

STATE OFFICER CANDIDATE TEST INFORMATION

All state officer candidates must receive a minimum score of 70 percent on the written test given on Screening Day to pass the testing portion of State Officer Screening. A thorough review of the following topics will ensure a passing score. See Sections 1 and 2 of the Nebraska FBLA Handbook, the Parliamentary Procedure Fact Sheet and the National Fact Sheet on the following pages.

1. Names of the current state officers.
2. Name of the State FBLA Adviser and State FBLA Chairman.
3. Name of the National Chief Executive Officer.
4. Nebraska and national dues information.
5. Names of the national and state FBLA publications.
6. Names of the collegiate and professional divisions of FBLA.
7. Names of the current national officers.
8. Names of the five (5) FBLA regions: Eastern, North Central, Southern, Western, and Mountain Plains.

The nine (9) states in the Mountain Plains Region are:

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| (1) Texas | (2) Nebraska | (3) Oklahoma |
| (4) Wyoming | (5) New Mexico | (6) South Dakota |
| (7) North Dakota | (8) Kansas | (9) Colorado |

9. Nebraska Fall Leadership Conference, National Fall Leadership Conference, and National Leadership Conference sites.
10. Three words on the FBLA emblem.
11. History and founder of FBLA.
12. Current Nebraska state theme and current national theme.
13. Month in which FBLA Week is celebrated.
14. Names of the current State Board of Directors members.
15. Names of the current State Advisory Council members.
16. The first chapter chartered in Nebraska was Bellevue in 1959.
17. Nebraska was chartered as a state chapter in 1963.
18. The nine (9) goals of FBLA.
19. Basic parliamentary procedure information (see the information provided on the following pages.)

PARLIAMENTARY POINTERS

A **motion** is the means by which all business is introduced in an assembly. Motions are classified according to their nature as main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly.

The steps to making a main motion include:

1. Addressing the chair: "Mr. President."
2. Assigning the floor: The chair recognizes the member and assigns him/her the right to speak.
3. Member makes motion: "I move . . ."
4. Another member seconds the motion: Without rising says, "Second." This doesn't mean you agree with the motion.
5. The chair states the motion: "It is moved and seconded that . . ."
6. Debating the question: "Is there any discussion?"
7. Putting the question: After all debate has ceased, the chair restates the motion to be voted on.
8. Vote: If by voice, the chair says, "Those in favor, say aye. (Pause) Those opposed, say no."
9. Announce the result of the vote: Example: "The aye's have it and the motion is carried." or "The no's have it and the motion is lost." Then explain what will happen as a result of the motion to the assembly.

Agenda: an outlined plan of an entire business session

Amend: modify or change the wording of a motion before action is taken upon the motion itself

"Are you ready for the question?": debate is in order

Chair: presiding officer

Bylaws: basic rules of a society which relate to itself as an organization

Germane: closely related; of the same subject matter

Immediately Pending Question: the latest question (motion) stated by the chair

Majority Vote: over half of the votes cast

Minutes: the record of the proceedings of an assembly

Quorum: the number of members who must be present in order that business can be transacted legally.

The quorum is a majority of all members unless the bylaws state otherwise. The number of officers necessary to conduct a meeting is two, President and Secretary.

Division: asks that the vote be retaken by rising

Unanimous Vote: one in which there are no dissenting votes

RONR: *Robert's Rules of Order*, Newly Revised

Order of Business:

Call to Order

Reading of Minutes

Report of Officers

Reports of Standing Committees (those named in the bylaws)

Reports of Special Committees

Special Orders

Unfinished Business

New Business

Announcements, Program, Adjournment

Information taken from *Pointers on Parliamentary Procedure* by Louise E. Bereskin, PRP, National Association of Parliamentarians, 1990.

FACT SHEET**FUTURE BUSINESS LEADERS OF AMERICA
PHI BETA LAMBDA, INC.****Organization/
History**

Future Business Leaders of America-Phi Beta Lambda is a nonprofit 501(c)(3) educational association of student members preparing for careers in business and business-related fields. The association has four divisions: FBLA for high school students; FBLA-Middle Level for junior high and intermediate students; PBL for postsecondary students; and the Professional Division for business people, educators, and parents who support the goals of the Association.

The FBLA concept was developed in 1937 by Dr. Hamden L. Forkner of Columbia University. In the fall of 1940, official sponsorship of FBLA was accepted by the National Council for Business Education; and on February 3, 1942, the first high school chapter was organized in Johnson City, Tennessee. Iowa became the first FBLA state chapter in 1947. In 1958, the first Phi Beta Lambda chapter was formed in Iowa. FBLA-PBL was granted independent status in 1969 as a nonprofit educational student association and acquired its own board of directors and full-time staff.

The Professional Division (originally the Alumni Division) was formed in 1979. The FBLA-Middle division was formed for students in grades 6-9 in 1994. In 1991, the grand opening of the FBLA-PBL national headquarters was held.

The March of Dimes National Birth Defect Foundation and FBLA celebrated 30 years of success in 2001. FBLA, the largest youth volunteer force for the March of Dimes, has raised over \$10 million. Mission LIFT, the FBLA-March of Dimes partnership program, started in 1998.

Mission

To bring business and education together in a positive working relationship through innovative leadership development programs.

Goals

- To develop competent and aggressive business leaders.
- To strengthen the confidence of students in themselves and their work.
- To create more interest in and understanding of American business enterprise.
- To encourage members to contribute to the improvement of home, school, business, and community.
- To develop character, prepare for useful citizenship, and foster patriotism.
- To encourage scholarship and promote school loyalty.
- To assist students in the establishment of occupational goals.
- To facilitate the transition from school to work.
- To encourage and practice efficient money management.

Membership

FBLA-PBL, Inc., has a combined membership of over 230,000 active members in chapters located in the United States, Puerto Rico, the Virgin Islands, U.S. Territories, and the Department of Defense Dependent Schools (DODDS).

Publications

- *Tomorrow's Business Leader*, FBLA student magazine
- *PBL Business Leader*, PBL student newspaper
- *Advisers' Hotline*, newsletter for chapter advisers
- *Middle Level Advisers' Hotline*, newsletter for middle level chapter advisers
- *The Professional Edge*, newsletter for the Professional Division

**Conferences/
Seminars**

- *Institute for Leaders*: Training session for national officer candidates, state and local student officers, and advisers.
- *National Fall Leadership Conferences*: Provides student members and advisers opportunities to share ideas, reaffirm common goals, and participate in leadership development seminars.
- *National Leadership Conference*: Held annually in a major American city at the conclusion of the year's activities to set the stage for the next school year. Members can participate in leadership workshops, engage in competitive events, meet corporate executives, and elect national student officers.

Structure

Headquartered in Reston, Virginia, and organized on the local, state, and national levels. Local chapters operate with the guidance of business teacher/advisers and advisory councils composed of school officials, business people, and community representatives. State advisers and committee members coordinate state chapter activities and serve as liaison to the national organization.

A Board of Directors, composed of professional educators, business leaders and division presidents, sets policy and employs a President/CEO who directs a national staff and association programs.

Funding

Financing is primarily by membership dues and conference fees; corporate and foundation grants are other important revenue sources.

Endorsements

FBLA-PBL, Inc., is officially endorsed by the American Management Association, Association for Career and Technical Education, Career College Association, March of Dimes, National Association of Parliamentarians, National Association of Secondary School Principals, National Business Education Association, National Management Association, and the U.S. Department of Education.