

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 the **STAR Events Front Pages** for all event requirements, policies, and event procedures before beginning the project.
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. One person from 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 an 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. **Online Orientation** - National Leadership Conference (NLC) participants are **encouraged** to view the STAR Events Online Orientation video to ensure they are fully prepared for the NLC. The video will be in the FCCLA Student Portal under Resources. **Contact your state adviser for orientation procedures for competitions held prior to NLC.**
8. **STAR Events Schedule Confirmation** – It is **strongly suggested** that chapter advisers confirm participants' STAR Events schedules in the FCCLA Adviser Portal. Advisers can review students' schedules in the FCCLA Adviser Portal by visiting the Meetings & Events tab, selecting NLC, and choosing "Confirm STAR Competition." **Confirming schedules in advance helps ensure that participants are qualified, registered for the conference, and competing in the correct STAR Event. Schedule changes after the published deadline are subject to a \$25 change fee.** Please refer to the FCCLA Website (Competitive Events Dates & Deadlines).
9. Participants who do not follow the event guidelines or the definition of the event, or if they create an item that does not align with the current event topic, 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 TO VIEW NATIONAL DEADLINES](#)

CAREER CLUSTERS ALIGNMENT

Arts & Design	Education & Training	Financial Services
■	■	
Hospitality & Tourism	Human Services	Public Service
	■	■

EVENT LEVELS

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

Review the "Event Description and Levels" section of the policies in the front of the guidelines 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: 2025 - 2026		
Participants Nationwide	Type of Event	Nationwide Impact
877	Foundational	5,527
80% of Parliamentary Procedure participants indicated this event is extremely or very useful to their future. 28% of Parliamentary Procedure participants indicated they would pursue higher education related to the career chosen in their project.		

PARTICIPANT TESTIMONIALS
<i>"The FCCLA STAR Event Parliamentary Procedure positively impacts the community by teaching students leadership, teamwork, and effective communication. Participants learn how to run organized meetings, respect different opinions, and make fair decisions, which helps them become responsible leaders who contribute positively to schools, community organizations, and future civic involvement." – Texas FCCLA Member</i> <i>"It teaches us how to properly run a business meeting, so when we are older or have professional jobs we will know what we are supposed to do which will benefit our community." – Wisconsin FCCLA Member</i> <i>"Parliamentary procedure ended up helping way more than I expected. Learning how to run meetings and actually speak up gave me a lot more confidence, and my family noticed I was way better at explaining things and staying organized. At school, it made our club meetings smoother and less chaotic, so people actually felt like their ideas were heard. It also helped our community because we used those skills during events and service projects, making everything feel more professional and respectful. It sounds small, but knowing how to work together the right way really changed how people saw us and how we worked as a team." – Arizona FCCLA Member</i>

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 can access and download the guidelines from the FCCLA Portal.

[ADVISER PORTAL](#)