2026-2027 Competitive Events Guidelines
Exploring Parliamentary Procedure

Colorado FBLA

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.

Educational Alignments

Event Overview

Division	Middle School
Event Type	Individual
Event Category	Objective Test
Event Elements	50-multiple choice questions

Event Information:

National Leadership Conference:

Timing Structure:
Test Duration: 30 minutes

Important Notes:
- **Internet Access: Provided during testing**
- **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.

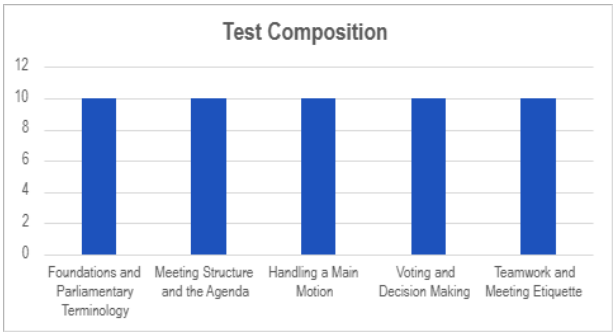
State Leadership Conference:

Testing will take place prior to the State Leadership Conference. Testing must occur at school under the supervision of an adult 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 Parliamentary Terminology
- Meeting Structure and the Agenda
- Handling a Main Motion
- Voting and Decision Making
- Teamwork and Meeting Etiquette



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.

National Leadership Conference

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
• Sharpened pencil • Fully powered device for online testing • Conference-provided nametag	• One piece of scratch paper per competitor • Internet access

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• Attire that meets the FBLA Dress Code	• 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.
- **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 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.
- **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.

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- 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 Parliamentary Terminology (10 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. Define common parliamentary terms (e.g., floor, chair, quorum, pending)
6. Explain the concept of minutes

Meeting Structure and the Agenda (10 test items)

1. Describe the components of a standard order of business
2. Explain the purpose of an agenda
3. Describe the process for opening and closing a meeting
4. Explain the primary duties of the presiding officer
5. Explain the basic process for approving and correcting minutes

Handling a Main Motion (10 test items)

1. Identify the basic steps in making and handling a main motion
2. Explain the process for seeking recognition from the chair
3. Describe why a motion needs a second
4. Discuss the basic rules of debate (e.g., waiting for your turn to speak)
5. Explain the purpose of an amendment

Voting and Decision Making (10 test items)

1. Identify common methods of voting (e.g., voice, rising, show of hands)
2. Describe a majority vote
3. Differentiate between a majority vote and a two-thirds vote

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4. Explain why some votes might be taken by secret ballot
5. Describe the chair's role in announcing the results of a vote

Teamwork and Meeting Etiquette (10 test items)

1. Explain the purpose and function of a committee
2. Identify the qualities of an effective team member
3. Collaborate with others to reach a group consensus
4. Explain the importance of showing respect for different viewpoints during a discussion
5. Discuss basic etiquette and professional behavior for virtual or in-person meetings
6. Demonstrate active listening skills when others are speaking

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/

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