

PARLIAMENTARY PROCEDURE

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A *team event*, recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting. Participants must take a Parliamentary Procedure Knowledge Test, present a demonstration meeting using provided planning materials and prepare minutes of the meeting. Parliamentary Procedure is sponsored in part by National Association of Parliamentarians

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 8 prior to event planning and preparation.
2. The Parliamentary Procedure *team* will consist of four to eight members including a president who will serve as the chair, a secretary, a treasurer and up to five others who will serve as chapter members. The chair will designate the members of the *team* who will serve as secretary and treasurer.
3. Each *team* must complete the *Online Project Summary Form* located on the “Surveys” tab of the FCCLA Student Portal and provide signed proof of submission at the assigned participation time.
4. A planning packet consisting of agenda, secretary’s record/minutes, blank secretary’s record, treasurer’s report, two topics of new business and a copy of Robert’s Rules of Order, Newly Revised, 12th Edition, will be provided. Participants must bring a gavel and pencils for taking notes. Calculators are not allowed.
5. Prepared scripts are prohibited. Participants can use planning notes related to information received during the planning time, such as committee reports and main motions. Notes about incidental and subsidiary motions are not permitted. All planning materials and notes will be collected after the event. Teams using prepared materials will receive 0 points for Quality of Demonstration Discussion.
6. Use of computers is not allowed. Participants may wear watches, but no cell phones or timers may be used.
7. National Leadership Conference (NLC) participants are required to view the online orientation video and submit the STAR Events Orientation Form by the deadline. The video and form will be on the FCCLA Student Portal and can be found under Surveys Applications. Only one form per entry is required. **Contact your [State Adviser](#) for orientation procedures for competitions held prior to the National Leadership Conference (NLC).**
8. Participants who do not follow the event guidelines or the definition of the event, their project will not be considered for evaluation. However, the participant can still participate in the competition by giving an oral presentation and will only be evaluated based on that presentation.

[CLICK HERE TO VIEW NATIONAL DEADLINES](#)

CAREER PATHWAYS ALIGNMENT

Human Services	Hospitality & Tourism	Education & Training	Visual Arts & Design
■		■	■

EVENT LEVELS

Level 1: Through Grade 8	Level 2: Grades 9–10	Level 3: Grades 11–12	Level 4: Postsecondary
■	■	■	■

*See page 7 for more information on event levels.

GENERAL INFORMATION

Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided for Competition	Competition Dress Code
4–8	Equipment	Table and 8 chairs—Yes Planning Packet, Robert’s Rules Book—Yes Electrical Access—No Wi-Fi – No	FCCLA Official Dress

PRESENTATION ELEMENTS ALLOWED

Audio	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/Pointers	Skits	Presentation Equipment	Visuals

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COMPETITION PROCEDURES & TIME REQUIREMENTS

TIME	LEVEL 1	LEVEL 2	LEVELS 3 & 4
At the designated time, participants will report to the planning room where they will be given one copy of each of the following: a skeleton agenda, minutes from a previous meeting, treasurer’s report, two topics of new business and a copy of Robert’s Rules of Order Newly Revised 12th Edition. Possible topics of new business include, but are not limited to, the following: plans to increase chapter membership, fundraising ideas for local chapter, public relations or promotional projects, <i>community</i> service projects and participation in FCCLA <i>National Programs</i> .			
15 minutes	Participants will have 15 minutes to prepare for the meeting. (Planning may only happen during this 15–minute time frame.)		
20 minutes	Participants will move to a demonstration room to present. The demonstrated meeting may be up to 20 minutes in length (rap of gavel for FCCLA Opening Ceremonies to final gavel rap of FCCLA Closing Ceremonies). A five–minute and a one–minute warning will be given. Participants will be stopped at 20 minutes. Following adjournment of the meeting, the secretary will turn in the secretary’s record.		
15 minutes	Evaluators will have up to 15 minutes to provide feedback, discuss, complete the rubric and write comments for participants.		
Total Time: 50 Minutes			

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SPECIFICATIONS

SPECIFICATIONS	LEVEL 1	LEVEL 2	LEVELS 3 & 4
Knowledge Test	All National Leadership Conference (NLC) participants will take the Parliamentary Procedure Knowledge Test during the online testing window, as outlined on the National Deadlines page of the FCCLA Website. Tests will be evaluated and the results will be factored into the <i>team's</i> final score. During the online testing window, all participants will have a set time (see below) to take a test derived from questions and answers submitted by the National Association of Parliamentarians and FCCLA. The test scores of all participants on a <i>team</i> will be averaged to determine a <i>team</i> test score. This average will be worth 20% of the <i>team's</i> final score.		
	Participants will have 15 minutes to take a parliamentary procedure knowledge test. Test topics will be released on the FCCLA Portal by February 1.	Participants will have 20 minutes to take a parliamentary procedure knowledge test. Test topics will be released on the FCCLA Portal by February 1.	Participants will have 25 minutes to take a parliamentary procedure knowledge test. Test topics will be released on the FCCLA Portal by February 1.

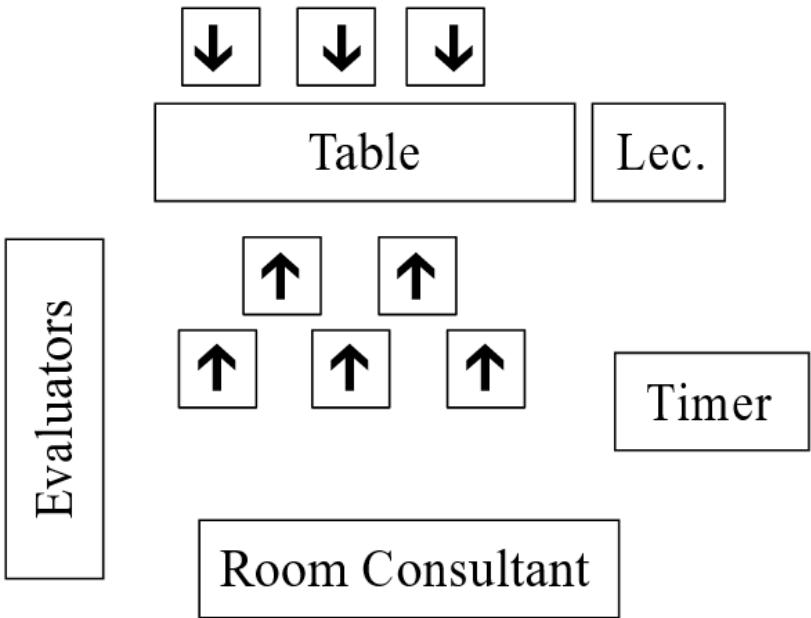
PARLIAMENTARY PROCEDURE SPECIFICATIONS (CONTINUED)

SPECIFICATIONS	LEVEL 1	LEVEL 2	LEVELS 3 & 4
Demonstrated Meeting	The demonstrated meeting may be up to 20 minutes in length and is presented to evaluators. The demonstrated meeting must show the participants' knowledge of parliamentary law and their ability to perform designated skills and must follow the agenda given during the preparation time.		
Proper Use of Parliamentary Law	Use parliamentary law according to Robert's Rules of Order Newly Revised 12th Edition.		
Proper Recognition of Chair and All Members	Use proper procedure when addressing chair or members.		
Coverage of Agenda	Address all agenda items properly. Items on agenda must include FCCLA opening ceremony, call to order, previous meeting minutes, treasurer's report, committee report(s), unfinished business, new business, FCCLA closing ceremony and adjournment.		
Main Motion	<p>Demonstrate each ability correctly, in a proper sequence and at an appropriate time during the meeting.</p> <p>NOTE: To receive credit for demonstrating each ability correctly, amendments may apply to at least 1 motions.</p>		
Amend a Motion			
Point of order or Parliamentary Inquiry			
Division of the Assembly or Division of the Question			
Previous Question			
Request for Information			
Postpone to a Certain Time			
Refer to Committee			
Lay on the Table			
Question of Privilege or Recess			
Demonstration Time and Quality	Conduct an overall high-quality demonstration which lasts an appropriate amount of time required for <i>content</i> , debate and involvement.		
Clarity of Expression and Voice	State ideas and comments completely; use appropriate grammar, pronunciation, pitch, tempo and volume. Discussion must flow naturally from one item on agenda to the next.		
Poise	<i>Team</i> conducts itself in appropriate, <i>professional</i> and poised manner.		
Impartiality of Presiding Officer	Presiding officer uses entire <i>team</i> and their ideas.		
Team Participation	Active participation by all members during opening and closing ceremonies and discussion (except the secretary).		
Debate Includes FCCLA	Conduct meeting with accurate use of FCCLA Purposes, Mission and facts throughout debate.		


PARLIAMENTARY PROCEDURE SPECIFICATIONS (CONTINUED)

SPECIFICATIONS	LEVEL 1	LEVEL 2	LEVELS 3 & 4
Secretary's Record	<p>Secretary's record of the demonstrated meeting will be taken by the secretary during the meeting on the provided form. The record, upon completion, will be presented to the evaluators immediately following adjournment of the meeting. The secretary's record may not be rewritten after the meeting; it will not be evaluated as final minutes. The record will be evaluated for coverage of all meeting activities.</p> <p>The <i>team</i> enters the demonstration room and is seated. Tables and chairs may not be moved.</p>		

Diagram:



Lec. — Lectern (Freestanding or Tabletop)

 Chair for participant

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Resources

A copy of the following resources may also be accessed in the FCCLA Adviser/Student Portal under “Resources” > “Competitive Events” > “STAR Events Resources”.

- [FCCLA Planning Process](#)
- [Work Cited Citation Guide](#)
- [National Association of Parliamentarians Study Guide](#)
- [Robert’s Rules of Order Newly Revised 12th Edition](#)

National Leadership Conference Resources

- [Confirm STAR Events Instructions](#)
 - **Note:** This is **only** for National Leadership Conference Participants and can only be done by Chapter Advisers. Members should check with their Chapter Adviser to verify this step has been completed.
- [Online Orientation Instructions](#)
 - **Note:** This is **only** for National Leadership Conference Participants and can only be done in the Student Portal. This form and video will be released by May 1. Please check with your State Adviser for District/Regional/State Orientation requirements.

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STAR EVENTS POINT SUMMARY FORM

Participant Name: _____

Chapter: _____ State: _____ Team #: _____ Station #: _____ Level: _____

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a *team* does not show, write “No Show” across the top and return with other forms. Do NOT change *team* or station numbers.
2. Before the presentation begins, room consultants must fill out the form below to calculate the registration points and average *team* test score.
3. Confirm STAR Competition is mandatory solely for participation at the National Leadership Conference. States have the authority to decide whether this requirement applies to picking up the registration packet and confirming the event/schedule accuracy OR attending a state-specific orientation.
4. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators’ verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
5. At the end of competition in the room, double check all scores, names and *team* numbers to ensure accuracy. Sort results by *team* order and turn in to the Lead Consultant.
6. Check with the Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			POINTS
Confirm STAR Competition(s) 0 or 1 point	Confirmed STAR Competition(s) schedule in the FCCLA Adviser Portal by deadline (National Leadership Conference Only)		
	0 No	1 Yes	
Event <i>Online Orientation Form</i> 0 or 1 point	0 Online Orientation Form not completed in the Student Portal by deadline	1 Online Orientation Form completed in the Student Portal by deadline	
Proof of Project Summary Form Submission 0 or 1 point	0 Not presented to Room Consultant at participation time	1 Presented to Room Consultant at participation time	
Test Scores 0–20 points	Participant 1 _____% Participant 2 _____% Participant 3 _____% Participant 4 _____% Participant 5 _____% Participant 6 _____% Participant 7 _____% Participant 8 _____%	Total Team Score _____% ÷ Number of participants on team _____ = Average Team Score %: _____ = Team Score	
Dress Code 0 or 1 point	0 Event dress code was not followed	1 Event dress code was followed	

EVALUATORS' SCORES

Evaluator 1: _____
 Evaluator 2: _____
 Evaluator 3: _____
 Total Score: _____

Initials: _____
Initials: _____
Initials: _____

Divided by # of Evaluators

= AVERAGE EVALUATOR SCORE

Rounded only to the nearest hundredth (i.e., 79.99 not 80.00)

RATING ACHIEVED (circle one)

Gold: 90–100

Silver: 70–89.99

Bronze: 1–69.99

VERIFICATION OF FINAL SCORE & RATING (please initial)

ROOM CONSULTANT TOTAL
(24 points possible)

AVERAGE EVALUATOR SCORE
 (76 Points Possible)

FINAL SCORE
(Average Evaluator Score plus
Room Consultant Score)

Evaluator 1: _____ Evaluator 2: _____ Evaluator 3: _____ Adult Room Consultant: _____ Event Lead Consultant: _____

PARLIAMENTARY PROCEDURE RUBRIC

Participant Name: _____

Chapter: _____ State: _____ Team #: _____ Station #: _____ Level: _____

DEMONSTRATED MEETING						POINTS
Proper Use of Parliamentary Law 0–7 points	0 Team did not demonstrate any Parliamentary Law according to Robert's Rules of Order Newly Revised 12th edition	1 2 3 Team lacked basic understanding of parliamentary law according to Robert's Rules of Order Newly Revised 12th Edition	4 5 Team incorrectly carried out parliamentary procedures twice according to Robert's Rules of Order Newly Revised 12th Edition	6 7 Team carried out all procedures correctly according to Robert's Rules of Order Newly Revised 12th Edition		
Proper Recognition of Chair and All Members 0–3 points	0 Members were never recognized by chair before speaking	1 Proper recognition of the chair and members were met some of the time	2 Proper recognition of the chair and members were met most of the time	3 Chair and members were recognized properly at all times		
Coverage of Agenda 0–3 points	0 Team did not follow agenda	1 Team did not address all agenda items	2 Team addressed all agenda items, but some were not done properly	3 Team addressed all agenda items properly		
Main Motion 0–3 points	0 Team did not demonstrate a main motion	1 Team incorrectly attempted a main motion	2 Team stated a main motion without properly carrying it out	3 Team correctly demonstrated a main motion		
Amend a Motion 0–3 points	0 Team did not demonstrate amending a motion	1 Team did not complete the amendment of a motion	2 Team completed the amendment of a motion, but did so incorrectly	3 Team correctly amended a motion		
Point of Order or Parliamentary Inquiry 0–3 points	0 Team did not demonstrate a point of order or parliamentary inquiry	1 Team did not complete point of order or parliamentary inquiry	2 Team completed point of order or parliamentary inquiry, but did so incorrectly	3 Team correctly demonstrated a point of order or parliamentary inquiry		
Division of the Assembly or Division of the Question 0–3 points	0 Team did not demonstrate division of the assembly or division of the question	1 Team did not complete division of the assembly or division of the question	2 Team completed division of the assembly or division of the question, but did so incorrectly	3 Team correctly demonstrated division of the assembly or division of the question		
Previous Question 0–3 points	0 Team did not demonstrate previous question	1 Team did not complete previous question	2 Team completed previous question, but did so incorrectly	3 Team correctly demonstrated previous question		
Request for Information 0–3 points	0 Team did not demonstrate request for information	1 Team did not complete request for information	2 Team completed request for information, but did so incorrectly	3 Team correctly demonstrated request for information		
Postpone to a Certain Time 0–3 points	0 Team did not demonstrate postpone to a certain time	1 Team did not complete postpone to a certain time	2 Team completed postpone to a certain time, but did so incorrectly	3 Team correctly demonstrated postpone to a certain time		
Refer to a Committee 0–3 points	0 Team did not demonstrate refer to a committee	1 Team did not complete refer to a committee	2 Team completed refer to a committee, but did so incorrectly	3 Team correctly demonstrated refer to committee		
Lay on the Table 0–3 points	0 Team did not demonstrate lay on the table	1 Team did not complete lay on the table	2 Team completed lay on the table, but did so incorrectly	3 Team correctly demonstrated lay on the table		
Question of Privilege or Recess 0–3 points	0 Team did not demonstrate question of privilege or recess	1 Team did not complete question of privilege or recess	2 Team completed question of privilege or recess, but did so incompletely	3 Team correctly demonstrated question of privilege or recess		
Demonstration Time 0–3 points	0 No discussion took place	1 10 minutes or less	2 10–15 minutes	3 15–20 minutes		

PARLIAMENTARY PROCEDURE RUBRIC (CONTINUED)

Quality of Demonstration Discussion 0–15 points	0 No discussion took place	1 2 3 4 5 6 Limited quality discussion and involvement of members	7 8 9 10 11 Quality of discussion and appropriate member involvement	12 13 14 15 Quality of discussion, diversity of viewpoints and appropriate involvement		
Clarity of Expression and Voice 0–3 points	0 Speech unclear, weak voice projection, incorrect pronunciation, poor grammar	1 Few team members use clear speech or voice projection or pronunciation or proper grammar	2 Most team members use clear speech or voice projection or pronunciation or proper grammar	3 Speech clear, projects voice, pronounces all words, no vocalized pauses, correct grammar		
Poise 0–3 points	0 Expressionless, no hand gestures, sways, no eye contact	1 Few team members use appropriate expression or hand gestures or posture or eye contact	2 Most team members use appropriate expression or hand gestures or posture or eye contact	3 Good expression, appropriate hand gestures, good posture, good eye contact		
Impartiality of Presiding Officer 0–3 points	0 Did not call on all members, states own opinion	1 The presiding officer rarely calls on all members and/or rules fairly on motions	2 The presiding officer usually calls on all members and/or rules fairly on motions	3 The presiding officer always calls on all members and/or rules fairly on motions		
Team Participation 0–3 points	0 Clearly there is no team participation	1 The meeting participation relies primarily on one or two members	2 Most team members are actively involved in the meeting	3 All team members were actively involved in carrying out the meeting (except secretary)		
Debate includes FCCLA Purposes 0 or 1 point	0 Team did not include FCCLA Purposes, Mission or facts	1 Team used FCCLA Purposes, Mission or facts in a majority of debate				

SECRETARY'S RECORD					POINTS	
Secretary's Record 0–2 points	0 Station is disorganized, safety is disregarded	1 Disorganized and some agenda items not recorded	2 Organized and contain all required agenda items			

Evaluator's Comments—Include two things done well and two opportunities for improvement:					TOTAL (76 Points Possible)	
					Evaluator #: _____	
					Evaluator Initials: _____	
					RC Initials: _____	



PARLIAMENTARY PROCEDURE

OPENING CEREMONY

President:

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating:

"We are members of Family, Career and Community Leaders of America®. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education."

Officers:

"Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation."

Members:

"As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership and give service."

President:

"This meeting of the _____ Chapter of Family, Career and Community Leaders of America® is now in session. You may be seated."

PARLIAMENTARY PROCEDURE

BRIEF OPENING CEREMONY

The following is a short alternative opening ceremony.

President:

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating

"We are members of Family, Career and Community Leaders of America®. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation. This meeting of the _____ Chapter of Family, Career and Community Leaders of America® is now in session. You may be seated."



PARLIAMENTARY PROCEDURE CLOSING CEREMONY

President:

"Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed."

Members:

Repeat Creed

*We are the Family, Career and Community Leaders of America®.
We face the future with warm courage and high hope.*

*For we have the clear consciousness of seeking old and precious values.
For we are the builders of homes,
Homes for America's future,
Homes where living will be the expression of everything that is good and fair,
Homes where truth and love and security and faith will be realities, not dreams.*

*We are the Family, Career and Community Leaders of America®.
We face the future with warm courage and high hope.*

President:

"This meeting of the _____ Chapter of Family, Career and Community Leaders of America® is now adjourned."

Raps gavel

PARLIAMENTARY PROCEDURE BRIEF CLOSING CEREMONY

The following is a short alternative closing ceremony.

President:

"Members, please stand. FCCLA members are challenged to make a difference in the world by making decisions daily to assume responsibilities in their personal growth, family life, community involvement and career and technical education. This meeting of Family, Career and Community Leaders of America® is now adjourned."

Raps gavel



OPENING CEREMONY		QUORUM PRESENT	
Yes	No	Yes	No

MINUTES OF THE PREVIOUS MEETING WERE READ		APPROVED	
Yes	No	Yes	No

CORRECTIONS		NOTES
Yes	No	

TREASURER'S REPORT	
Yes	No

TREASURER'S REPORT	
Attached	Filed for Audit

NOTES	
BALANCE ON HAND	

REPORTS, MOTIONS, ETC.	MOTION BY	SECOND	RESULTS/ACTION
Committee Report			
Unfinished Business			
New Business			

Submitted by: _____

CLOSING CEREMONY	
Yes	No

Position held: _____