

2026–2027 Competitive Events Guidelines

Parliamentary Procedure (Collegiate)

Parliamentary Procedure challenges collegiate members to demonstrate their knowledge of the principles and rules used to conduct organized and effective meetings. Through an objective test, members apply parliamentary law, including motions, debate, voting procedures, and meeting structure.



Educational
Alignments

Event Overview

Division	Collegiate
Event Type	Individual
Event Category	Objective Test
Event Elements	50-minute test, 100-multiple choice questions

Event Information:

National Leadership Conference:

Timing Structure:

Test Duration: 50 minutes

Important Notes:

- **Internet Access:** Provided for testing time only.
- **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.

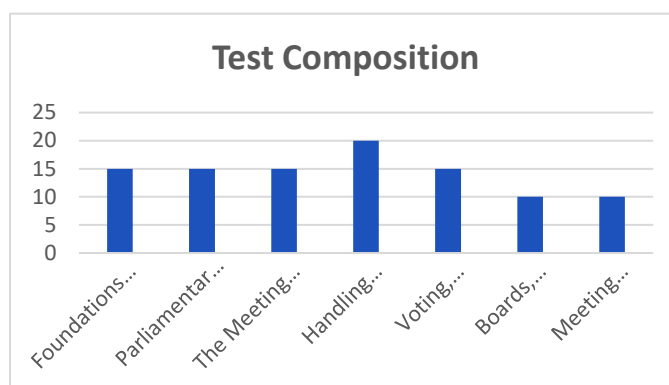
State Leadership Conference:

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

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

Knowledge Areas

- Foundations and Governing Documents
- Parliamentary Terminology and Rules of Notice
- The Meeting Cycle and Official Records
- Handling Motions and Rules of Debate
- Voting, Elections, and Nominations
- Boards, Committees, and Organizational Structure
- Meeting Management and Ethics



The objective test based on *Robert's Rules of Order, Newly Revised, 12th edition*.

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.

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National Leadership Conference

Required Competition Items

<u>Items Competitor Must Provide</u>	<u>Items FBLA Provides On-site</u>
• 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)

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.
- **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:
 - Two individual or team events, and
 - One chapter event (e.g., *Community Service Project* or *State of Chapter Presentation*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **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. Five penalty points will be assessed for late arrivals in any competitive event.

Event Administration

- **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.
- **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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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 [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](#).

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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 and Governing Documents (15 test items)

1. Explain the nature and purpose of parliamentary procedure
2. Discuss the fundamental principles of parliamentary law (e.g., rights of the majority and minority)
3. Identify the basic rights of an individual member
4. Describe the hierarchy of governing documents (e.g., Corporate Charter, Bylaws, Rules of Order)
5. Explain the legal implications of parliamentary law for various types of assemblies
6. Discuss the general principles of interpretation for bylaws
7. Explain the process for drafting, adopting, and amending special rules of order and standing rules

Parliamentary Terminology and Rules of Notice (15 test items)

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

The Meeting Cycle and Official Records (15 test items)

1. Describe the components of a standard order of business
2. Explain the purpose and basic contents of meeting minutes
3. Explain the primary duties of the presiding officer
4. Explain the formal process for approving and correcting minutes
5. Discuss the handling and reception of officer and board reports

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6. Describe the procedures for receiving and filing a treasurer's report

Handling Motions and Rules of Debate (20 test items)

1. Discuss the basic rules and time limits for debate
2. Describe the standards of decorum required for members during debate
3. Describe the motions used to manage, limit, or close debate
4. Explain rules governing the frequency of debate for a single motion
5. Apply the order of precedence for all 13 ranking motions
6. Identify specific characteristics for each ranking motion (e.g., amendability, vote required)
7. Explain motions that bring a question again before the assembly (e.g., Reconsider, Rescind)
8. Discuss complex Incidental motions (e.g., Appeal, Suspend the Rules, Division of a Question)

Voting, Elections, and Nominations (15 test items)

1. Explain the use and purpose of a ballot vote
2. Define the requirements for a two-thirds vote
3. Describe the process for basic nominations from the floor
4. Describe the process and requirements for a Division of the Assembly
5. Explain the formal procedures for conducting an election for officers
6. Discuss the procedure for closing and reopening nominations
7. Explain the chair's responsibility and rights in the voting process

Boards, Committees, and Organizational Structure (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 management of an executive board session vs. a general membership meeting

Meeting Management and Ethics (10 test items)

1. Describe the organization and legal requirements for conducting a mass meeting
2. Explain the parliamentary rules and requirements governing a convention of delegates
3. Explain the process for drafting, adopting, and amending special rules of order and standing rules
4. Describe the formal procedures and due process requirements for disciplinary action
5. Explain the rules and procedures for handling an adjourned meeting
6. Explain the role and responsibilities of a parliamentarian in managing complex meetings

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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/>