

PARLIAMENTARY PROCEDURE

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

TOP 5 SKILLS STUDENTS REPORT LEARNING THROUGH PARTICIPATION

Leadership	Public Speaking
Decision Making or Problem Solving	Teamwork
Communication/ Observation/ Writing Skills	

PARLIAMENTARY PROCEDURE BY THE NUMBERS: 2023 - 2024

Participants Nationwide	Type of Event	Nationwide Impact
434	Foundational	5,247

88% of Parliamentary Procedure participants indicated this event is extremely or very useful to their future.
32% of Parliamentary Procedure participants indicated they would pursue higher education related to the career chosen in their project.

PARTICIPANT TESTIMONIALS

"We are conducting a meeting practicing Robert's Rules of Order. Our knowledge of these procedures will be tested throughout the meeting. These skills will be used within our careers and future lives. We hope to be able to become great parliamentarians and leaders in our society." California FCCLA Member

"It will impact our community because we will be more involved in the community since we will know how to act and hold proper meetings. It will help us in our chapter as well because we will help spread our knowledge to the rest of our chapter so we can run successful meetings." Montana FCCLA Member

"This project gave all members of the team better communication skills and leadership skills. This helped in family situations because team members could solve problems more efficiently. It helped in school situations because team members were able to come up with creative solutions to problems in the school." North Carolina Member

"This project definitely made our FCCLA meetings run smoother, and allowed us to be better members of not only our organization, but other organizations and committees on campus as well. As far as the family, knowing how to better function in a group helps us there as well. It taught us patience and understanding that everyone has a voice. We are also better prepared to be an important part of our community and are now qualified to serve on committees for different organizations and perhaps take a part in politics at all levels." Texas FCCLA Member

SCHOLARSHIPS

Each year FCCLA's collegiate partners award over 13 million in scholarships to the Top 3 placing Level 3 teams/individuals annually at the National Leadership Conference. Scholarship details can be found on the FCCLA Website.

PARLIAMENTARY PROCEDURE GUIDELINES AND RUBRICS

The STAR Events Guidelines and rubrics are updated annually, and they are an exclusive benefit for FCCLA members. Advisers and members can access and download the guidelines from the FCCLA Portal.

[ADVISER PORTAL](#)

[MEMBER PORTAL](#)