

**2020 MICHIGAN SKILLSUSA CHAMPIONSHIPS  
TASK & MATERIALS LIST**

SKILL OR LEADERSHIP AREA: Chapter Business Procedure

**CONTEST LOCATION:**

Amway Grand Plaza Hotel  
187 Monroe Avenue NW  
Grand Rapids, MI 49503, US  
(616) 774.2000  
<http://www.amwaygrand.com/>

**RESUME:**

Each student must submit a one-page printed resume before the contest starts at the contest site (present to contest coordinator, not judges). Failure to do so will result in a 10 point penalty.

**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 2020 Technical Standards for specific contest details.*

**CLOTHING REQUIREMENT (if different from National contest):**

- SkillsUSA official dress
- No heels over 2"

**OBSERVERS ALLOWED IN ROOM DURING COMPETITION?**

- No

Revised 1/14/20

# Chapter Business Procedure Scorecard

Items Evaluated	Possible Points	1	2	3	4
<b>PRESIDENT'S ABILITY</b>					
President's voice, poise, grammar, expression, responsiveness, confidence. President's ability to conduct a meeting, control the meeting, call on all	100				
<b>SECRETARY'S READINGS</b>					
Secretary's reading of minutes of previous meeting	25				
Secretary's reading of minutes of demonstration; accuracy in writing, reading and submitting	75				
<b>BUSINESS SESSION</b>					
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 t					

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e floor	25				
	50				
b. handling privileged motions					
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 -10 only				
Clothing Penalty	0 to -50				
Time Penalty	0 to -150				
Identification Penalty	0 to -60				
Business Penalty	0 to -180				
<i>Team Penalty (if competing with less than the required number of team members)</i>	-100				
<b>Total Possible Points</b>	<b>1,000</b>				