

Parliamentary Procedure

Arizona HOSA EVENT GUIDELINES

Team Event (5-8 Members)

THIS EVENT HAS AN ONLINE TEST
 ASK YOUR LOCAL ADVISOR FOR SPECIFIC TESTING DATE AND INFORMATION

This supplement is written exclusively for Arizona HOSA Events.
 For full details refer to the Official Event Guidelines

Conference	Available	Required Upload Deadline	Details at a Glance
Regional Leadership Conference	NO	N/A	N/A
Online Test	YES	NONE	During the testing window, competitors will take an Online Test at their site. The top performers will advance to SLC.
State Leadership Conference	YES	NONE	Competitors will compete following the <u>ROUND 2 - Buzzer Competition</u> Guidelines. Top scores will advance to ILC.
International Leadership Conference	YES	NONE	Competitors will compete in Round 1 - top scores will advance and compete in Round 2.

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 the bonus points. Teams who are not dressed appropriately for Round Two may not be allowed to compete. ([HOSA Dress Code Appendix D](#))

Competitors MUST bring to STATE AND INTERNATIONAL Leadership Conference:

- A photo ID
- Two #2 lead pencils (not mechanical) with an eraser for both rounds
- 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.

AzHOSA will provide the following:

1. Secret topic
2. ONE copy of Robert's Rules of Order for the preparation room
3. Gavel

Regional Leadership Conference Event Flow (see official guidelines for more information):

This event is NOT held at the Regional Leadership Conferences

Online Testing Event Flow (See Round 1 in Official Guidelines for the test plan)

1. Meet with your local advisor to register for the Online Test portion

- a. Advisors must also arrange for a Proctor and register them as well as a Proctor*
2. Arrange a date, time, and location with your advisor and proctor to take the exam during the testing window**
3. 35 question exam is given on a computer at your school
 - a. 30-minute time limit from when you log in and press start
 - b. Access information will only be sent to registered proctors
4. All team members will test individually and at the same time - there should be no communication between teammates during the exam.
5. Advisors will be notified of the qualifiers who will advance to the state leadership conference in a reasonable amount of time.
6. If your team qualified for this event -
 - a. Register for the State Leadership Conference
 - b. 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.
7. If your team did not qualify for this event - choose a new event to attend the State Leadership Conference for

State Leadership Conference Event Flow (see Round 2 Official Guidelines for more information):

1. Competitors will arrive at the State Leadership Conference and Check - In at the event room with the Event Manager at the appointed time.
2. Competitors will provide a photo ID to the Event Manager during check-in
3. The Event Manager will guide you to 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.
4. 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.
5. 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](#).

The Preparation / Planning

6. Teams are given fifteen (15) minutes to plan their meeting.
7. Teams may use Robert's Rules of Order In Brief, latest Edition or Robert's Rules of Order, Newly Revised, latest Edition during this preparation period but NOT during the presentation.
8. A timekeeper will announce when five (5) and one (1) minute remains in the planning time.

The Meeting/Presentation

9. Teams will then transition from the preparation room to the meeting/presentation room. Teams will have eleven (11) minutes to present their meeting for the judges.
10. 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 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.
11. 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.

12. The presentation consists of procedures used in a regular business meeting (i.e., call to order through adjournment). The secret topic contains motions that must be included in the presentation.
 - a. 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.
13. Competitors should complete the event survey and leave the competition area.
14. 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.

International Leadership Conference Event Flow - SEE OFFICIAL GUIDELINES FOR ALL INFORMATION

Frequently Asked Questions

1. Can I bring any resources into the competition?
 - a. No, you may only bring what is listed above - all study materials must remain outside of the competition room.
2. I missed my online test at my school, can I still show up and compete?
 - a. o, students will only be given appointment times if they compete in the online test portion.
3. Will I be competing against post-secondary students?
 - a. No, post-secondary students may have the same scenarios and skills but the scores are tallied separately and not ranked amongst the secondary students.
4. Will my OLT score be added to the Round 2 Score at SLC?
 - a. Yes, The team test score average from Round One will be used to qualify the team for the Round Two meeting. The team test score average will then be added to the meeting score to determine final results. In case of a tie, the highest average test score will be used to determine the rank.
5. I forgot my supplies, can I still compete?
 - a. Yes, see if there are any students from other chapters willing to share their supplies. If you still cannot find anyone willing to share, come and compete while verbalizing the steps in the skills.
6. Are the secret topics at SLC the same ones chosen for ILC?
 - a. Not necessarily, different competitive event teams select the skills for the various levels of competition. You may get the same skill at each level.
7. Do the scores carry over from SLC to ILC?
 - a. No, the scores do not carry on to the next round

*Proctors MUST not be current HOSA Advisors for ANY Chapter. They must sign the confidentiality agreement form, submit it to Arizona HOSA, and register in the HOSA Registration System as a Proctor before any Online Testing information being released. Online Testing Information for Advisors can be found on the [Arizona HOSA Online Testing webpage](#).

** Arizona HOSA establishes The Online Testing Window, posted on the Arizona HOSA Calendar of Events Page. All testing must be completed within this time frame to be eligible for the State Leadership Conference.