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## FBLA PRINCIPLES AND PROCEDURES

### Overview

This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA-PBL.

This is an individual objective test and is only for members in grades 9 and 10.

### Competencies

<http://www.fbla-pbl.org/docs/ct/FBLA/FBLAPRINCIPLESANDPROCEDURES.pdf>

### Web Site Resources

- FBLA-PBL  
[www.fbla-pbl.org](http://www.fbla-pbl.org)
- National Association of Parliamentarians  
<http://www.parliamentarians.org/>

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## FBLA PRINCIPLES & PROCEDURES SAMPLE QUESTIONS

1. Nomination forms for the Adviser Wall of Fame must:
  - a. be postmarked by April 1
  - b. include a picture of the nominee
  - c. be verified by the state chair
  - d. be verified by the local school board
2. All participants who enter a competitive event must have paid their national dues by \_\_\_\_\_ of the current school year.
  - a. January 1
  - b. March 1
  - c. February 1
  - d. April 1
3. The FBLA-PBL Code of Ethics consists of \_\_\_\_\_ "I will" statements.
  - a. 7
  - b. 9
  - c. 8
  - d. 6
4. There are \_\_\_\_\_ sections to Article III of the bylaws
  - a. two
  - b. five
  - c. four
  - d. three
5. The M&M Game is a motivational activity with peanut butter and jelly highlighting:
  - a. cooperative skills
  - b. speaking skills
  - c. listening skills
  - d. team skills

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6. In the Job Interview event you must provide a:
    - a. letter of application, résumé, job application, and interview
    - b. letter of application, résumé, job application, and taped interview
    - c. résumé, job application, and interview
    - d. résumé, job application, and taped interview
  7. A chapter budget should be made:
    - a. whenever a new fundraising activity is attempted
    - b. at the beginning of the fiscal year
    - c. only on July 1
    - d. at the same time the chapter's program of work developed
  8. Individual test events guidelines state that ties will be broken by comparing the performance of affected members on the:
    - a. last fifteen questions of the exam, and then broken by time
    - b. first ten questions of the exam, and then broken by time
    - c. last five questions of the exam, and then broken by time
    - d. last ten questions of the exam, and then broken by time
  9. The last word of the FBLA-PBL pledge is:
    - a. "leader"
    - b. "everyone"
    - c. "occupation"
    - d. "program"
  10. A memory-assisting technique using letters of the alphabet to represent numbers when focusing on remembering a formula is called:
    - a. mnemonics
    - b. chunking
    - c. attack
    - d. take control
  11. The National Leadership Conference (NLC) Internship Program allows a \_\_\_\_\_ stipend plus complimentary NLC registration to selected interns.
    - a. \$100
    - b. \$200
    - c. \$150
    - d. \$50
  12. The Edward D. Miller Award is which chapter project?
    - a. American Enterprise Project
    - b. Business Plan
    - c. Community Service Project
    - d. Business Ethics
  13. FBLA-PBL sets aside the following week as FBLA-PBL week:
    - a. the first week of February
    - b. the second week of February
    - c. the second week of March
    - d. the third week of February
  14. How many goals does FBLA-PBL have?
    - a. 9
    - b. 8
    - c. 12
    - d. 10

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15. In the officer installation ceremony there is one white candle and how many colored candles?
- a. 8
  - b. 6
  - c. 5
  - d. 7
16. Which one of the following is accepted under the FBLA dress code?
- a. hats or flannel fabric clothing
  - b. denim pants
  - c. bolo ties
  - d. women's two-piece pant suit that is designed not to have a blouse
17. Where will the NLC be held in 2014?
- a. St. Louis, MO
  - b. Nashville, TN
  - c. Chicago, IL
  - d. Kansas City, MO
18. \_\_\_\_\_ must be worn for all conference functions.
- a. Name badges
  - b. Watches
  - c. Name plates
  - d. FBLA pins
19. The following is a definition of which term: Generally used to send a pending question to a relatively small group of selected persons, a committee, so the question can be carefully investigated and put into better condition for the assembly to consider.
- a. Lay on the Table
  - b. Question for Review
  - c. Committee Review
  - d. Commit
20. The FBLA-PBL Creed states "I believe that every person should prepare for a useful \_\_\_\_\_ and carry on the \_\_\_\_\_ in a manner that brings the greatest good to the greatest number. (Both blanks are the same word)
- a. occupation
  - b. resume
  - c. understanding
  - d. work ethic
21. The national association of FBLA-PBL is:
- a. a limited liability company
  - b. a partnership
  - c. incorporated
  - d. a proprietorship
22. The national Web site URL is:
- a. www.FBLA-PBL.net
  - b. www.FBLA-PBL.web
  - c. www.FBLA-PBL.com
  - d. www.FBLA-PBL.org

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23. To be eligible for chapter awards and to compete, national dues receipt deadline is:
- November 1
  - March 1
  - October 20
  - December 1
24. Proposals for new events or for the retirement of current competitive events must be submitted by the first Friday in:
- February
  - January
  - March
  - May
25. Any changes made for event participation must be made by the first:
- Friday in June
  - Monday in June
  - Friday in May
  - Monday in July
26. November 15 is recognized as:
- American Enterprise Day
  - Community Service Day
  - Entry day for Mission LIFT
  - Adviser Recognition Day
27. According to the FBLA Goals, money management should be:
- established
  - understood
  - practiced efficiently
  - budgeted
28. *Robert's Rules of Order Newly Revised* shall govern in all cases which they apply and in which they are:
- consistent
  - not consistent
  - not common
  - common
29. The national officers will be president, \_\_\_\_\_ vice presidents, secretary and treasurer.
- five
  - four
  - six
  - two
30. The increasing use of the Internet in all phases of life around the world has led to the addition of \_\_\_\_\_ as a competitive event.
- Intrusion Security
  - Cryptography
  - Cyber Security
  - Forensics Security