

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.

OBJECTIVE TEST COMPETENCIES

- parliamentary procedure principles
- FBLA National Bylaws

ELIGIBILITY

Parliamentary Procedure is a team event. Only candidates for state parliamentarian may take this test as an individual. The top five winning teams from the winter regional conference are eligible to compete at the State Business Leadership Conference.

Each team must be comprised of four (4) or five (5) persons--president, vice president, secretary, treasurer, and an additional member.

1. All team members must be on record in the FBLA state and national offices as paying dues by February 15.
2. No more than two members may have won this event at a previous State Business Leadership Conference or entered this event at a previous National Leadership Conference.
3. Participants failing to report on time for the event will not be permitted to compete.
4. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
5. Participants must be selected in accordance with the regulations of the local chapter and the state association.
6. No more than two (2) team members may have won this event at a previous State Business Leadership Conference nor entered this event at a previous National Leadership Conference.

Selection of the state parliamentarian is made from those team members or eligible state candidates who meet the following criteria:

- Are active members
- Have one or more years remaining in FBLA
- Have completed the State Officer Application Form and submitted it to the state office by March 10
- Scored in the top three on the state parliamentary procedures written test of those who applied for this position

A person is eligible to take the test at the State Business Leadership Conference solely for consideration as state parliamentarian and may have taken the test for this event at a previous National Leadership Conference. With the exception of candidates for state parliamentarian, all competitors in this event must be members of a team of four (4) or five (5) individuals.

OVERVIEW

This event consists of two (2) parts: an objective test and a performance component. A one (1) hour objective test will be administered based on the competencies listed. Through a partnership with the National Association of Parliamentarians (NAP), questions for the parliamentary procedure principles section of the exam will be drawn from NAP's official test bank. The team score is determined by averaging the individual scores of its members. The fifteen (15) teams with the highest average score will be scheduled for a performance.

Every effort will be made to provide computerized testing. If this is not possible, participants must furnish their own No. 2 pencils, erasers, and pens. No Palm Pilots, graphing calculators, or other memory storage devices may be used.

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). The team score is determined by averaging the scores of its members. The fifteen (15) teams with the highest averaged scores will be selected for the performance test. A panel of judges will evaluate the performances.

GUIDELINES

Performance

Members of the fifteen (15) participating finalist teams will report to the preparation room twenty-five (25) minutes before the performance. The team's president will receive an envelope containing a copy of the problem for each team member. Teams will report to the performance room at the end of twenty (20) minutes.

Teams 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.

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.

No reference materials, visual aids, or electronic devices may be brought to or used during the performance.

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 the preceding meeting. Participants are not to write on the copy of the problem.

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.

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.

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

JUDGING

The written objective tests will be machine graded. Ties will be broken using the last ten questions of the test. If a tie still exists, it will be broken using the previous ten questions and in groups of ten thereafter. 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*, most current edition. All judges' decisions are final.

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

STATE AWARDS

The number of awards presented at the State Business Leadership Conference is determined by judges and/or number of entries. The maximum number will be five (5).

NATIONAL ENTRIES

Washington State may enter two (2) winning teams for national competition.

PARLIAMENTARY PROCEDURE SAMPLE PERFORMANCE PROBLEM AND MOTIONS

Advisers and teams participating in the Parliamentary Procedure performance should review this sample. The performance problem and the minimum motions that must be demonstrated for State Business Leadership Conference will **not necessarily be the same as those listed on this sample.**

PERFORMANCE PROBLEM

What program can your chapter set up to involve professional community members in FBLA?

MINIMUM MOTIONS THAT MUST BE DEMONSTRATED

In addition to the general requirements stated in the Competitive Event Guidelines, the following motions are required in this practice performance problem:

- Raise a Question of Privilege

The following motions must be applied to the main motion your team uses to solve the performance problem described above:

- Amend (by striking out and inserting)
- Commit or Refer
- Point of Order
- Reconsider

IMPORTANT: Before making certain motions and debating, team members must *obtain the floor* (normally by rising, addressing the Chair, and then being recognized) as described in Robert's Rules of Order Newly Revised.

The above sample was created by Shane D. Dunbar, M. Ed., Professional Registered Parliamentarian, for use in Washington State's FBLA Parliamentary Procedure event.



PARLIAMENTARY PROCEDURE

Performance Rating Sheet

Motions: 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)rivileged, (I)ncidental, (B)ring Again

						Value	Score
Motions	M	S	P	I	B		
Made						5	
Seconded						5	
Stated						5	
Debate/no debate						5	
Put to vote						5	
Vote result announced						5	
Motions Performance Subtotal							
Business of the Meeting							
Problem quality (concise, complete, clear, germane)						15	
Directions followed						5	
Other business quality						10	
Business of the Meeting Performance Subtotal							
General Parliamentary Procedure							
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	
General Parliamentary Procedure Performance Subtotal							
Subtotal							/100 max.
Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time:							
Dress Code Penalty Deduct five (5) points when dress code is not followed.							
Total Points						_____ x 80% =	
Average Objective Test Score						_____ x 20% =	
Final Score							/100 max.

Student Name(s):			
State:			
Judge's Signature:		Date:	

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator