

2026–2027 Competitive Events Guidelines

Parliamentary Procedure (High School)



Parliamentary Procedure allows members to demonstrate their understanding of the principles and practices used to conduct orderly and efficient meetings. This event includes an objective test and a role play scenario, where members apply parliamentary law through simulated meeting activities.

Event Overview	
Division	High School
Event Type	Team of 4 or 5 members
Event Category	Role Play
Event Elements	Objective Test and Role Play

Event Information:	
National Leadership Conference: Timing Structure: Test Duration: 50 Minutes <i>TOP 15 (combined and average team scores) advance to the finals</i> Final Round Role Play: • Preparation Time: 20 minutes ○ a one-minute warning will be provided • Presentation: 7 minutes ○ a one-minute warning will be provided • Question & Answer (Q&A): None Important Notes: • Internet Access: Provided during testing period • 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.	District Leadership Conference: Testing will take place prior to the District Leadership Conference. Testing must occur at school under the supervision of an adult proctor, and all team members must test at the same time on their own devices. Check your DLC Call to Conference and Policies & Procedures for deadlines and scoring policies. State Leadership Conference: Any event with a test will have an online testing component on-site at the State Leadership Conference. Internet is provided; competitors must provide their own device. All competitors compete in a preliminary role play round. Colorado follows the NLC model for Event Administration. Review the SLC Call to Conference for additional information and scoring policies

*** Event specifics are continued below. Review the document in its entirety.

Knowledge Areas																	
• Foundations of Parliamentary Procedure • Parliamentary Terminology • Meeting Structure and Order of Business • Handling Motions and Rules of Debate • Classification of Motions • Voting, Elections, and Nominations • Boards and Committees	Test Composition <table border="1"> <caption>Test Composition Data</caption> <thead> <tr> <th>Knowledge Area</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Foundations of Parliamentary Procedure</td> <td>15</td> </tr> <tr> <td>Parliamentary Terminology</td> <td>15</td> </tr> <tr> <td>Meeting Structure and Order of Business</td> <td>15</td> </tr> <tr> <td>Handling Motions and Rules of Debate</td> <td>15</td> </tr> <tr> <td>Classification of Motions</td> <td>15</td> </tr> <tr> <td>Voting, Elections, and Nominations</td> <td>15</td> </tr> <tr> <td>Boards and Committees</td> <td>10</td> </tr> </tbody> </table>	Knowledge Area	Score	Foundations of Parliamentary Procedure	15	Parliamentary Terminology	15	Meeting Structure and Order of Business	15	Handling Motions and Rules of Debate	15	Classification of Motions	15	Voting, Elections, and Nominations	15	Boards and Committees	10
Knowledge Area	Score																
Foundations of Parliamentary Procedure	15																
Parliamentary Terminology	15																
Meeting Structure and Order of Business	15																
Handling Motions and Rules of Debate	15																
Classification of Motions	15																
Voting, Elections, and Nominations	15																
Boards and Committees	10																

The objective test and role play criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 12th edition*.

2026–2027 Competitive Events Guidelines

Parliamentary Procedure (High School)



National Leadership Conference

Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
Objective Test	- Sharpened pencil - Fully powered device for online testing - Conference-provided nametag Photo identification - Attire that meets the FBLA Dress Code	- One piece of scratch paper per competitor - Internet access - Test login information (link & password provided at test check-in)
Role Play	- Reference materials - Conference-provided nametag Photo identification - Attire that meets the FBLA Dress Code - Gavel and sounding block	- Pencils for prep and presentation room - Two notecards per competitor - Secret role play problem/scenario - Paper for secretary's notes - Table Tents for Presentation room (President, Secretary, Treasurer)

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., *Community Service Project* or *Local Chapter Annual Business Report*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.

2026–2027 Competitive Events Guidelines

Parliamentary Procedure (High School)



- **Team Composition:** All members of a team must be from the same local chapter.
- **Identification at Check-in:** Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- **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. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.

Event Administration

This event consists of two phases: an objective test and a role play of a chapter meeting.

Objective Test

Each competitor will complete a 100-question multiple-choice objective test.

Test Duration

- **Test Duration:** 50 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.

Electronic Devices

- All electronic devices, including cell phones, smart watches, and similar technology, must be powered off prior to the start of the competition.

Team Tests

- If competing as a team, competitors must begin testing individually within a few minutes of one another. Each competitor's score will be averaged to determine the team's overall test score.

Calculators

- Personal calculators are not allowed; an online calculator will be available within the testing platform.

Question Review

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

Role Play Details: The Meeting

The team-averaged objective test score determines the top 15 teams advancing to role play round.

Timing Structure

- **Preparation Time:** 20 minutes (a one-minute warning will be provided)
- **Presentation:** 10 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** None

Role Play Prompt

- Competitors will be provided with a single copy of a parliamentary procedure–related scenario or problem at the beginning of their assigned preparation time. This copy must be shared among team members.

2026–2027 Competitive Events Guidelines

Parliamentary Procedure (High School)



- The role play scenario will simulate a regular chapter meeting and will be distributed to competitors at the start of their assigned preparation time.
- Competitors may use parliamentary procedure reference materials during the preparation period only. No scripts may be brought into or created in the preparation room.

Notecard Use

- Each competitor will receive two notecards for use during preparation and the presentation. Information may be written on both sides. Notecards will be collected after the role play.

Materials

- The following items may be brought into both the prep and presentation rooms:
 - One gavel/sounding block
 - A printed copy of the role play
 - A treasurer's report (created prior to competition)
 - Minutes from a previous meeting (created prior to competition)
 - **Note:** The secretary may take notes during the meeting but will not transcribe them into formal minutes.
- No additional technology, reference materials, visuals, or props beyond the two notecards may be used during the presentation.

Presentation Expectations

- The presentation must simulate a complete regular chapter meeting, beginning with a Call to Order and ending with Adjournment.
- Required business items from the role play must be addressed in the proper order of business. Additional meeting business should also be conducted.
- The presentation must demonstrate the use of all five classes of motions if listed in the role play: Main, Subsidiary, Privileged, Incidental, Motions that bring a question again before the assembly

Audience

- Role play presentations are closed to all conference attendees.

Confidentiality

- To maintain fairness, competitors must not discuss or share the role play prompt until the event concludes.

Scoring

- The team-averaged objective test score determines the top 15 teams advancing to role play round.
- The role play round scores only will be used to determine winners.
- Objective test scores will be used to break a tie.
- All judging decisions are final. 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 their assigned presentation time.

2026-2027 Competitive Events Guidelines

Parliamentary Procedure (High School)



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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.
- The Parliamentary Procedure award is named after Dorothy L. Travis. Dorothy was one of the founders of North Dakota FBLA and was appointed as the first State Chairperson in 1967.

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.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

Sample Preparation Resources

- Official sample test items and role plays can be found in [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.

Important FBLA Documents

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

2026–2027 Competitive Events Guidelines

Parliamentary Procedure (High School)



Study Guide: Knowledge Areas and Objectives

*This study guide outlines the skills and knowledge assessed for this event. Objectives followed by a two-letter, three-digit code in parentheses are aligned to the National Business Administration Standards from MBA Research and Curriculum Center. Some objectives reference MBA Research’s Learning Activity Packages (LAPs), which are instructional resources with readings, activities, and assessments available **exclusively to teacher advisers**. For more information, visit MBAResearch.org/FBLA.*

Important Notice Regarding Test Preparation

*MBA Research materials are **not required** to study for or prepare for FBLA competitive event tests. MBA Research provides curriculum and instructional resources directly to teachers and does not administer or manage individual student testing or competition participation.*

Note for members and parents: *All questions related to tests, study materials, scores, or competition guidelines should be directed to the local FBLA adviser. Only teacher advisers should contact MBA Research directly.*

Foundations of Parliamentary Procedure (15 test items)

1. Explain the nature and purpose of parliamentary procedure
2. Identify the official parliamentary authority (Robert’s Rules of Order, Newly Revised)
3. Discuss the fundamental principles of parliamentary law (e.g., rights of the majority and minority)
4. Describe the concept of “one thing at a time”
5. Identify the basic rights of an individual member
6. Describe the hierarchy of governing documents (e.g., Corporate Charter, Bylaws, Rules of Order)
7. Explain the legal implications of parliamentary law for various types of assemblies

Parliamentary Terminology (15 test items)

1. Define common parliamentary terms (e.g., floor, chair, quorum, pending)
2. Explain the concept of immediately pending motions
3. Define the different types of meetings (e.g., regular, special)
4. Identify the differences between a plurality and a majority vote
5. Define the roles of “pro tem” and “ex officio” positions
6. Differentiate between “previous notice” and “notice of a motion”
7. Describe “executive session” and the requirements for maintaining its confidentiality

Meeting Structure and Order of Business (15 test items)

1. Describe the components of a standard order of business
2. Explain the purpose and basic contents of meeting minutes
3. Describe the process for opening and closing a meeting
4. Explain the primary duties of the presiding officer
5. Describe the basic record-keeping role of the secretary
6. Explain the formal process for approving and correcting minutes
7. Discuss the handling and reception of officer reports

2026–2027 Competitive Events Guidelines

Parliamentary Procedure (High School)



Handling Motions and Rules of Debate (15 test items)

1. List the six steps in handling a main motion from introduction to announcement of the result
2. Explain the process for seeking recognition from the chair
3. Describe the requirement and process for seconding a motion
4. Discuss the basic rules and time limits for debate
5. Explain the process the chair uses for stating the question
6. Describe the standards of decorum required for members during debate
7. Describe the motions used to manage, limit, or close debate

Classification of Motions (15 test items)

1. Identify the four basic classes of motions
2. Describe the purpose of common Subsidiary motions (e.g., Postpone, Amend)
3. Describe the purpose of common Privileged motions (e.g., Adjourn, Recess)
4. Explain the purpose of basic Incidental motions (e.g., Point of Order)
5. Distinguish between debatable and non-debatable motions
6. Apply the order of precedence for all 13 ranking motions
7. Identify specific characteristics for each ranking motion (e.g., amendability, vote required)
8. Explain motions that bring a question again before the assembly (e.g., Reconsider, Rescind)

Voting, Elections, and Nominations (15 test items)

1. Identify common methods of voting (e.g., voice, rising, show of hands)
2. Explain the use and purpose of a ballot vote
3. Define the requirements for a two-thirds vote
4. Describe the process for basic nominations from the floor
5. Explain the chair's responsibility and rights in the voting process
6. Describe the process and requirements for a Division of the Assembly
7. Explain the formal procedures for conducting an election for officers

Boards and Committees (10 test items)

1. Distinguish between the roles of standing committees and special (ad hoc) committees
2. Explain the process of referring a main motion to a committee
3. Describe the procedures for presenting committee reports and recommendations
4. Explain the relationship between a board of directors and the general assembly
5. Discuss the specific duties of the vice president and treasurer

References

MBA Research and Curriculum Center. *National Business Administration*

Standards. <https://www.mbaresearch.org/local-educators/teaching-resources/standards/>

Michigan State University. *Parliamentary procedure*

resource. <https://spartanexperiences.msu.edu/government/parliamentary-procedure-resource.html>

MRSC. *Parliamentary procedure: A brief guide to Robert's Rules of Order.* <https://mrsc.org/explore-topics/public-meetings/procedures/parliamentary-procedure>

NACD. *Pocket guide to parliamentary procedure.* <https://www.nacdnet.org/parliamentary-procedure/>

2026-2027 Competitive Events Guidelines

Parliamentary Procedure (High School)



Parliamentary Procedure Role Play Presentation Rating Sheet

Expectation Item	Not Completed	Completed	Completed & Correct	Points Earned
Motions Classification as Listed in Role Play				
Main Motion	0 points	1-6 points	7-10 points	
Subsidiary Motion	0 points	1-6 points	7-10 points	
Privileged Motion	0 points	1-6 points	7-10 points	
Incidental Motion	0 points	1-6 points	7-10 points	
Bring Again Motion	0 points	1-6 points	7-10 points	
Business of Meeting				
Call to Order	0 points	1-3 points	4-5 points	
Problem Addressed	0 points	1-16 points	17-25 points	
Proper Use of Parliamentary Terms	0 points	1-6 points	7-10 points	
Voices Projected and Expressions Clear	0 points	1-3 points	4-5 points	
Presiding Official Remained Impartial	0 points	1-3 points	4-5 points	
Members took initiative in meeting	0 points	1-3 points	4-5 points	
Meeting Adjournment	0 points	1-3 points	4-5 points	
Presentation Protocols				
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: ✓ Presentation aligned with the assigned topic ✓ Did not leave materials behind after the presentation ✓ Only items listed in the guidelines were brought to prep & presentation room		
	0 points	1-10 points		
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)				
Presentation Total (120 points)				
Name(s):				
School:				Section:
Judge Signature:				Date:
Comments:				