Teams document the leadership skills they have developed and demonstrated while working on this event, and on a non-competitive event leadership experience.
 2. Find specific LEAP Response regulations in the LEAP Program section of this guide, and on the [TSA website](#).

EVALUATION

1. Written exam—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.
2. The content and quality of the LEAP Response (semifinalist teams only).

Refer to the official rating form for more information.

NOTES

1. 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
2. For writing proper minutes, also refer to *Robert's Rules of Order, Newly Revised*.

STEM INTEGRATION

This event has connections to the STEM areas of Technology and Engineering.

CAREERS RELATED TO THIS EVENT

This competition has connections to one (1) or more of the career areas featured in the TSA AND CAREERS section of this guide. Careers will vary based on the student's area of interest.

CHAPTER OPENING AND CLOSING CEREMONIES

OPENING CEREMONY

1. At the prescribed time for meetings, the president assumes his/her position behind the rostrum in the front center of the room.
2. Other officers are seated to the left and right of the president. They are seated in this 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) The meeting will 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 [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 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 (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 preceding 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 to audit.
5. The chairperson calls for committee and officer reports as necessary. If a committee has no report, let the committee so state.
6. Unfinished business is addressed.
7. New business is addressed.
8. The program, if any, is held. The chairperson presides with the assistance of the program chairperson or the committee chairperson.
9. Make announcements.
10. Adjournment with closing ceremonies.

CHAPTER TEAM OFFICIAL MINUTES

Team ID number _____

Date _____

Location of conference _____

Participants may use the back of this page, if necessary.

Secretary's signature _____ Date _____

CHAPTER TEAM

2020 & 2021 OFFICIAL RATING FORM

MIDDLE 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

TEAM WRITTEN TEST (10 points)						Record scores in the column spaces below.
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	
TEAM WRITTEN TEST SUBTOTAL (10 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: _____	
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PRELIMINARY SUBTOTAL (10 points)	
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BUSINESS MEETING DEMONSTRATION (210 points)				Record scores in the column spaces below.
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 business professional.	
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 symbols are in proper order but are some are misaligned; and/or officers are seated in the proper arrangement, 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 (210 points) – continued				
KNOWLEDGE OF TSA (20 points)				
Opening ceremony (X1)	Many items of sequence and order are incorrect; 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.	
Closing ceremony (X1)	Officers make several mistakes; the 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 (160 points)				
Voting procedures (X1)	Several significant mistakes are made in voting procedures.	Only a 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 three (3) 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 only one (1) or two (2) math 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; poor 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.	
LEAP Response (20 points; 10% of total event points)	The team's efforts are not clearly communicated, lack detail, and are unconvincing; few, if any, attempts are made to identify and incorporate the SLC Practices.	The team's efforts are adequately communicated, include some detail, are clear, and are generally convincing; identification and incorporation of the SLC Practices are satisfactory.	The team's efforts are clearly communicated, fully-detailed, and convincing; identification and incorporation of the SLC Practices are excellent.	
BUSINESS MEETING DEMONSTRATION SUBTOTAL (210 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>				
SEMIFINAL SUBTOTAL (210 points)				

BONUS (20 points)				
For additional motions and parliamentary actions (by officers other than the president) (X2)	Only one (1) or two (2) of the additional actions is/are completed correctly; the effort is uninspiring.	Three (3) or four (4) of the actions are completed correctly.	All five (5) of the supplementary actions are completed correctly in an efficient and effective manner.	
	BONUS SUBTOTAL (20 points)			

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)

To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary.	TOTAL (220 points)
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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
 - 9. Copies of the Chapter Team Official Minutes document
 - 10. Paper, pens, one (1) calculator, and six (6) 3" x 5" note cards, per team
 - 11. Results envelope with coordinator forms
- B. Coordinators are responsible for creating the test to be administered at the national conference; copies will be provided by the national TSA office.
- C. Officer's symbols and gavel
- D. United States flag
- E. State flag (optional)
- F. Stopwatches
- G. Table rostrum, if available
- H. One (1) long table or two (2) tables and six (6) chairs for team members
- I. 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 check the contents of the coordinator's packet.
- 3. Review the event guidelines and check to see that enough personnel 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, 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 evaluators should be in the room at this time.
- 3. Late participants and/or entries are considered on a case-by-case basis and only when lateness is caused by events beyond the participant's control.
- 4. In order to compete, participants must be on the entry list or must have approval of the CRC.
- 5. Administer the written test.
- 6. Determine individual and team scores.
- 7. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and the CRC manager to determine either:
 - To deduct twenty percent (20%) of the total possible points in this round
 - To disqualify the entryThe event coordinator, judges and CRC manager must all initial either of the violations on the rating form.
- 8. Submit semifinalist results to the CRC for posting.

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 a 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. Discuss rule violations (e.g. 20% deduction, disqualification) and have all relevant parties initial the rating form.
6. Judges determine the ten (10) finalists. Any ties should be broken by using the teams' written test scores.
7. Submit the finalist results and all related forms in the results envelope to the CRC room.
8. If necessary, manage security and the removal of materials from the area.