

# Introduction to Parliamentary Procedure



# FBLA High School Competitive Events Guidelines

2022–2023

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# Objective Test Events

## Overview

These events consist of a 60-minute test administered during the National Leadership Conference (NLC).

### ELIGIBILITY

Each state may submit 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. 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.

Accounting I  
Accounting II  
Advertising  
Agribusiness  
Business Calculations  
Business Communication  
Business Law  
Computer Problem Solving  
Cyber Security  
Economics  
Health Care Administration  
Human Resource Management  
Insurance & Risk Management  
Introduction to Business Communication  
Introduction to Business Concepts  
Introduction to Business Procedures  
Introduction to FBLA  
Introduction to Financial Math  
Introduction to Information Technology  
Introduction to Marketing Concepts – **NEW**  
Introduction to Parliamentary Procedure  
Journalism  
Networking Infrastructures  
Organizational Leadership  
Personal Finance  
Political Science  
Securities & Investments  
Supply Chain Management  
UX Design

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## Introduction to Parliamentary Procedure

9th & 10th grade only

### Objective Test Competencies

- Parliamentary procedure principles
- FBLA bylaws

### 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.

FBLA Introduction to Parliamentary Procedure Study Guide

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

## INTRODUCTION TO PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

- 1) In addition to the president, secretary, treasurer, and parliamentarian, there are this number of vice presidents at the national level of FBLA.
  - A) three
  - B) four
  - C) one
  - D) five
  
- 2) The vote on a main motion is 30 for the affirmative and 29 for the negative. The chair then votes in the negative. The motion is \_\_\_\_\_.
  - A) a tie and is adopted
  - B) tabled
  - C) lost
  - D) adopted
  
- 3) A short intermission which does not close the meeting and after which business will be resumed is called \_\_\_\_\_.
  - A) a break
  - B) a recess
  - C) adjournment
  - D) a meeting interruption
  
- 4) \_\_\_\_ tap(s) of the gavel tells meeting attendees to be seated.
  - A) One
  - B) Three
  - C) Four
  - D) Two
  
- 5) The record of each business meeting is called \_\_\_\_\_.
  - A) the summary
  - B) the agenda
  - C) the itinerary
  - D) the minutes

- 6) FBLA members who want to run for a national office must file their application with the association president and executive officer by \_\_\_\_\_.  
A) May 15  
B) July 31  
C) June 1  
D) January 1
- 7) The national FBLA officer screening committee does **not** include \_\_\_\_\_.  
A) the FBLA-PBL Director of Educational Programs  
B) the national FBLA president  
C) board members  
D) the regional FBLA vice presidents
- 8) The administration of FBLA shall be vested in the \_\_\_\_\_.  
A) state FBLA presidents  
B) executive committee  
C) chief executive officer of FBLA-PBL  
D) association president and chief executive officer of FBLA-PBL
- 9) \_\_\_\_\_ delays action by enabling more careful consideration.  
A) To raise a point of order  
B) To commit or refer  
C) To appeal from decision of the chair  
D) To postpone indefinitely
- 10) If you are the presiding officer, what would be the next step you would take after an amendment to a main motion was adopted?  
A) debate on the amended main motion  
B) debate on the adopted amendment  
C) a motion to adjourn  
D) more new business

- 11) Which of the following motions would be used to dispense with the regular order of business and proceed to a subject that is scheduled later in the meeting?
- A) Suspend the Rules
  - B) Previous Question
  - C) Reconsider the Order of Business
  - D) Amend the order of Business
- 12) An officer who has served more than \_\_\_\_.
- A) half of a term is considered to have served a full term
  - B) 10% of a term is considered to have served a full term
  - C) one fourth of a term is considered to have served a full term
  - D) 75% of a term is considered to have served a full term
- 13) Which vote on a motion is always taken first by the presiding officer?
- A) negative
  - B) neutral
  - C) affirmative
  - D) abstentions
- 14) When the privileged motion to adjourn is pending, the motion to \_\_\_\_.
- A) limit or extend limits of debate is in order
  - B) fix the time to which to adjourn is in order
  - C) amend is in order
  - D) lay on the table is in order
- 15) \_\_\_\_\_ motions have no connection with the main motion before the assembly, but they are so important that they are entitled to immediate consideration.
- A) Active
  - B) Incidental
  - C) Subsidiary
  - D) Privileged

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

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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.