Parliamentary Procedure

Arizona HOSA Event Guideline Supplement

Team Event: 5–8 competitors

THIS EVENT HAS AN ONLINE QUALIFYING TEST
NO DIGITAL UPLOAD REQUIRED

Ask your local advisor for the testing window, location and instructions.

This supplement is written exclusively for Arizona HOSA events.
Use this checklist with the official event guidelines and meeting rubric.

Conference	Event Offered	Required Upload Deadline	Details at a Glance
Regional Leadership Conference (RLC)	NO	N/A	**Not applicable:** Qualify for SLC through the online test, then qualify at SLC for ILC.
Online Test	YES	None required	**Round 1:** Teammates test individually at school during the Arizona testing window. **Advancement:** Top-performing teams qualify for SLC.
State Leadership Conference (SLC)	YES	None required	**Round 2:** Plan for 15 minutes, then present a meeting for up to 10 minutes. **Scoring:** Team test average + meeting score. **Advancement:** Top 3 qualifying teams advance to ILC.
International Leadership Conference (ILC / nationals)	YES	None required	**Round 1:** Complete the test. **Round 2:** Top-scoring teams advance to the meeting presentation. See official guidelines for ILC procedures.

Required Documents and Materials

Bring to state and nationals. No documents need to be uploaded.

☐ Photo ID for EVERY teammate and two nonmechanical #2 pencils with erasers per competitor.

☐ Prepare minutes from a previous local chapter meeting before the conference. Bring the minutes, treasurer's report and committee report(s) for your demonstration meeting.

☐ Wear official HOSA uniform or proper business attire. All teammates must be appropriately dressed. Review the HOSA dress rules in Appendix D.

Arizona HOSA provides the secret topic, one copy of Robert's Rules of Order for the preparation room, and a gavel. You may also bring your own permitted Robert's Rules text for preparation only.

Complete the online test

☐ Ask your advisor to register your team and arrange an approved proctor. Schedule the computer test at school within the published Arizona HOSA testing window.

☐ All teammates test individually at the SAME time, with NO communication. Each takes a 50-question test with 60 minutes from pressing Start. Only registered proctors receive access information.

☐ Your advisor receives qualifying results. If your team qualifies, register for SLC and finish preparing your meeting documents. Otherwise, choose another SLC event with your advisor. Missing the online test means your team cannot qualify for state.

Check in and prepare at state

☐ Report to the event room at your APPOINTED TIME. Check in with the Event Manager and show every teammate's photo ID. Staff will guide your team to the preparation room.

☐ Each teammate receives a copy of the secret topic or agenda. Include the main motion and all 4 required subsidiary and/or privileged motions in your meeting. You may write notes on your copy.

☐ Use your 15-minute preparation period to plan the meeting. Robert's Rules of Order In Brief or Robert's Rules of Order, Newly Revised, latest editions, may be used ONLY during preparation.

☐ Listen for the preparation-time announcements at 5 minutes and 1 minute remaining. The secret topic may differ at state and nationals; keep it confidential until the event has ended.

Take only permitted items into the meeting room

☐ Previous meeting minutes, treasurer's report and committee report(s).

☐ Each teammate's copy of the secret topic or agenda, including notes made during preparation.

☐ Blank paper and a pencil for the president to take notes. Leave Robert's Rules and all other study materials outside the presentation room.

Present your meeting

☐ Finish within 10 minutes, timed from the opening gavel to the closing gavel. A 1-minute warning card is shown; the timekeeper stops the team at 10 minutes.

☐ Seat the team so judges can see everyone. Assign meeting roles and ensure EVERY teammate participates actively.

☐ Conduct a regular business meeting from call to order through adjournment. Follow the supplied agenda, use correct parliamentary procedure, and include all required motions.

☐ Use the prepared minutes and reports according to parliamentary law. Judges review the previous meeting's minutes; ONLY the minutes may be shown to judges.

☐ When dismissed, complete the event survey and leave the competition area.

How scores and advancement work

Online test to SLC: The team's average test score qualifies the team for the meeting round. That average IS ADDED to the meeting score for final results. The higher team test average breaks a tie.

SLC to ILC: Earn a final score of at least 70% after all event components and penalties. The top 5 qualifying teams are recognized; the top 3 advance. Fourth and fifth place may serve as substitutes.

Secondary and postsecondary teams are ranked separately. Scores from SLC do not carry over to ILC; follow the official ILC guidelines for that competition.

Advisor and proctor requirements

The proctor cannot be a current HOSA advisor for any chapter. Before receiving testing access, the proctor must be registered as a proctor and submit the signed confidentiality agreement to Arizona HOSA.

Official guidelines and meeting rubric

HOSA event guidelines — select Parliamentary Procedure under Teamwork Events. Review the current references, meeting rules, permitted materials and rubric.

Your advisor can find testing details on the Arizona HOSA Online Testing webpage and the testing window on the Arizona HOSA Calendar of Events.