



Chapter Business Procedure

Career Competition

Career Cluster: Leadership

State Qualifying Exam: No

National Contest: Yes

Participation: Team of 6

Competition Description

Evaluate a chapter's ability to conduct regular SkillsUSA business meetings according to the order of business published in these regulations and correct parliamentary procedure. *This competition is based on the rules found in the latest edition of Robert's Rules of Order, Newly Revised.*

Tasks To Be Evaluated

The competition consists of two parts that test knowledge of parliamentary procedure: a written exam and a chapter business procedure demonstration. During a simulated regular SkillsUSA business meeting, teams will demonstrate the procedures necessary to complete the meetings, from call to order to adjournment, using only those portions of the following order of business that are required by competition materials given to the team.

Clothing Requirement

National Requirement:

Class A: SkillsUSA Official Attire

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black dress shoes

State Requirement:

National Requirement OR Business Professional Attire.

Additional Information

Your competition may also require a hard copy of your resume as part of the actual competition.

Provided by Competitor

- All competitors must create a one-page resume and submit a hard copy to the technical chair at orientation.

Provided by Technical Committee

- Speaker's stand (lectern).
- Gavel
- Pad and pencil for secretary
- One copy of the latest edition of *Robert's Rules of Order, Newly Revised* per demonstration room.
- Packet for each team, which will include:
 - List of business items
 - Minutes of a previous meeting (these minutes cannot be modified).
 - Treasurer's report
 - Committee reports
 - One pencil.
- Stopwatch
- Extra pencils as may be required.