

2023-24 Competitive Events Guidelines



Running an Effective Meeting

Running an Effective Meeting provides members with the opportunity to demonstrate knowledge around competencies in meeting procedures. This competitive event consists of an objective test. It aims to inspire members to learn about the structure, the order, and the ground rules of how to conduct a meeting.

Event Overview

Division: Middle School

Event Type: Individual

Event Category: Objective Test, 50-multiple choice questions (breakdown of question by competencies below)

Objective Test Time: 30 minutes

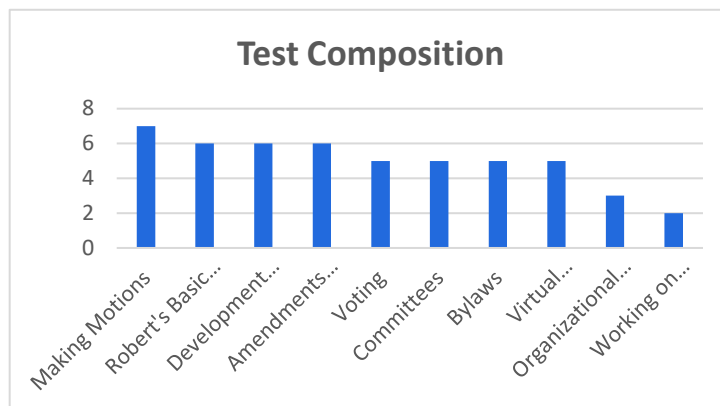
NACE Connections: Career & Self-Development

Equipment Competitor Must Provide: Pencil

Equipment FBLA Provides: One piece of scratch paper per competitor

Competencies

- Making Motions
- Robert's Basic Rules of Order
- Development of an Agenda
- Amendments to Motions
- Voting
- Committees
- Bylaws
- Virtual Setting/Meetings
- Organizational Skills
- Working on Teams



State

Testing will happen prior to the state conference. Check the Call to Conference for any other specific competitive events information and deadlines.

National

Policy and Procedures Manual

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.

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- Members may compete in an event at the National Leadership Conference (NLC) more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel to be eligible to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (Annual Chapter Activities Presentation or Community Service Presentation).
- If competitors are late for an objective test, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive event schedules cannot be changed. Competitive events start in the morning before the Opening Session of the NLC.

Recognition

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

Event Administration

- This event is an objective test administered online at the NLC.
- No reference or study materials may be brought to the testing site.
- No calculators may be brought into the testing site; online calculators will be provided through the testing software.

Tie Breaker

- Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the testing site.

Electronic Devices

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- All electronic devices such as cell phones and smart watches must be turned off before competition begins.

Study Guide: Competencies and Tasks

- A. Making Motions
 - 1. Explain the proper way to make a motion (I move to . . .).
 - 2. Explain the five different types of motions (main, subsidiary, privileged, incidental, and 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 and 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.
- B. Robert's Basic Rules of Order
 - 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. Describe how Robert's Rules of Order provide 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, and 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.
- C. Development of an Agenda
 - 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, and 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 make 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.

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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.
- D. Amendments to Motions
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.
- E. Voting
1. Define the procedure to vote at a meeting.
 2. Describe different types of voting (poll, voice, acclamation, ballot, show of hands, and 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.
- F. Committees
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, and fund raising).
- G. Bylaws
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, and meeting 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).
- H. Virtual Setting/Meetings
1. Define virtual meetings.

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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.
- I. Organizational Skills
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.
- J. Working on Teams
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.