

**2012 MICHIGAN SKILLSUSA CHAMPIONSHIPS
TASK & MATERIALS LIST**

SKILL OR LEADERSHIP AREA: Chapter Business Procedure

STUDENT MUST SUPPLY:

- 1 page resume (one for each student)
- Same supplies as listed in the SkillsUSA Championships Technical Standards

NOTE:

- *Please refer to the 2012-2012 Technical Standards for specific contest details.*

CLOTHING REQUIREMENT (if different from National contest):

- SkillsUSA official dress or professional attire
- No jeans
- No tennis shoes
- No heels over 2"
- No hats (unless part of industry standard dress)
- Shirts must cover midriff (waistline)

OBSERVERS ALLOWED IN ROOM DURING COMPETITION?

- No

Revised 1/4/12

Chapter Business Procedure Scorecard

Items Evaluated	Possible Points	Contestant Number				
		1	2	3	4	5
PRESIDENT'S ABILITY						
President's voice, poise, grammar, expression, responsiveness, confidence. President's ability to conduct a meeting, control the meeting, call on all	100					
SECRETARY'S READINGS						
Secretary's reading of minutes of previous meeting	25					
Secretary's reading of minutes of demonstration; accuracy in writing, reading and submitting	75					
BUSINESS SESSION						
1. Approval of minutes of previous meeting	25					
2. Treasurer's report	25					
3. Committee report	50					
4. Total group involvement in presentation and discussion of business items						
a. member 1 (secretary)	20					
b. member 2	20					
c. member 3	20					
d. member 4	20					
e. member 5	20					
5. General organization of business meeting	50					
6. Following of the order of business for contest	25					
7. Quality of general discussion	50					
8. Ease with which business is conducted.	25					
9. Ability to follow proper parliamentary procedure in:						
a. obtaining the floor	25					

(continued)

Chapter Business Procedure Scorecard continued

b. handling privileged motions	50						
c. handling incidental motions	50						
d. handling subsidiary motions	50						
e. handling main motions	50						
f. handling motions that bring a question again before the assembly	50						
General team appearance	75						
Written test	100						
Résumé Penalty	0 or -50 only						
Clothing Penalty	0 to -50						
Time Penalty	0 to -150						
Identification Penalty	0 to -60						
Business Penalty	0 to -180						
Total Possible Points	1,000						