

# IOWA TSA CHAPTER TEAM - HIGH SCHOOL

**Event Description:** Participants (2 Teams of 6 Students per Chapter) will perform an opening ceremony, dispose of three items of business, and perform a closing ceremony within a specified time period. (Team members do not have to be elected officers of the local chapter).

## Event:

1. Teams consist of a president, vice-president, secretary, treasure, reporter, and sergeant-at-arms.
2. The teams have fifteen minutes with no penalty and up to seventeen minutes with penalty 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 minutes.
  - b. The secretary will then have five additional minutes to complete the minutes of the meeting.
  - c. After the five minutes is over, the secretary must turn in their team's minutes, regardless if they are completed.
  - d. Teams are penalized five points per thirty seconds by each judge for going over the time allotted for the oral performance, based on the following scale:

<u>Time over fifteen (15) minutes</u>	<u>Penalty</u>
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

## 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 flags.
3. The symbols of the officers should be placed in the front of the respective officers.
4. The host state banners are optional and do not add or subtract from the team's scores.

## Procedure:

1. Team report for oral presentations at the time signed up for at check-in.
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 the five 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 additional actions to be demonstrated for bonus points. If the actions are demonstrated correctly, then bonus points will be awarded.

# CHAPTER TEAM IOWA SCORING RUBRIC HIGH SCHOOL

Team Name: \_\_\_\_\_ Total Score: \_\_\_\_\_

BUSINESS MEETING DEMONSTRATION (190 points)			
CRITERIA	Minimal performance	Adequate performance	Exemplary performance
	1-4 points	5-8 points	9-10 points
<b>PREPARATION FOR MEETING (30 points)</b>			
<b>Official attire/poise</b> (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.
<b>Placement of flags and officer symbols; officer seating</b> (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.

Record scores in the column spaces below.

KNOWLEDGE OF TSA (20 points)			
<b>Opening ceremony</b> (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.
<b>Closing ceremony</b> (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.
<b>KNOWLEDGE OF PARLIAMENTARY PROCEDURE (140 points)</b>			
<b>Voting procedures</b> (X1)	Several obvious mistakes are made in voting procedures.	Few mistakes are made in voting procedures.	All voting procedures are correct, smooth, and efficient.
<b>Debate</b> (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.
<b>Parliamentary actions</b> (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.
<b>Communication</b> (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.
<b>Treasurer's report</b> (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.
<b>Chapter minutes</b> (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.
<b>BUSINESS MEETING DEMONSTRATION SUBTOTAL (190 points)</b>			

BONUS			
<b>For additional motions and parliamentary actions</b> (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.

# 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.

### 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) 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 OFFICIAL MINUTES (Secretary Completes)

Team ID number and School: \_\_\_\_\_

Date: \_\_\_\_\_

Location of conference: \_\_\_\_\_

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 \_\_\_\_\_