

# 2025–2026 Competitive Events Guidelines

## Exploring Parliamentary Procedure



Exploring Parliamentary Procedure allows members to demonstrate their knowledge of meeting structure and rules through an objective test. This event introduces members to the principles of orderly decision-making, including motions, debate, and voting procedures used to conduct effective meetings.

### Event Overview

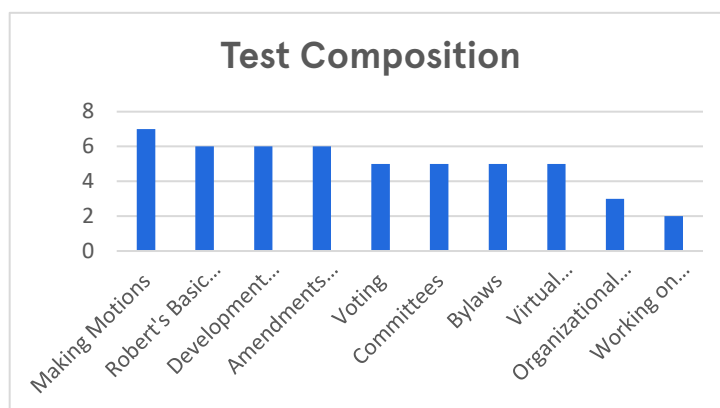
|                       |                              |
|-----------------------|------------------------------|
| <b>Division</b>       | Middle School                |
| <b>Event Type</b>     | Individual                   |
| <b>Event Category</b> | Objective Test               |
| <b>Event Elements</b> | 50-multiple choice questions |

### Educational Alignments

|                                            |                                                    |
|--------------------------------------------|----------------------------------------------------|
| <b>Career Cluster Framework Connection</b> | Public Service & Safety                            |
| <b>NACE Competency Alignment</b>           | Career & Self-Development, Communication, Teamwork |

### Knowledge Areas

- 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



Test questions are based on the knowledge areas and objectives outlined for this event. Detailed objectives can be found in the study guide included in these guidelines.

### State

Testing will take place prior to the State Leadership Conference. Testing must occur at school under the supervision of an adult proctor. Check the Call to Conference for specific instructions and deadlines.

### National

#### Required Competition Items

| <b>Items Competitor Must Provide</b>                                                                                                                                           | <b>Items FBLA Provides</b>                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Sharpened pencil</li> <li>• Fully powered <a href="#">device for online testing</a></li> <li>• Conference-provided nametag</li> </ul> | <ul style="list-style-type: none"> <li>• One piece of scratch paper per competitor</li> <li>• Internet access</li> </ul> |

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|                                                                                                         |                                                                                                                          |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Attire that meets the <a href="#">FBLA Dress Code</a></li> </ul> | <ul style="list-style-type: none"> <li>Test login information (link &amp; password provided at test check-in)</li> </ul> |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|

### Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

### Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- Repeat Competitors:** Members may only compete in an event at the 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 at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- State Entry Limits:** Each state may submit up to four entries per event.
- Event Participation Limits:** Each member may participate in:
  - One individual or team event, and
  - One chapter event (e.g., *Annual Chapter Activities Presentation* or *Community Service Presentation*).
- Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- Event Schedule Notes:**
  - Some events may begin before the Opening Session.
  - All schedules are posted in local time for the NLC host city.
  - Schedule changes are not permitted.

### Event Administration

- Test Duration:** 30 minutes
- Format:** This event consists of an online objective test that is proctored and completed on-site at the National Leadership Conference (NLC).
- Materials:** Reference or study materials are not permitted at the testing site.
- Calculators:** Personal calculators are not allowed; an online calculator will be available within the testing platform.

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- **Question Review:** Competitors may flag questions within the testing platform for review prior to the finalization of results at the NLC.

### ***Scoring***

- Each correct answer is worth one point.
- No points are deducted for incorrect answers.
- Tiebreakers are determined as follows: (1) The number of correct responses to 10 pre-selected tiebreaker questions will be compared. (2) If a tie remains, the number of correct responses to 20 pre-selected questions will be reviewed. (3) If a tie still remains, the competitor who completed the test in the shortest amount of time will be ranked higher.
- Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

### ***Penalty Points***

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

### ***Recognition***

- A maximum of 10 entries (individuals or teams) may be recognized per event.

### ***Americans with Disabilities Act (ADA)***

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

### ***Electronic Devices***

- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

### ***Sample Preparation Resources***

- Official sample test items can be found in [FBLA Connect](#). These sample items showcase the types of questions that may be asked on the test and familiarize competitors with the multiple-choice item options.

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### Study Guide: Knowledge Areas and Objectives

- 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.