

# Parliamentary Procedure



## FBLA High School Competitive Events Guidelines

2022–2023

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# Case Study Events

## Overview

These events consist of a case study. In many cases, these events consist of two parts: an objective test and an interactive case study. A 60-minute objective test will be administered on-site at the NLC. Team competitors will take the test individually and team scores will be averaged. Please check specific event guidelines to determine whether or not the event has an objective test.

## Eligibility

Each state may submit up to four entries. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year.

## NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.

## Finals

**Case study events with an objective test:** The top fifteen scoring individuals/teams advance to the final round.

**Case study event that do not have an objective test:** Fifteen finalists, or an equal number from each group in the preliminary round, will advance to the final round.

Banking & Financial Systems  
Business Management  
Client Service  
Entrepreneurship  
Help Desk  
Hospitality & Event Management  
Impromptu Speaking  
International Business  
Introduction to Event Planning  
Management Information Systems  
Marketing  
Network Design  
Parliamentary Procedure  
Sports & Entertainment Management

## Parliamentary Procedure

**Event Type:** T

**Equipment Setup Time:** N/A

**Prep Time:** 20 minutes

**Performance Time:** 9–11 minutes

**Warning Time:** 8 minutes

**Time Up:** 11 minutes

**Q&A:** N/A

### Objective Test Competencies

- Parliamentary procedure principles
- FBLA Bylaws

### Case Overview

The role play scenario will be given to simulate a regular chapter meeting. The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 12th edition*.

### Performance Guidelines—Final Round

- Parliamentary procedure reference materials may be used during the preparation period but not during the performance itself. The following items may be taken into the prep and performance room: a copy of the problem for each team member, the treasurer's report, and a copy of the minutes from a preceding meeting.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items also should be taken up during the meeting. The secretary will take notes, but notes will not be transcribed into minutes.
- The problem may or may not include class of motions, but all five classes of motions—main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly—must be demonstrated during the performance.

- No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
- Performances are not open to conference attendees.

### Objective Test Guidelines

- Team members will test individually and team scores will be averaged.
- Questions for the parliamentary procedure principles section of the exam will be drawn from the National Association of Parliamentarian's official test bank.
- No materials may be brought to the testing site.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

### Penalty Points Deducted by Judges

- Competitors may be disqualified if they violate competitive event guidelines.
- Five points are deducted if competitors do not follow the dress code.
- Five points may be deducted for each instance of not following guidelines.

FBLA Parliamentary Procedure Test Study Guide

<b>Competency A: Parliamentary Procedure Principles</b>	<b>Minimum: 80</b>
<b>Competency B: FBLA Bylaws</b>	<b>Minimum: 20</b>

## PARLIAMENTARY PROCEDURE SAMPLE TEST QUESTIONS

- 1) Some organizations may hold only one business meeting of the general membership each year. This is called the society's \_\_\_\_\_.
  - A) special meeting
  - B) calendar meeting
  - C) fiscal meeting
  - D) annual meeting
  
- 2) A meeting that is called to be held at a time different from the regular meeting to consider one or more items, is called a/an \_\_\_\_\_.
  - A) executive meeting
  - B) sine die meeting
  - C) adjourned meeting
  - D) special meeting
  
- 3) The bylaws of an organization include all of the following **except** \_\_\_\_\_.
  - A) how the organization functions
  - B) the rules that the organization believes are important
  - C) the names of the officers of the organization
  - D) the principal characteristics of the organization
  
- 4) There are \_\_\_\_\_ FBLA administrative regions.
  - A) 3
  - B) 5
  - C) 4
  - D) 7
  
- 5) Schools benefit from having FBLA because the organization has the goal of \_\_\_\_\_.
  - A) 100% of graduates attending college
  - B) replacing core curriculum with business courses
  - C) encouraging scholarship and school loyalty
  - D) encouraging individualism

- 6) When the Previous Question is considered on a series of pending motions, they are voted on in the \_\_\_\_\_.  
A) next meeting  
B) order that the proposer of each motion demands  
C) same order in which they were proposed  
D) reverse order in which they were made
- 7) The chair is obligated to answer all Parliamentary Inquiry questions except those that \_\_\_\_\_.  
A) are hypothetical in nature  
B) help members understand the parliamentary situation  
C) assist members in making an appropriate motion  
D) explain the effects of a motion
- 8) Which of the following motions enables a majority of the assembly to bring back for additional consideration a motion on which there has already been a vote?  
A) reconsider  
B) rescind  
C) postpone to a certain time  
D) take from the table
- 9) The last paragraph of the minutes should state \_\_\_\_\_.  
A) which motions were seconded  
B) all notices of motions  
C) all sustained points of order  
D) the time of adjournment
- 10) Standing committees are \_\_\_\_\_ committees.  
A) permanent  
B) reporting  
C) temporary  
D) social

- 11) \_\_\_\_\_ is beginning the meeting by the presiding officer.
- A) Suspending the meeting
  - B) Announcing the meeting
  - C) Adjourning the meeting
  - D) Calling the meeting to order
- 12) To end debate and amendments to a motion requires a(n) \_\_\_\_\_ vote.
- A) unanimous
  - B) 3/4
  - C) 2/3
  - D) majority
- 13) Which of the following motions would be the most appropriate to be divided?
- A) I move we go to Disneyland next weekend
  - B) I move we buy our secretary a new personal computer and a new laser printer
  - C) I move we buy our president a new podium
  - D) I move we form a recreation committee and give it instructions
- 14) One characteristic of subsidiary motions is that they are \_\_\_\_\_.
- A) the highest ranking of all motions
  - B) applied to any main motion
  - C) always applied to another motion after they are voted on
  - D) only applied to a main motion after it has been amended
- 15) If a main motion is pending and a motion to amend is being debated, which one of the following motions would be out of order?
- A) Postpone Indefinitely
  - B) Adjourn
  - C) Point of Order
  - D) Limit Debate

- 1) D
- 2) D
- 3) C
- 4) B
- 5) C
- 6) D
- 7) A
- 8) A
- 9) D
- 10) A
- 11) D
- 12) C
- 13) B
- 14) B
- 15) A

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**PARLIAMENTARY PROCEDURE  
SAMPLE PERFORMANCE SCENARIO**

**PARTICIPANT INSTRUCTIONS**

1. You have 20 minutes to prepare for the scenario.
2. Presentation time is nine to eleven minutes. At eight minutes the timekeeper will stand and hold up a colored card indicating eight minutes have passed and at eleven minutes the timekeeper will stand and hold up a colored card indicating time is up.

**SCENARIO**

This is a regular meeting of your FBLA Chapter.

Below is a list of parliamentary procedure motions, concepts, or principles that you are to incorporate into your performance. Use situations typical of a **regular** chapter meeting to illustrate all of the items below.

The items are listed randomly. You may present them in any sequence you wish as long as their use conforms to correct procedures.

**Part of the evaluation by the judges will be the quality of discussion.** Motions should be clearly stated and complete. Debate should be logical, natural, concise, germane, and enthusiastic.

1. Challenge the chair's announcement of the result of a voice vote.
2. Refer a motion to a committee with instructions to report at the next meeting.
3. A committee has gathered information on a matter and has prepared a recommendation for the membership to consider. Demonstrate how this recommendation would come before the assembly.

# HIGH SCHOOL - PARLIAMENTARY PROCEDURE

## Performance Rating Sheet

Preliminary Round     Final Round

(Mark one score per row **AND** write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Motions Classification	Comments	Not Completed		Completed		Completed & Correct		Points Earned	Tie Breaker
		0	○	1-5	○	6-10	○		
Main Motion		0	○	1-5	○	6-10	○		
Subsidiary Motion		0	○	1-5	○	6-10	○		
Privileged Motion		0	○	1-5	○	6-10	○		
Incidental Motion		0	○	1-5	○	6-10	○		
Bring Again Motion		0	○	1-5	○	6-10	○		

### Business of Meeting

Problem Addressed		0	○	1-5	○	6-10	○		
Proper Use of Parliamentary Terms		0	○	1-5	○	6-10	○		
Voices Projected and Expressions Clear		0	○	1-5	○	6-10	○		
Presiding Official Remained Impartial		0	○	1-5	○	6-10	○		
Members took initiative in meeting		0	○	1-5	○	6-10	○		
<b>Performance Subtotal (100 max)</b>									

### Penalty Points (Mark all that apply)

Dress Code not followed	-5	○	Deduct 5 points for each instance of guidelines not being followed	-	○	<b>Total Penalty</b>	-	
<b>Grand Total</b>								
<b>Objective Test Score</b> (to be used in the event of a tie)								

Name: \_\_\_\_\_

School: \_\_\_\_\_

State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# General Competitive Events Guidelines

The general event guidelines below are applicable to all FBLA High School national competitive events. Please review and follow these guidelines when competing at the national level. When competing at the state level, check the state guidelines since they may differ.

**All members and advisers are responsible for reading and following competitive event guidelines.**

## Eligibility

- **Dues:** Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **NLC Registration:** Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- **Deadlines:** The state chair, or designee, must register each state competitor on the official online entry forms by 11:59 p.m. Eastern Time on the second Tuesday in May.
- Each state may submit four entries in all events.
- Each competitor can only compete in one individual/team event and one chapter event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members. The exception is Parliamentary Procedure, which must be a team of four or five members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. **PLEASE NOTE** that competitive events start in the morning before the opening session of NLC.
- Competitors may be disqualified if they violate competitive event guidelines.
- Picture identification (drivers' license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.

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# General Competitive Events Guidelines

## Repeat Competitors

- **Members** may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.
- **Modified Events:** A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.
- **Chapter Events:** Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).
- **Pilot Event:** Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

## Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed to determine the winner.
- **Objective and Production Tests:** The production test scores will be used to break a tie.
- **Objective Tests and Performances:** The objective test score will be used to break a tie based on the tie-breaking criteria of objective tests.
- **Reports/Projects and Performances:** The report/project scores will be used to break a tie.
- **Performances:** Judges must break ties and all judges' decisions are final.

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# General Competitive Events Guidelines

## National Deadlines

- State chair/adviser must register all competitors for NLC competitive events online by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged components (reports and projects) must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged projects and reports must be submitted electronically.
- All production tests must be submitted by 11:59 p.m. Eastern Time on the third Tuesday in May.
- All production tests must be uploaded online on the required platform.
- State chair/adviser may make name changes only (no additional entries) by 11:59 p.m. Eastern Time on the first Tuesday in June. Competitor drops are the only changes allowed after this date and onsite.

## National Awards

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

## Americans With Disabilities Act (ADA)

- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants who [submit an accommodation form](#).
- The form must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.

## Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the national association reserves the right to record any performance for use in study or training materials.