
PARLIAMENTARY PROCEDURE

Dorothy L. Travis Award

Overview

The Dorothy L. Travis Award recognizes FBLA members who demonstrate knowledge of parliamentary procedure principles along with an understanding of FBLA's organization and procedures. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 11th edition*.

This event consists of two parts: an objective test and a performance. The top fifteen teams averaging the highest score on the objective test will advance to the final round and participate in the performance component.

This is a team event. Teams must be composed of four or five members.

Website Resources

- FBLA-PBL
<http://www.fbla-pbl.org/>
- National Association of Parliamentarians
<http://parliamentarians.org/index.php>

PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

- 1) The following is an ex-officio, nonvoting member of the National FBLA Executive Council:
- A) PBL National President
 - B) Professional Division President
 - C) FBLA National Officer Liaison
 - D) Chairman of the board of directors

Competency: FBLA Bylaws

- 2) If no candidate for a FBLA national office receives a majority vote, the candidate receiving the lowest number of votes shall be dropped on the:
- A) third vote
 - B) second vote
 - C) first vote
 - D) fourth vote

Competency: FBLA Bylaws

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- 3) How many specific goals of FBLA are in the Purpose section of the bylaws?
- A) eight
 - B) nine
 - C) ten
 - D) eleven

Competency: FBLA Bylaws

- 4) The official application for national office must be received by:
- A) June 1
 - B) May 1
 - C) June 15.
 - D) May 15

Competency: FBLA Bylaws

- 5) A specific FBLA goal is to assist students in the:
- A) development of career competencies
 - B) establishment of occupational goals
 - C) improvement of civic responsibilities
 - D) development of community service projects

Competency: FBLA Bylaws

- 6) Indiana is a member of the:
- A) Eastern Region
 - B) Southern Region
 - C) Mountain Plains Region
 - D) North Central Region

Competency: FBLA Bylaws

- 7) Which one of the following motions is **never** an incidental main motion?
- A) commit or refer
 - B) postpone to a certain time
 - C) amend something previously adopted
 - D) lay on the table

Competency: Parliamentary Procedure Principles

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- 8) If a member is called to order and refuses to apologize or withdraw objectionable statements, the chair:
- A) may not impose any penalty upon the member
 - B) may require the member to leave the hall
 - C) could expel the member from the organization
 - D) should require the member to make an apology

Competency: Parliamentary Procedure Principles

- 9) A general order of the day set for a specified hour:
- A) can supersede a special order for a particular hour that comes into conflict
 - B) is taken up before any other orders of the day for the same time that were made before this general order was made
 - C) cannot come up before that time except by a two-thirds vote to suspend rules or reconsideration
 - D) can interrupt pending questions

Competency: Parliamentary Procedure Principles

- 10) If a member wishes to take up a motion out of its proper order, and there are two items ahead of it, he may:
- A) lay the intervening items on the table individually as they arise
 - B) lay all the intervening items on the table together
 - C) postpone all intervening items together
 - D) ask the chair to announce the desired item next

Competency: Parliamentary Procedure Principles

- 11) As an ex-officio member of a committee, the president:
- A) may not vote or make motions
 - B) must attend all committee meetings
 - C) is not counted in determining that a quorum is present
 - D) need not be informed of meetings

Competency: Parliamentary Procedure Principles

- 12) The previous question is **not** allowed in:
- A) conventions
 - B) local assemblies of organized societies
 - C) committees
 - D) mass meetings

Competency: Parliamentary Procedure Principles

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- 13) It is improper:
- A) to call out "Division" from the member's seat
 - B) to postpone anything beyond the next meeting
 - C) to amend something adopted at an earlier session
 - D) to schedule more than one meeting within a session

Competency: Parliamentary Procedure Principles

- 14) The maximum number of times that a vote on an original main motion can be reconsidered is:
- A) once
 - B) unlimited
 - C) twice
 - D) once during the same session that the original vote was taken and once at the following session

Competency: Parliamentary Procedure Principles

- 15) Delegates to a convention are usually chosen for:
- A) each session
 - B) each annual meeting
 - C) a specific area of representation
 - D) a fixed time period

Competency: Parliamentary Procedure Principles

- 16) At an adjourned meeting, all of the following apply **except**:
- A) the usual order of business is followed
 - B) a motion can be taken from the table
 - C) work is taken up at the point where it was interrupted
 - D) the minutes of the preceding meeting are first read and approved

Competency: Parliamentary Procedure Principles

- 17) The proper order for the opening ceremonies of a convention is:
- A) pledge of allegiance, national anthem, invocation, welcome from a local official, response by the presiding officer
 - B) welcome from a local official, response by the presiding officer, national anthem, pledge of allegiance, invocation
 - C) invocation, national anthem, pledge of allegiance, welcome from a local official, response by the presiding officer or his designee
 - D) national anthem, pledge of allegiance, invocation, welcome from a local official, response by the presiding officer

Competency: Parliamentary Procedure Principles

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- 18) If a quorum fails to appear at a regular meeting after the meeting is called to order:
- A) the bylaw provision that required the meeting to be held was complied with even though the meeting adjourned immediately
 - B) a motion to contact absent members during a recess would not be in order
 - C) the prohibition against transacting business in the absence of a quorum can be waived by unanimous consent
 - D) motions to obtain a quorum are incidental motions

Competency: Parliamentary Procedure Principles

- 19) In a mass meeting, if there is disagreement about the chair's decision in assigning the floor:
- A) the decision can be appealed from by one member
 - B) the decision must be made by the assembly
 - C) the decision can be appealed from by two members
 - D) the decision is not subject to appeal

Competency: Parliamentary Procedure Principles

- 20) When the assembly goes into the committee of the whole, the presiding officer:
- A) leaves the meeting
 - B) takes nominations from the floor for a chairman
 - C) calls another member to the chair
 - D) remains in the chair

Competency: Parliamentary Procedure Principles

- 21) When the bylaws provide that members may be active, associate, or honorary, the term member is used to apply to:
- A) active, associate, and honorary members
 - B) active, affiliate, associate, and honorary members
 - C) only to active and associate members
 - D) only to active members

Competency: Parliamentary Procedure Principles

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- 22) Notice has been given of an amendment to the bylaws which will strike out a certain section. A member wishes to retain this section with changes that may be outside the scope of the notice. The member should:
- A) get the group to vote down the original amendment and then offer the changes he proposes
 - B) give advance notice of the changes he proposes
 - C) promise to offer the changes he proposes if the group will vote down the amendment to strike out
 - D) offer his changes as amendments to the amendment originally proposed

Competency: Parliamentary Procedure Principles

- 23) When filling a blank prescribing the method of voting to be used, the following method is voted on first:
- A) in reverse of the order they were offered
 - B) that which takes the least time
 - C) the order in which they were named
 - D) that which takes the most time

Competency: Parliamentary Procedure Principles

- 24) After a member has been assigned the floor, but before he has begun to speak, it is in order to take any of the actions below, **except**:
- A) make a motion to reconsider
 - B) call for orders of the day
 - C) make a motion to adjourn
 - D) raise a question of privilege

Competency: Parliamentary Procedure Principles

- 25) When is a ballot signed?
- A) in a committee of the whole
 - B) when a motion is adopted "that a signed ballot be taken by tellers"
 - C) when the vote is by machine
 - D) when ordered by one fifth of those present

Competency: Parliamentary Procedure Principles

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- 26) The members of a nominating committee should be:
- A) composed of all the members of the executive committee, except the president
 - B) appointed by the chair
 - C) appointed by the chair and approved by vote of the organization
 - D) elected by the organization

Competency: Parliamentary Procedure Principles

- 27) A corporate charter:
- A) is always required before bylaws are adopted
 - B) should not be drafted before bylaws are adopted
 - C) is unnecessary in any organization
 - D) should be drafted by an attorney

Competency: Parliamentary Procedure Principles

- 28) The chair should **not** hesitate to call the question on a motion:
- A) that censures him
 - B) that commends him
 - C) to elect officers or appoint delegates or a committee even if he is included
 - D) to approve a contract in which he has a pecuniary interest

Competency: Parliamentary Procedure Principles

- 29) A substitute amendment has been offered. What **cannot** be done?
- A) Amend both the main motion and the substitute amendment.
 - B) Move the previous question on the substitute amendment.
 - C) Assume an affirmative vote on the main motion if the substitute is adopted.
 - D) Refer the main motion to a committee.

Competency: Parliamentary Procedure Principles

- 30) A motion to suspend the rules is a(n):
- A) incidental motion
 - B) incidental main motion
 - C) privileged motion
 - D) subsidiary motion

Competency: Parliamentary Procedure Principles

PARLIAMENTARY PROCEDURE PERFORMANCE SAMPLE CASE SCENARIO

Case Scenario

This is a regular meeting of your FBLA chapter.

Below is a list of parliamentary procedure motions, concepts, or principles that you are to incorporate into your performance. Use situations typical of a regular chapter meeting to illustrate all of the items below.

The items are listed randomly. You may present them in any sequence you wish as long as their use conforms to correct procedures.

Part of the evaluation by the judges will be the quality of discussion. Motions should be clearly stated and complete. Debate should be logical, natural, concise, germane, and enthusiastic.

Please speak loud enough so that the judges can hear you.

1. While a motion to provide for an adjourned meeting is pending, demonstrate the proper procedure for withdrawing the motion.
2. Report on—and give approval to—an independent action taken by the president between the time of the previous meeting and today's meeting.
3. Using a main motion of your choice, take the vote by general consent, to which there is an objection. Arising out of this situation is a motion to establish a method of voting other than by voice vote.

Organizational Leadership Answer Key

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

Parliamentary Procedure Answer Key

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

Personal Finance Answer Key

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

PARLIAMENTARY PROCEDURE

Overview

This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

This is a team event composed of two or three members. This event consists of two parts: an objective test and a performance. The top ten (10) teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

Competencies

<http://www.fbla-pbl.org/docs/ct/FBLA/PARLIAMENTARYPROCEDURE.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.

PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

1. Which one of the following motions is **not** a motion to bring a question again before the assembly?
 - a. ratify
 - b. amend something previously adopted
 - c. rescind
 - d. reconsider
2. A motion that has been postponed to a certain time:
 - a. is in the same condition at a later session as it was before postponement except that any limitation on debate is exhausted
 - b. cannot be reconsidered
 - c. can be called up by the motion to take from the table
 - d. cannot again be postponed
3. Incorporation by a society is advisable for all of the following reasons **except** for:
 - a. exemption from tax and revenue laws
 - b. the right to inherit property
 - c. obtaining and holding property
 - d. the capability to sue or be sued
4. Fix the time to which to adjourn:
 - a. is always a privileged motion
 - b. does not affect when the present meeting will adjourn
 - c. is out of order when there is no meeting scheduled later in the same session
 - d. is out of order at an adjourned meeting
5. While a main motion is pending, a member who voted with the prevailing side moves to reconsider the vote on a motion that was adopted during the same meeting. The motion to reconsider is seconded. The chair should now:
 - a. instruct the secretary to enter the motion to reconsider in the minutes
 - b. request a motion to lay the motion to reconsider on the table
 - c. take a vote on whether to enter the motion to reconsider on the minutes
 - d. state the motion to reconsider as pending

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6. When the assigned time for taking up a topic in an agenda arrives, the chair announces that fact. Then he puts to a vote any pending questions without allowing further debate unless:
 - a. someone immediately moves to amend by substitution
 - b. they are debatable questions
 - c. the debate relates to an urgent matter
 - d. someone immediately moves to lay the question on the table
 7. A vacancy in a committee is filled by:
 - a. the president only
 - b. the appointing power
 - c. the person who is vacating the position
 - d. the committee members
 8. A member who wishes to avoid a direct vote on a question might move any of the following, **except**:
 - a. division of a question
 - b. objection to the consideration of the question
 - c. leave to withdraw a motion
 - d. postpone indefinitely
 9. Which one of the following motions will no longer adhere if laid on the table with a main motion at one session and subsequently taken from the table during the next session?
 - a. postpone indefinitely
 - b. postpone to a certain time, if taken from the table before the time of the proposed postponement
 - c. previous question
 - d. commit or refer
 10. Special committees of the assembly:
 - a. are always appointed "with power"
 - b. are dissolved at the close of the annual meeting
 - c. may make a partial report
 - d. may be discharged by the board
 11. During the proceedings of a committee:
 - a. the committee may adopt its own rules
 - b. the motion to reconsider is not in order
 - c. the chairman has the right to debate, but not make motions
 - d. motions to close or limit debate are generally not allowed
 12. On a question of direct personal interest, a member:
 - a. must send out notice prior to the meeting that he will abstain
 - b. should abstain from voting on the motion
 - c. always votes if the vote is by ballot
 - d. can be compelled to refrain from voting by the other members
 13. A motion within the control of the assembly, because it has **not** been finally disposed of, may be renewed if:
 - a. more than a quarterly time interval will elapse before the next regular session
 - b. voted on and a motion to reconsider made but not called up
 - c. postponed to the next session
 - d. laid on the table
 14. The motion to reconsider does **not** apply to:
 - a. the vote on a motion that can be renewed at a reasonable time
 - b. all the answers are correct
 - c. any vote that has caused something to be done that it is impossible to undo
 - d. an affirmative vote whose provisions have been partly carried out

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15. Active FBLA members must be all of the following **except**:
- be enrolled in business and/or business-related fields
 - accept the purpose of FBLA
 - be secondary students
 - currently contributing to good school-community relations
16. The affairs and property of FBLA are managed by the:
- advisory council
 - executive council
 - board of directors
 - CEO
17. Which one of the following states is **not** a part of the Mountain Plains Region?
- South Dakota
 - Missouri
 - New Mexico
 - Nebraska
18. A main motion yields to:
- a motion to bring a question again before the assembly
 - the motion to ratify
 - all applicable secondary motions
 - all answers are correct
19. Which statement is **true**?
- Incidental motions have an assigned position in the order of precedence of motions.
 - There are twelve ranking motions.
 - More than one secondary motion may be pending at a time.
 - There are four classes of secondary motions.
20. The fiscal year of the Future Business Leaders of America shall be:
- June 1 through May 31
 - August 1 through July 30
 - January 1 through December 31
 - July 1 through June 30
21. In addition to active members, the bylaws provide for:
- Professional, Honorary Life, and National Honorary Life
 - Professional, State Honorary Life, and National Honorary Life
 - Alumni, Honorary Life, and State Honorary Life
 - Alumni, State Honorary Life, and National Honorary Life
22. The official emblem and insignia item designs are described and protected from infringement by registration in the U.S. Patent Office under the Trademark Act of which year?
- 1946
 - 1948
 - 1962
 - 1966
23. The officer candidates must be certified by the:
- CEO
 - National Executive Council
 - board of directors
 - Officer Screening Committee

-
24. Which one of these subsidiary motions has no corresponding incidental main motion?
- limit or extend limits of debate
 - commit or refer
 - postpone indefinitely
 - previous question
25. A motion to censure the action of an officer:
- is not amendable
 - opens the entire question to debate
 - is not debatable
 - may not be reconsidered
26. The adoption of the motion to postpone indefinitely:
- allows the main motion to be brought up again at the business meeting the next day during a convention
 - suppresses the main motion for all future meetings
 - kills the main motion for the duration of the session
 - allows the action to be renewed after intervening business has transpired
27. To amend something previously adopted is:
- an incidental motion
 - an incidental main motion
 - an original main motion
 - a subsidiary motion
28. Which one of the following motions can be made without a time limit?
- take from the table
 - reconsider
 - discharge a committee
 - rescind
29. When dissolving a society, which of the following is **not** required?
- holding a public hearing
 - disposal of assets in accordance with state and federal tax laws
 - adoption of a resolution of dissolution
 - the same notice and vote as are required to amend the bylaws
30. Which of the following statements, concerning a member's right to speak and vote, is correct?
- A member may vote and speak as he chooses so long as his debate is germane.
 - A member may not speak against his own motion unless through amendment it becomes a different question.
 - A speaker is required to speak for his motion.
 - A member may vote for or against his motion.

PARLIAMENTARY PROCEDURE PERFORMANCE

Case Scenario

This is a regular meeting of your FBLA chapter.

Below is a list of parliamentary procedure motions, concepts, or principles that you are to incorporate into your performance. Use situations typical of a regular chapter meeting to illustrate all of the items below.

The items are listed randomly. You may present them in any sequence you wish as long as their use conforms to correct procedures.

Part of the evaluation by the judges will be the quality of discussion. Motions should be clearly stated and complete. Debate should be logical, natural, concise, germane, and enthusiastic.

1. Demonstrate a situation that leads to an appeal from the decision of the chair.
2. While a suitable main motion is pending, demonstrate the proper division of a question.
3. Demonstrate the use of "stand at ease."

Parliamentary Procedure Answer Key

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

Personal Finance Answer Key

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

Sports Management Answer Key

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

Spreadsheet Applications Answer Key

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

Technology Concepts Answer Key

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

PARLIAMENTARY PROCEDURE

This event recognizes members who demonstrate knowledge of the principles of parliamentary procedure. Based on team rather than individual competition, participants develop speaking ability and poise through competitive performance.

Competencies

This event consists of two parts including an Objective Test and a Performance Event.

The topics listed below are prioritized, listing first the most important content areas of the test; grouped topics are equal.

- 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.
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. To download 300 test questions, go to <http://www.parliamentarians.org/membership.htm>. Also go to <http://www.parliamentarians.org/> to look at study materials. Take as many practice tests as possible.
3. Study the event-rating sheet included with the guidelines in the *Chapter Management Handbook*. Be familiar with the areas to be considered in judging and the weight given to each area.
4. Contact a local parliamentary group, such as the National Association of Parliamentarians, or a registered parliamentarian for assistance.
5. Schedule as much performance practice as possible. Simulate the event, being certain to comply with event requirements:
6. Your team must be composed of four or five persons—a president, vice president, secretary, treasurer, and an additional member.
7. The team has 20 minutes to prepare the performance problem. Parliamentary procedure reference materials may be used during the preparation time but not during the performance. These items are allowed in the preparation room and may be used in the performance: a copy of the problem for each team member, the treasurer's report, a copy of minutes from a preceding meeting.
8. Your performance must include procedures used in a complete regular chapter meeting—from call to order to adjournment. All classes of motions must be demonstrated during the performance.
9. Performance time may be from nine to eleven minutes. To avoid penalty points, the performance must not be under 8:31 or over 11:29. Practice with a timekeeper who stands at eight minutes. Videotape your performances for additional review.

Objective Test

10. The objective test is taken from the National Association of Parliamentarians databank of 1200 questions and the FBLA Bylaws.
11. 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.
12. Dress according to the established dress code.
13. Bring several sharpened No. 2 pencils with erasers.
14. 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.
15. 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.
16. Make certain your answers are clearly marked and all stray marks are erased.
17. Turn in your test as soon as you are finished. The administrator records the order of the tests as they are turned in; this order is used in case of tie scores.
18. Remember that the team score is determined by averaging the scores of its members. The ten teams with the highest scores will be scheduled for performance.

Performance

19. Check the time and location for the event performance.
20. Invite your adviser and chapter members to the performance. Parliamentary Procedure is open to conference attendees, except those performing participants in the event.
21. Dress according to the established dress code.
22. Report on time to the event site for instructions. All teams are sequestered until preparation, which is 20 minutes before performance. Come prepared with snacks and/or non-event-related reading material.
23. Use the preparation time to analyze and organize the performance problem you received from the event administrator.
24. Final rank will be determined by a weighting of 20 percent for the team objective test score and 80 percent for the team performance score.
25. Take pride in your accomplishments and share the excitement of the awards program.

PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

Multiple Choice

1. All of the following are misuses of lay on the table except
 - a. moving to lay a pending question on the table if there is evidently no other matter urgently requiring immediate attention.
 - b. moving to lay on the table with the intention of killing a motion without a direct vote.
 - c. suppressing a question without debate.
 - d. the laying of intervening matters on the table in succession to bring another matter up out of its order.
2. A motion to censure the action of an officer
 - a. is not debatable.
 - b. is not amendable.
 - c. opens the entire question to debate.
 - d. may not be reconsidered.
3. The following motions usually require a two-thirds vote:
 - a. suspend the rules, previous question, point of order.
 - b. previous question, amend, recess.
 - c. limit or extend limits of debate, point of information, point of order.
 - d. previous question, suspend the rules, limit or extend limits of debate
4. The motion to fix the time to which to adjourn is
 - a. in order when another has the floor.
 - b. not a privileged motion.
 - c. the highest ranking privileged motion.
 - d. the lowest ranking privileged motion.
5. The privileged motion to recess
 - a. takes precedence over all other motions, except the motion to adjourn.
 - b. requires that a recess begin immediately.
 - c. is made while no other business is pending.
 - d. is debatable.
6. Before candidates for FBLA national office can be nominated, they must be certified by the
 - a. National Executive Council.
 - b. Board of Directors.
 - c. Officer Screen Committee.
 - d. President/CEO.
7. If no candidates are running for a national office, the deadline for that particular office is extended to
 - a. April 15.
 - b. May 1.
 - c. May 15.
 - d. June 15.
8. The motion to discharge a committee requires
 - a. a majority vote with previous notice.
 - b. a vote of a majority of the entire membership.
 - c. a two-thirds vote.
 - d. All of the above are correct
9. If the chair becomes convinced that members are using parliamentary forms for obstructive purposes, the chair should
 - a. rule such motions out of order.
 - b. not recognize these members.
 - c. never permit his personal feelings to affect his judgment.
 - d. All of the above are correct
10. The policymaking body of FBLA is the
 - a. National Awards Program Committee.
 - b. National Executive Council.
 - c. Board of Directors.
 - d. National Advisory Council.
11. If all four of the following methods of nominating have been suggested to complete a motion that "Nominations shall be made _____," which method should be considered first?
 - a. by a committee
 - b. from the floor
 - c. by the chair
 - d. by ballot
12. A member who has exhausted his right to debate a question may, however, debate the merits of the main question during debate on the following motion:
 - a. commit or refer.
 - b. amend.
 - c. postpone indefinitely.
 - d. postpone to a certain time.

13. A substitute amendment has been offered. What cannot be done?
- Amend both the main motion and the substitute amendment
 - Assume an affirmative vote on the main motion if the substitute is adopted
 - Move the previous question on the substitute amendment
 - Refer the main motion to a committee
14. Which of the following motions can be made without a time limit?
- Take from the table
 - Rescind
 - Discharge a committee
 - Reconsider
15. The five administrative regions include
- Eastern, Southern, Central, Mountain Plains, Western.
 - East, South, North Central, Mountain Plains, Western.
 - Eastern, Southern, Central, Mountain Plains, North West.
 - Eastern, Southern, North Central, Mountain Plains, Western
16. What vote is required to amend a proposed set of special rules of order while they are pending?
- A majority vote
 - A two-thirds vote
 - An affirmative vote of a majority of the members
 - Unanimous consent
17. In a mass meeting, the quorum is
- two-thirds of those present.
 - a majority of those present.
 - one-third of those present.
 - those present.
18. The proper procedure for claiming the floor in an assembly is to
- raise your hand.
 - rise.
 - address the chair.
 - rise and address the chair.
19. The National Executive Council is composed of
- national officers, association president and CEO, chairman of board of directors, and a state committee person for each national officer.
 - national officers and a state committee person for each national officer.
 - national officers, association president and CEO, a member appointed from the board of directors, and a state committee person for each national officer.
 - national officers, association president and CEO, and chairman of board of directors,
20. To avoid a change of officers during the convention, the bylaws should provide that newly elected officers shall take up their duties
- at the first meeting of the board of directors, provided that it meets within a quarterly time interval.
 - at the close of the convention.
 - after the installation ceremony, which is just prior to adjournment.
 - the day following the close of the convention to allow the previous officers time to transfer files.
21. FBLA state charters are issued when _____ local chapters become dues paying members of FBLA-PBL.
- 2
 - 3
 - 4
 - 5
22. The official deadline for National Officer Applications is
- April 15.
 - May 1.
 - May 15.
 - June 15.
23. Unless the rules state otherwise, what are the rules for speaking in debate?
- No member can speak more than twice to the same question on the same day.
 - A member can speak no longer than ten minutes each time.
 - During an appeal, the presiding officer may speak twice and other members may speak only one time.
 - All of the above are correct.

24. A meeting is said to stand at ease when
- there is a short intermission in the proceedings.
 - the chair permits a brief pause without declaring a recess.
 - there is a technical interruption of the meeting and members take a break.
 - a sizable number of members need to leave the hall to take a break.
25. When a motion is opened to debate, the chair recognizes first
- those in favor of the motion.
 - the member who desires to speak and has not yet spoken.
 - the member who made the motion, if he wishes to speak.
 - those opposed to the motion.
26. In the absence of any bylaw provision, the quorum for a convention is
- a majority of the delegates in actual attendance.
 - a majority of the delegates who have been registered as in attendance.
 - a majority of the delegates who were elected, including those not registered.
 - a majority of the delegates and alternates who have been registered as in attendance.
27. How many rounds of voting are done before a FBLA national candidate is dropped if a candidate for an office doesn't receive a majority vote?
- 1 round
 - 2 rounds
 - 3 rounds
 - 4 rounds
28. How is an FBLA national officer vacancy filled?
- Appointed by the President/CEO
 - Appointed by the FBLA National President and approved by the President/CEO
 - Appointed by the FBLA National President and approved by the Board of Directors
 - Appointed by the FBLA National President and approved by the National Executive Council
29. Which of the following is not a part of the standard order of business?
- Reading and approval of the minutes
 - Reports of special committees
 - Special orders
 - Adjournment
30. The vote necessary to change an adopted agenda is
- a majority of those present.
 - previous notice and two-thirds vote.
 - previous notice and majority vote.
 - a vote of a majority of the entire membership.
31. Who may attend an executive session?
- Members, special invitees, and specified staff members.
 - Members, the public, and special invitees
 - Members, special invitees, and former members.
 - Members, dignitaries, and specified staff members.
32. Minutes become *the* minutes and assume the status as the official record of the proceedings when
- advance copies of the minutes as drafted by the secretary are sent to all members.
 - the minutes have been read.
 - the minutes have been approved.
 - the reading of the minutes has been dispensed with.
33. When the chair announces that a two-thirds vote has been obtained and refuses to count the vote, how may the losing side verify the count?
- Call for a division of the assembly
 - Move to have the vote counted, which requires a two-thirds vote
 - Move to have the vote counted, which requires a majority vote
 - A demand of a single member requires a count

34. Which of the following adopts a main motion when the voting requirement of a majority is based on the number of members present, a quorum is 20, and 25 are present?
- 12 voting in favor, 11 opposed
 - 11 voting in favor, 14 opposed
 - 12 voting in favor, 10 opposed
 - 13 voting in favor, 12 opposed
35. On a question of direct personal interest, a member
- always votes if the vote is by ballot.
 - should abstain from voting on the motion.
 - can be compelled to refrain from voting by the other members.
 - must send out notice prior to the meeting that he will abstain.
36. During informal consideration
- limitations on the number of times a member can speak are removed.
 - the presiding officer does not remain in the chair.
 - decisions of the assembly are not final.
 - the chair can limit the number and length of speeches.
37. A member has the right to change his vote
- up to the time the chairman has been given the opportunity to vote.
 - up to the time the result is announced.
 - up to the time the next business in order has been announced.
 - by general consent, as long as he explains his reason for wanting to change his vote.
38. When a mail vote authorized in the bylaws is to be secret,
- the signature required on the ballot to verify membership makes it impossible.
 - a signature does not appear anywhere when the ballot is returned.
 - an inner return envelope--- with a space for the voter's signature placed on its face instead of on the ballot---should be sent to the voter along with the ballot, and the ballot should be returned sealed in the inner envelope.
 - the secretary must always know how the members voted in order to record the
- vote correctly and ascertain that the member was eligible to vote.
39. As an ex-officio member of a committee, the president
- is not counted in determining that a quorum is present.
 - may not vote or make motions.
 - must attend all committee meetings.
 - need not be informed of meetings.
40. How is a state committee chairman selected?
- Recommended by the National Center staff and approved by the Board of Directors
 - Recommended by the National Center staff and approved by the National Executive Council
 - Recommended by the National Executive Council and approved by the Board of Directors
 - Recommended by the FBLA-PBL President/CEO and approved by the Board of Directors

Parliamentary Procedure

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

PARLIAMENTARY PROCEDURE

Overview

This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

This is a team event composed of two or three members. This event consists of two parts: an objective test and a performance. The top fifteen teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

The examination and performance criteria for this event will be based on *Robert's Rules of Order, Newly Revised, 11th edition*.

Website Resources

- FBLA-PBL
<http://www.fbla-pbl.org/>
- National Association of Parliamentarians
<http://parliamentarians.org/index.php>

PARLIAMENTARY PROCEDURE SAMPLE QUESTIONS

1. The vote required to amend the National FBLA Bylaws is:
 - a. two-thirds
 - b. two-thirds of those present
 - c. majority
 - d. three-fourths

Competency: FBLA-PBL Bylaws

2. The proposed amendments to the National FBLA Bylaws are voted on at the National Leadership Conference by the:
 - a. local chapter voting delegates
 - b. local chapter and state voting delegates
 - c. state voting delegates
 - d. local chapter and state voting delegates and state committee

Competency: FBLA-PBL Bylaws

3. At the FBLA National Leadership Conference a local chapter with a membership of 100 may have:
 - a. two voting delegates
 - b. five voting delegates
 - c. three voting delegates
 - d. four voting delegates

Competency: FBLA-PBL Bylaws

-
4. The maximum number of FBLA national officers who may be elected from the same state chapter is:
- four
 - two
 - three
 - one

Competency: FBLA-PBL Bylaws

5. A vote taken by rising at the demand of a member is called a:
- viva voce vote
 - division of the assembly
 - division of the question
 - standing vote

Competency: Parliamentary Procedure Principles

6. Which one of the following is classified as a secondary motion?
- original main motions
 - incidental motions
 - motions that bring a question again before the assembly
 - incidental main motions

Competency: Parliamentary Procedure Principles

7. Which statement is **true**?
- Incidental motions have an assigned position in the order of precedence of motions.
 - There are four classes of secondary motions.
 - More than one secondary motion may be pending at a time.
 - There are twelve ranking motions.

Competency: Parliamentary Procedure Principles

8. Before any other business can be brought up, a motion must be disposed of with the exception of:
- the motion to rescind or amend something previously adopted
 - motions that bring a question again before the assembly
 - certain privileged questions
 - incidental main motions

Competency: Parliamentary Procedure Principles

9. The motion to lay on the table should be used to:
- interrupt consideration of a main motion temporarily until a majority wishes to consider it again
 - dispose of a main motion without bringing it to a vote
 - delay consideration of a question until a later specified time
 - delay consideration of a question until a committee can report findings on the subject to the assembly

Competency: Parliamentary Procedure Principles

-
10. The motion to ratify:
- is a privileged motion
 - requires a two-thirds vote for adoption
 - is an incidental main motion
 - is usually undebatable

Competency: Parliamentary Procedure Principles

11. Unless it is one within a series, a mass meeting usually needs **no** established order of business since:
- all action is necessarily suspended until a new society is formed
 - no action, other than preparing recommendations, is in order
 - only one item of business is permitted to be taken up
 - there is nothing but new business to be brought up

Competency: Parliamentary Procedure Principles

12. Conducting the deliberative process by mail, e-mail, fax, or other electronic media must:
- be authorized by appropriate special rules of order
 - be authorized by appropriate standing rules
 - not be permitted since many procedures common to parliamentary law are not applicable
 - be authorized by the bylaws and should be supported by special rules of order

Competency: Parliamentary Procedure Principles

13. In agendas for sessions consisting of several meetings, most items are:
- scheduled for one meeting only
 - scheduled the same as the order of business for regular meetings
 - are postponed until the last meeting of the session
 - general orders

Competency: Parliamentary Procedure Principles

14. The wording of a motion in the minutes should:
- be the exact wording the maker of the motion used in stating the motion
 - be the exact wording the chair uses in putting the question
 - be the exact wording the chair uses in stating the question
 - be the exact wording as the members understand the question

Competency: Parliamentary Procedure Principles

15. A vacancy in a committee is filled by:
- the person who is vacating the position
 - the president only
 - the appointing power
 - the committee members

Competency: Parliamentary Procedure Principles

-
16. To adopt the entire report of a board or committee, as opposed to just the recommendations contained at the end of the report, requires a:
- two-thirds vote with previous notice
 - two-thirds vote
 - majority vote with previous notice
 - majority vote

Competency: Parliamentary Procedure Principles

17. A partial report of a committee is:
- handled the same way as the final report
 - finished by the assembly by amendment
 - laid on the table
 - postponed until the complete report is ready

Competency: Parliamentary Procedure Principles

18. The presentation of a minority report in an assembly:
- is a privilege that may be granted by the assembly
 - requires a two-thirds vote of the assembly
 - may be adopted by the assembly as the report of the committee
 - precedes the report of the committee

Competency: Parliamentary Procedure Principles

19. In a society where members are permitted to serve in only one office at a time, if a member is present and elected to more than one office:
- he/she can choose which of the offices he will accept
 - he/she must accept all offices
 - he/she must accept the first office to which he was elected
 - the assembly will decide by vote the office to be assigned to him

Competency: Parliamentary Procedure Principles

20. In an election of members of a board or committee, if less than the prescribed number receive a majority, the places are filled by:
- the nominees receiving the lower number of votes removed
 - those with a majority, with repeated balloting for the remaining candidates
 - the proper number receiving the largest number of votes
 - repeated balloting with all remaining on the ballot

Competency: Parliamentary Procedure Principles

21. Unanimous consent:
- may mean that the opposition acquiesces
 - implies that every member is in favor of the proposed action
 - is not the same as general consent
 - should not be used, even in routine business

Competency: Parliamentary Procedure Principles

22. Bylaws:

- a. may be suspended if they relate to the duties of officers in connection with meetings
- b. must authorize all powers assumed by the organization
- c. prescribe administrative functions of the organization
- d. in the nature of rules of order cannot be suspended

Competency: Parliamentary Procedure Principles

23. Suspension of rules of order requires:

- a. the chair's decision
- b. a majority vote
- c. one member's demand
- d. a two-thirds vote

Competency: Parliamentary Procedure Principles

24. A committee is revising the bylaws and has a number of provisions relating to the mechanics of transition from old to new bylaws. How should they specify these provisions?

- a. move the adoption of the revised bylaws with the provisos attached thereto
- b. include the provisions in the new bylaws when printed
- c. after the revision is adopted, number the provisions and attach the list to the revision
- d. after the revision is adopted, move that the transition provisions be approved

Competency: Parliamentary Procedure Principles

25. In bylaws, the nominating committee usually is described in the article on:

- a. meetings
- b. committees
- c. officers
- d. members

Competency: Parliamentary Procedure Principles

26. A member who falls in arrears in the payment of his dues:

- a. is under a disciplinary suspension
- b. does not lose the right to vote unless the bylaws so provide
- c. automatically loses the right to attend meetings
- d. automatically loses the right to make motions

Competency: Parliamentary Procedure Principles

27. The president:

- a. has the right to attend committee meetings and vote
- b. is always an ex-officio member of all committees
- c. should be expressly excluded for service on the nominating committee
- d. may appoint nonmembers to committees without approval

Competency: Parliamentary Procedure Principles

28. The hour at which meetings are to be held should:

- a. be specified in the bylaws
- b. be specified in special rules of order
- c. be specified in the standing rules
- d. not be specified in any document

Competency: Parliamentary Procedure Principles

29. Proposed amendments to the FBLA National Bylaws shall be submitted in writing by:

- a. local chapters or state chapters
- b. local chapters or a state committee member
- c. state chapters or a national officer
- d. local chapters, state chapters, or a national officer

Competency: Parliamentary Procedure Principles

30. A tie vote:

- a. can be considered a majority vote
- b. adopts the motion
- c. requires the chair to break the tie
- d. the chair may vote in favor of the motion

Competency: Parliamentary Procedure Principles

PARLIAMENTARY PROCEDURE PERFORMANCE

Case Scenario

Your chapter members know the importance of your local officers receiving training for their specific roles to better lead your chapter. During your meeting, demonstrate the following:

1. Discuss the pros and cons for your chapter officers attending the 2012 Institute for Leaders.
2. Set aside the orders of the day.
3. A rising vote is inconclusive.
4. A motion contains several parts. Take the necessary action to consider and vote on each part.

Parliamentary Procedure Answer Key

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

Overview

This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

This is a team event composed of two or three members. This event consists of two parts: an objective test and a performance. The top ten (10) teams scoring the highest on the objective test will advance to the final round and participate in the performance component.

Competencies

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

- Parliamentary procedure principles
- 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.

Parliamentary Procedure Sample Questions

1. The quorum for all business meetings at the NLC shall be
 - a. a majority of the registered voting delegates.
 - b. a majority of the total membership.
 - c. a majority of the voting delegates in attendance at that time.
 - d. a majority of the state voting delegates.
2. The second deadline to submit applications for national office shall be
 - a. July 1.
 - b. June 15.
 - c. at the NLC.
 - d. June 1.
3. Discussion without a motion
 - a. is allowable in particularly orderly assemblies.
 - b. is not subject to a point of order.
 - c. is allowable without permission of the assembly.
 - d. violates one of parliamentary procedure's most powerful tools for expediting business.
4. Which of the following can be laid on the table?
 - a. a group of main motions listed as unfinished business
 - b. an undebatable appeal that does not adhere to the main motion
 - c. a main motion to which an objection to the consideration has been raised
 - d. objection to the consideration of a question
5. The chairman of a special committee appointed by the chair is automatically the first person named, unless
 - a. he or she is not a member of the society.
 - b. he or she declines the position.
 - c. all answers are correct
 - d. the chair does not mention this when naming the committee members.
6. Nomination and election of officers at a convention
 - a. should be followed by an installation ceremony.
 - b. must be on separate days.
 - c. should be scheduled for the final day of the convention.
 - d. should take place early in the convention.
7. The program
 - a. may be proceeded to at any time during the meeting by special rule or practice.
 - b. must precede the business meeting in case members wish to take action.
 - c. should be given after the meeting has adjourned.
 - d. should follow the end of the order of business.
8. A committee of the whole
 - a. may order a counted rising vote.
 - b. may refer a matter to another ordinary committee.
 - c. may impose disciplinary measures on its members.
 - d. rises and reports when it wishes to bring the meeting to an end.
9. If a parliamentarian is needed by an organization,
 - a. the president, with the approval of the board of directors, should appoint the person.
 - b. the board of directors should elect the person.
 - c. the president should be free to appoint someone in whom he has confidence.
 - d. the assembly should elect the person.

-
10. When a vote by ballot is not required by the bylaws, for which of the following would a ballot vote not be prescribed?
 - a. Whenever it is believed that members may thereby be more likely to vote their true sentiments.
 - b. Non-contested elections.
 - c. A vote on charges before or after the trial of a member or an officer.
 - d. A vote on the admission of a candidate to membership in the society.
 11. Which of the following motions does **not** require a second?
 - a. reconsider
 - b. suspend the rules
 - c. appeal from the decision of the chair
 - d. fill a blank
 12. A motion that presents the same question as a motion that has been referred to a committee is
 - a. in order at the time that the committee presents its report.
 - b. improper, and therefore out of order.
 - c. dilatory, and therefore out of order.
 - d. in order, and should be considered immediately.
 13. If a committee chairman fails to call a meeting of the committee:
 - a. the committee must meet on the call of the president
 - b. the committee cannot meet
 - c. the committee is dissolved
 - d. the committee must meet on the call of any two of its members
 14. Which motion can be renewed after progress in business?
 - a. question of privilege
 - b. adjourn
 - c. postpone indefinitely
 - d. rescind
 15. A motion arising out of an officer's, a board's, or a committee's report is
 - a. taken up immediately.
 - b. postponed until the next meeting so more information can be gathered.
 - c. taken up after all committees have reported.
 - d. taken up under new business.
 16. After words have been inserted or added, they can be changed or struck out
 - a. by a motion to strike out the words.
 - b. by a motion to strike out the entire paragraph into which the words were inserted.
 - c. by defeating the motion, then reintroducing it without the words.
 - d. they cannot be changed or struck out.
 17. The fundamental instrument establishing an unincorporated society is the
 - a. bylaws.
 - b. special rules of order.
 - c. standing rules.
 - d. adopted parliamentary authority.
 18. A question of privilege has interrupted business and is pending. Which of the following is correct?
 - a. a motion to commit is out of order
 - b. the motion is undebatable
 - c. the motion is debatable
 - d. the presiding officer is permitted to participate in debate

-
19. At the conclusion of a roll call vote, before the result is announced
 - a. anyone who entered the room after his name was called cannot vote.
 - b. a change of vote is not permitted at this time.
 - c. the number of those who answered "present" is not reported to the chair.
 - d. the names of those who failed to answer can be called again.

 20. A question that has been laid on the table can be taken from the table
 - a. at the succeeding convention if such is held within one calendar year.
 - b. by moving to renew the question.
 - c. at such time as the maker of the motion specifies when the motion to lay on the table is made.
 - d. at the next regular session if such session will be held before a quarterly time interval has elapsed.

 21. The unqualified term "majority vote" means
 - a. more than half the votes cast, excluding blanks and abstentions.
 - b. one more than half of the legally qualified membership.
 - c. more than half the number of persons present, legally entitled to vote.
 - d. at least one more than half of the votes cast.

 22. After composing a set of bylaws, a very critical review should be given by the full committee
 - a. to be sure that dues are listed.
 - b. to number and letter the articles and sections.
 - c. to eliminate any remaining inconsistencies or ambiguities.
 - d. to make sure enough officers are listed.

 23. In organizations that regularly hold one-meeting sessions quarterly or more often, corrections, if any, and approval of the minutes are usually handled by
 - a. a two-thirds vote.
 - b. a show of hands.
 - c. a majority vote.
 - d. unanimous consent.

 24. Which article in the FBLA bylaws describes the information about FBLA dues?
 - a. Article VI
 - b. Article IV
 - c. Article III
 - d. Article V

 25. During the balloting for FBLA national office, a candidate with the lowest number of votes will be first dropped from the ballot on the _____ vote.
 - a. fifth
 - b. fourth
 - c. third
 - d. second

 26. _____ members may be elected to a FBLA state or local chapter by a majority vote. These individuals may not vote or hold office and shall not be required to pay dues.
 - a. national honorary life
 - b. active
 - c. honorary life
 - d. professional

 27. FBLA state chapter charters shall be issued upon approval of the
 - a. advisory council.
 - b. CEO.
 - c. board of directors.
 - d. national executive council.

-
28. A society is electing alternates for its delegates to a national convention. Which rule would be the most advisable to govern this election?
- a. Make qualifications the same for both delegates and alternates.
 - b. Elect more alternates than delegates needed.
 - c. Elect about half as many alternates as delegates.
 - d. Name the delegate whom each alternate will replace.
29. A call for a counted rising vote to be taken after an uncounted rising vote
- a. is appropriate only for motions requiring a two-thirds vote.
 - b. may be granted or denied by the presiding officer, the decision being made at his sole discretion.
 - c. must be granted on the demand of a single member if he doubts the vote.
 - d. requires a motion, which needs a second and a majority vote to pass.
30. When dissolving an unincorporated society, which of the following is **not** required?
- a. adoption of a resolution disposing of assets
 - b. adoption of a resolution of dissolution
 - c. notice by mail to all members of record of the meeting at which voting on the dissolution will take place
 - d. adoption of a motion reconsidering the bylaws

Parliamentary Procedure Performance

Performance Indicators

- Motions
 - Made
 - Seconded
 - Stated
 - Debate/no debate
 - Put to vote
 - Vote result announced
- Problem quality (concise, complete, clear, germane)
- Directions followed
- Other business quality
- Proper order of business
- Proper use of parliamentary terms
- Clarity of expression and voice projection
- Impartiality of presiding official
- Initiative of members
- Poise, dignity, and appearance

Case Scenario

This is a regular meeting of your FBLA chapter.

Below is a list of parliamentary procedure motions, concepts, or principles that you are to incorporate into your performance. Use situations typical of a regular chapter meeting to illustrate all of the items below.

The items are listed randomly. You may present them in any sequence you wish as long as their use conforms to correct procedures.

Part of the evaluation by the judges will be the quality of discussion. Motions should be clearly stated and complete. Debate should be logical, natural, concise, germane, and enthusiastic.

1. React to a member whose debate is not germane.
2. Rescind (at this meeting) something adopted (at a previous meeting) over the objection of a member that previous notice to rescind was not given.
3. The chair is in doubt as to the outcome of a voice vote.
4. At the end of the previous meeting when a quorum was not present, the chapter selected the date for the fall conference. Take any action now deemed appropriate.

Parliamentary Procedure Answer Key

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

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

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