

This is only an example of the kind of assessments that will be created before the new process goes into effect. All candidates will receive the complete set of assessment documents except for the “evaluator” documents that include the actual questions or scenarios. The Commission on Credentialing has NOT adopted what is illustrated as an example as part of the ACTUAL performance assessment tasks for “Using Motions Correctly.”

**Example of Performance Assessment Tasks
For the Candidate
Using Motions Correctly
Step One**

Description of Assessment:

This is a knowledge based assessment where you will demonstrate that you know the basic motions and how they are correctly used in a meeting.

Competencies Tested with Performance Standards:

Use main, subsidiary, privileged, incidental motions and motions that bring a question again before the assembly.

Performance Standards candidate should have read before attempting this assessment:

Thoroughly read and study all items with a Blue Step One indication in the Standards Guide for following content areas: Motions in General, Main Motion, Subsidiary and Privileged Motions, Incidental Motions, and Motions That Bring a Question Again Before the Assembly.

Directions to Candidate:

You will be given an objective exam either online or on paper. You will not be permitted to use any references for this assessment.

There will be ten (10) questions about motions. For each one, you will indicate whether the statement is correct (true) or incorrect (false). If it is false, you will need to write a correction that will make the statement true.

Rating Scale:

- *You will earn full credit for correctly determining that a true statement is true = 2 points.*
- *You will earn the full 2 points for correctly indicating that the false statement is incorrect and correcting it properly.*
- *You will earn half credit = 1 point for correctly indicating that the false statement is incorrect but not making the appropriate correction.*
- *You will earn no credit if you indicate that true statement is false = 0 points*

Scoring Guide:

#	Correct?	Points	Explanation if incorrect
1.	Yes No	0 1 2	
2.	Yes No	0 1 2	
3.	Yes No	0 1 2	
4.	Yes No	0 1 2	
5.	Yes No	0 1 2	
6.	Yes No	0 1 2	
7.	Yes No	0 1 2	
8.	Yes No	0 1 2	
9.	Yes No	0 1 2	
10.	Yes No	0 1 2	
Total score:			

Grading Information:

You must score at least 16 points to pass this step for this competency.

Example of Performance Assessment Tasks
For the Evaluator
Using Motions Correctly
Step One

Description of Assessment:

This is a knowledge based assessment where you will demonstrate that you know the basic motions and how they are correctly used in a meeting.

Directions to Evaluator:

True means the correct motion was used correctly, and false means that the motion used was wrong or that it was used incorrectly.

- When the question is True, and the candidate answers True, the computer will indicate that it is correct and give the candidate full credit (2 points).
- If it is false, then the candidate must correct the statement. Full credit (2 points) will be awarded if the correction is right.
- If it is false, but the candidate marks it as true, the computer will indicate that it is an error, but it will allow the candidate to try and determine why the answer is false and to correct it and explain the correction. If the correction is now made properly, the candidate will get half credit (1 point) for the question.
- If the correction is in error, the candidate will earn half credit (1 point) for correctly indicating that the statement is false.

Scenario or Objective questions:

Here are the false statements with the correct answers:

1. When the assembly is considering an amendment to the main motion, it is not in order to move to refer the main motion to a committee. False—It is in order since the motion to commit has a higher precedence than the motion to amend.
2. The assembly is considering a motion to Lay on the Table and the chair asks if there is any debate. False—Lay on the Table is not debatable.
3. A member wishes to “kill” a particular motion. She moves to Lay on the Table. False—This motion is not used for this purpose. The proper motion is to Postpone Indefinitely.
4. In an organization that only meets annually, Mildred moves to Postpone a main motion to the next meeting so they can get more information. False—This motion cannot be used to postpone for a whole year. The proper motion would be to Refer to a Committee to get the needed information.
5. The organization has started work on an improvement to its building that it adopted last month. It has signed a contract with a builder who has started the project. A member moves to Rescind the contract since he thinks it is too expensive. The chair states the

motion. False—The chair should rule the motion out of order since once the contract has been implemented and signed, it is too late to rescind.

6. The main motion to have a party is being debated. Susan moves to “strike out December 4 and insert December 5,” then Harold moves to “strike out December 5, and insert November 20,” Then Darlene moves to “strike out November 20, and insert January 2.” The chair states the last amendment. False—This is an amendment of the third order and is not allowed. The best solution would be to create a blank for the date.
7. Since the blizzard outside is getting very bad, members are leaving the January meeting because they want to get home. There is a danger that the quorum will be lost, and there is a special order for this meeting. Susan moves to Postpone the special order until the next meeting, which will be in May. False—It is improper to postpone to the next meeting unless that meeting will be held within a quarterly time interval. She could move to Fix the Time to Which to Adjourn and thus create an adjourned meeting to handle the special order.

These are true questions:

8. The meeting seems to be ending, and chair asks if there is any further business. Seeing none, he says, “Since there is no further business, the meeting is adjourned.”
9. The chair has just finished taking a voice vote. He says, “The chair is uncertain. We will now repeat with a rising vote.”
10. A member rises and, after being recognized, says, “I move to Lay the Question on the Table!” The chair asks the member what the pressing business is that requires this tabling.

**Example of Performance Assessment Tasks
For the Candidate
Using Motions Correctly
Step Two**

Description of Assessment:

This is a scenario based assessment where you will demonstrate that you know the basic motions and how they are correctly used in a meeting. You will be given a scenario that is a script of a meeting. You will write an essay to assess if motions are used correctly during the meeting.

Competencies Tested with Performance Standards

Use main, subsidiary, privileged, incidental motions and motions that bring a question again before the assembly.

Performance Standards candidate should have read before attempting this assessment:

Thoroughly read and study all items with a Green Step Two indication in the Standards Guide for following content areas: Motions in General, Main Motion, Subsidiary and Privileged Motions, Incidental Motions, and Motions That Bring a Question Again Before the Assembly.

Directions to Candidate:

You will need to read the script provided carefully. Assume you are the parliamentarian for this particular chairman. Indicate when you would interrupt her or him because s/he is making an error and explain what s/he should have said. When reading the scenario concentrate only on the motions. There may be gaps in the dialogue not related to the motions being tested. Assume that the debate has been done correctly.

There are ten (10) motions mentioned in this script. You will need to find each motion and indicate if it was used correctly. If not, you will need to provide an alternate script with the correct motion or the correct usage. You may not use references during this assessment.

Rating Scale:

Each of the criteria will be evaluated using the following standards:

Points	Standard
0	<i>Motion misidentified as wrong or missed error</i>
1	<i>Error found but not corrected</i>
2	<i>Error found but major mistake made in correction</i>
3	<i>Adequate. Answer is correct.</i>
4	<i>Excellent answer includes alternative language.</i>

Scoring Guide:

Motion identified	Points earned
1.	0 1 2 3 4
2.	0 1 2 3 4
3.	0 1 2 3 4
4.	0 1 2 3 4
5.	0 1 2 3 4
6.	0 1 2 3 4
7.	0 1 2 3 4
8.	0 1 2 3 4
9.	0 1 2 3 4
10.	0 1 2 3 4

Grading Information:

You must score at least 30 points to pass this step for this competency.

**Example of Performance Assessment Tasks
For the Evaluator
Using Motions Correctly
Step Two**

Description of Assessment:

This is a scenario based assessment where you will demonstrate that you know the basic motions and how they are correctly used in a meeting. You will be given a scenario that is a script of a meeting. You will write an essay to assess if motions are used correctly during the meeting.

Directions to Evaluator:

Fill in the scoring guide using the criteria described. The motions the candidate should find are listed in the scoring guide. Award points based on whether the candidate has shown s/he has understood the correct places to interrupt and the correct advice to be given when interrupting the chair. Additional information that is given should not be scored unless it is incorrect. Additional incorrect information should have one point deducted from the total score.

<i>Motion identified</i>	<i>Points earned</i>
1. Main motion- correct	0 1 2 3 4
2. Second not required- correct	0 1 2 3 4
3. This is a motion to “add” not to “insert”	0 1 2 3 4
4. Postpone indefinitely is out of order after amend is on the floor. It is a lower ranking motion.	0 1 2 3 4
5. The amendment must be handled before the main motion.	0 1 2 3 4
6. The motion Request for Information should not be used to give information or engage in debate.	0 1 2 3 4
7. The amendment “at a cost not to exceed \$5000 per member” was never voted on and thus not previously adopted.	0 1 2 3 4
8. Solve problem of multiple amendments with motion to create a blank.	0 1 2 3 4

9. The Previous Question requires that the maker be recognized and the assembly adopt it by a 2/3 vote. If the motion did not indicate that it was on all pending motions, the only motion affected is the current motion.	0 1 2 3 4
10. There is business pending. The privileged motion to adjourn requires a vote.	0 1 2 3 4
Total Score and Comments:	

Scenario:

The Visiting Society is holding its regular monthly meeting. You are the parliamentarian. A fraternal organization, the Visiting Society requires that during meetings members be identified only by their first names. The president has just asked for the report of the Travel Committee that was given the task of investigating possible trips for next year. The Travel Committee chairman, John, ends his report with the following motion:

John: “By direction of the Travel Committee I move that the Society take a trip to Hawaii next May and stay at the Hilton Hotel on Maui with the cost for each member covered by the Society.”

Chair: “It is moved that the Society take a trip to Hawaii next May and stay at the Hilton Hotel on Maui with the cost for each member covered by the Society. Since this motion comes from a committee of five people, a second is not required. Are you ready for the question?”

Susan: “Madam Chairman!”

Chair: “The chair recognizes member Susan.”

Susan: “I move to amend by inserting, ‘at a cost not to exceed \$5000 per member’ at the end of the motion.”

Another member: “Second.”

Chair: “It is moved and seconded to insert ‘at a cost not to exceed \$5000 per member’ at the end of the motion. If the amendment is adopted, the main motion will read, ‘That the Society take a trip to Hawaii next May and stay at the Hilton Hotel on Maui with the cost for each member covered by the Society and not to exceed \$5000 per member.’ The question is on inserting ‘at a cost not to exceed \$5000 per member’ at the end of the motion. Are you ready for the question?”

Jack: “Madam Chairman!”

Chair: “The Chair recognizes member Jack.”

Jack: “I move to postpone indefinitely.”

Another member: “Second.”

Chair: “It is moved to postpone the main motion indefinitely. Is there any debate?”

Chair: “The question is on the main motion from the committee and the amendment. Is there any further debate on the main motion?”

Gary: “Point of Information!”

Chair: “The member will state his question.”

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Gary: “I have researched the cost of airfare to Hawaii. It is much too expensive for our budget. We should go to someplace closer and less expensive.”

Joanne: “Madam Chairman!”

Chair: “The chair recognizes member Joanne.”

Joanne: “I move to strike out ‘May’ and insert ‘June’.

Another member: “Second.”

Chair: “It is moved to strike out ‘May’ and insert ‘June’. If the amendment is adopted, the main motion will read ‘That the Society take a trip to Hawaii next June and stay at the Hilton Hotel on Maui with the cost for each member covered by the Society at a cost not to exceed \$5000 per member.’ The question is on striking ‘May’ and inserting ‘June’. Is there any debate?”

Frank: “Madam Chairman!”

Chair: “The chair recognizes member Frank.”

Frank: “I move to strike out ‘June’ and insert ‘January’.”

Another member: “Second.”

Chair: “It is moved and seconded to strike out ‘June’ and insert ‘January’. If the secondary amendment is adopted, the primary amendment will read, ‘to strike out <May> and insert <January>.’ The question is on the secondary amendment striking ‘June’ and inserting ‘January’. Is there any debate?”

Barbara: “Madam Chairman!”

Chair: “The chair recognizes member Barbara.”

Barbara: “I move to strike out ‘January’ and insert ‘February’.”

Another member: “Second.”

(The chair turns to you and asks, “What do I do now? This is too confusing.”)

(Debate has been continuing for some time, and members are repeating the same arguments.

Gary stands up and shouts, “Question!!”)

Chair: “The question has been called and we will now vote on the amendments and the main motion that are pending.”

Gary: “Madam Chairman!”

Chair: “For what purpose does the member rise?”

Gary: “It is so late. I move we adjourn.”

Chair: “This meeting is adjourned.”

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**Example of Performance Assessment Tasks
For the Candidate
Using Motions Correctly**

Step Three

Description of the assessment:

The candidate will participate in a simulated meeting where s/he will have two different roles. For part of the simulation, each candidate at the assessment will serve the chair as parliamentarian. During the rest of the simulation, each candidate will participate in the meeting following an imagined role that will be provided by the evaluator. The role will describe what that member wishes to accomplish during the meeting. The candidate is expected to use proper parliamentary procedure to simulate that role. When serving as the parliamentarian, the candidate is expected to provide appropriate advice to the chair.

Competencies Tested with Performance Standards

Use main, subsidiary, privileged, incidental motions and motions that bring a question again before the assembly.

(Additional competencies to be added for the other parts of the meeting.)

Performance Standards candidate should have read before attempting this assessment:

Thoroughly read and study all items with an Orange Step Three indication in the Standards Guide.

Directions to Candidate:

For part of the simulation, you will be asked to take the role of the parliamentarian giving advice to the chair as needed. For the rest of the simulation, you will be given a specific role and things you wish to see accomplished during the meeting. You are expected to be skilled in correct use of parliamentary procedure and will be evaluated on how well you choose to behave to accomplish the goals described.

You will not be evaluated on your success in achieving the goals just on how properly you attempt to accomplish them.

The simulation will be paused at various times so that the candidate serving as parliamentarian can be rotated among all the participants.

Rating Scale:

There are two rating scales that will be used with this simulation. You will be assessed on your performance as a member and again as a parliamentarian. To successfully pass this assessment, both Performance Assessment Tasks must be accomplished at an adequate level with a total score (number of criteria X2)

For each item on both scales you will be rated as follows:

0 points – Did not follow proper parliamentary procedure

1 point – Made more than two serious errors for this criterion

2 points – Made one serious error or multiple minor errors

3 points – Adequate performance without errors

4 points – Excellent use of procedure with skill beyond the basics

Scoring Guide:

When Participating as Member:

<i>Skill that should be demonstrated:</i>	<i>Rating Scale</i>
You use proper terminology when addressing the chair.	0 1 2 3 4
You use the appropriate motion to accomplish your goal.	0 1 2 3 4
You phrase your motions with the correct amount of detail.	0 1 2 3 4
You demonstrate correct decorum when addressing the chair.	0 1 2 3 4
You don't use motions that would be correctly ruled out of order.	0 1 2 3 4
If the chair makes an incorrect ruling, you appeal correctly.	0 1 2 3 4
In debate, you use proper debate language without personal attacks.	0 1 2 3 4
Additional items based on other competencies to be added	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4

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	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4

When Serving as Parliamentarian:

<i>Skill that should be demonstrated:</i>	<i>Rating Scale</i>
You send an immediate message to the chair when s/he is in error.	0 1 2 3 4
You give appropriate advice about the error made.	0 1 2 3 4
You suggest an alternative that would be better.	0 1 2 3 4
These items may be listed several times since this will happen more than once.	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4

Grading Information:

Whatever the total final number of items is times 2 (adequate performance) will be considered a passing score.

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**Example of Performance Assessment Tasks
For the Evaluator
Using Motions Correctly
Step Three**

Description of the assessment:

The candidate will participate in a simulated meeting where s/he will have two different roles. For part of the simulation, each candidate at the assessment will serve the chair as parliamentarian. During the rest of the simulation, each candidate will participate in the meeting following an imagined role that will be provided by the evaluator. The role will describe what that member wishes to accomplish during the meeting. The candidate is expected to use proper parliamentary procedure to simulate that role. When serving as the parliamentarian, the candidate is expected to provide appropriate advice to the chair.

Directions to Evaluator:

You will watch the simulation and take notes indicating any errors or excellent performance during the candidates' participation as a member and serving as a parliamentarian. Since the session will be videotaped, you will be able to review your notes with the tape before you insert the scores for the criteria into the scoring guide.

A separate scoring guide that has the specific items looked for will be provided to the evaluator based on the scenario that we will fully develop together. Here is a start for one example. There will be various examples that will not be given to the candidate ahead of time, but one example will be provided so that they know what to expect from the evaluator. One unknown scenario will be used for each session.

Scenario:

We will insert a script for a meeting here. This is a partial possible example:

The book club is holding its regular monthly meeting.

There is a bylaws amendment that needs to be addressed at this meeting. The notice has been properly provided to all the members. The chair follows the procedure for handling a bylaws amendment with errors that the parliamentarian should catch and correct. For example, the existing bylaws say that the book to be read each month must be in print and available for sale

at bookstores. The new bylaw would amend that to add “and the local library must have at least 5 copies available for check out.”

The agenda has been followed carefully, and the next item of New Business is the selection of the book to be read for next month.

Here are the members who have been given assignments:

- Nora- She wants to read more mysteries. She doesn't care which ones except that she doesn't like historical mysteries.
- Vincent- He hates mysteries and wants to read more classics. His first choice would be something like an Ian Fleming James Bond book.
- Karen – Is very concerned about the cost of all these books. She wants the selection limited to books that can be found in the local library with many copies. She has an AP on her phone that will search the libraries and tell the number of copies of any book.
- Terry- loves historical mysteries and wants to read more of them, but is willing to compromise and read contemporary books.
- Jane – Starts the process with a motion that the club read a play by Shakespeare for next month. She is fond of Hamlet so it will be in her motion. She doesn't know if there are any copies in the library, but suspects there should be.

Script for the Chair with note where the parliamentarian should intervene:

1. Asks for New Business and recognizes Jane who offers the Main Motion.
2. Fails to wait for a second before stating the motion. (Parliamentarian)
3. Asks for second and states the motion. Asks for debate.
4. Recognizes members who wish to amend. Makes errors that Parliamentarian should catch.
5. Members vote on which book to read.

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<i>Skill that should be demonstrated by the member:</i>	<i>Rating Scale</i>
The candidate uses proper terminology when addressing the chair.	0 1 2 3 4
The candidate uses the appropriate motion to accomplish his/her goal.	0 1 2 3 4
The candidate phrases his/her motions with the correct amount of detail.	0 1 2 3 4
The candidate demonstrates correct decorum when addressing the chair.	0 1 2 3 4
The candidate does not use motions that would be correctly ruled out of order.	0 1 2 3 4
If the chair makes an incorrect ruling, the candidate appeals correctly.	0 1 2 3 4
In debate, the candidate uses proper debate language without personal attacks.	0 1 2 3 4
Additional items based on other competencies to be added	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4

<i>Skill that should be demonstrated by the parliamentarian:</i>	<i>Rating Scale</i>
The candidate sends an immediate message to the chair when s/he is in error.	0 1 2 3 4
The candidate gives appropriate advice about the error made.	0 1 2 3 4
The candidate suggests an alternative that would be better.	0 1 2 3 4
These items may be listed several times since this will happen more than once.	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4
	0 1 2 3 4

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