

2025–2026 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

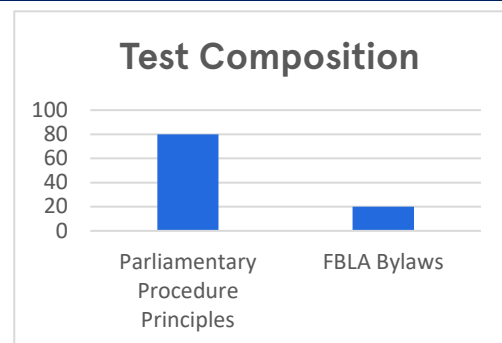
Educational Alignments

Career Cluster Framework Connection	Public Service & Safety
NACE Competency Alignment	Career & Self-Development, Communication, Leadership, Professionalism, Teamwork

Knowledge Areas

- Parliamentary Procedure Principles
- FBLA Bylaws (Division and Corporate)

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



District

Testing will take place prior to the District Leadership Conference. Testing must occur at school under the supervision of an adult proctor. Check the Call to Conference for your District for specific instructions and deadlines, and any changes to presentation or prep timings at your conference.

State

See below for list of required competition items; Colorado FBLA requires the same items set by National FBLA at our State Leadership Conference. Colorado FBLA will also provide the items listed below. Any event with a test will have an online testing component on-site at the State Leadership Conference. Team members must complete their tests individually and scores will be averaged for a team score.

All competitors will present to the judges in a preliminary round. The team-averaged test scores and preliminary presentation scores will be calculated to determine the list of finalists to present to judges in the final round. During the final round, only the role play scores will be used to determine winners. If this event is straight to finals, the scoring will be the team-averaged test score and the role play.

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National

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)

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:

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- 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.
- **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 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

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.

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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.
- 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.

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- 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.

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 [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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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	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:				