Running an Effective Meeting

FBLA
Middle School

FBLA Middle School Competitive Events Guidelines

2022–2023

Objective Test Events

Overview

These events consist of a 45-minute test administered during the National Leadership Conference (NLC).

Eligibility

Each state may submit two entries in each event. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year. These events are for individual competitors only.

NLC Registration

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

Business Etiquette

Career Exploration

Digital Citizenship

Exploring Computer Science

Exploring Economics

Exploring Technology

FBLA Concepts

Financial Literacy

Interpersonal Communication

Leadership

Learning Strategies

Running an Effective Meeting

Running an Effective Meeting

Objective Test Competencies
- Developing an agenda
- Making motions
- Amendments to motions
- Basic Robert's Rules of Order
- Committees
- Bylaws
- Voting
- Organization skills
- Working in teams
- Virtual settings/meetings

Objective Test Guidelines
- 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.

Running an Effective Meeting Study Guide

Competency A: Making Motions	NEEDS: 13
Tasks	
1. Explain the proper way to make a motion (I move to . . .).	
2. Explain the five different types of motions (main, subsidiary, privileged, incidental, motions that bring a question again).	
3. Explain how most meetings follow some form of Robert's Rules of Order.	
4. Describe the purpose of basic parliamentary procedures (keeping a meeting organized, civil, and efficient).	
5. Describe proper protocol for making a motion at a meeting (raise your hand, stand for the chair to recognize you).	
6. Explain how discussion follows a motion.	
7. Explain when and how a vote is taken on a motion.	
Competency B: Robert's Basic Rules of Order	NEEDS: 13
Tasks	
1. Define what Robert's Rules of Order is.	
2. Explain how Robert's Rules of Order allows a deliberative assembly to make its decisions efficiently.	
3. Explain the steps for an efficient meeting as outlined in Robert's Rules of Order.	
4. Describe the relationship between parliamentary procedure and Robert's Rules of Order.	
5. Describer how Robert's Rules of Order provides justice and courtesy for all.	
6. List major concepts (maintenance of order, consideration of one item at a time, member input, courtesy for all, majority rule, recognition by the chair, free discussion, debate) provided by Robert's Rules of Order.	
7. Define parliamentary procedure.	
8. Define a main motion.	
9. Define a quorum for a meeting.	
10. Understand the "Majority Rules" concept.	
11. Explain how "recognition by the chair" allows a meeting participant to speak at a meeting.	
12. Describe the role of the meeting chair.	
13. Explain how a main motion is a basic right.	
14. Explain how silence by a meeting participant equals consent.	

Competency C: Development of an Agenda	NEEDS: 12
Tasks	
1. Explain the importance of having an agenda in advance of the meeting.	
2. Explain why it is important for team members to receive the agenda before the meeting.	
3. Explain how an agenda sent in advance of a meeting encourages members to provide feedback.	
4. List reasons why input before a meeting is important (member buy in, better meeting attendance, diversified points of view regarding meeting agenda items).	
5. Describe how an agenda is needed to run an efficient, effective meeting.	
6. Explain how a meeting agenda keeps members on task.	
7. Describe how a particular group activity every time at a meeting helps team members to bond while reinforcing group culture.	
8. Explain how meetings guided by an agenda makes it less likely for unexpected objection or distraction from meeting participants.	
9. Explain why it is important to get input from meeting participants when developing the agenda.	
10. Sort out the most important items for a meeting agenda.	
11. Create an agenda with a purpose.	
12. Explain how an agenda verifies whether the meeting is needed.	
13. Describe how the meeting agenda outlines the procedure for a meeting.	
Competency D: Amendments to Motions	**NEEDS: 11**
Tasks	
1. Describe the process for making an amendment to a motion.	
2. Explain how an amendment must be relevant.	
3. Describe how an amendment that rejects an original motion is not proper and not in order.	
4. Understand that an amendment must be seconded before discussion on the amendment can occur.	
5. Explain how an amendment requires a majority vote for adoption before discussing and voting on the amended motion.	
Competency E: Voting	**NEEDS: 11**
Tasks	
1. Define the procedure to vote at a meeting.	
2. Describe different types of voting (poll, voice, acclamation, ballot, show of hands, division).	
3. Explain how votes are counted at a meeting.	
4. Explain how voting is used to determine group consensus and confirm decisions.	
5. Describe formal binding votes and votes to determine preferences and priorities of the group.	
6. Define a straw poll.	
7. Explain the proper procedure for voting on motions, amendments, and amended motions.	

Competency F: Committees	NEEDS: 10
Tasks	
1. Explain the rationale for committees at meetings.	
2. Describe the protocol the meeting chair follows to hear committee reports at a meeting.	
3. Give examples of special committees for organizations.	
4. Describe the process for appointing committees.	
5. List examples of organization committees (membership, finance, convention, fund raising).	
Competency G: Bylaws	**NEEDS: 10**
Tasks	
1. Define bylaws.	
2. Explain how bylaws can be helpful to almost any type of organization, regardless of size or purpose.	
3. Explain how bylaws and meeting procedures can help keep things running smoothly, provide the answers to tough questions (like what to do about a difficult officer), save enormous amounts of time and deliberation.	
4. Explain how bylaws help an organization define its mission or structure.	
5. Explain when bylaws should be written (clarify officer elections, apply for nonprofit status, meet changes).	
6. Decide by whom and how the bylaws will be written and approved.	
7. Explain the rationale for organization bylaws (save time trying to work out organizational complications, help define the organization's mission or goals, and keep things running smoothly).	
8. Explain the parts of bylaws (name and purpose of organization, membership, officers, decision making, and types of meetings—general, special, annual, and board of directors).	
Competency H: Virtual Setting/Meetings	**NEEDS: 10**
Tasks	
1. Define virtual meetings.	
2. Explain the growth of virtual meetings due to a pandemic or economic constraints.	
3. Describe the flexibility offered by meeting virtually.	
4. List the advantages and disadvantages of virtual meetings.	
5. Describe the flexibility that virtual meetings offer.	
6. Explain how to engage participants in a virtual meeting.	
7. Explain ground rules to follow during virtual meetings.	
8. Describe possible distractions for virtual meetings.	
9. Describe strategies to increase participant engagement in virtual meetings.	
10. Explain the importance of virtual meeting roles.	
11. Define the importance of distributing the agenda and meeting materials before the virtual meeting.	
12. Describe common methods for organizing and joining a virtual meeting.	

Competency I: Organizational Skills	NEEDS: 5
Tasks	
1. Define organizational skills.	
2. Understand and demonstrate meeting management.	
3. Describe the importance of group involvement for successful meetings and organizations.	
4. Outline the importance of logistics for effective meetings.	
5. Describe the importance of meeting minutes.	
6. Explain how active listening is an essential organizational skill.	
Competency J: Working on Teams	**NEEDS: 5**
Tasks	
1. Explain the importance of teamwork.	
2. Explain why it is important to invite only the essential employees to a meeting.	
3. Explain the need for a goal-oriented mindset for successful teams.	
4. Explain how team members have a commitment to their roles.	
5. Describe how successful team members are open to learning.	
6. Describe adjusting roles and responsibilities due to the needs of a task or project.	
7. Explain how effective teams have diverse perspectives and experiences for creativity and innovation.	

General Competitive Event Guidelines

The general event guidelines below are applicable to all FBLA Middle 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 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 two entries in all events.
- Each competitor can only compete in one event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three 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.

General Competitive Event 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.

- 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 (Annual Chapter Activities Presentation, Community Service Presentation).

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 and determine the winner.

- Performances: Judges must break ties and all judges' decisions are final.

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 must be received by 11:59 p.m. Eastern Time on the second Tuesday in May.

- 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.

General Competitive Event Guidelines

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.