

CHAPTER TEAM



OVERVIEW

Participants take a written parliamentary procedures test in order to qualify for the semifinals. Applying leadership and 21st century skills, semifinalist teams are challenged to complete an opening ceremony, items of business, parliamentary actions, and a closing ceremony within a specified time period.

ELIGIBILITY

- A. Participants are limited to one (1) team of six (6) individuals per chapter.
- B. Team members do not have to be elected officers of the local chapter.
- C. Teams that take the written test and advance to the semifinalist portion of the event must be comprised of the same six (6) members.

TIME LIMITS

PRELIMINARY ROUND

- A. One (1) hour is allowed for the test. Six (6) members must be present at the same time and take the test individually.

SEMIFINAL ROUND

- A. Teams have fifteen (15) minutes with no penalty, and up to seventeen (17) minutes with penalty (see Time over chart) are permitted to complete a presentation that incorporates the set-up time, items of business, and required parliamentary actions.
- B. The time begins when the team is handed the event materials; the time ends when the gavel is rapped to close the meeting, or at seventeen (17) minutes (at that point all team members other than the secretary must leave the room). The secretary may then be taken to another room to complete the minutes.
- C. The secretary has five (5) additional minutes to complete the minutes of the meeting.

- D. Teams are penalized five (5) points per thirty (30) seconds for going over the allotted time, based on the following scale:

Time over fifteen (15) minutes	Penalty
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

ATTIRE

TSA competition attire is required. Note additional specific attire requirements for Chapter Team found in the General Rules and Regulations and on the [TSA website](#). The additional specific attire is required for both the preliminary and semifinal rounds of this event.

PROCEDURE

Students will work to develop their leadership and 21st century skills in the process of preparing for and participating in this TSA competitive event. The development and application of those skills must be evident in their submission, demonstration, and/or communication pertaining to the entry.

PRELIMINARY ROUND

- A. Participants report for the test at the time and place stated in the conference program.
- B. A parliamentary procedures test is administered at the same time to all team members.
- C. Twelve (12) teams with the highest averaged scores are selected as semifinalists for the oral presentation. A semifinalist list in random order is posted.

SEMIFINAL ROUND

- A. A semifinalist team representative reports at the time and place stated in the conference program to sign up for an oral presentation time.
- B. Semifinalist teams report at the assigned time and place for the oral presentation.

C. Each team follows the procedure for opening and closing a local chapter meeting:

1. A list of three (3) parliamentary actions are provided by the event coordinator and given to each team for the oral demonstration.
2. Each team then closes the meeting according to the prescribed procedure.
3. Concerning the reading of the TSA Creed by the secretary during the closing ceremony, a chapter has the option to recite the creed using one (1) or more of its team's members.
4. The secretary has five (5) additional minutes to complete the minutes of the meeting.
5. Ten (10) finalists are announced during the conference awards ceremony.

REGULATIONS AND REQUIREMENTS

Students will work to develop their leadership and 21st century skills in the process of preparing for and participating in this TSA competitive event. The development and application of those skills must be evident in their submission, demonstration, and/or communication pertaining to the entry.

PRELIMINARY ROUND

- A. Team members take the test individually.
- B. Tests will be administered online only. Written (paper) tests will not be used unless deemed necessary prior to, or on-site at the national conference. Online testing will require each member to provide a laptop, and all members must take the test online. Please review the [National TSA Conference Competition Requirements](#).
- C. Participants are responsible for bringing two (2) sharpened No.2 pencils to the test site.
- D. In the event the test must be administered using a hard copy and scantron:
 1. Student identification numbers must be entered on the scantron form in the space indicated.
 2. Participants must stop work immediately when time is called.

3. Should a participant complete the test before the time allocated is over, the participant will submit the test and scantron form to the coordinator without any form of communication with any other member. Failure to do so results in disqualification of the participant.
4. All tests and scantrons must be turned in before leaving the test area.

E. The average of the test scores of the six (6) team members will be divided by five (5) for the score that determines team ranking.

F. These same six (6) team members compete in the semifinal round of the event, should the team qualify.

G. Teams consist of a president, vice president, secretary, treasurer, reporter, and sergeant-at-arms.

SEMIFINAL ROUND

- A. Any team that fails to appear at the designated time is placed at the end of the list and allowed to participate at the discretion of the evaluators and event coordinator if time permits.
- B. Written materials, other than those provided by National TSA, may not be taken in the event room.
- C. Materials provided to teams:
 1. A set consisting of secretary's minutes, copy of Chapter Team Official Minutes form for secretary's minutes, a treasurer's report, a copy of the TSA creed, and a list of parliamentary actions.
 2. Paper, six (6) pens, a calculator, and six (6) 3" x 5" note cards.
 3. Gavel
- D. Optional materials: A timepiece and/or a non-programmable calculator may be used by a team.
- E. Room setup:
 1. Officer symbols and gavel (only) are placed on a long table with the United States flag positioned to the right of the president's rostrum (if available) and the host state flag to the left.
 2. The president's rostrum (if available) should be centered between the two (2) flags.

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

F. The semifinal portion of the event includes:

1. The call to order
2. The pledge to the flag
3. Roll call
4. Order of business
5. Closing ceremony

G. Semifinal time limits and rules:

1. Teams have a time limit of fifteen (15) minutes to complete a presentation that incorporates the set-up time, items of business, and required parliamentary actions.
2. Official timing will begin when the materials are given to the president and will stop at the team's final gavel to end the meeting.
3. Five (5) points will be deducted for every thirty (30)-second interval over the allotted time (see **TIME LIMITS**).
4. Bonus points will be awarded for additional motions and parliamentary actions by the officers, other than the president.
5. At the conclusion of the oral presentation, each team secretary has five (5) minutes to write a copy of chapter minutes that will be submitted to an evaluator. The coordinator will begin timing the five (5) minutes when the secretary is seated at the area designated for writing of the minutes.
6. All materials given to team members, and the chapter minutes recorded during the presentation, must be handed to the evaluators before the team leaves the room.
7. No reference should be made to a team's school, chapter name, city, or state. Exception: The state name on a TSA patch is acceptable.

H. Teams are welcome to use desired pronouns during the oral demonstration.

EVALUATION

PRELIMINARY ROUND

- A. The team's average test score.

SEMIFINAL ROUND

- A. The demonstration of a chapter business meeting

Refer to the official rating form for more information.

NOTES

There are a number of ways to learn about parliamentary procedure. The standard reference is *Robert's Rules of Order, Newly Revised*. Information about the latest edition of parliamentary procedure may be found online at robertsrules.com. Additional information may be found online at www.parliamentarians.org.

For writing proper minutes, also refer to *Robert's Rules of Order, Newly Revised*.

TSA HONOR STATEMENT

All work must be created and completed by individual competitors or teams. Plagiarism, the use of Generative Artificial Intelligence (GenAI) software, copyright violation, cheating, and falsification of information are prohibited. Participants may NOT use any generative artificial intelligence (GenAI) tools (e.g. ChatGPT, Google Gemini, GitHub Copilot, etc.). Any attempt to gain an unfair advantage will not be tolerated. Competitors at any level of TSA competition understand and agree to abide by the TSA Honor Statement.

If it is determined that a student violated the TSA Honor Statement, a rules violation of twenty percent (20%) will be incurred.

STEM INTEGRATION

This event has connections to the STEM areas of Science, Technology, Engineering, and Mathematics.

LEADERSHIP AND 21ST CENTURY SKILLS

This event provides opportunity for students to build and develop leadership and 21st century skills including but not limited to – Communication, Collaboration/Social Skills, Initiative, Problem Solving/Risk Taking, Critical Thinking, Perseverance/Grit, Creativity, Relationship Building/Teamwork, Dependability/Integrity, and Flexibility/Adaptability

CAREERS RELATED TO THIS EVENT

This competition has connections to one (1) or more of the careers below:

- Parliamentarian
- Recording Clerk
- Government Official
- Lawyer
- Legal Aide

CHAPTER OPENING AND CLOSING CEREMONIES

OPENING CEREMONY

- A. At the prescribed time for meetings, the president assumes his/her position behind the rostrum in the front center of the room.
- B. Other officers are seated to the left and right of the president. They are seated in this 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) The meeting will 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 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.

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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 in some 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 preceding 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 to audit.
5. The chairperson calls for committee and officer reports as necessary. If a committee has no report, let the committee so state.
6. Unfinished business is addressed.
7. New business is addressed.
8. The program, if any, is held. The chairperson presides with the assistance of the program chairperson or the committee chairperson.
9. Make announcements.
10. Adjournment with closing ceremonies.

CHAPTER TEAM OFFICIAL MINUTES

Team ID number _____

Date _____

Location of conference _____

Participants may use the back of this page, if necessary.

Secretary's signature _____ Date _____

CHAPTER TEAM

2026 & 2027 OFFICIAL RATING FORM

MIDDLE SCHOOL

Judges: Using minimal (1-4 points), adequate (5-8 points), or exemplary (9-10 points) performance levels as a guideline in the rating form, record the scores earned for the event criteria in the column spaces to the right. The X1 or X2 notation in the criteria column is a multiplier factor for determining the points earned. (Example: an "adequate" score of 7 for an X1 criterion = 7 points; an "adequate" score of 7 for an X2 criterion = 14 points.) A score of zero (0) is acceptable if the minimal performance for any criterion is not met.

Go/No Go Specifications

- Before judging the entry, ensure that the items below are present; indicate presence with a check mark in the box.
- If an item is missing, leave the box next to the item blank and place a check mark in the box labeled ENTRY NOT EVALUATED.
- If a check mark is placed in the ENTRY NOT EVALUATED box, the entry is not to be judged.

Team is present for demonstration

ENTRY NOT EVALUATED

TEAM TEST (10 points)

Record the scores of the six (6) team members in the boxes below. Calculate the average of their scores. Divide the average by five (5) for the score that the team will receive out of ten (10) points. Record the score in the column space to the right.

#1	#2	#3	#4	#5	#6	Records scores in the column spaces below.
TEAM TEST SUBTOTAL (10 points)						

Rules violations (a deduction of 20% of the total possible points for the above sections) must be initiated by the judge, coordinator, and manager of the event. Record the deduction in the space to the right.

Indicate the rule violated: _____

PRELIMINARY SUBTOTAL (10 points)

BUSINESS MEETING DEMONSTRATION (190 points)

CRITERIA	Minimal performance	Adequate performance	Exemplary performance	Records scores in the column spaces below.
	1-4 points	5-8 points	9-10 points	
PREPARATION FOR MEETING (30 points)				
Official Attire/Poise (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 business professional.	
Placement of Flags and Officer Symbols; Officer Seating (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 symbols are in proper order but are some are misaligned; and/or officers are seated in the proper arrangement, 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.	

BUSINESS MEETING DEMONSTRATION (190 points) – continued			
KNOWLEDGE OF TSA (20 points)			
Opening Ceremony (X1)	Many items of sequence and order are incorrect; 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.
Closing Ceremony (X1)	Officers make several mistakes; the 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.
KNOWLEDGE OF PARLIAMENTARY PROCEDURE (140 points)			
Voting Procedures (X1)	Several significant mistakes are made in voting procedures.	Only a few mistakes are made in voting procedures.	All voting procedures are correct, smooth, and efficient.
Debate (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.
Parliamentary Actions (X5)	Only one (1) of the required actions is completed correctly.	At least two (2) of the actions are completed correctly, with adequate effort.	All three (3) actions are completed correctly, with notable and inspiring effort.
Communication (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.
Treasurer's Report (X1)	The report is incorrect or not complete; math and spelling errors are evident.	The report generally is correct and complete, with only one (1) or two (2) math or spelling errors.	The report is correct and complete, with no math or spelling errors.
Chapter Minutes (X2)	The format of the minutes is incorrect or not complete; poor 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.
BUSINESS MEETING DEMONSTRATION SUBTOTAL (190 points)			

Rules violations (a deduction of 20% of the total possible points for the above sections) must be initiated by the judge, coordinator, and manager of the event. Record the deduction in the space to the right.

Indicate the rule violated: _____

SEMFINAL SUBTOTAL (200 points)

TIME DEDUCTIONS (NO TEAM MAY GO BEYOND 17 MINUTES)

A five-(5) point deduction will be incurred for every thirty (30)-second interval over the allotted time. Multiply the number of intervals by five (5) and record the total deduction in the column to the right.

of intervals X 5 = _____ (total deduction)

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BONUS (20 points)			
For Additional Motions and Parliamentary Actions (by officers other than the president) (X2)	Only one (1) or two (2) of the additional actions is/are completed correctly; the effort is uninspiring.	Three (3) or four (4) of the actions are completed correctly.	All five (5) of the supplementary actions are completed correctly in an efficient and effective manner.
BONUS SUBTOTAL (20 points)			

To arrive at the **TOTAL** score, add any subtotals and subtract rules violation points, as necessary. **TOTAL (200 points)**

Comments:

I certify these results to be true and accurate to the best of my knowledge.

JUDGE

Printed name: _____ Signature: _____

CHAPTER TEAM

EVENT COORDINATOR INSTRUCTIONS

PERSONNEL

- A. Event coordinator
- B. Judges, two (2) or more
- C. Assistants, two (2) or more for the written test and two (2) or more for the oral presentations
- D. Timekeeper

MATERIALS

- A. Coordinator's packet, containing:
 - 1. Event guidelines, one (1) copy for the coordinator and for each judge
 - 2. TSA Event Coordinator Report
- B. Opening and closing ceremonies script
- C. List of parliamentary actions; one (1) copy for each semifinalist team and copies for the judges.
- D. Copies of secretary's minutes
- E. Copies of treasurer's report
- F. Copies of the Chapter Team Official Minutes document
- G. Paper, six (6) pens, one (1) nonprogrammable calculator, and six (6) 3" x 5" note cards, per team
- H. Officer's symbols and gavel
- I. United States flag
- J. State flag (optional)
- K. Stopwatches
- L. Table rostrum, if available
- M. One (1) long table or two (2) tables and six (6) chairs for team members
- N. One (1) table and three (3) chairs for judges

RESPONSIBILITIES

AT THE CONFERENCE

- A. Attend the mandatory event coordinator's meeting at the designated time and location.
- B. Report to the CRC room and check the contents of the coordinator's packet.
- C. Review the event guidelines and check to see that enough personnel have been scheduled.
- D. Inspect the area or room in which the event is to be held for appropriate set-up, including room size, chairs, tables, etc. Notify the event manager of any potential problems.
- E. At least one (1) hour before the event is scheduled to begin, meet with judges/assistants to review time limits, procedures, regulations, evaluation, and all other details related to the event. If questions arise that cannot be answered, speak to the event manager before the event begins.
- F. Ensure the judges have access to the online judging system.

PRELIMINARY ROUND

- A. Prior to the conference, the event coordinator shall become familiar with the format of the exam (refer to the [National TSA Conference Competition Requirements](#)).
- B. Begin the event at the scheduled time by closing the doors and checking the entry list.
- C. All participants and evaluators should be in the room at this time.
- D. Late participants and/or entries are considered on a case-by-case basis and only when lateness is caused by events beyond the participant's control.
- E. In order to compete, participants must be on the entry list or must have approval of the CRC.
- F. Administer the test.
- G. Determine individual and team scores.

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H. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and the CRC manager to determine either:

1. To deduct twenty percent (20%) of the total possible points in this round
2. To disqualify the entry

The event coordinator, judges, and CRC manager must initial either of these actions on the rating form.

SEMIFINAL ROUND

A. Check in semifinalists at the time stated in the conference program. Inform the teams of their order of performance and review the procedure to be followed.

B. When a team enters the oral performance room, the materials (secretary's minutes, copy of Chapter Team Official Minutes form for secretary's minutes, a treasurer's report, a copy of the TSA creed, and a list of parliamentary actions) are provided to the president. At this point, begin the allotted time.

C. The event coordinator or an assistant is responsible for introducing each team by entry number only when the previous team has finished its presentation.

D. Teams may take chapter paraphernalia (officer symbols and gavel only) into the performance room if desired, or they may use what is provided by the event coordinator.

E. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and CRC manager to determine either:

1. To deduct twenty percent (20%) of the total possible points in this round or
2. To disqualify the entry

The event coordinator, judges, and CRC manager must initial either of these actions on the rating form.

F. If necessary, manage security and the removal of materials from the area.