

## PA FBLA--Bruce Boncal

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**From:** PA FBLA--Bruce E. Boncal <no-reply@wufoo.com>  
**Sent:** Monday, July 06, 2015 2:40 PM  
**To:** PA FBLA--Bruce Boncal  
**Subject:** FBLA NLC Event Evaluation Form [#80]

FBLA Competitor's  
Name \* Vineeth Voruganti

FBLA Competitor's  
Email  
An email address is  
required.

FBLA Competitor's  
2014-2015 Grade  
Level \* Grade 09

Identify the FBLA  
Event You  
Participated in at the  
NLC \* Introduction to Parliamentary Procedure

What place/ranking  
did you earn at the  
NLC? \* 4th

FBLA Competitor's  
School \* Downingtown STEM Academy

Your FBLA Adviser's  
Name \* Mary Beth Tomlinson

FBLA Adviser's Email  
\* [mtomlinson@dasd.org](mailto:mtomlinson@dasd.org)

FBLA Competitor's  
Primary Contact  
Name \* Ramanna Voruganti

FBLA



Competitor's/Primary

Contact's Mailing

Address \*

### Test Evaluation

It is recommended that you write your evaluation in a word processing document and then copy and paste it into this area. That will be easiest. There is no limitation on the amount of content that can be entered. \*

The introduction the Parliamentary Procedure test is not too hard with the right amount of studying

Most of the questions relating to parliamentary procedures came directly from the NAP 1200 questions bank, and I would suggest studying this mainly. I however did not many study this and instead mainly studied Roberts Rules of Order and focused on reading that book. I achieved 4th place so it is a viable method ,but in order to have more success I suggest the 1200 question bank. Make sure they are on the latest edition of Roberts Rules of Order

For FBLA Bylaws I simply read them many times. Make sure you know what the powers and responsibilities of the board of directors and National Executive Council are. Also know about the power of Committees in FBLA and the Standing committees.

I thought the test was pretty easy but I could have studied the bank more than the book ensuring more knowledge of the questions and could have studied the committees and individual powers of each administrative group within FBLA

## PA FBLA--Bruce Boncal

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**From:** PA FBLA--Bruce E. Boncal <no-reply@wufoo.com>  
**Sent:** Thursday, July 09, 2015 7:36 PM  
**To:** PA FBLA--Bruce Boncal  
**Subject:** FBLA NLC Event Evaluation Form [#133]

FBLA Competitor's Name \* Jeffrey Gao

FBLA Competitor's Email  
An email address is required.

FBLA Competitor's 2014-2015 Grade Level \* Grade 10

Identify the FBLA Event You Participated in at the NLC \* Introduction to Parliamentary Procedure

What place/ranking did you earn at the NLC? \* 1st

FBLA Competitor's School \* Athens Area High School

Your FBLA Adviser's Name \* Brady Liechty

FBLA Adviser's Email \* [bliechty@mail.athensasd.k12.pa.us](mailto:bliechty@mail.athensasd.k12.pa.us)

FBLA Competitor's Primary Contact Name \* Wen Gao

FBLA



Competitor's/Primary

Contact's Mailing

Address \*

### Test Evaluation

It is recommended that you write your evaluation in a word processing document and then copy and paste it into this area. That will be easiest. There is no limitation on the amount of content that can be entered. \*

Way to make Nationals as an underclassman! And from super-competitive PA, no less!

Be grateful you live in this state, because if PA is still as into FBLA as it is right now (2015), you have a very good chance of placing at Nationals as you are now compared to others for whom the state pool was smaller or less intense. Don't misinterpret that as not having to study, though, because nothing is for certain. The competition in this event varies greatly from year to year; I took 1st by I believe to be a mile in my year, but had I competed last year it would've been a very close call (winner got a 98). Always assume you're competing under the hardest conditions. Better to complain that the test was too easy than to grieve for being unprepared.

Oh, yeah, the test. My test was a bit of an anomaly; yes, I had an hour to do a hundred questions, but not in the 4-choice, "10-Bylaw 90-Bank" format I was expecting based on reviews, the State test, or my friends' memories of the 2013 and 2014 National tests. Hopefully the test has returned to its orthodox structure by the time you take it, but if not, my test went like this:

1. 20 Bylaws questions, with 5 more interspersed throughout Q. 51-100. Interestingly enough, 7-10 of the questions repeated word for word. Nothing about the region map.
2. 30 True/False questions appearing to be from the NAP 300 (the free online one).
3. 45 Bank questions from Q. 51-100 in the actual 4-choice format. Less from Part 2 than I expected. Most were amazingly simple, but they were surprisingly specific on committees. That, and orders of the day (unfinished business, minutes, etc.)

This is a study-intensive event, made more so because you have access to most of the questions word for word, choice for choice, in the Bank. If you made it this far without getting this stuff, this is the point at which you'll really need the following if you want to win/place:

1. Robert's Rules of Order Newly Revised, 11th Edition. Please don't skimp out on this one or use a simplified/For Dummies version. You don't even have to read all of it.
2. Study Guide for National Association of Parliamentarians Examination for Registration 7th Edition. Also known as the NAP 1200 or the Bank, because it's the 1200 question test bank from which FBLA pulls its 75-90 ParlePro questions for each test, word for word and choice for choice (choices are scrambled, of course.)
3. The FBLA Bylaws. Just Google it and print them out.

You could also use the (free!) NAP 300 question study guide, but it won't do anything on its own. Seriously, there's a very good chance that you're from a school with people who've competed in this event, so just ask them for their stuff if you don't want to buy RRONR or the Bank. If you don't have the Bank yet, can't borrow it, and won't buy it, email any of the former competitors whose reviews you also received and they'll gladly donate. We don't need them :)

Give yourself two weeks to a month to study before the NLC. Starting right after school gets out should suffice provided you haven't just set a record for most snow days ever last winter.

I personally ran the Bank three times, a part per day, and read the pages associated with the part prior to the run (asso. pages found in P. ii of the physical copy of the Bank). Whatever I got wrong I looked up in the asso. pages (Appendix B in Bank) and wrote out. It took a decent 8-10 hours a day of full-focus studying. If you have a job, add another week of studying. The Bylaw questions were easy, so just a cursory glance each day at the NLC prior to your test should be enough. Definitely know the order of the Articles and the Regions Map, though.

Most importantly though, have fun! Don't fall into the trap of studying so much AT the NLC that you miss out on all that you've paid money to enjoy. I don't have actual material questions for you because ample studying of the Bank ensures that nothing will be any more of a problem than anything else. Walk in confident and you'll walk out happy. Good luck!

-Jeffrey Gao, 2015 NLC 1st Place

## PA FBLA--Bruce Boncal

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**From:** PA FBLA--Bruce E. Boncal <no-reply@wufoo.com>  
**Sent:** Tuesday, July 21, 2015 12:26 PM  
**To:** PA FBLA--Bruce Boncal  
**Subject:** FBLA NLC Event Evaluation Form [#201]

FBLA Competitor's Name \* Skyler Booths

FBLA Competitor's Email  
An email address is required.

FBLA Competitor's 2014-2015 Grade Level \* Grade 10

Identify the FBLA Event You Participated in at the NLC \* Introduction to Parliamentary Procedure

What place/ranking did you earn at the NLC? \* NA

FBLA Competitor's School \* Western Wayne High School

Your FBLA Adviser's Name \* Theresa Lubash

FBLA Adviser's Email \* [tlubash@westernwayne.org](mailto:tlubash@westernwayne.org)

FBLA Competitor's Primary Contact Name \* Diane Booths

FBLA Competitor's/Primary Contact's Mailing Address \*

**Test Evaluation**  
It is recommended that you write your evaluation in a word processing document and then copy and paste it into this area. That will be easiest. There is no limitation on the amount of content that can be entered. \*

The test had the usual bylaws questions (15-20). Test covered all sections of NAP study guide.

## PA FBLA--Bruce Boncal

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**From:** PA FBLA--Bruce E. Boncal <no-reply@wufoo.com>  
**Sent:** Tuesday, July 21, 2015 12:27 PM  
**To:** PA FBLA--Bruce Boncal  
**Subject:** FBLA NLC Event Evaluation Form [#202]

FBLA Competitor's Name \* Salina Tregaskis

FBLA Competitor's Email  
An email address is required.

FBLA Competitor's 2014–2015 Grade Level \* Grade 10

Identify the FBLA Event You Participated in at the NLC \* Introduction to Parliamentary Procedure

What place/ranking did you earn at the NLC? \* NA

FBLA Competitor's School \* Western Wayne High School

Your FBLA Adviser's Name \* Theresa Lubash

FBLA Adviser's Email \* [tlubash@westernwayne.org](mailto:tlubash@westernwayne.org)

FBLA Competitor's Primary Contact Name \* Robin Tregaskis

FBLA Competitor's/Primary Contact's Mailing Address \*

**Test Evaluation**  
It is recommended that you write your evaluation in a word processing document and then copy and paste it into this area. That will be easiest. There is no limitation on the amount of content that can be entered. \*

The test had the usual bylaws questions (15–20). Test covered all sections of NAP study guide.

PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2014 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event INTRO TO PARLIAMENTARY PROCEDURE  
Competitor Name VICTORIA JUHASZ  
School WESTERN WAYNE HS  
School Address 1970 A EASTON PIKE LAKE ARIEL 18436  
Home Address \_\_\_\_\_ - Lake Ariel  
E-mail Address \_\_\_\_\_ 18436  
Cell Phone # \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. **Each team member** must submit a separate evaluation form with his/her own reflections.)

*Congratulations on making it to nationals,  
Test - 15-20 FBLA Bylaws)  
There weren't many questions from  
part I of NAP test bank  
The rest were parts II-V of test Bank*

This form must be completed by competitors in order to receive their reimbursement from the state office. By August 1, submit this form, the Reimbursement for Travel, and the NLC Reimbursement Card certifying your attendance at all required meetings to:  
**Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.**



PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2014 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Intro to PARLIAMENTARY PROCEDURE  
Competitor Name Alaina Lengner  
School Western Wayne HS  
School Address 1970A Easton Tpk Lake Ariel 18436  
Home Address \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Cell Phone # \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. **Each team member** must submit a separate evaluation form with his/her own reflections.)

Congrats! You made it! This test had the usual bylaws questions (15-20) Most of the Parly questions were from parts II-V of the NAP Test Bank. Nothing on fill in the blank, executive session or Committee of the whole

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PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2012 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Introduction to Parliamentary Procedure

Name Kimberly Bischof

School Chestnut Ridge

School Address 2588 Quaker Valley Road

New Paris, PA 15554

Home Address

E-mail Address

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

- I thought the questions were difficult. I studied a lot, and nothing looked familiar!
- About 20 bylaw questions- many to do with amending bylaws or different types of amendments.
- Who makes up the National Staff?
- Who makes up the National Board?
- Who makes the NEC?
- Who are the ex-officio members?
- A lot of questions about mass meetings
- What does the national treasurer do?
- A lot of questions about incidental motions
- If you are found guilty in a trial, is it amendable or debatable?
- If you are charged, do you have the right to know what you are charged with?
- Little to no questions actually came from the 300 NAP questions.
- Local Voting Delegates -59 members—how many voting delegates?
- Quorum of a committee—how is it decided
- Executive Session

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**Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.**

PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2012 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Introduction to Parliamentary Procedure

Name Shashank Bhargava

School Downingtown STEM Academy

School Address 335 Manor Avenue

Downingtown, PA 19335

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

The test was very, very difficult, and this is coming from someone who got a 99 on the test at states. I would 100% suggest purchasing the NAP "Study Guide for the Registration Exam" from the NAP website. This is 1200 questions that will be very specific about nuances with committees and things like that. A good 85% of your test will come from this study guide. The remaining 15% comes from FBLA bylaws. I would rewrite the bylaws to ensure that I remembered all of it. I got sixth in the nation without the guide, but if you get these resources and study hard, you can do even better!

This form must be completed by competitors in order to receive their reimbursement from the state office. By August 1, submit this form, the Reimbursement for Travel, and the NLC Reimbursement Card certifying your attendance at all required meetings to: Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.

NLC Form #1--Test Evaluation

Feel free to contact me by email if you have questions. Always happy to help.

PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2012 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event INTRO TO PARLIAMENTARY PROCEDURE

Name ADAM CURTIS

School WESTERN WAYNE HS

School Address 1970A EASTON TRKE

LAKE ARIEL PA 18436

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

Congratulations on making it to nationals! I would recommend studying the questions from the NAP test bank—especially the 300.

There were approximately 25 questions on the FBLA Bylaws. So, spend time studying them.

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PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2011 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Intro to Parliamentary Procedure  
Name KAELYN JACQUES  
School Western Wayne HS  
School Address 1970 A EASTON TURNPIKE  
LAKE ARIEL, PA 18436  
Home Address \_\_\_\_\_  
E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

The Intro to Parliamentary Procedure test consisted of 100 questions. There were only 10 questions on the FBLA Bylaws; the rest of the test was taken from the NAP Test Bank. Many of these questions were taken verbatim from the bank.

Make sure you know how much national dues is, the number of voting delegates that a state chapter is allowed at the NLC, to whom you submit proposals to the bylaws, and how national officer vacancies are filled.

Good luck!

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PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2011 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Intro to Parliamentary Procedure

Name Sam Hoch

School Western Wayne HS

School Address 1970A EASTON TPKE  
Lake Ariel, PA 18436

Home Address \_\_\_\_\_

LAKE ARIEL PA 18436

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

There were 100 questions on this test. All of them were multiple choice. They were taken from the bylaws (10) and the NAP Test Bank (the rest).

Make sure you study these questions. Be familiar with the following terms: mass meeting, viva voce, quorum, previous question, postpone definitely, point of information, aye and executive session.

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PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2011 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Introduction to Parliamentary Authority

Name Mackenzi Winegardner

School Chestnut Ridge

School Address 2588 Quaker Valley Road  
New Paris, PA 15554

Home Address ~~\_\_\_\_\_~~

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

I thought the Nationals test was slightly harder than the States test. I would suggest studying hard and early if you want to do well. Know your regional map because you're going to get a question about it.

This form must be completed by competitors in order to receive their reimbursement from the state office. By August 1, submit this form, the Reimbursement for Travel, and the NLC Reimbursement Card certifying your attendance at all required meetings to: Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.

PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2010 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Introduction to Parliamentary Procedure

Name Hannah Peifer

School Western Wayne High School

School Address 1970A Easton Turnpike

Lake Ariel, PA 18436

Home Address \_\_\_\_\_

Lake Ariel, PA 18436

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

I believe that this national test was much easier than the test I took at the SLC. There were 100 questions. Questions on the FBLA Bylaws covered about 20 percent of the test. The remainder of the test were directly from the test bank of questions provided by the National Association of Parliamentarians.

The only advice I would give is to take it seriously and study. I did and place first in the nation.

Good luck!

This form must be completed by competitors in order to receive their reimbursement from the state office. By August 15 submit this form, the Reimbursement for Travel, and the NLC Reimbursement Card certifying your attendance at all required meetings to:  
**Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.**



PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2010 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Introduction to Parliamentary Procedure  
Name Brendan Hopkins  
School Wissahickon High School  
School Address 521 Houston Road  
Ambler, PA  
Home Address \_\_\_\_\_  
E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

This year's national test was relatively easy. About 70 questions came from the NAP's Section 1 of their test question bank. 15 to 20 questions came from the national bylaws. Be sure to know everything about the bylaws. The remaining questions came from the NAP's sections 2-5. I implore you future test takers to start studying as early as possible. Congratulations on making it to nationals, and I wish you all the best of luck!

This form must be completed by competitors in order to receive their reimbursement from the state office. By August 15 submit this form, the Reimbursement for Travel, and the NLC Reimbursement Card certifying your attendance at all required meetings to:  
Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.

**PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA**

**2010 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION**

Event Introduction to Parliamentary Procedure

Name Elizabeth Curtis

School Western Wayne High School

School Address 1970A Easton Turnpike

Lake Ariel, PA 18436

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

I felt very prepared for this event and the results showed; I placed fifth nationally!

The test consisted of 100 questions. There were approximately 20 questions from the FBLA Bylaws. Most of the other questions were taken from the bank of 300 questions from the NAP.

My advice would be to study and know your material.

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**Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.**

PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2008 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Introduction to Parliamentary Procedure

Name James Sun

School Wissahickon High School

School Address 521 Houston Rd.  
Ambler PA 19002

Home Address Ambler PA 19002

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

I thought that the national test was ridiculous. Although a good 70 or 80 questions were in the NAP test bank / FBLA National bylaws, some questions did not follow the competencies listed in the Competitive Event Guidelines.

Definitely study the 300 question NAP test bank, the Bylaws, and if you have time the 1200 NAP Study Guide.

Study the Professional Bylaws, Creed, Code of Ethics, and  
This form must be completed by competitors in order to receive their reimbursement from the state office. By July 31 submit this form, the Reimbursement for Travel, and the NLC Reimbursement Card certifying your attendance at all required meetings to:  
Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.

Fact Sheet  
to be fully prepared.

PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2007 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Intro to Parliamentary Procedure

Name Clare Bateman

School Western Wayne High School

School Address 1970 A Easton Turnpike

Lake Ariel, PA 18436

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

This year's Intro to Parliamentary Procedure test at the national level was easier than the state test. There were 100 questions all multiple choice.

Approximately 20 questions were taken from the FBLA bylaws. Know the votes needed for different things—approving amendments, electing officers, NEC doing business by mail. Know the duties of the officers. Be familiar with the different kinds of delegates and the classes of members.

The other 80 questions came from the 300 questions published by the NAP.

Good luck!

This form must be completed by competitors in order to receive their reimbursement from the state office. By July 31 submit this form, the Reimbursement for Travel, and the NLC Reimbursement Card certifying your attendance at all required meetings to: **Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.**

**PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA**

**2007 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION**

Event Intro to Parliamentary Procedure

Name Jenevieve Clauss

School Western Wayne High School

School Address 1970 A Easton Turnpike

Lake Ariel, PA 18436

Home Address \_\_\_\_\_

LAKE ARIEL PA 18436

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

I thought that the Intro to Parliamentary Procedure test was relatively easy. By knowing the 300 questions from the NAP, you will do very well.

In addition, you should become familiar with the FBLA Bylaws.

Good luck!

**PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA**

**2007 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION**

Event Intro to Parliamentary Procedure

Name Emma Lambertson

School Western Wayne High School

School Address 1970 A Easton Turnpike

Lake Ariel, PA 18436

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

**EVALUATION** (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

The Intro to Parliamentary Procedure test was similar to the state test. There were 100 questions. Approximately 80 questions came from Section 1 (300 questions) of the National Association of Parliamentarians. The other 20 questions were FBLA Bylaws questions.

I would recommend studying this information diligently if you want to achieve success at the NLC.



PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2008 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event INTRO TO PARLIAMENTARY PROCEDURE  
Name Katie Quinn  
School Western Wayne HS  
School Address 1970A Easton Turnpike  
Lake Ariel PA 18436  
Home Address \_\_\_\_\_  
Lake Ariel PA 18436  
E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

There weren't so many questions on this test from the 300 questions we had drilled on. There were only about 30 or so.

There were about 20 questions on FBLA but not just on the bylaws. There were questions about the history of FBLA—questions like who founded it, how many chapters there were in 1947, year the professional division started, year the mortgage was retired. We weren't expecting these questions, but we competed in FBLA Principles last year and remembered most of them.

The rest of the questions came from the NAP bank of questions (1,200). It seemed to cover all areas—a question or two on each.

Recommendation: Study all the parly questions and do not forget the FBLA questions.  
Good luck!

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Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore,  
PA 17740.



PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2008 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event INTRO TO PARLIAMENTARY PROCEDURE  
Name RENEE REEKE  
School WESTERN WAYNE HS  
School Address 1970 A Easton Turnpike  
Lake Ariel PA 18436  
Home Address " " "  
LAKE ARIEL PA 18436  
E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

There weren't so many questions on this test from the 300 questions we had drilled on. There were only about 30 or so.

There were about 20 questions on FBLA but not just on the bylaws. There were questions about the history of FBLA—questions like who founded it, how many chapters there were in 1947, year the professional division started, year the mortgage was retired. We weren't expecting these questions, but we competed in FBLA Principles last year and remembered most of them.

The rest of the questions came from the NAP bank of questions (1,200). It seemed to cover all areas—a question or two on each.

Recommendation: Study all the parly questions and do not forget the FBLA questions.  
Good luck!

This form must be completed by competitors in order to receive their reimbursement from the state office. By July 31 submit this form, the Reimbursement for Travel, and the NLC Reimbursement Card certifying your attendance at all required meetings to:  
Mr. Bruce E. Boncal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore,  
PA 17740.

PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2006 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event INTRO TO PARLIAMENTARY PROCEDURE  
Name Lee-Ann Loser  
School Western Wayne HS  
School Address 1970 Easton Turnpike  
Lake Ariel, PA 18436  
Home Address \_\_\_\_\_  
\_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

Congratulations on qualifying for the National Leadership Conference.

I thought the test was okay. About 40 questions were taken directly from the 300 questions from the NAP test bank. There were another 15-20 questions on the FBLA bylaws. That leaves the remainder of the test taken from Parts II, III, IV and V of the NAP test bank—approximately 1,200 questions. If I had to do it over again, I would have spent more time studying those questions.

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PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2009 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event INTRO TO PARLIAMENTARY PROCEDURE

Name KRISTEN LOPATOFSKY

School WESTERN WAYNE HS

School Address 1970 A EASTON TPKE  
LAKE ARIEL, PA 18436

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

Congratulations on making it to nationals! The test consisted of 100 questions. Most of those questions came from Section 1 of the NAP Test Bank (the 300 questions). You should know those questions inside and out. I was surprised but there were only 10-12 questions on the FBLA bylaws. The remaining 15-20 questions came from Sections II through V of the test bank.

Good luck!

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PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2009 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Intro to Parliamentary Procedure  
Name Leah Krompasky  
School Western Wayne HS  
School Address 1970A Easton Spke  
Lake Ariel, PA 18436  
Home Address \_\_\_\_\_  
LAKE ARIEL PA 18436  
E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary.)

Congratulations on making it to nationals! The test consisted of 100 questions. Most of those questions came from Section 1 of the NAP Test Bank (the 300 questions). You should know those questions inside and out. I was surprised but there were only 10-12 questions on the FBLA bylaws. The remaining 15-20 questions came from Sections II through V of the test bank.

Good luck!

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PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2013 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Intro to Parliamentary Procedure  
Name Joseph Clauss  
School Western Wayne HS  
School Address 1970A Easton Tpke  
Lake Ariel PA 18436  
Home Address \_\_\_\_\_  
Lake Ariel, PA 18436  
E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. Each team member must submit a separate evaluation form with his/her own reflections.)

The Introduction to Parliamentary Procedure was quite difficult. There were approximately 15 questions on the FBLA bylaws. Only 30-35 questions were taken from the NAP Test Bank of 300 questions. The rest of the test was quite difficult.

All the questions were multiple choice. The questions covered all areas of parliamentary procedure including motions, deliberative assembly, quorums, nominations and elections, etc.

Congratulations on getting this far. Study as much as you can. Good luck!

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**Mr. Bruce E. Bencal, PA FBLA Executive Director, P.O. Box 5085, Jersey Shore, PA 17740.**

PENNSYLVANIA FUTURE BUSINESS LEADERS OF AMERICA

2013 NATIONAL LEADERSHIP CONFERENCE  
EVENT WINNER'S EVALUATION

Event Introduction to Parliamentary Procedure

Name Leah Gulyas

School Athens Area High School

School Address 401 West Frederick Street

Athens, PA 18810

Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

EVALUATION (Please give your reaction to the national test. State any specific information you may remember. Use the back side if necessary. This will be shared with next year's NLC qualifier. **Each team member** must submit a separate evaluation form with his/her own reflections.)

Congratulations! Placing at states is probably a good indication of success at nationals. I got first at states and placed 3<sup>rd</sup> at nationals, and if you want to place be prepared for a lot of studying. I studied quite a bit for states, and I found it *very* difficult. I was totally clueless and unprepared, so for nationals I refined what I was studying. These are the study materials I used and recommend:

- Robert's Rules of Order Newly Revised (the entire thing, not an in brief version)
- National FBLA Bylaws (make sure you have the right division)
- Entire National Association of Parliamentarians (Parts I-V, focusing on II-V: these are the 300 and 1,200 question tests) (1,200 question study guide for the registration exam in particular- you may have to purchase this)

After studying these resources I was pleasantly surprised to find the Nationals test came exactly, often word for word from these sources. Any question not taken from the bylaws was taken word for word from the 1,200 question NAP bank, and therefore this guide is essential to your studying, and I definitely recommend going through the entire thing. (Most of the bank is taken directly from RONR though, so if you have time this is great to read through). The 300 question test (Part I) from the NAP website helps, but it really wasn't worth looking over in the case of my test, as nothing from it appeared on the test (directly). Continued on back

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Bylaw questions were basic "How many regions", and a question on your region (Eastern) map. I've noticed that they frequently ask what region the Virgin Islands belongs to. Bylaw questions from your regional and state tests are a good indication of what you should expect. Other questions include

- National Dues (\$6)
- Fiscal Year of FBLA
- Who can submit amendments to the bylaws and when they must be submitted ( one of the tougher questions)
- Specific timeline dates
- Know numbers
- Ex-officio members of the board (non-voting)
- Refer above to region questions

These questions comprised between 15 and 20 questions of the test, meaning the focus was primarily on the NAP test bank.

Several topics you should know are as follows:

- You should know whether motions are debatable and amendable, voting requirements, and the ranking of motions.
- You must also know the procedure for creating ( an incidental motion) and filling blanks, particularly when dealing with money.
- Another important thing to know is the bylaw structure suggested in RONR in addition to the FBLA bylaw structure.
- Quorums, points of order, questions that can interrupt speakers, and adjournments
- Conventions- inside and out. I mean specific quotes from RONR.
  - Know committees ( credentials, program, standing rules)
  - Adopting, suspending, rescinding and amending standing rules and other rules
  - Know the order the committees report and have reports adopted in conventions
- The procedures of committee of whole, quasi committee of the whole, and informal consideration
  - One question I recall asked the role of the officer in committee of the whole.
  - Read over RONR pages 537-541
- Audits and who reports them (I was uncertain in this area)
- Agendas came up often

Some specific question I remember:

- Parliamentary inquiries are not subject to appeals because they are opinions of the chair.
- Call to order is different from the order of business.
- A point of "no-quorum" is a point of order, but differs in that it cannot interrupt a speaker.

I don't recall much about trials on this test but my states test had a good deal of that information on it.

I would say altogether this test could be intensely difficult if you don't study but if you know the NAP 1,200 test bank you should do very well and find it fairly easy. Have fun studying... unfortunately the best advice is to know everything. The more you know the better you will do.

I wish you the best of luck, and hopefully you can do even better than I did. I would be glad to offer advice and assistance (believe me I have plenty). Feel free to email me. **Good Luck!**