

# 2024-25 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

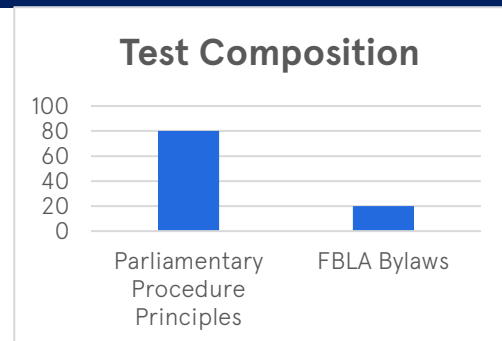
**Role Play Time:** 20-minute preparation time, 9-11-minute presentation time

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

### 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, 12<sup>th</sup> edition*



### District/Region/Section

Testing will take place prior to the District Leadership Conference. Check the Call to Conference for your District for specific instructions and deadlines.

### State

Any events with a test will have an online testing component on-site at the State Leadership Conference. See below for list of required competition items; Colorado FBLA requires the same items set by National FBLA at our State Leadership Conference.

All competitors will present to the judges in a preliminary round. The team-averaged test scores and preliminary presentation scores will be averaged to determine the list of finalists to present to judges in the final round.

### National

#### Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
<b>Objective Test</b>	<ul style="list-style-type: none"> <li>• Sharpened pencil</li> <li>• Fully powered <a href="#">device for online testing</a></li> </ul>	<ul style="list-style-type: none"> <li>• One piece of scratch paper per competitor</li> <li>• Internet access</li> </ul>

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	<ul style="list-style-type: none"> <li>• Conference-provided nametag</li> <li>• <a href="#">Photo identification</a></li> <li>• Attire that meets the <a href="#">FBLA Dress Code</a></li> </ul>	<ul style="list-style-type: none"> <li>• Test login information (link &amp; password)</li> </ul>
	<b>Items Competitor Must Provide</b>	<b>Items FBLA Provides</b>
<b>Role Play</b>	<ul style="list-style-type: none"> <li>• Reference materials</li> <li>• Conference-provided nametag</li> <li>• <a href="#">Photo identification</a></li> <li>• Attire that meets the <a href="#">FBLA Dress Code</a></li> <li>• Gavel and sounding block</li> </ul>	<ul style="list-style-type: none"> <li>• Pencils for prep and presentation room</li> <li>• Secret role play problem/scenario</li> <li>• Paper for secretary's notes</li> </ul>

### Important FBLA Documents

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

### 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 to participate in competitive events.
- Members must stay in an official FBLA hotel block 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.
- All team members are expected to actively participate in the presentation.
- Competitors cannot be replaced or substituted in between the objective test and role play time. Only those competitors that test and score in the top 15 teams will be allowed to participate in the role play round.
- Picture identification (physical or digital: driver's license, passport, state-issued identification, or school-issued identification) matching the conference nametag is required when checking in for competitive events.
- If competitors are late for their assigned objective test and/or role play time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.

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- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

### *Recognition*

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

### *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.
  - 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 (one-minute warning)
  - **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. No script can be brought into or used in the preparation room.
  - The following items may be taken into the prep and presentation room: a gavel/sounding block, a copy of the role play, the treasurer's report, and a copy of the minutes from a preceding meeting. The treasurer's report and minutes are created prior to the competition time.
  - 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 listed in the role play – main, subsidiary, privileged, incidental, and

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motions that bring a question again before the assembly – must be demonstrated during the presentation.

- No script, reference materials, visual aids, or electronic devices may be brought to or used during the presentation, except for a gavel/sounding block. Competitors may not adjust seats at the table in the presentation room.
- Teamwork: 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.
- All announced results are final upon the conclusion of the National Leadership Conference.

### *Recording of Presentations*

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

### *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 Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to the assigned testing or presentation/role play time.

### *Electronic Devices*

- Unless a pre-approved accommodation is in place, all cell phones, smart watches, and headphones must be turned off and put away before competition begins. Any visibility of these devices will be considered a violation of the Honor Code.

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### Parliamentary Procedure Role Play Presentation Rating Sheet

Motions Classification	Not Completed	Completed	Completed & Correct	Points Earned
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	
<b>Business of Meeting</b>				
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	
<b>Staff Only:</b> Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)				
<b>Presentation Total (100 points)</b>				
Name(s):				
School:				
Judge Signature:				Date:
Comments:				