

Parliamentary Procedure Team (71) Judges' Scoring Rubric/Rating Sheet

Judge Number _____

Team Number _____

Instructions:

- Judge 1 evaluates only criteria 1, 2, and 3 (90 points maximum)
- Judge 2 evaluates only criteria 4, 7 (120 points maximum)
- Judge 3 evaluates only criteria 5, 6, and 8 (115 points maximum)

Evaluation Criteria	Points per Subject	Subject #1	Subject #2	Subject #3	Total Points	Maximum Points
1. Chairman's presiding ability	10					30
2. Secretary's participating ability	5					15
3. Clarity of business transactions	15					45
4. Correctness of all transactions	30					90
5. General participation by members	15					45
6. Power of expression, communication skills, poise, and stage presence. No uniforms are required.	15					45
7. Judges' questions	10					30
8. Actions recorded correctly in minutes.	5					15
TOTAL POINTS	105					315

Specification Points: All points or none are awarded per team, not per judge.		
Presentation lasted no more than 15 minutes	10	
Opening & Closing Ceremonies	20	
Followed Designated Order of Business	20	
Secretary's handwritten notes of meeting properly prepared	10	
No indication of chapter name, location, city, state, etc. in the notes or presentation	5	
All registered team members present for entire event	20	
TOTAL SPECIFICATION POINTS	85	

SUMMARY TOTALS
Judge 1 (90 points maximum) _____

TOTAL JUDGES POINTS
(315 maximum points) _____

Judge 2 (120 points maximum) _____

TOTAL SPECIFICATION POINTS
(85 points maximum) _____

Judge 3 (90 points maximum) _____

Objective Parliamentary Procedure test (average score of all team members—100 points maximum) _____

FINAL SCORE
(500 maximum) _____

RANK _____

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Team Number _____

COMMENTS: (to be viewed by team)

(Judges: please provide positive feedback and areas of improvement in a constructive manner regarding your analysis of the team's competition.)

REASON FOR DISQUALIFICATION: (if applicable)

Opening a Meeting

The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the members a well-planned and organized meeting. This will make meetings more orderly and effective.

Equipment and Supplies

American flag

Gavel

Table (if desired)

Officer chairs (if desired)

Suggested Procedure

Officers should be seated at the head table or should stand to one side of the lectern.

The Opening Ceremony

President

(Stands and raps the gavel once for attention.) The meeting will come to order. We are now holding a meeting of Business Professionals of America. Mr./Madam Vice President, what are the major purposes of our professional organization?

Vice President

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

President

May we accomplish these objectives. Mr./Madam Vice President, will you please present the other officers?

Vice President

With pleasure, I introduce:

(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)

Mr./Madam President, the officers are at their stations.

President

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag? (Raps the gavel three times to call the members and guests to stand. The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

Everyone

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

President

Fellow members and guests, join me in stating why we are here.

Everyone

We are met in a spirit of friendship and goodwill as we prepare for productive lives in business and office careers. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

President

Please be seated.

Closing a Meeting

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted. This is the appropriate time to serve refreshments.

Equipment and Supplies

Gavel

The Ceremony**President**

Mr./Madam Secretary, do you know of any further business which should be transacted at this time?

Secretary

(Rises, replies, and sits down.) I have none, Mr./Madam President.

President

We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*