

# 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

### **PERFORMANCE COMPETENCIES**

- demonstrate critical thinking and problem solving
- exhibit good communication skills
- effectively present the case
- all team members contribute to presentation

**CAREER CLUSTER:** *Business Management and Administration*

### **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. If a chapter has no team in the top five, it may enter one team in this event.

Each team must be comprised of four (4) or five (5) persons—a 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 (2) 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.

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 1
- Scored in the top three on the state parliamentary procedures written test of those who applied for this position

*An individual is eligible to take the test 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.

Every effort will be made to provide online computerized testing at the state level. If this is not possible, participants must furnish their own No. 2 pencils, erasers, and pens. No cell phones, 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 individual scores of its members. The fifteen (15) teams with the highest averaged scores will be selected for the performance test. In the case of a tie the objective test score will break the tie.

## **GUIDELINES**

### **Performance**

1. Members of the fifteen (15) participating finalist teams will report to the preparation room twenty-five (25) minutes before the performance. Each team will receive the case study for each team member. Teams will report to the performance room at the end of twenty (20) minutes.
2. 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.
3. 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 case 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.
4. No reference materials, visual aids, or electronic devices may be brought to or used during the performance.
5. 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.
6. 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.
7. 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.
8. Performances are open to conference attendees who are not performing participants of this event.

### **JUDGING**

The written objective tests will be machine graded. In the case of a tie, the objective test score will break a tie. 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.

### **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.

### **REFERENCE**

Parliamentary Procedure Rating Sheet, see Appendix A

## **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.*



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## Performance Rating Sheet

**Motions:** Deduct one (1) point for each mistake in each classification

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

		Value	Score
<b>Motions</b>	<b>Comments</b>		
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
<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. Time:			
<b>Penalty</b> Deduct five (5) points for not following directions			
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.			
<b>Final Score</b>		<b>/100 max.</b>	
<b>Objective Test Score</b> (To be used in the event of a tie.)			

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

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator