

2023–24 Competitive Events Guidelines

Parliamentary Procedure (High School)



Parliamentary Procedure provides members with the opportunity to showcase their knowledge around parliamentary procedure concepts. This competitive event consists of an objective test and a role play scenario.

Event Overview

Division: High School

Event Type: Team of 4 or 5 members

Event Category: Role Play Event

Event Elements: Objective Test and Role Play

Objective Test Time: 50 minutes

Role Play Time: 20-minute preparation time, 9–11-minute presentation time

NACE Connections: Career & Self-Development, Communication, Leadership, Professionalism, Teamwork

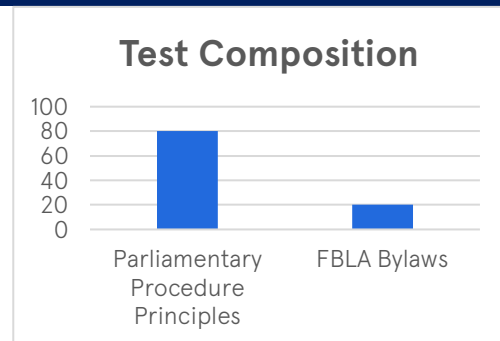
Equipment Provided by Competitors: Pencil for objective test and State role play, reference materials for role play prep

Equipment Provided by FBLA: One piece of scratch paper per competitor for objective test; and secret problem/scenario for role play round

Objective Test Competencies

- Parliamentary Procedure Principles
- FBLA Bylaws

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



State

- Each local chapter may enter **one team of four (4) or five (5) members**.
- At the State Leadership Conference, there is:
 - a 50-minute objective test taken individually (preliminary round)
 - and an interactive role play (final round) for the top-5 teams.
- Competitors are required to complete both parts for award eligibility.
- **The top four (4) places in state competition** will represent California at the National Leadership Conference.
- Middle school members who place in the top four **cannot** compete at the National Leadership Conference, per national guidelines.
- **Scoring:**
 - **Objective Test:** The objective test score will be used to determine the top-5 teams and to break ties in the final round.

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- **Role Play:** Only the role play score will be used to determine the final score. A panel of judges will review the role plays. All decisions of the judges are final.
- Five points will be deducted if competitors do not follow the dress code. If multiple team members are not in dress code, each team member will receive a five (5) point penalty.
- Five points may be deducted for each instance of not following guidelines.
- **Objective Test Guidelines:**
 - **Objective Test Time:** 50 minutes
 - **Objective Test Questions:** 100 questions
 - No reference or study materials may be brought to the testing site.
 - No calculators may be brought into the testing site; online calculators will be provided through the testing software.
- **Role Play Guidelines:**
 - **Preparation Time:** 20 minutes
 - **Presentation Time:** 9–11 minutes (one-minute warning)
 - **Question & Answer:** None
 - The top 5 scoring teams will advance to the role play final round.
 - The role play will be given to simulate a regular chapter meeting. The role play will be given to the competitors at the beginning of their assigned preparation time. **Competitors will not receive note cards.**
 - Parliamentary procedure reference materials may be used during the preparation period but not during the presentation itself. The following items may be taken into the prep and presentation room: a copy of the role play, the treasurer’s report, and a copy of the minutes from a preceding meeting.
 - Presentations must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the role play must be included in the appropriate order of business, but other items also should be taken up during the meeting. The secretary will take notes, but notes will not be transcribed into minutes.
 - The role play may or may not include class of motions, but all five classes of motions – main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly – must be demonstrated during the presentation.
 - No reference materials, visual aids, or electronic devices may be brought to or used during the presentation.
 - All team members are expected to actively participate in the role play.
 - Competition ethics demand that competitors do not discuss or reveal the role play until the event has ended.
 - Finalists may not view other competitors’ presentations in their event.
- All electronic devices such as cell phones and smart watches must be turned off before competition begins.
- Bring a pencil to the testing site and the role play final round.

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National

Policy and Procedures Manual

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current program year.
- Members may compete in an event at the National Leadership Conference (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.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel to be eligible to compete.
- Each state may submit four entries per event.
- Each member can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- Competitors cannot be replaced or substituted in between the objective test and role play time.
- Picture identification (physical or digital driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for an objective test or presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive event schedules cannot be changed. Competitive events start in the morning before the Opening Session of the NLC.

Recognition

- The number of teams will determine the number of winners. The maximum number of winners for each competitive event is 10.

Event Administration

- This event is two rounds: objective test and role play
- Objective Test
 - **Objective Test Time:** 50 minutes
 - **Objective Test Questions:** 100 questions
 - This event is an objective test administered online at the NLC.
 - No reference or study materials may be brought to the testing site.

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- All electronic devices such as cell phones and smart watches must be turned off before competition begins.
- Competitors must test individually, starting within minutes of each other. Individual test scores will be averaged for a team score.
- Role Play Presentation
 - **Preparation Time:** 20 minutes
 - **Presentation Time:** 9–11 minutes (one-minute warning)
 - **Question & Answer:** None
 - The top 15 scoring teams will advance to the role play final round.
 - The role play will be given to simulate a regular chapter meeting. The role play will be given to the competitors at the beginning of their assigned preparation time.
 - Parliamentary procedure reference materials may be used during the preparation period but not during the presentation itself. The following items may be taken into the prep and presentation room: a copy of the role play, the treasurer’s report, and a copy of the minutes from a preceding meeting.
 - Presentations must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the role play must be included in the appropriate order of business, but other items also should be taken up during the meeting. The secretary will take notes, but notes will not be transcribed into minutes.
 - The role play may or may not include class of motions, but all five classes of motions – main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly – must be demonstrated during the presentation.
 - No reference materials, visual aids, or electronic devices may be brought to or used during the presentation.
 - All team members are expected to actively participate in the role play.
 - Role play presentations are not open to conference attendees.
 - Competition ethics demand that competitors do not discuss or reveal the role play until the event has ended.

Scoring

- The team-averaged objective test score determines the top 15 teams advancing to role play round.
- The final role play round scores only will be used to determine winners.
- Objective test scores will be used to break a tie.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Participants in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

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Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Penalty Points

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned testing or presentation time.

Electronic Devices

- All electronic devices such as cell phones and smart watches must be turned off.

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Parliamentary Procedure Role Play Presentation Rating Sheet

Motions Classification	Comments	Not Completed	Completed	Completed & Correct	Points Earned
Main Motion		0 points	1-5 points	6-10 points	
Subsidiary Motion		0 points	1-5 points	6-10 points	
Privileged Motion		0 points	1-5 points	6-10 points	
Incidental Motion		0 points	1-5 points	6-10 points	
Bring Again Motion		0 points	1-5 points	6-10 points	
Business of Meeting					
Problem Addressed		0 points	1-5 points	6-10 points	
Proper Use of Parliamentary Terms		0 points	1-5 points	6-10 points	
Voices projected and Expressions Clear		0 points	1-5 points	6-10 points	
Presiding Official Remained Impartial		0 points	1-5 points	6-10 points	
Members took initiative in meeting		0 points	1-5 points	6-10 points	
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date: