

VIRTUAL PARLIAMENTARY PROCEDURE – Judge Rating Sheet

2021 Virtual Texas State Conferences

Items required for area conference: Minutes and Link to video presentation
How to submit: Upload to Tallo using these [INSTRUCTIONS](#)
Description: One member of each team will upload a copy of the portfolio to Tallo. The team will also record a video of their team presentation for judges. Teams will be judged on both items uploaded to Tallo.

Minutes Uploaded*: Yes ____ No ____

Presentation Uploaded*: Yes ____ No ____

**If the materials are not uploaded, please note that applicable items on the rubric below cannot be judged.*

Section # _____ Division: SS ____ PS/Collegiate ____

Team Names & # _____ Judge's Name _____

Digital submissions will only be judged up until the allotted timing allowed per the event guidelines. Any time in a digital submission over the allowed will not be scored and no points will be awarded for those sections of the rating sheet.

A. Proper Order of Business:					
Items Evaluated	Yes 2 points	No 0 points	JUDGE SCORE		
1. Call to order	Meeting was called to order.	Meeting was not called to order.			
2. Reading and approval of minutes*	Minutes were read aloud and approved.	Minutes were not read and/ or did not receive approval.			
3. Treasurer's Report	The treasurer's report was read and filed.	The Treasurer's report was not read and/or was not filed.			
4. Committee report(s)	Committee member(s) shared their report(s).	Committee member(s) did not share their report(s).			
5. Unfinished business	Unfinished business was discussed.	No unfinished business was discussed.			
6. New business	New business was discussed.	No new business was discussed.			
7. Adjournment	The president or chairperson adjourned the meeting.	The meeting was not adjourned.			
B. Motions (Maximum 18 points):		Good 3 points	Average 2 points	Fair 1 point	JUDGE SCORE
1. Motion #1	_____	Motion was stated clearly and in the appropriate order of business to support the secret problem.	Motion was stated and some of the items of business were presented in order of the secret problem.	No motion was provided, or the order of business did not connect to the secret problem	
2. Motion #2	_____	Motion was stated clearly and in the appropriate order of business to support the secret problem.	Motion was stated and some of the items of business were presented in order of the secret problem.	No motion was provided, or the order of business did not connect to the secret problem	

3. Motion #3 _____	Motion was stated clearly and in the appropriate order of business to support the secret problem.	Motion was stated and some of the items of business were presented in order of the secret problem.	No motion was provided, or the order of business did not connect to the secret problem			
4. Motion #4 _____	Motion was stated clearly and in the appropriate order of business to support the secret problem.	Motion was stated and some of the items of business were presented in order of the secret problem.	No motion was provided, or the order of business did not connect to the secret problem			
5. Motion #5 _____	Motion was stated clearly and in the appropriate order of business to support the secret problem.	Motion was stated and some of the items of business were presented in order of the secret problem.	No motion was provided, or the order of business did not connect to the secret problem			
6. Other motion _____	Motion was stated clearly and in the appropriate order of business to support the secret problem.	Motion was stated and some of the items of business were presented in order of the secret problem.	No motion was provided, or the order of business did not connect to the secret problem			
C. General	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Quality of discussion	Discussion is logical, detailed and relevant to the item of business.	Most of the discussion is logical, detailed, and relevant to the item of business.	Some of the discussion is logical, detailed, and/or relevant to the item of business.	Little of the discussion is logical, detailed and/or relevant to the item of business.	Little of the discussion is logical, detailed, and/or relevant to the item of business.	
2. Proper use of parliamentary terms**	Used proper parliamentary terminology to complete 5 (all) motions.	Used proper parliamentary terminology to complete 4 motions.	Used proper parliamentary terminology to complete 3 motions	Used proper parliamentary terminology to complete 2 motions	Used proper parliamentary terminology to complete 1 or zero motions	
3. Handling of secret problem	The meeting accomplished the goals of the secret problem and the team provided fruitful discussion surrounding the secret problem.	The meeting accomplished most of the goals of the secret problem and the team participated in good conversation surrounding the secret problem.	The team accomplished some of the goals of the secret problem and was able to share a few details surrounding the secret problem..	The team experienced challenges handling the secret problem and did not provide many details surrounding the secret problem.	The team did not provide details related to the secret problem.	
	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
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 1 point	JUDGE SCORE

1. Voice Pitch, tempo, volume, quality	Each competitor's voice was loud enough to hear. The competitors varied rate & volume to enhance the speech. Appropriate pausing was employed.	Each competitor spoke loudly and clearly enough to be understood. The competitors varied rate OR volume to enhance the speech. Pauses were attempted.	Each competitor could be heard most of the time. The competitor attempted to use some variety in vocal quality, but not always successfully.	Most of the competitor's voices were low. Judges have difficulty hearing the presentation.	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 and did not distract. Body language reflects comfort interacting with the audience. Facial expressions and body language consistently generated a strong interest and enthusiasm for the topic.	The competitors 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 verbal message. Facial expressions and body language are used to try to generate enthusiasm but seem somewhat forced.	Most of the competitor'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 presentation.	
D. Presentation Delivery	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
3. Diction***, Pronunciation**** & Grammar	Delivery emphasizes and enhances message. Clear enunciation and pronunciation. No vocal fillers (ex: "ahs," "uh/ums," or "you-knows"). Tone heightened interest and complemented the verbal message.	Delivery helps to enhance 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 suitable. Noticeable verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Tone seemed inconsistent at times.	Delivery quality minimal. Regular verbal fillers (ex: "ahs," "uh/ums," or "you-knows") present. Delivery problems cause disruption to message.	Many distracting errors in pronunciation and/or articulation. Monotone or inappropriate variation of vocal characteristics. Inconsistent with verbal message.	
4. Team Participation	Excellent example of shared collaboration in the presentation of the motions. Each team member spoke and carried equal parts.	N/A	The team worked together relatively well. Some team members spoke more than others.	N/A	One team member dominated the presentation.	
E. Items Evaluated	Excellent 10 Points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Minutes	The minutes are summarized succinctly with careful attention to detail. They are organized and accurately highlight the motions including all names and action items.	Minutes neatly and accurately outlined the motions, including all names and action items.	Most of the minutes were accurate and outlined the motions to include names and action items.	Some of the minutes were accurate, or difficult to read, and outlined motions to include some names and action items.	Minutes not submitted OR Little to no evidence of minutes were documented, or able to be read, or did not include motions, names or action items.	
Total Points (97):						

* The minutes from the previous meeting MUST be read aloud during the event for the judges. It is not acceptable to indicate minutes have been previously sent.

** 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 is presiding, then he/she is referred to as Mr./Ms. President. If the person presiding has no

official title, then Mr./Madame Chairman/Chairwoman is appropriate.
***Definition of Diction – Choice of words especially with regard to correctness, clearness, and effectiveness.
****Definition of Pronunciation – Act or manner of uttering officially