
INTRODUCTION TO PARLIAMENTARY PROCEDURE

Overview

This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

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

Competencies and Task Lists

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

Web Site Resources

- Go to <http://www.parliamentarians.org/membership.htm> to download 300 test questions used to review for the national parliamentary test. Also go to <http://www.parliamentarians.org/> to look at study materials.

INTRODUCTION TO PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

1. There are _____ elected FBLA National officers?
 - a. 5
 - b. 9
 - c. 7
 - d. 8
2. Three voting delegates represent a chapter membership of:
 - a. over 100 members
 - b. 50-99 members
 - c. 51-100 members
 - d. 50-100 members
3. A member who falls in arrears in the payment of his dues:
 - a. automatically loses the right to make motions
 - b. does not lose the right to vote unless the bylaws so provide
 - c. automatically loses the right to attend meetings
 - d. is under a disciplinary suspension
4. If the society is to have an executive committee, the full board is usually designated as the:
 - a. board of directors
 - b. board of trustees
 - c. board of management
 - d. executive board
5. The hour at which meetings are to be held should:
 - a. be specified in the standing rules
 - b. be specified in the special rules of order
 - c. be specified in the bylaws
 - d. not be specified in any document
6. A motion is recorded in the minutes as:
 - a. it was stated by the maker
 - b. the wording was improved by the chairman
 - c. it was put by the chair finally before being voted on by the assembly
 - d. approved by the seconder

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7. Proposed action on an emergency issue may be approved by members of a board by:
 - a. only a vote in a meeting, a quorum being present
 - b. absentee vote
 - c. individual contact by telephone
 - d. individual interview of every member of the board

 8. The teller's report:
 - a. should not count illegal votes in the number of votes cast
 - b. is entered in the minutes with only the names of the elected candidates listed
 - c. should include the number of members eligible to vote
 - d. is entered in full in the minutes

 9. If a society has an executive board, the board:
 - a. can set its own powers and responsibilities
 - b. cannot have staggered terms for its members
 - c. must be provided for in the bylaws
 - d. is composed of only the elected officers

 10. If several general orders are made for the same time, they are considered:
 - a. in alphabetical order
 - b. by voting for the order in which they are to be considered (filling blanks)
 - c. in an order determined by the chair
 - d. in the order in which they were made

 11. By a single vote, a series of special orders or general orders—or a mixture of both—can be made; and such a series is called:
 - a. a regular order of business
 - b. a series of primary amendments
 - c. an agenda
 - d. secondary amendments

 12. If the chair assigns the floor to the wrong person when preference in recognition was timely claimed by another member:
 - a. a point of order should be raised
 - b. an appeal should be made
 - c. the member to whom the floor was assigned must be allowed to speak
 - d. an objection to the consideration of the question should be made

 13. Which one of the following motions may be reconsidered?
 - a. Take a recess
 - b. Fix the time to which to adjourn
 - c. Division of a question
 - d. Close nominations

 14. The chair may make the motion to:
 - a. object to the consideration of the question
 - b. reconsider
 - c. postpone indefinitely
 - d. amend

 15. An adjournment of a mass meeting is:
 - a. used only to terminate the session
 - b. never open to debate or amendment
 - c. in order at any time during the session
 - d. used to dissolve the assembly, unless a time has been set for another meeting

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16. The FBLA fiscal year shall be:
 - a. June 30 to July 1
 - b. April 1 to March 31
 - c. January 1 to December 31
 - d. July 1 to June 30

 17. FBLA state chapter charters shall be issued upon the approval of the:
 - a. board of directors
 - b. Advisory Council
 - c. National Executive Council
 - d. National Officers

 18. A prospective officer candidate must file an official application with the association president by:
 - a. April 15
 - b. June 1
 - c. May 15
 - d. May 1

 19. The National Leadership Conference site is recommended by:
 - a. FBLA-PBL national officers
 - b. the National Executive Council
 - c. National staff
 - d. Advisory Council

 20. The official emblem and insignia item designs are protected by the U.S. Patent Office under the Trademark Act of:
 - a. 1945
 - b. 1947
 - c. 1948
 - d. 1946

 21. Article X of the FBLA Bylaws describes:
 - a. National Executive Council
 - b. parliamentary authority
 - c. committees
 - d. emblems and colors

 22. In the standard order of business, new business comes:
 - a. immediately after reports of officers
 - b. after unfinished business and general orders
 - c. immediately following the reading of the minutes
 - d. at the discretion of the president

 23. A motion is open to debate when:
 - a. the motion has been stated by the chair
 - b. a member has made the motion
 - c. the majority of the assembly indicates it wishes the motion to be debated
 - d. the motion is seconded

 24. The maker of a motion:
 - a. has the right to speak first in debate on the motion
 - b. must speak first in debate
 - c. may speak three times on the motion
 - d. may assign his right to speak first to another member

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25. Unless there is a rule to the contrary, a member may speak:
- as many times necessary to explain their debate
 - once during the same day
 - twice on the same question on the same day
 - twice during the same day
26. Subsidiary motions:
- are all debatable
 - are of higher rank than incidental motions
 - assist the assembly in disposing of a main motion
 - do not require a second
27. With a main motion pending and a motion to Amend being debated, which one of the following motions would be out of order?
- Lay on the Table
 - Limit or Extend Limits of Debate
 - Postpone Indefinitely
 - Main Motion
28. The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades _____) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.
- 7-12
 - 6-12
 - 9-12
 - 5-12
29. The fiscal year of the Future Business Leaders of America shall be:
- July 1 through June 30
 - June 1 through May 31
 - August 1 through July 30
 - January 1 through December 31
30. To delay consideration of the main motion until the next regular meeting a member would move to:
- Postpone Indefinitely
 - Lay on the Table
 - Postpone to a Certain Time
 - Limit or Extend Limits of Debate

Introduction to Parliamentary Procedure Answer Key

| | | |
|-------|-------|-------|
| 1) D | 11) C | 21) C |
| 2) D | 12) A | 22) B |
| 3) B | 13) B | 23) A |
| 4) A | 14) A | 24) A |
| 5) A | 15) D | 25) C |
| 6) C | 16) D | 26) C |
| 7) A | 17) A | 27) C |
| 8) D | 18) C | 28) C |
| 9) C | 19) C | 29) A |
| 10) D | 20) D | 30) C |

INTRODUCTION TO PARLIAMENTARY PROCEDURE

Overview

This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

This event is only for grades 9 and 10.

Competencies

The topics listed below are prioritized, listing the most important content areas of the tests.

- Parliamentary procedure principles (Through a partnership with the National Association of Parliamentarians, questions for the parliamentary procedure principles portion of the exam will be drawn from National Association of Parliamentarian's official test bank.)
- FBLA Bylaws

Procedures/Tips

- Review the Competitive Events Tips in the front of the book.

Web Site Resources

- Go to <http://www.parliamentarians.org/membership.htm> to download 300 test questions used to review for the national parliamentary test. Also go to <http://www.parliamentarians.org/> to look at study materials.

Introduction to Parliamentary Procedure Sample Questions

1. A special committee
 - a. is on-going from administration to administration.
 - b. is always created by the chair.
 - c. ceases to exist when it makes its final report.
2. Corrections to the minutes
 - a. may never be made after being accepted by the assembly.
 - b. may be made at any time a mistake is discovered.
 - c. may be made only immediately after they are read to the assembly.
3. An adjourned meeting is
 - a. a meeting in continuation of the session of the immediately preceding meeting.
 - b. the one after lunch.
 - c. one that has been dissolved.
4. When a motion to Recess is made while another motion is pending, it
 - a. is an incidental main motion.
 - b. is a privileged motion.
 - c. is an incidental motion.
5. To put a motion aside temporarily, with no definite time for resuming its consideration, a member should
 - a. move to Lay on the Table.
 - b. move to Postpone Indefinitely.
 - c. rise to a Point of Order.
6. The lowest ranking motion is
 - a. Fix the Time to Which to Adjourn.
 - b. Postpone Indefinitely.
 - c. Main Motion.
7. If there is a tie vote on a main motion, the result is
 - a. the motion is lost.
 - b. the vote is taken again.
 - c. the chair must vote to break the tie.
8. A motion is open to debate when
 - a. the motion is seconded.
 - b. the motion has been stated by the chair.
 - c. a member has made the motion.
9. In absence of a provision in the bylaws, the quorum of an organized society is
 - a. a majority of those answering roll call.
 - b. the number most likely to attend a meeting except in bad weather.
 - c. a majority of the entire membership.
10. Which article of the bylaws explains the qualifications for holding a national FBLA office?
 - a. Article V
 - b. Article VIII
 - c. Article VI
11. National FBLA honorary life members may be recommended by the
 - a. chapter adviser.
 - b. membership.
 - c. board of directors.

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12. The administration of FBLA shall be vested in the
 - a. chairman of the board of directors.
 - b. FBLA president.
 - c. association president.
 13. To be in order an amendment must be
 - a. long.
 - b. short.
 - c. germane.
 14. A second implies that the seconder
 - a. wishes to speak second in debate.
 - b. agrees with the content of the motion.
 - c. agrees that the motion should come before the meeting.
 15. If the chair makes a mistake in assigning the floor,
 - a. he immediately asks the assembly to ratify the action taken.
 - b. a member may raise a point of order.
 - c. a member may raise a question of privilege.
 16. Before a member in a large assembly can speak in debate, he must
 - a. get the attention of the chair by raising his hand.
 - b. have paid the dues required by the organization.
 - c. obtain the floor.
 17. Except for the corporate charter, the highest body of rules in a society is the
 - a. parliamentary authority of the society.
 - b. bylaws.
 - c. standing rules.
 18. Unless there is a rule to the contrary, a member may speak
 - a. twice on the same question on the same day.
 - b. twice during the same day.
 - c. once during the same day.
 19. A secondary motion must be acted upon or disposed of before
 - a. a main motion is in order.
 - b. direct consideration of the main motion can be continued.
 - c. an incidental motion is in order.
 20. Which of the following states is **not** in the FBLA Western Region?
 - a. Wyoming
 - b. Nebraska
 - c. Hawaii
 21. A state committee chairman shall be recommended by the
 - a. association president.
 - b. membership.
 - c. state committee.
 22. The FBLA _____ shall assist the national office in keeping an accurate record of national officer travel expenses and disbursements and in planning national officer travel.
 - a. secretary
 - b. treasurer
 - c. president

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23. The quorum for all business meetings of the FBLA National Leadership Conference shall be
 - a. $\frac{3}{4}$ of the registered voting delegates.
 - b. a majority of the registered voting delegates.
 - c. $\frac{2}{3}$ of the registered voting delegates.

 24. Which group approves the committee appointments and the creation of new committees by the FBLA president?
 - a. the board of directors.
 - b. the National Executive Council
 - c. the CEO

 25. The National Executive Council may conduct business by mail with action requiring what vote?
 - a. $\frac{2}{3}$ of the members eligible to vote
 - b. $\frac{3}{4}$ of the members eligible to vote
 - c. a majority of the members

 26. A main motion is referred to a special committee. Which of the following motions would be in order with respect to this main motion?
 - a. a motion to discharge the committee could be made
 - b. the main motion is lost and must be reconsidered if the committee fails to report when it should.
 - c. the main motion can be reintroduced if the committee fails to report when it should.

 27. The ABC organization has a total membership of 70 and 58 are present at this meeting. The vote on an original main motion is 28 in the affirmative and 28 in the negative. Who may move to reconsider the vote?
 - a. only a person who voted in the negative
 - b. only a person who voted in the affirmative
 - c. a person who either abstained or voted in the negative

 28. When the chair rules on a question about which there cannot possibly be two reasonable opinions,
 - a. the appeal should be postponed indefinitely.
 - b. an appeal would be dilatory and is not allowed.
 - c. a point of order should be raised.

 29. Fix the time to which to adjourn
 - a. does not affect when the present meeting will adjourn.
 - b. is always a privileged motion.
 - c. is out of order when there is no meeting scheduled later in the same session.

 30. Secondary motions
 - a. must be acted upon or disposed of before direct consideration of the main question can be continued.
 - b. cannot be debated or amended.
 - c. require a majority vote.

Introduction to Parliamentary Procedure Answer Key

- 1) C
- 2) B
- 3) A
- 4) B
- 5) A
- 6) C
- 7) A
- 8) B
- 9) C
- 10) C

- 11) B
- 12) C
- 13) C
- 14) C
- 15) B
- 16) C
- 17) B
- 18) A
- 19) B
- 20) A

- 21) A
- 22) B
- 23) B
- 24) B
- 25) B
- 26) A
- 27) A
- 28) B
- 29) A
- 30) A

INTRODUCTION TO PARLIAMENTARY PROCEDURE

This event recognizes members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

This event is only for members in grades 9 and 10.

Competencies

The topics listed below are prioritized, listing first the most important content areas of the test; grouped topics are equal. The test is not limited only to the areas listed.

- Parliamentary procedure principles
- FBLA Bylaws

Procedures/Tips

1. Review the guidelines for this event found in the Competitive Events section of the current edition of the *Chapter Management Handbook*. You should have a copy of the guidelines and review them carefully. This test is only open to FBLA 9th and 10th grade students. Middle School 9th graders are not eligible for this test.
2. Study *Robert's Rules of Order Newly Revised* and the FBLA national bylaws. Additional parliamentary procedure study materials are available from the FBLA-PBL *MarketPlace* and the National Association of Parliamentarians. Take as many practice tests as possible. Go to <http://www.parliamentarians.org/membership.htm> to download 300 test questions used to review for the national parliamentary test. Also go to <http://www.parliamentarians.org/> to look at study materials.
3. Check the location of your test well before the time of competition. Plan to arrive 15 minutes before the scheduled time for the test. Remember that elevators can be slow and hallways crowded.
4. Dress according to the established dress code.
5. Bring several sharpened No. 2 pencils with erasers.
6. Check the event signs to be certain you are in the correct room or section of the room. More than one event may be tested in one room at the same time.
7. Listen carefully to instructions given by the event administrator. One hour is allowed for the actual test. Carefully read the instructions on the cover page of the test. Pace yourself during the testing to allow time to work quickly but accurately. Try to answer all the questions.
8. Make certain your answers are clearly marked and all stray marks are erased.
9. Turn in your test as soon as you are finished. A tiebreaker is resolved by evaluating the teams' performance on the final ten questions of the exam.
10. Take pride in your accomplishments and share the excitement of the awards program.

INTRODUCTION TO PARLIAMENTARY PROCEDURE

Multiple Choice

1. Two forms of a deliberative assembly are
 - a. standing and special committees.
 - b. committee of the whole and mass meeting.
 - c. convention and board.
2. An organized society requires certain rules to
 - a. differentiate it from other societies.
 - b. ensure that the officers are not liable for actions taken.
 - c. establish its basic structure and manner of operation.
3. Standing rules, except in the case of conventions, are
 - a. related to the details of the administration of a society.
 - b. related to parliamentary procedure.
 - c. generally adopted at the time a society is organized.
4. In the absence of a provision in the bylaws, the quorum of an organized society is
 - a. a majority of the entire membership.
 - b. the number most likely to attend a meeting, except in bad weather.
 - c. a majority of those answering roll call.
5. As soon as a member has made a motion, he/she
 - a. resumes his seat.
 - b. remains standing, knowing that he/she will be recognized first.
 - c. remains standing in case any member wishes to suggest a change in the motion.
6. The seconder of a motion
 - a. should always stand and give his/her name.
 - b. does so only after being recognized.
 - c. need not obtain the floor.
7. A motion is open to debate when
 - a. the motion is seconded.
 - b. the motion has been stated by the chair.
 - c. a member has made the motion.
8. Debate on a question must
 - a. be confined to the merits of the pending question and any amendments.
 - b. last no longer than ten minutes.
 - c. be confined to the merits of the pending question.
9. Any member has the right to
 - a. require that a voice vote be retaken as a rising vote when there is some doubt as to which side prevailed.
 - b. question the voice vote under any circumstances.
 - c. demand a counted vote.
10. The chair exercises his right to vote
 - a. at all times.
 - b. only when the vote is by secret ballot or when his vote would affect the outcome.
 - c. only when he feels strongly about a question.
11. A motion to Postpone Indefinitely is used when a member wishes to
 - a. postpone the motion to the next meeting.
 - b. postpone the motion to a later time.
 - c. kill a motion.
12. To delay consideration of the main motion until the next regular meeting a member would move to
 - a. Lay on the Table.
 - b. Postpone to a Certain Time.
 - c. Postpone Indefinitely.
13. To consider a motion later in the same meeting, a member may move to
 - a. refer the matter to a committee.
 - b. postpone the matter to a certain time.
 - c. postpone the matter indefinitely.
14. When a member wishes to bring a pending question to an immediate vote, he/she should
 - a. rise to a Question of Privilege.
 - b. move to Refer the question.
 - c. move the Previous Question.

15. A motion to Lay on the Table takes precedence over
 - a. all subsidiary motions.
 - b. the motion to Take from the Table.
 - c. all privileged motions.
16. The effect of the adoption of the motion to Fix the Time to Which to Adjourn is to establish
 - a. a special meeting
 - b. a regular meeting.
 - c. an adjourned meeting.
17. A single member can require a
 - a. counted vote.
 - b. standing vote.
 - c. ballot vote.
18. A Request to be Excused from a Duty is
 - a. a privileged motion.
 - b. a subsidiary motion.
 - c. an incidental motion.
19. When a main motion, an amendment, and a motion to postpone the pending question to a certain time are pending, the first vote is taken on
 - a. the motion to Postpone to a Certain Time.
 - b. the amendment.
 - c. the main motion.
20. The vote required to adopt the motion Limit or Extend Limits of Debate is
 - a. a majority vote.
 - b. a two-thirds vote.
 - c. the request or call of one member.
21. In organizations that hold regular business meetings throughout the year, the minutes of the annual meeting should be read and approved at the next
 - a. regular meeting.
 - b. annual meeting.
 - c. special meeting.
22. A special committee
 - a. is on-going from administration to administration.
 - b. ceases to exist when it makes its final report.
 - c. is always created by the chair.
23. Any vacancy occurring on a committee is filled by
 - a. the president.
 - b. the committee itself.
 - c. the appointing power.
24. When the bylaws provide that the president shall be ex officio a member of all committees, the president
 - a. is counted in the quorum.
 - b. has the right, but not the obligation, to participate in committee proceedings.
 - c. must attend all of the meetings.
25. The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students in grades
 - a. 6-12.
 - b. 7-12.
 - c. 8-12.
 - d. 9-12.
26. Which of the following membership classifications are not required to pay dues?
 - a. Active Members
 - b. Professional Members
 - c. Honorary Life Members
27. Which one of the following shall administer all FBLA finances, submit an annual budget for approval, and provide members with an annual audit?
 - a. President and CEO
 - b. Board of Directors
 - c. National Executive Council
 - d. Two-thirds of the total membership
28. In order for a state to hold a charter, there must be ____ local chapters.
 - a. three
 - b. four
 - c. five
 - d. six
29. Which bylaw article deals with Committees?
 - a. Article III
 - b. Article VII
 - c. Article X
 - d. Article XI

30. A local chapter in good standing with 71 members shall be entitled to how many voting delegates to the National Leadership Conference?
- a. One
 - b. Two
 - c. Three
 - d. Four

True/False

31. The maker of a motion has the right to speak first on the question.
32. If a society has a corporate charter, it is not necessary to have a constitution or bylaws.
33. The presiding officer of an assembly always stands when calling the meeting to order.
34. A motion put in writing and delivered to the chair must be read by the author of the motion.
35. After debate has begun, the lack of a second has become immaterial.
36. With the permission of the chair, a member may speak longer than permitted by the rules of the body.
37. There are nine elected national officers.
38. The national president is elected by a majority vote of the local voting delegates.
39. The bylaws list four classifications of membership.
40. The membership year of FBLA members shall be 12 months (one year) from the date they pay their membership dues.

Introduction to Parliamentary Procedure

| | ANSWER | | ANSWER | | ANSWER | | ANSWER |
|-----|--------|-----|--------|-----|--------|-----|--------|
| 1. | C | 11. | C | 21. | A | 31. | T |
| 2. | C | 12. | B | 22. | B | 32. | F |
| 3. | A | 13. | B | 23. | C | 33. | T |
| 4. | A | 14. | C | 24. | B | 34. | F |
| 5. | A | 15. | A | 25. | D | 35. | T |
| 6. | C | 16. | C | 26. | C | 36. | F |
| 7. | B | 17. | B | 27. | A | 37. | F |
| 8. | C | 18. | C | 28. | C | 38. | F |
| 9. | A | 19. | A | 29. | C | 39. | T |
| 10. | B | 20. | B | 30. | C | 40. | F |

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This event recognizes FBLA members who demonstrate knowledge of basic principles of parliamentary procedure along with an understanding of FBLA's organization and procedures.

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

Website Resources

- FBLA-PBL
<http://www.fbla-pbl.org/>
 - National Association of Parliamentarians
<http://parliamentarians.org/index.php>
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INTRODUCTION TO PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

1. Who can serve on the National Board of Directors?
 - a. National FBLA President
 - b. all national FBLA officers
 - c. National FBLA Parliamentarian
 - d. National FBLA President and Parliamentarian

Competency: FBLA Bylaws

2. When can a national officer candidate apply at the National Leadership Conference?
 - a. any candidate may apply at the NLC prior to Officer Candidate Screening
 - b. no candidates may apply at the NLC
 - c. when no candidate applies by the second deadline
 - d. when no candidate applies by the stated deadline

Competency: FBLA Bylaws

3. How much are FBLA dues until changed by a bylaw amendment?
 - a. a bylaw amendment is not required as the National CED sets the amount
 - b. from 1994 forward, national FBLA dues are \$5
 - c. from 1994 forward, national FBLA dues are \$6
 - d. a bylaw amendment is not required as the Board of Directors sets the amount

Competency: FBLA Bylaws

4. Which one of the following is **true** about National Honorary Life Members?
 - a. they are elected at the NLC for one-year recognition
 - b. they can vote, can hold office, and do pay dues
 - c. they cannot vote, cannot hold office, but they do pay dues
 - d. they cannot vote, cannot hold office, and do not pay dues

Competency: FBLA Bylaws

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5. The terms *rules of order* refers to:
- the order a business meeting agenda must follow
 - the written rules of parliamentary procedure adopted by an assembly or organization
 - the order in which members may speak for or against an agenda item
 - the order in which items must be listed in an organization's bylaws

Competency: FBLA Bylaws

6. When a count has been ordered on a motion, the secretary records in the minutes:
- only whether the motion was adopted or not
 - the votes and the abstentions
 - the number of votes on each side
 - the names of those voting for and against the motion

Competency: Parliamentary Procedure Principles

7. Corrections to minutes may:
- be made at any time a mistake is discovered
 - never be made after being accepted by the assembly
 - be made only immediately after they are read to the assembly
 - be made when a motion is pending

Competency: Parliamentary Procedure Principles

8. Viva voce is:
- a voice vote
 - being allowed a say via the voting process
 - laughter caused during a meeting
 - a loud, angry member

Competency: Parliamentary Procedure Principles

9. An organized society requires certain rules to:
- publish or not publish its deliberations
 - determine total members
 - establish its basic structure and manner of operation
 - eliminate distractions from outsiders

Competency: Parliamentary Procedure Principles

10. Pro tem means:
- a professional member of a board of directors
 - serving in a temporary position
 - the temporary suspension of the rules so an informal discussion can be held
 - to temporarily suspend the action to handle another issue

Competency: Parliamentary Procedure Principles

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11. Persons admitted to a mass meeting:
- may be limited
 - may be required to obtain a ticket for admission
 - may not be limited
 - may be confined to a specific area of the meeting space

Competency: Parliamentary Procedure Principles

12. A main motion is one that:
- can be made only by an officer of the organization
 - brings business before the assembly
 - has to be presented to the assembly in writing
 - is the primary reason the business meeting was called

Competency: Parliamentary Procedure Principles

13. A second to a motion indicates that the seconder:
- agrees with the content of the motion
 - will speak to the motion during debate
 - agrees that the motion should come before the meeting
 - commits to vote in favor of the motion

Competency: Parliamentary Procedure Principles

14. When the chair rules a motion out of order, the:
- decision stands and the appeal is overruled
 - decision has no appeal
 - decision may be appealed
 - decision must be subject to a vote with $\frac{3}{4}$ approval

Competency: Parliamentary Procedure Principles

15. Which one of the following requires a majority vote?
- Previous question
 - Raise a Question of Privilege
 - Commit or Refer
 - Limit or extend Limits of Debate

Competency: Parliamentary Procedure Principles

16. To encourage rejection of a pending motion, a member may:
- threaten to drop her membership in the assembly
 - say that if it is defeated she will offer a different motion
 - say that if it is adopted she will leave the assembly
 - threaten to sue those who vote in favor of the motion

Competency: Parliamentary Procedure Principles

17. If the chair, without objection, simply permits a brief pause, without a declaration of recess, a meeting is said:

- a. to be on a break
- b. to be in postponement
- c. to stand at ease
- d. to be temporarily adjourned

Competency: Parliamentary Procedure Principles

18. An affirmative vote by a member is expressed as:

- a. "Aye"
- b. "Nay"
- c. "Approved"
- d. "Agreed"

Competency: Parliamentary Procedure Principles

19. A quorum is defined as the number of members:

- a. required to transact business
- b. who must approve a motion
- c. required to create an organization
- d. required to be appointed to a committee

Competency: Parliamentary Procedure Principles

20. The rules of an assembly or organization are ranked, highest to lowest as:

- a. Bylaws, Constitution, Corporate Charter
- b. Bylaws, Corporate Charter, Constitution
- c. Corporate Charter, Constitution, Bylaws
- d. Constitution, Bylaws, Corporate Charter

Competency: Parliamentary Procedure Principles

21. ARTICLE IX of bylaws gives:

- a. the officers of the organization
- b. the process to amend the bylaws
- c. the committees of the organization
- d. the organization of the executive board of the organization

Competency: Parliamentary Procedure Principles

22. The local assembly of an organized society is limited to persons who:

- a. are charter members of the organization
- b. are officers of the organization
- c. are life-time members
- d. are recorded on the rolls as voting members in good standing

Competency: Parliamentary Procedure Principles

23. Before a member can speak in debate, he must:

- a. obtain the floor
- b. be first in line
- c. call out, "Mr. Chairman"
- d. raise his hand

Competency: Parliamentary Procedure Principles

24. A person who is **not** the first to rise and address the chair may be given preference in being recognized if:

- a. he is in favor of the motion as those in favor are allowed to speak first
- b. he is against the motion as those against it are allowed to speak first
- c. he is the maker of the motion and has not spoken to the question
- d. he seconded the motion and has not spoken to the question

Competency: Parliamentary Procedure Principles

25. If there is a tie vote on a main motion, the result is:

- a. the motion is lost
- b. a vote must be taken as many times as needed to reach a majority
- c. the chair must vote to break the tie
- d. the motion must be restated and the vote taken again

Competency: Parliamentary Procedure Principles

26. The maker of a motion:

- a. can offer changes to the motion if done so immediately after it is stated by the chair
- b. can call for the question as part of the motion
- c. can withdraw it before it is stated by the chair
- d. can designate who will second the motion

Competency: Parliamentary Procedure Principles

27. All questions of parliamentary procedure affecting the assembly's proceedings are ruled on by:

- a. the parliamentarian
- b. the secretary after reading the appropriate section from the bylaws
- c. the chair
- d. the parliamentarian after consultation with the chair

Competency: Parliamentary Procedure Principles

28. When a motion is made:

- a. the maker may not make any changes but must amend her motion
- b. the maker may make a change after it has been stated by the chair and after debate begins
- c. the maker can accept an informal change in it before the questions has been stated by the chair
- d. no changes of any kind may be made

Competency: Parliamentary Procedure Principles

29. A Point of Information is:

- a. a list of definitions regarding the issue under consideration
- b. an inquiry as to facts
- c. is not appropriate during a debate
- d. is a list of rules applicable to the motion

Competency: Parliamentary Procedure Principles

30. The motion to Commit or Refer:

- a. sends the main motion to a committee for study
- b. obligates the assembly to an immediate vote
- c. may be done at any time during the meeting
- d. must be approved by the individuals making and seconding the original motion

Competency: Parliamentary Procedure Principles

Introduction to Parliamentary Procedure Answer Key

| | | | | | |
|-----|---|-----|---|-----|---|
| 1) | A | 11) | A | 21) | B |
| 2) | C | 12) | B | 22) | D |
| 3) | C | 13) | C | 23) | A |
| 4) | D | 14) | C | 24) | C |
| 5) | B | 15) | C | 25) | A |
| 6) | C | 16) | B | 26) | C |
| 7) | A | 17) | C | 27) | C |
| 8) | A | 18) | A | 28) | C |
| 9) | C | 19) | A | 29) | B |
| 10) | B | 20) | C | 30) | A |