

## **Parliamentary Procedure**

### **Dorothy L. Travis Award**

*The Dorothy L. Travis Award recognizes FBLA members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.*

### **Competencies**

This event is composed of two (2) parts: completion of an objective test and a performance. Only the objective test will be administered at the RLC.

#### **Objective Test**

The majority of the written objective test will consist of parliamentary procedure principles with additional questions on the FBLA national bylaws. Through a partnership with the National Association of Parliamentarians, questions for the parliamentary procedure principles section will be drawn from the National Association of Parliamentarians' official test bank.

#### **Performance**

The case problem will be given to simulate a regular chapter meeting.

The examination and performance criteria for this event will be based on Robert's Rules of Order, Newly Revised, (Copyright 2000).

#### **Career Cluster(s):**

Business, Management, and Administration

#### **Business Education Curriculum Standard(s):**

Communication

### **Region Eligibility**

Each chapter may enter one team of four or five members—a president, a vice president, secretary, treasurer, and an additional member—who must be from the same school. The participants must be members of active local chapters and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31. If the region conference is scheduled before January 31, then dues must be paid prior to that conference date as established by the region and posted on the PA FBLA web site.

**Two team members may repeat and may have entered this event at a previous Region Leadership Conference.**

**If any of the team's members cannot participate in the objective test and the team no longer has the required number of members, the team will not be allowed to substitute other participants and the team will be disqualified.**

It is the responsibility of the:

#### **local chapter adviser**

- to pay membership dues for all competitors by the published region deadline and to register students through the PA FBLA online registration system by the published deadline.

#### **region adviser**

- to verify that membership dues of participants at the region conference comply with the deadlines listed above.

## **State Eligibility**

The minimum number of competitors each region may enter is the first-place team whose participants are members of an active local chapter and are on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 or prior to the region conference by the date posted on the PA FBLA web site.

**Two team members may repeat and may have entered this event at a previous Region Leadership Conference.**

**If any of the team's members cannot participate in the objective test and the team no longer has the required number of members, the team will not be allowed to substitute other participants and the team will be disqualified.**

If the eligible winning team(s) cannot attend the SLC, it is the responsibility of the:

### **local chapter adviser**

- to contact the region adviser about the team that will not be attending.

### **region adviser**

- to contact the adviser of the next eligible competitor about participating at the State Leadership Conference.
- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published on the PA FBLA DATES TO REMEMBER document, which is posted on the PA FBLA web site.

## **Region Procedure**

The following procedures must be used:

1. Each team member will take a one-hour written objective test based on the Competencies section listed in these guidelines. The team score is determined by averaging the scores of its members. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**
2. **The participant must comply with the PA FBLA Dress Code printed on pages 75-76 of these guidelines. If the participant does not comply, the participant will not be admitted to the testing area until he or she is in compliance.**
3. There will be no performance at the region level.
4. Participants must furnish their own No. 2 pencils and erasers. No other materials or equipment may be used.

## **State Procedure**

The following procedures must be used:

1. The event requires four rooms—a holding/sequestering room, a preparation room, a minutes preparation room, and a delivery room.
2. At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified from this event.

### **Objective Test**

1. Each member of the team will take a one-hour written objective test based on the Competencies section listed in these guidelines. The team score is determined by averaging the scores of its members. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be**

**permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**

- 2. The participant must comply with the PA FBLA Dress Code printed on pages 75-76 of these guidelines. If the participant does not comply, the participant will not be admitted to the testing area until he or she is in compliance.**
3. The team score is determined by averaging the scores of its members. The ten (10) teams with the highest score will be scheduled for a performance test. The ten (10) highest scoring teams will be posted after the Opening General Session. The order of performance will be drawn at random by a member of the state committee.
4. Participants must furnish their own No. 2 pencils and erasers. No other materials or equipment may be used.

### **Performance**

1. All members of the ten (10) participating finalist teams in this event must report at the event time listed in the program for instructions and to be sequestered. All team members will be sequestered until their performance times. **Because the students in this event are sequestered, a participant arriving late may enter the holding room as long as the first performance has not begun. If the first performance has begun, the participant will not be permitted to enter the holding room and the team will be disqualified if it falls below the minimum number of required participants on the team. The team will not receive any instructions if the participants arrive after instructions have been given by the event administrator.**
- 2. The participant must comply with the PA FBLA Dress Code printed on pages 75-76 of these guidelines. If the participant does not comply, the participant will not be admitted to the holding/sequestering area until he or she is in compliance.**
3. Twenty (20) minutes before performance, the team's president will receive a copy of the problem for each team member.
4. The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself.
5. Performances 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 problem must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance, the secretary will take notes, but the notes will not be transcribed into minutes.
6. No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
7. The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report, and a copy of the minutes from a preceding meeting. Participants may also refer to appropriate parliamentary procedure reference materials (e.g., Robert's Rules of Order) in the preparation room only. Participants are not to write on the copy of the problem.
8. The problem may or may not include each 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 performance.
9. Performance time may be from nine (9) to eleven (11) minutes. A timekeeper will stand at eight (8) minutes. When each team is finished, the time used will be recorded, noting a deduction of one (1) point for each full half minute (30 seconds) under nine (9) minutes or each full half minute over eleven (11) minutes.

10. Performances are open to conference attendees, except performing participants of this event.

### **Region Judging**

Tests will be machine and/or hand graded. **The team score is determined by averaging the scores of its members.**

In the event there is a tie in the team score, the following procedure will be used:

#### **First Tiebreaker**

- The team that has the **highest individual** test score will be rated higher. Proceed to the second tiebreaker only if individual test scores are identical.

#### **Second Tiebreaker**

- Participant who progressed furthest through the entire test without making an error will be rated higher. Proceed to the third tiebreaker only if both tests are identical.

#### **Third Tiebreaker**

- Participant who submitted his or her completed test first will be rated higher.

Tiebreaker implementation examples are found starting on pages 341-343 of this handbook.

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The performance portion of the event will be evaluated by a panel of judges. Judges' decisions will be based on Robert's Rules of Order Newly Revised, copyright 2000. All decisions of the judges are final.

Final rank will be determined by a weighting of 20 percent of the team's average written test score and 80 percent of the performance score.

### **Region Awards**

Each region may decide the number and type of awards to be presented at the RLC.

### **State Awards**

The state chapter will present a maximum of ten (10) awards at the State Leadership Conference.

### **National Conference Eligibility**

The first- and second-place award winners at the State Leadership Conference are eligible to attend the National Leadership Conference. Advisers and participants should refer to the latest edition of the National Chapter Management Handbook for official National Leadership Conference event guidelines.

In the event that the first- and second-place winner cannot attend, it is the responsibility of the:

#### **local chapter adviser**

- to contact the PA FBLA Executive Director/State Chairman about the student who will not be attending.

#### **PA FBLA Executive Director/State Chairman**

- to contact the next eligible award winner about participating at the National Leadership Conference.

## PARLIAMENTARY PROCEDURE

### Performance Rating Sheet

Instructions: Full value should be given for correctly handling the following actions on motions. For instance, if a motion does not require a second and the team handles this correctly, full credit should be given.

Motions: (M)ain, (S)ubsidiary, (P)rivilaged, (I)ncidental, (B)ring Again

<b>Motions</b>	<b>M</b>	<b>S</b>	<b>P</b>	<b>I</b>	<b>B</b>	<b>Value</b>	<b>Score</b>	
Made						5		
Seconded						5		
Stated						5		
Debate/no debate						5		
Put to vote						5		
Vote result announced						5		
<b>Motions Performance Subtotal</b>								
<b>Business of the Meeting</b>								
Problem quality (concise, complete, clear, germane)						15		
Directions followed						5		
Other business quality						10		
<b>Business of the Meeting Performance Subtotal</b>								
<b>General Parliamentary Procedure</b>								
Proper order of business						10		
Proper use of parliamentary terms						10		
Clarity of expression and voice projection						5		
Impartiality of presiding official						5		
Initiative of members						5		
Poise, dignity, and appearance						5		
<b>General Parliamentary Procedure Performance Subtotal</b>								

<b>Subtotal</b>	<b>/100 max.</b>	
<b>Time Penalty</b> --Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. No deduction for performances between 8:31 and 11:29. <span style="float: right;"><b>Time:</b></span>		
<b>Professional Appearance:</b> Deduct up to five (5) points at the judge's discretion		
<b>Performance Score (Subtotal from above minus any deductions)</b>	_____ x 80% =	
<b>Average Written Test Score</b>	_____ x 20% =	
<b>Final Score</b>	<b>/100 max.</b>	

Chapter Name: \_\_\_\_\_

Region \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

VERIFICATION & INITIALS  
(scores checked for accuracy)

Chief Administrator \_\_\_\_\_

Official Checker \_\_\_\_\_