

Parliamentary Procedure

Event Category: Teamwork.....

Eligible Divisions: Secondary & Postsecondary/ Collegiate	Round One: 50 Q test (60 minutes)	Digital Upload: NO
Team Event: 5-8 competitors per team	Round Two: Meeting Prep (15 mins) + Meeting Presentation (10 minutes)	Allowed Meeting Presentation Materials: A copy of the minutes of a previous meeting, treasurer's report, committee report(s), copies of the secret topic, blank paper, and pencils.



New for 2026-2027

Teams will now have 10 minutes for their meeting presentation with judges. Editorial updates have been made.

TEXAS HOSA

Make sure to read TEXAS General Rules and Regulations for updated “Electronic Device Policies” and “Extended Stay Preparation”.

Area Spring Leadership Conference

Round one online test for Area will be given in December. The **top ten (10) teams** will advance to round two (2) in person at the Area Spring Leadership Conference.

The top three teams from each Area will advance to State.

Texas State Leadership Conference

A Round 1 written exam will be used to slate the top ten (10) teams for Round 2. Both Round 1 and Round 2 for State will be in person.

The top three teams will advance to ILC.

Event Summary

Parliamentary Procedure allows HOSA members to gain the knowledge and skills required to conduct a simulated business meeting by using parliamentary procedure. This competitive event consists of two rounds. Teams shall be composed of five (5) to eight (8) members with identified offices or representatives thereof (i.e., president, treasurer, committee chairman, member, etc.). Round One is a written test, and the top-scoring teams will advance to Round Two to conduct a demonstration meeting on a secret topic. The demonstrated meeting should show the participant's knowledge of parliamentary procedure and should follow the agenda given. The secret topic will include four subsidiary and privileged motions commonly used during a business meeting. This event aims to inspire members to be proactive future health professionals by learning the importance of cooperation, fair decision-making, and competitive performance.

Sponsorship

HOSA- Future Health Professionals appreciates the sponsorship of this event by the [National Association of Parliamentarians](#). The National Association of Parliamentarians has developed [a special landing page](#) for HOSA competitors and advisors.



General Event Information

General Rules	Competitors must be familiar with and adhere to the General Rules and Regulations .
Dress Code	Proper business attire or official HOSA uniform. Bonus points will be awarded for proper dress . ALL team members must be properly dressed to receive bonus points.
Competitors Must Provide	• Photo ID for both rounds • Two #2 lead pencils (not mechanical) with an eraser for test and Round Two • Neon colored foam earplugs, NOT earbuds, for noise control (Rd1-optional) • A copy of the minutes of the previous meeting, the treasurer's report, and committee report(s) to help the team complete the meeting demonstration for judges. • Teams may use <i>Robert's Rules of Order In Brief, latest Edition</i> or <i>Robert's Rules of Order, Newly Revised, latest Edition</i> during the Round Two preparation period but NOT during the presentation. Teams can provide their own copy of this text, but HOSA will also provide one copy for use in the preparation room. HOSA Conference Staff will provide equipment and supplies listed in Appendix I.
Official References	The references below are used in the development of the test questions. • Robert's Rules of Order, Newly Revised. De Capo Press. Latest edition • Robert's Rules of Order Newly Revised In Brief. Latest edition. • Study Questions for NAP Membership Exam, National Association of Parliamentarians. • The National Association of Parliamentarians has two resources available to support HOSA teams wanting to prepare for this event. https://napuniversity.com; https://www.parliamentarians.org/education

ROUND ONE- Test

Test Instructions	The written test will consist of 50 multiple-choice items in a maximum of 60 minutes. See test instructions here. The team test score average from Round One will be used to qualify the team for the Round Two meeting presentation.
Time Remaining Announcements	There will be NO verbal announcements for time remaining during ILC testing. All ILC testing will be completed in the Testing Center, and competitors are responsible for monitoring their own time.
Written Test Plan	The test plan for the Parliamentary Procedure Test is the National Association of Parliamentarians- 100% • Why Have Rules • What Happens at a Meeting? • Handling Motions • Debate • Amendments • Postponing and Referring to a Committee • How a group Can Change Its Mind • Voting and Elections • Bylaws and Other Rules and How to Use Them • How Rules are Enforced and Suspended • Table of Rules • Officers, Committee Chairman, or Member

Sample Test Questions- (RONR In Brief, 3rd Edition)	1. How are special committee members chosen? (pp 56) A. They are always appointed by the presiding officer. B. They are always elected by the members in a meeting. C. The method is included in the motion to commit if the bylaws are silent on the method. D. Members can self appoint 2. In which of these circumstances is a two-thirds vote required? (pp 67) A. To close debate or extend limits of debate. B. To adopt the main motion. C. To refer to a committee D. A two-thirds is never required 3. The highest level of rules contained in a document of the organization is called: (pp 85) A. Special rules of order. B. Bylaws C. Standing Rules D. Constitution
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ROUND TWO- Presentation to Judges

1. The top teams from Round One will advance to Round Two. The number of advancing teams will be determined by the scores obtained in Round One and the space and time available for Round Two. Round Two finalists will be announced on-site at ILC per the conference agenda.
2. Each team prepares minutes of a previous local chapter meeting in advance, including a treasurer's report and committee report(s). The minutes are brought to the meeting/presentation room and used according to parliamentary law.
3. In the preparation room, each member of the team will be given a copy of the secret topic/agenda. Team members are permitted to write on their copy of the secret topic/agenda. Team members may use the secret topic/agenda in both the preparation and the meeting/ presentation rooms.
4. Teams will be given a secret meeting topic/agenda. The secret topic/agenda will include one (1) main and four (4) subsidiary and/or privileged motions commonly used during a business meeting. The four (4) motions must be included in the presentation.
5. The secret topic/agenda for this event is confidential information. Professional ethics demand that competitors <u>DO NOT discuss</u> or reveal the secret topic until after the event has concluded. Competitors who violate this ethical standard will be penalized in accordance with the GRRs.
6. Preparation and Planning: a. Teams are given 15 minutes to plan their meeting. b. Teams may use <i>Robert's Rules of Order In Brief, latest Edition</i> or <i>Robert's Rules of Order, Newly Revised, latest Edition</i> during this preparation period but NOT during the presentation. Teams can provide their own copy of this text, but HOSA will also provide one copy of <i>Robert's Rules of Order, Newly Revised</i>, for use in the preparation room. c. A timekeeper will announce when five (5) and one (1) minute remains in the planning time.
7. The Meeting/ Presentation: a. Teams will transition from the preparation room to the meeting/presentation room. Teams will have 10 minutes to present their meeting for the judges. b. The presentation consists of procedures used in a regular business meeting (i.e., call to order through

- adjournment). The secret topic/agenda contains motions that must be included in the presentation.
- c. The team is seated so that the judges have a full view of the participants. All team members must take an active role in the meeting.
 - d. Each team is allowed 10 minutes beginning with the sound of gavel at opening and ending with the sound of the gavel at closing. The timekeeper shall stand and present a flash card advising the team when one (1) minute remains. At the end of 10 minutes, the timekeeper will stop the team.
 - e. The judges will complete a review of the team's minutes of the previous meeting. Only the team's minutes may be shown to the judges. Please refer to [GRRs](#).

8. Teams may take the following items into the presentation room:
 - a. A copy of the minutes of a previous meeting
 - b. The treasurer's report
 - c. Committee report(s)
 - d. Copies of the secret topic/agenda for each team member. Teams may use these copies with notes from the preparation room.
 - e. Blank paper
 - f. Pencil for the president to take notes during the meeting

Final Scoring

1. The team's test score average will be added to the meeting presentation score to determine the final results.
2. In the case of a tie, the highest averaged test score will be used to determine the final rank.
3. After the HOSA International Leadership Conference, the [National Association of Parliamentarians](#) offer special recognition for HOSA members who score a 70% or higher on the Round One test. Competitors scoring 70% or higher may be contacted by NAP after ILC to determine interest in NAP Membership.

Future Opportunities

The HOSA Scholarship program has funding available for HOSA members who have an interest in various health careers! The application process begins January 1, 2027, and can be found here: <https://hosa.org/scholarships/>.

Graduating from high school or completing your postsecondary/collegiate program does not mean your HOSA journey has to end. As a HOSA member, you are eligible to become a HOSA Lifetime Alumni Member- a free and valuable opportunity to remain connected, give back, and help to shape the future of the organization. Learn more and sign up at hosa.org/alumni.

Parliamentary Procedure

Round Two Meeting Presentation Rubric

Team #: _____ Division: _____ SS, _____ PS/C Judge's Signature: _____

A. Proper Order of Business:

Items Evaluated	YES 3 Points	NO 0 Points	JUDGE SCORE
1. Call to order	Meeting was called to order.	Meeting was not called to order.	
2. Approval of minutes. It is acceptable to indicate minutes have been previously sent. Teams DO NOT have to read the minutes aloud during the meeting.	Minutes were approved.	Minutes were not approved.	
3. Treasurer's Report	The treasurer's report was presented.	The treasurer's report was not presented.	
4. Committee report(s)	Committee(s) presented.	Committee member(s) did not share their report(s).	
5. Unfinished business	Unfinished business was presented.	Unfinished business was not presented.	
6. New business (Secret Topic)	New business (Secret Topic) was presented.	New business (Secret Topic) was not presented.	
7. Adjournment	The president or chairperson adjourned the meeting.	The meeting was not adjourned.	

B. Motions (Maximum 56 points):

	GOOD 8 points	AVERAGE 4 points	POOR 0 points	JUDGE SCORE
1. Main Motion _____	Team correctly demonstrated a main motion.	Team did not <u>correctly</u> demonstrate a main motion.	Team did not demonstrate a main motion.	
2. Motion #1 (from Secret Topic) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.	
3. Motion #2 (from Secret Topic) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.	
4. Motion #3 (from Secret Topic) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.	
5. Motion #4 (from Secret Topic) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.	
6. Additional Motion (optional) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.	
7. Additional Motion (optional) _____	Team correctly demonstrated motion.	Team did not <u>correctly</u> demonstrate the motion.	Team did not demonstrate the motion.	

C. General Parliamentary Procedure	EXCELLENT 10 points	GOOD 8 points	AVERAGE 6 points	FAIR 4 points	POOR 0 points	JUDGE SCORE
1. Proper recognition of chair & members	Chair and members were recognized properly at all times	Chair and members were recognized properly most of the time	Chair and members were recognized properly some of the time	Chair and members were only recognized properly once or twice.	Members were never recognized properly by the chair	
2. Proper use of parliamentary terms* (see asterisk below)	Used proper parliamentary terminology to process all 4 required motions.	Used proper parliamentary terminology to process 3 motions.	Used proper parliamentary terminology to process 2 motions.	Used proper parliamentary terminology to process 1 motion.	Used proper parliamentary terminology to process none of the motions.	
3. Agenda	Team addressed all agenda items correctly.	Team addressed all agenda items, but some were not done properly	Team did not address all agenda items.	N/A	Team did not follow agenda.	
4. Skill & knowledge of presiding officer	The presiding officer demonstrated great knowledge and skill of parliamentary procedure and used terms and actions with a natural confidence.	The presiding officer demonstrated modest knowledge and skill of parliamentary procedure and seemed to be mostly confident with the terms and actions used in the meeting.	The presiding officer showcased some knowledge of parliamentary procedure and appeared to be gaining comfort in leading an official meeting.	The presiding officer was able to showcase little knowledge of parliamentary procedure and will require additional practice to build confidence leading the meeting.	The presiding officer did not demonstrate knowledge or skill regarding parliamentary procedure.	
D. Presentation Delivery	EXCELLENT 5 points	GOOD 4 points	AVERAGE 3 points	FAIR 2 points	POOR 0 points	JUDGE SCORE
1. Voice Pitch, tempo, volume, quality	Each team's voice was loud enough to hear. The competitors varied rate & volume to enhance the speech. Appropriate pausing was employed.	The team spoke loudly and clearly enough to be understood. The competitors varied rate OR volume to enhance the speech. Pauses attempted.	The team could be heard most of the time. The competitors attempted to use some variety in vocal quality, but not always successfully.	The team's voice is low. Judges have difficulty hearing the presentation	The judge had difficulty hearing and/or understanding much of the speech due to low volume. Little variety in rate or volume.	
2. Stage Presence Poise, posture, eye contact, and enthusiasm	Movements & gestures were purposeful and enhanced the delivery of the speech; did not distract. Body language reflects comfort interacting with the audience. Facial expressions/ body language generated a strong interest and enthusiasm for the topic.	The team maintained adequate posture and non-distracting movement during the speech. Some gestures were used. Facial expressions and body language sometimes generated an interest and enthusiasm for the topic.	Stiff or unnatural use of nonverbal behaviors. Body language reflects some discomfort interacting with the audience. Limited use of gestures to reinforce the verbal message. Facial expressions and body language are used to try to generate enthusiasm but seem somewhat forced.	The team's posture, body language, and facial expressions indicated a lack of enthusiasm for the topic. Movements were distracting.	No attempt was made to use body movement or gestures to enhance the message. No interest or enthusiasm for the topic came through in the presentation.	
3. Diction, Pronunciation & Grammar *Diction: Choice of words, with regard to correctness, clearness, and effectiveness. **Pronunciation: Act or manner of uttering officially.	Delivery emphasizes and enhances the message. Clear enunciation and pronunciation. No vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). The tone heightened interest and complemented the verbal message.	Delivery helps to enhance the message. Clear enunciation and pronunciation. Minimal vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). Tone complemented the verbal message	Delivery adequate. Enunciation and pronunciation are suitable. Noticeable verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. The tone seemed inconsistent at times.	Delivery quality is minimal. Regular verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Delivery problems cause disruption to the message.	Many distracting errors in pronunciation and/or articulation. Monotone or inappropriate variation of vocal characteristics. Inconsistent with verbal message.	

D. Presentation Delivery	EXCELLENT 10 points	GOOD 8 points	AVERAGE 6 points	FAIR 4 points	POOR 0 points	JUDGE SCORE
4. Team Participation	Excellent example of shared collaboration in the presentation of the project. Each team member spoke and carried equal parts of the project presentation.	All but one person on the team was actively engaged in the project presentation.	The team worked together relatively well. Some team members spoke more than others.	The team did not work effectively together.	One team member dominated the presentation.	
5. Quality of discussion	The team accomplished all of the goals of the secret topic. There was quality discussion and diversity of viewpoints.	The team accomplished most of the goals of the secret topic. There was quality discussion and some diversity of viewpoints.	The meeting accomplished only some of the goals of the secret topic. Quality of discussion and diversity of viewpoints were somewhat lacking.	The team experienced challenges accomplishing the goals of the secret topic. There was limited discussion and diversity of viewpoints.	The team did not accomplish the goals of the secret topic and judges had a hard time finding quality points.	
E. Minutes	EXCELLENT 10 points	GOOD 8 points	AVERAGE 6 points	FAIR 4 points	POOR 0 points	JUDGE SCORE
1. Minutes (from previous meeting)	The minutes from the preceding meeting are summarized succinctly with careful attention to detail. They are organized and accurately highlight the motions including all names and action items. The treasurers' report and committee reports are included.	Minutes neatly and accurately outlined the motions, including all names and action items. The treasurers' report and committee reports are included.	Most of the minutes were accurate and outlined the motions to include names and action items. The treasurers' report or committee reports may be missing or incomplete.	Some of the minutes were accurate and outlined motions to include some names and action items. The treasurers' report and committee reports are missing.	Minutes from the preceding meeting were not submitted and/or did not include motions, names or action items.	
TOTAL POINTS (162)						

*The president or chief officer of an organized society, who normally presides at its meetings, is addressed as Mr. President or Madame President. If the Vice President presides, they are referred to as Mr./Ms. President. If the person presiding has no official title, then Mr./Madame Chairman/Chairwoman is appropriate.