

# Chapter Business Procedure

**CHAIR:** Dr. Mark Johnson, PSU Professor

**CO-CHAIR:** ----

**CONTEST DATE:** April 29, 2020

**CONTEST LOCATION:** Fairgrounds: Encampment Building, Kansas Fair Hall  
and Hansen Auditorium for presentation

**CONTEST TIME:** 1:00 pm

**PURPOSE:** To 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. The contest is based on the rules found in the latest edition of *Robert's Rules of Order Newly Revised*.

**ELIGIBILITY:** Team of six. Open to active SkillsUSA members. The team need not be comprised of officers, but team members must be organized under one local charter. All team members must be members in the same division. Each team will consist of six registered members. The team may perform with five members without penalty in the event that a member fails to show up or is forced to withdraw within five days of the competition.

**CLOTHING REQUIREMENT:** Official blazer or jacket, black dress slacks (or knee-length skirt for women); white dress shirt; plain black tie (for men only); black socks and black shoes.

Official SkillsUSA attire



**CONTEST UPDATES:** Refer to the National Technical Standards for guidelines.

## 2020 KANSAS STATE CHAMPIONSHIPS (KSC) CONTEST UPDATE



Each team will receive the competition packets at the event orientation and is to be prepared to present their meeting demonstration at the time and place designed in the conference program.

The demonstration will be at least 10 minutes in length but shall not exceed 15 minutes in length.

All materials given to the teams prior to competition as well as any materials generated by the team during preparation or demonstration are to be returned to the contest chair at the conclusion of the demonstration.

### Agenda followed for Demonstration

- A. Call to Order
- B. Reading and Approval of minutes
- C. Reports of officers, boards and standing committees
- D. Reports of special committees
- E. Special orders
- F. Unfinished business and general orders
- G. New Business
- H. Adjournment

**NOTE:** 60 minutes prior to the demonstration, teams will receive a contest packet that will include:

- Secretary's minutes of the previous meeting
- Treasurer's Report
- An agenda with a required main motion included.

Teams are to review the contest packet of materials, make necessary changes and include these in the agenda as needed.