

2026-2027 Competitive Events Guidelines

Parliamentary Procedure (High School)

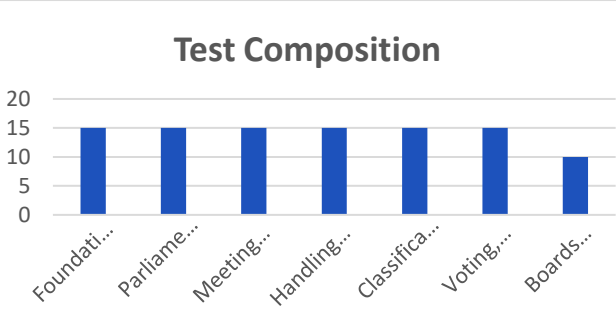
Parliamentary Procedure allows members to demonstrate their understanding of the principles and practices used to conduct orderly and efficient meetings. This event includes an objective test and a role play scenario, where members apply parliamentary law through simulated meeting activities.



Event Overview	
Division	High School
Event Type	Team of 4 or 5 members
Event Category	Role Play
Event Elements	Objective Test and Role Play

Event Information:	
National Leadership Conference: Timing Structure: Test Duration: 50 Minutes <i>TOP 15 (combined and average team scores) advance to the finals</i> Final Round Role Play: • Preparation Time: 20 minutes ○ a one-minute warning will be provided • Presentation: 10 minutes ○ a one-minute warning will be provided • Question & Answer (Q&A): None Important Notes: • Internet Access: Provided during testing period • 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/Region: Review Region and State Sections further on in this document.

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

Knowledge Areas																	
• Foundations of Parliamentary Procedure • Parliamentary Terminology • Meeting Structure and Order of Business • Handling Motions and Rules of Debate • Classification of Motions • Voting, Elections, and Nominations • Boards and Committees	Test Composition  <table border="1"><thead><tr><th>Knowledge Area</th><th>Count</th></tr></thead><tbody><tr><td>Foundations of Parliamentary Procedure</td><td>15</td></tr><tr><td>Parliamentary Terminology</td><td>15</td></tr><tr><td>Meeting Structure and Order of Business</td><td>15</td></tr><tr><td>Handling Motions and Rules of Debate</td><td>15</td></tr><tr><td>Classification of Motions</td><td>15</td></tr><tr><td>Voting, Elections, and Nominations</td><td>15</td></tr><tr><td>Boards and Committees</td><td>10</td></tr></tbody></table>	Knowledge Area	Count	Foundations of Parliamentary Procedure	15	Parliamentary Terminology	15	Meeting Structure and Order of Business	15	Handling Motions and Rules of Debate	15	Classification of Motions	15	Voting, Elections, and Nominations	15	Boards and Committees	10
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The objective test and role play criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 12th edition*.

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Region

Region Eligibility

Each chapter may enter three (3) teams of 4 or 5 members of active local chapters in FBLA Connect, the FBLA membership system. An active chapter is defined as having members “pending or paid” at the time of the RLC registration deadline submitted by the region adviser to the Executive Director and published on the PA FBLA website.

In order to be registered for this event, student data is imported into Blue Panda, the event registration and competitive events management system, from FBLA Connect. Students are imported and able to be registered only if identified as having “pending or paid” membership. “Paid” membership is defined as a dues payment for the student received by National FBLA; “pending” membership is defined as membership for which payment is due to National FBLA 60 days from the date the student appears on the membership invoice.

Members may compete in an event more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event at RLC, SLC, or NLC.

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 Blue Panda by the published deadline.

Region Procedure

1. A 50-minute objective test will be administered based on the previously listed competencies. All participants in this event must complete the test in the assigned timeframe.
2. **The participant must comply with the PA FBLA Dress Code which can be found at <https://www.pafbla.org/about-pafbla/dress-code/>. Points will be deducted for not complying with the dress code UNLESS it is an egregious violation.**
3. There is no case study at the region level.
4. Participants must furnish their own writing utensil if desired.
5. At the Region Leadership Conference, the participant will be provided with a non-graphing calculator in the online testing program. Participants may not use their own calculators. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

Region Judging

All objective tests will be graded through the online test service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked higher.

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Region Awards

Each region at a **minimum** must distribute a certificate to the top five place finishers in each event.

State

State Eligibility

The minimum number of competitors each region may enter is the first-, second-, and third-place winners who are members of active local chapters on record in FBLA Connect as having dues listed as “pending or paid.” Since a participant’s “pending or paid” membership was required at the time of region conference registration, only students who are “pending or paid” appear in Blue Panda to be registered for and assigned competitive events at the State 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 any of the eligible winners cannot attend the SLC, it is the responsibility of the:

local chapter adviser

- to contact the region adviser about the student who 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 at <https://www.pafbla.org/about-pafbla/important-dates/>, which is posted on the PA FBLA web site.

State Procedure

1. For the final round, the event requires three rooms—a holding/sequestering room, a preparation room, and a delivery room.
2. For the final round, the event consists of two parts: (1) objective test and (2) performance.
3. Participants are required to complete both parts to be eligible to win an award.

Objective Test

1. A 50-minute objective test will be administered individually based on the previously listed competencies. **All participants in this event must complete the test in the assigned timeframe on site in Hershey, PA on Sunday of the State Leadership Conference.** Individual scores will be averaged to obtain the team score.
2. Competitors must bring a fully charged laptop or tablet for online testing.
3. **The participant must comply with the PA FBLA Dress Code which can be found at <https://www.pafbla.org/about-pafbla/dress-code/>. Points will be deducted for not complying with the dress code UNLESS it is an egregious violation.**
4. Participants must furnish their own writing utensils if desired.

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5. At the State Leadership Conference, the participant will be provided with a non-graphing calculator in the online testing program. Participants may not use their own calculators. No scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.
6. Up to fifteen (15) teams with the highest scores will advance to the final performance round. Up to fifteen (15) highest scoring teams will be posted. The order of performance will be drawn at random by members of the state committee to be announced Sunday night by 10 PM.

Case Study Problem

1. All members of the up to fifteen (15) 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 before the first performance to receive instructions. **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. If 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. The team will not receive any instructions if the participants arrive after instructions have been given by the event administrator. This disqualification is necessary due to a potential unfair advantage which might occur from learning the event topic.**
2. **The participant must comply with the PA FBLA Dress Code which can be found at <https://www.pafbla.org/about-pafbla/dress-code/>. Points will be deducted for not complying with the dress code UNLESS it is an egregious violation.**
3. Twenty (20) minutes before the performance, each participant will receive the role play. The role play will be given to simulate a regular chapter meeting.
4. Two (2) 4" x 6" note cards will be provided for each participant and may be used during the preparation and presentation. Information may be written on both sides of the index cards. Note cards will be collected following the presentation.
5. No electronic devices may be brought to or used during the preparation or performance; if found, any such items will be given to the event administrators to hold until the members complete their performance.
6. 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 gavel/sounding block, a copy of the role play (provided in the prep room), the treasurer's report (brought by competitors), and a copy of the minutes from a preceding meeting (brought by competitors).
7. The presentation must simulate a complete regular chapter meeting, beginning with a Call to Order and ending with Adjournment
8. 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 designed 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.
9. 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.

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10. No reference materials, visual aids, or electronic devices may be brought to or used during the **presentation** other than a gavel/sounding block, a copy of the role play per member, treasurer's report, and a copy of the minutes from the preceding meeting.
11. All team members are expected to actively participate in the role play.
12. The performance time is to be no more than ten (10) minutes.
13. Team members should introduce themselves.
14. All team members are expected to actively participate in the performance.
15. At the end of nine (9) minutes, a timekeeper will stand and hold up a colored timecard indicating one minute is left, and at ten (10) minutes the timekeeper will stop the meeting.
16. Final presentations are open to conference attendees, except performing participants who are finalists of this event. If participants of the event view other presentations before or after their scheduled presentation time, they (or their team if they are part of one) will be disqualified.

State Judging

All objective tests will be graded through the online test service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked higher.

Final rank will be determined by performance score only. Judges must make a definitive decision on ranking. Ties are not permitted. The decision of the judges is final.

State Awards

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

National Conference Eligibility

The first-, second-, third-, and fourth-place award winners at the State Leadership Conference are eligible to attend the National Leadership Conference.

If the first-, second-, third-, or fourth-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.

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National

Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
Objective Test	- 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)
Role Play	- Reference materials - Conference-provided nametag Photo identification - Attire that meets the FBLA Dress Code - Gavel and sounding block	- Pencils for prep and presentation room - Two notecards per competitor - Secret role play problem/scenario - Paper for secretary's notes - Table Tents for Presentation room (President, Secretary, Treasurer)

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:
 - o One individual or team event, and
 - o One chapter event (e.g., *Community Service Project* or *Local Chapter Annual Business Report*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.

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- **Team Composition:** All members of a team must be from the same local chapter.
- **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. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.

Event Administration

This event consists of two phases: an objective test and a role play of a chapter meeting.

Objective Test

Each competitor will complete a 100-question multiple-choice objective test.

Test Duration

- **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.

Electronic Devices

- All electronic devices, including cell phones, smart watches, and similar technology, must be powered off prior to the start of the competition.

Team Tests

- If competing as a team, competitors must begin testing individually within a few minutes of one another. Each competitor's score will be averaged to determine the team's overall test score.

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.

Role Play Details: The Meeting

The team-averaged objective test score determines the top 15 teams advancing to role play round.

Timing Structure

- **Preparation Time:** 20 minutes (a one-minute warning will be provided)
- **Presentation:** 10 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** None

Role Play Prompt

- Competitors will be provided with a single copy of a parliamentary procedure–related scenario or problem at the beginning of their assigned preparation time. This copy must be shared among team members.

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- The role play scenario will simulate a regular chapter meeting and will be distributed to competitors at the start of their assigned preparation time.
- Competitors may use parliamentary procedure reference materials during the preparation period only. No scripts may be brought into or created in the preparation room.

Notecard Use

- Each competitor will receive two notecards for use during preparation and the presentation. Information may be written on both sides. Notecards will be collected after the role play.

Materials

- The following items may be brought into both the prep and presentation rooms:
 - One gavel/sounding block
 - A printed copy of the role play
 - A treasurer's report (created prior to competition)
 - Minutes from a previous meeting (created prior to competition)
 - **Note:** The secretary may take notes during the meeting but will not transcribe them into formal minutes.
- No additional technology, reference materials, visuals, or props beyond the two notecards may be used during the presentation.

Presentation Expectations

- The presentation must simulate a complete regular chapter meeting, beginning with a Call to Order and ending with Adjournment.
- Required business items from the role play must be addressed in the proper order of business. Additional meeting business should also be conducted.
- The presentation must demonstrate the use of all five classes of motions if listed in the role play: Main, Subsidiary, Privileged, Incidental, Motions that bring a question again before the assembly

Audience

- Role play presentations are closed to all conference attendees.

Confidentiality

- To maintain fairness, competitors must not discuss or share the role play prompt until the event concludes.

Scoring

- The team-averaged objective test score determines the top 15 teams advancing to role play round.
- The role play round scores only will be used to determine winners.
- Objective test scores will be used to break a tie.
- All judging decisions are final. 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 their assigned presentation time.

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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.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.
- 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.

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.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

Sample Preparation Resources

- Official sample test items and role plays 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](#).

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.*

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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 of Parliamentary Procedure (15 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. Identify the basic rights of an individual member
6. Describe the hierarchy of governing documents (e.g., Corporate Charter, Bylaws, Rules of Order)
7. Explain the legal implications of parliamentary law for various types of assemblies

Parliamentary Terminology (15 test items)

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

Meeting Structure and Order of Business (15 test items)

1. Describe the components of a standard order of business
2. Explain the purpose and basic contents of meeting minutes
3. Describe the process for opening and closing a meeting
4. Explain the primary duties of the presiding officer
5. Describe the basic record-keeping role of the secretary
6. Explain the formal process for approving and correcting minutes
7. Discuss the handling and reception of officer reports

Handling Motions and Rules of Debate (15 test items)

1. List the six steps in handling a main motion from introduction to announcement of the result
2. Explain the process for seeking recognition from the chair
3. Describe the requirement and process for seconding a motion
4. Discuss the basic rules and time limits for debate
5. Explain the process the chair uses for stating the question
6. Describe the standards of decorum required for members during debate
7. Describe the motions used to manage, limit, or close debate

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Classification of Motions (15 test items)

1. Identify the four basic classes of motions
2. Describe the purpose of common Subsidiary motions (e.g., Postpone, Amend)
3. Describe the purpose of common Privileged motions (e.g., Adjourn, Recess)
4. Explain the purpose of basic Incidental motions (e.g., Point of Order)
5. Distinguish between debatable and non-debatable motions
6. Apply the order of precedence for all 13 ranking motions
7. Identify specific characteristics for each ranking motion (e.g., amendability, vote required)
8. Explain motions that bring a question again before the assembly (e.g., Reconsider, Rescind)

Voting, Elections, and Nominations (15 test items)

1. Identify common methods of voting (e.g., voice, rising, show of hands)
2. Explain the use and purpose of a ballot vote
3. Define the requirements for a two-thirds vote
4. Describe the process for basic nominations from the floor
5. Explain the chair's responsibility and rights in the voting process
6. Describe the process and requirements for a Division of the Assembly
7. Explain the formal procedures for conducting an election for officers

Boards and Committees (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 specific duties of the vice president and treasurer

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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Parliamentary Procedure Role Play Presentation Rating Sheet

Expectation Item	Not Completed	Completed	Completed & Correct	Points Earned
Motions Classification as Listed in Role Play				
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	
Business of Meeting				
Call to Order	0 points	1-3 points	4-5 points	
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	
Meeting Adjournment	0 points	1-3 points	4-5 points	
Presentation Protocols				
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: ✓ Presentation aligned with the assigned topic ✓ Did not leave materials behind after the presentation ✓ Only items listed in the guidelines were brought to prep & presentation room		
	0 points	1-10 points		
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)				
Presentation Total (120 points)				
Name(s):				
School:				Section:
Judge Signature:				Date:
Comments:				