

**Overview**

This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

This is a team event composed of two or three members. This event consists of two parts: an objective test and a performance. The top ten (10) teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

**Competencies**

The topics listed below are prioritized, listing the most important content areas of the tests.

- Parliamentary procedure principles
- FBLA Bylaws

**Procedures/Tips**

- Review the Competitive Events Tips in the front of the book.

**Web Site Resources**

- Go to <http://www.parliamentarians.org/membership.htm> to download 300 test questions used to review for the national parliamentary test. Also go to <http://www.parliamentarians.org/> to look at study materials.

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### Parliamentary Procedure Sample Questions

1. The quorum for all business meetings at the NLC shall be
  - a. a majority of the registered voting delegates.
  - b. a majority of the total membership.
  - c. a majority of the voting delegates in attendance at that time.
  - d. a majority of the state voting delegates.
2. The second deadline to submit applications for national office shall be
  - a. July 1.
  - b. June 15.
  - c. at the NLC.
  - d. June 1.
3. Discussion without a motion
  - a. is allowable in particularly orderly assemblies.
  - b. is not subject to a point of order.
  - c. is allowable without permission of the assembly.
  - d. violates one of parliamentary procedure's most powerful tools for expediting business.
4. Which of the following can be laid on the table?
  - a. a group of main motions listed as unfinished business
  - b. an undebatable appeal that does not adhere to the main motion
  - c. a main motion to which an objection to the consideration has been raised
  - d. objection to the consideration of a question
5. The chairman of a special committee appointed by the chair is automatically the first person named, unless
  - a. he or she is not a member of the society.
  - b. he or she declines the position.
  - c. all answers are correct
  - d. the chair does not mention this when naming the committee members.
6. Nomination and election of officers at a convention
  - a. should be followed by an installation ceremony.
  - b. must be on separate days.
  - c. should be scheduled for the final day of the convention.
  - d. should take place early in the convention.
7. The program
  - a. may be proceeded to at any time during the meeting by special rule or practice.
  - b. must precede the business meeting in case members wish to take action.
  - c. should be given after the meeting has adjourned.
  - d. should follow the end of the order of business.
8. A committee of the whole
  - a. may order a counted rising vote.
  - b. may refer a matter to another ordinary committee.
  - c. may impose disciplinary measures on its members.
  - d. rises and reports when it wishes to bring the meeting to an end.
9. If a parliamentarian is needed by an organization,
  - a. the president, with the approval of the board of directors, should appoint the person.
  - b. the board of directors should elect the person.
  - c. the president should be free to appoint someone in whom he has confidence.
  - d. the assembly should elect the person.

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10. When a vote by ballot is not required by the bylaws, for which of the following would a ballot vote not be prescribed?
    - a. Whenever it is believed that members may thereby be more likely to vote their true sentiments.
    - b. Non-contested elections.
    - c. A vote on charges before or after the trial of a member or an officer.
    - d. A vote on the admission of a candidate to membership in the society.
  11. Which of the following motions does **not** require a second?
    - a. reconsider
    - b. suspend the rules
    - c. appeal from the decision of the chair
    - d. fill a blank
  12. A motion that presents the same question as a motion that has been referred to a committee is
    - a. in order at the time that the committee presents its report.
    - b. improper, and therefore out of order.
    - c. dilatory, and therefore out of order.
    - d. in order, and should be considered immediately.
  13. If a committee chairman fails to call a meeting of the committee:
    - a. the committee must meet on the call of the president
    - b. the committee cannot meet
    - c. the committee is dissolved
    - d. the committee must meet on the call of any two of its members
  14. Which motion can be renewed after progress in business?
    - a. question of privilege
    - b. adjourn
    - c. postpone indefinitely
    - d. rescind
  15. A motion arising out of an officer's, a board's, or a committee's report is
    - a. taken up immediately.
    - b. postponed until the next meeting so more information can be gathered.
    - c. taken up after all committees have reported.
    - d. taken up under new business.
  16. After words have been inserted or added, they can be changed or struck out
    - a. by a motion to strike out the words.
    - b. by a motion to strike out the entire paragraph into which the words were inserted.
    - c. by defeating the motion, then reintroducing it without the words.
    - d. they cannot be changed or struck out.
  17. The fundamental instrument establishing an unincorporated society is the
    - a. bylaws.
    - b. special rules of order.
    - c. standing rules.
    - d. adopted parliamentary authority.
  18. A question of privilege has interrupted business and is pending. Which of the following is correct?
    - a. a motion to commit is out of order
    - b. the motion is undebatable
    - c. the motion is debatable
    - d. the presiding officer is permitted to participate in debate

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19. At the conclusion of a roll call vote, before the result is announced
    - a. anyone who entered the room after his name was called cannot vote.
    - b. a change of vote is not permitted at this time.
    - c. the number of those who answered "present" is not reported to the chair.
    - d. the names of those who failed to answer can be called again.
  20. A question that has been laid on the table can be taken from the table
    - a. at the succeeding convention if such is held within one calendar year.
    - b. by moving to renew the question.
    - c. at such time as the maker of the motion specifies when the motion to lay on the table is made.
    - d. at the next regular session if such session will be held before a quarterly time interval has elapsed.
  21. The unqualified term "majority vote" means
    - a. more than half the votes cast, excluding blanks and abstentions.
    - b. one more than half of the legally qualified membership.
    - c. more than half the number of persons present, legally entitled to vote.
    - d. at least one more than half of the votes cast.
  22. After composing a set of bylaws, a very critical review should be given by the full committee
    - a. to be sure that dues are listed.
    - b. to number and letter the articles and sections.
    - c. to eliminate any remaining inconsistencies or ambiguities.
    - d. to make sure enough officers are listed.
  23. In organizations that regularly hold one-meeting sessions quarterly or more often, corrections, if any, and approval of the minutes are usually handled by
    - a. a two-thirds vote.
    - b. a show of hands.
    - c. a majority vote.
    - d. unanimous consent.
  24. Which article in the FBLA bylaws describes the information about FBLA dues?
    - a. Article VI
    - b. Article IV
    - c. Article III
    - d. Article V
  25. During the balloting for FBLA national office, a candidate with the lowest number of votes will be first dropped from the ballot on the \_\_\_\_\_ vote.
    - a. fifth
    - b. fourth
    - c. third
    - d. second
  26. \_\_\_\_\_ members may be elected to a FBLA state or local chapter by a majority vote. These individuals may not vote or hold office and shall not be required to pay dues.
    - a. national honorary life
    - b. active
    - c. honorary life
    - d. professional
  27. FBLA state chapter charters shall be issued upon approval of the
    - a. advisory council.
    - b. CEO.
    - c. board of directors.
    - d. national executive council.

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28. A society is electing alternates for its delegates to a national convention. Which rule would be the most advisable to govern this election?
- a. Make qualifications the same for both delegates and alternates.
  - b. Elect more alternates than delegates needed.
  - c. Elect about half as many alternates as delegates.
  - d. Name the delegate whom each alternate will replace.
29. A call for a counted rising vote to be taken after an uncounted rising vote
- a. is appropriate only for motions requiring a two-thirds vote.
  - b. may be granted or denied by the presiding officer, the decision being made at his sole discretion.
  - c. must be granted on the demand of a single member if he doubts the vote.
  - d. requires a motion, which needs a second and a majority vote to pass.
30. When dissolving an unincorporated society, which of the following is **not** required?
- a. adoption of a resolution disposing of assets
  - b. adoption of a resolution of dissolution
  - c. notice by mail to all members of record of the meeting at which voting on the dissolution will take place
  - d. adoption of a motion reconsidering the bylaws

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## Parliamentary Procedure Performance

### Performance Indicators

- Motions
  - Made
  - Seconded
  - Stated
  - Debate/no debate
  - Put to vote
  - Vote result announced
- Problem quality (concise, complete, clear, germane)
- Directions followed
- Other business quality
- Proper order of business
- Proper use of parliamentary terms
- Clarity of expression and voice projection
- Impartiality of presiding official
- Initiative of members
- Poise, dignity, and appearance

### Case Scenario

This is a regular meeting of your FBLA chapter.

Below is a list of parliamentary procedure motions, concepts, or principles that you are to incorporate into your performance. Use situations typical of a regular chapter meeting to illustrate all of the items below.

The items are listed randomly. You may present them in any sequence you wish as long as their use conforms to correct procedures.

Part of the evaluation by the judges will be the quality of discussion. Motions should be clearly stated and complete. Debate should be logical, natural, concise, germane, and enthusiastic.

1. React to a member whose debate is not germane.
2. Rescind (at this meeting) something adopted (at a previous meeting) over the objection of a member that previous notice to rescind was not given.
3. The chair is in doubt as to the outcome of a voice vote.
4. At the end of the previous meeting when a quorum was not present, the chapter selected the date for the fall conference. Take any action now deemed appropriate.

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**Marketing Answer Key**

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|-------|-------|-------|
| 1) D  | 11) B | 21) B |
| 2) B  | 12) D | 22) C |
| 3) C  | 13) A | 23) A |
| 4) C  | 14) D | 24) A |
| 5) C  | 15) A | 25) C |
| 6) C  | 16) D | 26) B |
| 7) D  | 17) C | 27) D |
| 8) D  | 18) A | 28) A |
| 9) D  | 19) D | 29) C |
| 10) C | 20) B | 30) A |

**Network Design Answer Key**

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|-------|-------|-------|
| 1) A  | 11) C | 21) D |
| 2) D  | 12) A | 22) B |
| 3) D  | 13) A | 23) D |
| 4) A  | 14) B | 24) B |
| 5) B  | 15) A | 25) D |
| 6) D  | 16) B | 26) A |
| 7) A  | 17) B | 27) C |
| 8) B  | 18) A | 28) C |
| 9) A  | 19) A | 29) B |
| 10) C | 20) A | 30) B |

**Networking Concepts Answer Key**

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|-------|-------|-------|
| 1) A  | 11) D | 21) B |
| 2) A  | 12) A | 22) D |
| 3) D  | 13) D | 23) A |
| 4) C  | 14) D | 24) C |
| 5) B  | 15) B | 25) B |
| 6) D  | 16) B | 26) C |
| 7) D  | 17) A | 27) C |
| 8) A  | 18) A | 28) C |
| 9) C  | 19) D | 29) C |
| 10) D | 20) C | 30) B |

**Parliamentary Procedure Answer Key**

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|-------|-------|-------|
| 1) A  | 11) D | 21) A |
| 2) B  | 12) B | 22) C |
| 3) D  | 13) D | 23) D |
| 4) C  | 14) B | 24) B |
| 5) B  | 15) A | 25) B |
| 6) D  | 16) B | 26) C |
| 7) A  | 17) A | 27) C |
| 8) D  | 18) C | 28) A |
| 9) C  | 19) D | 29) D |
| 10) B | 20) D | 30) D |

**Personal Finance Answer Key**

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|-------|-------|-------|
| 1) A  | 11) A | 21) C |
| 2) B  | 12) D | 22) B |
| 3) A  | 13) D | 23) C |
| 4) A  | 14) B | 24) A |
| 5) C  | 15) B | 25) D |
| 6) B  | 16) B | 26) C |
| 7) A  | 17) C | 27) B |
| 8) D  | 18) B | 28) A |
| 9) A  | 19) D | 29) A |
| 10) D | 20) B | 30) C |