

# Parliamentary Procedure Competitor Orientation



**IT IS THE RESPONSIBILITY OF THE COMPETITOR TO KNOW AND FOLLOW THE EVENT GUIDELINES AND GENERAL RULES AND REGULATIONS.**

**FOR COMPLETE GUIDELINES, REFER TO [WWW.HOSA.ORG](http://WWW.HOSA.ORG)**

## **COMPETITOR RESPONSIBILITIES**

- Competitors/Teams will report to the event room at the time specified on the conference schedule.
- Competitors must provide any items listed in the “Competitors Must Provide” box found in the event guidelines.

## **EVENT PROCESS**

- Teams will arrive at the event check-in table at the time specified on the conference schedule.
- **MINUTES FROM PREVIOUS MEETING:** 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.
  - **The previous meeting’s minutes must also be uploaded to Tallo by ONE member of the team, as a single document, .pdf preferred for judge scoring.**
    - These minutes will be succinct, with careful attention to detail and will accurately highlight the motions including names and action items.
- **SECRET TOPIC:** The secret topic for this event is confidential information. Professional ethics demand that competitors DO NOT discuss 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.
- In the preparation room, each member of the team will be given a copy of the secret topic.
  - Team members are permitted to write on their copy of the secret topic.
  - Team members may use the secret topic in both the preparation and the meeting/presentation rooms.
- The secret topic will include four (4) subsidiary and privileged motions commonly used during a business meeting. The four (4) motions must be included in the presentation.
- **PREPARATION ROOM:** Teams will be escorted to a room where they will receive the secret problem and have 15 minutes to plan their meeting.
  - There is a possibility that multiple teams will prepare in the same room.
  - Teams may use Robert’s Rules of Order in Brief, 3rd Edition or Robert’s Rules of Order, Newly Revised, 12th Edition during this preparation period but NOT during the presentation.

- HOSA will provide one copy of Robert’s Rules of Order, Newly Revised, 12th Edition for use in the preparation room.
- A timekeeper will announce when one (1) minute remains in the planning time.
- At the conclusion of the 15-minute preparation time, teams will be escorted to another room for their oral presentation which will begin after the team is introduced to the judges.
- Teams may take the following items into the presentation room:
  - a copy of the minutes of a previous meeting
  - the treasurer's report
  - committee report(s)
  - copies of the secret topic for each team member, teams may use these copies with notes from the preparation room
  - blank paper
  - pen/pencil for the president to take notes during the meeting.
- Each team is allowed eleven (11) 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 11 minutes, the timekeeper will stop the team.
  - All team members must take an active role in the presentation.
- **If any team members have any questions about the event or event process, ask an event team member before competing.**

#### **FINAL SCORING**

- The team test score average will be added to the presentation score to determine results.
- In case of a tie, the highest averaged test score will be used to determine the rank.

#### **TEXAS HOSA CELL PHONE POLICY**

- While competitors can have their cell phones, the phones must be in the off position and stored with their personal items. The competitor may not touch the device in the holding room or at any time during the event. There will be consequences for doing so.

## **General Rules and Regulations-Texas HOSA 2021-2022**

### **Eligibility for Texas Participation**

- All Texas HOSA competitors must be a member of HOSA in good standing as established by HOSA-Future Health Professionals. In good standing means that they must have a minimum of five (5) members in their chapter, an advisor, and their affiliation fees paid in full.
- **Number of Events** – Texas HOSA members may enter only ONE regular competitive event at the area/state conference. In addition, competitors may participate in as many

Recognition Category Events as they wish. At the state conference, if the Healthcare Issues Exam (HCIE) is scheduled at the same time as a regular event, the competitor must choose between HCIE and the regular event. They cannot do both.

### **Divisions of Competition**

- **Definition of divisions** - The official definition for middle school, secondary and postsecondary/collegiate members of HOSA, for the purposes of Competitive Events registration and participation, is:
  - **Middle School (MS)**- A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's/country's annual conference. He/she must be in grades 6-8.
  - **Secondary (SS)**- The Secondary Division shall be composed of secondary students at the junior high (9th grade) or high school level (9th – 12th).
  - **Postsecondary/Collegiate (PS/C)** - The Postsecondary/Collegiate Division shall be composed of undergraduate students who (a) are enrolled in a state-approved postsecondary program at the community college level or college level program; (b) have received a high-school diploma (or its equivalent) or (c) have been out of the continuous, sequential educational system prior to the current enrollment for two or more years prior to the current year's HOSA International Leadership Conference and/or enrolled in a health career program in pursuit of a baccalaureate degree.

### **Accommodations**

- Texas HOSA members with disabilities and non-English speaking competitors will be reasonably accommodated in the Texas HOSA Competitive Events Program through event modification as a means of providing them an equal competitive opportunity. Such members may be allowed to provide and utilize their own special equipment that Texas HOSA may not be able to provide. Requests for reasonable accommodation must be indicated on the Student Eligibility form in Special Needs events, or through an email to Janet Villarreal, Executive Director of Texas HOSA, submitted by the conference deadline. Texas HOSA will provide the same accommodations that were provided when members competed for eligibility to attend the Texas HOSA State Leadership Conference.
- **English Language** - All Texas HOSA events at the area and state level are to be conducted in English. This includes all written or recorded material that is submitted as part of the event for judging, as well as speaking and presentation events. Failure to submit materials in English for judging may result in the items not being scored. A translator may be obtained by submitting a request to Janet Villarreal, Texas HOSA Executive Director. Translators may only be used to translate a test or to translate in an event in which the competitor's speaking is not rated.

## Ethics

- Appointment times are given to competitors in many HOSA events to avoid detaining competitors in holding rooms for long periods of time. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic or scenario for ANY event.
- All competitive event materials (such as presentations, projects, portfolios, etc.) must be the original work of the competitors.
- **Integrity** - As future health professionals, Texas HOSA members are held to a higher standard regarding their ethical behavior as competitors. Texas HOSA members should always follow the HOSA rules and act with honor. Plagiarism, copyright violation and falsification of information are prohibited. Any attempt to gain an unfair advantage will not be tolerated. Violation of the ethics rules will be severely penalized.
- **Code of Conduct** - Any competitor who violates the HOSA Code of Conduct during any area/state conference may forfeit any award won during the conference.

## Team Events

- **Substitutions** - A team event must include at least 50% of the members who were on the winning team at the area level. Other "qualified" student members may be substituted or added in the remaining team positions so that the number of team members is consistent with the rules for that event. (Texas HOSA defines "Qualified" as an active HOSA member who is a member of the same chapter as the missing team member for whom he/she is substituted. Substitutes on a team are not required to have competed in the event at the area level.)
- **Minimum Team Members** - Teams may not compete with less than the minimum number of team members.
- **Participation in Both Rounds** - If a team member misses Round One of competition, and the team advances to Round Two; the missing team member cannot compete in Round Two. Only team members who participated in Round One are allowed to participate in Round Two.

## Event Content

- **Independent Work** – Except for team events, competitors must work independently, without assistance from judges, teachers, fellow students, or observers. Any attempt to gain an unfair advantage will be considered a violation of the GRR Ethics rules.
- **Content Selection** - Competitors should use good judgment and discretion when planning event content. Procedures, demonstrations, displays or speeches with content that could be interpreted as insensitive or of a highly personal nature should be avoided and may not be judged.
- **Changing Event Content** - When advancing from one level of competition to the next (such as from area to state), except where expressly prohibited, competitors can

change/improve their speech, notebook, portfolio, or any other event products as a part of the competitive event. All changes must be made prior to published deadlines.

- **Notebook Page Clarification** - - When a section of a notebook or portfolio indicates a specific range of pages, and a competitor uses fewer than the maximum number of pages, he/she CANNOT add pages in another section.
- **Material Submission** - Unless otherwise noted in the event guidelines, all copies and materials submitted at an Area or the State Leadership Conference as part of the Texas HOSA Competitive Events program become the property of Texas HOSA. Submission of materials implies consent for Texas HOSA and/or affiliated partners, with Texas HOSA's permission, to publish materials in newsletters, websites, blog posts, social media etc. as deemed appropriate to help market and promote Texas HOSA and/or its partners. Texas HOSA does not sell competitor information or materials to 3rd party vendors.
- **Content From Year to Year** - - Content for all competitive events must be unique and new each membership/school year. Content used in a previous membership year's competition may not be used again. The intent of competition is to use new material every year. If a violation of this rule is discovered, the competitor will receive 35 penalty points. Points will be deducted in Tabulations.

### Judging

- **Rating sheets and Test Scores** - Participant rating sheets and test scores are the property of Texas HOSA and will NOT be returned or released.
- **Judge Interaction** – The distribution of event samples, materials, gifts, or thank you notes to judges, other than those materials specified in the event guidelines for judges to review, is NOT permitted. During competition, only those items specified in the event guidelines may be shown to judges (i.e. portfolio, props, photographs, etc.) Showing the judges extra materials not outlined in the event guidelines may result in point deductions.
- **Handshakes with Judges** – No handshakes are allowed with judges except in Job Seeking Skills, Interviewing Skills, and Health Career Preparation. In these events, handshakes are allowed both in the beginning and end of the event. Due to the nature of HOSA competition, there is not time to allow for handshakes between competitors and judges.
- **Introductions** - For events with judges, competitors/teams will be introduced to the judges by an event team member. In individual events, competitors are usually introduced by name and ID number. In team events, teams are usually introduced by school and ID number.

### Point Deductions

- **Late Arrivals** - All competitors must be at their competitive event at the designated time and place.

- For non-testing events, ten (10) penalty points may be assessed if the competitor is more than 5 minutes late to their appointed time.
- For all written tests, a competitor who is late to the event will be allowed to take the test. The competitor will stop when all other test-takers are stopped and will not receive the full time for taking the test.
- For HOSA Bowl and Biomedical Debate, which require a paired match-up, if a team is more than 5 minutes late to their Round Two appointed time, the team forfeits its right to compete.
- For Medical Spelling, which is a live spelldown, if the competitor is more than five (5) minutes late to Round Two, the spelldown will begin without the competitor, and the competitor may not be allowed to compete.
- It is the competitor's responsibility to arrive to compete as scheduled according to the conference agenda. Make-up tests or other accommodations will NOT be given for late arrivals- \*missed bus; missed route; missed time; missed location; read the agenda wrong; etc. \*Act of God exceptions will be considered on a case-by-case basis with the competitor, State Advisor, and Texas HOSA Management.
- **End of Time** - If the competitor is stopped at the event time limit for any event, there is no additional penalty. However, anything presented after time is called will not be scored.
- **General Penalty Points** - If judges feel there is a rule infraction that is not addressed in the written guidelines or processes, they may assess penalty points after consultation with Texas HOSA CE Management.

## **Sections**

- **Number of Sections** - The Competitive Events Management Team will determine whether (and how many) sections will be scheduled for each Competitive Event at Texas HOSA area/state conference according to the number of registered participants.
- **Fairness Between Sections** - A mathematical formula – called standard deviation - will be used for multiple sections in selected events. The computer adjusts the judge's scores to account for judging differences so that all sections are mathematically equal. Such a process provides a statistically fair method for evaluating students in multiple sections with multiple sets of judges. The formula can be found at [www.hosa.org](http://www.hosa.org) in Appendix A.
- **Sections** - Separate sections of each event shall be conducted for middle school, secondary and postsecondary/ collegiate unless stated otherwise. Competitors/teams may have the same section number or may demonstrate their skills for the same judges, but the divisions will not compete against each other. Individual and team competitor numbers will be randomly assigned by the computer.

## **Skill Events**

- **Scenario Development** - The Competitive Events Management Team will determine which skills are to be performed for skill events, based upon criteria which include space arrangements and condition of available sites, availability of equipment and similar factors pertaining to operation of these events in a particular year
- **Points and Times with Combined Skills** - When multiple skills are used and steps in skills are duplicated on the rating sheet but not in practice, points will be awarded one time only. In such cases, the amount of time allowed for the total skill may be adjusted by the Competitive Events Management Team. Competitors will be notified of total time allowed via the written scenario. For example, in CPR/First Aid - If a victim has a burn and fracture, the competitor will only call 911 one time and would only receive points for that step one time.
- **Verbalization of Skills** – It is the competitor’s responsibility to communicate fully and effectively with judges. For skill events, this may include “thinking out loud” so that judges are clear on why the competitors are doing what they are doing. In some event guidelines, competitors may be asked to verbalize steps, but no credit will be given for verbalization when the competitor does not bring required equipment per the event guidelines. When equipment is present, competitors must perform the applicable part of the skill and will not receive points for verbalization alone.
- **Skill Event Scenarios** – Events that require the performance of a health-related skill use a written scenario to give information to the competitor about the setting and skill to be performed. The timing of the skill performance begins when the competitor (team) is given the scenario. Competitors must read quickly and begin the skill performance promptly. Competitors may keep the written copy of the scenario as a reference as needed during the performance of the judged skill. For events that use a scenario and are specifically for competitors with special needs (Life Support Skills and Personal Care), the scenario will be read out loud to all competitors.
- **Extended Stay Preparation** - Due to the use of holding rooms in skill events, Texas HOSA competitors should be prepared for an extended stay. It is strongly suggested that competitors bring recreational materials. Food and/or snacks may be available for purchase at the sites if possible. Just in case, the competitor should be prepared and have his/her own snacks available.
- **Highest Level of Training** – Competitors should compete in skill events at the highest level of training. An example would be students enrolled in Emergency Medical Technician course should compete in the Emergency Medical Technician event and not in the CPR/First Aid or CERT Skills event.
- **Highest Standard of Care** - In the performance of a skill scenario, competitors are required to follow the highest standard of care when treating victims/patients. Competitors should follow the steps on the rating sheets unless the highest standard of

care required differs from the steps on the rating sheet. Judges will know when the treatment of victims/patients differs slightly from the rating sheet and when the competitors provide medically acceptable care. The judges will award points accordingly.

- **Mercury & Latex Exclusion** - HOSA does not use thermometers, sphygmomanometers, or any other equipment that contains mercury. HOSA does not use latex gloves, and competitors with latex allergies are requested to notify event personnel.
- **Equipment Preview Time** – Event personnel have the option of providing one additional minute to the skill event interval prior to the scenario for competitors to preview the equipment that is provided for the event. Competitors will be told prior to their skill time beginning if they have been given this additional time.

## Tests

- **Higher-Order Thinking Skills** - Written tests will measure knowledge and understanding at the recall, application, or analysis levels. Higher-order thinking skills will be incorporated as appropriate.
- **Use of Calculators** - Competitors may NOT use calculators when taking any written test, unless permitted in the individual event guidelines.
- **Test Security** – Tests and word lists for Texas HOSA competitive events are developed from the HOSA secure test bank for that event. At all levels, HOSA tests are the property of HOSA-Future Health Professionals and should never be taken, copied, or shared with HOSA members or chapter advisors. HOSA tests are provided exclusively for use by Texas HOSA and other chartered associations in good standing for their competitive events and at the ILC.
- **Test Plan and Resources** – The test plan and list of resources in the guidelines are designed to help the competitor prepare for the test. Texas HOSA has the option of using the previous year’s ILC tests for the state competition, and the previous year’s state tests for area competition. For that reason, tests may reflect the test plan and/or resources from the previous year’s guidelines. When a resource lists “latest edition,” this is the latest edition available as of the initial writing of the guidelines in August. Any edition released after that time will be used in the following year’s resource list. After the initial release, only editorial changes are made to guidelines, unless there is an error that would affect the outcome of the event or how competitors prepare. In this case, updated guidelines are posted online with a note to membership explaining any changes.
- **New Testing Events** – For any new event that requires a test, the regional and chartered association tests will be half the number of items for the first year. ∴ In other words, if a new test is 100 items, the first year at the chartered association level, it will be 50 items.
- **Pencils** – For all written tests, it is the responsibility of the competitor to bring pencils to the event. Mechanical pencils are discouraged for use on Scantrons.

## Equipment



- **Failure to Bring Equipment in Skill Events** - Competitors who fail to bring the required material/equipment as specified in the Competitive Events guidelines for any skill used in any event will be allowed to compete but will not earn points for all or part of the skill(s) that require the missing material/equipment.
- **Equipment Failure** - It is the competitor's responsibility to assure that the equipment they bring to the event and use as a part of the event is in good working order. Equipment failure (when the equipment is provided by the competitor) may result in an inability to judge all or part of an event that involves the use of equipment. This includes battery operated laptops.
- **Podium** - When a podium is provided during an event, the use of the podium by the competitor(s) is optional.

### Other

- **Inquiry Process** - A process is established to provide an opportunity for a competitive event participant to submit constructive inquiries and recommendations to the Competitive Events Management Team at any Texas HOSA Conference via completion of a "Competitive Event Inquiry Form." This completed form must be signed by the HOSA competitor and the competitor's advisor and turned in to Competitive Events Headquarters within two (2) hours after the competitive event concludes. (Texas HOSA Advisor Handbook, Section J, Page 14)
- **Personal Articles** - Competitors will be asked to place personal articles (purses, bags) under their chair during a test or an event. They may not obtain anything from their personal articles until the test/event is complete. Event personnel will NOT collect or hold competitors' personal articles during an event.
- **Study Materials**-These are NOT allowed in testing/event rooms but are allowed in holding rooms and on event buses to skill sites.
- **Observers** - There will be no observers in any of the events at the area spring conferences. If space and time allows, there MAY be observers for the semi-finals and finals of HOSA Bowl at the state conference.
- **Extenuating Circumstances** – It is the intention of Texas HOSA to enforce all rules and event guidelines fairly and consistently. On rare occasions when circumstances are beyond the control of the competitor, such as a canceled flight, a rule can be appealed to the Competitive Events Management Team.